

TYDD ST GILES PARISH COUNCIL

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Clerk D Gibbs

2nd May 2025

To all Members of the Public and Press

You are invited to attend the Annual Meeting of Tydd St Giles Parish Council, which will be held in the Community Centre on **Thursday 8th May 2025 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.

001/25 Election of Chairman for the Municipal Year 2025/26

To elect the Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office.

002/25 Election of Vice Chairman for the Municipal Year 2025/26

To elect the Vice Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office.

003/25 Chairman's Announcements

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

004/25 Public Forum

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

005/25 Urgent Items

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

006/25 Annual Meeting of the Parish Council

To consider and resolve on the following matters:

- a) *Review of delegation arrangements to committees*
- b) *Review of terms of reference and membership of the Planning Committee and Land Committee*
- c) *Adoption of new standing orders and financial regulations*
- d) *Confirmation of insurance arrangements*
- e) *Review of the Council's subscriptions to other bodies*
- f) *Confirmation of the Council's register of assets as at 31st March 2025*
- g) *Confirmation of meeting dates for the municipal year. The following are suggested - 10 July, 11 September, 13 November, 8 January, 12 March, 14 May*

007/25 Confirmation of Minutes

- a) *To consider and confirm the minutes of the Parish Council meeting held on Thursday 13th March*
- b) *To consider and confirm the minutes of the Planning Committee meeting held on Wednesday 9th April*
- c) *To note the minutes of the Parish Land Committee meeting held on Thursday 24th April*

008/25 Matters Arising

To receive updates on the following items:

- a) *Bus service - minute 091/24(a)*
- b) *Trees in Hannath Road - minute 091/24(b)*
- c) *Community Gritting scheme - minute 091/24(e)*
- d) *Community Speed Watch group - minute 091/24(f)*
- e) *District Council Infrastructure Delivery Plan - minute 091/24(h)*
- f) *Bird deflectors on overhead power lines - minute 097/24*
- g) *Former Village School - minute 100/24*

009/25 Police Matters

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

010/25 Cambridgeshire County Councillor Report

To welcome Cllr Andy Osborn as the newly-elected County Councillor for the Roman Bank and Peckover division.

011/25 Fenland District Councillor Report

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

012/25 Clerk's Report

To receive a report on meetings attended and correspondence received.

013/25 Reports from Members

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

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

014/25 Member and Parishioner Issues

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

- a) *Water quality in the Shire Drain*
- b) *Overgrown wasteland between Newgate Road and Field Avenue*

015/25 Annual Parish Meeting

To discuss and finalise the arrangements for the meeting.

016/25 Planning

To consider the following applications and agree a response to the planning authority:

- a) *F/YR25/0313/VOC - Variation of condition 06 (Approved Plans) relating to planning permission F/YR24/0239/F (Erect 1 x dwelling (2-storey 4-bed), and culvert drain for formation of a new access (part retrospective)) to enable repositioning of buildings on site plan - Land South of Elton House, Church Lane, Tydd St Giles*
- b) *F/YR25/0320/RM - Reserved Matters application relating to detailed matters of, access, appearance, landscaping, layout and scale pursuant to appeal decision APP/D0515/W/22/3313051, relating to planning application F/YR22/0674/O for the erection of 1 dwelling - Land West of Pitt Cottage, Fold Lane, Tydd St Giles*

017/25 Finance

- a) *To approve and sign the internal accounts for 2024/25*
- b) *To approve the statement of reserves as at 31st March*
- c) *To receive and adopt the final budget for 2025/26*
- d) *To review the Council's fees and charges*
- e) *To review the mandates for the Council's bank accounts and resolve accordingly*
- f) *To consider the use of electronic payments for the Council's expenditure and to resolve accordingly*
- g) *To review and approve the Governance and Management Risk Assessment*
- h) *To approve the Internal Audit Report and agree an action plan to address issues raised (if any)*
- i) *To consider and approve the content of the Annual Governance Statement 2024/25*
- j) *To approve the Accounting Statements 2024/25*
- k) *To confirm the dates of the period for the exercise of public rights*
- l) *To review the internal audit arrangements and confirm the appointment of an Internal Auditor for 2025/26*
- m) *To consider options for the future use of the power under Section 137 of the Local Government Act 1972*
- n) *To note the renewal of the Council's insurance policy under a three-year agreement ending on 31st May 2026*
- o) *To receive an updated financial statement for the period to the end of April*
- p) *To note the following sums received since the last meeting:*

Barclays Bank (interest).....	£	64.34
HMRC (VAT refund)	£	2,673.95
C Howlett (land rent)	£	2,644.09
Fenland District Council (precept).....	£	12,800.00
J Parker (allotment rent)	£	50.00
- q) *To ratify the following payments issued since the last meeting:*

Nurture Landscapes Ltd (grass cutting).....	£	436.69
M J Carter (expenses)	£	21.55
Mike O'Dwyer Ltd (noticeboard).....	£	503.99
NEST (pension contributions)	£	302.86
Boston Seeds (meadow seed)	£	67.99
Nurture Landscapes Ltd (grass cutting).....	£	533.23
HMRC (national insurance).....	£	34.47
- r) *To approve the following payments:*

D Gibbs (salary April and May)	£	1,547.94
Cambridgeshire ACRE (subscription)	£	72.00
Business Services at CAS Ltd (insurance).....	£	605.96

018/25 Date of Next Meeting

To confirm the date and time of the next meeting of the Council:

Thursday 10th July at 7.30pm is suggested.

Tydd St Giles Parish Council

Planning Committee Terms of Reference

Objective

- i. Tydd St Giles Parish Council is a statutory consultee in respect of planning applications received by Fenland District Council relating to the Parish of Tydd St Giles.
- ii. The Planning Committee is constituted to consider and respond to planning applications and other planning consultations on behalf of the Parish Council.
- iii. All matters relating to the Planning Committee shall be governed by, and conducted in accordance with, the Parish Council's Standing Orders.

Membership

- i. Membership shall comprise all members of the Parish Council to be reviewed annually at the Annual Meeting of the Council.
- ii. The Chairman and Vice Chairman of the Council shall be *ex-officio* members of the Planning Committee.
- iii. A quorum shall consist of three members of the Committee.
- iv. The Chairman and Vice Chairman of the Committee shall be elected by the Committee at its first meeting after the Annual Parish Council meeting.

Meetings

- i. The Committee shall meet as required when consulted by the relevant planning authorities.
- ii. The Chairman or the Clerk may call additional meetings at any time to enable any relevant matter to be considered within designated timescales.
- iii. A minimum of three clear days notice shall be given for each meeting.
- iv. The Committee shall ensure that all correspondence received by the Clerk prior to the meeting from all relevant parties is considered at the meeting.

Decisions

- i. Minutes of all meetings shall be compiled by the Clerk and distributed to the members of the Committee.
- ii. A record of all planning applications, together with the responses and eventual outcome, shall be reported to the Parish Council and noted in the Council's minutes.
- iii. The Clerk shall communicate the Committee's decision in respect of each application considered to Fenland District Council within the designated consultation period.

Review

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Council.

Tydd St Giles Parish Council

Parish Land Committee Terms of Reference

Objective

- i. Tydd St Giles Parish Council owns five parcels of land in the Parish, including part of the Recreation Ground and agricultural land let under Farm Business Tenancy agreements and as garden allotments.
- ii. The Parish Land Committee is constituted to consider and determine matters relating to the agricultural land on behalf of the Parish Council.
- iii. The Recreation Ground is managed by the Parish Council in conjunction with the Tydd St Giles Community Centre and Recreation Ground charity and therefore falls outside the remit of this committee.
- iv. All matters relating to the Parish Land Committee shall be governed by, and conducted in accordance with, the Parish Council's Standing Orders.

Membership

- i. Membership shall comprise four members of the Parish Council to be reviewed annually at the Annual Meeting of the Council.
- ii. The Chairman and Vice Chairman of the Council shall be *ex-officio* members of the Parish Land Committee.
- iii. A quorum shall consist of three members of the Committee.
- iv. The Chairman and Vice Chairman of the Committee shall be elected by the Committee at its first meeting after the Annual Parish Council meeting.

Meetings

- i. The Committee shall meet as necessary when relevant matters require consideration.
- ii. The Chairman or the Clerk may call additional meetings at any time to enable any relevant matter to be considered within designated timescales.
- iii. A minimum of three clear days notice shall be given for each meeting.
- iv. The Committee shall ensure that all correspondence received by the Clerk prior to the meeting from all relevant parties is considered at the meeting.

Decisions

- i. The Committee has delegated authority to determine matters on behalf of the Parish Council.
- ii. Minutes of all meetings shall be compiled by the Clerk, distributed to the members of the Committee, and signed by the Chairman of the Committee at the next meeting of the Committee or if no meeting is scheduled, at the next meeting of the Council.
- iii. Minutes of all meetings shall be reported to the next meeting of the Parish Council and noted in the Council's minutes.

Review

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Council.



TYDD ST GILES PARISH COUNCIL STANDING ORDERS

Adopted by the Council on 8 May 2025

To be reviewed annually at the Annual Meeting of the Council

**National Association of Local Councils (NALC)
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London
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1. Rules of Debate at Meetings

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

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

2. Disorderly Conduct at Meetings

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

3. Meetings Generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.

- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- r **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be**

by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of Councillors who are present and the names of Councillors who are absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of two hours.

4. Committees and Sub-Committees

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

5. Ordinary Council Meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary Meetings of the Council, Committees and Sub-Committees

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**
- c The Chair of a committee may convene an extraordinary meeting of the committee at any time.

- d If the Chair of a committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

7. Previous Resolutions

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

8. Voting on Appointments

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

9. Motions for a Meeting that Require Written Notice to be Given to the Proper Officer

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

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a Meeting that Do Not Require Written Notice

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

11. Management of Information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft Minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the [Council or committee] held on [date] in respect of [item number or description] were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and Dispensations

See also standing order 3(u).

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

14. Code of Conduct Complaints

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the Council, a committee or a sub-committee,**
 - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full Council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least four days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of

information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;

(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or the Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(see also standing order 23).

16. Responsible Financial Officer

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

17. Accounts and Accounting Statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial

Officer shall provide:

- i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial Controls and Procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

- iv. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling Staff Matters

- a. A matter personal to a member of staff that is being considered by a meeting of the Council is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c. The Chair of the Council or in their absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chair or vice-Chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to Provide Information

See also standing order 21.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities Under Data Protection Legislation

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the Press/Media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and Sealing of Legal Deeds

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with District and County Councillors

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

25. Restrictions on Councillor Activities

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

26. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

TYDD ST GILES PARISH COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on 8 May 2025.

To be reviewed annually at the Annual Meeting of the Council.

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; and

- authorise any grant or single commitment in excess of £5,000.

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 reasonably 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 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 Procurement Act 2023 and The Procurement Regulations 2024 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 5.12) 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 Council. 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 Legislation regarding the publication of invitations and notices.**
- 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 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;
 - 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.

TYDD ST GILES PARISH COUNCIL
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2025
Supporting Notes

1 ASSETS

During the year the Council purchased a notice board at a cost of £420, repairs to play equipment cost £258 and street light replacements £1,065.

At 31st March 2025 the following assets were held:-

Community Recreation Ground	£	1
Community Centre	£	293,500
Allotments	£	1
17.9 Acres Rylands		
23.5 Acres Quaney		
10.5 Acres Fen Lane		
7.1 Acres Cheshires		
Common Land	£	1

Other Fixed Assets

20 Footway Lights - columns	£	9,506
22 Footway Lights - brackets	£	5,665
Replacement lights 2021/22	£	2,156
Replacement lights 2023/24	£	564
Replacement Lights 2024/25	£	1,065
Village Sign	£	1,350
Public Seating - four	£	2,810
Two Bus Shelters	£	6,755
Two War Memorials	£	36,318
Notice Boards - five	£	1,536
Dog Bins	£	1,314
Benches	£	2,285
Fencing & Gates	£	4,875
Children's Play Equipment	£	30,411
Defibrillators	£	4,570
MVAS Speed Sign	£	786
Platinum Jubilee plaque	£	775
Litter bin	£	305
Picnic Tables	£	1,800
	£	408,349

TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of Tydd St Giles Parish Council held in the Community Centre on Thursday 13th March 2025

Present - Cllr T Brown (Chairman), Cllr M Carter, Cllr G Clifton, Cllr M Connell, Cllr K Malin, Cllr L Slade, D Gibbs (Clerk), 10 members of the public

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

087/24 Chairman's Announcements

None.

088/24 Public Forum

No matters were raised.

089/24 Urgent Items

None.

090/24 Confirmation of Minutes

- a) RESOLVED - that the minutes of the Parish Council meeting held on Thursday 9th January be agreed and signed as a true and accurate record.
- b) Members noted the minutes of the Land Committee meeting held on Tuesday 18th February.
- c) RESOLVED - that the minutes of the Planning Committee meeting held on Thursday 6th March be agreed and signed as a true and accurate record.

091/24 Matters Arising

- a) Bus service - No update.
- b) Trees in Hannath Road - The Clerk is awaiting a response to the Freedom of Information request to the County Council to confirm the ownership of the trees.
- c) Vacant property in Sapphire Close - The new tenant has moved into the property.
- d) Community Gritting scheme - Still awaiting the delivery of the equipment.
- e) Community Speed Watch group - The Clerk has submitted the location forms for approval. Once approved, the group can start work.
- f) District Council Infrastructure Delivery Plan - There has been no significant response from residents.

092/24 Police Matters

No report received.

093/24 Cambridgeshire County Councillor Report

In Cllr King's absence, there was no report.

