

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



14 November 2018

Dear Councillor,

Ordinary Meeting of the Town Council

You are hereby summoned to attend an ordinary meeting of Elloughton cum Brough Town Council to be held on **20 November 2018**, commencing at **7pm**, in the **Committee Room, Brough Community Centre, Centurion Way, HU15 1DF**.

The agenda for the meeting is set out below.

Tom Clay
Town Clerk

Agenda

No	Item
	<u>Procedural Items</u>
1	Apologies Council to note any apologies, the reason(s) given for absence and to consider acceptance of them.
2	Declarations of interest Council to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.
3	Public forum The period of time which is designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes.
4	Minutes of the ordinary meeting held on 16 October 2018 Council to consider approving the minutes of the ordinary meeting as a true and accurate record.

Chairman 2018-2019 Councillor Martin Credland

5	<p>Council committee minutes</p> <p>Council to note the minutes of the following committees and to consider any recommendations contained within:</p> <ul style="list-style-type: none"> i. 10 October 2018 - Environment Committee ii. 10 October 2018 - Planning Committee iii. 16 October 2018 – Personnel Committee iv. 22 October 2018 – Finance & Strategic Planning Committee v. 7 November 2018 – Environment Committee
<u>Reports to Council</u>	
6	<p>ERNLLCA and outside bodies reports</p> <p>Council to receive verbal reports from representatives of ERNLLCA, community organisations and outside bodies.</p>
7	<p>East Riding of Yorkshire Council</p> <p>Council to receive reports from the East Riding of Yorkshire Council members for the Town Council area and to consider any issues relating to the East Riding of Yorkshire Council.</p>
<u>Council Finance</u>	
8	<p>A) Schedule of payments</p> <p>Council to consider approval of payments for the period 10 October 2018 to the 13 November 2018 amounting to £15,247.16.</p> <p>B) Bank Reconciliation</p> <p>Council to note and consider the Bank Reconciliation for the period up to 31 October 2018.</p>
9	<p>Grant Application</p> <p>Council to consider a grant application for £1,000 from the Petuaria Revisited Archaeological Project.</p> <p>Members to note that there is currently £2,520 remaining in the grants budget line for the 2018-19 financial year.</p>
<u>Council Business Items</u>	
10	<p>Consideration of future arrangements for the Council's offices</p> <p>Council to consider recommendations about the consideration of future arrangements for the Town Council's offices.</p>
11	<p>Update of Council Policies</p> <p>Council to consider a recommendation made by the Finance & Strategic Planning Committee that the following policies be adopted by Council:</p> <ul style="list-style-type: none"> • Code of Conduct • Financial Regulations • Expenses Policy

12	Future meeting dates Council to consider provisional meeting dates for the remainder of the 2018-19 municipal year and for the whole of the 2019-20 municipal year.
<u>The Next Ordinary Meeting of Council</u>	
13	Date and time of the next meeting Council to confirm date and time of the next ordinary meeting which is scheduled to be held on 18 December 2018 , commencing at 7pm , in the Committee Room, Brough Community Centre (HU15 1DF) .

ITEM 4

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the ordinary meeting of Council held on **16 October 2018** in the **Committee Room, Brough Community Centre, Centurion Way, Brough, HU15 1DF.**

Members Present: Cllr Rowe, Cllr Luckraft, Cllr Brogden, Cllr T. Galbraith, Cllr K. Galbraith, Cllr Davies, Cllr Credland (Chairman), Cllr S. Duckles (Vice Chairman) and Cllr C. Duckles

Meeting Clerks: Tom Clay, Town Clerk

Also in attendance: ERYC Cllr Meredith, ERYC Cllr Smith, two representatives of Network Rail and six members of the public

Minutes

Minute	Item
	<u>Procedural items</u>
48/18	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr P. Duckles – Work commitment • Cllr Muzaffar - Illness <p>RESOLVED: Council resolved to note the apologies and accept the reasons given for absence.</p>
49/18	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
50/18	<p>Ferriby to Gilberdyke Railway Re-signalling Project Council received information from two members of the Network Rail Ferriby to Gilberdyke Railway Re-signalling Project team about a project which will see traditional lineside signalling systems modernised and transferred to the Rail Operating Centre (ROC) in York.</p>

Signature: Date:

50/18.1	<p>Paul Stewart of Network Rail confirmed that:</p> <ul style="list-style-type: none"> • Concerns about audible testing and staff cars had been noted. • There are no plans at this stage to close the Brough East crossing. • The signal box would be secured against vandalism. • The current work was not being done with electrification in mind. • Details were not known to the Project team, but the works could allow for later trains to Hull and Doncaster.
51/18	<p>Public Forum A resident of Chapel Mews attended to enquire about the progress made on several issues relating to tree felling, planning and anti-social behaviour.</p> <p>Cllr Meredith gave an update about progress to date. All ERYC councillors for Dale ward agreed to continue to press for action on the issue.</p> <p>RESOLVED: The Town Clerk was instructed to write a letter to the ERYC’s Planning and Environment departments raising the concern of residents, requesting that they look into the issue and encouraging action on the issue.</p> <p>Several residents from Brough in Bloom attended to raise concerns about the location of a recently installed Town Council notice board at the corner of Centurion Way and Welton Road.</p> <p>RESOLVED: Council recommended to the Environment Committee that in line with Standing Orders the issue be reconsidered in six months’ time.</p>
52/18	<p>Minutes of the ordinary meeting held on 18 September 2018 Cllr K. Galbraith proposed, seconded by Cllr Rowe, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Council resolved to approve the minutes as a true and accurate record.</p>
53/18	<p>Council committee minutes Cllr Credland proposed, seconded by Cllr Rowe, that the following committee minutes be noted by Council:</p> <ol style="list-style-type: none"> i. 12 September 2018 - Events & Publicity Committee ii. 12 September 2018 - Planning Committee iii. 5 September 2018 – Events & Publicity Committee <p>RESOLVED: Council resolved to note the committee minutes outlined above.</p>

	<u>Reports to Council</u>
54/18	<p>ERNLLCA and outside bodies reports Council received the following verbal reports from representatives of ERNLLCA, community organisations and outside bodies.</p> <ol style="list-style-type: none"> i. Cllr T. Galbraith – ERNLLCA raised several issues relating to the Brough Community Centre (BCC) at a recent meeting. He reported on several developments in the area relating to the purchase of a village pond in Welton and a footbridge in Skidby. ii. Cllr Brogden – Reported that a recent fire inspection had been carried out on the BCC and Village Hall. She also said that she would be attending the AGM for the East Riding Association of Village Halls. Progress was being made at the BCC and several new bookings had been made. iii. Cllr Credland – reported that the Petuaria Revisited project was seeking a license from Historic England to carry out survey work on the Burrs, that ERAS would be conducting survey work in residents’ gardens and Peter Halkon would be giving a lecture on the Parisi Tribe on 18 November 2018 at the Village Hall.
55/18	<p>East Riding of Yorkshire Council Council received the following reports from the East Riding of Yorkshire Council members for the Town Council area:</p> <p>Cllr Galbraith reported that:</p> <ul style="list-style-type: none"> • Fracking test had been carried out three years ago near Pocklington, but that no planning applications had been made to ERYC in recent months. • A Virtual School for ‘Looked after Children’ was showing promising results. • The 2019 Tour De Yorkshire will probably be going to Bridlington and not Beverley, it will therefore be unlikely that it will pass the through the Town Council area. <p>Cllr Meredith reported that A63 roadworks have started and that the Safer & Stronger Committee of ERYC will soon be reviewing a community policing initiative.</p> <p>Cllr Smith echoed Cllr T. Galbraith’s positive comments about the Virtual School and reported that Humberside Fire will be having an inspection on 5 November 2018.</p>
	<u>Town Council Finance</u>
56/18	<p>A) Schedule of payments Cllr S. Duckles proposed, seconded by Cllr K. Galbraith, that Council note and approve the payments for the period 12 September 2018 to</p>

56/18.1	<p>the 10 October 2018 amounting to £21,934.69 set out in the schedule at Appendix A.</p> <p>RESOLVED: Council resolved to approve the payments for the period 12 September 2018 to the 10 October 2018 amounting to £21,934.69.</p> <p>B) Bank Reconciliation Cllr Credland proposed, seconded by Cllr Davis, that Council note and approve the bank reconciliation up to 30 September 2018.</p>
56/18.2	<p>RESOLVED: Council resolved to approve the bank reconciliation up to 30 September 2018.</p>
<u>Next ordinary meeting of the Town Council</u>	
57/18	<p>Date and time of the next meeting Council confirmed the date and time of the next ordinary meeting to be 20 November 2018 at 7pm, in the Committee Room, Brough Community Centre, Centurion Way, Brough HU15 1DF.</p>

Meeting started 7pm and closed 8:34pm

Document published on 19 October 2018

Signed:

Print Name:

Print Position:

Date:

Signature: Date:

