

THORPE ST ANDREW TOWN COUNCIL

ANNUAL TOWN COUNCIL MEETING

Town Hall, Pound Lane, Thorpe St Andrew, Norwich, NR7 0UL

Tel/Fax: (01603) 701048

Email: office@thorpeandrew-tc.gov.uk

Issued: 5th May 2023

Notice of Town Council Meeting

Town Councillors, you are hereby summoned to attend the annual meeting of Thorpe St Andrew Town Council to be held at the Town Hall on 17th May 2023 from 7.30pm for the purpose of transacting the following business.

Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 1 **Election of Town Mayor**
 - 2 **Election of Deputy Town Mayor**
 - 3 **Committee/Working Group Terms of Reference and Memberships**
 - 4 **Appointment to Member Champion positions and Allotment Panel**
 - 5 **Attendance book and apologies for absence**
 - 6 **Declarations of interest in items on the agenda**
 - 7 **To confirm the minutes of the Town Council meeting held on 3rd April 2023**
 - 8 **Announcements (For information only)**
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
 - 9 **Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting on matters related to items on the agenda, limited to 3 minutes per person.**
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
 - (iii) Members of the public
 - 10 **Finance**
 - i. **Financial Statement 1/4/22 to 31/3/23**
 - ii. **Variance Notes**
 - iii. **Income, Expenditure, Balance Sheet and Variances 1/4/22 to 31/3/23**
 - iv. **End of year ear-marked reserves**
 - v. **Payments List - voucher numbers 1 to 103 and 113**
 - vi. **Bank Reconciliation Statement**
 - vii. **Insurance and Assets**
 - 11 **Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 17th April 2023
 - (ii) Finance and Staffing Committee held 24th April 2023
 - 12 **Constitution – for review**
 - 13 **Standing Orders – for review**
 - 14 **Financial Regulations – for review**
 - 15 **Annual Administration – for review**
 - 16 **Complaints Policy Documents – for review**
 - 17 **Information and Data Protection Policies – for review**
 - 18 **Media Policy – for review**
 - 19 **Scheme of Delegation – for review**
 - 20 **Appointment of Chief Executive Officer – for decision**
- Future Agenda Items. (Not for discussion)

Locum Chief Executive Officer – Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

Tel: 01603 701048 Email: thomas.foreman@thorpeandrew-tc.gov.uk

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Thorpe St Andrew Town Council



THORPE ST ANDREW TOWN COUNCIL

Town Council : 17th May 2023

Committee Terms of Reference and Memberships

Agenda Item: 3

Reason for this Report

This report has been prepared for the Town Council to approve the terms of reference for the Committees of the Town Council.

Result

The terms of reference for each committee is contained in Appendix A.

The previous Committee sizes are contained in Appendix B and it is for the Council to vote for committee memberships.

Advice

The Town Council is requested to approve the Committee terms of reference.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no financial implications arising from this report.

Appendix A

Planning and Environment Committee

1. Terms of Reference

- a. To receive, consider and comment on all planning applications concerning the Town.
- b. Aim to visit the sites of planning applications where appropriate
- c. To notify the applicant of the date of the meeting when the application would be considered and also notify neighbours where appropriate.
- d. To take into account any planning matters raised by members of the public.
- e. To make recommendations to Broadland District Council, Norfolk County Council, the Broads Authority and neighbouring authorities.
- f. To report all planning decisions to the Town Council
- g. To monitor and consider policy issues in relation to, and to scrutinise the operation of, environmental services
- h. To consider, manage and oversee environmental projects or programmes
- i. To take any other action needed to achieve the above objective.

2. Delegated Function

- a. Where necessary in order to meet statutory limits a response would be delegated to the Clerk and Chairman.
- b. To commit to spend up to £6,000 on any one project or annual environmental contract without referral to the Town Council, with a limit of £6,000 at any one meeting.

Finance and Staffing

1. Terms of Reference
 - a. To review project proposals prior to inform Town Council meetings
 - b. To oversee project working within the powers outlined in the terms of reference
 - c. To assist the Responsible Financial Officer in producing and monitoring the annual budget by receiving and reviewing budget requests as per guidelines.
 - d. To recommend an annual budget to the Town Council.
 - e. To review the financial risk assessments and regulations of the Council on an annual basis.
 - f. To oversee and approve staff appointments. To require new employees to serve a probationary period and to confirm that appointment in writing when the probationary period has been satisfactorily completed.
 - g. To provide all staff with a job description, terms of conditions and service contract and copies of the Disciplinary and Grievance policy
 - h. To provide job descriptions to all Council members
 - i. To conduct annual staff appraisals
 - j. To ensure satisfactory working conditions for all staff and the protection of their employment rights.
 - k. General Data Protection Regulations
 - i. To determine the purpose and manner of processing personal data according to the law
 - ii. To ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process
 - iii. To ensure that councillors and staff receive ongoing and appropriate training for Data Protection
 - iv. To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection
 - v. To receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken
 - vi. To receive reports from the DPO of any investigation of breaches which might need to be undertaken
 - vii. To make an annual review of the GDPR Policy and recommend any changes to Council which might be required
 - viii. To recommend to Council any changes which may be required in Standing Orders in respect of DP
2. To recommend to Council any changes which may be required to the Job Description and Contract of Employment for the Clerk / DPO.
3. Delegated Power
 - a. To commit to spend up to £10,000 on any one project without referral to the Town Council meeting, with a limit of £15,000 at any one meeting.

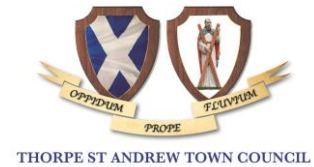
Appendix B

Committee/Working Group Memberships

Planning and Environment Committee: 7 Members

Finance and Staff Committee: (Deputy Town Mayor as Chairman) 10 Members

Thorpe St Andrew Town Council



Town Council : 17th May 2023

Appointment to Member Champion positions and Allotment Panel

Agenda Item: 4

Reason for this Report

This report has been prepared for the Town Council to approve the appointments of Member Champion positions and the Allotment Panel

Outline

The Council is requested to make appointments to the following positions:

- Member Champion for Armed Forces
- Member Champion for Dementia Support
- Three members to the Allotment Panel and one reserve

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are **no** financial implications arising from this report.

DECLARATION OF INTEREST AT A MEETING

As a Councillor, ask yourself do I have an interest to declare at the meeting I am attending? Familiarise yourself with the Councillor Code of Conduct which can be found on the Town Council website.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests.

Q. Do any matters being discussed at the meeting relate to your interests?

Yes

A matter appears on my Register of Disclosable Pecuniary Interest

Action

Declare the nature of the Interest

Action

Do NOT participate in that item at the meeting. Do NOT speak nor vote on the item EXCEPT where you hold a Dispensation

Action

Holding a Dispensation allows you to take part in the meeting, speak and vote

Action

You are advised to leave the room during the debate on the item

No

You can take part in the meeting, speak and vote

Q. What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and Predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item. A challenge may be mounted in the courts.

Bias Test

In all the circumstances would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased.

Predetermination Test

At the time of making the decision, the decision maker had a closed mind.

If a Councillor appears to be biased or have predetermined their decision, they **MUST NOT** participate in the meeting.

**Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 3rd April 2023 at 7:30pm**

1 PRESENT:

Miss S Lawn (Town Mayor)	Mr T Garner
Mrs J Fisher (Deputy Town Mayor)	Mr J Fisher
Mr J Emsell	Mr T Fordham
Mrs T Mancini Boyle	Mr M Lake
Mr F Bowe	Mr S Snelling
Mr J Ward	Mr P Berry
Mr L Reeves	

APOLOGIES: Mr C Eden, Mr J Boast, Ms M Friend

IN ATTENDANCE: Dr T. Foreman (Locum Chief Executive Officer), Mr J Calver (Parks and Estates Supervisor), Mrs R McCarthy (Operational Manager and Responsible Financial Officer), Mrs D Wheatley (Administration and Communications Officer), three members of the public

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6TH MARCH 2023

The minutes of the meeting held on 6th March 2023 were agreed and signed as a true record.

4 Announcements (For information only)

To receive announcements from

(i) The Town Mayor- The Town Mayor thanked all Councillors for their time and dedication throughout this four year Council session. The Mayor thanked the Member Champions for Dementia Support and the Armed Forces Veterans for the significant work which has progressed the work of the Council in those areas. A more detailed update would be provided at the annual meeting in May 2023.

(ii) The Clerk- The Locum CEO echoed the sentiments of the Town Mayor, also paying tribute to those members of the community impacted by the covid-19 pandemic and the Councillor who died during his term of office. Updates from the month are featured on the agenda this evening.

5 PUBLIC PARTICIPATION –TO CONSIDER A MOTION TO SUSPEND THE MEETING TO ALLOW MEMBERS OF THE PUBLIC THE OPPORTUNITY TO ADDRESS THE MEETING LIMITED TO 3 MINS EACH

The Meeting was suspended following a proposal from Miss S Lawn, seconded by Mrs J Fisher.

(i) Norfolk Constabulary-Dr T Foreman provided an update on the work being undertaken locally by the Safer Neighbourhood Team.

(ii) County and District Councillors – The Council noted the report of Mr J Ward. Mrs T Mancini-Boyle provided details of support underway by the District Council and the unanimous passing of the recent budget. Mr J Fisher provided an update on Children’s Services.

(iii) Members of the public

One member of the public spoke on the River Green agenda item.

6 UPDATE ON EVENTS

Mrs D Wheatley and Mrs R McCarthy provided an overview for the upcoming St George’s Day and Coronation Events. A diagram of the St George’s Day layout, timetable, and schedule were tabled. The Council welcomed the update as requested and looked forward to the events taking place in the coming weeks. The Council **NOTED** this report.

7 FINANCE

(i) Payments List: Voucher numbers 1189 to 1300 were signed

(ii) Bank Reconciliation Statement was agreed and signed as a true record.

8 Draft Minutes of Planning and Environment Committee Meeting

Draft Minutes of Planning and Environment Committee Meeting held 13th March 2023 were noted.

9 DONATIONS UNDER S.137 LOCAL GOVERNMENT ACT 1972

Dr T Foreman provided a verbal report into potential spends for the Council s.137 donations for 2022/23. It was proposed by Mr S Snelling, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** to provide the following donations under s.137 of the Local Government Act 1972:

- £100 to Norfolk Community Law Service
- £150 to Norfolk SEN Network
- £100 to Norfolk Air Ambulance
- £100 to Norfolk Accident and Rescue Service
- £100 to the In-Shore Lifeboat

10 APPOINTMENT OF CLEANING PROVIDER

Mrs R McCarthy provided an overview of the report into the appointment of a cleaning provider. There was significant discussion regarding the timings of the cleaning services in each building. There was some consideration given to the weekend requirements of building cleaning and bin emptying. It was proposed by Mrs J Fisher, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** to appoint Contractor C totalling £1072.50 per calendar month and delegate to the Responsible Financial Officer to enhance the contract to include weekend provision.

11 ASSET DISPOSAL

Dr T Foreman explained this item had been removed from consideration due to last minute interest from a community group. The matter would be considered by a future Council meeting if required. This was NOTED by the Town Council.

12 CORONATION CLEAN-UP

Mrs D Whealty provided an update on the planned Coronation Clean-up litter picking event. It was confirmed that this would be undertaken in partnership with the Broadland District Council 'Big Broadland Litterpick' and would take place between 2nd and 5th May 2023. The Council welcomed this confirmation and it was hoped the 'Coronation Clean-Up' would be well attended.

13 RIVER GREEN UPDATE

Dr T Foreman provided an update on legal matters related to River Green. The Council **NOTED** this report.

Meeting closed 8.45pm.

Signed _____

Date _____

Thorpe St Andrew Town Council

Guidance for Public Speaking at Full Council/Committee

Members of the public are welcome to attend any of the Town Council meetings and can speak on matters which appear on the agenda.

The full meeting of the Town Council considers a range of topics, but there are also Committees which have terms of reference to consider specific matters and either make a decision or make a recommendation to the full Town Council meeting.

The Committees are:

- Planning and Environment Committee
- Finance and Staff Committee

Who can speak:

- County/District Councillors (maximum 3 minutes per person or organisation)
- Police (maximum 3 minutes per person or organisation)
- Members of the Public (maximum 3 minutes per person or organisation)

Meeting Format

You will have a maximum of 3 minutes to make your point, so you will need to be concise. You will not need to repeat submissions you have already made in writing as a summary/copy of these will be included in the report or in the meeting documents.

You will be invited to speak at the appropriate point on the agenda. You may be asked questions by the Councillors once you have spoken but you will not be able to ask questions of either the Councillors or officers. If you dispute anything within the report, you should raise this with the Town Clerk or designated officer well before the meeting.

In addition, you are not permitted to circulate any papers or photographs at the meeting. If you wish them to be available to the Councillors, they must be submitted to the Town Clerk at least 3 clear days prior to the meeting date.

Constructive contributions are welcome

Everyone at the meeting is there to make sure the best decision is made, and your contribution should be heard in an atmosphere of respect. However strongly someone feels, critical comments about individuals are not acceptable. If someone is libelled, they can sue. The Town Mayor or Committee Chairman has the right to refuse to hear anyone behaving inappropriately.



THORPE ST ANDREW TOWN COUNCIL

8th May 2023

Report from Councillor John Ward

Norfolk County Council

At the Council's AGM on 9th May, Cllr Kay Mason-Billig will become Leader of the Council with Cllr Andrew Jamieson as her deputy. Cllr Karen Vincent will hand over her Chain of Office of Chairman of the Council to Cllr Barry Stone.

Norfolk Museums Service has been successful in its reapplication to be a Museum of Sanctuary, welcoming and supporting refugees in the City of Norwich.

A question on '20 minute neighbourhoods' was raised at the last Full Council meeting. The Deputy Leader clarified that the idea of these was to allow people to reach the services they required within a 10 min walk from home. The idea that these would be fenced off and vehicles banned was not the case.

A working party has been set up, chaired by Cllr Penny Carpenter, to work through the details of the proposed County Deal. It was confirmed that District Councils would lose no power

The Council is working with the University of East Anglia to help them overcome their financial troubles but there would be no monetary payment from the Council.

The leadership confirmed that work was continuing on planning the Norwich Western Link and they were confident that Government funding would be released in due course.

234,620 trees have been planted by the Council in the last 2 years and increased levels of planting will take place on County farms.

THORPE ST ANDREW TOWN COUNCIL FINANCIAL STATEMENT 2022/2023

	Actual 21/22	Budget 22/23	Actual 22/23	Budget 23/24
	£	£	£	£
INCOME				
Verge Cutting	17416.57	17000.00	18845.00	19000.00
Sir George Morse Park & Pavilion	13391.49	15400.00	27308.84	18900.00
Events	19511.16	16000.00	39716.81	20000.00
Fitzmaurice Park & Town Hall	23439.21	18800.00	22659.00	17000.00
Allotments	10548.58	6050.00	7080.29	6000.00
Community Infrastructure Levy	13523.01		10224.97	
Precept	518758.00	534569.00	534569.00	550654.00
Business Sponsorship	420.00	250.00	673.33	450.00
Town Hall Office	179.06	50.00	3108.13	400.00
Roxley Hall	7168.34	10000.00	15568.98	12000.00
River Green	4234.64	1000.00	2473.05	1500.00
Grants	1000.00		1766.65	
Street Furniture	257.50		143.07	
Tree Management	40.00			
Legal Fees			15387.93	
Section 106			52457.65	
Neighbourhood & Town Plan			3300.00	
Capital Spend/Building Maintenance			97.13	
TOTAL INCOME	629887.56	619119.00	755379.83	645904.00
EXPENDITURE				
Verge Cutting	10934.30	8500.00	6206.59	8500.00
Sir George Morse Park & Pavilion	62847.68	53600.00	46206.30	55600.00
Events	14665.23	15000.00	32487.27	21500.00
Fitzmaurice Park/Town Hall	23009.96	22500.00	15428.00	21000.00
Allotments	5906.81	4800.00	5949.72	4900.00
Town Council Office	27180.29	25050.00	28035.91	30900.00
Legal fees	11499.30	6500.00	18498.10	8000.00
Business Sponsorship	592.94	1000.00	1713.61	1000.00
Cemetery	2565.72	3025.00	229.93	2250.00
Building Maintenance	10777.50	29000.00	31263.99	21000.00
Loan Repayment	27729.00	27268.00	25622.15	26807.00
Leases	5562.08	5200.00	4401.76	5200.00
Neighbourhood & Town Plan	1033.09	1000.00	3750.00	1000.00
Street Furniture	1755.83	1500.00	2024.23	2200.00
River Green	11838.24	10500.00	6621.41	7100.00
Capital Spending	12068.00	46000.00	140191.22	33500.00
Street Lighting	44742.16	32000.00	60650.13	44000.00
Roxley Hall	11924.22	10500.00	11568.24	11500.00
Salaries	325013.91	291626.00	254404.31	314447.00
Newsletter	2287.99	2000.00	4431.00	2500.00
Grants	1770.00		1320.96	
Section 137	50.00	550.00	550.00	
Youth Council	291.67	1000.00		1000.00
BDC Elections	7079.49	4000.00	4772.97	7000.00
Website	660.00	1000.00	1420.00	1000.00
Tree Management		9000.00	9174.07	9000.00
Contingency		7000.00		5000.00
TOTAL EXPENDITURE	623785.41	619119.00	716921.87	645904.00

	Actual 21/22	Actual 22/23
Total Expenditure		
General Fund 1 April	193822.29	138368.94
Add total income	629887.56	755379.83
Deduct expenditure	-623785.41	-716921.87
Transfer to (-) or from (+) Reserves	-61555.50	7895.17
Balance at 31 March	138368.94	184722.07
Represented by:		
General Fund Balance	138368.94	184722.07
Capital Reserve	55310.20	55415.03
Earmarked Reserves	168600.00	160600.00
Total Net Assets	362279.14	400737.10

THORPE ST ANDREW TOWN COUNCIL : FINANCIAL VARIANCES 2022/2023

	Budget 22/23	Actual 22/23	Difference	Difference	Explanation of Variance	Earmarking
INCOME	£	£	£	%		
Verge Cutting	17000.00	18845.00	1845.00	10.85%	Increased payment from NCC	-2000.00
Sir George Morse Park & Pavilion	15400.00	27308.84	11908.84	77.33%	Café electricity contribution (1380), Grounds maintenance refund (3230), Sale of Assets (7108)	
Events	16000.00	39716.81	23716.81	148.23%	Fireworks takings (33251), Jubilee event not budgeted (3458)	-5000.00
Fitzmaurice Park & Town Hall	18800.00	22659.00	3859.00	20.53%	Grounds maintenance refund (3230)	
Allotments	6050.00	7080.29	1030.29	17.03%	Arrears water payment	
Community Infrastructure Levy		10224.97	10224.97			
Precept	534569.00	534569.00				
Business Sponsorship	250.00	673.33	423.33	169.33%	Development of "Made in Thorpe"	
Town Hall Office	50.00	3108.13	3058.13	6116.26%	Subscription refund (1250), Bank Interest (953), Bottle Bank (417)	
Roxley Hall	10000.00	15568.98	5568.98	55.69%	Lettings back to pre-Covid capacity	
River Green	1000.00	2473.05	1473.05	147.31%	Arrears Mooring electricity	
Grants		1766.65	1766.65		Morse Planting Project & Warm Spaces Grants	
Street Furniture		143.07				
Tree Management						
Legal Fees		15387.93			NPLaw refund (4187), Legal Charges (11200)	
Section 106		52457.65	52457.65		Contribution to Morse Play Equipment	
Neighbourhood & Town Plan		3300.00	3300.00		Grant Award	
Capital Spend/Building Maintenance		97.13				
Total Income	619119.00	755379.83	120632.70	19.48%		
EXPENDITURE	£	£	£	%	Explanation of Variance	
Verge Cutting	8500.00	6206.59	2293.41	26.98%	Underspend on all (see Leases)	
Sir George Morse Park & Pavilion	53600.00	46206.30	7393.70	13.79%	Grounds maintenance underspend (7571.3)	
Events	15000.00	32487.27	-17487.27	-116.58%	Jubilee event un-budgeted (10840), new equipment purchased & Xmas event overspend (4510)	
Fitzmaurice Park/Town Hall	22500.00	15428.00	7072.00	31.43%	Grounds Maintenance underspend (5372), Youth shelter underspend (823), electricity underspend (1634)	
Allotments	4800.00	5949.72	-1149.72	-23.95%	Hillside water leak (1055)	
Town Council Office	25050.00	28035.91	-2985.91	-11.92%	New telephony/Wifi system (1348), Full team Training costs included (1605), subscriptions (3559). Other cost savings achieved	increased
Legal Fees	6500.00	18498.10	-11998.10	-184.59%	3x Legal matters	
Business Sponsorship	1000.00	1713.61	-713.61	-71.36%	Significant improvements on St Andrews roundabout	
Cemetery	3025.00	229.93	2795.07	92.40%	No maintenance cost (2525)	
Building Maintenance	29000.00	31263.99	-2263.99	-7.81%	Overspends at River Green (5234), Morse (1365) & Café (739), counteracted by underspend at Town Hall	-2000.00
Loan Repayment	27268.00	25622.15	1645.85	6.04%		
Leases	5200.00	4401.76	798.24	15.35%	Verge Cutting cost attributed 21/22	
Neighbourhood & Town Plan	1000.00	3750.00	-2750.00	-275.00%	Grant Award spent	
Street Furniture	1500.00	2024.23	-524.23	-34.95%	Graffiti removal, repairs & maintenance (449)	
River Green	10500.00	6621.41	3878.59	36.94%	Water costs (1523) counteracted by rates exemption (1800) & reduced maintenance cost (2321)	
Capital Spending	46000.00	140191.22	-94191.22	-204.76%	Play Equipment (78014), E-Vehicle (29360), Lighting Towers (6805), Cricket Mower (6350), Grounds Works (3295), Feasibility Studies (3000), Dog Agility Installation (2999), Photocopier (2000)	
Street Lighting	32000.00	60650.13	-28650.13	-89.53%	Energy Charge overspend (11698), Repairs (19152)	
Roxley Hall	10500.00	11568.24	-1068.24	-10.17%	WiFi upgrade (1114)	
Salaries	291626.00	254404.31	37221.69	12.76%	2x zero cost officers (53085), CEO cost saving (6807). New Comms & Parks Officers employed.	-7000.00
Newsletter	2000.00	4431.00	-2431.00	-121.55%	3x editions published. Design company required due to vacancy	
Grants		1320.96	-1320.96			
Section 137	550.00	550.00				
Youth Council	1000.00		1000.00	100.00%		
BDC Elections	4000.00	4772.97	-772.97	-19.32%	2x Elections	1000.00
Website	1000.00	1420.00	-420.00	-42.00%	Upgrade to auto-reporting	
Tree Management	9000.00	9174.07	-174.07	-1.93%		
Contingency	7000.00	7000.00				
Total Expenditure	619119.00	716921.87	-97802.87	-15.80%		

