

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



22 October 2019

Dear Councillor,

RE: Finance and Strategic Planning Committee

You are hereby summoned to attend an Administration and Finance Committee meeting to be held on **Monday 28 October 2019**, commencing at **5pm**, in the **Committee Room (60 Welton Road)**.

The agenda for the meeting is set out below.

A handwritten signature in black ink, appearing to read "Tom Chy".

Town Clerk

Agenda

Committee Members: Cllr Brogden, Cllr S. Duckles, Cllr Credland, Cllr Luckraft, Cllr Bentley and Cllr Rowe.

No	Item
	<u>Procedural items</u>
1	Apologies Committee to note any apologies, the reasons given for absence and consider acceptance of them.
2	Declarations of interest Committee 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 interest.
3	Minutes of the meeting held on 29 July 2019 Committee to consider approving the minutes as a true and proper record.
4	Minutes of the meeting held on 15 August 2019 Committee to consider approving the minutes as a true and proper record.

Chairman 2019-2020 Councillor Martin Credland

<u>Business items</u>	
5	Budget monitoring report - Quarter 2 2019-20 Committee to note and consider the budget monitoring report for the second quarter of the financial year.
6	Internal audit report - Quarter 2 2019-20 Committee to note and consider the internal audit report for the second quarter of the financial year.
7	Updated financial regulations Committee to review updated financial regulation (based on the current model regulations) and to consider recommending to Council that they are adopted.
8	Draft budget 2020-21 Committee to consider an initial draft proposal for the 2020-21 budget.
9	Annual Grant Fund 2020-21 Committee to consider a letter which sets out a time table for the determination of 'Annual Grant' fund for 2020-21.
<u>Next meeting</u>	
10	Items for inclusion on the next meeting agenda Members may use this opportunity to raise items for discussion at future Committee meetings.
11	Date and time of the next meeting Committee to consider confirming the date and time of the next ordinary meeting as Monday 25 November 2019 at 5pm in the Committee Room of the Council Offices (60 Welton Road) .

ITEM 3

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the **Finance & Strategic Planning Committee** meeting held on **15 August 2019** in the **Committee Room, Town Council Offices, 60 Welton Road, Brough.**

Committee Members Present: Cllr Brogden, Cllr S. Duckles, Cllr Credland, Cllr Luckraft and Cllr Rowe.

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
FS19/1920	<p>Apologies The following apologies were received:</p> <ul style="list-style-type: none"> • Councillor Bentley – work reasons <p>RESOLVED: Committee resolved to note the apologies and accept the reasons given for absence.</p>
FS20/1920	<p>Declarations of interest Councillor Credland made a declaration in accordance with the requirements of the Localism Act 2011. He declared that as the Chairman of the PFA he would not take part in item 7 (Grant to PFA) and would leave the room.</p>
	<u>Deferred Business items</u>
FS21/1920	<p>Budget report - Quarter 1 2019-20 Cllr Rowe proposed, seconded by Cllr Luckraft, that the first quarter budget report for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p> <p>RESOLVED: Committee resolved that the first quarter budget report for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p>

Signature: Date:

FS22/1920	<p>Events and Publicity Committee Cllr Rowe proposed, seconded by Cllr Brogden, that in line with a request from the Events and Publicity Committee in relation to budget:</p> <ol style="list-style-type: none"> i. A virement of £1,788 be made from the contingency fund (4995) to the events budget (4500) to cover the unexpected Petuaria Press overspend and Tour de Yorkshire grants. <p>RESOLVED: Committee resolved that the budget virements set out above should be made by the Town Clerk.</p>
FS23/1920	<p>Review of the Asset Register Cllr Credland proposed, seconded by S. Duckles, that the committee accept updated Asset Register.</p> <p>RESOLVED: Committee resolved that the updated Asset Register be accepted.</p>
FS24/1920	<p>Purchase of a large screen Cllr S. Duckles proposed, seconded by Cllr Luckraft, that the following be purchased:</p> <ol style="list-style-type: none"> i. 55" TV screen at a cost of no more than £600 (excluding VAT); ii. Chromebox for approximately £100-£150, iii. Plugs, wires and cables for approximately £40, and; iv. A wall bracket for the TV for approximately £30. <p>RESOLVED: Committee resolved that the above items be purchased and installed as soon as possible.</p>
<u>New Business items</u>	
FS25/1920	<p>Grant request from the PFA At 1:40pm Councillor Credland left the room and Cllr S. Duckles chaired the meeting in her capacity as Vice-Chairman.</p> <p>Committee noted that the grant funding budget currently has £2,500 of funds left in it for the 2019-20 financial year. However, that figure might be reduced depending on the decision relating to item 4 of the agenda.</p> <p>Cllr Luckraft proposed, seconded by Cllr Rowe, that a grant of £2,770 be provided to the PFA to undertake extensive tree works on and around the Burrs.</p> <p>RESOLVED: Committee resolved that the Town Clerk be instructed to make the payment to the PFA set out above.</p> <p>At 1:45pm Cllr Credland came back into the room and resumed his role as Chairman.</p>

Signature: Date:

FS26/1920	<p>Information Commissioners Office (ICO) Fees Cllr Rowe proposed, seconded by Cllr S. Duckles, that the Town Clerk be authorised to establish a direct debit with the ICO for Data Protection Registration fees (currently £40 a year).</p> <p>RESOLVED: Committee resolved that the Town Clerk be instructed to establish the direct debit set out above.</p>
FS27/1920	<p>Emergency Plan Committee noted the request from Emergency Planning officers at ERYC for a copy of an up to date Emergency Plan for the Town Council area.</p> <p>Committee further noted that three template plans have been circulate with all parishes and towns encouraged to complete 'Level 1' which is designed to be completed quickly and easily whilst further consideration is given to whether the Town Council might wish to prepare a Level 2 or 3 plan.</p> <p>RESOLVED: Committee resolved that an informal working party meeting be held on Tuesday 20 August 2019 at 1pm to review the various emergency plans and to discuss the matter further.</p>
<u>Next meeting</u>	
FS28/1920	<p>Date and time of the next meeting Committee confirmed the date and time of the next ordinary meeting as Monday 28 October 2019 at 5pm, in the Committee Room of the Council Offices, 60 Welton Road, Brough.</p>

Meeting started 1pm and closed 2:05pm

Document published on 19 August 2019

Signed:

Print Name:

Print Position:

Date:

Signature: Date:

ITEM 4

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Telephone: 01482 665600

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Minutes of the **Finance & Strategic Planning Committee** meeting held on **29 July 2019** in the **Committee Room. Town Council Offices, 60 Welton Road, Brough.**

Committee Members Present: Cllr Brogden, Cllr S. Duckles, Cllr Luckraft and Cllr Rowe.