094/24 Fenland District Councillor Reports

Cllr Seaton submitted a report confirming that the District Council has voted to freeze their share of the Council Tax for the eighth year, but bills will rise due to the other bodies levying a charge. It was also agreed at full Council to approve Fenland Inspire, a program of investments designed to future proof the assets of Fenland before the proposed abolishment of the District Council in 2028. This investment will include major refurbishment of leisure facilities at Wisbech, March, Chatteris and Whittlesey. There is no further news on the forthcoming reorganisation of local government. The District Council is preparing its response to the proposals.

095/24 Clerk's Report

The Clerk reported on correspondence received, including confirmation of the relocation of the Wisbech Funfair, new planning controls for houses in multiple occupation, an invitation to a planning training session, the Combined Authority's commitment to bus franchising and the Mayor's decision not to seek re-election, Cambridgeshire ACRE's call for community cancer champions, information from Steve Barclay MP about his campaign for the Wisbech Hospital Community Diagnostic Centre, Keep Britain Tidy's Great British Spring Clean, and Electrical Safety First's lithium-ion battery safety campaign. Members discussed the request to sign up to the battery campaign, but resolved not to do so.

096/24 Reports from Members

- a) Cllr Allen - Communications, Foul Anchor and Four Gotes - In Cllr Allen's absence, the Clerk reported on the progress of the Foul Anchor environmental improvement project. The nettles have been sprayed and a Planting Day will be arranged to encourage residents of Foul Anchor to take part in the planting of the hedgerow and wildflower meadow. The plan includes a new notice board at a cost of £420, which will exceed the budget for the project. Members resolved to approve the purchase.
- b) Cllr Carter - Community Centre and Play Equipment - Cllr Carter announced that the Community Centre's application to the District Council's Net Zero Villages fund had been successful and a grant of £10,000 has been awarded for the replacement of all lights in the building. The Chairman thanked the Clerk and Cllr Carter for their work on this project. Evening bookings are going well, with weekly activities on four nights, but there are still opportunities for more daytime bookings. The fire doors will be replaced soon. The new under-5s play tower has been ordered and will be installed shortly. Another application will be submitted to the Grange Windfarm Community Benefit Fund in May for more play equipment. The remaining picnic benches will be installed outside soon. The first grass cut of the season has been completed.
- c) Cllr Connell - Highways - The Local Highways Officer left her post at the end of January. A new LHO will be appointed in due course. The routine highway maintenance budget is fully committed for the current financial year, so only urgent works are being carried out.
- d) Cllr Malin - Armed forces and flooding - Attendances at the Veteran's Breakfast Club at Bygones are increasing. Many events are being planned to celebrate the 80th Anniversary of VE Day. Nothing to report on flooding.
- e) Cllr Clifton - Public rights of way, churchyard, trees - Cllr Clifton will be cycling each of the public rights of way this summer. Nothing to report on trees.
- f) Cllr Slade - Street lights and parish assets - Nothing to report.

097/24 Member and Parishioner Issues

Installation of bird diverters - The Clerk informed Members that a swan had suffered serious injury from a collision with overhead power lines at Church Lane Bridge on the North Level Main Drain, resulting in the amputation of a broken wing. There have been at least two similar incidents at that location, both of which resulted in the death of the swans. Members agreed to approach UK Power Networks to ask them to place bird deflectors along this stretch of line to make it more visible.

098/24 Annual Parish Meeting

The Annual Parish Meeting will take place on Thursday 22nd May at 7.00 for 7.30pm in the Community Centre. Members asked the Clerk to invite the Police or Police and Crime Commissioner and other speakers to attend.

099/24 Street Lights

Members considered a request from the District Council to adopt a street light in Hannath Road near the junction with Main Road. The County Council has declined ownership of this light, as has the District Council. The light is currently not working, it is not clear how long this has been the case, and it may require costly repair or replacement in order to function effectively. Members resolved not to adopt the light in its current condition. If the County Council or the District Council undertakes the necessary work to bring this light back into full working order, the Parish Council might reconsider its decision.

100/24 Former Village School

- a) Members noted that the derelict school buildings are now in a dangerous condition, open to all with children and rough sleepers entering the building, the floors, ceilings and part of the roof have collapsed, slates are sliding into the adjoining property and a fire was started deliberately in part of the building in January. Members resolved to instruct Fenland District Council to serve notice on the owner of the site under Section 215 of the Town and Country Planning Act 1990.
- b) Members considered other eyesore properties in the Parish on which a Section 215 notice might be served. They noted an unfinished property in Kirkgate which appears to have been abandoned at least four years ago and resolved to ask the District Council to take appropriate action.

101/24 Highways

The Clerk informed Members that the County Council had reopened its 20mph scheme for applications. Members considered the merits of the scheme, but expressed concern regarding the lack of enforcement. They resolved not to submit an application.

102/24 Finance

- a) The Clerk presented the financial statement as at the end of February showing income of £33,484.36, expenditure of £24,571.86, resulting in a surplus of £8,912.50 and funds held of £48,409.30.
- b) Members ratified the following payments made since the last meeting:-

Land Registry (searches).....£	28.00
NEST (pension contributions)	£ 302.86
HMRC (national insurance).....£	56.71

- c) Members considered requests for donations under Section 137 from three charities. They resolved to make the following donations:-

East Anglian Air Ambulance	£ 100.00
Magpas Air Ambulance	£ 100.00
Marie Curie	£ 50.00

- d) In addition to the three payments above, Members approved the following payments:-

D Gibbs (salary February and March)	£ 1,547.94
D Gibbs (expenses).....	£ 339.22
Tydd St Giles CC&RG (hall hire)	£ 124.00
CAPALC (subscription).....	£ 517.37

103/24 Policies and Procedures

Members reviewed the following policies and procedures and resolved to re-adopt them:

- i) Equality and Diversity Policy
- ii) Homeworking Policy
- iii) Expenses Policy

104/24 Date of Next Meeting

The next meeting of the Parish Council will take place on Thursday 8th May 2025 at 7.30pm in the Community Centre.

The meeting closed at 8.30pm

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 Wednesday 9th April 2025

Present - Cllr T Brown (Chairman), Cllr M Carter, Cllr M Connell, Cllr L Slade, D Gibbs (Clerk), 13 members of the public

010/24 Apologies for Absence

Cllr B Allen, Cllr K Malin

011/24 Planning Applications

Members considered three applications and resolved as follows:-

- a) F/YR22/0368/F - The siting of 48 x leisure holiday homes, erection of a bird hide, and formation of a lake and extension to existing lake - Tydd St Giles Golf and Leisure Centre, Kirkgate, Tydd St Giles

Members considered the revised proposals for this development. They noted the changes from the original proposal but agreed that these did not negate their previous objections. They resolved to reiterate their previous objections.

It was also agreed that the Chairman would speak to the Case Officer to ascertain why Local Plan policy LP12 was not mentioned in the recent communication with the applicant. It was further agreed that a member of the Council would speak against the application at a District Council Planning Committee meeting, if required.

- b) b) F/YR25/0239/RM - Reserved Matters application relating to detailed matters of appearance, landscaping, layout and scale pursuant to outline permission F/YR24/0034/O (Erect up to 2 x dwellings and the formation of an access (outline application with matters committed in respect of access)) - Land North of Windy Willows, Church Lane, Tydd St Giles

Members welcomed the extension of the pavement and resolved to offer no objection.

- c) F/YR25/0256/F - Erect 1 x dwelling and garage - Land North of Hollingworth House, fronting Cats Lane, Tydd St Giles

Cllrs Brown declared a non-pecuniary interest in this application by virtue of living opposite the proposed development. Cllr Connell also declared a non-pecuniary interest as a neighbour and adjoining landowner and opted to abstain from the discussion and vote.

Members noted that the Planning Inspectorate had previously rejected further development at this location; a matter that appears to have been overlooked in the pre-application advice. The previous application was considered under the current Local Plan, so there has been no policy change to justify the inconsistent approach.

Members resolved not to support the application.

012/24 Update on Recent Planning Applications

F/YR24/0457/F the Tydd Solar development is pending (awaiting archaeological investigation)

F/YR25/0117/TRTPO at Shallon, Cats Lane was granted

F/YR25/0137/RM at Land North of Tydd Steam Brewery, Kirkgate is pending

F/YR25/0155/F at Pretoria House, Church Lane is pending

F/YR25/0182/TREEEX at Sycamore Lodge, Broad Drove East was granted

013/24 Other Planning Matters

The Clerk advised members that the former village school site will be included on the agenda for the March meeting of the Parish Council.

The meeting closed at 4.40pm.

TYDD ST GILES PARISH COUNCIL

Minutes of a meeting of the Land Committee of Tydd St Giles Parish Council held in the Community Centre on Tuesday 18th February 2025

Present - Cllr K Malin (Chairman), Cllr B Allen, Cllr G Clifton, Cllr L Slade, D Gibbs
(Clerk)

013/24 Apologies for Absence

None.

014/24 Confirmation of Minutes

The minutes of the meeting of the Committee held on Thursday 18th February were agreed and signed as a true and accurate record.

015/24 Allotments

- a) The Clerk informed Members that five of the eight allotments are currently let. Two further enquiries have been received, including one from a lodge owner at the Golf Club.
- b) A resident has suggested the a community orchard might be planted on any vacant plots.

016/24 Confidential Item

Members resolved to exclude the press and public from this item 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).

The Clerk reported that three tenders had been received for the vacant land at Quaney Field. He opened the tenders in the presence of the Committee and circulated them for members to consider. The Clerk confirmed that all three tenders complied with the Council's requirements for the use of the land.

Members discussed the three proposals and resolved to accept the tender from Richard Bradley. They asked the Clerk to prepare the necessary documentation and to notify the unsuccessful applicants.

017/24 Date of Next Meeting

The next meeting will be called when the revaluation documents are received from Maxey Grounds & Co.

Agenda Item No.	012/25	TYDD ST GILES PARISH COUNCIL
Meeting Date	8 May 2025	
Report Title	Clerk’s Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

Fenland District Council planning training - 25 March

Correspondence received:

Cambridgeshire County Council

Roadworks and events bulletin

Highways Capital Maintenance and Improvement Programme 2025/26

Traffic order for closure of Church Lane and High Road - 10-13 May

Traffic order for closure of Hannath Road, Tydd Gote - 4 June

Traffic order for closure of Black Dike and Park Road - 26 June

Fenland District Council

The Fenlander newsletter

Resident fined for Council Tax fraud

Fly-tipping hotspot cleared of lorry loads of waste

Response to Government on Local Government Reorganisation

Felix Dawson crowned Fenland Poet Laureate

Listed building owner ordered to clean it up

Free social and fitness sessions

National Association of Local Councils - Newsletter, bulletin, events

Cambridgeshire & Peterborough Association of Local Councils - bulletin, drop-in sessions,
2025 Practitioners Guide, Shaping the Future of Age-Friendly Communities survey

Cambridgeshire & Peterborough Integrated Care System - newsletter

Cambridgeshire Police - Speed Watch approval and documentation, 51 drug dealers
arrested and 50 drug lines closed, County Lines parent webinars

Neighbourhood Watch - Local strategy consultation

Cambridgeshire ACRE - Staying in Touch newsletter, Carers Connect Hub

Queen Elizabeth Hospital - Modernising our hospital newsletter

Green Energy Switch - Free appliance scheme open

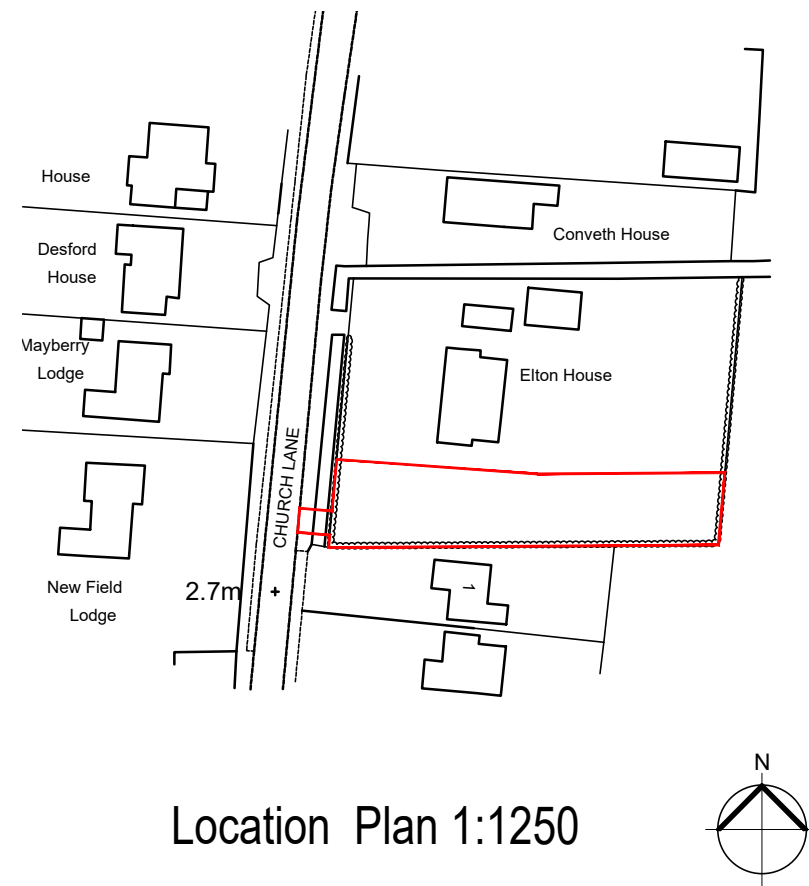
CPRE - Newsletter, campaign updates, How to Respond to Planning Applications guide

