

TYDD ST GILES PARISH COUNCIL

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Clerk D Gibbs

7th July 2024

To all Members of the Public and Press

You are invited to attend a meeting of Tydd St Giles Parish Council, which will be held in the Community Centre on **Thursday 11th July 2024 at 7.30pm**, for the purpose of transacting the following business.

Members of the public and press are invited to attend this meeting. A period not exceeding 15 minutes is made available at the beginning of the meeting, where residents so require, to enable a Public Forum to take place.

Yours sincerely

D Gibbs

Clerk/Proper Officer

A G E N D A

All members are reminded that they need to declare any personal or prejudicial interest and reason before an item discussed at this meeting, under the Model Code of Conduct Order 2001 No 3576.

Apologies for Absence

To receive and consider apologies for absence on behalf of those members not present.

021/24 Chairman's Announcements

To receive such announcements as the Chairman may wish to make to the Council.

022/24 Public Forum

To receive representations from members of the public regarding issues pertinent to the Council.

023/24 Urgent Items

The Chairman to report upon additional items for consideration which the Chairman deems urgent by virtue of the special circumstances now specified.

024/24 Confirmation of Minutes

- a) To consider and confirm the minutes of the Parish Council meeting held on Thursday 9th May*
- b) To consider and confirm the minutes of the Planning Committee meeting held on Thursday 20th June*

025/24 Matters Arising

To receive updates on the following items:

- a) Bus service - minute 009/24(a)*
- b) Trees in Hannath Road - minute 009/24(b)*

- c) *Foul Anchor bench - minute 009/24(d)*
- d) *Community Speedwatch group - minute 015/24(c)*

026/24 Police Matters

To receive a report on policing matters in the area since the last meeting.

027/24 Cambridgeshire County Councillor Report

To receive a report from Cllr Simon King.

028/24 Fenland District Councillor Report

To receive reports from Cllrs Brenda Barber, Samantha Clark and Chris Seaton.

029/24 Clerk’s Report

To receive a report on meetings attended and correspondence received.

030/24 Reports from Members

To receive updates on the following matters from the Clerk and members of the Council:

- a) *Cllr Allen - Communications, Foul Anchor & Four Gotes*
- b) *Cllr Carter - Community Centre and play equipment*
- c) *Cllr Connell - Highways*
- d) *Cllr Malin - Armed forces, flooding, Kinderley School*
- e) *Cllr Clifton - Public rights of way, churchyard, trees*
- f) *Cllr Slade - Street lights, parish assets*

031/24 Member and Parishioner Issues

To discuss the following matters brought to the attention of the Council by Members or Parishioners:

- a) *Allotments*
- b) *Vacant property in Sapphire Close*

032/24 Community Centre and Recreation Ground

- a) *To receive a progress report on the application to the VCSE Energy Efficiency scheme.*
- b) *To receive a progress report on the application to the Grange Windfarm Community Benefit Fund.*

033/24 Finance

- a) *To receive an updated financial statement for the period to the end of June.*
- b) *To note the following sum received since the last meeting:*

Barclays Bank (interest).....£ 67.27

- c) *To ratify the following payments issued since the last meeting:*

Identity Plus (badges)£ 7.44
 NEST (pension contributions)£ 293.18
 Information Commissioner (registration)£ 35.00

- d) *To approve the following payments:*

D Gibbs (salary June and July)£ 1,498.50
 Tydd St Giles CC&RG (hall hire)£ 188.00
 Nurture Landscapes Ltd (grass cutting).....£ 1,079.18
 CAPALC Ltd (training courses)£ 130.00

- e) *To review the new financial regulations and resolve accordingly.*
- f) *To consider options for the appointment of an internal auditor.*

034/24 Date of Next Meeting

*To confirm the date and time of the next meeting of the Council:
Thursday 12th September at 7.30pm is suggested.*

TYDD ST GILES PARISH COUNCIL

Minutes of the Annual Meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 9th May 2024

Present - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr G Clifton, Cllr M Connell, Cllr K Malin, Cllr L Slade, Cllr S King (CCC), D Gibbs (Clerk), 6 members of the public

Apologies for Absence - Cllr B Barber (FDC), Cllr S Clark (FDC), Cllr C Seaton (FDC)

001/24 Election of Chairman for the Municipal Year 2024/25

Cllr Brown was nominated by Cllr Slade, seconded by Cllr Carter and duly elected. He signed his declaration of acceptance, witnessed by the Clerk.