Appendix A

Schedule of Payments 12 September 2018 to the 10 October 2018

REFERENCE	ENTRY DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	DESCRIPTION OF ITEM	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS1	14.09.2018	SB201801358	PKF Littlejohn	440 4982 50	2017-18 External Audit	£400.00	£80.00	£480.00
PS2	14.09.2018	758344	Glasdon	155 8470 44	Glasdon	£416.69	£83.33	£500.02
PS3	25.09.2018	CA 353270	Stamps Direct	283 5042 63	Invoice stamp	£29.83	£5.97	£35.80
PS4	28.09.2018	INV No 38346	ROSPA	876 3283 89	Play Area annual inspection	£108.50	£21.70	£130.20
PS5	02.10.2018	ERN18-184	ERNLLCA	135 6809 00	ERNLLCA Conference	£270.00	£54.00	£324.00
PS6	20.09.2018	INV No 60572	HAGS SNP - Play Equipment	207 8538 51	Play Area inspection	£45.00	£9.00	£54.00
PS7	02.10.2018	INV 48234	PPH	561 0673 00	Service Charge Balance 23/06/18	£236.00	£0.00	£236.00
PS8	02.10.2018	INV 26309	Rialtas Business Solutions	920 9508 27	Alpha Software	£756.00	£151.20	£907.20
PS9	02.10.2018	INV 9057410314	Royal Mail	243 1700 02	PP Delivery	£500.00	£100.00	£600.00
PS10	02.10.2018	BUS001078740	KCOM	647 2351 37	Office Internet	£75.00	£15.00	£90.00
PS11	02.10.2018	BUS001078739	KCOM	647 2351 37	Office Calls	£56.29	£11.25	£67.54
PS12	02.10.2018	INV 4126	East Riding Engraving	851 1110 77	Logo engraving	£83.96	£0.00	£83.96
PS13	02.10.2018	ERI 1399468	ERYC	647 4711 21	Office Supplies	£29.69	£5.94	£35.63
PS14	02.10.2018	INV 920682	Lite Ltd	775 8152 93	Lighting column upgrade	£5,500.00	£1,100.00	£6,600.00
PS15	02.10.2018	27.09.2018	Hull Ionians Coal Importers	N/A	Community Grant	£1,000.00	£0.00	£1,000.00
PS16	02.10.2018	INV 301990	JP Locksmith Ltd	125 4121 55	Notice Board repairs	£120.02	£23.98	£144.00
PS17-21	02.10.2018	19.09.22018	Town Council	N/A	Aug/Sept Salary	£3,861.70	£0.00	£3,861.70
PS22	02.10.2018	20.09.2018	HMRC	N/A	Aug/Sept PAYE/NI	£1,219.06	£0.00	£1,219.06
PS23	02.10.2018	20.09.2018	ERPF	N/A	Aug/Sept Pension	£1,794.29	£0.00	£1,794.29
PS24	02.10.2018	INV 48180	PPH	561 0673 00	Office rent	£989.28	£0.00	£989.28
PS25	04.10.2018	3.10.18	Cleaner	N/A	Office Clean	£27.00	£0.00	£27.00
PS26	04.10.2018	INV 33000934	Image Data	500 6531 93	PP 74 Edition	£354.00	£70.80	£424.80
PS27	08.10.2018	ER1400954	ERYC	647 4711 21	Office supplies	£109.67	£21.93	£131.60
PS28	08.10.2018	INV 33000936	HAGS SNP - Play Equipment	207 8538 51	Play Area inspection	£45.00	£9.00	£54.00
PS29	10.10.2018	24.09.2018	SSE SOUTHERN ELECTRIC	553 7696 03	Office electric	£68.00	£0.00	£68.00
PS30	10.10.2018	24.09.2018	PPH	561 0673 00	Service Charge to 23/06/2019	£1,950.00	£0.00	£1,950.00
PS30	10.10.2018	24.09.2018	PPH	561 0673 00	Office Rent up to 09.11.2018	£126.61	£0.00	£126.61
TOTALS						£20,171.59	£1,763.10	£21,934.69

Signature: Date:

ITEM 5

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

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Minutes of the **Administration and Finance Committee** meeting held on **22 October 2018** in the **Committee Room**.

Committee Members Present: Cllr Credland, Cllr S. Duckles, Cllr Brogden, Cllr C. Duckles, Cllr K. Galbraith and Cllr T. Galbraith.

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
A18.13	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Davis – urgent matter <p>RESOLVED: Committee resolved to note the apologies and accept the reasons given for absence.</p>
A18.14	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
A18.15	<p>Minutes of the meeting held on 15 August 2018 Cllr K. Galbraith proposed, seconded by Cllr T. Galbraith, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
	<u>Business items</u>
A18.16	<p>Budget Monitoring Committee considered the budget monitoring document and report relating to the second quarter of the 2018-19 financial year.</p> <p>RESOLVED: Committee resolved to note the report.</p>

A18.17	<p>Financial Regulations and Policies</p> <p>Cllr S. Duckles proposed, seconded by Cllr Credland, that with a number of small corrections for spelling the following policies should be referred to the next Ordinary Meeting of the Town Council for consideration with recommendation that they be approved:</p> <ul style="list-style-type: none"> • Code of Conduct • Expenses Policy • Financial Regulations – including appendices relating to the Annual Investment Strategy and Internal Controls <p>RESOLVED: Committee resolved to instruct the Town Clerk to make the recommendation known to members not on the committee and to include an item on the next Ordinary Meeting of the Town Council agenda for consideration of the Code of Conduct, Expenses Policy, and Financial Regulations.</p>
A18.18	<p>Draft Town Council Budget 2019-20</p> <p>The committee considered a draft Town Council budget for the 2019-20 financial year.</p> <p>RESOLVED: Committee resolved to defer further of the draft Town Council budget for the 2019-20 until the next meeting in November 2018.</p>
<u>Next meeting</u>	
A18.19	<p>Items for inclusion on the next meeting agenda</p> <p>Members requested that the following items appear on the next Committee meeting agenda:</p> <ul style="list-style-type: none"> • Draft 2019-20 Budget
A18.20	<p>Date and time of the next meeting</p> <p>Committee confirmed the date and time of the next meeting as Monday 26 November 2018 at 5pm, in the Committee Room of the Council Offices.</p>

Meeting started 5pm and closed 6:30pm

Document published on 23 October 2018

Signed:

Print Name:

Print Position:

Date:

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

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Minutes of the **Environment Committee** meeting held on **7 November 2018** in the **Committee Room**.

Committee Members Present: Cllr Rowe, Cllr S. Duckles, Cllr K. Galbraith, Cllr T. Galbraith, Cllr C. Duckles and Cllr Luckraft (from 1:21pm)

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
EN18.1	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Credland - work <p>RESOLVED: Committee resolved to note the apologies and accept the reason(s) given for absence.</p>
EN18.2	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
	<u>Business items</u>
EN18.3	<p>To decide on the Environment Committee request for Precept 2019/20 Cllr T. Galbraith set out the details of a report compiled and distributed by the Town Clerk in advance of the meeting. The report and proposal included within it were discussed at great length.</p> <p>Cllr Rowe proposed, seconded by Cllr K. Galbraith, that the Finance and Strategic Planning Committee be recommended to consider Committee's budget requirement for the 2019-20 financial year as follows:</p>

	N/C	DESCRIPTION	AMOUNT £
EN18.3.1	1130	Allotment	600
		Total Income	600
	4070	Street Cleaning	2500
	4260	Allotments	600
	4310	Maintenance	2000
	4311	Grounds Maint	8000
	4330	External Testing/Health & Safe	830
	4380	Adult Gym Equipment (Ear Marked Reserve)	5000
	4400	Christmas Lighting	5000
	4410	Footway Lighting Maintenance	3810
	4430	Play Area & Equipment	3000
	4440	Salt Bins	1250
	4450	Street Furniture	3000
		Overhead Expenditure	34990
		Movement to/(from) Gen Reserve	(34,390)
	RESOLVED: Committee resolved the proposal be accepted and that the Clerk be instructed to make the recommendation known to the Finance and Strategic Planning Committee at its next ordinary meeting.		
<u>Next meeting</u>			
E18.4	Date and time of the next meeting Committee confirmed the date and time of the next meeting to be held at Wednesday 12 December 2018 at 6pm in the Committee Room of the Council Offices.		

Meeting started 1pm and closed 2:08pm

Document published on 7 November 2018

Signed:

Print Name:

Print Position:

Date:

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF AN ENVIRONMENT COMMITTEE MEETING HELD ON
WEDNESDAY 10 OCTOBER AT THE TOWN COUNCIL OFFICE
60 WELTON ROAD, BROUGH**

Present: Councillors Credland, Mrs. Duckles, C. Duckles, Mrs. Galbraith, T. Galbraith (Chairman), Luckraft and Ms. Rowe (Vice-Chairman)

Public Participation: Five members of Brough in Bloom attended the meeting to raise objection at the siting of a new Town Council notice board. Prior to the erection of the notice board the Town Council liaised with ERYC and the necessary procedures had been adhered to including approval of the location and licensing.