Meeting Clerk: Vicky Herring, Deputy Town Clerk

Minutes

Number	Item
	<u>Procedural items</u>
FS4/1920	<p>Apologies The following apologies were received:</p> <ul style="list-style-type: none"> • Councillor Credland, family commitments. <p>RESOLVED: Committee resolved to note the apologies and accept the reasons given for absence.</p>
FS5/1920	<p>Appointment of a Committee Chairman Cllr Rowe proposed, seconded by Cllr Brogden, that Cllr Credland be appointed Committee Chairman.</p> <p>RESOLVED: Committee resolved that Cllr Credland be appointed Committee Chairman for the 2019-20 municipal year.</p>
FS6/1920	<p>Appointment of a Committee Vice-Chairman Cllr Luckraft proposed, seconded by Cllr Brogden, that Cllr S. Duckles be appointed Committee Vice-Chairman.</p> <p>RESOLVED: Committee resolved that Cllr S. Duckles be appointed Committee Vice-Chairman for the 2019-20municipal year.</p>
FS7/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>

Signature: Date:

FS8/1920	<p>Minutes of the meeting held on 30 April 2019 Cllr Luckraft proposed, seconded by Cllr Brogden, 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>
FS9/1920	<p>Minutes of the extraordinary meeting held on 28 May 2019 Cllr Luckraft proposed, seconded by Cllr Duckles, 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>	
FS10/1920	<p>Budget report - Quarter 1 2019-20 Cllr Duckles proposed, seconded by Cllr Rowe, that the first quarter budget report for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p> <p>RESOLVED: Committee resolved that the first quarter budget report for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p>
FS11/1920	<p>Internal Audit report - Quarter 1 2019-20 Cllr Rowe proposed, seconded by Cllr Luckraft, that the first quarter Internal Audit report for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p> <p>RESOLVED: Committee resolved that the first quarter Internal Audit for 2019-20 be noted and instructed the Town Clerk to carry out any actions associated with it.</p>
FS12/1920	<p>Events and Publicity Committee Cllr Duckles proposed, seconded by Councillor Luckraft, that in line with a request from the Events and Publicity Committee in relation to budget:</p> <ul style="list-style-type: none"> i. A virement of £788 be made from the grants line (4235) to the events budget line (4500) to cover the grant expenditure, and; ii. A virement of £1,000 be made from the contingency fund (4995) to the events budget (4500) to cover the unexpected Petuaria Press overspend. <p>RESOLVED: Committee resolved to seek further clarification from the Town Clerk with regard to item (i) The budget virement set out on item (ii) be carried out by the Town Clerk.</p>

Signature: Date:

FS13/1920	<p>Officer printer update Cllr Duckles proposed, seconded by Rowe, that the committee note the report.</p> <p>RESOLVED: Committee resolved to note the report.</p>
FS14/1920	<p>Review of the Asset Register Cllr Brogden proposed, seconded by Cllr Rowe, that the updated Asset Register, accurate as of 30 June 2019, be accepted.</p> <p>RESOLVED: Committee resolved to seek further clarity from the Town Clerk with regards to various items on the Asset Register.</p>
FS15/1920	<p>Appointment of an Internal Auditor 2019-20 Cllr Rowe proposed, seconded by Cllr Brogden, that the specification be noted and that Anthony Whitely (Sancton Accounting) be appointed the Internal Auditor for the Council in 2019-20 in line with the quote provided.</p> <p>RESOLVED: Committee resolved that Anthony Whitely (Sancton Accounting) be appointed the Internal Auditor for the Council in 2019-20 in line with the quote provided.</p>
FS16/1920	<p>Purchase of a large screen Cllr Duckles proposed, seconded by Cllr Luckraft that details of additional options be considered and the matter be deferred to a further meeting of this Committee.</p> <p>RESOLVED: Committee resolved that the Town Clerk provides information for additional options for consideration at an extraordinary meeting of this Committee.</p>
	<u>Next meeting</u>
FS17/1920	<p>Items for inclusion on the next meeting agenda Cllr Duckles proposed, seconded by Cllr Luckraft that an extraordinary meeting of this Committee be arranged.</p> <p>RESOLVED: Committee resolved that an extraordinary meeting of this Committee be arranged on the Town Clerks' return from annual leave to discuss the outstanding items and in addition request an agenda item for a PFA grant request for tree work.</p>
FS18/1920	<p>Date and time of the next meeting Committee confirmed the date and time of the next meeting as to be arranged.</p>

Meeting started 5.00pm and closed 6.30pm

Signature: Date:

Document published on 30 July 2019

Signed:

Print Name:

Print Position:

Date:

Signature: Date:

ITEM 5

2019-20 Second Quarter Budget Monitoring Report



Committee: Administration & Finance Committee
Report Author: Tom Clay, Town Clerk
Report Date: 20 October 2019

1. Overview

- 1.1 The report will outline the Town Council's position at the quarter end and acts as the principle budget monitoring document.
- 1.2 A summary will be provided in the body of the report along with specific matters for members to consider and a recommendation at section 5.
- 1.3 Appendix A contains a reconciliation of amounts held in the Town Council's accounts at the end of the quarter.
- 1.4 Appendix B sets out the actual spend from last year, the budget for this year and the Year to Date (YTD) spend up to 30 September for the current financial year.

2. Summary

- 2.1 For the budget as a whole it is difficult to predict this early in the year if there will be an overspend or underspend. However, given the budget is broadly in line with what happened last year it is likely there will be an underspend.
- 2.2 The 2019-20 budget set out that the Council expected there to be receipts and expenditure of £169,512 for the current financial year.
- 2.3 As of 30 September 2019 the total figure for income was £166,878. This means that 98.45% of the income set out in the budget had been collected.
- 2.4 As of 30 September 2019 the total figure for expenditure was £89,918, which means that 53.05% of the expenditure budgeted for had been spent.

3. Specific Matters

- 3.1 In the section below the Town Clerk/RFO has highlighted specific matters for members to consider or note.

Income

- 3.2 Income for the 2018-19 is broadly in line with the expectation set out at the start of the year and with the situation from last year.
- 3.3 One matter of note is that the Town Council has received a considerable amount of grant funding, which for the most part related to the 2019 Tour de Yorkshire event.
- 3.4 Additionally, income from the Petuaria Press adverts line is currently £0 and failed to get close to expectations in the last financial year.

Expenditure

- 3.5 As of 30 September 2019 expenditure seems to be broadly within the parameters set out in the 2019-20 budget.
- 3.6 The following lines have overspends worthy of note:
- i. 4225 Insurance: There is a sizeable overspend of £850 which relates to increased premiums following a review of assets in the previous financial year, the outcome of which was not known when the budget was set.
 - ii. 4235-37 Grant Funding: The grant funding lines are overspent by £1,073 which relates to funds provided during the Tour de Yorkshire event to local groups. The staging of the event in the area could not have been anticipated when the budget was set.
 - iii. 4360 Office Printer: The overspend of £661 relates to the wrapping-up of legacy issues relating to old contractual arrangements, the matter has been brought to a resolution.
 - iv. 140 Events & Publicity: The overall budget provided for this cost centre is too low and needs to be increased in future years. Several virements have already been made in 2018-19 to account for overspends already incurred. In the future the expenditure budget will need to match aspirations. A degree of realism will also be required in relation to receipts and the prospect of them matching expenditure on certain items.

4. Other Matters

- 4.1 **Virements.** There has been two virements to date totalling £2,877 from the contingency budget line (4995) to the events budget line (4500).
- 4.2 **Petty Cash.** Controls are in place around the petty cash and there is currently nothing to report.
- 4.3 **Audit.** The internal audit process for 2019-20 is underway and the audit of the second quarter has taken place and will be considered by the Committee at the October 2019 meeting.
- 4.4 **VAT.** All VAT up to the 30 September 2019 has been claimed for.
- 4.5 **Investment.** The investment account with NS&I contains £31,523 and is likely to accrue approximately £220 of interest in early January 2020.
- 4.6 Committee members might in future years wish to consider increasing the amount held in the investment account or consider other investment products which could provide higher interest.

5. Recommendation

- 5.1 It is recommended that members note the comments of the Town Clerk/RFO above and consider undertaking any actions described in the report.