002/24 Election of Vice Chairman for the Municipal Year 2024/25

Cllr Malin was nominated by Cllr Allen, seconded by Cllr Connell and duly elected. He signed his declaration of acceptance, witnessed by the Clerk.

003/24 Chairman's Announcements

None.

004/24 Pathfinder Clean Energy Presentation

No representatives of the company were present.

005/24 Public Forum

No items were raised.

006/24 Urgent Items

None.

007/24 Annual Meeting of the Parish Council

- a) Delegation to committees - Members resolved to maintain the status quo.
- b) Members reviewed and readopted the terms of reference for the Planning Committee.
- c) Members reviewed and adopted the new model standing orders. The Clerk informed them that the new model financial regulations were published too late to be considered at this meeting. They resolved to consider the new financial regulations at the next meeting.
- d) The Clerk reported that the policy is due for renewal on 1st June and the broker has recommended a new policy underwritten by Ansvar Insurance on similar terms to the current policy. The Clerk is negotiating the details.
- e) The Clerk reminded members that they hold subscriptions to the Cambridgeshire and Peterborough Association of Local Councils, Cambridgeshire ACRE and the Campaign to Protect Rural England. Members resolved to continue all three subscriptions.
- f) The register of assets has been updated to include recent purchases and the total value of assets now stands at £406,606. Members queried the values shown for the MVAS signs and defibrillators. The Clerk explained that the asset register values reflect the price paid

for each item rather than the replacement value. The Clerk agreed to check these figures and to ensure that appropriate figures are used in relation to the insurance cover to provide for replacement items.

- g) Members resolved to meet on the second Thursday of alternate months, namely 11 July, 12 September, 14 November (reserve date 21 November), 9 January 2025, 13 March and 8 May.

008/24 Confirmation of Minutes

- a) RESOLVED - that the minutes of the meeting held on Thursday 14th March be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the meeting of the Planning Committee held on Thursday 11th April be agreed and signed as a true and accurate record.

009/24 Matters Arising

- a) Bus service - The meeting with neighbouring Councils will take place in May.
- b) Trees in Hannath Road - No progress has been made and Cllr King suggested to the Council that a formal complaint be submitted in an attempt to resolve the impasse.
- c) Roadside verges - No further update.
- d) Foul Anchor bench - Options for the repair or replacement of the bench and possible relocation will be considered as part of the wider environmental improvement scheme for Foul Anchor.
- e) Annual Parish Meeting - The Chairman reported that the meeting was well attended. He thanked Paul Sharman from the North Level District Internal Drainage Board for an interesting presentation and the representative of local organisations for their contributions.
- f) The Chairman reported that the new portrait of His Majesty The King had been hung in the Community Centre.

010/24 Police Matters

The Chairman reported that no meetings had taken place. Cllr Malin expressed the view that the Police or the Police and Crime Commissioner should attend Parish Council meetings. The Clerk reported that the District Council had prosecuted two people for fly-tipping in Tydd St Giles.

011/24 Cambridgeshire County Councillor Report

Cllr King presented his report, previously circulated. The Chairman thanked him for providing information regarding funding opportunities available through the Cambridgeshire Community Foundation. He also expressed disappointment that the Council's application for funding from the County Council's Communities Capital Fund had not been successful.

012/24 Fenland District Councillor Reports

In the absence of the District Councillors, no report was received.

013/24 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a training session on procurement, a consultation on environmental improvements with residents in Foul

Anchor, a National Grid project briefing, traffic orders for works in Middle Broad Drove and Hannath Road, and a forthcoming Golden Age Fair in the Community Centre on 13th September. Members agreed to cover the cost of hiring the Community Centre for the Golden Age Fair.