SUGGESTED EARMARKED RESERVES MOVEMENT	-15000.00
RESERVES AVAILABLE	38000.00
REMAINING RESERVES AVAILABLE TO EARMARK*	23000.00

* includes 11000 Legal Charges

Thorpe St Andrew Town Council
Income & Expenditure Account
01/04/2022 to 31/03/2023

(Last) Year Ended
31 Mar 2022

(Current) Year Ended
31 Mar 2023

<u>Income</u>		
17,416.57	Verge Cutting	18,845.00
13,391.49	Sir George Morse Park & Pavilion	27,308.84
19,511.16	Events	39,716.81
23,439.21	Fitzmaurice Park/Town Hall	22,659.00
10,548.58	Allotments	7,080.29
13,523.01	Community Infrastructure Levy	10,224.97
518,758.00	Precept	534,569.00
420.00	Business Sponsorship	673.33
179.06	Town Council Office	3,108.13
7,168.34	Roxley Hall	15,568.98
4,234.64	River Green	2,473.05
1,000.00	Grants	1,766.65
257.50	Street Furniture	143.07
40.00	Tree Management	
	Legal Fees	15,387.93
	S106 Payments & Donations	52,457.65
	Neighbourhood & Town Plan	3,300.00
	Building Maintenance	97.13
£629,887.56		£755,379.83

<u>Expense</u>		
10,934.30	Verge Cutting	6,206.59
62,847.68	Sir George Morse Park & Pavilion	46,206.30
14,665.23	Events	32,487.27
23,009.96	Fitzmaurice Park/Town Hall	15,428.00
5,906.81	Allotments	5,949.72
27,180.29	Town Council Office	28,035.91
11,499.30	Legal Fees	18,498.10
592.94	Business Sponsorship	1,713.61
2,565.72	Cemetery	229.93
10,777.50	Building Maintenance	31,263.99
27,729.00	Loan Repayment	25,622.15
5,562.08	Leases	4,401.76
1,033.09	Neighbourhood & Town Plan	3,750.00
1,755.83	Street Furniture	2,024.23
11,838.24	River Green	6,621.41
12,068.00	Capital Spending	140,191.22
44,742.16	Street Lighting	60,650.13
11,924.22	Roxley Hall	11,568.24
325,013.91	Salaries	254,404.31
2,287.99	Newsletter	4,431.00
1,770.00	Grants	1,320.96
50.00	S137 Payments and Donations	550.00
291.67	Youth Council	
7,079.49	Broadland District Council Election:	4,772.97
660.00	Website	1,420.00
	Tree Management	9,174.07
£623,785.41		£716,921.87

Thorpe St Andrew Town Council
Income & Expenditure Account
01/04/2022 to 31/03/2023

(Last) Year Ended
31 Mar 2022

(Current) Year Ended
31 Mar 2023

	<u>General Fund</u>	
193,822.29	Balance at 01 Apr 2022	138,368.94
<u>629,887.56</u>	ADD Total Income	<u>755,379.83</u>
823,709.85		893,748.77
<u>623,785.41</u>	DEDUCT Total Expenditure	<u>716,921.87</u>
199,924.44		176,826.90
<u>61,555.50</u>	DEDUCT Reserves Balance	<u>-7,895.17</u>
<u>£138,368.94</u>	Balance at 31 Mar 2023	<u>£184,722.07</u>

Reserves:

Capital Reserve Balance £55415.03

Earmarked Reserve Balance £160600.00

Thorpe St Andrew Town Council
BALANCE SHEET
31/03/2023

(Last) Year Ended 31 Mar 2022		(Current) Year Ended 31 Mar 2023
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
2,878.98	Debtors (Net of provision for doubtful debts)	12,200.94
	Prepayments	6,408.85
9,054.57	VAT Recoverable	20,561.26
	Temporary lendings (investments)	
373,343.07	Cash in hand	373,157.63
385,276.62	TOTAL ASSETS	412,328.68
	CURRENT LIABILITIES	
22,997.48	Creditors	11,591.58
<u>362,279.14</u>	NET ASSETS	<u>400,737.10</u>
	Represented by:	
138,368.94	General fund Balance	184,722.07
	Reserves:	
55,310.20	Capital	55,415.03
168,600.00	Earmarked	160,600.00
	Adjustments	
<u>362,279.14</u>		<u>400,737.10</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2023

Signed


Responsible Financial Officer

Date

08/05/2023

THORPE ST ANDREW TOWN COUNCIL: BUDGET RESULT 2022/2023

ALLOTMENTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	Actual 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Dussindale Maintenance	1066	1350	1700	130.00	1278.80	140.00	140.00	1688.80	99%	11.20	
Dussindale Rent	400	400	400	404.63				404.63	101%	-4.63	
Dussindale Water	598	416.72	600	-8.90	135.96	124.67	246.00	497.73	83%	102.27	
Hillside Maintenance	300	2705	1500	884.69	187.50	265.07	140.00	1477.26	98%	22.74	
Hillside Water	823	409.51	600	201.02	219.11	117.48	1118.19	1655.80	276%	-1055.80	
Rent & Deposit	91	258			50.00	125.00	50.50	225.50		-225.50	
Water Charges	0	368								0.00	
TOTAL	3278	5907	4800	1611.44	1871.37	772.22	1694.69	5949.72	124%	-1149.72	
RECEIPTS											
Rents/deposits	5116	9131	5250	31.00	3036.52	2379.36	215.00	5661.88	108%	411.88	
Water charges	814	1417	800	2.10	771.48	619.80	25.03	1418.41	177%	618.41	
TOTAL	5930	10548	6050	33.10	3808.00	2999.16	240.03	7080.29	117%	1030.29	-119.43

BROADLAND DC ELECTIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Election costs	0	7079	4000				4772.97	4772.97	119%	-772.97	
TOTAL	0	7079	4000	0	0	0	4772.97	4772.97	0%	-772.97	

BUILDING MAINTENANCE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Town Hall	5014	4593.75	9000	1593.06	520.79	1453.80	717.26	4284.91	48%	4715.09	
Morse Pavilion	10247	3066	9000	849.90		5513.84	4001.28	10365.02	115%	-1365.02	
Roxley Hall	496	662	5000	224.62	22.86	241.49	4150.80	4639.77	93%	360.23	
Café	2621	2279	1000	153.00	111.00	190.46	1285.00	1739.46	174%	-739.46	
River Green	3515	177	5000			860.00	9374.83	10234.83	205%	-5234.83	
TOTAL	21893	10778	29000	2820.58	654.65	8259.59	19529.17	31263.99	108%	-2263.99	
RECEIPTS											
Town Hall						56.67		56.67		56.67	
Café							40.46	40.46		40.46	
TOTAL	0	0	0	0.00	0.00	56.67	40.46	97.13		97.13	-216686%

BUSINESS SPONSORSHIP	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Payments	743	593	1000	601.56	71.25	764.84	275.96	1713.61	171%	-713.61	
TOTAL	743	593	1000	601.56	71.25	764.84	275.96	1713.61	171%	-713.61	
RECEIPTS											
Receipts	250	420	250	30	393.33		250.00	673.33	269%	423.33	
TOTAL	250	420	250	30	393.33	0	250	673.33	269%	423.33	-290.28

CAPITAL SPENDING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Asset Replacement	0	10305	4500	6863.00			30005.00	36868.00	819%	-32368.00	
Buildings & Amenity Areas	7654	0	7500	7192.51	68493.84	4674.24	13442.98	93803.57	1251%	-86303.57	
Street lights	3390		9000							9000.00	
Town Hall	898	755	5000	2479.70	744.95			3224.65	64%	1775.35	
Projects	320		20000		1500.00	1500.00	3295.00	6295.00	31%	13705.00	
War Memorial		1008								0.00	
TOTAL	12262	12068	46000	16535.21	70738.79	6174.24	46742.98	140191.22	305%	-94191.22	-94191.22

CEMETERY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Maintenance	2230	2450	2525							2525.00	
Water Charges	206	116	500	51.58	56.18	59.45	62.72	229.93	46%	270.07	
TOTAL	2436	2566	3025	51.58	56.18	59.45	62.72	229.93	8%	2795.07	2795.07

COMM. INFRASTRUCTURE LEVY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Payments										0.00	
TOTAL	0	0	0	0	0	0	0	0.00	0%	0.00	
RECEIPTS											
Receipts	9112	13523		6048.48		4176.49		10224.97		10224.97	
TOTAL	9112	13523	0	6048.48	0	4176.49	0	10224.97	0%	10224.97	10224.97

CONTINGENCY	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Payments			7000							7000.00	
TOTAL	0	0	7000	0	0	0	0	0	0%	7000.00	7000.00

EVENTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
One Off Payments	663	2658	1000	703.47	714.58	235.69		1653.74	165%	-653.74	
St Georges Day			2000	529.61			0.00	529.61	26%	1470.39	
Fireworks		5716	9000	83.33		10981.58	0.00	11064.91	123%	-2064.91	
Remembrance Day		577	500			959.97		959.97	192%	-459.97	
Xmas Event	3584	5714	2500		25.97	6646.60	337.50	7010.07	280%	-4510.07	
Sovereign Events *NEW*				10120.61	720.00		0.00	10840.61		-10840.61	
Additional Events *NEW*				7.97	20.53	393.19	6.67	428.36		-428.36	
TOTAL	4247	14665	15000	11444.99	1481.08	19217.03	344.17	32487.27	217%	-17487.27	
RECEIPTS											
One Off Payments	8	1159								0.00	
St Georges Day			500	550.26	116.67		0.00	666.93	133%	166.93	
Fireworks		17511	15000	25.00	392.99	32833.78		33251.77	222%	18251.77	
Remembrance Day										0.00	
Xmas Event		841	500	25.00		1442.19	356.89	1824.08	365%	1324.08	
Sovereign Events *NEW*				3433.03	25.00			3458.03		3458.03	
Additional Events *NEW*				303.49	108.34	62.50	41.67	516.00		516.00	
TOTAL	8	19511	16000	4336.78	643	34338.47	398.56	39716.81	248%	23716.81	6229.54

FITZMAURICE PARK/TOWN HALL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Cleaning	785	767				141.00		141.00		-141.00	
Cricket Maintenance		588	3000	958.46				958.46	32%	2041.54	
Electricity	6456	6592	6000	485.48	907.49	1056.45	1916.61	4366.03	73%	1633.97	
Field Maintenance Contract	10455	7357	6900	1546.26			857.18	1165.79	52%	3330.77	
Sports Turf Maintenance	327	330								0.00	
Park Maintenance	275	5496	1500	796.12	1262.71	469.10	492.58	3020.51	201%	-1520.51	
Play Equipment Maintenance	168	17	1000	171.12				171.12	17%	828.88	
Telephone	315									0.00	
Water rates	186	378.18	700	0.00	153.15	153.60	306.46	613.21	88%	86.79	
Wheeled/Litter/Dog Bins	1452	1485	2000	266.79	610.82	796.85	737.42	2411.88	121%	-411.88	
Youth Shelter Maintenance			1000			176.56		176.56	18%	823.44	
Tennis Court Maintenance			400							400.00	
TOTAL	20419	23010	22500	4224.23	2934.17	3650.74	4618.86	15428.00	69%	7072.00	
RECEIPTS											
Field Maintenance Contract					3230.00			3230.00		3230.00	
Cricket Income	250	1907	1800	630.41	1717.96	87.50		2435.87	135%	635.87	
Lettings	16839	21362	17000	2333.33	3645.84	4749.99	6013.96	16743.12	98%	-256.88	
Other Income		171				200.01	50.00	250.01		250.01	
TOTAL	17089.00	23440.00	18800.00	2963.74	8593.80	5037.50	6063.96	22659.00	121%	3859.00	10931.00

GRANTS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Payments	17318	1770					1320.96	1320.96		-1320.96	
TOTAL	17318	1770	0	0	0	0	1320.96	1320.96	0%	-1320.96	
RECEIPTS											
Receipts	19500	1000				1600.00	166.65	1766.65		1766.65	
TOTAL	19500	1000	0	0	0	1600.00	166.65	1766.65	0%	1766.65	445.69

LEASES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Payments	4322	5562	5200	280.32	1080.48	1960.48	1080.48	4401.76	85%	798.24	
TOTAL	4322	5562	5200	280.32	1080.48	1960.48	1080.48	4401.76	85%	798.24	798.24

LEGAL FEES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Legal Charges	2166	11499	6500	482.30	9616.50	3894.40	4504.90	18498.10	285%	-11998.10	
TOTAL	2166	11499	6500	482.30	9616.50	3894.40	4504.90	18498.10	285%	-11998.10	
RECEIPTS											
Receipts					4187.30		11200.63	15387.93		15387.93	
TOTAL	0	0	0	0.00	4187.30	0.00	11200.63	15387.93		15387.93	3389.83

LOAN REPAYMENT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Roxley Hall Loan	20686	20269	19852	9977.86		8228.00		18205.86	92%	1646.14	
Town Hall Loan	3566	3894	3850		1930.53		1919.48	3850.01	100%	-0.01	
River Green Lights	3938	3566	3566	1783.14		1783.14		3566.28	100%	-0.28	
TOTAL	28190	27729	27268	11761.00	1930.53	10011.14	1919.48	25622.15	94%	1645.85	1645.85

NEIGHBOURHOOD & TOWN PLAN	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Neighbourhood/Town Plan	350	1033	1000				3750.00	3750.00		-2750.00	
TOTAL	350	1033	1000	0.00	0.00	0.00	3750.00	3750.00	375%	-2750.00	
RECEIPTS											
Neighbourhood/Town Plan						3300.00		3300.00		3300.00	
TOTAL	0	0	0	0.00	0.00	3300.00	0.00	3300.00		3300.00	550.00

NEWSLETTER	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Newsletter	1342	2288	2000	1232.00		1791.00	1408.00	4431.00	222%	-2431.00	
TOTAL	1342	2288	2000	1232.00	0	1791	1408.00	4431.00	222%	-2431.00	-2431.00

PARKS PROJECT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Receipts & Payments										0.00	
TOTAL	0	0	0	0	0	0	0	0	0%	0.00	0.00

PRECEPT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
RECEIPTS											
Precept		518758	534569	267284.50	267284.50			534569.00	100%	0.00	
TOTAL	0	518758	534569	267284.50	267284.50	0	0	534569.00	100%	0.00	0.00

RIVER GREEN	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Statthe Picnic Area	35	128	1500							1500.00	
Electricity	767	1719	1500	362.10	1065.08	441.16	128.26	1996.60	133%	-496.60	
River Green Maintenance	818	1511	4000	418.62	397.56	738.53	124.40	1679.11	42%	2320.89	
War Memorial Maintenance		4								0.00	
Rates (Toilets)	1402	2027	1800							1800.00	
Electricity (Toilets)	1472	1102	1700	148.45	107.93	445.63	529.28	1231.29	72%	468.71	
Cleaning (Toilets)		4155		36.76	12.91	141.00		190.67		-190.67	
Water (Toilets)	4900	1193		386.50				1137.24		-1523.74	
TOTAL	9394	11839	10500	1352.43	1583.48	1766.32	1919.18	6621.41	63%	3878.59	
RECEIPTS											
Electricity							1760.05	1760.05		1760.05	
Income	1064	1291	1000			63.00	650.00	713.00	71%	-287.00	
Rates (Toilets)		2944									
TOTAL	1064	4235	1000	0	0	63.00	2410.05	2473.05	247%	1473.05	5351.64

ROXLEY HALL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Cleaning	1945	2028		89.01	144.88	326.28		560.17		-560.17	
Electricity	667	678.18	1500	250.69	228.88	275.55	270.10	1025.22	68%	474.78	
Gas	1491	1871	1500	667.60	342.60	176.59	400.49	1587.28	106%	-87.28	
Miscellaneous	480	1619	1000	83.14	89.47	130.00	562.44	865.05	87%	134.95	
Rates	4790	4790	5500	4790.40	755.27			5545.67	101%	-45.67	
Water	498	496	500	98.22	44.66	84.25	77.67	304.80	61%	195.20	
Lettings						65.63		65.63		-65.63	
Telephone		441	500	29.17	1347.75	120.50	117.00	1614.42	323%	-1114.42	
TOTAL	9871	11923	10500	6008.23	2953.51	1178.80	1427.70	11568.24	110%	-1068.24	
RECEIPTS											
Miscellaneous		114		77.50				77.50		77.50	
Lettings	187	7055	10000	1778.48	4154.08	4662.83	4896.09	15491.48	155%	5491.48	
TOTAL	187	7169	10000	1855.98	4154.08	4662.83	4896.09	15568.98	156%	5568.98	4500.74

S106 PAYMENTS & DONATIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Section 106										0.00	
TOTAL	0	0	0	0	0	0	0	0	0%	0.00	
RECEIPTS											
Section 106					52457.65			52457.65		52457.65	
TOTAL	0	0	0	0	52457.65	0	0	52457.65		52457.65	52457.65

S137 PAYMENTS & DONATIONS	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
S137 Payments & Donations	600	50	550				550.00	550.00		0.00	
TOTAL	600	50	550	0.00	0.00	0.00	550.00	550.00	0%	0.00	
RECEIPTS											
S137 Payments & Donations	500									0.00	
TOTAL	500	0	0	0	0	0	0	0	0%	0.00	0