1. **TO ACCEPT APOLOGIES FOR ABSENCE**
2. **TO ACCEPT MEMBERS DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS RELATED TO ITEMS ON THE AGENDA** – No declarations of interest received.
3. **TO ACCEPT THE MINUTES OF THE VILLAGE ENVIRONMENT MEETING HELD ON 8 AUGUST 2018**
It was proposed by Councillor Mrs. Galbraith, seconded by Councillor Ms. Rowe and agreed unanimously to approve the minutes of the meeting held on 8 August 2018 as a true and accurate record and authorise the Chairman to sign.
4. **TO CONSIDER MATTERS RELATING TO LAND AND PROPERTY**
Following a re-structure within the Town Council, a comprehensive review is to be undertaken with regards to land and property to ensure that all Town Council land is effectively monitored and looked after.
5. **TO DECIDE ON MATTERS RELATING TO GROUNDS MAINTENANCE**
The Current contractor is due to retire in the New Year. Discussion took place with regards the way forward for grounds maintenance. It was proposed by Councillor Ms. Rowe, seconded by Councillor Mrs. Duckles and agreed unanimously that the Town Clerk work towards a tendering process in the New Year.
6. **ELLOUGHTON-CUM-BROUGH IN BLOOM**
Members of the Elloughton-cum-Brough in Bloom team advised on their current success of the recent “In-Boom Judging.” Three Gold Awards had been presented for; Summer judging, Best Town and Category winner. The members of the Committee congratulated the team on achieving the Gold Awards and thanked them for their continuous hard work and effort, making the environment look so pleasant.
7. **TO CONSIDER MATTERS RELATING TO PLAY AREAS**
Following receipt of safety reports from Rospa and Hags, action is required on several pieces of play equipment.

Following discussion, it was felt that the adventure trail has been monitored for years, the wood is deteriorating and several stepping-blocks have been removed. The see-saw also requires a substantial amount of work too.

It was proposed by Councillor Mrs. Galbraith, seconded by Councillor C. Duckles and agreed unanimously to look to replacing these pieces of equipment in the new financial year. In the interim period the necessary work be carried out as highlighted in the reports.

Signed as a True and Accurate Record by the Chairman Date

8. TO CONSIDER MATTERS RELATING TO STREET FURNITURE

8.1 Replacement Seat – Stockbridge Road

A new seat is to be installed shortly to replace the dilapidated one situated near to the old EYMS depot on Stockbridge Road

9. TO DECIDE ON MATTERS RELATING TO FOOTPATHS

Following a complaint regarding the state of Peggy Farrow Lane. The Clerk contacted the complainant and forwarded the concerns to ERYC who maintain the bridleways.

10. TO CONSIDER MATTERS RELATING TO OPEN SPACES

8.1 To consider matters relating to outdoor gymnasiums

Several brochures have been received listing prices of equipment, however suitable land has yet to be considered.

11. TO CONSIDER MATTERS RELATING TO THE CHRISTMAS LIGHTS PROJECT 2018

The project is going according to plan, with a switch-on scheduled end November/beginning December.

12. TO NOTE VILLAGE ENVIRONMENT BUDGETS

Following discussion it was felt further consideration is required prior to the Admin and Finance Committee meeting before a budget can be determined.

13. TO NOTE THE DATE OF THE NEXT MEETING - Wednesday 12 December 2018

**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
MINUTES OF A PLANNING AND HIGHWAYS COMMITTEE MEETING
HELD ON WEDNESDAY 10 OCTOBER 2018
AT THE TOWN COUNCIL OFFICE, 60 WELTON ROAD**

Present: Councillors Davis, Mrs. Duckles (Chairman), C. Duckles, Mrs. Galbraith (Vice-Chairman), Luckraft and Ms. Rowe

1. **TO ACCEPT APOLOGIES FOR ABSENCE** – Councillor Credland
2. **TO ACCEPT DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**
3. **TO ACCEPT THE MINUTES OF THE DEVELOPMENT, PLANNING HIGHWAYS AND SAFETY MEETING HELD ON 12 SEPTEMBER 2018**
It was proposed by Councillor Ms. Rowe, seconded by Councillor Luckraft and agreed unanimously that the minutes of the meeting held on 12 September 2018 be signed as a true and accurate record of the meeting and authorise the Chairman to sign.
4. **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS**
 - 4.1 **18/02497** – Erection of single storey extension to side with loft conversion and Cabrio Balcony roof light to front and Velux roof light to rear at 51 Stockbridge Road
No objections
 - 4.2 **18/02573** – Erection of 1.8m high fence (retrospective application) at 44 Main Street
Following discussion Five Members voted for the application, one Member voted against

No objections
 - 4.3 **18/02702** – Erection of a single storey extension to rear following part demolition of outbuildings, application of render to existing external walls and installation of new windows to front elevation at 17 Main Street
No objections
 - 4.4 **18/02728** – Erection of two storey extensions to the side and rear, external alterations including addition of a balcony to the rear and alterations to roof height to create second floor, alterations to front boundary wall and installation of gates at 11 Sands Lane
No objections, however request the hedge be retained as set out in the report submitted by the ERYC Conservation Officer
 - 4.5 **18/02733** – Change of use from residential to mixed use residential (Class C3) and physiotherapy practice (Class D1) and erection of single storey extension to side and rear at 24 Grange Park
Object on the grounds of inappropriate location for business use and inadequate parking provision
 - 4.6 **18/02843** – Variation of Condition 1 (Opening hours) of planning permission 13/03130/VAR to allow extended opening hours at Unit 3, Toft Court, 39 Skillings Lane
Request that if permission is granted that the times reflect the comments set out in the report submitted by ERYC Public Protection
 - 4.7 **18/02905** – Alterations and construction of new bay window to front, single and two storey extensions to side and single storey extension to rear at 8 Nursery Court
No objections

Signed as a True and Accurate Record by the Chairman Date

- 4.8 **18/02919** – Erection of single storey extension to rear (retrospective application) at 60 Randsfield Avneue
No objections
- 4.9 **18/02954** – Erection of a single storey extension to side and rear following demolition of existing garage at 96 Myrtle Way
Request that clarification is sought regarding the issues of the party wall which needs to be addressed prior to a decision being reached.
5. **TO NOTE THE FOLLOWING NOTICES OF DECISION**
- 5.1 **18/00989** – 83 Welton Road - **Granted**
- 5.2 **18/02369** – 15 Hobson Road – **Granted**
- 5.3 **18/02487** – 43 Grange Park - **Granted**
- 5.4 **18/02504** – 8 Welton Low Road – **Granted**
6. **TO NOTE THE FOLLOWING TREE APPLICATIONS AND NOTE THAT THE TOWN COUNCIL TRUST THE RECOMMENDATIONS OF THE EAST RIDING OF YORKSHIRE COUNCIL TREE OFFICER**
- 6.1 **18/02988** – TPO Brough No. 4 work to Weeping Beech at Flat 1 Brampton Court, 51 Station Road
- 6.2 **18/03066** – CA Work to Conifers and Laurel at 2 Church View
- 6.3 **18/03070** – TPO The Chantreys Fell Maple & Yew and crown lift Horse Chestnut at 11 Ransome Way
- 6.4 **18/03131** – CA – Fell conifer at 9A Sands Lane
- 6.5 **18/03163** – TPO The Chantreys Fell Cedar at 10 Ransome Way
- 6.6 **18/03208** – TPO Brough No. 10 Reduce Horse Chestnut at 9 Skillings Lane
7. **TO NOTE THE FOLLOWNG TREE DECISIONS**
- 7.1 **18/02714** – 35 Church Street – **No objections**
- 7.2 **18/02743** – 53 Elloughton Road – **No objections**
8. **TO DECIDE ON MATTERS RELATING TO HIGHWAYS AND ROAD SAFETY**
- 8.1 **To note suggestions submitted to ERYC for street names - noted**
9. **TO NOTE THE DATE OF THE NEXT MEETING - Wednesday 14 November 2018**

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



Minutes of the **Personnel Committee** meeting held on **16 October 2018** in the **Committee Room** at the Brough Community Centre.

Committee Members Present: Cllr Brogden, Cllr Davis, Cllr S. Duckles and Cllr K. Galbraith.