014/24 Reports from Members

- a) Cllr Allen - Communications, Foul Anchor and Four Gotes - Cllr Allen reported that he is exploring options for the creation of an online calendar of village events and activities, as suggested at the Annual Parish Meeting. He noted that there had been reports on Facebook of bonfires in Foul Anchor during the bank holiday weekend. Comments were also posted about unsafe driving, including vehicles being driven at high speeds after dark with their lights out. It was not clear whether this information had been reported to the Police.
- b) Cllr Carter - Community Centre and Play Equipment - The new picnic benches have been delivered and will be installed soon. A burglar alarm has also been fitted. A surveyor has visited the Centre to provide data to support a new funding application for an air source heating system. Concern has been expressed regarding the performance of the grass cutting contractor and Cllr Carter is pursuing this. The bolts holding the top of the seesaw down are coming loose. Cllr Carter will rectify this.
- c) Cllr Connell - Highways - No further items to report.
- d) Cllr Malin - Armed forces, flooding, Kinderley School - Cllr Malin noted that there is a Veterans' Breakfast Club at Bygones Café in Wisbech. He has attended flooding refresher training. Kinderley School has been inspected by Ofsted and the inspectors were pleased with the progress made since their previous visit.
- e) Cllr Clifton - Public rights of way, churchyard, trees - Cllr Clifton reported that he has been appointed by the Parochial Church Council to cut areas of the churchyard not included within the Council's contract. He is looking at maps to familiarise himself with the public rights of way in the Parish and will be inspecting them during the summer months. The Clerk offered to assist with the identification of the various rights of way.
- f) Cllr Slade - Street lights and parish assets - The locations and numbers of the lights in Foul Anchor have been confirmed. The long-standing replacements remain uncompleted.

015/24 Member and Parishioner Issues

- a) National Grid Eastern Green Link - The Clerk explained that this is a new project, unrelated to the recent Grimsby to Walpole proposal that will bring power from Aberdeen to Walpole. It does not pass through the Parish, however the proposal is for a sub-sea cable that will run underground when on land; a solution considered undeliverable for the Grimsby to Walpole line.
- b) Caravans at Foul Anchor - A number of caravans arrived in Foul Anchor in late April and have been placed on a field in Bedford Row. The Police have visited the site.
- c) Community Speedwatch - Several residents have volunteered to join the Speedwatch group and a Coordinator has come forward. The Clerk will discuss next steps with the Police.
- d) Newgate Road drainage - Cllr Clifton expressed concern regarding the missing drain cover in Newgate Road and the condition of the roadside dyke. Cllr King offered to discuss the missing cover with Highways.

016/24 Community Centre and Recreation Ground

- a) The wooden junior multi-play tower is the last of the original items of play equipment and has reached the end of its life. Repairs have been carried out in recent years, but it is no longer viable to keep repairing it. A quote of around £10,000 has been received for the supply and installation of a similar item, excluding the cost of removing the existing tower. Members resolved to submit an application to the Grange Windfarm Community Benefit Fund for £5,000. The Clerk will prepare and submit the application.
- b) The County Council has offered to provide charging points in community building car parks at no cost to the host venue. Members discussed the offer and resolved to invite the Community Centre Management Committee to submit an expression of interest.
- c) Members discussed quotes from Playsafety Ltd and Fenland Leisure Products Ltd for the annual inspection of the play equipment. They resolved to appoint Playsafety Ltd to carry out the inspection.

017/24 Planning

Members considered three applications and resolved as follows:-

- a) F/YR24/0291/O - Erect 4 x dwellings (outline application with all matters reserved) - Land North of Tydd Steam Brewery, Kirkgate, Tydd St Giles

Cllrs Brown and Carter declared non-pecuniary interests in this application as Trustees of the Brigstock & Wrens Charity and took no part in the discussion or vote. Cllr Malin took the Chair for this application. Members expressed the view that the scale of the proposed development is in keeping with the other recent additions to Kirkgate and will form part of an evenly spaced row of similar properties providing quality homes for families. The land is currently owned by the Parish Charity and the sale proceeds will enable them to invest in supporting individuals, organisations and facilities within the Parish of Tydd St Giles for many years to come, resulting in an immeasurable contribution to the local community and way of life. They resolved to express strong support for this development.