Appendix A – Bank Reconciliation

ELLOUGHTON CUM BROUGH TOWN COUNCIL				
Bank Reconciliation				
ACCOUNTS RECONCILED TO: 30/09/2019				
<u>General Fund - Movement</u>				
Amount Shown Bank Statement 31/08/2019				£124,568.07
Add receipts				£84,642.00
Less payments				£11,217.65
		Total		£197,992.42
<u>General Fund - Reconciliation</u>				
Amount Shown Bank Statement				£197,992.42
Less Unrepresented Cheques				£0.00
		Balance	A	£197,992.42
<u>Petty Cash</u>				
Reconciled to 30.09.2019		Balance	B	£200.00
<u>NS&I Investment</u>				
Statement 31.12.2018		Balance	C	£31,523.04
TOTAL FUNDS AVAILABLE ON: 30/09/2019				
		Balance (A+B+C=D)	D	£229,715.46

Appendix B – Budget Monitoring Table 2019-20

N/C	Description	Actual 2018/19	Budget 2019/20	YTD 2019/20
100	Administration			
4210	Audit Fees	1,639	1,350	400
4215	Professional Fees	2,183	500	311
4220	Subscriptions & Memberships	1,502	1,500	1,584
4225	Insurance	1,534	1,600	2,450
4235	Grant Funding	12,680	15,000	803
4236	Annual Grant	0	0	11,500
4237	Community Grant	0	0	3,770
4245	Section 137 Expenditure	150	350	0
4300	Office Rent	5,977	7,800	3,900
4305	Room Hire	0	0	108
4310	Property Maintenance	124	500	0
4320	Office Servicing & Insurance	2,841	3,100	334
4340	Utilities	706	1,120	422
4350	Telephone & Broadband	1,468	1,150	494
4355	Office 365	0	0	426
4360	Office Printer	1,038	850	1,511
4370	Stationery & Postage	884	800	882
4530	Other Comms (non-events)	0	100	0
4990	Sundries	235	52	25
4995	Contingency	0	2,412	0
	Total Overhead Expenditure	32,960	38,184	28,920
1076	Precept	159,275	160,742	160,742
1090	Interest Received	227	220	0
1100	Events Income & Donations	595	0	0
1105	Grant	300	0	3,025
1990	Other Income	2,605	50	166
	Total Income	163,002	161,012	163,933
	Events - Net Expenditure	-130,042	-122,828	-135,013
110	Personnel			
4000	Salary	76,415	76,000	42,319
4060	Staff Other Expenses	18	30	33
4200	Training Staff	899	1,000	189
4201	Training Members	216	1,500	435
4230	Member Travel & Costs	0	70	16
4335	Office Testing H&S	44	350	220
4365	Office Equipment	819	1,000	592
	Total Overhead Expenditure	78,410	79,950	43,806
	Personnel - Net Expenditure	78,410	79,950	43,806
130	Environment			
4070	Street Cleaning	2,142	2,500	0

4260	Allotments	586	600	598
4310	Property Maintenance	2,951	2,000	72
4311	Grounds Maintenance	7,615	8,000	1,369
4330	External Testing H&S	418	830	0
4380	Capital Projects	8,424	5,000	0
4400	Christmas Lighting	3,137	5,000	1,124
4410	Footway Lighting Maintenance	1,530	3,810	0
4430	Play Area & Equipment	429	3,000	2,411
4440	Salt Bins	340	1,250	1,230
4450	Street Furniture	865	3,000	0
	Total Overhead Expenditure	28,437	34,990	6,804
1130	Allotment	586	600	598
	Total Income	586	600	598
	Environment - Net Expenditure	-27,851	-34,390	-6,206
140	Events & Publicity			
4500	Events	1,869	5,788	1,838
4501	Art Exhibition	0	0	1,558
4502	Xmas Festival	0	0	0
4505	Other Events	705	200	0
4510	Petuarria Press	4,211	5,000	3,478
4515	Map & Walk leaflets	0	300	0
4520	Website	0	100	0
	Total Overhead Expenditure	6,784	11,388	6,874
1100	Events Income & Donations	19	0	613
1110	Sponsorship	1,307	900	30
1115	Petuarria Press Adverts	421	2,000	0
	Total Income	1,747	2,900	643
	Events & Publicity - Net Expenditure	-5,037	-8,488	-6,231
999	VAT Data			
515	VAT on Payments	4,844	5,000	3,514
	Total Overhead Expenditure	4,844	5,000	3,514
115	VAT on Receipts	5,304	5,000	1,704
	Total Income	5,304	5,000	1,704
	VAT - Net Expenditure	460	0	-1,810
	Total Budget			
	Expenditure	151,435	169,512	89,918
	Income	170,639	169,512	166,878
	Net Expenditure	19,204	0	76,960

ITEM 7

Elloughton cum Brough Town Council

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Financial Regulations

The document also includes:

- i. Internal Controls and Procedures
- ii. Annual Investment Strategy
- iii. Grant Policy

Document History

Adopted by COUNCIL – 19 November 2019

To be reviewed – May 2020

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;
- 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 Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

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

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

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

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman 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 council.

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
- has 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 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 relevant committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

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

- the council for all items over £5,000;
- a duly delegated committee of the council 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 before December 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 £1,000. 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 meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

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 council; 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.

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 council.

5.7. 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.

5.8. 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.

5.9. 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.

5.10. 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 affected 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 members 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 council 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 are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be reviewed on a regular basis.

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 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 Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The 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 £200 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 relevant 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.

7.9. The payroll functions for the Council will be outsourced to an external contractor and the arrangement reviewed annually.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment 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.

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 legal professionals acting in disputes;
- 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.

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:

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 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 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

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.

a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)

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. ▪ To undertake a review of the effectiveness of internal audit on an annual basis. 	<p>RFO</p> <p>COM</p> <p>RFO/COM</p> <p>COM/Council</p>
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. 	COM

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. 	<p>RFO/COM/Council RFO/COM/Council RFO/COM/Council</p> <p>RFO</p> <p>RFO/COM</p>
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 variation 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. 	<p>RFO/COM/Council</p> <p>RFO/FCOM</p> <p>Council</p>
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. 	<p>RFO/COM</p> <p>Council RFO</p>
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/approved 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 last meeting of Full Council and all the payments Council is being asked to make. ▪ 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 	<p>RFO</p> <p>RFO/DTC</p> <p>RFO/DTC</p> <p>DTC/RFO</p> <p>RFO RFO</p> <p>TC/DTC/Signatorie</p>

	<p>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.</p> <ul style="list-style-type: none"> ▪ 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>s</p> <p>DTC/Signatories</p> <p>RFO</p> <p>DTC/Signatories</p> <p>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</p> <p>DTC/RFO</p> <p>RFO</p> <p>ALL STAFF</p> <p>ALL STAFF</p> <p>RFO</p> <p>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 (£200), 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). 	<p>RFO</p> <p>AA</p> <p>AA</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 or draw. ▪ 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 ALL STAFF ALL STAFF
Payroll	<ul style="list-style-type: none"> ▪ Payroll function to be contracted out with the situation reviewed annually. ▪ 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 ERPF 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 Pensions made monthly and payroll figures submitted to HMRC by RTI. ▪ Staff Annual Leave to be authorised and approved by 	RFO/COM RFO RFO RFO RFO RFO RFO RFO