Cambridge Council for Voluntary Services - Support Fenland update

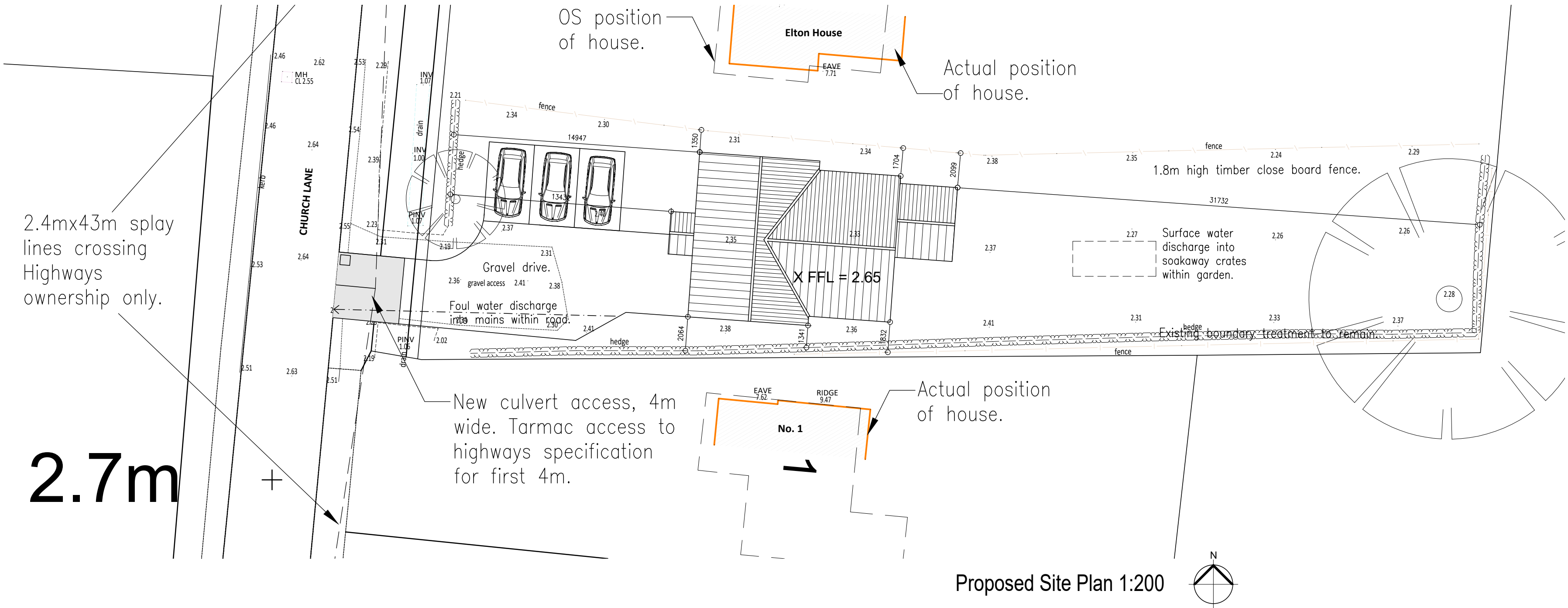
3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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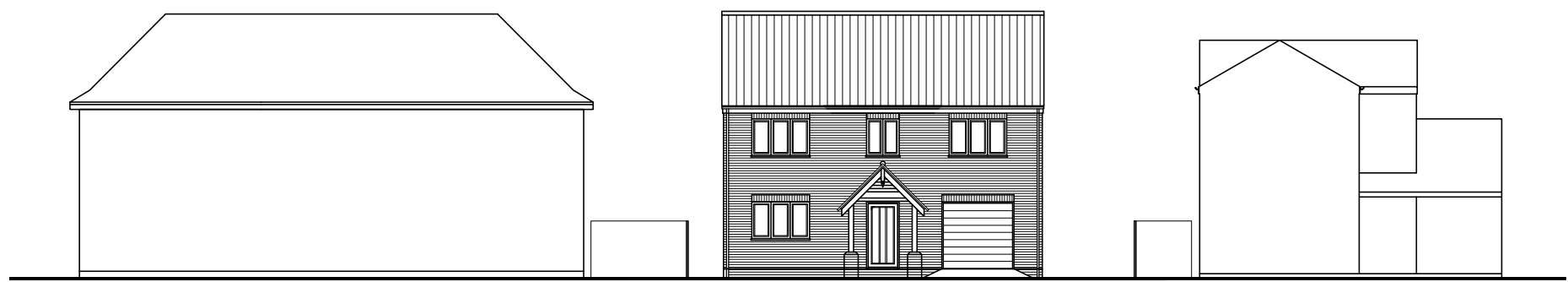


Location Plan 1:1250

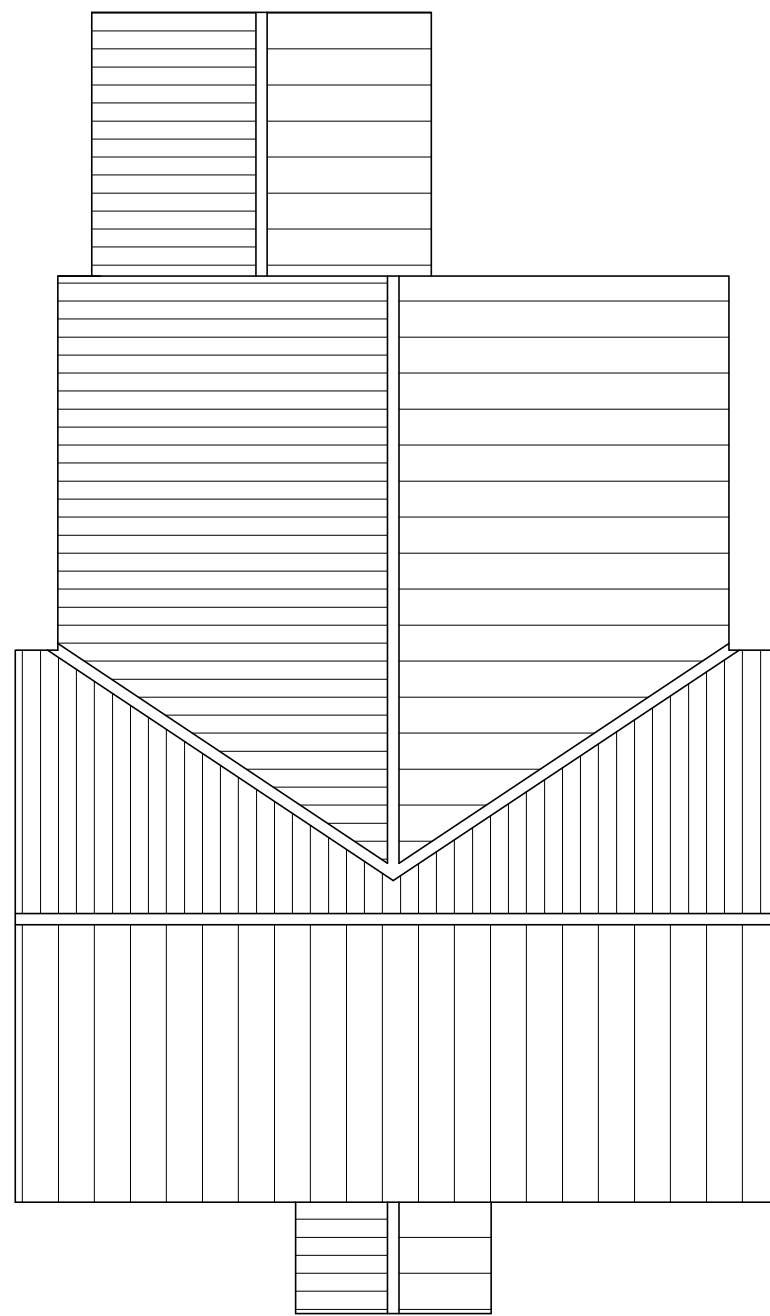


Proposed Site Plan 1:200

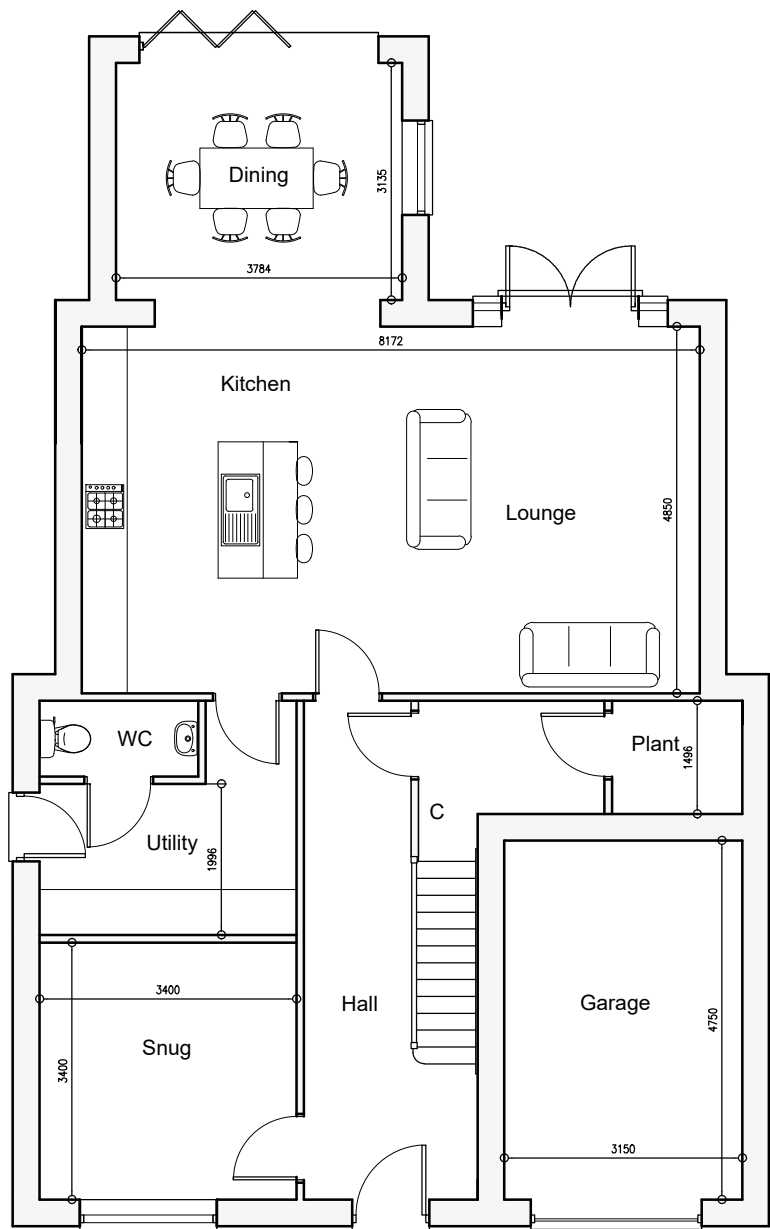
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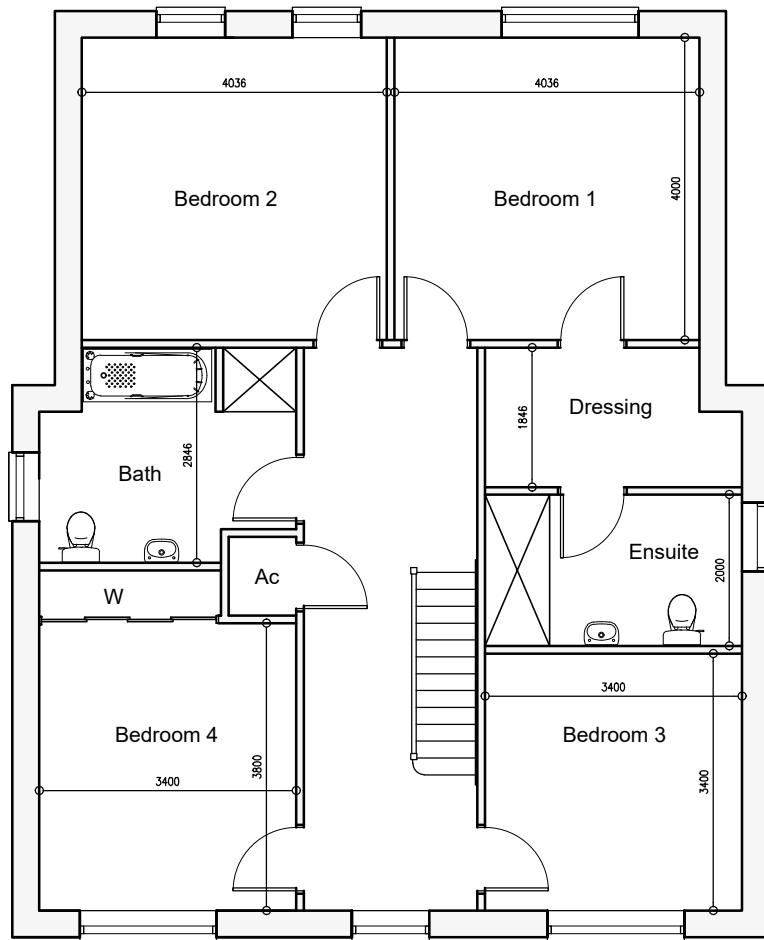
Proposed Street Scene 1:200