- b) F/YR24/0327/F - Convert existing double garage/workshop to an annexe (2-storey 2-bed) (part retrospective) - Fir Tree Farm, Bees Lane, Tydd St Giles

Members noted that the applicant has submitted no design and access statement or other documentary evidence regarding the need for, or proposed use of, an annexe. The original application had the appearance of a residential property and there is no evidence that the recently-completed building has been used for its intended agricultural purpose. Members were of the opinion that an application for a residential dwelling at this location two years ago would have been unlikely to secure consent, and that the same rules should be applied in respect of the proposed conversion. The Council resolved to object to the application.

- c) F/YR24/0382/TRTPO - Felling of 1no Sycamore tree covered by TPO 04/1975 - Sycamore Lodge, Broad Drove East, Tydd St Giles

Members noted that there has been evidence of the deterioration of these trees over a number of years with several trees already removed. They welcomed the commitment to plant a replacement tree and resolved to support the application.

018/24 Finance

- a) Members approved the internal accounts for the 2023/24 financial year.

- b) Members reviewed and approved the Governance and Management Risk Assessment.
- c) Members approved the Internal Audit Report. There were no matters requiring attention.
- d) Members reviewed and approved the Annual Governance Statement 2023/24 and authorised the Chairman to sign it.
- e) Members reviewed and approved the Accounting Statements 2023/24 and authorised the Chairman to sign it.
- f) Members resolved that the period for the exercise of public rights be from Monday 3 June to Friday 12 July.
- g) The Clerk advised Members that the Internal Auditor Ivan Cooper had retired. He had been unable to locate a suitable replacement. Members agreed to defer the appointment until the next meeting.
- h) The Clerk presented the financial statement as at the end of April showing income of £9,000.00, expenditure of £300.21, resulting in a surplus of £8,699.79 and funds held of £48,196.59.

i) Members noted the following sums received since the last meeting:-

Barclays Bank (interest).....	£ 67.02
HMRC (VAT refund)	£ 1,491.10
Fenland District Council (precept).....	£ 9,000.00

j) Members ratified the following payments made since the last meeting:-

Defibstore (battery).....	£ 336.00
NEST (pension contributions)	£ 146.39
NBB Recycled Furniture Ltd (picnic tables)	£ 2,160.00
HMRC (national insurance).....	£ 23.34
T Brown (expenses).....	£ 126.78

k) Members approved the following payments:-

D Gibbs (salary April and May)	£ 1,498.50
Tydd St Giles CC&RG (hall hire)	£ 144.00
I Cooper (audit fee).....	£ 160.00
North Level District Internal Drainage Board (drainage rates)	£ 604.22
CAPALC Ltd (affiliation fee).....	£ 517.01
CAPALC Ltd (training course).....	£ 40.00
Cambridgeshire ACRE (subscription)	£ 65.00

019/24 Confidential Item

Members resolved to exclude the press and public from the meeting by reason of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960, paragraph 1(2).

Members discussed a request from a tenant to terminate a tenancy and resolved to accede to the request, subject to specific conditions to safeguard the Council’s interests.

102/23 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 11th July at 7.30pm in the Community Centre.

The meeting closed at 9.30pm

TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of the Planning Committee of Tydd St Giles Parish Council held in the Community Centre on Thursday 20th June 2024

Present - Cllr T Brown (Chairman), Cllr B Allen, Cllr M Carter, Cllr K Malin, Cllr B Barber (FDC), D Gibbs (Clerk), 3 members of the Pathfinder Clean Energy Community Relations Team, 15 members of the public

001/24 Apologies for Absence

Cllr G Clifton, Cllr M Connell, Cllr L Slade

002/24 Election of Chairman and Vice Chairman

- a) Cllr Brown was nominated as Chairman by Cllr Allen, seconded by Cllr Carter and duly elected.
- b) Cllr Malin was nominated as Vice Chairman by Cllr Allen, seconded by Cllr Carter and duly elected.