	RFO. Chairman of the Personnel Committee to approve the Clerks/RFO's Annual Leave	RFO/Chairmen of Personnel
Minute recording	<ul style="list-style-type: none"> ▪ All minutes to be sequentially numbered. ▪ 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. 	<p>RFO RFO RFO</p> <p>RFO</p> <p>RFO/Chairman/Committee Chairman</p>
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. 	<p>Council</p> <p>Council</p>
Office 365	<ul style="list-style-type: none"> ▪ Town Clerk/RFO to manage the Microsoft Office 365 system. 	RFO
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. 	<p>RFO/Council RFO RFO/Council</p> <p>RFO/Council RFO/COM/Council</p>
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. 	<p>RFO</p> <p>RFO</p>
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. 	<p>RFO/COM/Council</p> <p>RFO/COM/Council</p>
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 regularly and reviewed by the Council annually. ▪ Expenditure to be identified by legal statute to ensure the Council is not acting unlawfully (ultra vires). 	<p>RFO</p> <p>RFO/COM/Council</p> <p>RFO</p>
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 	Applicants

	<p>evidence to support each application.</p> <ul style="list-style-type: none"> ▪ Each application must be examined by the RFO to comply with the legal power to provide financial assistance. 	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 quarterly intervals. 	RFO
Bank Reconciliations	<ul style="list-style-type: none"> ▪ The RFO to prepare monthly bank reconciliations to be approved by Full Council and reviewed by the internal auditor on a quarterly basis. 	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

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APPENDIX 2: ANNUAL INVESTMENT STRATEGY

1. Introduction

- 1.1 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.
- 1.2 This Strategy complies with the requirements set out in the Statutory Guidance on Local Government Investments issued by the Secretary of State.
- 1.3 In accordance with Section 15(1) of the Local Government Act 2003, 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.
- 1.4 The Council currently holds its general funds in an account with HSBC and a reserve (investment) account with NS&I.

2. Objectives

- 2.1 The Council's investment priorities are as follows in order of priority:
 - i. Security of capital
 - ii. Liquidity
 - iii. Yield
- 2.2 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.
- 2.3 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.
- 2.4 The committee developed to consider financial matters (the appropriate committee) will monitor the risk of loss on investments by reviewing credit ratings.
- 2.5 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.
- 2.6 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.).
- 2.7 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.
- 2.8 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.

- 2.9 Where external investment managers are used, they will be contractually required to comply with this Strategy.
- 2.10 The Town Council will provide specific staff training for treasury management appropriate to the Council's circumstances.

3. Specified Investments

- 3.1 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).
- 3.2 Long term investments are defined in the Guidance as greater than 36 months.
- 3.3 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.

4. Non-specified Investments

- 4.1 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

- 5.1 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. Budgets, Reporting and Review

- 6.1 Investment forecasts for the forthcoming year are accounted for when the budget is prepared.
- 6.2 At the end of the financial year, the Responsible Financial Officer will report on investment activity to the appropriate committee of the Council.
- 6.3 This Strategy will be reviewed annually and at other times as necessary.

APPENDIX 3: GRANT POLICY

1. Introduction

- 1.1 The Town Council wishes to fund projects and services that support organisations and groups that are based within, or that directly benefit, Elloughton cum Brough and its residents.
- 1.2 The Town Council usually maintains two grant schemes:
 - i. **Annual Grant Scheme:** This scheme is for larger amounts of funding of up to £5,000 (usually the amount given will be a lot lower) and is usually determined at around same time as the budget for the next financial year.
 - ii. **Community Grant Fund:** This scheme is for smaller amounts of funding and usually of no more than £1,000. It can be applied for at any point between 1 April and 31 January. Applications received after the 31 January will be considered in the new financial year.
- 1.3 Projects and services must support the aims of the Town Council which are:
 - i. Develop civic pride through activities which involves the community in heritage, arts, culture and leisure;
 - ii. Engage young people and address educational, recreational and training needs;
 - iii. Improve and enhance our community, 'green spaces' and physical environment;
 - iv. Encourage events and activities that will bring social and economic benefits to the Town Council's area;
 - v. Assist the development of sustainable initiatives that will benefit the community in both the short and long term
 - vi. Support and improve the health and wellbeing of the community, and;
 - vii. Strengthen community enablement.

2. Eligibility

- 2.1 When seeking funding, organisations must take into account the following criteria.
- 2.2 To qualify for a grant, organisations **MUST**:
 - Operate within the town council boundary;
 - demonstrate that the project or service benefits local residents and the community;
 - be a voluntary or community organisation, registered charity, community amateur sports club or a not-for-profit group that has a governing document and active management group;
 - be able to provide proof of a bank or building society account with at least two signatures and where possible, a set of audited/approved accounts, and;
 - have not already received a grant or financial assistance from the Town Council within the financial year for which funding is being sought.
- 2.3 Applications **WILL NOT** usually be considered for:

- Organisations that are not based within the Town Council's boundary unless they can show significant benefits for residents within the Town Council's boundary;
- Projects or services which do not involve, include or benefit residents within the Town Council's boundary;
- Individuals or organisations that are not properly constituted;
- General appeals, sponsorship or fundraising;
- National bodies or charities without a local link, or who are unable to demonstrate their effectiveness within the Town Council's area;
- Activities that are mainly of a political or religious nature, and/or;
- Organisations that have previously had an application turned down or received financial assistance within the current financial year.

3. General Conditions

- 3.1 Organisations applying for the Annual Grant Scheme are advised to apply for no more than £5,000 as applications over this amount will not usually be considered.
- 3.2 Organisations applying for the Community Grant Scheme are advised to apply for no more than £1,000 as applications over this amount will not usually be considered.
- 3.3 It is expected that a successful applicant will make clear that they are receiving funding in any literature they produce.
- 3.4 Funds awarded to an organisation must only be used for the stated purpose for which it was applied.
- 3.5 The Town Council must be informed immediately if funds are unable to be used as stated in the application within the current financial year. All monies must be repaid unless an organisation formally writes to the Town Council to seek formal approval to vary the agreement.
- 3.6 Funds granted from the Town Council are awarded on a one-off basis. Repeat applications from organisations in consecutive financial years, for the same purpose, might not be considered;
- 3.7 In cases where the grant funded project generates a profit, the profit must be used to the benefit of that organisation.
- 3.8 Any unspent monies must be returned to the Town Council.

4. Applications and Consideration of Grants

- 4.1 Applications may be made for any amount, but the Council's resources are limited and it is anxious to assist as many organisations as it can. Applicants should therefore be aware that where a grant is awarded it may be for less than the full amount requested.
- 4.2 Applications for grants must be made in writing. Forms must be clear and legible, preferably submitted by email or in the post.

- 4.3 A complete copy of an organisation's latest audited/approved accounts or bank statement, governing documentation, equal opportunities policy and, where applicable, safeguarding policy, must be submitted along with each application.
- 4.4 In the case of new organisations or projects (i.e. less than a year old) projected income/expenditure can be supplied instead of approved/audited accounts.
- 4.5 The Town Council will consider applications for the Annual Grants Scheme between 1 October and the 31 December.
- 4.6 Applications for the Community Grant Scheme will be considered at any point between 1 April and 31 January.
- 4.7 Grants cannot be awarded retrospectively.
- 4.8 Once your application is submitted your application will be checked and evaluated by Town Council Officers. Incomplete applications will be returned and where felt necessary, the Town Council might seek further clarification on information contained within the application.
- 4.9 Grants will initially be considered by the committee responsible which will make a recommendation for Council to consider.
- 4.10 The Town Council strives to allocate grant funding in a fair and open manner, judging each application on its own merit. It should also be noted that all Town Councillors are governed by the Code of Conduct and have an obligation to declare any personal and/or prejudicial interest where relevant when considering the allocation of funds.