Roof Plan 1:100



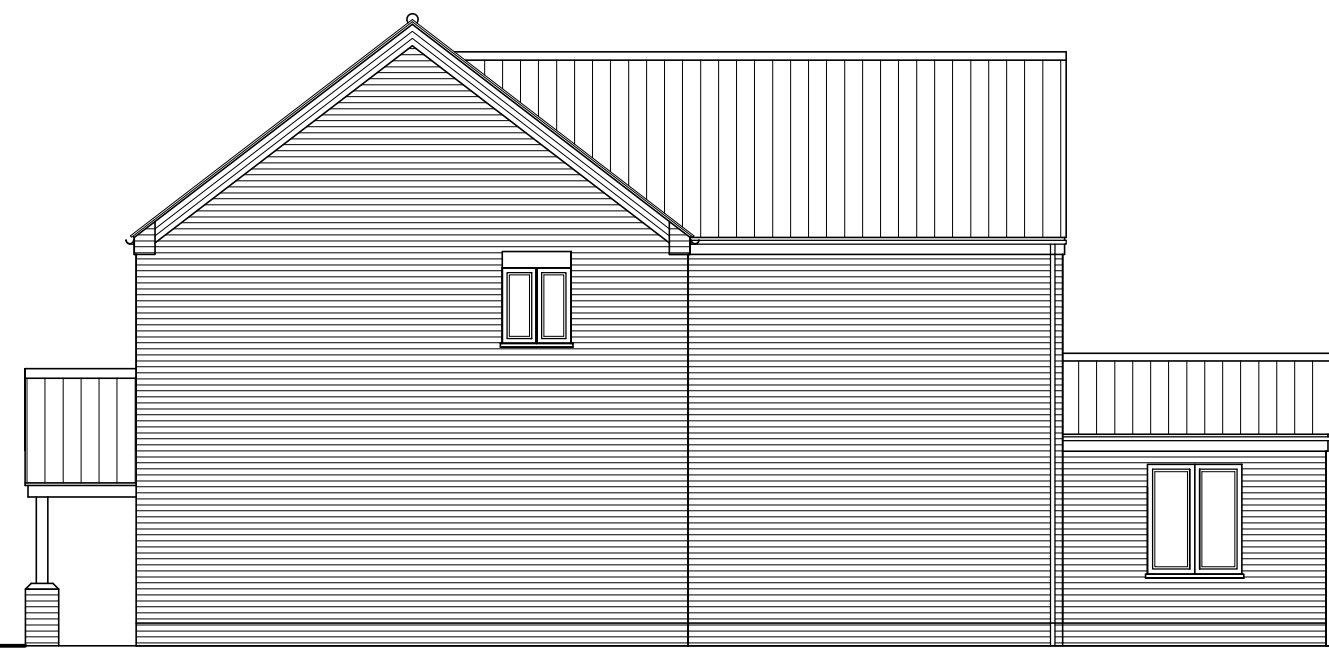
Ground Floor Plan 1:100



First Floor Plan 1:100



Front Elevation 1:100



Side Elevation 1:100



Rear Elevation 1:100



Side Elevation 1:100

A -
REVISIONS



**PETER HUMPHREY
ASSOCIATES**

ADDRESS: 2 CHAPEL ROAD, WISBECH, CAMBS, PE13 1RG.

TELEPHONE: 01945 466966
E-MAIL: info@peterhumphrey.co.uk
WEB: www.peterhumphrey.co.uk

CLIENT
MR D SMITH

PROJECT
PROPOSED DWELLINGHOUSE

SITE
LAND SOUTH OF ELTON HOUSE
CHURCH LANE
TYDD ST GILES
CAMBS.
PE13 5LA

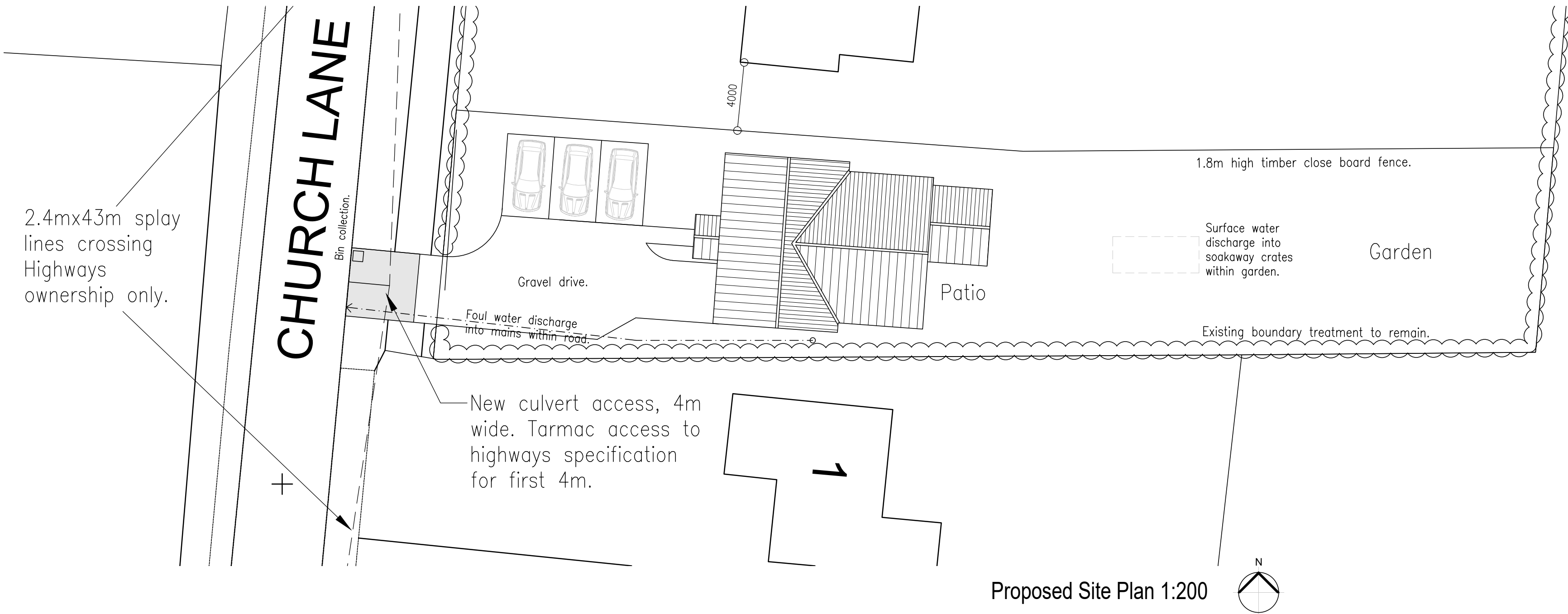
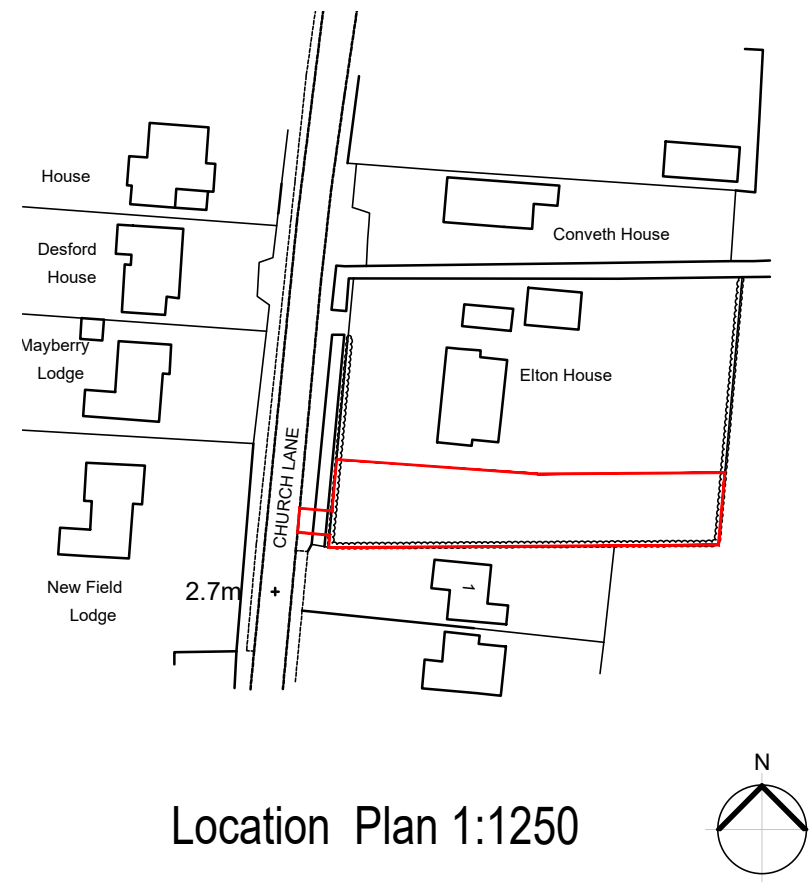
DRAWING
PROPOSED COMBINATION 1

JOB NO. 7083/PL01	PAPER SIZE A1	DATE APR 2025
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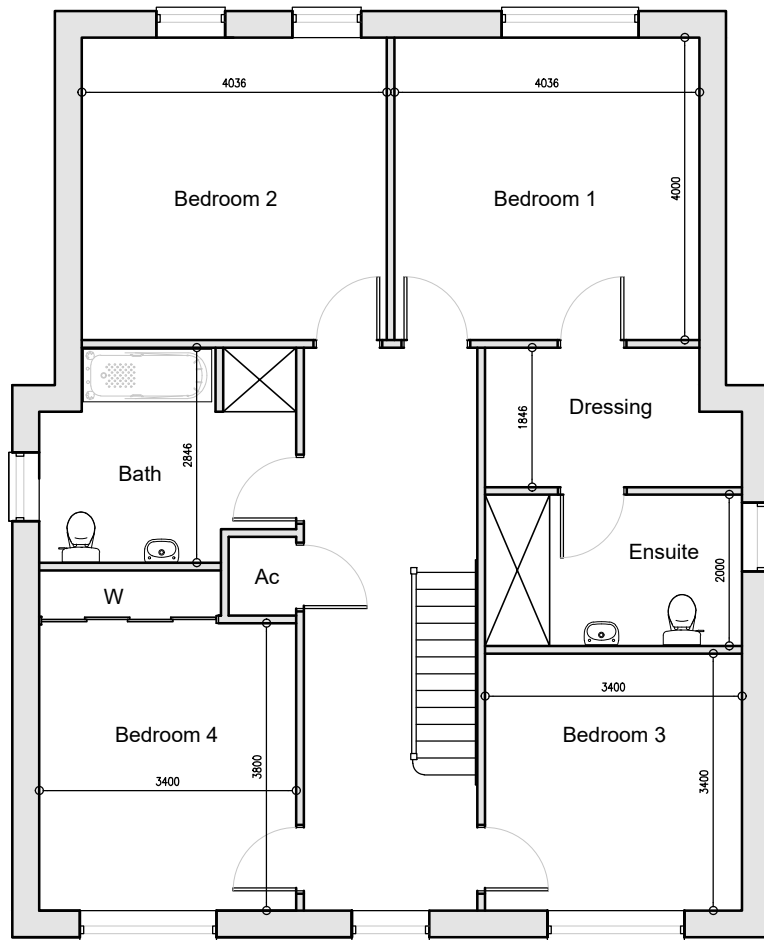
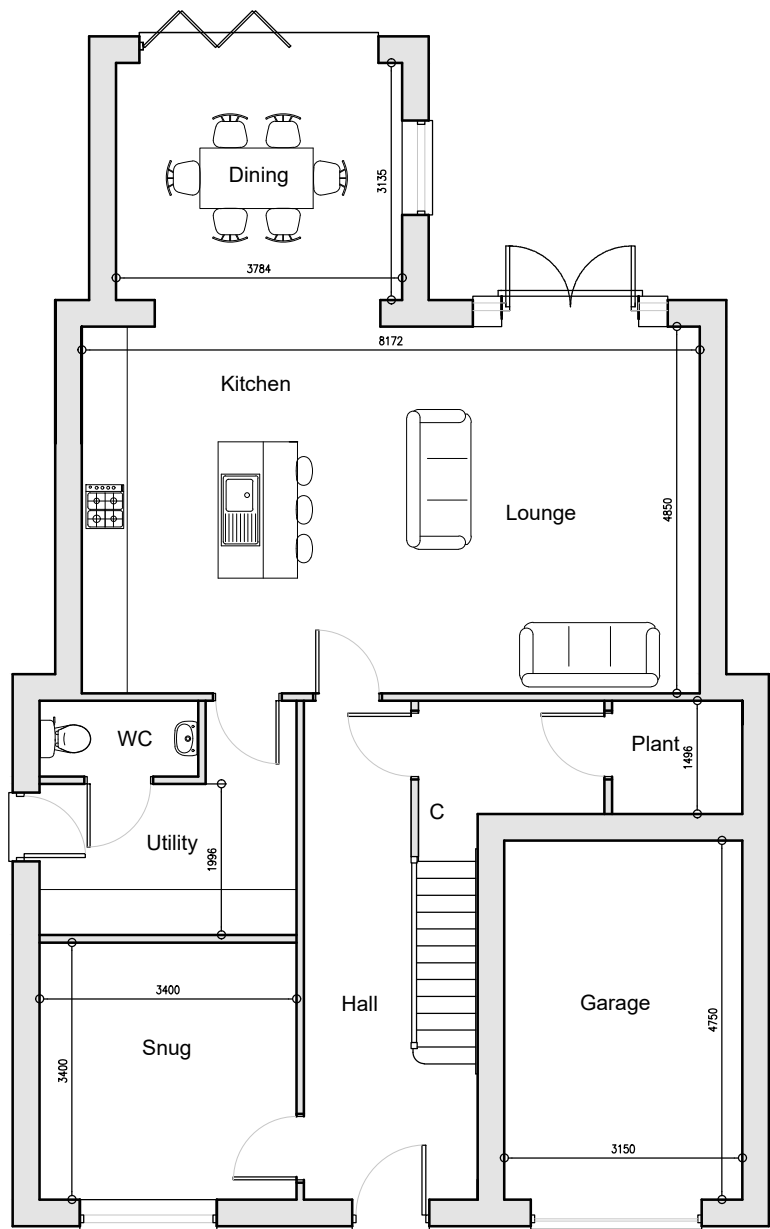
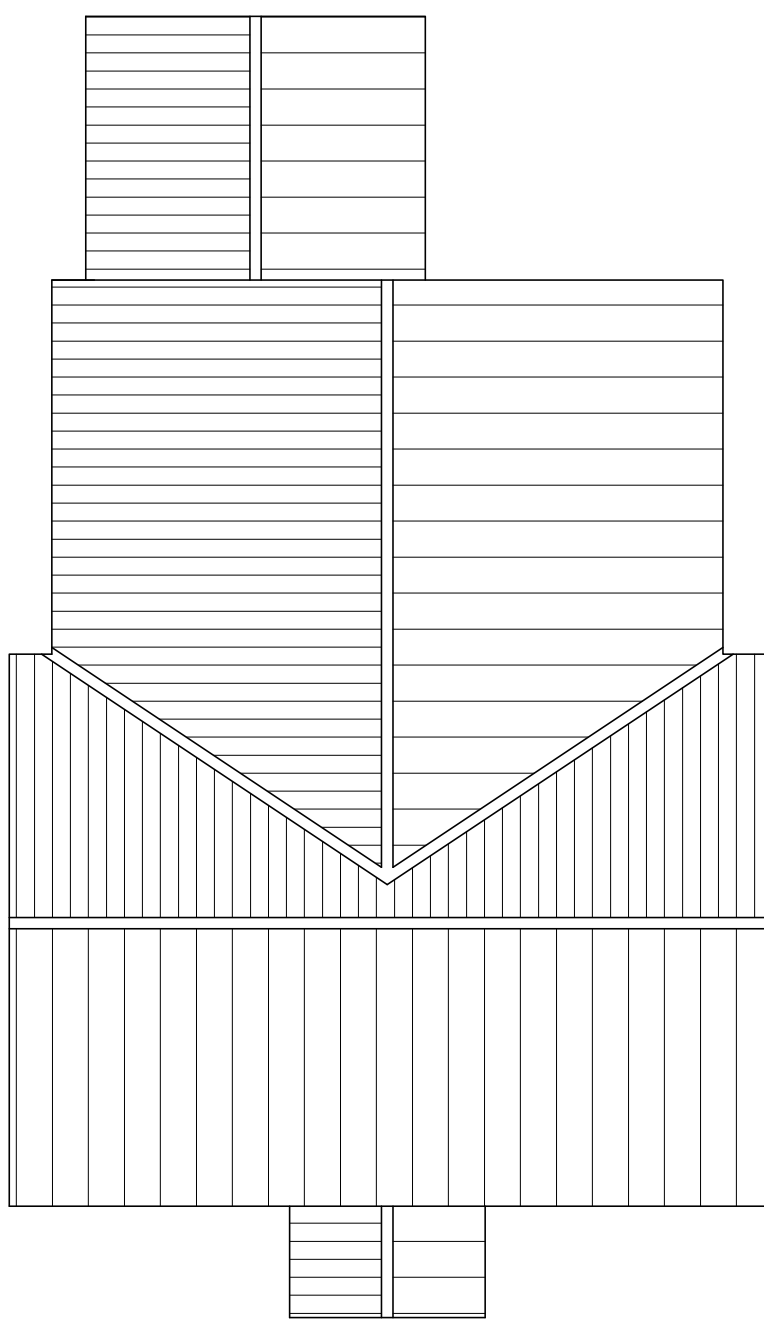
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Approved drawing F/YR24/0239/F