Meeting Clerk: Tom Clay

Minutes

Number	Item
	<u>Procedural items</u>
P18.19	<p>Apologies The following apologies we received:</p> <ul style="list-style-type: none"> • Cllr Luckraft – Other commitments • Cllr Muzaffar - Illness <p>RESOLVED: Committee resolved to note the apologies and accept the reasons given for absence.</p>
P18.20	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
P18.21	<p>Minutes of the meeting held on 15 August 2018 Cllr Brogden proposed, seconded by Cllr K. Galbraith, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
	<u>Business items</u>
P18.22	<p>Review of policy Cllr S. Duckles proposed, seconded by Cllr K. Galbraith, that the 'Staff and Office Handbook' be adopted which contains the following policies and procedures:</p> <ul style="list-style-type: none"> • Council Staff Structure • Equalities Policy • Bullying & Harassment Policy

P18.22.1	<ul style="list-style-type: none"> • Disciplinary & Grievance Policies • Sickness Policy • Leave Policy • Staff Appraisal Policy • Media, Social Media & Communications Policy • Training Policy • Health & Safety Policy • Complaints Policy • Councillor & Officer Protocol <p>It was further proposed that the documents be made available to members electronically, but that paper copies should be produced by the Town Clerk on request.</p> <p>RESOLVED: Committee resolved to adopt the ‘Staff and Office Handbook’ and the Town Clerk was instructed to make the policies available to members as described above.</p>
P18.23	<p>Budget for the 2019-20 financial year</p> <p>Cllr S. Duckles proposed, seconded by Cllr Davis, that the proposed budget for the 2019-20 financial year be recommended to the Finance & Strategic Planning committee as part of the budget setting process.</p> <p>RESOLVED: Committee resolved that the proposed budget for the 2019-20 financial year be recommended to the Finance & Strategic Planning committee.</p>
P18.24	<p><u>Exclusion of the press and public</u></p> <p>Cllr S. Duckles proposed, seconded by Cllr Brogden, that the Committee resolve to exclude the press and public from the meeting during consideration of the next items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p> <p>The next two items on the agenda can be treated as confidential as they refer to confidential staffing issues, such as, terms of service, contractual arrangements and engagement of staff.</p> <p>RESOLVED: Committee resolved to exclude the press and public from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p>
P18.25	<p>Staffing arrangement review</p> <p>Cllr S. Duckles proposed, seconded by Cllr K. Galbraith, that the Committee accept in broad terms the proposal at option 1 of this report, that the Town Council should have four members of staff:</p> <ul style="list-style-type: none"> • Town Clerk - Full Time • Deputy Town Clerk – Part Time • Administrative Assistant –Part Time

- Environmental Assistant - Part Time

It was also proposed that the Administrative Assistant position remain temporary, that hours be increased to 20 per week, that the current contract be extended until 31 March 2019 and that the option of undertaking a recruitment exercise will be considered at the next meeting of the Committee.

It was further proposed that the Committee accept the recommendations made by the Town Clerk at paragraph 9.1 of the report and that the actions be carried out when practicable and appropriate. The recommendations are as follows:

1. Review job descriptions on a more regular basis and at least once every four years.
2. Consider issuing a contract for the 'Environmental Assistant' position setting out the working arrangements and establishing a short salary range in line with the NJC pay scales.
3. Staff to focus on ensuring that a basic infrastructure is in place.
4. Establish an annual action plan setting out the focus for the Town Council in the municipal year.
5. Staff to review and update filing systems, document retention procedures and the Assest Register. An inventory is to be created.
6. Staff to review the system of 'land checks' with a view to ensuring that they are adequate and that the results are considered in more detail.
7. Review all staff job descriptions and considering issuing new documents – see appendix 4.
8. Create more of a focus on training of staff and members, specifically consider creating a budget line for training in next year's budget.
9. Ensure that staff have personal development plans which are reviewed at the same time as the appraisal stakes place on an annual basis.
10. Consider issues relating to the lack of hours to undertake basic administrative functions in the office.
11. Regardless of the decision taken consider the impact on future budgets.
12. Council to consider adoption of a scheme of delegation.
13. Staff to focus on improving the quality and frequency of financial information reported to committees.
14. Monitor the work of the committees and in particular that relating to the Environmental Committee.
15. Staff to create a more uniform set of agendas and minutes ensuring that whenever possible information reaches committees in advance of meeting.
16. Over the medium-term consider updating the website.
17. Ensure that terms of reference, which set out clearly the powers delegated to each committee, are reviewed and kept up to date.
18. Undertake a review of policies and procedures and ensure that those adopted by the Council appear on the website.

	<p>19. Consider the creation of a 'welcome to' pack for new residential housing in the area.</p> <p>20. Consider steps for increasing the formal interaction between the Town Council and businesses in the Town Council's area.</p> <p>21. Consider the options open to the Town Council for offices and the impact that might have on staffing.</p> <p>22. Consider the potential needs for services and the staff training and levels required to support any new services provided by the Town Council.</p>
P18.25.1	RESOLVED: Committee resolved to approve the proposal outlined above.
P18.25.2	The Town Clerk was instructed to draw up a new temporary contract for the Administrative Assistant position for approval and signing by the Committee Chairman.
P18.25.3	The Town Clerk was further instructed that the recommendations made at paragraph 9.1 should be undertaken where the Committee had the delegated powers and where the Committee does not have the powers a recommendation be made to the appropriate committee of the Council.
P18.26	<p>Staff appraisals Committee members received an update about staff appraisals and it was determined that there were no substantive matters arising.</p> <p>Committee noted that the Town Clerk had completed the 'Probationary Period' as outlined in the contract of employment and determined that there were no matters arising</p>
	<u>Next meeting</u>
P18.27	<p>Items for inclusion on the next meeting agenda Members made no requests for items to appear on the next Committee meeting agenda.</p>
P18.28	<p>Date and time of the next meeting Committee confirmed the date and time of the next meeting to be held on Tuesday 8 January 2019, 2pm, in the Committee Room at the Council Offices (60 Welton Road).</p>

Meeting started 5pm and closed 6:27pm

Document published on 19 October 2018

Signed:

Print Name:

Print Position:

Date:

ITEM 8

Appendix A

Schedule of Payments - 10 October 2018 to the 13 November 2018

REFERENCE	INVOICE DATE	INVOICE NUMBER	COMPANY/ORGANISATION	VAT NUMBER	ITEM DESCRIPTION	TOTAL NET	TOTAL VAT	TOTAL PAYABLE
PS31	11.10.18	48688	PPH	5610 673 00	Under for Service Charge	£40.41	£0.00	£40.41
PS32	10.10.18	HTM/KB/8286/12	Andrew Jackson Solicitors	1668 267 28	Lease renewal - 60 Welton Road	£750.00	£150.00	£900.00
PS33	19.10.18	NCH01	Royal British Legion	N/A	Civic Wreath -Remembrance Day	£50.00	£0.00	£50.00
PS34-37	19.10.18	19.10.18	Town Council	N/A	Salary - Oct-Nov	£3,996.03	£0.00	£3,996.03
PS38	24.10.18	19.10.18		N/A	Christmas Tree Lights	£37.58	£0.00	£37.58
PS39	18.10.18	62384484	ERYC	647 4711 23	SLA for lamp columns	£1,530.07	£306.01	£1,836.08
PS40	20.10.18	20.10.18	HMRC	N/A	NIC/PAYE	£2,882.06	£0.00	£2,882.06
PS41	30.10.18	30.10.18	ERPF	N/A	Pension	£846.97	£0.00	£846.97
PS42	31.10.18	31.10.18	Art and Soul	N/A	Petuaria Press Design	£550.00	£0.00	£550.00
PS43	31.10.18	4166	East Riding Engraving	851 1110 77	Memorial Plaque - Sue Shipp	£31.67	£6.33	£38.00
PS44	01.11.18	8104		N/A	Christmas tree Festival banner	£105.75	£21.15	£126.90
PS45	06.11.18	06.11.2018		N/A	Misc for Christmas Tree event	£124.82	£0.00	£124.82
PS46	08.11.18	Office		N/A	Christmas Tree bases	£44.98	£0.00	£44.98
PS47	08.11.18	49003	PPH	5610 673 00	Building Insurance	£81.54	£0.00	£81.54
PS48	09.11.18	1076338		N/A	Ink for printing flyers	£10.40	£0.00	£10.40
PS49	23.10.18	23.10.2018	SSE SOUTHERN ELECTRIC	553 7696 03	Office electric	£68.00	£0.00	£68.00
PS50	30.10.18	61613	Hags SMP	207 8538 51	Play ground inspection	£45.00	£9.00	£54.00
PS51	07.11.18	920977	LITE Ltd	775 8152 93	Christmas lights 2018 season	£1,450.00	£290.00	£1,740.00
PS52	09.11.18	09.11.18	ERPF	N/A	Pension top-up Aug/Sep/Oct 18	£1,746.43	£0.00	£1,746.43
PS53	16.10.18	DD	KCOM	647 2351 37	Office Internet/Calls	£60.80	£12.16	£72.96
TOTALS						£14,452.51	£794.65	£15,247.16

Signature: Date:

ELLOUGHTON CUM BROUGH TOWN COUNCIL

Bank Reconciliation

ACCOUNTS RECONCILED TO: 31/10/2018

General Fund - Movement

Amount Shown Bank Statement 30/09/18	£188,061.53
Add income (Christmas Tree Sponsors)	£150.00
Less payments	£14,337.44
Total	£173,874.09

General Fund - Reconciliation

Amount Shown Bank Statement 30/10/18	£173,874.09
Less Unrepresented Cheques	£0.00
Balance A	£173,874.09

Petty Cash - Imprest Account

	Balance B	£200.00
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NS&I Investment

	Balance C	£31,296.08
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TOTAL FUNDS AS AT: 31/10/2018

	Balance (A+B+C=D) D	£205,370.17
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Prepared by the Town Clerk and RFO - Tom Clay

Signed:



Date:

13/11/2018

ITEM 9



**ELLOUGHTON-CUM-BROUGH TOWN COUNCIL
COMMUNITY GRANTS FUND APPLICATION**

Project Information

PROJECT (use no more than 25 words)

Petuaria Revisited Archaeological Project on the Burrs Playing Field
.....
.....