5. If You Are Successful

- 5.1 All applicants will be notified in writing within 14 working days following the decision of the Council.
- 5.2 Organisations may be required to complete post-grant monitoring forms highlighting how the project has benefitted and made a difference to the organisation and the community and details on how the funds were spent.
- 5.3 Where requested, copies of all receipts and invoices must be submitted no later than 30 days following completion of the project or by the date stipulated.
- 5.4 Applicants for the Annual Grant Scheme will usually receive funding in the financial year following their application, with payment being made in April or May.
- 5.5 Applicants for the Community Grant Scheme will received funding in year the application before 31 January. After the 31 January funding will be paid in the next financial year, usually in April or May.
- 5.6 Grants will only be paid by BACS payment or cheque, made out to the bank account of the named organisation.

ITEM 8

DRAFT Town Council Budget for the 2020-21 Financial Year

Committee: Finance & Strategic
Planning Committee

Report Author: Tom Clay, Town Clerk

Report Date: 17 October 2019



1. Introduction

- 1.1 This report provides a commentary on the Town Council budget for 2020-21 and a proposal relating to the setting of a precept.
- 1.2 The broader context of the budget setting process is similar to others in recent years. There continues to be a squeeze on local government funding, which does not directly impact on the Town Council, but does impact on the services provided by the principal authority.
- 1.3 The Government has confirmed that the Town Council could increase the precept by more than 2% without having to hold a referendum. However, the Government has also not ruled out introducing a 'referendum cap' in the future and has urged the local government sector to show restraint.
- 1.4 This report has also been prepared with reference to the 'Governance and Accountability for Smaller Authorities in England' produced by JPAC.
- 1.5 The Personnel, Environment and Events & Publicity Committees (Events to do so on 12 November) have considered the lines for which they have budgetary control and provided recommendations to the Finance & Strategic Planning Committee.
- 1.6 The Planning committee has no budgetary control and has therefore provided no recommendations.
- 1.7 The Finance & Strategic Planning Committee considered a preliminary draft of the budget at a meeting held on Monday 28 October 2019 and an updated draft on Monday 25 November 2019.
- 1.8 This document, with a few minor changes, was agreed by the Finance & Strategic Planning Committee on 25 November 2019 as the version that would be recommended to the December 2019 meeting of Full Council.

2. Current Financial Year Overview

- 2.1 This report will provide a brief narrative description of the income and expenditure in the current financial year (2019-20) up to 30 September 2019.
- 2.2 The budget for the 2019-20 financial year, set by the Town Council on 18 December 2018, has been included at appendix two. Older budgets have been set out at appendix one for comparative purposes.

- 2.3 Please note that any projected end of year figures (those to 31.03.2020) are a 'best guess' and not a prediction.

Summary

- 2.4 The Council set out in the 2019-20 budget that it expected to collect £169,512 through the precept and other income.
- 2.5 As of 30 September 2019 the total figure for income was £166,878. This means that 98.45% of the income set out in the budget had been collected. This is broadly in line with the same time last year (31 October 2018 - £161,639 / 101.48%).
- 2.6 The 2019-20 budget set out that the Council expected there to be expenditure of £169,512 for the current financial year.
- 2.7 As of 30 September 2019 the total figure for expenditure was £89,918, which means that 53.05% of the expenditure budgeted had been spent. This is broadly in line with the same time last year (31 October 2018 - £89,821 / 56.39%).

Income

- 2.8 Income for the 2018-19 is broadly in line with the expectation set out at the start of the year and with the situation from last year.
- 2.9 One matter of note is that the Town Council has received a considerable amount of grant funding, which for the most part related to the 2019 Tour de Yorkshire event.
- 2.10 Additionally, income from the Petuaria Press adverts line is currently at £0 and failed to get close to expectations in the last financial year.

Expenditure

- 2.11 As of 30 September 2019 expenditure seems to be broadly within the parameters set out in the 2019-20 budget.
- 2.12 The following lines have overspends worthy of note:
- i. 4225 Insurance: There is a sizeable overspend of £850 which relates to increased premiums following a review of assets in the previous financial year, the outcome of which was not known when the budget was set.
 - ii. 4235-37 Grant Funding: The grant funding lines are overspent by £1,073 which relates to funds provided during the Tour de Yorkshire event to local groups. The staging of the event in the area could not have been anticipated when the budget was set.
 - iii. 4360 Office Printer: The overspend of £661 relates to the wrapping-up of legacy issues relating to old contractual arrangements, the matter has been brought to a resolution.
 - iv. 140 Events & Publicity: The overall budget provided for this cost centre is too low and needs to be increased in future years. Several virements have already been made in 2018-19 to account for overspends. In the future the expenditure budget will need to match aspirations. A degree of realism will be required in relation to receipts and the prospect of them matching expenditure on certain items.

3. Budget Principals

3.1 The table below summarises the estimates and principals taken into consideration during the drafting of the proposed budget.

Table 1. Budget setting estimates/principles 2019 to 2022

Type/Item	Estimate 2020-21	Estimate 2021-22	Estimate 2022-23
Expenditure			
Employee Costs	2%	2%	2%
Inflation (CPI)	2%	2%	2%
Business Rates	2%	2%	2%
Utilities	2%	2%	2%
Income			
Fees and Charges	2%	2%	2%
Precept	0%	0%	0%

- 3.2 In considering inflation, the Office for National Statistics reported that the Consumer Prices Index (CPI) 12-month rate was 1.7% in September 2019, unchanged from August 2019.
- 3.3 A benchmark assumption has therefore been made that inflationary costs on most items will be approximately 2% in future years.
- 3.4 The Town Council's employer pension contributions for employees decreased as of 1 April 2019 from 23.3% to 21.3%.
- 3.5 The Town Council's income and expenditure for the current financial year (year to date), together with the budget for 2020-21 and an estimate for the three successive future budget years has been set out at appendix 2.

4. Capital Expenditure

- 4.1 The Town Council has an obligation to ensure adequate investment is made in its property assets so that they remain fit for purpose, and to establish financial reserves to meet this expenditure.
- 4.2 A budget line has been set aside to allow for capital expenditure on projects within the financial year. A reserve has also been set up for buildings and property – see paragraph 7.8.

5. Investments

- 5.1 The Council's Annual Investment Strategy for 2019-20 outlines investment priorities (adopted by Council on 14 May 2019) and is included as an appendix in the Town Council's current Financial Regulations.

6. Delegation

- 6.1 The size and the complexity of business undertaken by the Town Council means it is necessary that some payments, particularly those which occur on a regular basis, are delegated to officers.
- 6.2 NALC's model Financial Regulations reflect the need outlined above, stating that:
"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 council or Finance Committee."
- 6.3 Below the RFO has drawn up a list of due payments, based on expenditure lines, which arise on a regular basis:
- Audit Fees
 - Subscriptions & Memberships
 - Insurance
 - Office Rent
 - PPH Servicing & Insurance
 - Utilities
 - Telephone & Broadband
 - Printer Rental
 - Stationery & Postage
 - Sundries/Petty Cash
 - Salary, PAYE & NI & Pension
 - Office Testing/Health & Safety
 - Office Equipment
 - Allotments
 - Grounds Maintenance (contractual)
 - External Testing/Health & Safety
 - Christmas Lighting
 - Map & walk leaflets
 - Website

7. Precept, risk management and reserves

- 7.1 S. 50 of the Local Government Finance Act 1992 makes clear that town and parish councils must take into account the following when setting the annual budget:
- i. The expenditure it will incur in the year in performing its functions;
 - ii. an allowance for contingencies in relation to expenditure;
 - iii. the financial reserves it will be appropriate to raise for meeting its future expenditure;
 - iv. the financial reserves necessary to meet a revenue account deficit for any earlier financial year;
 - v. the sums which will be payable to it for the year, and;
 - vi. the amount of the financial reserves which the authority estimates it will use.