A -
REVISIONS



**PETER HUMPHREY
ASSOCIATES**

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TELEPHONE: 01945 466966
E-MAIL: info@peterhumphrey.co.uk
WEB: www.peterhumphrey.co.uk

CLIENT
MR S ALMEY

PROJECT
PROPOSED DWELLINGHOUSE

SITE
LAND SOUTH OF ELTON HOUSE
CHURCH LANE
TYDD ST GILES
CAMBS.
PE13 5LA

DRAWING
PROPOSED COMBINATION 1

JOB NO. 6929/PL01H	PAPER SIZE A1	DATE MAY 2024
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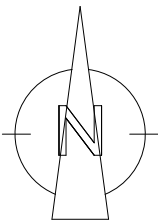
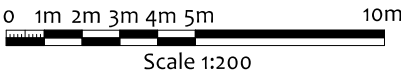
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All dimensions and levels should be checked on site prior to commencement of works. Any discrepancy found should be reported to the agent.

This drawing is to be read in conjunction with all relevant engineers and specialist sub-contractors drawings and specifications, along with any other drawings, specification and details prepared by Anglia Building Consultants for the project.

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Norfolk - PE14 8TQ
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www.angliabuildingconsultants.co.uk
info@angliabuildingconsultants.co.uk

A 23/4/25 Updated for planning

No Date Revision

Issue: For Planning Approval

Site: Plot to the West of Pitt Cottage, Fold Lane, Tydd St Giles, Cambridgeshire

Project: Residential Development

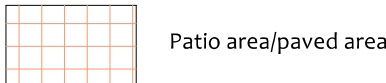
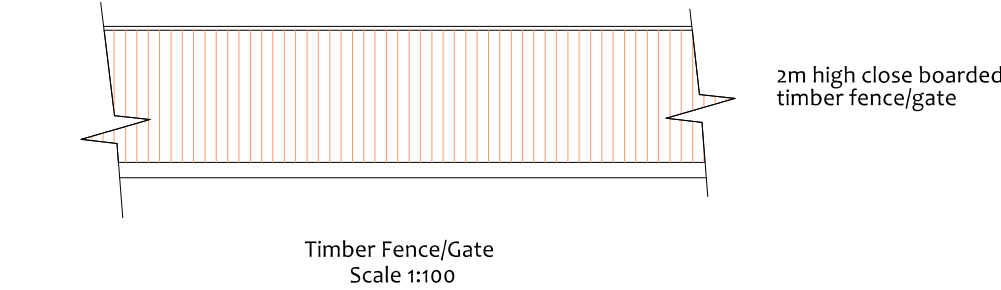
Drawing Title: Proposed Site Plan

Client: Mr N Hammond

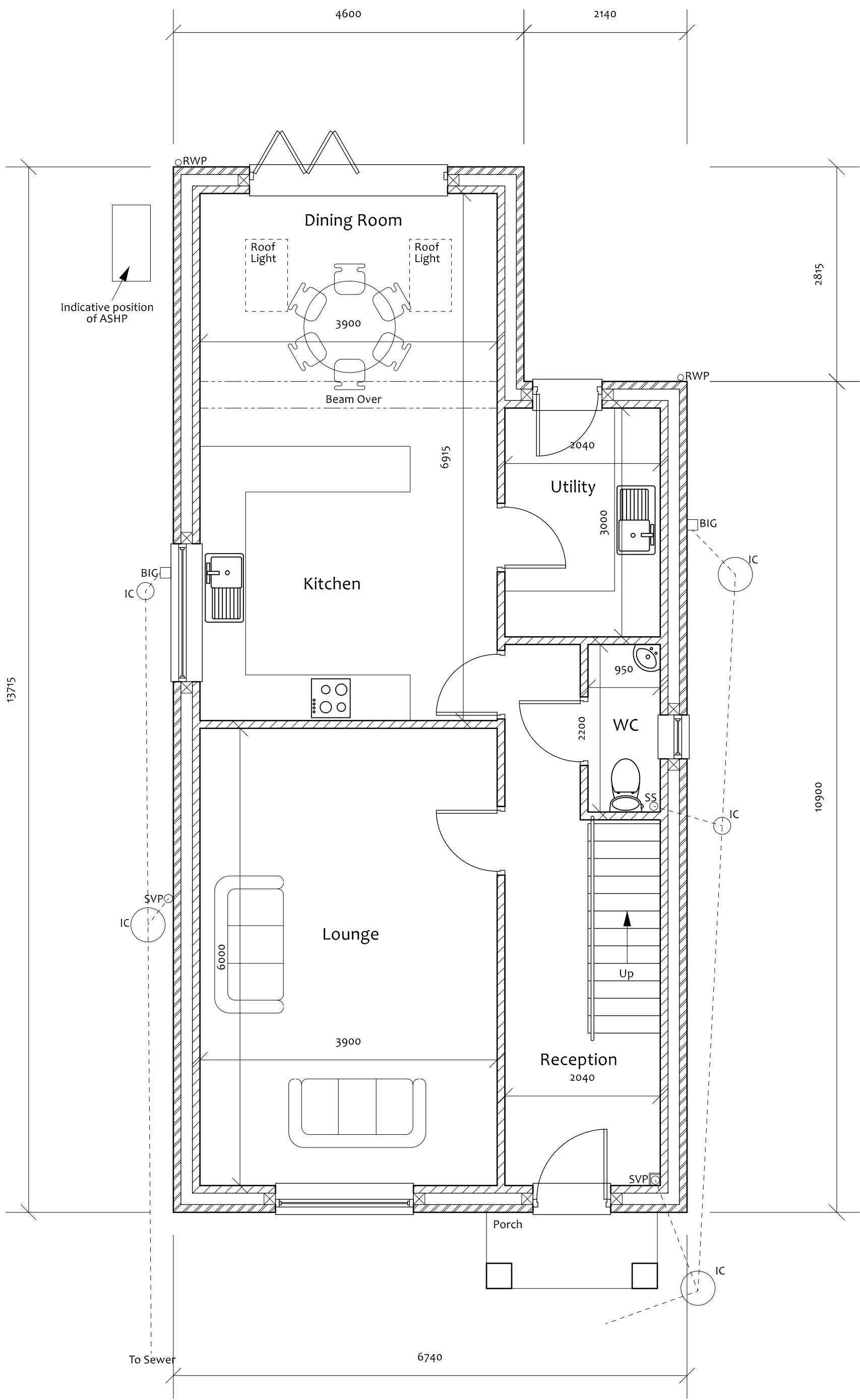
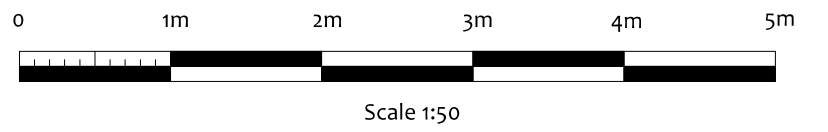
Date: March 2025

Scale: 1:200 and 1:100 at A2

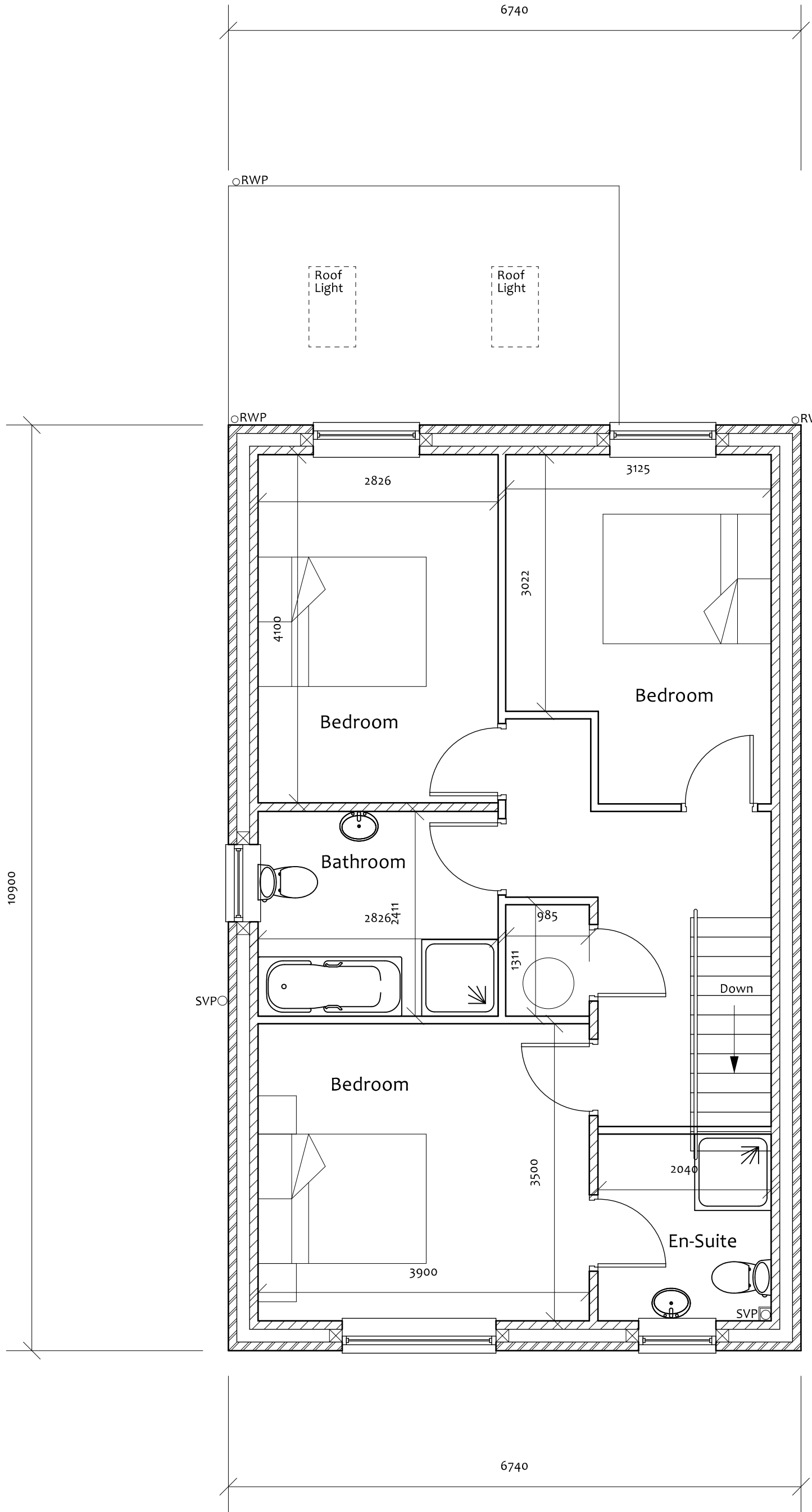
Drawing Number: P-25-2489-3-A



S/A	Soakaway
RE	Rodding eye
○ SVP	Soil and Vent Pipe
○ RWP	Rainwater Downpipe
○ SS	Stub stack
○ AAV	Air Admittance valve
○ IC	Inspection Chamber
□ BIG	Back Inlet Gulley
- - -	Foul water drain run
- - -	Surface water drain run