GRANT AMOUNT REQUESTED: £ 1000.00.....

Contact Details

Q1 Name of your organisation: Elloughton cum Brough PFA
.....

Name of contact for this application

Title: Mr..... First Name: Tony Surname: Galbraith.....

Position held in the organisation: Treasurer.....

About your organisation

Q2 What type of organisation are you?

Tick (✓) relevant category:

Registered Charity: (Charity Registration Number: 523236)

Voluntary Organisation:

Other – Please specify:

Q3 When was your organisation established? ...2nd May 1962.....

Q4 Briefly describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide. If you are a new organisation, describe the services/activities you plan to provide.

The PFA is charity run by volunteers. It manages the day to day running of the Burrs Playing field on Welton Rd.

The playing field exist for the use of the locals as a park and a place for up to 3 football pitches which are regularly used by local children.

The football teams pay a nominal annual fee to use the pitches which goes towards the upkeep of the venue.

The PFA has entered in to commitment with the community and is raising money for archaeological works on the playing fields and the local area. I hopes to re-invent and re instate Brough's place in history as a very important Roman Civitas/Town within the now East Riding of Yorkshire. It has the potential to create tourism for the community and create jobs

Details of the project you are planning

Q5 Give details of the project (continue on another sheet if necessary)

During October we are expecting to carry out GPR over the whole of the field to give us a 3D vision of what lies beneath.

We are also carrying out geophysical surveys in the grounds of local gardens to try and see what still exists below ground

In November We are running our 1st of a series of at least 3 talks for 2018-19 for the local community about everything Roman locally and any new news in the area

.....

Funding of your project

Q6 List any funding you have received from the Town Council in the last three years.

Year	Project Description	Award £
2018	Annual Grant for Fields Insurance	1000
2017	Annual Grant for Fields Insurance	1000
2016	Annual Grant for Fields Ins	500

Q7 Please provide a detailed breakdown of funding required. Please provide quotes, or any other information to show costs, to support your application.

Project Expenditure - list all items of expenditure for your project (use another sheet if necessary)	
GPR £2500 per Day x 2	£ 5000
Geophysical Surveys – 2 x £150 per day	£ 300
Talks/Lectures - each one approx. £75	£ 225
	£
	£
	£
	£
Total	£ 5525

ITEM 10

Report: Future Office Arrangements

Committee: Council
Report Author: Tom Clay, Town Clerk
Report Date: 14 November 2018



1. Summary

- 1.1 The report will outline several options relating to the consideration of future office arrangements for the Town Council. A recommendation has been included at section 5 for members to consider.

2. Background

- 2.1 Before renting, the Town Council's official address and office had been the Clerk's residence. After that office space was rented at several locations in the Town Council's area, including, the downstairs of a property in Elloughton, the Village Hall and the Methodist Church.
- 2.2 Currently the Town Council leases office space at 60 Welton Road, Brough and has done so for approximately 10 years.
- 2.3 The lease on 60 Welton Road was recently renewed and lasts for five years (November 2023). As part of the current lease there is a break clause at three years (November 2021), with a requirement that notice of six months be given.
- 2.4 Last year some consideration was given to moving the Council's offices to a new premises. Sites such as the Village Hall and the Brough Community Centre were considered. However, the time available for decision making and the complexity of the proposals meant that by September 2018 there was no practical alternative to the Council remaining at 60 Welton Road, Brough.

3. Options

- 3.1 The report will focus several options for the consideration of future office arrangements.
- 3.2 Should members wish to consider options for future office arrangements and develop practical alternatives in time for November 2021 work would need to start before the middle of 2019.
- 3.3 Regardless of the option that is selected the members might wish to consider the broad milestones below.
 - i. **Scope Jan-Apr 2019:** Drawing up a list of all the options that could be considered.
 - ii. **Narrow Mar-Apr 2019:** Determine several options that would be considered in detail.

- iii. **Investigate Apr-Sept 2019:** Detailed look at the several options with all the costs, 'pros', 'cons', etc. explored.
 - iv. **Consideration Sept-Nov 2019:** A report on the various options considered in detail with a view to making a recommendation to Council.
 - v. **Recommendation Nov 2019:** A specific and detailed proposal is made to Council.
 - vi. **Council Nov-Dec 2019:** A meeting of Full Council would consider the matter and come to a definitive position. Should a budget be required for the move it might be useful to include consideration of the issue alongside the Council's budget for 2020-21.
 - vii. **Actions Jan 2020-Oct 2021:** This step covers a multitude of various actions which are too numerous to detail in full, but would include items such as, seeking legal advice, seeking professional advice (e.g. ERNLLCA, NALC), creating a detailed timetable, providing notice in May 2021, etc.
 - viii. **Enact Oct-Nov 2021:** Enacting the decision of Council, that is, actually undertaking the move if that is what Council has decided to do.
- 3.4 The milestones above have been drawn up on the assumption that members wish to consider moving the Council's offices and that they would like to see it happen around November 2021.
- 3.5 If members wish, in particular, to purchase new premises it is advised that they consider as soon as possible setting out an 'in principal' decision and outline details, such as, the type of premises, desirable locations and budgets, etc.
- 3.6 Please note that the report does not attempt to assess the options of where the office could be located in the future or the practicalities of a move.
- 3.7 Instead the report will focus on how the Council could consider those issues and come to a position, even if it were just an 'in principal' one.

Option 1 – Only Council to consider the matter

- 3.8 The most straightforward option would be for Council to consider the issue of the future arrangements for council office space at future Full Council meetings.
- 3.9 This option would see the matter moved as an item of business on Full Council agendas and discussed at the meetings that follow.
- 3.10 The advantage of this approach is that all members would have input and that given the high frequency of Full Council meetings there would be ample opportunity for consideration of the matter.
- 3.11 The disadvantage of the option is that some Full Council meetings would be made very long by discussion of the issue and having so many members involved in a complicated process might make consideration of complex matters difficult.
- 3.12 Whilst not a disadvantage as such, conducting site visits of land or premises would be difficult if it in theory had to include all 12 members.

Option 2 – Establish a working party and delegate

- 3.13 The second option is slightly more complicated in that it would require a temporary working party to be established.
- 3.14 To undertake this option Council would need to create a terms of reference setting out the aims, functions and parameters of the work. The membership of the working party would also need to be determined, as would any budget associated with its work.
- 3.15 However, it could be assumed that the working party would have a small membership (3-4 members), that the Town Clerk would clerk the meeting, there would be no budget or a very limited one and that the aim would be to provide Council with a recommendation at which point the working party would cease to be.
- 3.16 The principal advantage of this option is that it would allow for a focused team of people to explore several complex options and provide Council with a clear recommendation.
- 3.17 The principal disadvantage is that the option would require another ‘committee’ to be set up which would be a further time burden for members.

Option 3 – Delegate to an existing committee

- 3.18 This option would see evaluation of the options delegated to an existing committee of the Council.
- 3.19 The most appropriate committee to delegate the matter to would be the Finance and Strategic Planning committee. However, Council could in theory refer the matter to another committee (except Planning).
- 3.20 The process the committee would follow is identical to that outlined in paragraph 3.12 for a working party, except the committee would not cease to be.
- 3.21 The advantages of this approach are that it would allow for a relatively focused group of people in an existing committee to consider the matter in detail and make a recommendation.
- 3.22 The disadvantages are that the matter could make existing committee meetings longer, there might be the need for more meetings and consideration of the matter could distract from other issues.

Option 4 - Do nothing

- 3.23 Council could decide to ‘do nothing’ and to consider proposals as and when they arise. However, it is recommended that if members wish to consider doing anything more complicated than continuing to rent the same premises they consider the issue in advance.
- 3.24 Even if what could be considered a ‘small’ move was contemplated (for example, the renting of a new premises nearby) there would still be a lengthy process to follow.

3.25 Should members wish to consider the purchase of property or land it is strongly advised that the matter be considered well in advance and one of the other options in the report (1, 2 or 3) considered.

4. Policy and procedural implications

- 4.1 The recommendation in this report conforms to Standing Orders and Financial Regulations.
- 4.2 Given that this report focuses on procedural options there are no budgetary considerations or financial implications at this stage.
- 4.3 No new policies will be required, however, should a working party be created its membership would need to be established and a terms of reference drawn up.

5. Report recommendation

- 5.1 It is recommended that members consider establishing a working party and delegating consideration of the issue (Option 2 of the report).
- 5.2 Furthermore it is recommended that should members wish to consider the purchase of property or land they start to consider the matter as soon as possible.