Risk management and reserves

- 7.2 An assessment of the general fund should take into consideration the Town Council's level of working balances and a risk assessment of contingencies.

7.3 The 2017 ‘Good Councillors Guide to Finance and Accountability’ produced by DCLG states that:

“A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.”

7.4 On the basis of current projections for 2020-21 this would be an amount between £42,271 and £169,085.

7.5 An assessment of risk (see appendix 3) has been carried out which suggests that £46,805 of funds in a General Reserve which may be called upon to manage unexpected or emergency expenditure.

7.6 Although many risk factors are low, in the current economic climate it remains of utmost importance that the Town Council’s financial position is robust enough to withstand any unforeseen events.

7.7 The total amount held in reserve at 31 March 2019 was £152,756 and it is likely that a similar level will be held at end of the current financial year (31 March 2020).

7.8 In addition to the General Fund reserve of £46,805, it is proposed that the Town Council establish or maintain the following earmarked reserves:

- £10,000 - Elections Reserve
- £95,951 - Buildings and Property Reserve

Precept recommendation

7.9 The precept was set at £160,742 for the current 2019-20 financial year, or £41.08 for a Band D equivalent property which was the same as 2018-19 (0% increase). The Council Tax base figures for the current financial years are described below.

Table 2. 2019-20 Council Tax base figures

Council Tax Base Figure for 19/20	3912.9
Precept	£160,742.00
Band A (6/9 of band D)	£27.39
Band B (7/9 of band D)	£31.95
Band C (8/9 of band D)	£36.52
Band D charge (precept)	£41.08
Band E (11/9 of band D)	£50.21
Band F (13/9 of band D)	£59.34
Band G (15/9 of band D)	£68.47
Band H (18/9 of band D)	£82.16

7.10 The 0% increase last year was achieved largely as a result of the building and occupation of new residential properties within the Town Council’s area. It is likely that the trend will continue into the medium (i.e. the next 5 years), however, members might wish to consider the scope of it extending beyond that.

- 7.11 For the 2020-21 financial year the Finance and Strategic Planning Committee has recommended that the precept be **£160,742**, which will result in a 0% increase. This will be achieved through close monitoring of budgets and the careful application of public money and resources by the Town Council.
- 7.12 The recommended amount takes into account recommendations made by other committees, expected income, expected expenditure, the expenditure in previous years, the level of reserves, and an allowance for contingencies.
- 7.13 Figures provided by the East Riding of Yorkshire Council (ERYC) suggest that the recommended precept would lead to a Band D equivalent property paying £41.08 in Council Tax (0% or £0 more) per annum. Details of the figures supplied by ERYC can be found at appendix 4.
- 7.14 The table below seeks to demonstrate, in a summary form, that the Town Council is setting a balanced budget for the 2020-21 financial year.

Table 3. Precept and budget summary for the 2020-21 financial year

TYPE	EXPENDATURE	INCOME	BALANCE
Precept	£0	£160,740	£160,740
Other Income	£0	£8,345	£8,345
Staff Costs	£78,530	£0	-£78,530
Other Payments	£90,555	£0	-£90,555
Totals	£169,085	£169,085	£0

8. Recommendation

- 8.1 It is recommended that Council note and accept the following:
- i. Estimates and analysis included in the body of this report (sections 1-7);
 - ii. the proposed budget for the 2020-21 financial year which includes income and expenditure (appendix 2);
 - iii. a three year projection of income and expenditure (appendix 2);
 - iv. the reserves outlined at paragraphs 7.4 to 7.8 of the report;
 - v. a summary of the financial risk assessment carried out to determine the level of un-earmarked reserves (appendix 3);
 - vi. figures for the Council Tax base supplied by ERYC (appendix 4), and;
 - vii. the 'precept leaflet' explaining in summary terms the 2019-20 budget which will be supplied to members of the public and ERYC.
- 8.2 It is further recommended that Council set the precept at **£160,742** (an increase of 0%) or £41.08 per Band D equivalent for the 2020-21 financial year and that the Town Clerk be instructed to complete the necessary paperwork to inform ERYC of Council's position.

Appendix 1 – Previous budgets

Table 4. The Town Council's budgets for 2017-18 and 2018-19

	Budgets 2017/18	Budgets 2018/19	
Footway Lighting Maintenance	1,600	2,000	Maintenance
Remuneration	76,000	80,000	Office/play area workers - salaries and associated costs
Agency Workers	5,100	4,500	deliveries, notice posting, ad-hoc litter picks
Administration	7,500	7,500	Admin, insurance, audit fees, Councillor/staff training
Parish Office Accommodation	11,500	11,500	Office accommodation expenses
Village Environment	15,000	15,000	Open spaces, footpaths, street furniture, play area repairs
Arts, Publicity and Fundraising	4,800	4,800	Petuaria Press, newsletter, events
Grants:			
Elloughton-cum-Brough Village Hall	2,000	2,000	Grant for Village Hall maintenance
Elloughton-cum-Brough PCC	2,000	2,000	Grant for Cemetery maintenance
Hull & ER Citizens' Advice Bureau	4,000	2,000	Grant for weekly CAB outreach at the Petuaria Centre
Wold's & Riverbank Countryside Society	800	800	Grant for use within the parish boundary
Elloughton-cum-Brough PFA	600	1,000	Grant for the Burrs playing field
Elloughton-cum-Brough In Bloom	1,000	1,200	Grant to Elloughton-cum-Brough In Bloom
Brough Voluntary Action	2,000	1,200	Grant to Brough Voluntary Action
Community Grants Fund	4,000	4,000	Community Grants Fund
Salt Bin Refills	2,160	2,160	Refills for Town Council salt bins
Contingencies/Projects/Reserves	13,600	15,615	Contingencies
Reserves	2,000	2,000	Reserves
Total	154,860	159,275	

Appendix 2 – The Budget

Table 5. The table includes the actual spend/income in 2018/19, the approved budget for 2019/20, Year to Date (YTD) figures for 2019/20, the proposed budget for 2019-20 (grey/bold column) and an estimate for the next three financial years.

Please note that a virement of £2,788 was made from 4995 (contingency) to 4500 (events) which is why the approved budget is different from that approved in December 2018.