Ground Floor Plan



First Floor Plan



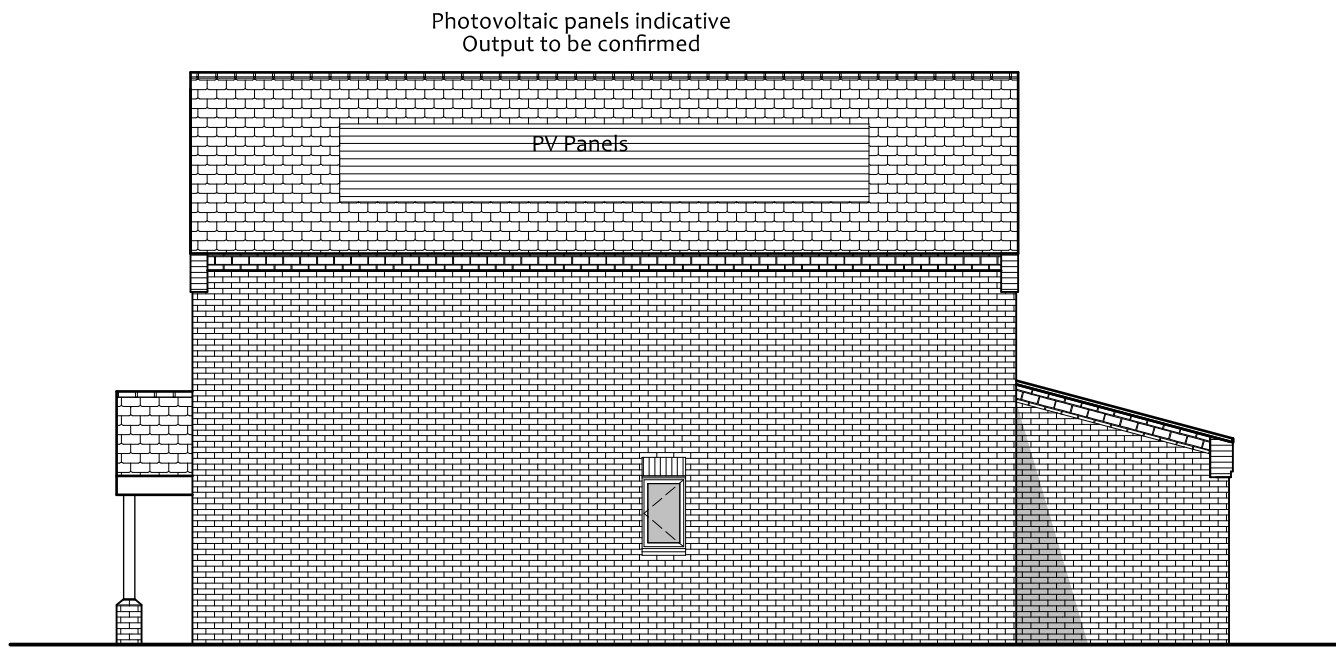
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info@angliabuildingconsultants.co.uk

A	23/4/25	ASHP added
No	Date	Revision
Issue: For Planning Approval		
Site: Plot to the West of Pitt Cottage, Fold Lane, Tydd St Giles, Cambridgeshire		
Project: Residential Development		
Drawing Title: Proposed Floor Plan		
Client: Mr N Hammond		
Date: March 2025		
Scale: 1:50 at A1 or 1:100 at A3		
Drawing Number: P-25-2489-4-A		

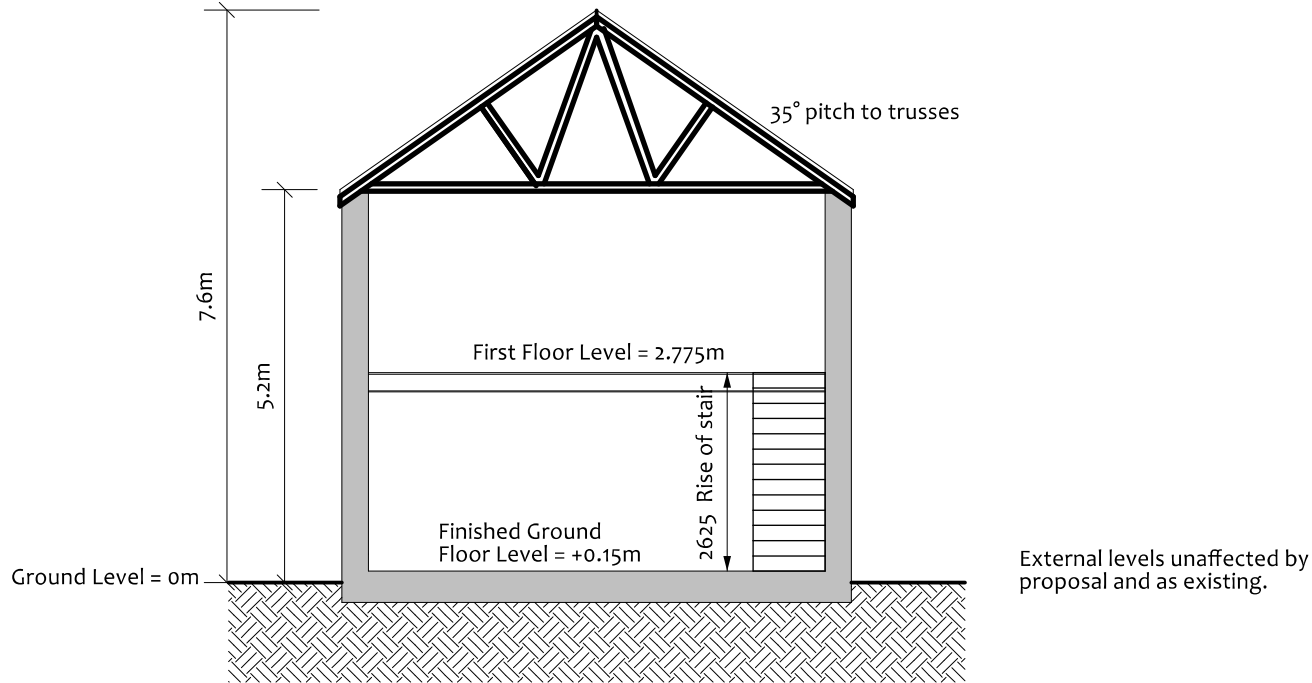
Materials
Walls – Flemish Antique Bricks
Roof – Dark Grey Flat Concrete Tiles
Doors/Windows – Light Grey UPVC



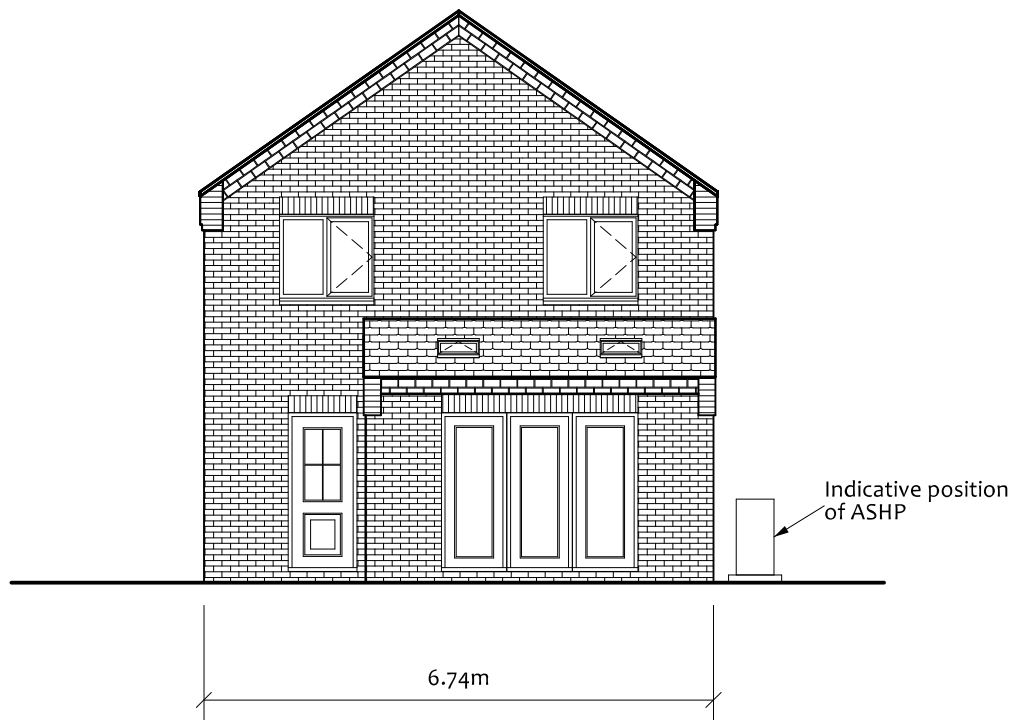
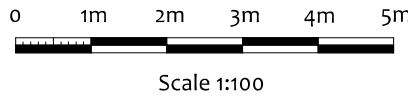
Front Elevation