ITEM 11

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



Code of Conduct

Document History

Adopted by COUNCIL – 17 July 2018

To be reviewed – May 2019

Tom Clay

Town Clerk

Introduction

Pursuant to section 27 of the Localism Act 2011, Elloughton cum Brough Town Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations:

- i. He/she shall behave in such a way that a reasonable person would regard as respectful.
- ii. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
- iii. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
- iv. He/she shall use the resources of the Council in accordance with its requirements.
- v. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.

Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.

A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.

A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

All complaints about the conduct of a town councillor, including those relating to the Code of Conduct, are handled by the Monitoring Officer of the East Riding of Yorkshire Council.

Declaration of interests at meetings

Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member’s knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the member’s knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*‘director’ includes a member of the committee of management of an industrial and provident society.

*‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Write to: PO Box 124, Brough, HU15 1YH

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Expenses Policy

Document History

Adopted by (INSERT COMMITTEE/COUNCIL) – (INSERT DATE)

To be reviewed – (INSERT DATE)

Tom Clay

Town Clerk

1. GENERAL PRINCIPLES

It is Town Council's policy to reimburse employees and members for expenses incurred in performing the duties required by the Council provided the expenditure has been authorised, receipted, and certified in accordance with this policy.

All expense claims must be submitted using an expenses claim form and accompanied by receipts.

2. WHO DOES THE POLICY APPLY TO?

The policy applies to all employees, whether part-time or full-time, temporary, or permanent.

It also applies to councillors travelling on council business and training approved by the Council or a Committee.

3. TRAVEL EXPENSES

Expenses claims will be considered for the following activities:

- Travelling and associated travel expenses on journeys on council business, and;
- travel to and from training sessions held by NALC, SLCC, ERNLLCA or other approved organisations.

Usually approval for both must be sought in advance. Staff should seek approval from the Town Clerk. The Town Clerk and councillors should seek approval from the appropriate committee or its Chairman and inform the Town Clerk.

Employees and members should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as monetary cost.

Travel by car will be reimbursed at current rate and reasonable parking will be paid.

Our environment will be considered when making allowance decisions. Public transport will be preferred where practical and cost effective.

All rail travel shall be by the cheapest standard class fare available.

Taxis shall only be used when essential and approval must be sought in advance.

Where an employee or councillor uses their own vehicle, they should ensure that the vehicle is in good working order, fully insured, taxed and an MOT.

4. SUBSISTENCE

An employee or councillor may claim for the costs of meals and beverages reasonably purchased when travelling on business. This is intended to reimburse the employee or councillor for additional expense as a result of having to travel on Council business.

Personal incidental expenses cannot be claimed.

5. PROFESSIONAL SUBSCRIPTIONS (Employees Only)

If agreed by the Council in advance employees may claim back the cost of the annual subscription for professional bodies whose activities are directly relevant to the employee's duties.

6. EYE TESTS AND SPECTACLES (Employees Only)

The Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002).

Subject to the clauses below the Council will contribute to the cost of an eye test for any employees that use display screen (computer monitor) equipment for a significant part of their working day.

Subject to the clause below the Council will contribute £25 towards the costs of an eye test conducted by a suitably qualified optician.

The Council will only contribute towards the costs of an eye test once in any twelve-month period.

If an eye test reveals that spectacles are required exclusively for VDU work, the Council will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. The Council will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

7. PROCEDURE

All expenses claims must be made on the claim form with receipts attached as appropriate. Claim forms are available from the office.

All receipts should be originals.

It is important that employees keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC.

The completed and signed form, with receipts attached, should be given to the Clerk for processing.

The Town Clerk will scrutinise all claims submitted. If satisfied that the claims are allowable, they will be approved and paid.

If the employee or councillor fails to submit a claim for a particular item at the time and instead claims it later the Town Clerk may refuse to reimburse the expenditure.

8. REIMBURSEMENT

Expense claims are normally paid for within a month. Payment can be made either by cheque or via BACs.

9. MISCELLANEOUS EXPENSES

There may be other incidental expenses incurred by employees that are not covered by these rules (e.g. stationary, postage). A prompt discussion with the Town Clerk will usually suffice and the incidental expenses paid for through petty cash.

All cases of doubt should be referred promptly to the Town Clerk prior to incurring the expense.

10. ABUSE OF THIS POLICY

Any abuse in the application of this policy by employees will be dealt with in accordance with Council's disciplinary policy.

Deliberate falsification of a claim or the evidence needed to make a claim by employees will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

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Financial Regulations

Document History

Adopted by COUNCIL – XX

To be reviewed – XX

Tom Clay

Town Clerk

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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. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 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;

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

- 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 the *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, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Administration and Finance Committee.
- 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. Each 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 31 December, 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 Administration and Finance Committee.
- 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 for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £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 November 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 or not there is any budgetary provision for the expenditure, subject to a limit of £1000. 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 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. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. 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.
- 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 the Administration and Finance Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Administration and Finance Committee; or

- c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council Administration and Finance 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 a duly authorised 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 Administration and Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two 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 duly delegated 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 member[s] of

council, and countersigned by the Clerk, 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 Administration and Finance 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 [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 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 RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO 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.
- 6.20. 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 above.

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 Personnel 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 (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 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 claim 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 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 below.
- 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.
- 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

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)

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 18c, 18d, 18e, 18f and 18g⁴ 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 £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above 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.

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.

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

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 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 £500.
- 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 effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. 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.
- 15.4. 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 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 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.

APPENDIX 1: INTERNAL CONTROLS AND PROCEDURES

Abbreviations used:

RFO – Responsible Financial Officer

DTC – Deputy Town Clerk

AA – Administrative Assistant

COM – Committee of Council delegated to consider financial matters

CONTROL	PROCEDURE	RESPONSIBILITY
Responsible Financial Officer	<ul style="list-style-type: none"> ▪ Formally appointed by Full Council and duties carried out as per defined Job Description and as per guidance from the practitioners guide 'Governance and Accountability in Local Councils in England and Wales'. ▪ The RFO shall be responsible for the day to day management of all financial procedures and preparation of the 'Annual Return'. ▪ The RFO to ensure all members of staff are aware of existing internal controls and any changes when reviewed. ▪ The RFO to ensure all members of staff are adequately trained to carry out all financial controls and procedures. ▪ The RFO should hold the Certificate of Local Council Administration Certificate or be working towards it. ▪ The RFO to work with the Committee to prepare any financial recommendations to the Council. 	<p>Council</p> <p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO/COM</p>
Financial Tasks and responsibilities	<ul style="list-style-type: none"> ▪ All day to day financial tasks (including BACs payments) and responsibilities are split between three members of staff to ensure division of responsibility to enable prevention and detection of inaccuracies and fraud. 	RFO/DTC/AA
Financial Regulations and Standing Orders	<ul style="list-style-type: none"> ▪ Financial Regulations shall be reviewed annually by Council. ▪ All Financial controls and procedures must be carried out in line with the Town Council's Financial Regulations and Standing Orders. 	<p>Council</p> <p>RFO/Council</p>
Internal Audit	<ul style="list-style-type: none"> ▪ All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with best practice and statutory responsibilities. ▪ To appoint a qualified internal auditor each year. ▪ A review of the internal auditor's quarterly reports and consider any recommendations made for implementation. 	<p>RFO</p> <p>Council</p> <p>RFO/COM/Council</p>

	<ul style="list-style-type: none"> ▪ To undertake a review of the effectiveness of internal audit on an annual basis. 	COM/Council
Independent Financial Advisor	<ul style="list-style-type: none"> ▪ To appoint an Independent Financial Advisor to advise the council on current financial investments as and when required. 	Council
Investments	<ul style="list-style-type: none"> ▪ All investments shall be in the name of the Council with named signatories to be agreed by Council. ▪ Council shall review the Annual Investment Strategy. ▪ To review the council's investments and the interest from those investments on a regular basis and to consider advice by the Independent Financial Advisor. ▪ All investment policies to be stored in a locked filing cabinet. ▪ A review of signatories and assured lives to be undertaken on a yearly basis for all investment policies. 	RFO/COM/Council RFO/COM/Council RFO/COM/Council RFO RFO/COM
Budget	<ul style="list-style-type: none"> ▪ RFO to prepare a budget and associated report in liaison with the Committee which is to be approved by the Council. ▪ Monitoring of budget and reporting variances/recommendations for virement on a quarterly basis to the Committee. ▪ Unspent amounts in budget provision will not be carried forward to a subsequent year unless placed in an earmarked reserve by Council. 	RFO/COM/Council RFO/COM Council
Precept setting	<ul style="list-style-type: none"> ▪ Recommendation of annual precept to Finance & General Purposes Committee ensuring sufficient information is sought from SBC as to amount per Band D Equivalent. ▪ Precept to be approved by the full council. ▪ RFO to issue the precept to the billing authority and shall supply each member with a copy of the approved budget. 	RFO/COM Council RFO
Expenditure	<ul style="list-style-type: none"> ▪ The RFO to ensure that all relevant estimates, quotations, tenders for work are carried out in accordance with the council's Standing Orders and Financial Regulations and detailed information is recorded and kept for reference/audit purposes and all expenditure falls within the current year's budget. ▪ All purchase orders to be signed by the RFO/DTC before issue. ▪ All invoices received to be checked, dated, coded for budget purposes, and linked for reference (audit trail) to the purchase order by the DTC prior to approval by the RFO. ▪ All expenditure to be entered on a schedule of payments for authorisation by Council each month. The Schedule of payments should show all payments that have been made since the 	RFO RFO/DTC RFO/DTC DTC/RFO