SALARIES	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
	58517	46409									0.00
Employer NIC & Pension	9792	5952									0.00
Employer NIC & Pension	12272	4488									0.00
Employer NIC & Pension	5628										0.00
Employer NIC & Pension	2175										0.00
	29790	25423	30507								30507.00
Pension Employer	6852	88028	7169								7169.00
Employer NIC	2899	2390	3000								3000.00
Student Loan	243	268	228	90.00	90.00	288.00	117.00	585.00	257%		-357.00
Salary	21938	22652	24313	5988.24	5988.24	7969.60	6237.75	26183.83	108%		-1870.83
Pension Employer	5102	5386	5835	1458.78	1458.78	1981.82	1525.14	6424.52	110%		-589.52
Employer NIC	1849	1943	2400	572.55	572.55	866.52	563.13	2574.75	107%		-174.75
Salary	17517	18456	20344	5085.99	5085.99	6822.94	5213.01	22207.93	109%		-1863.93
Pension Employer	4029	4337	4882	1220.64	1220.64	1637.50	1251.12	5329.90	109%		-447.90
Employer NIC	1205	1326	2000	423.21	423.21	660.11	405.57	1912.10	96%		87.90
Salary	10129	18456	20344	5085.99	5085.99	6823.04	5213.01	22208.03	109%		-1864.03
Pension Employer	2329	4337	4882	1220.64	1220.64	1637.53	1251.12	5329.93	109%		-447.93
Employer NIC	691	1326	2000	423.21	423.21	660.13	405.57	1912.12	96%		87.88
Salary		9872	20344	5085.99	5085.99	6696.18	3390.68	20258.84	100%		85.16
Pension Employer		2320	4882	1220.64	1220.64	1607.08	258.70	4307.06	88%		574.94
Employer NIC		752	2000	423.21	423.21	642.10	813.76	2302.28	115%		-302.28
Apprentice Salary											0.00
Apprentice Pension Employer											0.00
Apprentice Employer NIC											0.00
CEO Salary		14400	48070	14400.00	9600.00	19200.00	14400.00	57600.00	120%		-9530.00
CEO Pension Employer			11537								11537.00
CEO Employer NIC			4800								4800.00
Salary	6273	18826	25540	7056.51	7056.51	8917.94	7293.51	30324.47	119%		-4784.47
Pension Employer	1443	4424	6130	1693.56	1693.56	2140.30	1750.44	7277.86	119%		-1147.86
Employer NIC	159	1378	2500	719.76	719.76	958.09	692.70	3090.31	124%		-590.31
Salary	6273	12073	9685								9685.00
Pension Employer	1443	2607	2324								2324.00
Employer NIC	159	420	400								400.00
Salary		566									0.00
Salary		5806	12105	4597.52	4649.22	6361.88	4532.27	20140.89	166%		-8035.89
Pension Employer			2905								2905.00
Employer NIC		394	1000	349.69	357.48	594.79	311.63	1613.59	161%		-613.59
Salary			2500		947.98	2552.25		3500.23	140%		-1000.23
Pension Employer					227.52	612.55		840.07			-840.07
Employer NIC					28.59	54.81		83.40			-83.40
Salary						1381.33	4143.99	5525.32			-5525.32
Employer NIC						86.02	258.06	344.08			-344.08
Pension Employer						331.52	994.56	1326.08			-1326.08
Salary							947.98	947.98			-947.98
Employers NIC							26.22	26.22			-26.22
Pension Employer							227.52	227.52			-227.52
Salary Contingency			7000								7000.00
TOTAL	208707	325015	291626	57116.13	53579.71	81484.03	62224.44	254404.31	87%	37221.69	37221.69

SIR GEORGE MORSE PARK & PAVILION	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Cleaning and Cleaning Materials	10376	10530	3500	665.02	430.75	604.79	59.43	1759.99	50%		1740.01
Electricity	1911	4194	3500	359.21	1517.83	1280.21	2109.84	5267.09	150%		-1767.09
Equipment Hire	690	675	400	495.00	720.00	765.00	510.00	2490.00	623%		-2090.00
Field Maintenance Contract	15191	10654	16000	5563.96		3183.38	1568.56	10315.90	64%		5684.10
Fuel	1437	2144	2000	412.62	649.34	767.44	679.79	2509.19	125%		-509.19
Grounds Machinery Maintenance	1248	4561	5000	648.36	371.44	3.62	257.01	1280.43	26%		3719.57
Materials Fixtures & Fittings	262	1832	1000	600.93	116.63	165.73		883.29	88%		116.71
Mileage		113									0.00
Miscellaneous		836	500								500.00
Gas	2788	954	2500	55.92	30.00	321.86	1175.05	1582.83	63%		917.17
Park Maintenance		3280	550	586.55	43.14	482.72	324.25	1436.66	261%		-886.66
Play Equipment Maintenance	1439	3371	1000	444.25				444.25	44%		555.75
St Will Loke - Shrub Bed	7										0.00
Sports Turf Maintenance	1575	1310									0.00
Telephone	1611	1369	2000	457.75	414.95	377.31	318.60	1568.61	78%		431.39
Tools & Equipment		1130	500		643.15	516.00	438.02	1597.17	319%		-1097.17
Training		2507	3500			320.00		320.00	9%		3180.00
Water Rates	350	922	900	471.38	330.29	449.55	529.60	1780.82	198%		-880.82
Wheeled/litter/dog bins	1543	1908	2000	610.79	575.58	668.57	622.26	2477.20	124%		-477.20
Football Marking	2933	3233	2550	662.70				662.70	26%		1887.30
Rates	2470	2470	2700	2470.05				2470.05	91%		229.95
Feed-In Tariff	1281	1171			722.20		550.96	1273.16			-1273.16
Tennis Courts Maintenance	590	640	600								600.00
Health & Safety	3730	2397	1900	1162.81	609.78	564.62	809.82	3147.03	166%		-1247.03
Vehicle Maintenance	927	646	1000	0.00	584.18	387.62	1968.13	2939.93	294%		-1939.93
TOTAL	52359	62845	53600	15667.30	7759.26	10858.42	11921.32	46206.30	86%	7393.70	
RECEIPTS											
Electricity						358.47	1021.92	1380.39			1380.39
Field Maintenance Contract					3230.00			3230.00			3230.00
Fuel				50.00				50.00			50.00
Gas		23									
Tools & Equipment						7108.80		7108.80			7108.80
Football Income	2565	7664	10000	1593.33		1287.50	4481.25	7362.08	74%		-2637.92
Lettings	2888	4533	5400	900.00	900.00	1350.00	2250.00	5400.00	100%		0.00
Rates				1494.34				1494.34			1494.34
Feed-In Tariff	1281	1171		154.00	568.20	238.70	312.26	1273.16			1273.16
Telephone							10.07	10.07			10.07
TOTAL	6734	13391	15400	4191.67	4698.20	10343.47	8075.50	27308.84	177%	11908.84	19302.54

STREET FURNITURE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Cleaning bus shelters	570	1175	1500	395.00	285.00	440.00	575.00	1695.00	113%	-195.00	
Repairs and Maintenance	173				133.50	120.73		254.23		-254.23	
Bus Shelter	1030	385						0.00		0.00	
Memorial Donation		196					75.00	75.00		-75.00	
TOTAL	1773	1756	1500	395.00	418.50	560.73	650.00	2024.23	135%	-524.23	
RECEIPTS											
Memorial Donation		258			40.00		103.07	143.07		143.07	
TOTAL	0	258	0	0	40.00	0.00	103.07	143.07	0%	143.07	-381.16

STREET LIGHTING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Energy Charge	21887	23960	25000	3933.08	5181.73	9654.47	17928.85	36698.13	147%	-11698.13	
Maintenance Contract	5200	4800	7000	800.00	1200.00	1200.00	1600.00	4800.00	69%	2200.00	
Repairs	2305	12246		14577.00	670.00	1025.00	2880.00	19152.00		-19152.00	
Structural Testing		3737								0.00	
TOTAL	29392	44743	32000	19310.08	7051.73	11879.47	22408.85	60650.13	190%	-28650.13	-28650.13

TOWN COUNCIL OFFICE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Audit	1504	1450	1800	125.00		1300.00		1425.00	79%	375.00	
Bank charges	107	137	200	14.85	53.00	21.00	29.70	118.55	59%	81.45	
Mayors Expenses	80	182	300	0.00	186.25	222.65		408.90	136%	-108.90	
Computer/Photocopier	1673	132	750		633.32	67.50	149.00	849.82	113%	-99.82	
Insurance	7896	7921	8500	8428.49			57.60	8486.09	100%	13.91	
Miscellaneous	1055	540	300	0.00	74.09	74.69	292.03	440.81	147%	-140.81	
Office equipment	762	174	150	112.92	68.94	721.07	37.14	940.07	627%	-790.07	
Telephone	802	1473	900	260.47	293.18	409.38	494.71	1457.74	162%	-557.74	
Postage	601	764	750	0.00			25.84	25.84	3%	724.16	
Stationery	502	875	1000	129.20	39.92	57.93	82.54	309.59	31%	690.41	
Subscriptions	1544	4439	2500	3012.37	1872.77	895.74	278.47	6059.35	242%	-3559.35	
Training/H&S	2588	895	1000	667.20	1184.15	754.17		2605.52	261%	-1605.52	
Bottle Bank	35	60		32.40	10.80	75.60	10.80	129.60		-129.60	
Photocopy charges	413	841	1000	96.08	240.00	240.00	480.00	1056.08	106%	-56.08	
Rates	3393	3393	3500	3393.20				3393.20	97%	106.80	
HR Costs	2041	3907	2400	126.05			203.70	329.75	14%	2070.25	
TOTAL	22666	27183	25050	16272.18	4782.47	4839.73	2141.53	28035.91	112%	-2985.91	
RECEIPTS											
Mayors Expenses		15								0.00	
Miscellaneous		9		375.00			100.01	475.01		475.01	
Subscriptions				1249.91				1249.91		1249.91	
Bank charges						-0.94		-0.94		-0.94	
Bank Interest	93	49	50	10.18	37.15	213.37	692.40	953.10	1906%	903.10	
Bottle bank	207	106		179.38			237.59	416.97		416.97	
Telephone							14.08	14.08		14.08	
TOTAL	300	179	50	1814.47	37.15	212.43	1044.08	3108.13	6216%	3058.13	72.22

TREE MANAGEMENT	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Tree Expenditure	9145		9000	3320.00	600.00	5045.00	209.07	9174.07	102%	-174.07	
TOTAL	9145	0	9000	3320.00	600.00	5045.00	209.07	9174.07	102%	-174.07	-174.07
RECEIPTS											
Tree Expenditure		40									
TOTAL	0	40	0	0	0	0	0	0.00	0%	0.00	0.00

VERGE CUTTING	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Fuel & Machinery Maintenance	1390	1260	2500	220.62	318.77	313.52	51.09	904.00	36%	1596.00	
Verge Cutting	2070	5725	1000	581.36	31.90	69.33		682.59	68%	317.41	
Equipment Hire	723	3950	5000	1320.00	880.00	1100.00	1320.00	4620.00	92%	380.00	
TOTAL	4183	10935	8500	2121.98	1230.67	1482.85	1371.09	6206.59	73%	2293.41	
RECEIPTS											
Verge Cutting	17006	17417	17000		18845.00			18845.00	111%		
TOTAL	17006	17417	17000	0	18845.00	0	0	18845.00	111%	1845.00	4138.41

WEBSITE	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Website Costs		660	1000	910.00	510.00			1420.00	142%	-420.00	
TOTAL	0	660	1000	910.00	510.00	0.00	0.00	1420	142%	-420.00	-420.00

YOUTH COUNCIL	Actual 20/21	Actual 21/22	Budget 22/23	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	TOTAL 22/23	%	OVER/UNDER SPEND	COST CODE TOTAL
PAYMENTS											
Payments		292	1000							1000.00	
TOTAL	0	292	1000	0	0	0	0	0	0%	1000.00	1000.00

	Budget	Q1	Q2	Q3	Q4	TOTAL	
Expenditure	619119	173519	170904	175650	196849	716922	116%
Income	84550	21274	97858	66790	34889	220811	261%
Precept	619119					755380	122%
Overall Performance	534569	152244	73047	108860	161959	496111	93%

SURPLUS/DEFICIT
38458

minus Play Equipment

	Budget	Q1	Q2	Q3	Q4	TOTAL	
Expenditure	619119	173519	106333	175650	196849	652351	105%
Income	84550	21274	45400	66790	34889	168353	199%
Overall Performance	534569	152244	60933	108860	161959	483997	91%

Thorpe St Andrew Town Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2023

Creditors - Increase Expenditure

	<u>Code</u>	
Telephone	Telephone	22.60
WiFi	Telephone	20.00
Mobile Telephones - Office	Telephone	15.00
Paper	Stationery	28.67
Electricity	Electricity	45.95
Fitzmaurice Bin Collection	Wheeled/litter/dog bins	221.64
Water - Town Hall	Water rates	152.86
Grounds Maintenance	Field maintenance contract	443.48
Charity Donation	S137 payments and donation	550.00
NCLS Donation	Grant income and expenditur	166.65
Pest Control	Hillside maintenance	70.00
Pest Control	Dussindale maintenance	70.00
Morse Bin Collection	Wheeled/litter/dog bins	152.26
Warm Hub	Grant income and expenditur	22.02
WiFi	Telephone	20.00
Monitor	Computer/Photocopier	149.00
Dussindale Allotment Water	Dussindale water charges	121.33
Hillside Allotment Water	Hillside water charges	414.66
Electricity	Electricity	677.42
Gas	Gas	297.73
Grounds Maintenance	Field Maintenance Contract	443.49
Bank Charges	Bank charges	7.00
Electricity	Energy charge	4,782.86
Mobile Telephones - Parks	Telephone	20.00
Nappy Bin	Roxley Hall	21.95
Vehicle Maintenance	Vehicle Maintenance	31.49
Repairs	Morse Pavilion	270.00
Repairs	Cafe	90.00
Toilet repairs	River Green	60.00
Photocopying Jan - Mar	Photocopying	240.00
Electricity	Electricity (Toilets)	178.93
Water Pump Repairs	Morse Pavilion	600.00
		£10,406.99

Prepayments - Decrease Expenditure

	<u>Code</u>	
Accounts Software	Subscriptions	950.00
Fertiliser/Seed	Field maintenance contract	499.20
ICO Renewal	Subscriptions	40.00
Payroll Software	Subscriptions	407.00
HR Software	Subscriptions	119.40
Annual Membership	Subscriptions	164.35
Fertiliser/Seed	Field Maintenance Contract	499.20
Portable Toilet Hire	St Georges Day	575.00
Portable Toilet Hire	Fireworks	111.50
Portable Toilet Hire	Sovereign Events	100.00
Portable Toilet Hire	Additional Events	100.00
Sound Engineer Services	Sovereign Events	1,645.00
Entertainment	Additional Events	1,100.00
First Aid Cover	Sovereign Events	71.20
First Aid Cover	St Georges Day	27.00
		£6,408.85

Debtors - Increase Income

	<u>Code</u>	
Mobile Telephones - Office	Telephone	14.08
Legal Charge	Legal charges	11,200.63
Mobile Telephones - Parks	Telephone	10.07
Pop-Up Stalls	Other income	33.33

Thorpe St Andrew Town Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2023

Cafe Rent	Electricity	232.83
Cafe Rent	Lettings	450.00
Thorpe St Andrew Football Club	Football income	10.00
Sponsorship of Town Signs	Receipts and payments	250.00
		£12,200.94

Receipts in Advance - Decrease Income

	<u>Code</u>	
Roxley Hall Hire	Jenna Lord	Lettings 52.50
Pop-Up Stalls	Paul Sheehy	Other income 66.68
Hall Hire	Alexandra Custance	Lettings 78.76
Tree Planting Grant		Grant income and expenditur 645.00
Stall Income		St Georges Day 25.00
Stall Income	Jeff Betts	St Georges Day 20.83
Stall Income		St Georges Day 25.00
Stall Income		St Georges Day 25.00
Stall Income		St Georges Day 20.83
Stall Income	Kirsty & Peter Boyce	St Georges Day 25.00
Stall Income	Gemma Wade	St Georges Day 25.00
Stall Income	Will Gayton	St Georges Day 25.00
Stall Income	Paul Sheehy	St Georges Day 25.00
Stall Income	J Martin	St Georges Day 20.83
Stall Income	Ella Marsham	St Georges Day 20.83
Stall Income	Sally Campion-Jones	St Georges Day 25.00
Stall Income	Chris Holmes	St Georges Day 25.00
Memorial Payment	Miss F Harris	Memorial Donation 33.33
		£1,184.59

Thorpe St Andrew Town Council
Reserves Balance
2022-2023

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Capital Account	55,310.20	104.83			55,415.03
Total Capital	55,310.20	104.83			55,415.03
Earmarked					
Allotments	3,300.00	-2,000.00			1,300.00
Building Maintenance	37,700.00				37,700.00
Election Costs	8,000.00	-3,000.00			5,000.00
Parks Project	15,000.00				15,000.00
River Green (Enforcement/Main	62,000.00	-3,000.00			59,000.00
Contingency	22,100.00				22,100.00
Town Plan	1,000.00				1,000.00
Workshop Project	17,000.00				17,000.00
Covid-19	1,500.00				1,500.00
Youth Council	1,000.00				1,000.00
Total Earmarked	168,600.00	-8,000.00			160,600.00
TOTAL RESERVE	223,910.20	-7,895.17			216,015.03
GENERAL FUND					184,722.07
TOTAL FUNDS					400,737.10

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Photocopying	06/04/2023		Bank 1 Current Accou	BACS	Photocopying	Aurora	S	240.00	48.00	288.00
2 One Off Payments	06/04/2023		Bank 1 Current Accou	BACS	Tools and Equipment	Ben Burgess	S	42.00	8.40	50.40
2 Tools & Equipment	06/04/2023		Bank 1 Current Accou	BACS	Tools and Equipment	Ben Burgess	S	361.52	72.30	433.82
2 Tools & Equipment	06/04/2023		Bank 1 Current Accou	BACS	Tools and Equipment	Ben Burgess	S	29.75	5.95	35.70
3 Rates	06/04/2023		Bank 1 Current Accou	BACS	Rates	Broadland District Council	E	4,291.40		4,291.40
3 Rates	06/04/2023		Bank 1 Current Accou	BACS	Rates	Broadland District Council	E	2,470.05		2,470.05
3 Rates	06/04/2023		Bank 1 Current Accou	BACS	Rates	Broadland District Council	E	3,043.90		3,043.90
4 Repairs and maintenance	06/04/2023		Bank 1 Current Accou	BACS	Paint & Tools	Kent Blaxdli	S	65.00	13.00	78.00
5 Dussindale rent	06/04/2023		Bank 1 Current Accou	BACS	Allotment rent	Norfolk County Council	X	399.93		399.93
6 Field maintenance contract	06/04/2023		Bank 1 Current Accou	BACS	Grounds Maintenance	Norse	S	369.57	73.91	443.48
6 Field Maintenance Contract	06/04/2023		Bank 1 Current Accou	BACS	Grounds Maintenance	Norse	S	369.57	73.92	443.49
7 Cafe	06/04/2023		Bank 1 Current Accou	BACS	Plumbing	Clive Pilgrim	X	90.00		90.00
7 River Green	06/04/2023		Bank 1 Current Accou	BACS	Plumbing	Clive Pilgrim	X	60.00		60.00
7 Morse Pavilion	06/04/2023		Bank 1 Current Accou	BACS	Plumbing	Clive Pilgrim	X	270.00		270.00
8 St Georges Day	06/04/2023		Bank 1 Current Accou	BACS	Banners	Premier Print	S	75.00	15.00	90.00
8 Sovereign Events	06/04/2023		Bank 1 Current Accou	BACS	Banners	Premier Print	S	75.00	15.00	90.00
9 Morse Pavilion	06/04/2023		Bank 1 Current Accou	BACS	Plumbing	Paul Reynolds	X	600.00		600.00
10 Uniform	06/04/2023		Bank 1 Current Accou	BACS	Work Boots	Trade UK	S	112.47	22.50	134.97
11 Sovereign Events	06/04/2023		Bank 1 Current Accou	BACS	Portable Toilet Hire	Toilets+	S	735.00	147.00	882.00
12 Salary	11/04/2023		Bank 1 Current Accou	BACS	Salary		X	1,873.31		1,873.31
13 Salary	11/04/2023		Bank 1 Current Accou	BACS	Salary		X	1,538.18		1,538.18
14 Salary	11/04/2023		Bank 1 Current Accou	BACS	Salary		X	1,559.18		1,559.18
15 Salary	11/04/2023		Bank 1 Current Accou	BACS	Salary		X	2,106.50		2,106.50
16 Salary	11/04/2023		Bank 1 Current Accou	BACS	Salary		X	1,401.07		1,401.07
17 Salary	11/04/2023		Bank 1 Current Accou	BACS	Salary		X	1,293.15		1,293.15
18 Salary	11/04/2023		Bank 1 Current Accou	BACS	Salary		X	981.85		981.85
19 Salary	11/04/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	414.95		414.95
20 Employers NIC	11/04/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	242.13		242.13
21 Salary	11/04/2023		Bank 1 Current Accou	BACS	tax/nic	HMRC	X	249.81		249.81
22 Employers NIC	11/04/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	157.33		157.33
23 Salary	11/04/2023		Bank 1 Current Accou	BACS	tax nic	HMRC	X	228.81		228.81
24 Employers NIC	11/04/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	157.33		157.33
25 Salary	11/04/2023		Bank 1 Current Accou	BACS	tax nic	HMRC	X	528.64		528.64