N/C	Description	Actual 2018/19	Budget 2019/20	YTD 2019/20	Proposed 2020/21	2021/22	2022/23	2023/24
100	Administration							
4210	Audit Fees	£1,639	£1,350	£400	£1,400	£1,428	£1,457	£1,486
4215	Professional Fees	£2,183	£500	£311	£515	£525	£536	£547
4220	Subscriptions & Memberships	£1,502	£1,500	£1,584	£1,600	£1,632	£1,665	£1,698
4225	Insurance	£1,534	£1,600	£2,450	£1,640	£1,673	£1,706	£1,740
4235	Grant Funding	£12,680	£15,000	£803	£0	£0	£0	£0
4236	Annual Grant	£0	£0	£11,500	£10,000	£10,200	£10,404	£10,612
4237	Community Grant	£0	£0	£3,770	£5,000	£5,100	£5,202	£5,306
4245	Section 137 Expenditure	£150	£350	£0	£0	£0	£0	£0
4300	Office Rent	£5,977	£7,800	£3,900	£6,500	£6,630	£6,763	£6,898
4305	Room Hire	£0	£0	£108	£325	£332	£339	£346
4310	Property Maintenance	£124	£500	£0	£515	£525	£536	£547
4320	Office Servicing & Insurance	£2,841	£3,100	£334	£3,000	£3,060	£3,121	£3,183
4340	Utilities	£706	£1,120	£422	£800	£816	£832	£849
4350	Telephone & Broadband	£1,468	£1,150	£494	£840	£857	£874	£891
4355	Office 365	£0	£0	£426	£870	£887	£905	£923
4360	Office Printer	£1,038	£850	£1,511	£650	£663	£676	£690
4370	Stationery & Postage	£884	£800	£882	£900	£918	£936	£955
4530	Other Comms (non-events)	£0	£100	£0	£50	£51	£52	£53
4990	Sundries	£235	£52	£25	£50	£51	£52	£53
4995	Contingency	£0	£2,412	£0	£2,695	£2,749	£2,804	£2,860
	Total Overhead Expenditure	£32,960	£38,184	£28,920	£37,350	£38,097	£38,860	£39,637
1076	Precept	£159,275	£160,742	£160,742	£160,740	£163,955	£167,234	£170,579
1090	Interest Received	£227	£220	£0	£230	£235	£240	£245
1100	Events Income & Donations	£595	£0	£0	£0	£0	£0	£0
1105	Grant	£300	£0	£3,025	£0	£0	£0	£0
1990	Other Income	£2,605	£50	£166	£150	£153	£156	£159

	Total Income	£163,002	£161,012	£163,933	£161,120	£164,343	£167,630	£170,983
	Events - Net Expenditure	-	-£122,828	-	-£123,770	-	-	-
		£130,042		£135,013		£126,246	£128,770	£131,346
110	Personnel							
4000	Salary	£76,415	£76,000	£42,319	£78,000	£79,560	£81,151	£82,774
4060	Staff Other Expenses	£18	£30	£33	£30	£31	£32	£33
4200	Training Staff	£899	£1,000	£189	£500	£510	£520	£530
4201	Training Members	£216	£1,500	£435	£870	£887	£905	£923
4230	Member Travel & Costs	£0	£70	£16	£100	£102	£104	£106
4335	Office Testing H&S	£44	£350	£220	£300	£306	£312	£318
4365	Office Equipment	£819	£1,000	£592	£1,000	£1,020	£1,040	£1,061
	Total Overhead Expenditure	£78,410	£79,950	£43,806	£80,800	£82,416	£84,064	£85,745
	Personnel - Net Expenditure	£78,410	£79,950	£43,806	£80,800	£82,416	£84,064	£85,745
130	Environment							
4070	Street Cleaning	£2,142	£2,500	£0	£0	£0	£0	£0
4260	Allotments	£586	£600	£598	£615	£627	£640	£653
4310	Property Maintenance	£2,951	£2,000	£72	£2,500	£2,550	£2,601	£2,653
4311	Grounds Maintenance	£7,615	£8,000	£1,369	£5,000	£5,100	£5,202	£5,306
4330	External Testing H&S	£418	£830	£0	£500	£510	£520	£530
4380	Capital Projects	£8,424	£5,000	£0	£8,000	£8,160	£8,323	£8,489
4400	Christmas Lighting	£3,137	£5,000	£1,124	£5,000	£5,100	£5,202	£5,306
4410	Footway Lighting Maintenance	£1,530	£3,810	£0	£3,890	£3,968	£4,047	£4,128
4430	Play Area & Equipment	£429	£3,000	£2,411	£4,500	£4,590	£4,682	£4,776
4440	Salt Bins	£340	£1,250	£1,230	£1,800	£1,836	£1,873	£1,910
4450	Street Furniture	£865	£3,000	£0	£2,000	£2,040	£2,081	£2,123
	Total Overhead Expenditure	£28,437	£34,990	£6,804	£33,805	£34,481	£35,171	£35,874
1130	Allotment	£586	£600	£598	£615	£627	£640	£653
	Total Income	£586	£600	£598	£615	£627	£640	£653
	Environment - Net Expenditure	-£27,851	-£34,390	-£6,206	-£33,190	-£33,854	-£34,531	-£35,221
140	Events & Publicity							
4500	Events	£1,869	£5,788	£1,838	£0	£0	£0	£0
4501	Art Exhibition	£0	£0	£1,558	£1,600	£1,632	£1,665	£1,698
4502	Xmas Festival	£0	£0	£0	£1,500	£1,530	£1,561	£1,592
4505	Other Events	£705	£200	£0	£500	£510	£520	£530
4510	Petuaria Press	£4,211	£5,000	£3,478	£8,000	£8,160	£8,323	£8,489

4515	Map & Walk leaflets	£0	£300	£0	£100	£102	£104	£106
4520	Website	£0	£100	£0	£230	£235	£240	£245
	Total Overhead Expenditure	£6,784	£11,388	£6,874	£11,930	£12,169	£12,413	£12,660
1100	Events Income & Donations	£19	£0	£613	£750	£765	£780	£796
1110	Sponsorship	£1,307	£900	£30	£900	£918	£936	£955
1115	Petuaria Press Adverts	£421	£2,000	£0	£500	£510	£520	£530
	Total Income	£1,747	£2,900	£643	£2,150	£2,193	£2,236	£2,281
	Events & Publicity - Net Expenditure	-£5,037	-£8,488	-£6,231	-£9,780	-£9,976	-£10,177	-£10,379
999	VAT Data							
515	VAT on Payments	£4,844	£5,000	£3,514	£5,200	£5,304	£5,410	£5,518
	Total Overhead Expenditure	£4,844	£5,000	£3,514	£5,200	£5,304	£5,410	£5,518
115	VAT on Receipts	£5,304	£5,000	£1,704	£5,200	£5,304	£5,410	£5,518
	Total Income	£5,304	£5,000	£1,704	£5,200	£5,304	£5,410	£5,518
	VAT - Net Expenditure	£460	£0	-£1,810	£0	£0	£0	£0
	Total Budget							
	Expenditure	£151,435	£169,512	£89,918	£169,085	£172,467	£175,918	£179,434
	Income	£170,639	£169,512	£166,878	£169,085	£172,467	£175,916	£179,435
	Net Expenditure	£19,204	£0	£76,960	£0	£0	-£2	£1

Appendix 3 – Financial Risk Assessment

Table 6. Financial risk assessment with the potential impact expressed as a percentage of the 2020-21 budget figure(s)

RISK	Analysis of Risk	2018/19 Budget	Potential Impact (as a %)	Quantitative Assessment of Risk
Small size of the authority (in comparison to principal authority)	Balance required to withstand budgetary problems due to relatively low asset and resource base.	£169,085	7.5	£12,681
Employee costs are greater than budgeted	Statutory payments increase above the level allowed for in the budget and/or there is a greater need for training.	£78,530	5	£3,927
Contractual inflation is greater than budgeted	A general increase of 2.5% has been assumed on expenditure, however, costs may increase above budgeted inflation.	£114,645	1.5	£1,720
Sponsorship reduced income	Sponsorship income does not reach the amount estimated in the budget.	£900	50	£450
Petuarria Press Advert reduced income	Petuarria Press Advert income does not reach the amount estimated in the budget.	£500	50	£250
Salt Bins	Winter might be worse than previous years and more salt will therefore be required.	£1,800	50	£900
Professional fees	In recent years the Council has had to make use of considerable professional and legal advice. The budget might not be enough for 2019-20.	£515	200	£1,030
Grounds Maintenance	Budget allocated to a new grounds maintenance contract is found to be insufficient.	£5,000	25	£1,250
Maintenance	An incident occurs which leads to urgent repair or renewal work.	£30,755	25	£7,689
Environmental Emergency	Funds put aside to assist with the response to natural disasters, such as, flooding and extreme bad weather.	£169,085	10	£16,909
				£46,805

Appendix 4 – Council Tax Base 2020-21

The tax base is a figure that is determined by ERYC annually in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 and is the baseline for setting council tax charges. This figure is based upon the estimated number of chargeable dwellings, expressed as the equivalent number of Band D dwellings, after allowing for reliefs, discounts and non-collection. See the information below for a detailed breakdown of the Elloughton cum Brough Town Council's Council Tax base.