	<p>last meeting of Full Council and all the payments Council is being asked to make.</p> <ul style="list-style-type: none"> ▪ All invoices to be entered on to the accounts system. ▪ All payments from 'Schedule of Payments/Expenditure' entered on to accounts system after approval by Full Council. ▪ All suppliers paid after invoices have been approved for payment by Full Council, a Committee with delegated powers under £5,000, a chairman for a committee or an officer with delegated powers with delegated powers under £500. Cheques are signed by three authorised signatures, one being the DTC/TC. Payment via BACs is to be recorded with the approval for the spend made clear. ▪ Cheques counterfoils to be initialled by cheque signatories ▪ Under no circumstances should blank cheques be signed. 	<p>RFO RFO</p> <p>TC/DTC/Signatories</p> <p>DTC/Signatories DTC/Signatories</p>
Emergency Expenditure	<ul style="list-style-type: none"> ▪ Emergency financial arrangements have been delegated to the RFO in the event of an emergency up to an amount of £1,000. 	RFO
Income	<ul style="list-style-type: none"> ▪ RFO to appoint a member of staff to be responsible for all sundry income – a receipt must be issued for every item received and show clearly the receipt number, date, amount and signature. ▪ All receipt books to be numbered sequentially and each receipt to be numbered sequentially in every receipt book. ▪ A 'Schedule of Income Return' to be produced at the end of each month and coded to budget income headings for input by the RFO on to the accounts system. ▪ Customer invoices raised promptly in line with the Scale of Charges agreed by Council or a committee with delegated powers. ▪ The RFO to ensure all customer invoices raised by individual staff members are entered on to account computer system ▪ Aged Debtors list reviewed each month ▪ Fees and charges reviewed annually by the full council or a committee with delegated powers. 	<p>RFO/DTC</p> <p>DTC/RFO</p> <p>RFO</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>RFO RFO/Council</p>
Petty Cash	<ul style="list-style-type: none"> ▪ The RFO to designate a member of staff to be responsible for Petty Cash (Imprest £100), all expenditure approved by RFO/DTC and receipts to be obtained for all expenditure. ▪ All petty cash payments to be supported by VAT invoice where appropriate. ▪ Petty Cash book maintained and balanced prior to reimbursement. All expenditure to be coded to relevant expenditure budget heading – similar items to be grouped together for input onto accounts system by RFO (e.g. Sundry items). ▪ Petty Cash expenditure to be recorded on schedule of payments for approval by Full Council. 	<p>RFO/DTC</p> <p>AA AA</p> <p>DTC/RFO</p>

Postage Stamps	<ul style="list-style-type: none"> ▪ Postage expenditure to be recorded on Schedule of Payments. 	RFO
Post	<ul style="list-style-type: none"> ▪ All post to be date stamped upon receipt. ▪ All cheques to be date stamped upon receipt. 	ALL STAFF ALL STAFF
Banking Arrangements	<ul style="list-style-type: none"> ▪ All cheques and larger amounts of cash are banked regularly – staff banking income to be varied and done at varying times of the day, income to be banked should not be visible or obvious (e.g. cloth bank bags should not be used). ▪ All income should be banked by the last day of the month. ▪ Notifications of any BACS payments should be made to the RFO. 	RFO RFO RFO/DTC
Security	<ul style="list-style-type: none"> ▪ All bank statements and returned cheques should be consecutively filed. ▪ All financial records are kept indefinitely in a secure location. ▪ All cheque books, petty cash box, sundry income box, postage stamps are stored in the office safe as per insurance guidelines. ▪ All keys for offices, filing cabinets, strong room, council chamber etc. are locked in lockable key safe. ▪ Security Alarms are regularly tested. ▪ All personnel records to be kept in secure lockable cabinet to comply with confidentiality and data protection. 	DTC ALL STAFF ALL STAFF ALL STAFF RFO RFO
Payroll	<ul style="list-style-type: none"> ▪ Personnel Budget to be prepared by RFO for recommendation to Personnel Committee and all associated costs to the Council to be included, estimated pay award, increments, pensions scheme and employer national insurance contributions. Personnel Budget to be recommended by Personnel Committee to the appropriate committee for inclusion in budget preparation and recommendation by the Council. ▪ RFO to ensure that salaried monthly payroll to staff are paid in line with terms and conditions of employment (according to NJC recommendations). ▪ Deductions for PAYE/National Insurance/Statutory Sick Pay as per government guidelines and deductions for Staff Pensions as per the Local Government Pension Scheme. ▪ Pension returns sent to ERYPF monthly. ▪ Staff Salaries to be paid on the 20th of the month by bank transfer. ▪ All reports for payroll to be printed and filed in month order. ▪ Payments to the Inland Revenue and NYCC Pensions made monthly and payroll figures submitted to HMRC by RTI. ▪ Additional hours worked by staff to be entered on additional hours form and signed by members of staff and approved by the RFO and Chairman of the Personnel Committee. 	RFO/COM RFO RFO RFO RFO RFO RFO/Chairmen of Personnel RFO/Chairmen of

	<ul style="list-style-type: none"> ▪ Staff Annual Leave to be authorised and approved by RFO. Chairman of the Personnel Committee to approve the RFO's Annual Leave 	Personnel
Minute recording	<ul style="list-style-type: none"> ▪ All minutes to be sequentially numbered and page numbers filed numerically. ▪ Minutes to be stored indefinitely. ▪ Agendas for all meetings of the Council to be displayed on notice board and website with 3 clear days' notice. ▪ All committee minutes to be preceded by a letter for clear identification. ▪ Each page of minutes to be initialled and dated by Chairman, final page signed and dated following ratification. 	RFO RFO RFO RFO RFO Chairman/Committee Chairman
Computer data	<ul style="list-style-type: none"> ▪ All computers have individual user names and passwords. ▪ All computer data is saved to a shared drive and cloud storage every evening. 	Council Council
Office 365	<ul style="list-style-type: none"> ▪ Town Clerk/RFO to manage the Microsoft Office 365 system to send out all agendas and associated correspondence to members within the statutory requirements. ▪ Town Clerk/RFO to be the Microsoft Office 365 Administrator. 	RFO RFO/DTC
Data Protection	<ul style="list-style-type: none"> ▪ All Staff and Members to be aware of the GDPR Act. ▪ The Town Council and all Members to be individually registered with the Information Commissioners Office 	RFO Council/All Members
Insurance	<ul style="list-style-type: none"> ▪ Insurance reviewed on an annual basis. ▪ All new risks added to insurance policy. ▪ Insurance to include fidelity guarantee for maximum risk exposure to the council. ▪ Adequate Public Liability insurance to be maintained. ▪ Review of all assets on a regular basis in line with the council's insurance policy. 	RFO/Council RFO RFO/Council RFO/Council RFO/COM/Council
Deeds/Land Registry documents	<ul style="list-style-type: none"> ▪ Safe storage of all Deeds/Land Registry/Lease documents. ▪ Checks to be made that all documents are kept up to date and any new information recorded with the Land Registry. 	RFO RFO
Asset Register	<ul style="list-style-type: none"> ▪ Maintenance of Asset Register to be reviewed on an annual basis and linked to Insurance valuations. ▪ Building contents inventory to be reviewed on an annual basis and linked to Insurance valuations. 	RFO/COM/Council RFO/COM/Council
Risk Management	<ul style="list-style-type: none"> ▪ Every activity and/or event to be assessed for risk to the Council. ▪ Risk Management to be updated on a regular basis and reviewed by the Council annually. 	RFO RFO/COM/Council

	<ul style="list-style-type: none"> ▪ Expenditure to be identified by legal statute to ensure the Council is not acting unlawfully (ultra vires). 	RFO
Grants	<ul style="list-style-type: none"> ▪ All applications for financial assistance should apply using the financial assistance application form, be duly signed and completed submitting the relevant evidence to support each application. ▪ Each application must be examined by the RFO to comply with the legal power to provide financial assistance. ▪ Grants over £1,000 to be monitored by the RFO. 	Applicants RFO RFO
VAT	<ul style="list-style-type: none"> ▪ At the end of each financial year a VAT Return must be submitted to re-claim VAT and wherever possible this to be carried out at 6 monthly intervals. 	RFO
Bank Reconciliations	<ul style="list-style-type: none"> ▪ The RFO to prepare monthly bank reconciliations to be approved by the internal auditor and the Chairman of the appropriate committee and put before Full Council. 	RFO/Internal Auditor/Chairmen COM
Annual Return	<ul style="list-style-type: none"> ▪ After the end of the financial year the RFO to prepare the Annual Return for approval by the Full Council and submit the return to the External Auditor. ▪ Public notice must be given to view the end of year accounts (those included as part of the Annual Return) and this is to be displayed in the Council Office noticeboard and on the Council's website. 	RFO/Council RFO

APPENDIX 2: ANNUAL INVESTMENT STRATEGY

1. Introduction

The Town Council acknowledges the importance of prudently investing all funds held on behalf of the community by the Council. This Strategy should be read in conjunction with the Council's Financial Regulations.