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26	11/04/2023		Bank 1 Current Accou	BACS	employers nic	HMRC	X	284.32		284.32
27	11/04/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	166.10		166.10
28	11/04/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	111.66		111.66
29	11/04/2023		Bank 1 Current Accou	BACS	Tax NI	HMRC	X	130.61		130.61
30	11/04/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	103.97		103.97
31	11/04/2023		Bank 1 Current Accou	BACS	Employers NIC	HMRC	X	38.78		38.78
32	11/04/2023		Bank 1 Current Accou	BACS	Student Loan	HMRC	X	61.00		61.00
33	11/04/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	163.32		163.32
34	11/04/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	590.46		590.46
35	11/04/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	110.09		110.09
36	11/04/2023		Bank 1 Current Accou	BACS	pension employer	Norfolk Pension Fund	X	446.05		446.05
37	11/04/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	110.09		110.09
38	11/04/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	446.05		446.05
39	11/04/2023		Bank 1 Current Accou	BACS	pension	Norfolk Pension Fund	X	183.19		183.19
40	11/04/2023		Bank 1 Current Accou	BACS	employers pension	Norfolk Pension Fund	X	662.31		662.31
41	11/04/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	87.66		87.66
42	11/04/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	355.18		355.18
43	11/04/2023		Bank 1 Current Accou	BACS	Pension	Norfolk Pension Fund	X	57.15		57.15
44	11/04/2023		Bank 1 Current Accou	BACS	Employers Pension	Norfolk Pension Fund	X	244.17		244.17
45	04/04/2023		Bank 1 Current Accou	BACS	Grid Matting	MatsGrids	S	915.00	183.00	1,098.00
46	13/04/2023		Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	208.59	41.72	250.31
46	13/04/2023		Bank 1 Current Accou	DD	Fuel	Fuel Genie	S	96.61	19.32	115.93
47	18/04/2023		Bank 1 Current Accou	BACS	Vehicle parts	Ben Burgess	S	117.96	23.59	141.55
48	18/04/2023		Bank 1 Current Accou	BACS	Entertainer	Broad Bandits	X	500.00		500.00
49	18/04/2023		Bank 1 Current Accou	BACS	Pest control	Burrell Pest control	X	70.00		70.00
49	18/04/2023		Bank 1 Current Accou	BACS	Pest control	Burrell Pest control	X	70.00		70.00
50	18/04/2023		Bank 1 Current Accou	BACS	Streetlight Repairs	Cozens UK Ltd	S	395.00	79.00	474.00
51	18/04/2023		Bank 1 Current Accou	BACS	zoom subscription	Mr T Foreman	E	119.90		119.90
52	18/04/2023		Bank 1 Current Accou	BACS	Entertainer	D Harper	X	150.00		150.00
53	18/04/2023		Bank 1 Current Accou	BACS	Uniform	LogoWear Ltd	S	213.50	42.70	256.20
54	18/04/2023		Bank 1 Current Accou	BACS	Litter Picking Equipment	Spaldings ltd	S	176.25	35.25	211.50
54	18/04/2023		Bank 1 Current Accou	BACS	Litter Picking Equipment	Spaldings ltd	S	176.25	35.25	211.50
55	18/04/2023		Bank 1 Current Accou	BACS	Electricity	TotalEnergies Gas & Power L	L	178.93	8.95	187.88
56	18/04/2023		Bank 1 Current Accou	BACS	Electricity - Streetlights	TotalEnergies Gas & Power L	S	4,782.86	956.58	5,739.44
57	18/04/2023		Bank 1 Current Accou	BACS	WiFi	Virgin Media Business	S	39.00	7.80	46.80

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
58	Town Hall	18/04/2023		Bank 1 Current Accou	BACS	Electrical Work	C R Wilson	X	45.00		45.00
59	Sovereign Events	18/04/2023		Bank 1 Current Accou	BACS	Entertainer	Reflections of Abba	X	450.00		450.00
60	Vehicle lease	17/04/2023		Bank 1 Current Accou	DD	Lease payment	Bussey & Sabberton	S	339.46	67.89	407.35
61	Morse Pavilion	25/04/2023		Bank 1 Current Accou	BACS	Keys	A C Leigh	S	18.00	3.60	21.60
61	River Green	25/04/2023		Bank 1 Current Accou	BACS	Keys	A C Leigh	S	9.00	1.80	10.80
61	Roxley Hall	25/04/2023		Bank 1 Current Accou	BACS	Keys	A C Leigh	S	9.00	1.80	10.80
61	Town Hall	25/04/2023		Bank 1 Current Accou	BACS	Keys	A C Leigh	S	9.00	1.80	10.80
62	Training and H & S	25/04/2023		Bank 1 Current Accou	BACS	Training Course	Broadland District Council	E	109.00		109.00
63	Repairs	25/04/2023		Bank 1 Current Accou	BACS	Car Park Lighting Upgrade	Cozens UK Ltd	S	1,980.00	396.00	2,376.00
64	Electricity	25/04/2023		Bank 1 Current Accou	BACS	Electricity - River Green	E.on	L	45.95	2.30	48.25
65	Sovereign Events	25/04/2023		Bank 1 Current Accou	BACS	Coronation Memorabilia	Hampshire Flag Company	S	449.58	89.92	539.50
66	Miscellaneous	25/04/2023		Bank 1 Current Accou	BACS	Petty Cash Refund	Mrs R McCarthy	S	3.33	0.67	4.00
66	Additional Events	25/04/2023		Bank 1 Current Accou	BACS	Petty Cash Refund	Mrs R McCarthy	X	25.70		25.70
66	St Georges Day	25/04/2023		Bank 1 Current Accou	BACS	Petty Cash Refund	Mrs R McCarthy	X	55.00		55.00
67	Football Marking	25/04/2023		Bank 1 Current Accou	BACS	Line Marking Paint	MH Goals	S	108.00	21.60	129.60
68	St Georges Day	25/04/2023		Bank 1 Current Accou	BACS	Event First Aid	Norfolk Event Medical Service	X	243.00		243.00
69	Subscriptions	25/04/2023		Bank 1 Current Accou	BACS	Bookings Subscription	Scribe Accounts	S	849.60	169.92	1,019.52
70	Repairs and maintenance	25/04/2023		Bank 1 Current Accou	BACS	Compost	Trade UK	S	41.67	8.33	50.00
71	Cleaning	25/04/2023		Bank 1 Current Accou	BACS	Cleaning Equipment	Trade UK	S	112.49	22.50	134.99
72	Dussindale water charges	25/04/2023		Bank 1 Current Accou	BACS	Water Charges - Dussindale Al	Wave	E	121.33		121.33
73	Water rates	25/04/2023		Bank 1 Current Accou	BACS	Water charges - Town Hall	Wave	E	152.86		152.86
74	Hillside water charges	25/04/2023		Bank 1 Current Accou	BACS	Water Charges - Hillside Allotr	Wave	E	414.66		414.66
75	Sovereign Events	27/04/2023		Bank 1 Current Accou	BACS	Event Display	KSD Events	X	325.00		325.00
76	Cleaning bus shelters	27/04/2023		Bank 1 Current Accou	BACS	Cleaning bus shelters	Mr R Marmoy	X	145.00		145.00
77	St Georges Day	27/04/2023		Bank 1 Current Accou	BACS	St Georges Day entertainment	The King's Morris	X	55.00		55.00
78	Equipment Hire	27/04/2023		Bank 1 Current Accou	BACS	Scag Mower Hire	Ben Burgess	S	440.00	88.00	528.00
79	CEO Salary	27/04/2023		Bank 1 Current Accou	BACS	Locum Services	Politis Ltd	S	4,800.00	960.00	5,760.00
80	Roxley Hall	27/04/2023		Bank 1 Current Accou	BACS	Maintenance Repairs	Clive Pilgrim	X	340.00		340.00
80	River Green	27/04/2023		Bank 1 Current Accou	BACS	Maintenance Repairs	Clive Pilgrim	X	480.00		480.00
81	Buildings & amenity areas	27/04/2023		Bank 1 Current Accou	BACS	Wall Improvements	Clive Pilgrim	X	980.00		980.00
82	Telephone	17/04/2023		Bank 1 Current Accou	Credit Card	Microsoft Teams	Microsoft	E	22.60		22.60
83	Stationery	17/04/2023		Bank 1 Current Accou	Credit Card	Stationery	Amazon	S	27.84	4.28	32.12
84	Subscriptions	17/04/2023		Bank 1 Current Accou	Credit Card	Adobe Subscription	Adobe	X	26.49		26.49
85	Cleaning	17/04/2023		Bank 1 Current Accou	Credit Card	Hoover Bags	Amazon	S	11.66	2.33	13.99
86	St Georges Day	17/04/2023		Bank 1 Current Accou	Credit Card	TENS	Broadland District Council	X	21.00		21.00

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
86 Sovereign Events	17/04/2023		Bank 1 Current Accou	Credit Card	TENS	Broadland District Council	X	21.00		21.00
86 Additional Events	17/04/2023		Bank 1 Current Accou	Credit Card	TENS	Broadland District Council	X	21.00		21.00
86 Fireworks	17/04/2023		Bank 1 Current Accou	Credit Card	TENS	Broadland District Council	X	21.00		21.00
87 Telephone	17/04/2023		Bank 1 Current Accou	Credit Card	WiFi	Voxi	X	20.00		20.00
87 Telephone	17/04/2023		Bank 1 Current Accou	Credit Card	WiFi	Voxi	X	20.00		20.00
88 Grant income and expenditu	17/04/2023		Bank 1 Current Accou	Credit Card	Refreshments	East of England CO OP	E	1.85		1.85
88 Grant income and expenditu	17/04/2023		Bank 1 Current Accou	Credit Card	Refreshments	East of England CO OP	E	1.85		1.85
89 Stationery	17/04/2023		Bank 1 Current Accou	Credit Card	Equipment	Amazon	S	27.24	5.44	32.68
89 Grant income and expenditu	17/04/2023		Bank 1 Current Accou	Credit Card	Equipment	Amazon	S	18.32	3.67	21.99
90 Roxley Hall	17/04/2023		Bank 1 Current Accou	Credit Card	Nappy Bin	Amazon	X	21.95		21.95
91 Computer/Photocopier	17/04/2023		Bank 1 Current Accou	Credit Card	Computer equipment	Currys	S	124.17	24.83	149.00
92 Vehicle Maintenance	17/04/2023		Bank 1 Current Accou	Credit Card	Screen Wash	QD	X	3.99		3.99
93 St Georges Day	17/04/2023		Bank 1 Current Accou	Credit Card	Decorations	eBay	S	8.93	1.79	10.72
94 Vehicle Maintenance	17/04/2023		Bank 1 Current Accou	Credit Card	Vehicle maintenance	Stapletons	S	22.92	4.58	27.50
95 Sovereign Events	17/04/2023		Bank 1 Current Accou	Credit Card	Event Merchandise	Poundshop	S	41.67	8.33	50.00
96 St Georges Day	17/04/2023		Bank 1 Current Accou	Credit Card	Decorations	eBay	X	7.99		7.99
97 Uniform	17/04/2023		Bank 1 Current Accou	Credit Card	Uniform	Amazon	S	19.95	4.00	23.95
98 Gas	24/04/2023		Bank 1 Current Accou	DD	Gas - Morse Pavilion	SSE	S	297.73	59.54	357.27
99 Telephone	26/04/2023		Bank 1 Current Accou	DD	Telephone - Morse Pavilion	Talk Talk	S	6.43	1.29	7.72
100 Telephone	27/04/2023		Bank 1 Current Accou	DD	Mobile telephones - office	Three	S	15.00	3.00	18.00
100 Telephone	27/04/2023		Bank 1 Current Accou	DD	Mobile telephones - office	Three	S	20.00	4.00	24.00
101 Electricity	28/04/2023		Bank 1 Current Accou	DD	Electricity - Morse Pavilion	SSE	S	430.39	86.07	516.46
102 Bottle Bank	28/04/2023		Bank 1 Current Accou	DD	Bottle bank	URM UK	S	18.00	3.60	21.60
103 Bank charges	28/04/2023		Bank 1 Current Accou	DD	Bank charges	LLoyds Bank	E	7.00		7.00
113 Wheeled/litter/dog bins	28/04/2023		Bank 1 Deposit Accou	DD	Wheeled bins	Veolia	S	152.26	30.45	182.71
113 Wheeled/litter/dog bins	28/04/2023		Bank 1 Deposit Accou	DD	Wheeled bins	Veolia	S	221.64	44.33	265.97
Total								53,832.91	4,055.80	57,888.71

Mr Thomas Foreman
Thorpe St Andrew Town Council
The Town Hall
Fitzmaurice Park
Pound Lane, Thorpe St Andrew
Norwich
Norfolk
NR7 0UL

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272005-7673
Insured	Thorpe St Andrew Town Council
Business	Parish / Town Council
Period of Insurance	
From	11 th May 2023
To	10 th May 2024

and any other period for which cover has been agreed.

Renewal Premium	TBC
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	111681621
Long term agreement active until	TBC
Preparation Date	05 th April 2023
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACF07

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Morse Pavilion, Address, Sir George Morse Park, Laundry Lane, Thorpe St Andrew, Norwich, Norfolk, NR7 0XQ	£1,179,739.80	N/A	£3,107.42	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Bowls Club Rec Ground, Address, Laundry Lane, Norwich, Norfolk, NR7 0XQ	£699,105.07	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Town Hall, Address, Fitzmaurice Pavilion, Pound Lane, Norwich, Norfolk, NR7 0SR	£1,310,822.03	N/A	£4,847.34	£0.00	£0.00	£692.08	£0.00	£0.00	£0.00
4. Roxley Village Hall, Address, Thorpe St Andrews, Norwich, Norfolk, NR7 0QF	£1,155,539.38	N/A	£8,972.59	£0.00	£0.00	£5,411.23	£0.00	£0.00	£0.00
5. Workshops & Stores, Address, Workshop and Stores, Laundry Lane, Norwich,	£158,609.48	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Norfolk, NR7 OXP									
6. Thorpe St Andrew Town Council Cafe, Address, Laundry Lane, Norwich, NR7 OXP	£154,453.66	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
7. River Green Toilets, Address, Yarmouth Road, Norwich, Norfolk, NR7 OSG	£278,804.52	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4, 5, 6, 7

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6 & 7

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	N/A		N/A		£100,000	24

For Premises: 1, 2, 3, 4, 5, 6, 7

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All Risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Bowling Green	£36,692.59	£100
Other contents and Consumable Stock not Specified at Fitzmaurice Pavilion	£5,186.94	£100
Other contents and Consumable Stock not Specified at Morse Pavilion	£8,128.32	£100
Computer Equipment and other office equipment at Morse Pavilion	£583.16	£100
TV, Audiovisual Equipment, Gardening Equipment	£7,942.16	£100
Computer Equipment Including Laptops	£5,261.48	£100
Other Contents and Consumable stock not specified at Roxley Village Hall	£9,478.58	£100
Table Tennis Tables	£939.35	£100
Computer Equipment at office, Recreation Ground	£4,451.57	£100
17 Bus Shelters	£97,500.84	£100
Youth Shelter	£17,806.32	£100
Computer Equipment (including Laptops)	£2,296.66	£100
Tools & Garden Equipment	£128,032.28	£100
Freestanding Lights	£388,742.28	£100
Floodlighting Columns	£8,132.75	£100
Civic Regalia	£2,684.29	£100
Speed Watch Equipment	£1,296.54	£100
CCTV - Fitzmaurice Pavilion	£5,595.02	£100
Photographic Equipment	£1,083.19	£100
Milestone	£2,395.10	£100
Control Barriers	£34,667.64	£100
Box Trailer	£4,732.68	£100
7 Portable Goals and 7 Goal Posts	£32,251.54	£100
4 Mobile Phones	£1,431.65	£100
Sams Signs	£8,827.87	£100
Avant 640 (2016 serial no 80231 with L cab)	£56,843.10	£100
Clock Tower at Town Hall	£4,389.49	£100

4 Defibrillators	£8,334.00	£100
2 Park Signs	£3,281.99	£100
New Tools and Equipment - weed brush/flail, petrol trolley and salt spreader	£20,555.51	£100
Commemorative Stone	£5,953.18	£100
Magic Table	£12,730.80	£100
CCTV at River Green	£4,398.49	£100
Dog Agility Equipment	£3,292.70	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£10,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£10,000
(ii) in locked safes or strongrooms	£10,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part I – Motor Vehicles

Insured Vehicle: All as described in Persons Entitled to Drive: the Certificate of Limitation as to Use: Motor Insurance	Cover: Section 22 A. Comprehensive
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Excess : Section 23	
Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party
Additional to any other Excess which applies	

Age and Inexperienced Driver Excess: Section 11		
(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150
Additional to any other Excess which applies		

Repair Limit: £Nil Section 12

Damage to Property Limit: £5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type £50,000,000 Applicable to any Private Motor Car
--

Personal Effects Limit: £150 Section 13

Medical Expenses Limit: £250 Section 14

Additional Cover : Section 25

U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery

Limit of Indemnity:

£100,000 per insured incident

Part K – Inspection Contract

Service: Inspections of each item of Plant described in the Plant Specification under Contract Number EI-272005-7677.

Part N – Fidelity Guarantee

Persons Guaranteed:	Sum Guaranteed
All members and employees	£250,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital	5.00 times annual earnings
Weekly	1.00 times weekly earnings
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£50,000.00
Weekly Sum	£100.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£100.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims) zmflc@uk.zurich.com (subsequent correspondence)
Personal assault under Money			
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor			
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Thorpe St Andrew Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Total Fixed Assets and long term investments		430,000.00	879,406.00				
		430,000.00	879,406.00				
Allotments							
Hillside Allotments	Purchased 1932	1.00	1.00	Hillside Avenue, NR7 0Q1			
		1.00	1.00				
Fitzmaurice Park/Town Hall							
Floodlighting Columns	1997	5,143.00	6,580.00	Fitzmaurice Park, Pound			
Play Equipment & Safety Surfacing	Various	113,990.00		Fitzmaurice Park, Pound			
Dog Agility Equipment	31/03/2021	5,540.00	6,000.00	Fitzmaurice Park, Pound			
Park Signs	14/03/2018	1,215.00	1,327.50	Pound Lane, NR7 0UL			
Planters & Signage	Various	5,828.50		Pound Lane, NR7 0UL			
Cricket Equipment	Various	7,880.25		Pound Lane, NR7 0UL			
Town Hall	1994	750,000.00	997,581.00	Pound Lane, NR7 0UL			
Fitzmaurice Park	Donated 1994	1.00	1.00	Pound Lane, NR7 0UL			
CCTV System	Unknown	3,538.00	4,526.00	Town Hall			
External Clock	Unknown	1,420.00	1,818.00	Town Hall			
Kitchen Crockery	Unknown	376.00	484.00	Town Hall			
Fixtures & Fittings	Unknown	371.00	400.00	Town Hall			
Fire Safety Equipment	Unknown	433.00	541.00	Town Hall			
Cleaning Equipment	Unknown	447.00	572.00	Town Hall			
Christmas Lights	01/12/2021	928.00		Town Hall			
Kitchen Equipment	Unknown	119.00	152.00	Town Hall			
Tables	Unknown	711.00	901.00	Town Hall			
Chairs & Trolley	Unknown	479.00	558.00	Town Hall			
Clock Tower	Unknown	3,250.00	3,551.00	Town Hall			

Thorpe St Andrew Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Water Boiler	28/09/2021	219.00		Town Hall/Nursery			
		901,888.75	1,024,992.50				
River Green							
4x Throw Line Rescue Bags	12/07/2021	109.00		Yarmouth Road, NR7 0Q.			
River Green	Donated 1919	1.00	1.00	Yarmouth Road, NR7 0Q.			
River Green Toilets	October 2018	200,000.00	212,180.00	Yarmouth Road, NR7 0Q.			
CCTV System	Unknown	3,455.00	3,558.00	Yarmouth Road, NR7 0Q.			
Commemorative Stone	13/07/2018	4,540.00	4,816.00	Yarmouth Road, NR7 0Q.			
		208,105.00	220,555.00				
Roxley Hall							
Sundries	Various	250.00	300.00	Dementia Support Group			
Activity Table	Unknown	2,728.00	2,728.00	Dementia Support Group			
Interactive Table	2021	10,000.00	10,300.00	Dementia Support Group			
Crockery	Various	500.00	600.00	Dementia Support Group			
Picnic Benches	2022	2,354.40	2,500.00	Dementia Support Group			
Keyboard	16/03/2021	325.00	400.00	Dementia Support Group			
Stage (inc. curtain)	Unknown	3,748.00	4,500.00	Roxley Hall			
Water Boiler	14/02/2022	532.00	745.00	Roxley Hall			
Kindles	2022	479.70	500.00	Roxley Hall			
Ivy Room Furniture	2017	2,426.20	2,500.00	Roxley Hall			
Exterior Assets	Unknown	328.00	350.00	Roxley Hall			
CCTV System	Unknown	1,415.00	1,650.00	Roxley Hall			
Fixtures & Fittings	Various	400.00	500.00	Roxley Hall			
Chairs	Unknown	3,798.00	4,810.00	Roxley Hall			
Table Tennis Equipment	Unknown	297.00	400.00	Roxley Hall			
Table Trolley	15/03/2022	358.00	400.00	Roxley Hall			