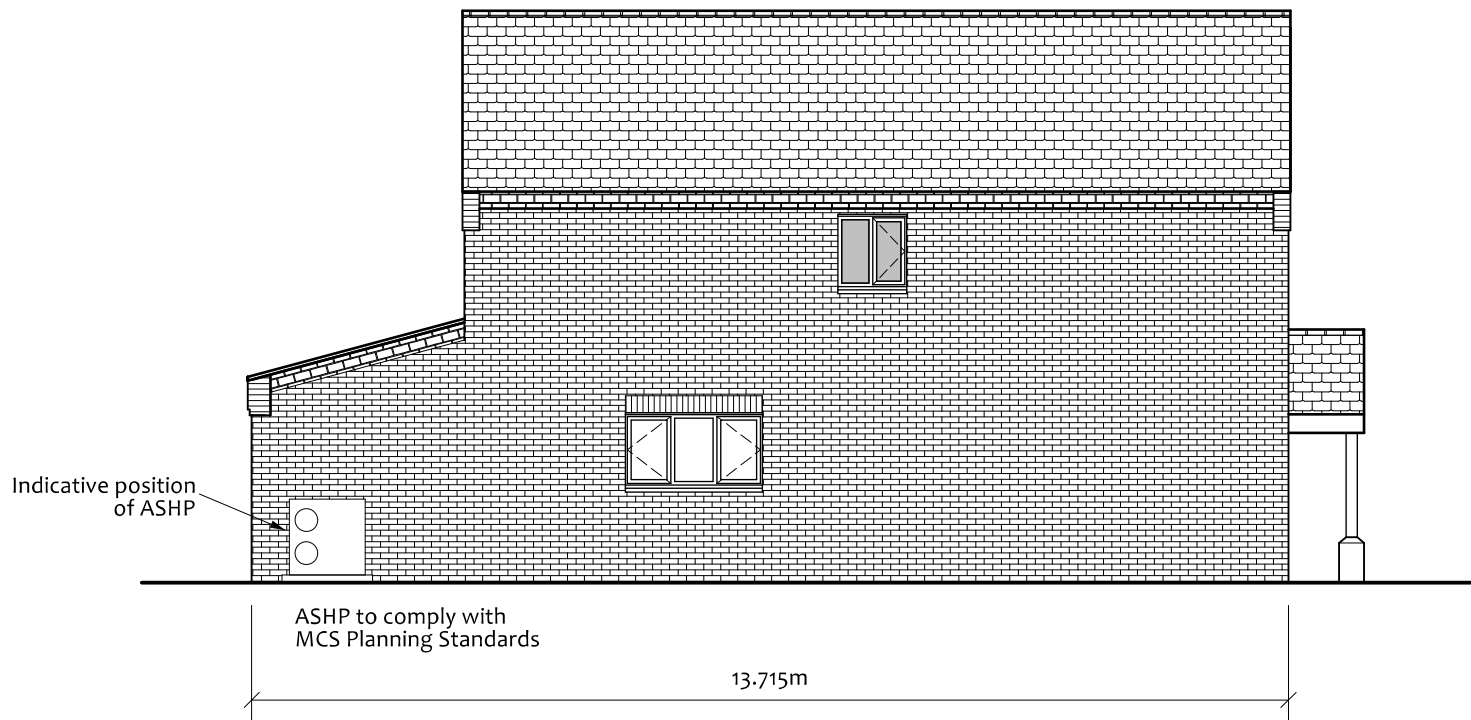
Side Elevation



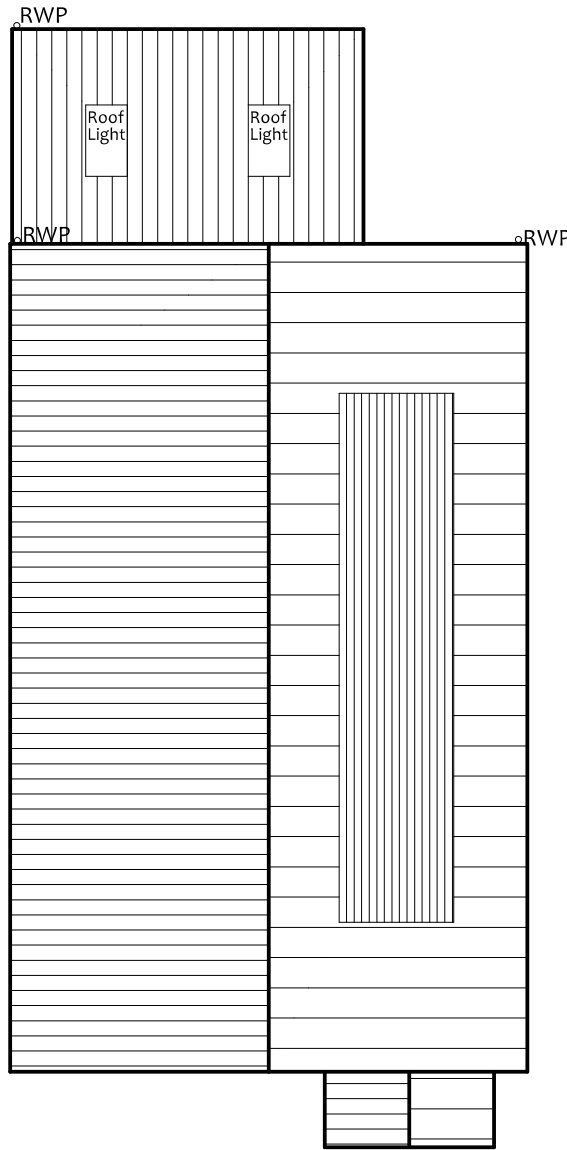
Site Section



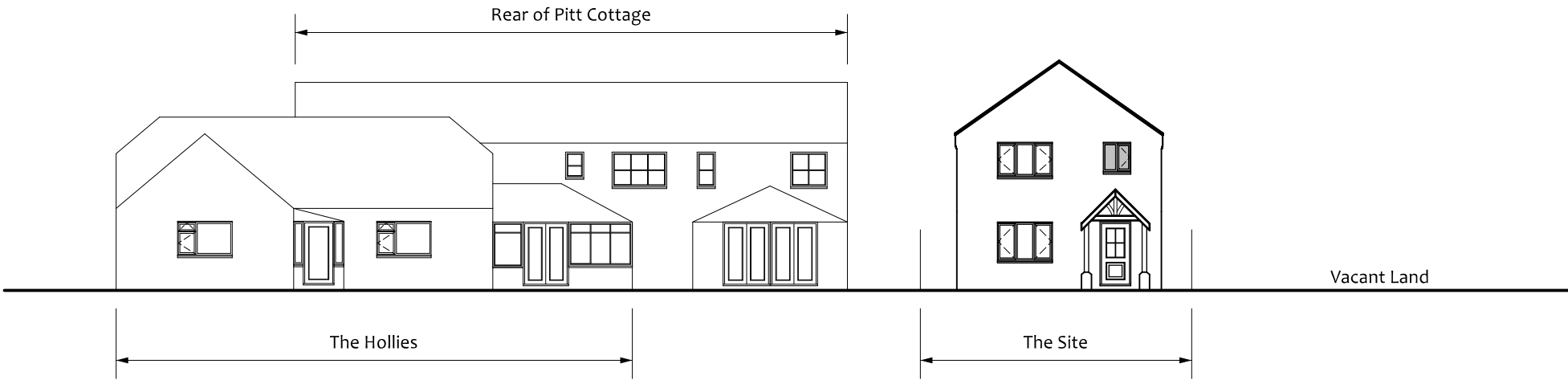
Rear Elevation



Side Elevation



Roof Plan



Street Scene
Scale 1:200



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A	23/4/25	Updated for planning
No	Date	Revision
Issue: For Planning Approval		
Site: Plot to the West of Pitt Cottage, Fold Lane, Tydd St Giles, Cambridgeshire		
Project: Residential Development		
Drawing Title: Proposed Elevations, Roof Plan Site Section and Street Scene		
Client: Mr N Hammond		
Date: March 2025		
Scale: 1:100 and 1:200 at A1		
Drawing Number: P-25-2489-5-A		

**TYDD ST GILES PARISH COUNCIL
INCOME & EXPENDITURE ACCOUNT
Year Ended 31st March 2025**

2023/24		2024/25
INCOME		
£ 15,000.00	Fenland DC - Precept	£ 18,000.00
£ 2,791.00	Fenland DC - Concurrent Functions Grant	£ 2,791.00
£ 8,844.00	Allotment Rents	£ 6,969.00
£ 569.95	Allotment Rates	£ 465.87
£ 228.34	Interest - Business Premium Account	£ 266.92
£ -	Grants	£ 5,000.00
£ 500.00	Donations	£ 1,800.00
£ 232.98	Recycling Credits	£ -
£ 480.00	Miscellaneous	£ 900.00
£ 28,646.27		£ 36,192.79
EXPENDITURE		
£ 10,835.62	Clerkship	£ 11,237.82
£ 4,517.30	General Administration	£ 3,068.97
£ 544.54	Insurance	£ 607.49
£ 569.95	Drainage Rates	£ 604.22
£ 2,032.98	Community Centre	£ -
£ 1,139.50	Recreation Ground	£ 1,949.18
£ 4,211.00	Churchyard	£ 1,892.72
£ -	Agricultural Land	£ 151.10
£ 3,749.27	Street Lighting/Highways	£ 6,091.81
£ -	S137 Payments	£ 500.00
£ -	Foul Anchor	£ 632.58
£ 27,600.16		£ 26,735.89
£ 1,046.11	SURPLUS/DEFICIT FOR YEAR	£ 9,456.90

TYDD ST GILES PARISH COUNCIL
BALANCE SHEET
At 31st March 2025

2023/24		2024/25	
CURRENT ASSETS			
£ 1,491.10	HMRC - VAT Refund	£ 2,195.97	
£ 39,496.80	Cash at Bank	£ 49,363.81	
£ 40,987.90			£ 51,559.78
CURRENT LIABILITIES			
	Accruals		
£ 210.00	Audit Fee - PKF Littlejohn	£ 210.00	
£ 160.00	Audit Fee - I Cooper	£ -	
£ -	Audit Fee - H Symmons	£ 225.00	
£ 144.00	Tydd St Giles CC & RG	£ -	
£ -	HMRC - NIC	£ 34.47	
			£ 469.47
£ 40,473.90	TOTAL		£ 51,090.31
REPRESENTED BY			
£ 40,587.30	Accumulated fund brought forward	£ 41,633.41	
£ 28,646.27	Income for year	£ 36,192.79	
£ 27,600.16	Expenditure for year	£ 26,735.89	
£ 41,633.41			£ 51,090.31

The above statement represents fairly the financial position of the Council
as at 31st March 2025 and reflects its income and expenditure during the year.

Approved by the Council on 8th May 2025

Chairman

Responsible Financial Officer

TYDD ST GILES PARISH COUNCIL
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2025
Supporting Notes

1 ASSETS

During the year the Council purchased a notice board at a cost of £420, repairs to play equipment cost £258 and street light replacements £1,065.

At 31st March 2025 the following assets were held:-

Community Recreation Ground	£	1
Community Centre	£	293,500
Allotments	£	1
17.9 Acres Rylands		
23.5 Acres Quaney		
10.5 Acres Fen Lane		
7.1 Acres Cheshires		
Common Land	£	1

Other Fixed Assets

20 Footway Lights - columns	£	9,506
22 Footway Lights - brackets	£	5,665
Replacement lights 2021/22	£	2,156
Replacement lights 2023/24	£	564
Replacement Lights 2024/25	£	1,065
Village Sign	£	1,350
Public Seating - four	£	2,810
Two Bus Shelters	£	6,755
Two War Memorials	£	36,318
Notice Boards - five	£	1,536
Dog Bins	£	1,314
Benches	£	2,285
Fencing & Gates	£	4,875
Children's Play Equipment	£	30,411
Defibrillators	£	4,570
MVAS Speed Sign	£	786
Platinum Jubilee plaque	£	775
Litter bin	£	305
Picnic Tables	£	1,800
	£	408,349

TYDD ST GILES PARISH COUNCIL
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2025
Supporting Notes

2 BORROWINGS

At the close of business on 31st March the Council had no outstanding loans.

3 AGENCY GRANT

During the year the Council undertook no agency work on behalf of other authorities.

4 S137 PAYMENTS

Section 137 of the Local Government Act 1972 enables parish councils to spend up to the product of £10.81 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. The number of electorate being 975.

The limit for Tydd St Giles Parish Council for the year ended 31st March 2025 was £10,539.75. Payments during the year amounted to £500.

5 ADVERTISING & PUBLICITY

No advertisement costs were incurred.

6 PENSIONS

The Council operates a contributory pension scheme with Nest.
Employer contributions of £1,006.87 were made during the year.

7 DEBTORS

HM Revenue & Customs - £2,195.97 relating to value added tax.

8 ACCRUALS

2024/25

Audit Fee - PKF Littlejohn	£	210.00
Audit Fee - H Symmons	£	225.00
HMRC - NIC	£	34.47
	£	469.47

TYDD ST GILES PARISH COUNCIL
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2025
Supporting Notes

9 TENANCIES

During the year the Council operated the following tenancies:-

As Landlord

<u>Tenant</u>	<u>Property</u>	<u>Rent</u>
Community Centre Management Committee	Community Centre & Sports Field	One Arrow
Various	Rylands - 17.86 acres	£ 2,679.00
Various	Quaney - 23.5 acres	£ 1,650.00
Various	Fen Lane - 10.5 acres	£ 1,575.00
Various	Cheshire - 7.1 acres	£ 1,065.00

As Tenant

<u>Landlord</u>	<u>Property</u>	<u>Rent</u>
Brigstock & Wren's Charity	Recreation Field	£ 135.00

Tydd St Giles Parish Council

Statement of Reserves as at 31.3.25

Bank balances as at 31.3.25 £ 49,364

Earmarked Reserves

Play equipment	£	9,233	£	9,233
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Street lighting	£	6,500	£	6,500
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Highways	LHI 2022/23	£	600	
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	LHI 2023/24	£	2,000	
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	LHI 2024/25	£	1,000	£ 3,600
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				£ 19,333	£ 19,333
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General Reserve

Balance remaining					£ 30,031
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Tydd St Giles Parish Council
Budget Calculation 2025/26

	2022/23		2023/24		2024/25			2025/26		
Income	Budget	Actual	Budget	Actual	Budget	Actual 31.12.24	Anticipated Year End	Budget	Adjustments	Total
FDC Precept	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 18,000.00	£ 18,000.00	£ 18,000.00	£ 18,000.00	£ 7,600.00	£ 25,600.00
FDC Concurrent Functions Grant	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ 2,791.00	£ -	£ 2,791.00
Allotment Rents	£ 7,370.00	£ 7,370.00	£ 8,844.00	£ 8,844.00	£ 8,844.00	£ 4,444.00	£ 6,919.00	£ 7,019.00	£ 310.00	£ 7,329.00
Allotment Rates	£ 500.00	£ 520.65	£ 550.00	£ 569.95	£ 600.00	£ 296.78	£ 465.87	£ 480.00	£ 155.00	£ 635.00
Community Centre	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grants	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ 5,000.00	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ 500.00	£ -	£ 1,800.00	£ 1,800.00	£ -	£ -	£ -
Recycling Credits	£ -	£ -	£ -	£ 232.98	£ -	£ -	£ -	£ -	£ -	£ -
Bank Interest	£ 2.00	£ 45.23	£ 25.00	£ 228.34	£ 200.00	£ 202.58	£ 265.00	£ 200.00	£ -	£ 200.00
VAT Refunds	£ 6,375.00	£ 6,516.98	£ 1,491.10	£ 1,491.10	£ 2,450.00	£ -	£ 2,673.95	£ 4,440.00	-£ 2,244.03	£ 2,195.97
Miscellaneous	£ -	£ 775.00	£ -	£ 480.00	£ -	£ 900.00	£ 900.00	£ -	£ -	£ -
Total Income	£ 32,038.00	£ 33,018.86	£ 28,701.10	£ 30,137.37	£ 32,885.00	£ 33,434.36	£ 38,814.82	£ 32,930.00	£ 5,820.97	£ 38,750.97
Expenditure										
Clerk's Salary	£ 9,000.00	£ 11,252.06	£ 10,485.00	£ 10,835.62	£ 11,200.00	£ 7,619.81	£ 11,200.00	£ 12,200.00	£ -	£ 12,200.00
Fees	£ 370.00	£ 375.00	£ 400.00	£ 405.00	£ 410.00	£ 405.00	£ 405.00	£ 470.00	£ -	£ 470.00
Subscriptions	£ 530.00	£ 47.50	£ 550.00	£ 580.66	£ 610.00	£ 571.18	£ 607.18	£ 625.00	£ -	£ 625.00
Admin Expenses	£ 300.00	£ 1,684.00	£ 2,200.00	£ 3,531.64	£ 950.00	£ 1,016.35	£ 1,300.00	£ 1,200.00	£ -	£ 1,200.00
Insurance	£ 490.00	£ 478.80	£ 490.00	£ 544.54	£ 600.00	£ 607.49	£ 607.49	£ 625.00	£ -	£ 625.00
Drainage Rates	£ 500.00	£ 520.66	£ 550.00	£ 569.95	£ 600.00	£ 604.22	£ 604.22	£ 620.00	£ 20.42	£ 640.42
Recreation Ground	£ 6,100.00	£ 1,002.65	£ 1,600.00	£ 1,139.50	£ 6,435.00	£ 1,441.91	£ 13,996.00	£ 1,350.00	£ -	£ 1,350.00
Churchyard	£ 2,000.00	£ 1,657.50	£ 6,800.00	£ 4,211.00	£ 5,000.00	£ 1,597.10	£ 1,750.00	£ 2,000.00	£ -	£ 2,000.00
Community Centre	£ 8,360.00	£ -	£ 1,000.00	£ 2,032.98	£ 3,500.00	£ -	£ -	£ 2,150.00	£ -	£ 2,150.00
Play Equipment								£ -	£ 13,467.00	£ 13,467.00
Street Lights	£ 9,550.00	£ 3,203.61	£ 6,000.00	£ 3,621.02	£ 6,600.00	£ 6,091.81	£ 6,091.81	£ 6,500.00	£ 4,500.00	£ 11,000.00
Section 137 Payments	£ 500.00	£ 300.00	£ 500.00	£ -	£ 500.00	£ 250.00	£ 500.00	£ 500.00	£ -	£ 500.00
Parish Land	£ 1,500.00	£ 180.80	£ 500.00	£ -	£ -	£ 151.10	£ 151.10	£ 1,000.00	£ -	£ 1,000.00
Foul Anchor	£ 1,540.00	£ 21.50	£ 1,040.00	£ -	£ 550.00	£ 185.66	£ 700.00	£ 50.00	£ 200.00	£ 250.00
Highways/LHI	£ 1,550.00	£ 2,632.94	£ 2,000.00	£ 128.25	£ 1,000.00	£ -	£ 2,600.00	£ 1,000.00	£ 3,600.00	£ 4,600.00
Recoverable VAT	£ -	£ 1,491.10	£ -	£ 2,673.95	£ 2,673.95	£ 1,898.72	£ 4,440.00	£ 2,700.00	£ 2,200.00	£ 4,900.00
Total Expenditure	£ 42,290.00	£ 24,848.12	£ 34,115.00	£ 30,274.11	£ 40,628.95	£ 22,440.35	£ 44,952.80	£ 32,990.00	£ 23,987.42	£ 56,977.42
Summary										
Total Income	£ 32,038.00	£ 33,018.86	£ 28,701.10	£ 30,137.37	£ 32,885.00	£ 33,434.36	£ 38,814.82	£ 32,930.00		£ 38,750.97
LESS Total Expenditure	£ 42,290.00	£ 24,848.12	£ 34,115.00	£ 30,274.11	£ 40,628.95	£ 22,440.35	£ 44,952.80	£ 32,990.00		£ 56,977.42
Net Surplus or Deficit	-£ 10,252.00	£ 8,170.74	-£ 5,413.90	-£ 136.74	-£ 7,743.95	£ 10,994.01	-£ 6,137.98	-£ 60.00		-£ 18,226.45