This Strategy complies (as appropriate) with the revised requirements set out in Guidance on Local Government Investments issued by the Department of Communities and Local Government in April 2010.

In accordance with Section 15(1) of the 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

Currently the Town Council holds one investment account with NS&I.

2. Objectives

The Council's investment priorities are as follows in order of priority:

- 1) Security of capital
- 2) Liquidity
- 3) Yield

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest or to lend and made a return, is unlawful and this Council will not engage in such activity.

The committee developed to consider financial matters (the appropriate committee) will monitor the risk of loss on investments by reviewing credit ratings.

The Council will only invest in institutions of high credit rating. Reference will be made in the assessment of credit worthiness to the general economic and political environment in which institutions operate. All significant sources of information will be scrutinised including information from the main credit rating agencies including Fitch and Moody's.

The Council's minimum criteria is that the deposit (account or product) is covered by the Financial Services Compensation Scheme (FSCS). The FSCS pays compensation for financial loss with compensation limited to one claim per firm (bank, building society, etc.).

Currently the maximum level of compensation is £85,000 per organisation, per firm. Credit criteria for individual counterparties will also be considered with A (long-term) and F1 (short-term) being the preferred ratings.

When required investments will be spread over different providers where appropriate to minimise risk. Significant changes in credit ratings will be immediately reported to the Finance and General Purposes Committee and the Responsible Financial Officer will act within delegated powers to protect Town Council assets.

Where external investment managers are used, they will be contractually required to comply with this Strategy.

The Town Council will provide specific staff training for treasury management appropriate to the Council's circumstances.

3. Specified Investments

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. Such short-term investments made with a body or investment scheme of high credit rating (including the UK Government or a local authority or town and parish council) will automatically be Specified Investments. The Council will only invest in institutions with good credit ratings from approved credit rating organisations (see above).

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Town Council will use deposits with banks, building societies, local authorities or other public authorities

The Council holds its general funds in an account with HSBC and a reserve (investment) account with NS&I.

4. Non-specified Investments

These investments have greater potential risk – examples include investment in the money market, stock and shares. Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

5. Liquidity of Investments

The Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity. Investments will be regarded as commencing on the date the commitment to invest is entered, rather than the date on which the funds are paid to the counterparty.

6. Long Term Investments

Long term investments are defined in the Guidance as greater than 36 months.

7. End of Year Investment Report

Investment forecasts for the forthcoming year are accounted for when the budget is prepared. At the end of the financial year, the Responsible Financial Officer will report on investment activity to the appropriate committee of the Council.

8. Review and Amendments of the Strategy

The Strategy will be reviewed annually and at other times as necessary. The Strategy for the financial year will be prepared by the Responsible Financial Officer and presented for approval, first at the appropriate committee not later than December and then by a meeting of Council. Subject to a resolution Council may make variations to the Strategy at any time.

ITEM 12

Elloughton cum Brough Town Council Meetings January 2019 to May 2020

Full Council meetings are held on the third Tuesday of each month, except August when there is no meeting.

Municipal Year 2018-19	Location	Day	Date	Time
JANUARY				
Personnel	Council Office	Tues	8 January	2.00pm
Events & Publicity	Council Office	Wed	9 January	6.00pm
Planning & Highways	Council Office	Wed	9 January	7.00pm
Full Council Meeting	Council Office	Tues	15 January	7.00pm
FEBRUARY				
Environment	Council Office	Wed	13 February	6.00pm
Planning & Highways	Council Office	Wed	13 February	7.00pm
Full Council Meeting	Community Centre	Tues	19 February	7.00pm
Finance & Strategic Planning	Council Office	Mon	25 February	5.00pm
MARCH				
Events & Publicity	Council Office	Wed	13 March	6.00pm
Planning & Highways	Council Office	Wed	13 March	7.00pm
Full Council Meeting	Community Centre	Tues	19 March	7.00pm
APRIL				
Personnel	Council Office	Tuesday	9 April	2.00pm
Environment	Council Office	Wed	10 April	6.00pm
Planning & Highways	Council Office	Wed	10 April	7.00pm
Annual Parish Meeting	Community Centre	Tues	16 April	6.30pm
Full Council Meeting	Community Centre	Tues	16 April	7.00pm
Art Exhibition & Civic Open Evening	Community Centre	Fri/Sat/Sun	26-28 April	
Finance & Strategic Planning	Council Office	Mon	29 April	5.00pm
MAY				
Events and Publicity	Council Office	Wed	8 May	6.00pm
Planning and Highways	Council Office	Wed	8 May	7.00pm

Municipal Year 2019-20	Location	Day	Date	Time
MAY				
Annual Meeting of the Town Council	Community Centre	Tues	14 May	6.30pm
Full Council Meeting	Community Centre	Tues	14 May	7.00pm
JUNE				
Personnel	Council Office	Tue	11 June	2.00pm
Environment	Council Office	Wed	12 June	6.00pm
Planning and Highways	Council Office	Wed	12 June	7.00pm
Full Council Meeting	Community Centre	Tues	18 June	7.00pm
JULY				
Events and Publicity	Council Office	Wed	10 July	6.00pm
Planning and Highways	Council Office	Wed	10 July	7.00pm
Full Council Meeting	Community Centre	Tues	16 July	7.00pm
Finance & Strategic Planning Meeting	Council Office	Mon	29 July	5.00pm
AUGUST				
Environment	Council Office	Wed	14 August	6.00pm
Planning and Highways	Council Office	Wed	14 August	7.00pm
SEPTEMBER				
Events and Publicity	Council Office	Wed	11 September	6.00pm
Planning and Highways	Council Office	Wed	11 September	7.00pm

Full Council Meeting	Community Centre	Tues	17 September	7.00pm
OCTOBER				
Personnel	Council Office	Tues	8 October	2.00pm
Environment	Council Office	Wed	9 October	6.00pm
Planning and Highways	Council Office	Wed	9 October	7.00pm
Full Council Meeting	Community Centre	Tues	15 October	7.00pm
Finance & Strategic Planning	Council Office	Mon	28 October	5.00pm
NOVEMBER				
Events and Publicity	Council Office	Wed	13 November	6.00pm
Planning and Highways	Council Office	Wed	13 November	7.00pm
Full Council Meeting	Community Centre	Tues	19 November	7.00pm
Finance & Strategic Planning	Council Office	Mon	25 November	5.00pm
DECEMBER				
Christmas Tree Festival & Pet Awards	Village Hall	Saturday	30 November?	
Environment	Council Office	Wed	11 December	6.00pm
Planning and Highways	Council Office	Wed	11 December	7.00pm
Full Council Meeting	Community Centre	Tues	17 December	7.00pm
JANUARY				
Events & Publicity	Council Office	Wed	8 January	6.00pm
Planning & Highways	Council Office	Wed	8 January	7.00pm
Personnel Meeting	Council Office	Tues	14 January	2.00pm
Full Council Meeting	Council Office	Tues	21 January	7.00pm
FEBRUARY				
Environment	Council Office	Wed	11 February	6.00pm
Planning & Highways	Council Office	Wed	11 February	7.00pm
Full Council Meeting	Community Centre	Tues	18 February	7.00pm
Finance & Strategic Planning	Council Office	Mon	24 February	5.00pm
MARCH				
Events & Publicity	Council Office	Wed	10 March	6.00pm
Planning & Highways	Council Office	Wed	10 March	7.00pm
Full Council Meeting	Community Centre	Tues	17 March	7.00pm
APRIL				
Art Exhibition	Community Centre	Fri/Sat/Sun	TBA	
Personnel	Council Office	Tues	13 April	2.00pm
Environment	Council Office	Wed	14 April	6.00pm
Planning & Highways	Council Office	Wed	14 April	7.00pm
Annual Parish Meeting	Community Centre	Tues	21 April	6.30pm
Full Council Meeting	Community Centre	Tues	21 April	7.00pm
Finance & Strategic Planning	Council Office	Mon	27 April	5.00pm
MAY				
Events & Publicity	Council Office	Wed	13 May	6.00pm
Planning & Highways	Council Office	Wed	13 May	7.00pm

Municipal Year 2020-21	Location	Day	Date	Time
MAY				
Annual Meeting of the Town Council	Community Centre	Tues	19 May	6.30pm
Full Council Meeting	Community Centre	Tues	19 May	6.30pm

***Brough Community Centre is located on Centurion Way (off Welton Road), Brough
The Town Council Office is located at 60 Welton Road with access from Skillings Lane, behind the
Veterinary Practice.***