Thorpe St Andrew Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Tables	Various	2,000.00	2,500.00	Roxley Hall			
Kitchen Equipment	Various	1,000.00	1,200.00	Roxley Hall			
Cleaning Equipment	Various	1,164.16	1,300.00	Roxley Hall			
		34,103.46	38,183.00				
Sir George Morse Park & Pavilion							
Water Bowser	Unknown	3,445.00	4,000.00				
Sports Equipment	Various	24,837.80	27,000.00	Laundry Lane, NR7 0XQ			
Workshop & Outbuildings	Various	90,750.00	120,707.00	Laundry Lane, NR7 0XQ			
Fixtures & Fittings	Various	1,035.00		Morse Pavilion			
Fire Safety Equipment	Unknown	329.00	350.00	Morse Pavilion			
Lockers	Unknown	217.00	279.00	Morse Pavilion			
Mobile Telephone	Unknown	319.96	319.96	Morse Pavilion			
Office Furniture	Unknown	650.00	800.00	Morse Pavilion			
Office Equipment	Unknown	250.00	300.00	Morse Pavilion			
Kitchen Equipment	Various	500.00	600.00	Morse Pavilion			
Furniture	Unknown	785.00	900.00	Morse Pavilion			
First Aid Equipment	Various	436.00	500.00	Morse Pavilion			
Play Equipment & Safety Surfacing	Various	160,000.00		Sir George Morse Park, L			
Grounds Tools & Equipment	Various	23,256.00	30,000.00	Workshop			
Gator	Unknown	5,925.00	7,000.00	Workshop			
Avant	Unknown	54,169.00	55,000.00	Workshop			
Beacons	Various	1,000.00	1,200.00	Workshop			
e-Vehicle	2023	29,360.00	30,000.00	Workshop			
Chainsaw Equipment	Various	2,638.16	3,000.00	Workshop			
Lighting Towers	2022	6,804.98	7,000.00	Workshop			
Consumable Stock	Unknown	2,000.00	3,000.00	Workshop			
Trailers	Various	6,575.00	7,000.00	Workshop - Sir George M			

Thorpe St Andrew Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
		415,282.90	298,955.96				
Sir George Morse Park & Pavilion							
Control Barriers	2013	22,580.00	28,048.00	Laundry Lane, NR7 0XQ			
Storage Containers	Unknown	7,457.00		Laundry Lane, NR7 0XQ			
Park Signs	14/03/2018	1,215.00	1,327.50	Laundry Lane, NR7 0XQ			
Planters & Signage	2017	2,441.50		Laundry Lane, NR7 0XQ			
Sir George Morse Park	Acquired 1936	1.00	1.00	Laundry Lane, NR7 0XQ			
Cafe (previous toilet block)	1936	110,000.00	117,545.00	Laundry Lane, NR7 0XQ			
Bowls Clubhouse	1950	400,000.00	532,043.00	Laundry Lane, NR7 0XQ			
Morse Pavilion	August 2005	675,000.00	897,823.00	Laundry Lane, NR7 0XQ			
Tree Plantation	Donated 1960	1.00	1.00	Laundry Lane, NR7 0XQ			
Bowling Green	Unknown	23,203.00	29,687.00	Laundry Lane, NR7 0XQ			
CCTV System	Unknown	5,021.00	6,425.00	Morse Pavilion			
Water Boiler	14/01/2022	532.00	530.00	Morse Pavilion			
Exterior Clock	Unknown	1,300.00	1,662.00	Morse Pavilion			
		1,248,751.50	1,615,092.50				
Street Furniture							
Youth Shelter	Unknown	11,260.00	14,406.00	Fitzmaurice Park, Pound			
Brick Bus Shelter	1970	2,494.00		Pound Lane			
Wooden Sign	Unknown	962.00		River Green			
Milestone	2012	1,560.00	1,937.00	River Green			
17x Bus Shelter	Various	67,001.00	78,884.00	Various			
47x Grit Bins	Various	6,247.00		Various			
12x Noticeboards	Various	2,855.00		Various			
Village Signs	Various	2,492.00		Various			
Benches	Various	23,609.00		Various			

Thorpe St Andrew Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
4x Defibrillator Units	Various	5,279.00	5,057.00	Various			
2x SAM Machines	13/04/2015	6,100.00	7,142.00	Various			
Book Boxes	21/12/2021	290.00		Various			
		130,149.00	107,426.00				
Street Lighting							
Streetlight columns	Various	245,824.00	314,516.00	Throughout Town			
		245,824.00	314,516.00				
Town Council Office							
Kitchen Equipment	Various	250.00	300.00	Office Kitchen			
Water Boiler	28/09/2021	502.00	550.00	Office Kitchen			
Digital Camera	Unknown	334.00	428.00	Town Council Office			
AV Equipment	Unknown	700.00	850.00	Town Council Office			
Interactive Telephones	06.12.2022	578.16	600.00	Town Council Office			
TV Equipment	Unknown	773.00	897.00	Town Council Office			
Photocopier	Unknown	2,000.00	2,500.00	Town Council Office			
ID Card Printer	26.09.2022	744.95	900.00	Town Council Office			
Office Furniture	Unknown	820.00	1,000.00	Town Council Office			
Office Equipment	Various	1,267.00	1,300.00	Town Hall			
Computer Equipment	Various	5,887.00	6,000.00	Town Hall & Morse Pavili			
Mobile Phones	Various	239.97	250.00	Various			
		14,096.08	15,575.00				
Town Hall Office							
Civic Regalia	Unknown	1,697.00	2,171.00	Stored at home of Town M			
		1,697.00	2,171.00				

Thorpe St Andrew Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Grand Total:		3,629,898.69	4,516,873.96				

BA/2023/0089/FUL Windsor House, Yarmouth Road Demolition of existing building and replacement of 14 flats

The Town Council, in its capacity as statutory consultee, wishes to raise objections to the proposal as presented. In principle, the Town Council are supportive of demolishing the existing building. The quality of this existing building is poor and therefore an improved redevelopment would be welcome. However, the Town Council object to these plans as presented and support the views of the Historic Environment Officer, the Broads Society, and local residents. The proposed building is in a sensitive part of the Thorpe St Andrew conservation area and would be visible from the river valley and become an unacceptable obstruction in the sight line as currently proposed. The Town Council believes that better aesthetics and thoughtful orientation of the building on the site would lessen its impact through reducing the appearance of massing, thereby improving the streetscene and views beyond the property from Yarmouth Road. The building could be reduced in height with a larger ground floor footprint which would also potentially reduce the impact on the surrounding area. The draft Thorpe St Andrew Neighbourhood Plan requires greater parking availability than proposed within this plan, and although in draft form, it represents the consulted upon views of the wider community. The orientation and layout of car parking needs to be reconsidered. This area suffers from significant parking issues and the current layout means this is likely to be exacerbated. Parking restrictions should therefore be considered alongside any development on this site. The Town Council would also welcome greater detail in amended future plans.

Waterside, Broadland Business Park Application under the Licensing Act 2003 for a Premises Licence

The Town Council in its capacity as consultee raises no objections.

Information Only

Confidential- Enforcement Notices - None

Meeting closed at 8.30pm

Signed _____

Date _____

**MINUTES OF FINANCE AND STAFFING COMMITTEE MEETING
HELD ON 24TH APRIL 2023**

1. PRESENT:

Mrs J Fisher (Chairman)

Mr F. Bowe

Mr J. Emsell

Mr S. Snelling

Mr L. Reeves

Mr J. Ward

Ms M Friend

Mr J. Fisher

Miss S Lawn

Mr P Berry

IN ATTENDANCE: Dr T Foreman (Locum Chief Executive Officer, Remote), Mrs R
McCarthy

APOLOGIES FOR ABSENCE

None

2. Declarations of Interest

Mr S Snelling declared a non-pecuniary interest in the Dementia Support Group accounts as the member champion for Dementia Support.

3. Minutes of Meeting held on 20th February 2023

Minutes of the meeting held on 20th February 2023 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

None

5 Finance

(i) Draft End of Financial Year Update

The Committee received the draft end of financial year update. The Committee welcomed the detail and recommended minor changes to the allocation of capital purchases and considered the reserves of the Council. The Committee expressed its appreciation to the Responsible Financial Officer and noted the draft underspend. It was confirmed that finalised information would be considered by the Annual Town Council meeting. The Committee **NOTED** the draft end of financial year update.

(ii) Dementia Support Group Accounts 2022/23

Mrs R McCarthy provided an introduction to the Dementia Support Accounts for 2022/23. The Committee welcomed the annual review of the accounts and expressed its appreciation to Mr S Snelling and the volunteers which attend the Dementia Support Group. It was proposed by Mrs J Fisher, seconded by Mr S Snelling and on a show of hands **RESOLVED** to approve the Dementia Support Accounts as presented.

6 Review of Scheme of Delegation

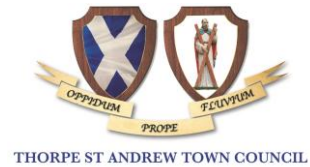
Dr T Foreman provided an overview of the Scheme of Delegation. It was explained that the document had not been changed since last approval by the Town Council, but given the upcoming election it was felt approving the document as presented would ensure decisions during the electoral period could be taken.

It was proposed by Mr F Bowe, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** to approve the Scheme of Delegation as presented.

With no other business the meeting closed at 8.15pm

Signed _____ Date _____

Thorpe St Andrew Town Council



Town Council : 17th May 2023

Constitution

Agenda Item: 12

Reason for this Report

This report is to confirm the Constitution for 2023/24.

Result

The Town Council is requested to review the Constitution, there have been no changes since the last review.

Advice

The Town Council is requested to review and approve the Constitution for 2023/24.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no financial implications arising from this report.

Locum Chief Executive Officer – Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

Tel: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90



THORPE ST ANDREW TOWN COUNCIL

THORPE ST ANDREW TOWN COUNCIL

CONSTITUTION

SUMMARY AND EXPLANATION

BACKGROUND – LOCAL GOVERNMENT

Before considering the detail of how Thorpe St Andrew Town Council operates, it is useful to consider briefly where local government has come from and how it is changing.

In Britain there is no codified constitutional document setting out the rights and responsibilities of local authorities and their relationship with National Government. Instead, there is a set of institutions and practices, some centuries old, that have been created and adopted in response to changing circumstances and which have gradually been given a statutory framework.

Local Government is in the public sector, but is not a local civil service. It is political in nature because the people that determine its direction are democratically elected by local people. Central Government, however, has the capacity to direct and regulate councils through legislation and fiscal means. Local Government is, first and foremost, a people business and service to the community is the cornerstone of its activity.

Local Government in England is a mixture of single and two tier principal authorities and local councils. County councils and district councils (sometimes called borough councils) have a split responsibility for service provision, a situation which still exists in West Sussex. Metropolitan and unitary authorities are all purpose. The term "local council" means a parish or town council. They are, like all councils, an elected corporate body, but have a far more limited range of duties and powers than the principal councils. Never the less the Town Council is the most local form of government and therefore plays a vital role at the community interface.

Local government traditionally can only do what it is powered to do by statute, other acts are "ultra vires" (beyond the power of) which is the reverse of the position of an individual who can do anything which is not restricted by law. This position was widened for principal authorities and qualifying local councils by the provisions of the Local Government Act 2000 which gave those councils the power to undertake a wide range of duties which they considered were likely to achieve the promotion or improvement of the economic, social or environmental well-being of their area.

The well being powers are now superseded by a **general power of competence** provided for by the Localism Act 2011. In brief, this provides for a principal council or qualifying local council to have the power to do anything that individuals generally may do.

BACKGROUND – THORPE ST ANDREW TOWN COUNCIL

Thorpe St Andrew is now home to over 14,500 people (Office for National Statistics data based on 2011 census) and has one of the largest populations of any parish or town within the Broadland area.

The town was mentioned in the Domesday Book and was until the 20th Century a sparsely populated village in the valley beside the River Yare. It has developed over time to become a large settlement on the outskirts of Norwich.

Thorpe St Andrew is seen as an attractive part of Norfolk in which to live. The boundary between the town and the City of Norwich is less clear than it once was, but residents are keen to retain its individual identity. The town has continued to grow and change and further growth is predicted over the next 5-10 years.

Local people have stated that Thorpe St Andrew has an excellent range of facilities, together with a large amount of recreational spaces including nature reserves and woods, parks and sporting amenities.

HOW THE COUNCIL OPERATES

The Council is composed of 16 Councillors, representing two electoral wards North-West Thorpe St Andrew and South-East Thorpe St Andrew. Council elections take place in May every 4 years, when a new Council is elected; the most recent elections took place in May 2023. The term of office of councillors is four years starting on the fourth day after being elected and finishing on the fourth day after the date of the regular election four years later. The overriding duty of Councillors is to the whole community, but they have a special duty to their ward constituents, including those who did not vote for them.

Only registered voters of the Town or those living or working there, or living within 3 miles of the parish boundary are eligible to hold the office of councillor, providing they are 18 years of age or over and not disqualified.

Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties which includes the declaration of interests in matters considered by Council. The Standards Committee of Broadland District Council is responsible for promoting and ensuring the standards of conduct by district, parish and town Councillors. Broadland District Council's Monitoring Officer deals with complaints about the behaviour of Councillors under the Code.

All Councillors meet together as the full Council every four weeks including the annual council meeting in May. Here Councillors decide the Council's overall policies and deal directly with any more major issues.

The Council appoints committees which deal with the more detailed or routine items of business. Many decisions are delegated by full Council to these committees, however a number of items are dealt with as recommendations to be ratified at a meeting of full Council. Council may also establish working parties, which do not usually have decision

making powers but look at the detail of future policy or services in a depth which would not be possible in the formal arena.

The Council's functions can be broadly divided into two main areas; firstly providing local services for residents and visitors that improve the quality of life, such as floral displays, events, allotments and improved street-care services. Secondly, it works closely with statutory providers, for example the District and County Councils and Norfolk Constabulary. It does this by commenting on planning applications, consultations or perhaps taking other authorities to task on matters of concern.

HOW DECISIONS ARE MADE

All formal meetings of Council and its committees are subject to statutory notice being given, and the Council publishes an annual programme each year. Meetings are always publicised on the Web Site and Notice Boards. All formal meetings are open to the public and press. Reports to those meetings are available for the public to see and relevant background papers are available on request.

Occasionally, Council or committees may need by law to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public. Minutes from all formal meetings, including the confidential parts are public documents.

THE COUNCIL'S STAFF

The Council has people working for it (called 'officers') to give advice, implement decisions and manage the day-to-day delivery of its services. The Chief Executive Officer (CEO) heads up this paid service and has specific duties as the "proper officer" to ensure that the Council acts within the law. The Operational Manager is also designated as "Responsible Financial Officer" to ensure that financial best practice is followed. A code ensures high standards of conduct and a protocol governs the relationships between officers and members of the council.

CITIZENS' RIGHTS

Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes. Where members of the public use specific council services they have additional rights. These are not covered in this Constitution but you will be told of them when you use the service.

Citizens have the right to:

- Vote at local elections if they are registered;
- Contact their local councillor about any matters of concern to them;
- View a copy of the Constitution;
- Attend meetings of the Council and its committees except where, for example, personal or confidential matters are being discussed;
- Present a petition to the Council;
- Complain about any aspect of the Council's services. (If a complaint in the usual way does not bring satisfaction, the Council has a formal complaints procedure);

- Complain to the Broadland District Council's Monitoring Officer if they have evidence which shows that a Councillor has not followed the Council's Code of Conduct;
- Inspect the Council's accounts and make their views known to the external Auditor who checks the Council's book-keeping and expenditure;
- View and in most cases obtain copies of documents set out in the Council's publication scheme;
- The Council welcomes participation by its citizens in its work and welcomes interested people at its meetings.

ROLES AND FUNCTIONS OF ALL COUNCILLORS

All Councillors, whatever their formal position on the Council (or party political system), share common roles and responsibilities.

(a) Key Roles

All Councillors will:

- collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- represent their communities and bring their views into the Council's decision making process, i.e. become the advocate of and for their communities;
- contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making;
- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- balance different interests identified within the ward and represent the ward as a whole;
- participate in the governance and management of the Council; be available to represent the Council on other bodies; and maintain the highest standards of conduct and ethics.

(b) Rights and Duties

- Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- Councillors will not make public information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or officer entitled to know it.
- Unless specifically authorised to do so by the Council or a Committee, a Member of the Council shall not issue any order respecting any works which are being carried out by or on behalf of the Council or claim by virtue of his/her membership of the Council any right to inspect or to enter upon any lands or premises which the Council have the power or duty to inspect or enter.

ROLE AND FUNCTION OF THE MAYOR

The Mayor will be the civic head of the Council, first citizen of the Town subject to deference to the District Chairman where appropriate. He / She will be a symbol of the authority and an expression of social cohesion.

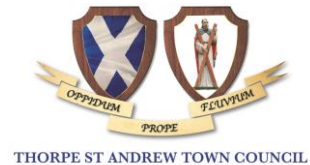
The Mayor will chair meetings of full Council and, in doing so, will promote political neutrality.

The Mayor will be elected by the Council at its Annual Meeting.

DEPUTY MAYOR

The Council will appoint a Deputy Mayor at the time the Mayor is elected, who shall assume the role of the Mayor when the Mayor is not present, or unable to fulfil that function.

Thorpe St Andrew Town Council



Town Council : 17th May 2023

Standing Orders

Agenda Item: 13

Reason for this Report

This report is to confirm the Standing Orders for 2023/24.

Result

The Town Council is requested to review the Standing Orders, there have been changes to remove reference to virtual meetings.

Advice

The Town Council is requested to review and approve the Standing Orders for 2023/24.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no financial implications arising from this report.

Locum Chief Executive Officer – Thomas Foreman

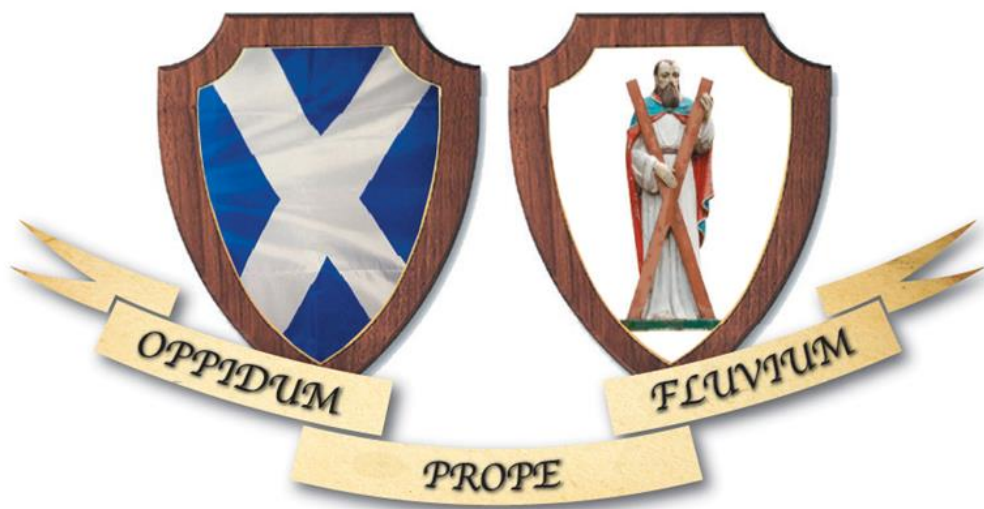
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VAT No. 107 2921 90

THORPE ST ANDREW TOWN COUNCIL



THORPE ST ANDREW TOWN COUNCIL

STANDING ORDERS

Adopted

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Mandatory for full Council meetings ●
- Mandatory for committee meetings ■
- Mandatory for sub-committee meetings ▲

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum 3 clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum 3 clear days public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- ■ d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.



l The recording, filming and reporting of all public meetings is permitted.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public and press are permitted to film or record meetings (to which they are permitted access) in a non-disruptive manner and from areas designated for the public. **No prior permission is required** however the Chairman at the beginning of the meeting could ask if anyone present wishes to record proceedings. The Council could assist by making reasonable facilities available to allow ease of recording as it might by providing a desk for a press reporter.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed so long as it is carried out in a non-disruptive manner.