003/24 Planning Applications

- a) F/YR24/0457/F - Installation of 49.9MW ground mounted solar photovoltaic panels with associated battery storage, substation and ancillary plant and infrastructure, and erection of 2.0m high (max height) security fencing and 3.0m high pole mounted CCTV cameras - Land at Treading Field, Treading Drain, Tydd St Giles

Representatives from Pathfinder Clean Energy presented their proposals and answered questions. Having heard and considered the presentation on behalf of the applicant and the views of the members of the public present at the meeting, the Council is unable to support the application until the following matters are resolved:

1. At the meeting, the developer's representatives gave a commitment for £7,000 (assumed to be index linked) per annum to be provided for ten years to a Community Benefit Fund for Tydd St Giles. The Parish Council challenged that this should be extended to a period of 40 years matching the life of the project. This is the time frame of community benefits offered by the developers of the adjacent Treading Bank solar farm and is consistent with many other solar farms.
2. Confirmation to be provided as to the qualifications and experience of the firm which prepared the Agricultural Land Classification Soil Survey, in light of the related concerns raised in the Written Ministerial Statement by the Energy Secretary in May 2024. Also, a clearer explanation of the results of this soil survey which downgraded the majority of the land from MAFF Grade 2 classification to Grade 3a. How clearcut was the conclusion that the land is 3a rather than 2? It appears to be a very marginal determination. We suggest Fenland District Council engages relevant experts to critically appraise the soil survey.
3. A satisfactory explanation should be provided for the high ratio of land use area per MW of output energy. This development is estimated to use 2.81 hectares per MW whereas the adjacent Treading Bank solar farm is expected to be only 1.46

hectares per MW, and the neighbouring Meridian proposal at Crowland only 1.20 hectares per MW. The national policy statement for renewable energy (EN-3) on page 90 states that a solar farm requires between 2 and 4 acres (0.80 - 1.62 hectares) per MW. There seems to be scope to reduce the loss of Best and Most Valuable agricultural land by improving the efficiency of land use in line with other solar farms and best practice guidance.

4. PACE should provide a detailed justification for their decision to limit their site search to a 1km corridor either side of the 132kv power line as this restriction may have unnecessarily ruled out other potentially more preferable sites.

5. The construction of this facility would result in considerable damage to fragile narrow rural roads. Will the cost of rectification be borne by the developer and not become a burden on the public purse and what process will be established to ensure that this is the case?

6. The Elloe Bank bridleway forms a key section of an important rural equestrian network to the west of the Parish. How will this be made safe during the construction period and what measures will be included to ensure that it retains its rural appearance in perpetuity after the completion of the development?

7. Noise levels - notwithstanding the favourable conclusions in the noise report regarding forecast noise levels, the developer should commit to monitoring actual noise levels once the solar farm is operational and to introduce further mitigation if significant adverse noise impacts are experienced in practice.

- b) F/YR24/0455/VOC - Variation of condition 09 (Hedge Retention) of planning permission F/YR20/1211/F (Erect a 6-bed 3-storey dwelling with garage and temporary siting of a mobile home during construction) to enable changes to front boundary hedge and include a post and rail fence 1.2m high (max) - Plot 1, Land West of Magnolia Cottage, Kirkgate, Tydd St Giles

Members expressed the view that the removal of the ancient hedgerow was a deliberate act in contravention of a known planning condition and that if such matters are to be tolerated, they should not be included in the conditions attached to the granting of permission. Members resolved to object to the application.

004/24 Update on Recent Planning Applications

F/YR22/0368/F at Tydd Golf Club is pending.

F/YR23/0958/O at Land South of Hall Bank is pending.

F/YR23/1073/F at Land East of Cirston House, Hockland Road is pending.

F/YR24/0034/O at Land North of Windy Willows, Church Lane was granted.

F/YR24/0239/F at Land South of Elton House, Church Lane was granted.

F/YR24/0291/O at Land North of Tydd Steam Brewery, Kirkgate is pending.

F/YR24/0239/F at Fir Tree Farm, Bees Lane was granted.

F/YR24/0382/TPO at Sycamore Lodge, Broad Drove East is pending.

005/24 Other Planning Matters

None.

The meeting closed at 8.45pm.

DRAFT

Report from Councillor Simon King

Dear colleagues,

Please see the updates below. Thank you very much for agreeing to post these on the parish website. Unfortunately I am unable to attend tonight as I have another commitment. As always, do remember you are very welcome to contact me at any time if anything arises with which I can help.

With my very best wishes,
Simon
07939 696322

From the parish council minutes:

"Newgate Road drainage - Cllr Clifton expressed concern regarding the missing drain cover in Newgate Road and the condition of the roadside dyke. Cllr King offered to discuss the missing cover with Highways"

Has this been replaced?