DRAFT

Appendix 5 – Precept Leaflet 2020-21

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

Telephone: 01482 665600

Website: elloughtonbrough-tc.gov.uk



TOWN COUNCIL BUDGET 2020-21

INTRODUCTION

Elloughton cum Brough Town Council provides a range of services to residents. The Town Council remains in a healthy financial position this year and the 2020-21 budget will see it exercise careful financial management.

This leaflet has been put together to explain the amount the Town Council requests from the precept (Council Tax) paid to the East Riding of Yorkshire Council and how it is spent.

PRECEPT

For the 2020-21 financial year the Town Council has requested a precept of **£160,742**. There is a small increase in the total amount of precept collected because of new build homes. A 'Band D' equivalent property will be charged £41.08 which represents no change from 2019-20.

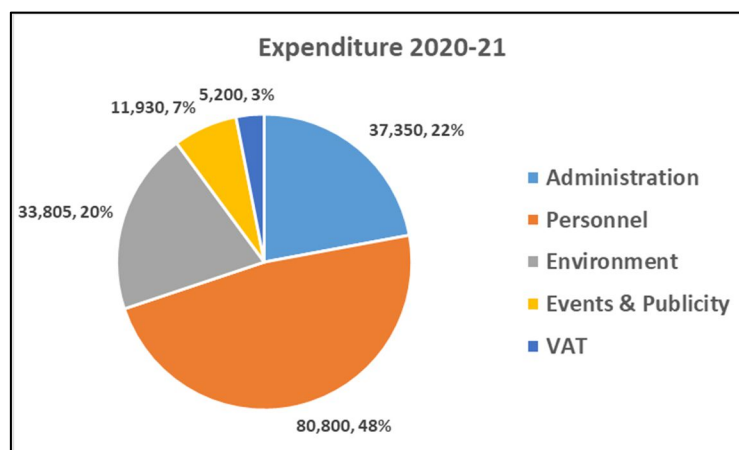
Financial Year	2019-20	2020-21
Receipts	£169,512	£169,085
Payments	£169,512	£169,085
Balance	£0	£0
Precept	£160,740	£160,740
Band D Equivalent Properties	3912.90	3912.90
Amount per Band D Equivalent	£41.08	£41.08

RECEIPTS

The budgetary situation regarding receipts is straight-forward, with the precept making up 95%. The remaining 5% is made up of VAT reclaims, bank interest and events sponsorship.

PAYMENTS

The situation regarding payments is slightly more complicated. Not unusually for a Council of its size a significant proportion of payments are allocated to personnel. 'Environment' payments relate to the maintenance of land and equipment. 'Administration' is made up mostly of payments relating to the office and statutory functions.



FUNCTIONS AND SERVICES

The Town Council carries out a range of functions as a statutory body and is the most local level of government. It has an important role in promoting the town, representing its interests and supporting the work of different groups in the community. More specifically it:

- Organises community events, such as, the Art Exhibition and Christmas Tree Festival
- Maintains a park and open spaces, such as, Elloughton Road Play Area
- Oversees the production and distribution of the Petuaria Press
- Provides several Bus shelters
- Provides and maintaining noticeboards
- Commissions Christmas Lights and manages over 50 lighting columns
- Maintains seats, litter bins, and grit bins
- Maintains the War Memorial at Brough Corner

GRANT FUNDING

Every year the Town Council provides grants to groups and organisations that serve the local community. In 2019-20 grant funding was provided to: Brough Voluntary Action, Elloughton cum Brough in Bloom, Elloughton Village Hall, The Burrs Playing Field Association and the Wolds and Riverbank Countryside Society.

A 'Community Grant Fund' also exists that groups and organisations can apply to which manage a project within the Town Council's area or provide a service to its residents.

PERSONNEL

The Town Council has a comparatively simple personnel structure with four members of staff: Town Clerk, Deputy Town Clerk, Administrative Assistant and Environmental Assistant. Occasionally agency staff or contractors are used, however, this is a separate arrangement outside the formal staff structure. The Town Clerk is the senior officer and fulfils the statutory roles of the Proper Officer and the Responsible Financial Officer.

COUNCILLORS

There are 11 Town Councillors serving the Town Council with one vacancy. They are elected every 4 years, the last elections having been in May 2019. All 12 Councillors provide their services on a voluntary basis and do not receive any remuneration. A list of current members can be found on the Town Council's website.

MEETINGS AND COMMITTEES

Meetings are open to members of the public and press. Agendas are posted on several Town Council noticeboards and can be accessed via the website. All Town Councillors attend Full Council meetings which take place on the third Tuesday of every month, except August. Many functions of the Council are delegated to Committees, which Town Councillors are appointed to at the Annual Meeting of the Town for one year, as follows:

- **Environment** – manages external property, land, functions and services
- **Events and Publicity** – manages issues relating to events and publicity
- **Finance and Strategic Planning** – contributes with setting the strategic direction of the Town Council and manages most financial processes
- **Personnel** – manages staffing issues, training (members and staff) and the office
- **Planning and Highways** – acts as the consultee for planning applications and the respondent on issues relating to licensing and highways

ITEM 9

Elloughton cum Brough Town Council

Address: 60 Welton Road, Brough, HU15 1BH
Write to: PO Box 124, Brough, HU15 1YH
Telephone: 01482 665600
Website: elloughtonbrough-tc.gov.uk



ADDRESS 1
ADDRESS 2
ADDRESS 3
ADDRESS 4

29 October 2019

Dear (((INSERT NAME))),

RE: Annual Grant 2020-21

Every year Elloughton cum Brough Town Council provides annual grant funding at the start of the financial year to various local community groups and organisations.

Your organisation was one that received an annual grant for the current financial year (April 2019 to March 2020).

As such I wanted you to be aware the Town Council has started the process of considering its budget for the next financial year.

A decision about which organisations will receive annual grant funding, and how much, is scheduled to be taken at a meeting of Full Council to be held on Tuesday 17 December 2019.

Enclosed you will find the Town Council's policy and an application form which I would be grateful if you could fill out. I have also enclosed a copy of the current Grant Policy for your information.

Please email or post the completed version back to me by 12:30pm on Monday 25 November 2019.

It should be noted that the Town Council has set aside a limited amount of budget for grants and that it wishes to support as many as possible. Whilst groups may apply for large grants there is no guarantee that they will receive the amount requested.

Please also note that the Town Council maintains a separate 'Community Grant Fund', to provide smaller amounts of funding for projects throughout the year.

Please do not hesitate to get in touch if you have any questions about any matter raised in this letter.

Yours sincerely,

A handwritten signature in black ink that reads "Tom Clay".

Tom Clay
Town Clerk to Elloughton cum Brough Town Council

Chairman 2019-2020 Councillor Martin Credland