Disruptive behaviour could be any action or activity which disrupts the conduct of meetings or impedes others being able to see, hear or film the proceedings.

This could include:

- moving to areas outside the areas designated for the public
- excessive noise in recording, setting up or re-siting equipment during the meeting
- intrusive lighting and use of flash photography: and
- asking for statements made to be repeated for the purposes of recording.

The Chairman of the meeting, in accordance with Standing Order No. 2, can stop a meeting if any person is deemed to be disruptive.

Councils can ask that filming or recording is kept to a minimum, that is focuses on those making representations to the meeting and that members of the public are not inconvenienced, and all involved should be treated respectfully (as should be the case always!).

Any person or organisation choosing to film, record or broadcast any meeting of the Council will be responsible for any claims or other liability resulting from them so doing.



m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.



n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Vice-Chairman of the Council (if any).



o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.



p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority or councillors with voting rights present and voting.



- q The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she gave an original vote.
■
▲ *See standing orders 5(i) and (j) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If 2 members request, voting shall be by signed ballot
- s The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- t (England) A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter.
■
▲
- u No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than 3.
■
▲ *See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- v If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed.
■ The business on the agenda for the meeting shall be adjourned to another meeting.
▲
- w A meeting shall not exceed a period of 2.5 hours.

4. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d (England) In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e (Wales) In addition to the annual meeting of the council, any number of other ordinary meetings may be held in each year on such dates and times as the council may direct.
- f The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- g The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the council.
- h The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- i In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- j In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

- k Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his/her acceptance of office forms unless the council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. (England) In an election year, to decide with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure;
 - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - xviii. Review of the council's policy for dealing with the press/media; and
 - xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within 7 days of having been requested in writing to do so by 2 councillors, any 2 councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the 2 councillors.
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further 6 months.

8. Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of 1 person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

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9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e), the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- c A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- d A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding 4 years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- e Subject to standing orders 13(b) and 13(d), dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- f A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the council's area or
 - iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

- a Upon notification by the District or Unitary Council or County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. at least 3 clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.
See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3 (c) for a meeting of a committee.
 - ii. give public notice of the time, place and agenda at least 3 clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for a meeting of a committee.
 - iii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his/her withdrawal of it;
 - iv. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office;
 - v. facilitate inspection of the minute book by local government electors;
 - vi. receive and retain copies of byelaws made by other local authorities;
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. be the Data Protection Officer and assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the council to the Chairman or in his/her absence the Vice-Chairman of the Council within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council
 - xvi. manage access to information about the council via the publication scheme; and
 - xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 22.

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30th June, 30th September and 31st December in each year a statement to summarise:
- i. the council’s receipts and payments for each quarter;
 - ii. the council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31st March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31st March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30th June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c), including the setting of values for different procedures where a contract has an estimated value of less than £25000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25000 shall be procured on the basis of a formal tender as summarised in standing order 18(d).
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm
 - (i) the council's specification
 - (ii) the time, date and address for the submission of tenders
 - (iii) the date of the council's written response to the tender and
 - (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce (and which vary from time to time) the council must consider whether the Public Contracts Regulations 2015 apply and then comply with relevant EU procurement rules.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Council or, if he/she is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.
- c The chairman of the Council or in his/her absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Full Council
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman of the Council or in his/her absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Full Council
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of Council
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured, and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) shall be provided only to the Clerk and/or the Chairman of the Council

20. Data Protection and Requests for information

- a For the purposes of the General Data Protection Regulations 2018, the Council is the Data Controller and the Proper Officer is the Data Protection Officer. Councillors on the Finance and Staff Committee and officers are required to undertake Data Protection training.
- b Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018.
- c Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council. The said Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled by the Town Clerk.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a), any 2 councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures. This shall be in addition to the Common Seal of the Council.

23. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council will be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

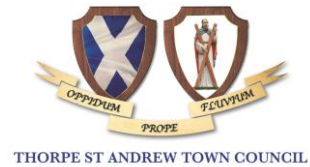
Signed on this day:

_____ (Town Mayor)

_____ (Chief Executive Officer)

DRAFT

Thorpe St Andrew Town Council



Town Council : 17th May 2023

Financial Regulations

Agenda Item: 14

Reason for this Report

This report is to confirm the Financial Regulations for 2023/24.

Result

The Town Council is requested to review the Financial Regulations, there have been no changes since being approved previously.

Advice

The Town Council is requested to review and approve the Financial Regulations for 2023/24.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are financial implications arising from this report.

Locum Chief Executive Officer – Thomas Foreman

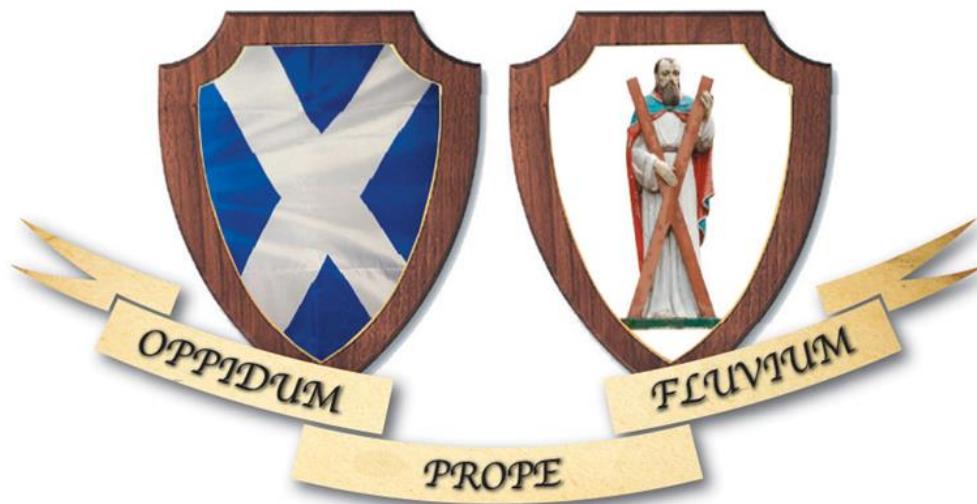
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VAT No. 107 2921 90

THORPE ST ANDREW TOWN COUNCIL



THORPE ST ANDREW TOWN COUNCIL

FINANCIAL REGULATIONS

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1 GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, the Finance and Staff Committee or Town Council shall verify bank reconciliations (for all accounts) produced by the RFO. The Committee shall consider the reconciliations and the original bank statements (or similar document) and minute this as evidence of verification.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations
- 2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 The Finance and Staffing Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Staffing Committee and the council.
- 3.3 The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council to a limit set by the council; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £3,500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether there is any budgetary provision for the expenditure, subject to a limit of £3,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.

4.9 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or the Finance and Staffing committee. The council/committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or Finance and Staffing committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance and Staffing Committee meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Staffing committee;
 - b) An expenditure item authorised under 5.6, (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Staffing Committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £40,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Staffing Committee.

- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or The Finance and Staffing committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by 2 members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or the Finance and Staffing Committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council, and countersigned by the Clerk or RFO, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance and Staffing Committee at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO, and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO and Parks and Estates Manager and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

6.22 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or Finance and Staffing Committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8 Before employing interim staff, the council must consider a full business case.

8 LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9 INCOME

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the Administration and Communication Officer(s) in conjunction with the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1.
- 10.4 A member may not issue an official order or make any contract on behalf of the council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders,⁴ 18 and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Administration and Communication Officer(s) and Events in conjunction with the RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Regulation 17), the RFO shall affect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 15.5 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16 CHARITIES

- 16.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

NOTES TO THE MODEL.

Stated dates or months may be changed to suit local circumstances.

Where the word “regularly” is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(k)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by council but, normally shall be based on the list maintained by the District Council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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Signed _____

Date _____

Thorpe St Andrew Town Council



Town Council : 17th May 2023

Annual Administration

Agenda Item: 15

Reason for this Report

This report is to confirm the checks and administration which have taken place according to the standing orders.

Result

- Review and adoption of appropriate standing orders has been undertaken at this meeting.
- The review and confirmation of the Financial Regulations has been undertaken at this meeting.
- There are no current agency agreements with local authorities and no contributions are made to other local authorities.
- The Town Council currently subscribes to the Society for Local Council Clerks (SLCC).
- The Town Council is currently not a member of the Norfolk Association for Local Councils.
- The Town Council has signed up to the Freedom of Information Act Publication Scheme.
- The Town Council meetings shall take place on the first Monday of the month, except when this falls on a Bank Holiday. The Plans Committee will meet on the second Monday of the Month. The Finance and Staff Committee shall meet on the third Monday of each month.
- All meetings of the Town Council and its Committee shall take place at either the Town Hall or Roxley Hall, starting at 7.30pm.
- The dates, times and locations of meetings are subject to change, but shall be notified with no less than three clear days' notice.

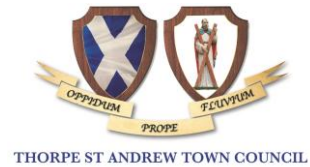
Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no financial implications arising from this report.

Thorpe St Andrew Town Council



Town Council : 17th May 2023

Complaints Policy Documents

Agenda Item: 16

Reason for this Report

This report is to confirm the Complaints Policy documents for 2023/24.

Result

The Town Council is requested to review the Complaints Policy documents, there have been no changes since being approved previously.

Advice

The Town Council is requested to review and approve the Complaints Policy documents for 2023/24.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no financial implications arising from this report.

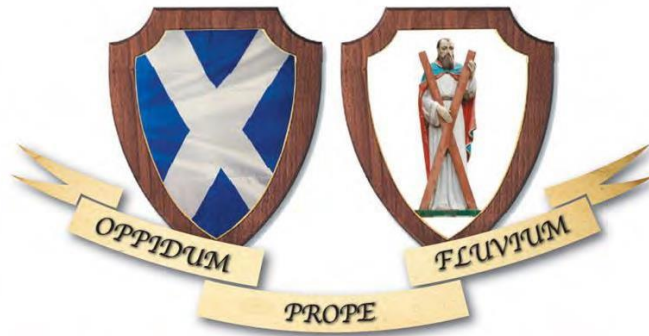
Locum Chief Executive Officer – Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

Tel: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90



THORPE ST ANDREW TOWN COUNCIL

Complaints Policy

Thorpe St Andrew
Town Council

1. Introduction

This policy applies to all our services.

The objectives of our Complaints Policy are to:

1. Provide a framework which is simple for customers to use and is equally accessible to all.
2. Deal with problems as close to their source and as quickly as possible.
3. Give customers confidence that their comments are listened to and their complaints are being dealt with effectively.
4. Ensure action is taken to solve problems and generate a positive attitude to feedback.
5. Learn from feedback and prevent the recurrence of problems.
6. Generate a consistent approach to compliments and complaints throughout the Council.
7. Protect the reputation and resources of the Council.

Overall responsibility for this policy lies with the Chief Executive Officer.

2. How to make a complaint

The Council's aim is to resolve most complaints as close to their source as possible, preferably before they are accepted into the formal complaints process.

As a first step, please contact us for an informal discussion about your complaint by calling 01603 701048.

If we are unable to resolve your complaint it will need to be escalated to our formal complaints process by completing our complaints form and either emailing it to complaints@thorpestandrew-tc.gov.uk or posting it to Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL.

Our complaint form can be obtained by visiting our website or contacting us by phone on 01603 701048.

If you require assistance in completing the form please call 01603 701048 and we will organise for an officer to support you. If this is not possible, you may be signposted to an organisation which can assist you.

Final responses to complaints will be in writing (letter or email), unless this format is not appropriate for the complainant.

We will ask you to state your preferred way of us communicating with you as part of the complaints process.

3. What you can expect from us when you make a complaint

Once we receive your complaint, we will do all that we can to work with you to find a solution by:

- Acknowledging your complaint within 5 working days of the date we

received it.

- Aiming to resolve your complaint within 20 working days.

Where resolution requires longer, we will inform you as soon as possible of a revised date.

4. Confidentiality

Complaints made to the Council will be treated in confidence.

Details of the complaint will only be provided to the Council staff members and partner organisations who need to know in order to investigate it.

Confidentiality cannot be guaranteed where a vulnerable person is considered to be at risk and safeguarding procedures apply. In these circumstances, the Council may have to share the information with Norfolk County Council whose statutory responsibility it is.

Customers who make their complaints public in the media may forfeit their right to anonymity and the right to confidentiality.

To read our privacy notice as to how your personal information will be dealt with go to our website or contact us on 01603 701048.

5. Outcome

Following investigation, we will let you know what we have found using your preferred form of communication.

6. Right to appeal

If you are unhappy with the outcome of your complaint, an appeal can be made in writing to the Town Mayor. A panel of Councillors will consider your appeal and notify you of the outcome using your preferred form of communication. The decision of this panel is final.

7. What we expect from you

The following people are eligible to complain:

- Any individual or group receiving or seeking a service from the Council.
- Anyone acting for an individual or group unable to complain personally.

People do not have to be a Norfolk resident to make a complaint.

A complaint should normally be made within one year of the service being received. This time limit may be extended at the discretion of the Chief Executive Officer if the complainant has good reasons for not making the complaint within the time limit; and notwithstanding the delay, it is still possible to investigate the complaint effectively and fairly.

The Council will not consider, or further consider complaints/representations under this policy where:

- Complainants have stated either orally or in writing to the Council that they are taking, or intend to take proceedings in any court or tribunal in

regard to any issue connected with the complaint.

- The Council has been notified that any person is conducting an investigation in contemplation of criminal proceedings in regard to any issue connected with the complaint.
- The Council has been informed that criminal proceedings are pending in regard to any issue connected with the complaint.
- The complainant is an employee who wishes to raise issues in relation to their employment.

However, the Council will consider complaints from members of the public who are seeking employment with the Council. In these circumstances, where the Council decides that consideration or further consideration of the complaint / representation would prejudice the conduct of any proceedings or investigation, the Chief Executive Officer or designated officer will give notice in writing to the complainant explaining the reasons for the decision and specify how the matter could be dealt with in the future, if appropriate.

The Council's policy on 'Unreasonably Persistent Complaints' will apply when appropriate. Copies of this policy can be found on our website or a copy can be provided by calling us on 01603 701048.

The Council reserve the right not to consider complaints that:

- Are malicious (that is, they are instituted without sufficient grounds and serving only to cause annoyance)
- Use obscenities, racist or homophobic language
- Contain personally offensive remarks about members of our staff
- Are repeatedly submitted with only minor differences after we have fully addressed the complaint

8. The Local Government Ombudsman

Complaints received from members of the public about the administration or procedures of the Council are not subject to the jurisdiction of the Local Government Ombudsman.

1. Unreasonably persistent complaints policy

We welcome feedback from service users and will always try to resolve complaints as quickly as possible.

The majority of complaints are dealt with through the complaints procedures without difficulty, however, complainants may be pursuing complaints in unreasonable ways. The Unreasonably Persistent Complaints Policy should only be applied where absolutely necessary and describes how the Council may deal with complaints effectively where the complainant is unreasonably persistent in pursuing complaints or otherwise acts unreasonably.

An Unreasonably Persistent Complaints Policy helps staff and complainants to understand clearly what is expected of them, what options for action are available, and who can authorise these actions. It also assists staff to manage the expectations and behaviour of complainants while their complaint is addressed.

This policy should be read in conjunction with any other relevant Council policies relating to exclusion of services and employee health and safety.

2. Objectives

Most complaints are dealt with through the complaints procedures without difficulty.

Having a policy on how to deal with unreasonably persistent complainants or other unreasonable behaviour by complainants, together with guidance for staff on the complaints procedure, should help the Council deal with complainants in ways which are demonstrably consistent and fair.

The policy covers behaviour which is unreasonable, which may include one or two isolated incidents, as well as unreasonably persistent behaviour, which is usually an accumulation of incidents or behaviour over a longer period.

The objectives of the policy are to:

- Ensure all staff understand the objectives and requirements of the Unreasonably Persistent Complaints Policy
- Promote problem solving and to avoid apportioning blame. The emphasis should be on finding a solution
- Satisfy those who complain or comment that they have been dealt with promptly, fairly, openly and honestly
- Resolve complaints quickly and as close to the point of service delivery as acceptable and appropriate
- To protect staff from abusive and unacceptable behaviour from customers
- Protect employees from unreasonable, aggressive or violent behaviour by complainants

3. Definition of unreasonably persistent complaints and unreasonable behaviour

Unreasonably persistent complainants are those complainants who, because of the frequency, or nature, of their contacts with the Council, hinder the Council's consideration of the complainant's, or other people's complaints.

Almost all complainants see themselves as pursuing justified complaints.

Unreasonably persistent complainants may have legitimate complaints but be pursuing them in inappropriate ways, or they may be intent on pursuing complaints which appear to have no substance or which have already been investigated and determined. Their contacts with the Council may be very emotionally charged and distressing for all involved, or they may be agreeable but still place very heavy demands on staff time.

Sometimes the situation between the Council and a complainant can escalate and the behaviour moves to behaviour which is unacceptable and unreasonable, for example, abusive, offensive or threatening behaviour. Such complainants are in a very small minority, but sometimes the Council finds itself in the position of having to instigate action under this policy.

In extreme situations, the Council may resort to involving the Police or taking legal action to address such behaviour.

Raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as an unreasonably persistent complainant.

Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause them to be considered unreasonably persistent /vexatious.

These are some of the actions and behaviours of unreasonably persistent complainants which the Council often find problematic. It is by no means an exhaustive list, but they are examples that frequently come to our attention:

- Refusing to specify the grounds of a complaint, despite offers of assistance
- Refusing to co-operate with the complaints investigation process while still wishing their complaint to be resolved
- Refusing to accept that certain issues are not within the scope of a complaints procedure
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or within good practice
- Making what appear to be groundless complaints about the staff dealing with the complaints, and seeking to have them replaced
- Changing the basis of the complaint as the investigation proceeds and/or denying statements they have made at an earlier stage. At the same time, we acknowledge that a complainant has a right to challenge our recollection/recording and to clarify how this could be resolved before we categorise the complainant's behaviour as denying the matter
- Introducing new information, at a late stage, which the complainant expects to be taken into account and commented on, or raising large numbers of detailed, but unimportant, questions and insisting they are all fully answered
- Covertly recording meetings and conversations
- Submitting falsified documents from themselves or others
- Bringing complaints designed to cause disruption or annoyance or lacking any serious purpose or value
- Adopting a 'scattergun' approach: pursuing parallel complaints on the same issue with the Council and/or other organisations

- Making excessive demands on the time and resources of staff and members with lengthy and/or repeated telephone calls, emails to numerous Council officers, or detailed letters every few days and expecting immediate responses
- Behaviour that appears to be deliberately targeted over a significant period of time at one or more members of Council staff, without good cause
- Submitting repeat complaints, with minor additions/variations, so the complainant insists they are 'new' complaints which should be put through the full complaints procedure
- Refusing to accept the outcome decision of a complaint – repeatedly arguing the point and complaining about the decision, with no new evidence
- Insisting on pursuing unjustified complaints and/or unrealistic outcomes to legitimate complaints. Taking actions that are out of proportion to the nature of the complaint, even when the complaints procedure has been exhausted
- Behaviour which has a significant and disproportionate adverse effect on the Council's resources and other residents
- Inappropriate behaviour towards Council staff investigating or involved in the complaint such as inappropriate use of language, aggression or violence
- Combinations of some or all of the above

4. The approach and procedure

It is vital that all attempts are made to maintain effective communication and relationships with complainants. Prior to taking action under this policy, the complaints case manager should ensure that:

- Every reasonable effort has been made to investigate the complaint
- Every reasonable effort has been made to communicate with the complainant
- The complainant is not now providing any significant new information that might affect the organisation's view of the complaint

Prior warning

When the Council considers that the complainant is unreasonably persistent in pursuing complaints or otherwise is acting unreasonably a risk assessment will be completed in line with health and safety policies and, if it is concluded that the behaviour is unacceptable/unreasonable, the complaints case manager will write to tell the complainant why they find the complainant's behaviour unreasonable and/or unacceptable and ask them to change the behaviour.