Update on the timescale of the Local Highway Initiatives

I have received this from the Senior Project Manager, Design & Delivery:

"The recommended delivery programme for this funding round will then be taken to September's Highways & Transport committee meeting for approval. All applicants will be updated following this meeting"

Update on bus service provision

As I have received this from Cllr Seaton, who is the Portfolio Holder for Transport on Fenland District Council, it would be very helpful if you could contact him directly at cseaton@fenland.gov.uk:

"Thank you for your offer of help in requesting Parish Councils to provide details of bus service requirements. I cannot give assurances that PC's will get all they ask for but the Cambridgeshire & Peterborough Combined Authority need to hear the voices of the rural areas which are so badly served by public transport. Whilst I will continue to lobby the CPCA for a total re-appraisal of their current services much will depend on whether the authority is successful in the next BSIP round of funding and if so, the level of that grant. I look forward to receiving any information you are able to provide. Again, many thanks for your help."

I have also received this from the Assistant Director Transport of the Cambridgeshire & Peterborough Combined Authority, the body responsible for bus services:

"The website link is below and this covers the detail of the 30 new/improved bus services with a short survey.

[Better Buses - Cambridgeshire & Peterborough Combined Authority](http://cambridgeshirepeterborough-ca.gov.uk)
[\(cambridgeshirepeterborough-ca.gov.uk\)](http://cambridgeshirepeterborough-ca.gov.uk)

We are working with the Cambridgeshire and Peterborough Association of Local Councils (CAPALC) to hopefully host some sessions on the detail of the services that are now in the public domain."

Following a request I made to the Leader of Cambridgeshire County Council, who is also the a member of the Cambridgeshire & Peterborough Combined Authority Board, I received this:

“Cllr Nethsingha would be available to meet on 9th July at 3.30pm at Newton-in-the-Isle village hall”

At Cllr Nethsingha’s request, she is now looking at another date in July:

“Following my previous email, Cllr Nethsingha feels that for the above meeting to have most value, it is important for the relevant officer(s) from the Cambridgeshire & Peterborough Combined Authority to attend. Unfortunately as no one is available on 9/7, I will email you about a future date as soon as I have heard from Cllr Nethsingha.”

Weed spraying

I have received this:

Week commencing 1st July 2024:

“Newton

Tydd St Giles

Gorefield

Leverington

Wisbech St Mary

Parson Drove”

Update on Bellamy’s Bridge

“funding is in place to provide new warning signs and road markings and any minor improvements that are identified”.

I have received this update:

“The remit of this project is to consider quick win options, including new warning signage and road markings, review existing speed limit and reduce if possible as well as more complex solutions including junction re-alignment. Funding will allow completion of an options report to identify improvements in this area and then fund construction of any minor improvements identified as 'quick wins.'

Your monthly progress update is as follows:

Options report to be commissioned via a package of competitively tendered similar schemes in order to get best value. The tender will be advertised towards the end of May, with award of contract anticipated to be completed by mid-July. Design work will then be programmed providing a suitable option is identified and subject to budget availability. Options reports are expected to be complete by end of quarter 3, with consultation to follow in quarter 4.

We will be in touch with a further update in a month’s time”

School places

I have received this from the Leader of the County Council Conservative group:

“An increasing number of parents have raised concerns that their children are not being offered places in their first-choice schools. We are looking into what has gone wrong with this current administration’s approach, that worked so well in the past. In some areas such as Godmanchester and elsewhere the Joint administration decided to close schools. In others such as Wisbech they delayed building a new one, which means over 40 children could be transported miles on a daily basis to receive any education. As we look into this further, we hope to find out not only what went wrong, but also help parents navigate the difficult process of appeals, should they be caught in this mess”

Agenda Item No.	029/24	TYDD ST GILES PARISH COUNCIL
Meeting Date	11 July 2024	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

VCSE Energy Efficiency funding webinar - 22 May
 Fens Reservoir webinar - 30 May
 National Grid Eastern Green Link webinar - 6 June
 Cambridgeshire ACRE Centenary Event - 13 June

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletin
 Cambridgeshire Matters newsletter
 Highway operations standards - weed spraying
 Delay to LHI and 20mph application process
 Holiday Activities and Food Programme