Decision to restrict or terminate contact with the Council

The following actions will be taken before a decision is taken to restrict or terminate a complainant's contact with the Council:

- Decisions to restrict or terminate contact will be taken following a risk assessment which may involve an on the spot decision to restrict access or terminate contact in the short term prior to a more detailed assessment being undertaken where there is a risk to staff and / or services.
- Designate a key officer to co-ordinate the organisation's actions under this policy. Complainants will be offered, if appropriate, a meeting with a designated officer of appropriate seniority to explain what steps are being taken to resolve their complaint and why their current behaviour is seen as unreasonable. Such meetings should be undertaken in an environment that protects the safety of the designated officer.

During this meeting, the designated officer will:

- Explain to the complainant the damaging effect their contact is having on the processing of their complaint and/or other complaints, and that, if this continues, the Council may need to limit/deny their access to the Complaints Case Manager and/or other staff
- Share the policy with the complainant and be warned that restrictive actions may need to be applied if their behaviour continues
- Provide or offer consideration of the complaints issue through another procedure (for example, an appeals process, mediation etc.) if appropriate
- Offer to assist the complainant to find a suitable independent advocate if appropriate

When making decisions on how to manage the unreasonably persistent complainant or unreasonable behaviour of a complainant, all relevant factors should be taken into account to ensure that action taken is appropriate and proportionate to the nature and frequency of the complainant's contacts with the authority at that time.

Due consideration should be given to the complainant's health, including any related illnesses or disabilities that may be impacting on behaviour (for example, dementia, learning disability, mental illnesses, autism etc).

If the complainant has not responded appropriately to the prior warning letter and/or the agreements during the meeting with the complainant, a decision may be made to restrict contact with the Council. The complainant will be notified in writing (or alternative formats appropriate to the individual) why it is believed their behaviour falls into the category of unreasonably persistent and/or unreasonable behaviour. The complainant will be notified what action will be taken and the duration of that action, as well as what the complainant can do to have the decision reviewed.

The following list is a 'menu' of possible options for managing a complainant's involvement with the Council from which one or more might be chosen and applied, if warranted. Any action taken should be appropriate and proportionate. It is not an exhaustive list and often the specific circumstances of the individual case will be relevant in deciding what might be appropriate action:

- Placing limits on the number and duration of contacts with staff per week or month
- Limiting the complainant to one medium of contact (telephone, letter, email etc) and/or requiring the complainant to communicate only with one named member of staff
- Refuse to register further complaints about the same matter and only acknowledge further correspondence
- Only meet with the complainant in the presence of a witness
- Where a complainant's behaviour is unreasonable and threatens the safety and/or welfare of staff, the Council may decide to terminate contact with the complainant
- Other action may be taken, for example reporting the matter to the police or taking legal action. Where such action is necessary the Council may not give prior warning
- Only meet the complainant at Council Offices and by appointment only

Where following restriction of access being implemented a complainant continues to behave in a way that is unacceptable or where the behaviour is so extreme that it threatens the immediate safety and welfare of staff, the Council may:

- Terminate contact
- Temporarily or permanently restrict/not allow access to Council offices
- Report the matter to the police
- Take legal action

Reviewing the decision to restrict contact

When imposing this policy and placing a restriction on contact, the Council will specify a review date, usually 6 months from the initial decision.

The review should be carried out by the Chief Executive Officer to consider whether the restrictions can be lifted or modified, or should continue. The complainant will be notified of the outcome of the review.

Restrictions should be lifted and relationships returned to normal unless there are grounds to continue with the restrictions. If the restrictions are to continue, the Council will explain the reasons to the complainant and state when the restrictions will next be reviewed.

5. Appeals against decisions

Complainants must be informed in writing of the Council's decision resulting from application of this policy and procedure.

They should also be given information on how to appeal any decision.

An appeal will be heard by a review panel made up of a member of staff outside of the service area complained about, as well as the Town Mayor.

The panel will write to the complainant with their decision which will be final.

6. New complaints

New complaints from people who have been subject to this policy will be dealt with on their merits. It is recognised that any new complaint may represent a genuine service failure and therefore needs to be reviewed objectively regardless of who is bringing the complaint.

Once the complaint has been considered, a risk assessment will also be carried out based on past and current knowledge of the complainant's behaviour and the likelihood of re-occurrence of any unacceptable behaviour.

7. Recording actions and contacts with the complainant

Any decision to apply this policy must be notified to the Chief Executive Officer and recorded.

The Chief Executive Officer will keep adequate records to show:

- When a decision is taken not to apply the policy when a member of staff asks for this to be done. The member of staff will be informed of the decision
- When a decision is taken to make an exception to the policy

- When a decision is taken not to put a further complaint from such a complainant through the complaints procedure for any reason
- When a decision is taken not to respond to further correspondence, the Chief Executive Officer will make sure that any further letters or emails from the complainant are checked to ensure that any significant new information is picked up and addressed
- Any future contacts with the complainant must be recorded

8. Confidentiality

Complaints made to the Council will be treated in confidence.

The Chief Executive Officer will only pass the details of unreasonably persistent complainants and/ or unreasonable complainant behaviour to those Council staff members and partner organisations who need to know in order to implement the policy or for reasons of protecting staff safety.

Confidentiality cannot, however, be guaranteed where a vulnerable person is considered to be at risk and safeguarding procedures apply. In these circumstances, the Council may have to share the information with Norfolk County Council or other external agencies.

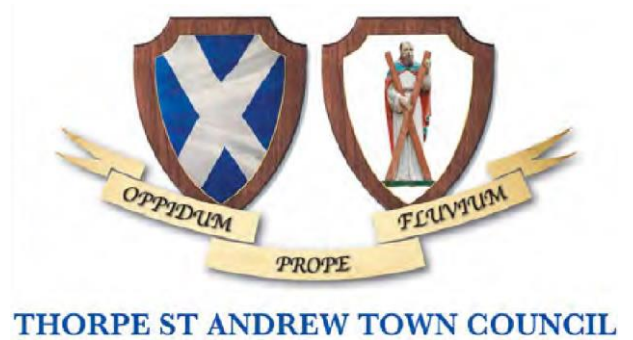
Customers who make their complaints public in the media may forfeit their right to anonymity and the right to confidentiality.

9. Responsibility for the procedures

Overall responsibility for the Unreasonably Persistent Complainants Policy will lie with Chief Executive Officer.

The Policy and Committee Officer will take responsibility for the application of all aspects of the procedures at departmental and organisational level.

The Operational Manager and Responsible Financial Officer will act as overall coordinator for unreasonably persistent complaints handling.



CONFIDENTIAL

Complaint form

To make a formal complaint against about Thorpe St Andrew Town Council, please complete this form and return it, with any other relevant documents, to: Town Hall, Pound Lane, Thorpe St Andrew or by email to complaints@thorpestandrew-tc.gov.uk.

Your contact details

Full name:
Address for correspondence:
Contact telephone number:
Email address:

Your complaint

Describe your complaint as fully and clearly as possible, including how you have been affected.

--

Have you already contacted anyone at the Council about this complaint? Yes No
If **Yes**, please give details.

Name of person contacted:

Date contacted:

What happened as a result of this contact:

In response to your complaint, what would you like the Council to do to put things right?

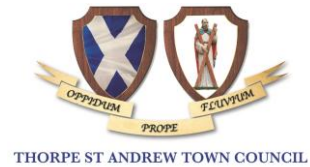
Please add any other relevant information in the box below, or attach it to this form.

Signed:

Date:

Our **Data Protection Policy** sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. Visit <https://bit.ly/33osw4J> for more information.

Thorpe St Andrew Town Council



Town Council : 17th May 2023

Information and Data Protection Policies

Agenda Item: 17

Reason for this Report

This report is to confirm the Information and Data Protection policies for 2023/24.

Result

The Town Council is requested to review the Information and Data Protection policies, there have been no changes since being approved previously.

Advice

The Town Council is requested to review and approve the Information and Data Protection policies for 2023/24.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no financial implications arising from this report.

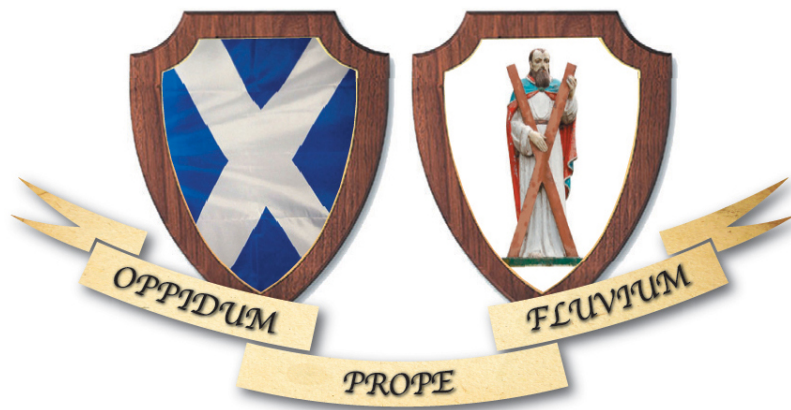
Locum Chief Executive Officer – Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

Tel: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90



THORPE ST ANDREW TOWN COUNCIL

General Data Protection Regulation Policy

Adopted: February 2018

Reviewed:

Purpose of the policy and background to the General Data Protection Regulation

This policy explains to councillors, staff and the public about GDPR. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

Identifying the roles and minimising risk

GDPR requires that everyone within the council must understand the implications of GDPR and that roles and duties must be assigned. The Council is the data controller and the Clerk is the Data Protection Officer (DPO). (The Deputy Clerks are data processors working under the DPO.) It is the DPO's duty to undertake an information audit and to manage the information collected by the council, the issuing of privacy statements, dealing with requests and complaints raised and also the safe disposal of information. This will be included in the Job Description of the Clerk / Deputy Clerk.

Appointing the Clerk as the DPO must avoid a conflict of interests, in that the DPO should not determine the purposes or manner of processing personal data.

GDPR requires continued care by everyone within the council, councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as high / medium risk to the council (both financially and reputationally) and one which must be included in the Risk Management Policy of the council. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness.

Data breaches

One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Finance and Staff Committee. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk

to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.

It is unacceptable for non-authorized users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

Privacy Notices

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the council. The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.

Information Audit

The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

Individuals' Rights

GDPR gives individuals rights with some enhancements to those rights already in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no

longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The Finance and Staff Committee will be informed of such requests.

Children

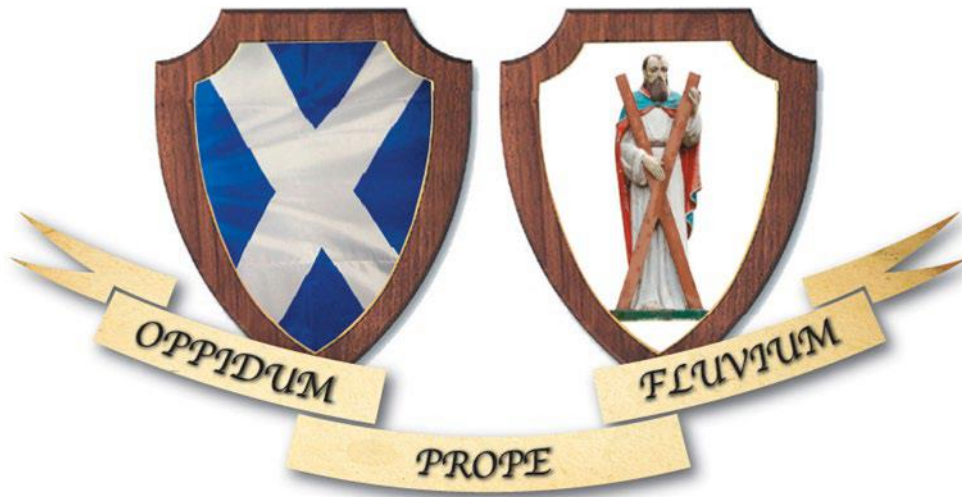
There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council's website. The policy will be considered as a core policy for the Council.
- The Clerk's Contract and Job Description (if appointed as DPO) will be amended to include additional responsibilities relating to data protection.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- Privacy notices must be issued.
- Data Protection will be included on the Council's Risk Management Policy.
- A Committee, with Terms of Reference, will be set up to manage the process.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO. All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council. This Policy is supported by the Terms of Reference for the Data Protection Committee (attached).



THORPE ST ANDREW TOWN COUNCIL

**THORPE ST ANDREW TOWN COUNCIL
INFORMATION & DATA PROTECTION
POLICY**

Adopted by the Council at its Meeting held on

The Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards. This Policy is linked to its Quality Policy, which will ensure information considerations are central to the ethos of the organisation, and to its ICT Policy.

The Council will be very open about its operations and will work closely with public, community and voluntary organisations. Therefore in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Making Information Available

The Freedom of Information Act 2000 (FOI) requires public authorities to publish information as a matter of routine in addition to that supplied when responding to information requests.

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Office.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Council are willing to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Making a request for information

Information which cannot be accessed via the publication scheme can also be requested providing it is held in an easily retrievable format. If an exemption under the Act applies, the information will not be made available.

Requests can be made verbally or in writing; by e-mail to office@thorpestandrew-tc.gov.uk or by post to CEO, Thorpe St Andrew Town Council, Pound Lane, Thorpe St Andrew, NR7 0UL They should include:-

The name and address of the applicant

A telephone number, in case we need to discuss the request (optional)

A clear description of the information sought

After a request has been made

The receipt of a request will be acknowledged within three days and will indicate by when it is aimed to provide a response. This will normally be within 20 working days which may be extended, for example where the applicant is asked for further clarification or information about the request.

If we do not hold the information requested, the applicant will be informed of this in writing. If it is established that the information could be obtained from another Authority, we will advise the applicant of this.

Any obligations under equality legislation will be adhered to when providing information.

Protecting Confidential or Sensitive Information

The Data Protection Act 1998 seeks to strike a balance between the rights of individuals and the sometimes competing interests of those with legitimate reasons for using personal information. The policy is based on these principles:

The Council will make any notification required to the Information Commissioner's Office under the Data Protection Act and periodically up date the information.

The Council will comply with the eight principles of good practice for processing sensitive data, by ensuring it is:

- Fairly & lawfully processed
- Processed for limited purposes
- Adequate, relevant & not excessive
- Accurate and up to date
- Not kept longer than is necessary
- Processed in accordance with the individuals rights
- Secure
- Not transferred to countries outside the EU unless the country has adequate protection for the individual.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any sensitive personal information and the Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information. "Public data" means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council's decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Right to appeal

Where a request for information under the individual right of access is denied, the applicant has the right to appeal the decision. Appeals should in the first instance be made to Thorpe St Andrew Town Council, where they will be subject to scrutiny by the Finance and Staffing Committee who will have been independent of the original process.

The Information Commissioner's Office recommend that a response should be made in 20 working days.

If the applicant is still unhappy with the decision they have the right to appeal against the decision of non-disclosure to the Information Commissioner.



THORPE ST ANDREW TOWN COUNCIL

THORPE ST ANDREW TOWN COUNCIL FREEDOM OF INFORMATION VEXATIOUS REQUESTS POLICY

Adopted by the Council at its Meeting held on _____

Thorpe St Andrew Town Council

Freedom of Information Vexatious Requests Policy

1. INTRODUCTION

1.1 Thorpe St Andrew Town Council is committed to openness and will make every effort to respond positively to a request for information made under the Freedom of Information Act 2000.

It is recognised that on occasions Thorpe St Andrew Town Council will receive requests that may be defined as repeated, vexatious or manifestly unreasonable. The relevant legislation being the Freedom of Information Act 2000 and the Data Protection Act 1998 allows for requests to be classed under these headings in order to prevent abuse of the public's right to know.

The Information Commissioner has recognised that there may be a risk that some individuals and perhaps some organisations may seek to abuse the right of access with requests. Such cases may well arise in connection with a grievance or complaint that an individual is pursuing.

In all cases that are considered possibly vexatious, repeated or manifestly unreasonable, Thorpe St Andrew Town Council will undertake an assessment to determine if it is acceptable to define the request under one of those headings.

- 1.2 This policy identifies situations where a requester, either individually or as part of a group, or a group of requesters, might be considered to be habitual or vexatious. The following clauses form the Council policy for ways of responding to these situations.
- 1.3 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 1.4 The term requester in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 1.5 Habitual or vexatious requests can be a problem for Council staff and Members. The difficulty in handling such requests is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all requesters there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.6 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent requester. Similarly, the fact that a complainant is unhappy with the outcome of a request and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.7 The purpose of this policy is to contribute to the overall aim of dealing with all requesters in ways which are demonstrably consistent, fair and reasonable.

In all cases the Council will strive to comply with the guidance given by the Information Commissioner's Office and should any matters arise from the implementation of the policy which are at variance with that guidance the Council will amend its policy accordingly.

2. HABITUAL OR VEXATIOUS REQUESTS

2.1 A request is likely to be considered as vexatious or manifestly unreasonable if it is considered to be a substantial burden on the financial and human resources of Thorpe St Andrew Town Council and it:

- clearly does not have any serious purpose or value;
- is designed to cause disruption or annoyance;
- has the effect of harassing the Council; or can otherwise fairly be characterised as obsessive or manifestly unreasonable. In all cases it is the **request** that has to be vexatious or manifestly unreasonable, not the applicant. This can sometimes be a difficult distinction to draw, but a useful test is to consider whether the information would be supplied if another person who was unknown to Thorpe St Andrew Town Council had requested it. However, the council is able to take into account previous communications with, and any known intentions of, the applicant when making this assessment.

2.2 For the purpose of this policy the following definitions of habitual or vexatious requests will be used:

The repeated and/or obsessive pursuit of:

(1) unreasonable requests and/or unrealistic outcomes; and/or

(2) reasonable requests in an unreasonable manner.

2.3 Prior to considering its implementation the Council will send a *summary* of this policy to the requester to give them prior notification of its possible implementation.

2.4 Where requests continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the staff and Policy and Resources Committee will seek agreement to treat the request as a vexatious request for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious requests.

2.5 The Clerk on behalf of the Town Council will notify requesters, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken.

3. DEFINITIONS

3.1 Thorpe St Andrew Town Council defines unreasonably persistent and vexatious requests as those requesters who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's requests. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular requester.

3.2 Examples include the way in which, or frequency with which, requesters raise their requests with staff or how requesters respond when informed of the Council's decision about the request.

3.3 Features of an unreasonably persistent and/or vexatious request include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the request will be considered as being in this category):

An unreasonably persistent and/or vexatious requester may:

- refuse to co-operate with the request investigation process while still wishing their request to be answered
- refuse to accept that issues are not within the power of the Council to investigate, change or influence
- insist on the complaint being dealt with in ways which are incompatible with good practice (e.g. insisting that there must not be any written record of the request)
- make what appear to be groundless complaints about the staff dealing with the request, and seek to have them dismissed or replaced
- make an unreasonable number of contacts with the Council, by any means in relation to a specific request or requests
- make persistent and unreasonable demands or expectations of staff and/or the request process after the unreasonableness has been explained to the requester (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or e-mails)
- harass or verbally abuse or otherwise seek to intimidate staff dealing with their request, in relation to their request by use of foul or inappropriate language or by the use of offensive and racist language or publish their request in other forms of media
- introduce trivial or irrelevant new information whilst the request is being investigated and expect this to be taken into account and commented on
- deny statements he or she made at an earlier stage in the request process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved.
- adopt a 'scattergun' approach, for instance, pursuing a request or requests not only with the Council, but at the same time with, for example, a Member of Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors
- make the same request repeatedly, perhaps with minor differences.
- persistently approach the Council through different routes or other persons about the same issue.
- refuse to accept documented evidence as factual

- 3.4. In all cases Thorpe St Andrew Town Council will undertake the assessment of requests that are considered to be vexatious on a case by case basis. The Town Clerk will undertake the assessment in most cases. Complex cases may be referred to the Council's Local Government solicitor or other adviser.

If there is uncertainty as to whether a request is vexatious Thorpe St Andrew Town Council will consider one of the following actions:

- Contact the applicant and ask him or her to clarify the request.
- Comply with the request and reduce the chances of a more time-consuming grievance developing between the applicant and the Council, providing an explanation that future requests may be assessed under this policy.
- Refuse a request and provide an explanation of the reason for refusal and make reasonable endeavours to explain to the applicant what they should do differently in future to ensure their requests are not assessed as being vexatious.

4. REPEATED REQUESTS

- 4.1. Where a request for information has previously been complied with which was made by any person, there is no obligation to comply with a subsequent identical or substantially similar request from that same person unless a reasonable interval has elapsed between compliance with the previous request and the making of the current request. A repeated request does not mean similar or identical requests from different applicants, unless those applicants have been identified as working together.