Fenland District Council

Active Fenland new activity programme
 £20million for Wisbech Board appointments
 Warning about battery disposal
 New app to spot modern slavery at car washes
 Street light maintenance contract retendering
 Fenlander newsletter
 Cyber-crime, scams and fraud warnings

National Association of Local Councils

Newsletter, bulletin and events, Good Councillor's Guide

Cambridgeshire & Peterborough Association of Local Councils

Training courses and bulletin, planning webinars

Cambridgeshire ACRE

Rural Affordable Housing Mythbuster Tour

Queen Elizabeth Hospital

Modernising our hospital newsletter

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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Tydd St Giles Parish Council

Income & Expenditure Summary as at 30.6.24

Income	Year to Date	Budget	%
FDC Precept	£ 9,000.00	£ 18,000.00	50.00
FDC Concurrent Functions Grant	£ -	£ 2,791.00	0.00
Allotment Rents	£ -	£ 8,844.00	0.00
Allotment Rates	£ -	£ 600.00	0.00
Community Centre	£ -	£ -	0.00
Grants	£ -	£ -	0.00
Donations	£ -	£ -	0.00
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ 67.27	£ 200.00	33.63
VAT Refunds	£ -	£ 2,450.00	0.00
Miscellaneous	£ -	£ -	0.00
Total Income	£ 9,067.27	£ 32,885.00	27.57

Expenditure

Clerk's Salary	£ 1,961.61	£ 11,200.00	17.51
Fees	£ 195.00	£ 410.00	47.56
Subscriptions	£ 582.01	£ 610.00	95.41
Admin Expenses	£ 202.94	£ 950.00	21.36
Insurance	£ 607.49	£ 600.00	101.25
Drainage Rates	£ 604.22	£ 600.00	100.70
Recreation Ground	£ -	£ 6,435.00	0.00
Churchyard	£ 103.35	£ 5,000.00	2.07
Community Centre	£ -	£ 3,500.00	0.00
Street Lights	£ -	£ 6,600.00	0.00
Section 137 Payments	£ -	£ 500.00	0.00
Parish Land	£ -	£ -	0.00
Foul Anchor	£ 185.66	£ 550.00	33.76
Highways	£ -	£ 1,000.00	0.00
Recoverable VAT	£ 29.76	£ 2,673.95	1.11
Total Expenditure	£ 4,472.04	£ 40,628.95	11.01

Summary

Total Income	£ 9,067.27
LESS Total Expenditure	£ 4,472.04
Net Surplus or Deficit	£ 4,595.23

Balance Sheet

Balance B/fwd 1.4.24	£ 39,496.80
Surplus or Deficit	£ 4,595.23
Balance C/fwd	£ 44,092.03

Represented by

Barclays Current Account	£ 13,353.74
Barclays Business Saver	£ 18,056.57
NatWest Current Account	£ 12,681.72
Cash / Cheques	£ -
	£ 44,092.03

TYDD ST GILES PARISH COUNCIL

DRAFT FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales - A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. 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 control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**

- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of **£5,000**; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future 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.

- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
- 4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed **£10,000** including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than **£3,000** excluding VAT the Clerk shall seek at least three fixed-price quotes;
- 5.9. where the value is between **£500** and **£3,000** excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below **£500** excluding VAT.
 - the Clerk, in consultation with the Chair of the Council, for any items below **£2,000** excluding VAT.
 - the council for all items over **£5,000**;
- Such authorisation must be supported by a minute or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to **£1,000** excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above **£250** excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays Bank and National Westminster Bank. The arrangements shall be reviewed annually for security and efficiency.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year, the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to **£500** excluding VAT, within an agreed budget.
 - ii. payments of up to **£2,000** excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the 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.
 - iv. 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.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A

detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and included in the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. 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 in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to **£250** including VAT, incurred in accordance with council policy.

10. Petty Cash

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

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

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

- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software. Any repayment claim under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The Clerk shall be responsible for the care and custody of stores and equipment.
- 15.2. 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.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their 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.
- 16.3. 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.
- 16.4. No interest in land 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. In each case a written report 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 where required by law).

- 16.5. 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, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.3. 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 by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any 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.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. 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.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where 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, 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.