Thorpe St Andrew Town Council has defined a reasonable interval as 60 working days from responding to the previous request.

On some occasions Thorpe St Andrew Town Council will process requests as standard requests that appear to repeat a previous request, for example, this may be in a situation when a repeated request is received and it is for information that is regularly updated.

5. CUSTOMER EXPECTATIONS

Applicants will be issued with a refusal notice to inform them of the decision to define their request as vexatious, repeated or manifestly unreasonable within the 20 working day deadline. They will be provided with an explanation of the factors that have led to the decision.

Repeated requesters will receive one such notice. In most cases, any repeated requests received after this notice has been issued will be acknowledged but Thorpe St Andrew Town Council will undertake no further correspondence relating to the matter, unless the applicant wishes to appeal against our decision. In some cases repeated requests may cease to be acknowledged.

6. RECORD KEEPING

- 6.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- The name and address of each member of the public who is treated as abusive, vexatious or persistent.
- Maintenance of an evidence log to record any relevant correspondence and behaviour sufficient to support the decision should the requester complain to the Information Commissioner.
- When and how the requester and Council were advised.

6.2 Full Council will be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

7. APPEALS

All applicants have the right to appeal against any decision to refuse their request. In the first instance such appeals may be made under the Thorpe St Andrew Town Council Complaints Procedure and the complaint on the first occasion will be treated as a request for an internal review of a refusal.

Any person who is unhappy with the way their request has been dealt with and is not satisfied by the investigation undertaken through the Council's complaint procedure may wish to make a complaint to the Information Commissioner's Office under section 50 of the Freedom of Information Act 2000. Complaints to the ICO should be sent to:

Information Commissioner's Office.
Wycliffe House
Water lane
Wilmslow
Cheshire SK9 5AF

THORPE ST ANDREW TOWN COUNCIL

Publication Scheme

Information available from Thorpe St Andrew Town Council under the publication scheme (based on the model supplied by the National Association of Local Councils)

Thorpe St Andrew Town Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by “not appropriate” and “capable of re-use”.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	Free
Who’s who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	(hard copy or website)	
Current and previous financial year as a minimum	Website	Free

Thorpe St Andrew Town Council

Publication Scheme

Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings	Website	Free
Minutes of meetings	Website	Free
Reports presented to council meetings	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website</p>	<p>Free</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Website Website Website Website</p>	<p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Disciplinary and Grievance Procedure</p>	<p>Website</p>	<p>Free</p>
<p>GDPR policy</p>	<p>Website</p>	<p>Free</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Assets register</p>	<p>Hardcopy</p>	<p>Free</p>
<p>Register of members' interests</p>	<p>Hardcopy</p>	<p>Free</p>
<p>Register of gifts and hospitality</p>	<p>Hardcopy</p>	<p>Free</p>

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Allotments</p>	<p>Website</p>	
<p>Burial grounds and closed churchyards</p>	<p>Website</p>	
<p>Village halls</p>	<p>Website</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Website</p>	
<p>Bus shelters and Streetlight Reporting</p>	<p>Website</p>	
<p>Public conveniences</p>	<p>Website</p>	
<p>Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>		

Thorpe St Andrew Town
Council **Contact details:**

The Town Clerk
Town Hall
Pound Lane
Thorpe St Andrew
NR7 0UL

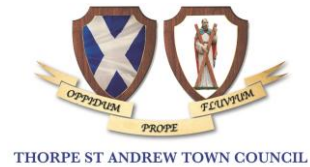
Publication Scheme

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal
		Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Thorpe St Andrew Town Council



Town Council : 17th May 2023

Media Policy

Agenda Item: 18

Reason for this Report

This report is to confirm the Media Policy for 2023/24.

Result

The Town Council is requested to review the Media policy, there have been no changes since being approved previously.

Advice

The Town Council is requested to review and approve the Media Policy for 2023/24.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no financial implications arising from this report.

Locum Chief Executive Officer – Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

Tel: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

THORPE ST ANDREW TOWN COUNCIL - MEDIA POLICY

Introduction

1. Thorpe St Andrew Town Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s Chief Executive Officer or, in their absence, the Responsible Financial Officer.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s standing orders and financial regulations. The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.

Meetings

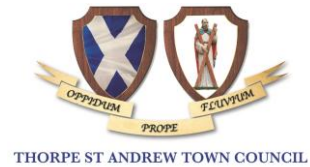
6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council’s standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Council's Chief Executive Officer, or in his absence, the Responsible Financial Officer may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

Thorpe St Andrew Town Council



Town Council : 17th May 2023

Scheme of Delegation

Agenda Item: 19

Reason for this Report

This report is to confirm the Scheme of Delegation for 2023/24.

Result

The Town Council is requested to review the Scheme of Delegation, there have been no changes since being approved previously.

Advice

The Town Council is requested to review and approve the Scheme of Delegation for 2023/24.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are financial implications arising from this report.

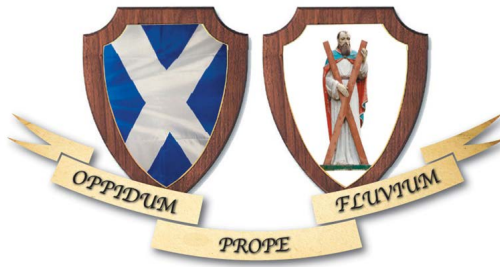
Locum Chief Executive Officer – Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

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VAT No. 107 2921 90



Thorpe St Andrew Town Council

Scheme of Delegation to the Chief Executive Officer

Introduction

The powers and duties set out in this scheme are delegated to the Chief Executive Officer. The Chief Executive Officer may delegate these duties and powers to other Officers within the Council.

The Chief Executive Officer is also the Council's Proper Officer and responsible for the management of the organisation.

Extent of Delegation

- 1.0 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- 1.1 The Chief Executive Officer will exercise these powers in accordance with:
 - approved budgets
 - the Council's Financial Regulations
 - the Council's Contract Procedure Rules
 - the Council's Procurement Strategy
 - the Council's Policy Framework and other adopted policies of the Council
 - all statutory common law and contractual requirements
- 1.1. The Chief Executive Officer. may do anything pursuant to the delegated power or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- 1.2. Provided that such authorisation is not prohibited by statute the Chief Executive Officer. to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
 - such authorisations being in writing
 - only be given to an Officer below the delegating officer in the organisational structure
 - only being given where there is significant administrative convenience in doing so
 - the Officer authorised by the Chief Executive Officer acting in the name of the Chief Executive Officer.
 - such authorisation not being prohibited by statute.

- 1.3. A delegation to a subordinate Officer shall not prevent the Chief Executive Officer. from exercising the same power or duty at the same time.

General Matters

2. The Chief Executive Officer. is authorised to:
 - 2.1. Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.
 - 2.2. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
 - 2.3. Institute and appear in any legal proceedings authorised by the Council.
 - 2.4. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Thorpe St Andrew).
 - 2.5. Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Mayor of the Council, or chairman of the Committee or Task Group concerned.
 - 2.6. Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor.
 - 2.7. Deal with day to day matters relating to the use of office accommodation space.
 - 2.8. Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Thorpe St Andrew, organised by the Town Council and programmes of entertainment.
 - 2.9. Manage all the Council's current services including the following:
 - Events
 - Neighbourhood planning
 - Provision of street furniture
 - Services agreed under contract for other authorities and bodies
 - Website
 - 2.10. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000 and General Data Protection Regulations.
 - 2.11. To apply for planning consent for the carrying out of development by the Council.
 - 2.12. To respond to consultations on planning applications and licensing applications subject to the comments by the Planning and Environment Committee
 - 2.13. Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.
 - 2.14. To respond to complaints made under the Council's complaints procedure.

- 2.15. To manage, monitor and review the Council's internal control procedures.
- 2.16. To manage, monitor and review the Council's Corporate Risk Management Strategy.

Financial Matters

3. The Chief Executive Officer is authorised to:
 - 3.1. Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972, in the absence of the Responsible Financial Officer.
 - 3.2. Have oversight of the Council's banking arrangements including arranging overdrafts.
 - 3.3. Incur expenditure up to a maximum of £3,500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations.
 - 3.4. pay of all accounts properly incurred.
 - 3.5. Pay all subscriptions to organisations to which the Council belongs.
 - 3.6. Make all necessary arrangements for the provision of an internal and external audit service for the Council.
 - 3.7. Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
 - 3.8. Incur expenditure on revenue items within the approved estimates and budgets under their control.
 - 3.9. Incur expenditure on capital schemes within the Council's approved capital Programme.
 - 3.10. Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
 - 3.11. Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
 - 3.12. Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - a) the cost not exceeding the amount approved estimate
 - b) the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
 - c) all the requirements of the Council's Financial Regulations being complied with.
 - 3.13. Compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
 - 3.14. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
 - 3.15. Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.

- 3.16. Authorise action for the recovery of debts.
- 3.17. Write-off debts up to £500 + VAT.
- 3.18. Maintain a Register of Assets and Inventory of Equipment.
- 3.19. Determine the Town Council's insurance requirements on the Council's behalf.
- 3.20. Make all necessary arrangements for the Council's insurances.
- 3.21. Determine Community Grant applications up to a value of £2,000 subject to approval by Full Council.

Staffing Matters

4. The Chief Executive Officer is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
 - 4.1. Appointments to posts including apprentices.
 - 4.2. Appointment of Team Leaders through an appointment panel which includes the Town Mayor
 - 4.3. Employment of temporary employees.
 - 4.4. Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
 - 4.5. Management of staff performance.
 - 4.6. Control of discipline and performance, including the power of suspension and dismissal.
 - 4.7. Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
 - 4.8. Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.
 - 4.9. Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
 - 4.10. Approve payment of overtime.
 - 4.11. Agree minor variations to the condition of employment.
 - 4.12. Approve changes to the establishment structure.
 - 4.13. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
 - 4.14. Authorise training in line with the Council's policies.

- 4.15. Authorise the provision of uniforms or protective clothing.
- 4.16. Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 4.17. Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 4.18. Agree to premature retirement on the grounds of duly certified ill health, having consulted full Council.
- 4.19. Terminate employment during probation and to review salary on completion of probationary periods.
- 4.20. Commission legal and professional advice on staffing matters.

Property Matters

5. The Chief Executive Officer is given authority to manage the land and property of the Council including:
 - 5.1. Agreeing the terms of any lease, licence, conveyance or transfer.
 - 5.2. The granting or refusal of the Council's consent under the terms of any lease.
 - 5.3. Variations of restrictive covenants of a routine nature.
 - 5.4. The granting of easements, wayleaves and licences over Council land.
 - 5.5. Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
 - 5.6. Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
 - 5.7. Exercising responsibility for the safe custody and maintenance of the civic regalia.

Urgency

6. The Chief Executive Officer is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee or Working Group are to be consulted where possible before such action is taken.

Emergency Planning

The Chief Executive Officer is authorised to:

7. Implement the Council's Emergency Plan and to incur any necessary expenditure. Any such action is to be reported to the next meeting of the Council or relevant Committee or

Working Group. The Mayor or the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

Procedural

The Chief Executive Officer can:

8. Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 8.1. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 8.2. Appoint consultants and other professionals to carry out any function and provide any service under their control.

Health and Safety at Work Act 1974

9. To oversee the discharge of the Council's responsibilities under the Act.

Legal Proceedings

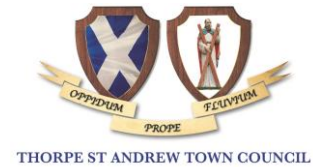
The Chief Executive Officer is authorised to:

10. Take and discontinue legal proceedings in any Court or at any Tribunal.
- 10.1. Take Counsel's advice or instruct Counsel to represent the Council.
- 10.2. Seek injunctions and commence proceedings for the purposes of:
 - enforcement in accordance with the Council's policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council's land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 10.3. Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 10.4. Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 10.5. Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
- 10.6. Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- 10.7. Serve Requisitions for Information.

Date of Adoption

This Scheme of delegation was reviewed and adopted by Council on _____.

Thorpe St Andrew Town Council



TOWN COUNCIL MEETING: 17th May 2023

APPOINTMENT OF CHIEF EXECUTIVE OFFICER

Agenda Item: 20

Reason for this Report

On 5 December 2022, in order to complete work related to legal matters and allow for the May 2023 local government elections, the Town Council **RESOLVED** to extend the current Locum CEO contract with Politis until 30 June 2023. Members are now asked to consider the long-term plan for the recruitment of the CEO/Town Clerk role.

Background

Following a recruitment exercise in 2021, the Town Council were unable to find a suitable candidate to fill the vacancy for Town Clerk/CEO. The decision was taken to employ a Locum CEO on a rolling-contractual basis and Dr T Foreman from Politis has filled the role since December 2021.

Result

The original job description and person specification prepared for the CEO are attached. Members are asked to approve/amend the documentation and agree a strategy for recruitment, including timescales, means of advertising, application procedure and appointment of recruitment panel.

Advice

Owing to the timescales involved it is suggested that (once approved) the job description/person specification is advertised from Thursday 18 May, with a closure date of Wednesday 31 May. The role can be advertised on Indeed.com, SLCC, NALC, Jobs24, CV Library, LinkedIn, The Guardian. Candidates should be asked to complete the standard application form and provide a covering statement.

Applications can be sent to the recruitment panel to shortlist, with interviews week commencing 12 June. The OM and/or head of recruitment panel can be delegated responsibility to draw up a practical task required. It is recommended that a staff panel be formed of the RFO, Parks & Estates Supervisor and Admin & Comms officer to assist in the interviews, e.g. in scoring a presentation before the panel commence formal interview. Collective scores can then be accumulated.

Offer of employment to be issued week commencing 19 June with a start date as soon as the notice period of the successful candidate allows. Handover may be negotiated on a casual basis with Politis.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are **significant** financial implications arising from this report.

TOWN CLERK

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Town Clerk

Responsible to: The Council

Responsible for: All Council employees

Key Responsibilities

1. To provide inspiring leadership as the Head of Paid Service in the strategic management of the Town Council and to advise the Council on all matters, helping to develop policies and strategies and ensuring the legality of all decisions.
2. To deliver high quality, value for money services which meet the needs, aspirations and expectations of Thorpe St Andrew's residents, visitors and workers, in line with the direction given by the elected Members.
3. To actively foster and develop relationships with third party organisations of all types, other tiers of Local Government, neighbouring Councils and the voluntary sector to enhance the image of Thorpe St Andrew, its community and Town Council.
4. Under the direction of the Council, acting as the spokesperson of the Council and ensuring the voice of the community of Thorpe St Andrew is always heard.

Specific Responsibilities

1. To act in all respects as the Council's Head of Service and Proper Officer as required by law, the Council's Standing Orders and Financial Regulations or administrative best practice including the supervision, either direct or indirect, of all staff employed by the Council and to ensure they receive appropriate training and updating of skills to match their responsibilities.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To ensure that the Council's obligations for risk management are properly discharged.
4. To assist the Council to define its high-level objectives and to monitor their achievement through the Council's performance management arrangements.
5. To prepare agendas for meetings of the Council and its various Committees, sub-committees, working groups and panels; to attend or be represented at all such

meetings, to record attendances at and the decisions of those meetings and to implement such decisions in accordance with the Council's policy.

7. To ensure the maintenance of the Council's rich civic heritage through the satisfactory and efficient organisation of civic and related ceremonial or social functions and personally attending on appropriate occasions. Proactively to support and promote the Mayor in their ambassadorial role in promoting Thorpe St Andrew.
8. To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for consideration by the Council.
9. To draw up on own initiative, and as a result of input from Members, proposals for consideration by the Council and advise on the practicability and potential effects of specific courses of action. Undertake research and take advice in order to achieve best possible outcomes.
10. To provide proactive, inspiring leadership to both the employees and elected Members of the Council, leading at all times by example in promoting a can-do, enthusiastic and professional approach to all the Council's activities.
11. To obtain external specialist advice when appropriate to ensure that the best advice is available to the Council and/or its various Committees, sub-committees, working groups and panels to aid members in the decision-making process.
12. To ensure that the Council's Standing Orders, Financial Regulations and Delegation Scheme are regularly reviewed and, in particular, to ensure that any changes required by changes in the law, guidance or best practice are implemented.
13. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To prepare and issue correspondence as a result of the instructions or known policy of the Council.
14. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
15. To supervise other members of staff either directly or indirectly in keeping with the policies of the Council and to ensure that all necessary activities in connection with the management of salaries, conditions of employment and work of other staff are carried out.
16. To manage and oversee the Council's performance management systems and employee appraisal scheme, including enabling employees to develop within their roles via a culture of continuous improvement.
17. To drive and promote a customer facing, customer focused, open and accountable Council amongst employees.
18. To ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the facilities provided by the Council.
19. To act as the representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.

20. To issue notices and prepare agendas and minutes for the Town Meeting.
21. To ensure that arrangements are in place for appropriate insurance cover for the Council's assets and public and other liabilities.
22. To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings and property owned or managed by the Council.
23. To be responsible for the proper maintenance and safe custody of all civic regalia, and other Council records, deeds, documents, etc.
24. To administer and promote the use of the Town Hall and other accommodation or facilities provided by the Council for the benefit of the local community.
25. To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the broadcasting and print media and to produce or ensure the production of such other publicity including the use of social media as the Council may from time to time require.
26. To ensure the maintenance of the Council's website and to implement improvements to it identified as necessary or desirable.
27. To develop the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally and nationally.
28. To attend conferences, training courses or seminars as required by the Council including the National Conference of the Society of Local Council Clerks (SLCC).
29. To continue personally to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through the SLCC's process of continual professional development.
30. To undertake such other responsibilities and functions as may be required from time to time by the Council and by the demands of the office routine and business commensurate with the duties and responsibilities of the post.

PERSON SPECIFICATION – TOWN CLERK

	ESSENTIAL	PREFERRED
Education	<ul style="list-style-type: none"> • Educated to degree or HND level in a relevant subject • CiLCA (or able to obtain within 12 months of appointment) 	<ul style="list-style-type: none"> • General Management qualification

EXPERIENCE:

1. Consistent and demonstrable record of achievement as Town Clerk in a larger town council or in a senior leadership role within a customer facing public sector organisation of a similar size and scope.
2. A track record of having successfully delivered a range of services and projects of varying values and complexities.
3. Working within an accountable environment, and exposure to a diverse and complex range of issues and challenges.
4. Experience of leading and managing staff, as well as mentoring and coaching to achieve effective and successful outcomes.
5. A good understanding of the principles of good Local Government administrative practice, and a close working knowledge of the Parish Council sector.
6. An understanding of the challenges facing the Parish Council sector locally, regionally and at national levels.
7. Experience of working within a political environment or comparable organisation.
8. A demonstrable and successful record of engaging with and working alongside a range of third-party organisations and bodies of varying types.
9. A consistent record of managing all aspects of a large, diverse budget including the short, medium and long-term aspects of planning.
10. A successful record of planning, overseeing, budgeting and completing capital projects of differing types.

KNOWLEDGE and SKILLS:

12. Able to produce complex reports in a logical, easy to follow format on a range of subjects, including financial information.
13. A thorough and comprehensive knowledge of the legal framework within which a Parish Council operates.
14. A relaxed and clear ability to prepare and undertake presentations to a range of

audiences and in a range of formats.

15. A thorough and comprehensive knowledge of IT software, in particular Microsoft Office.
16. A skilled communicator both orally and in writing.
17. A knowledge of modern marketing and social media trends.
18. An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations, often involving differing competing interests.
19. An ability to lead a team of staff in organisational and cultural change when required.
20. An ability to influence and negotiate outcomes during periods of conflict and confrontation.

PERSONAL STYLES and BEHAVIOURS:

21. An approachable, open and welcoming personality, able to maintain good relations with a range of differing groups – Members, staff, business representatives, contractors, voluntary staff etc – and of course the public at large.
22. Innovative, creative self-starter who is resilient in the face of critical approaches from members and the public, and who is capable of finding solutions to problems as they arise.
23. An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the Parish community.
24. An empathy toward people of all backgrounds and from all walks of life, committed to working with partners to achieve best outcomes.
25. Committed to equality of opportunity for all employees in an open, respectful and fair manner – always promoting the highest standards of behaviour in public and professional life.
26. The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost trust, respect and confidence.
27. A naturally proactive nature, known for achieving results either by working individually, as part of an internal team or as part of a larger, multi-agency external group.
28. A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development.

OTHER:

29. A full, clean driving licence with own car and willingness to travel away from the area when required.
30. A willingness to work evenings as required and at weekends for Council meetings, events, Civic and Ceremonial occasions etc.