NOTES

Balance as at 31.3.25	£ 49,363.81
Anticipated deficit for 2025/26	-£ 18,226.45
Anticipated carry forward from 2024/25	£ 31,137.36
Anticipated balance as at 31.3.26	£ 31,137.36
Budget 2025/26	
Anticipated year end 2025/26	£ 31,137.36
Additional items	
Final anticipated year end 2025/26	£ 31,137.36

Anticipated liabilities and suggested expenditure

Play Areas	£ 4,000.00
Community Centre	£ 1,400.00
Churchyard (Tree quote £3,880)	£ -
Parish Land	£ -
Street Lights	£ 4,500.00
Foul Anchor (Bench, bin, reseed etc)	£ -
Training	£ -
	£ -
	£ 9,900.00

TYDD ST GILES PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews.	Quarterly	Unexpected expense	Clerk
2	Poor reporting to Council	Poor quality decision making. Council becomes ill informed.	M	H	Timely and accurate financial reporting.	Quarterly	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls. Correspondence backlog.	M	H	Clear office procedures. Clear budgetary procedures.	Annually	Loss of staff member	Council
4	Failure to respond to electors wish to right of inspection	Loss of confidence. Loss of reputation.	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public.	Annually	Approach by elector to Auditor	Clerk
5	Poor document control	Information not passed on in a timely manner. Deadlines missed.	M	M	Clear Standing Orders.	Annually	Major incident complaints	Clerk

TYDD ST GILES PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

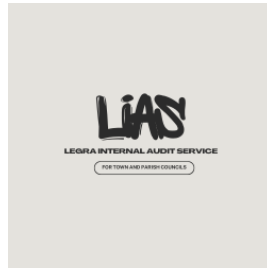
	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
6	Ensure Council complies with law in particular Health and Safety, Equal Opportunities, Data Protection, Human Rights, Disability and Discrimination, Employment Law	Fines and penalties from regulation bodies. Employee action for negligence or grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk
7	Ensuring all business activities are within legal power	Illegal expenditure.	L	H	Recording in the minutes the precise power under which expenditure is being approved.	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council.	L	H	Clear Standing Orders regarding conduct of meeting and conflict of interests.	Annually	Complaints Incidents at meetings	Chairman
9	Councillors benefiting from being on the Council	Affect reputation. Conflicts of interest.	L	M	Clear Standing Orders. Open system of payment.	Annually All meetings	Complaints from public	Council
10	Failure to register members interests	Member could make inappropriate gains.	L	M	Procedures in place for recording and monitoring Members Interests.	All meetings	Complaints about members	Councillors

TYDD ST GILES PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
11	Lack of maintenance of Council owned property	High cost of repair. Injury to third party leading to claims. Damage to property.	M	H	Regular routine maintenance. Insurance cover.	Weekly	Unexpected incident	Councillors
12	Damage to third party, property or individual due to Service or Amenity provided	Claim against Council.	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate levels.	As required	As reported. Review of Insurance Cover. Review of adequacy of insurance cover provided	Council
13	Loss of cash through fraud or dishonesty	Reduction in available funds.	L	H	Clear financial procedures. Adequate insurance cover.	Annually	On a Loss. Review Insurance Cover (fidelity guarantee).	Clerk
14	Inadequacy of Precept. Ensuring the adequacy of the annual precept is within sound budgeting arrangements	Lack of confidence in Council. Inability to carry out functions. Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event i.e. flooding	Clerk

Adopted May 2025



6th May 2025

Helen Symmons,
Legra Internal Audit

LegraIAS@outlook.com

2024/25 Interim Internal Audit Report for Tydd St Giles Parish Council

BASIS OF REPORT

This internal audit report is based upon the Practitioners Guide (Joint Panel on Accountability and Governance) Governance and Accountability for Smaller Authorities in England 2024 publication.

The scope of this internal audit is focused on assessing the effectiveness of the Council's internal controls and was outlined in the original Letter of Engagement. Where any such controls are found to be deficient, the internal audit will help lead to improvement in those processes. The Internal Audit Reports should, therefore, be made available to all Members to support and inform them when they consider the Council's approval of the annual governance statement.

By applying the principles of internal auditing, outlined in the current Accounts and Audit Regulations and applying the approach to internal audit testing outlined above, every effort is made to ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

Please note: it would be incorrect to view internal audit as the detailed inspection of all records and transactions of the Council in order to detect error or fraud. Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes'. An internal audit is therefore a periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control. Managing the Council's internal controls should be a day-to-day function of the staff and Councillors and not left for internal audit. (Source: Governance and Accountability for Smaller Councils - A Practitioners' Guide 2024 – Section 4).

As Internal Auditor for Tydd St Giles Parish Council, I confirm that I am independent from the management of the financial controls and procedures of the Council and do not have any conflicts of interest with the Council, nor do I provide any management or financial assistance to the Council.

INTERIM AUDIT REPORT

I reviewed the documents provided and met with the Parish Clerk/RFO online on 1st May 2025 and finalised the information on 6th May 2025.

The Parish Clerk is the sole employee of the Council. The electorate number of the Parish Council was reported to be 795 and the Precept for the year 24/25 was set at £18,000

AUDIT POINT	AUDIT FINDINGS	RECOMMENDATIONS & ACTIONS
A. Appropriate accounting records properly kept throughout the financial year		
Book Keeping Arrangements	<ul style="list-style-type: none"> • <i>Appropriate books of account are being kept and are well maintained. The Council operates on an Income & Expenditure basis.</i> • <i>The Council uses Excel spreadsheets for their accounting system and this is being used appropriately.</i> • <i>Council minutes are up to date and are signed and dated.</i> 	In accordance with legislation, the agenda sent to Councillors does 'summon' them to attend meetings. For noting, the agenda on the website is an amended version to invite press and public.
B. Financial Regulations complied with, payments supported by invoices, expenditure approved, VAT appropriately accounted for		
Document reviews, review of internal controls and decision making.	<ul style="list-style-type: none"> • <i>Standing Orders and Financial regulations were reviewed in the year based on the current model versions at the time and are appropriately published to the website.</i> • <i>There were no contracts that needed to be advertised in line with procurement legislation.</i> • <i>A sample of payments during the year were reviewed. Payments were supported by invoices and all expenditure was approved.</i> • <i>The system for authorising and making payments from the bank account is satisfactory.</i> • <i>Orders are made in accordance with Financial Regulations.</i> • <i>VAT is appropriately accounted for and claimed annually.</i> • <i>There is regular comparison of actuals v budget by Council.</i> • <i>There were effective controls in place for making payments.</i> • <i>The limit on the debit card is reasonable and security is acceptable.</i> 	<p>The Clerk is aware that newer model versions are now available which accommodate the new procurement legislation, and this will be on the agenda for the Annual Parish Meeting in May.</p> <p>It is recommended that the Clerk evidences that invoices are verified and certified in accordance with Financial Regulation 6.3</p>

C. Risk management & Insurance		
Review of internal controls	<ul style="list-style-type: none"> <i>The Council undertook a review of risk in May 2024 with the document published with the agenda.</i> <i>The scope and value of insurance was reviewed in May 2024 at the Annual Parish Meeting in time for the June renewal. Fidelity cover is £50,000 and considered sufficient.</i> <i>Appropriate arrangements are in place for monitoring play areas, open spaces etc.</i> <i>The Council is responsible for trees and appropriate surveys and tree works are undertaken.</i> 	No external independent inspection was carried out on play equipment in 2024, but this is already scheduled to take place in May 2025.
D. Budget, Precept and Reserves		
Review of internal controls, monitoring and decision making	<ul style="list-style-type: none"> <i>An annual budget was prepared and approved in January prior to setting the precept.</i> <i>Progress against the 2024/25 budget was monitored during the year and evidenced in minutes. Any significant variances are reviewed.</i> <i>The Council reviewed the level of reserves during the year but this was not evidenced in the Council minutes.</i> 	<p>It is recommended that the annual budget and precept demand be published on the Council's website so the electorate can view how the Council plan to spend their precept contribution.</p> <p>The Council will shortly be formally reviewing their level of reserves at their forthcoming meeting. Consideration should be given to not hold more than a year's expenditure in the General Reserve.</p> <p>It is recommended that Council adopt a Reserves Policy.</p>
E. Income		
Review of internal controls, banking and VAT accounting	<ul style="list-style-type: none"> <i>The precept received in 2024/25 agreed to the precept demand.</i> <i>VAT was claimed and received for 2023/24 and a VAT claim has been submitted for 2024/25. Any income received was correctly treated for VAT.</i> <i>All fees and charges were reviewed with income received as due and properly recorded.</i> <i>The Council is responsible for Allotments and has appropriate tenancy agreements in place.</i> 	

F. Petty Cash		
Review of internal controls, decision making and VAT accounting	<i>A Petty cash system is not operated by the Council.</i>	
G. Payroll		
Review of process, internal controls and decision making	<ul style="list-style-type: none"> • <i>An appropriate contract of employment is in place.</i> • <i>HMRC is appropriately paid by Council re PAYE/NI.</i> • <i>The Council is registered with the Pension Regulator and staff are automatically enrolled for a pension when applicable.</i> • <i>Salaries were paid in accordance with Council approvals and PAYE and NI requirements were properly applied.</i> • <i>An informal staff appraisal system is in place.</i> • <i>Councillors do not receive allowances.</i> 	
H. Assets, Investments and Loans		
Review of registers, policies and records	<i>The Council holds an asset register which is up to date and assets were inspected internally during the past year for risk.</i>	It is recommended that land registry details for any land or buildings are published on the register.
I. Bank Reconciliations		
Review of internal controls	<i>The Clerk undertakes a monthly bank reconciliation. Whilst this is reviewed as part of the internal control process, it does need to be evidenced.</i>	It is recommended that in accordance with the Council's Financial Regulation 2.6, Council should clearly record that this internal control is being undertaken.
J. Accounting Statements		
Review of process	<ul style="list-style-type: none"> • <i>Appropriate accounting procedures are used and can be followed through from working papers to final documents.</i> • <i>End of year accounts were prepared on an Income & Expenditure basis with supporting notes. Creditors and Debtors are identified within the year end accounts.</i> • <i>Figures were checked to Council's records.</i> 	It was highlighted to the Clerk that the Governance statements should be resolved individually by Council.
K. Limited Assurance Review		
Criteria review	<i>The Council does not meet the exemption criteria.</i>	

L. Transparency Code		
Review of published information on website	<ul style="list-style-type: none"> <i>In 2024/25, the Transparency Code for Smaller authorities did not apply for the Council.</i> <i>The Council's website does not indicate that it is WCAG 2.2AA compliant in respect of the latest Accessibility Regulations.</i> <i>Five years of AGAR information is available on the website.</i> <i>There are contact details for all Councillors on the website along with their responsibilities within Council.</i> <i>The Council has an appropriate Publication Scheme.</i> 	<p>For best practice, the Council may wish to meet additional aspects of the Local Government Transparency Code 2015. Easy to understand details of what could be published can be found here Transparency - Weymouth Town Council Weymouth Town Council</p> <p>The Council's website is comprehensive and easy to navigate but the website needs updating with regards to compliancy of the latest Accessibility Regulations.</p> <p>A website accessibility statement also needs to be provided on the website.</p>
M. Exercise of Public Rights		
Review of 2023/24	<i>The Council published the exercise of public rights notice on the website and noticeboard with the following dates: 3rd June – 12th July inclusive. This appropriately included the first 10 working days of July and was formally minuted.</i>	
N. AGAR publication		
Review of 2023/24	<i>The Parish Council has complied with the publication requirements for the 2023/24 AGAR.</i>	
O. Trust Funds		
Review if applicable	<i>Not applicable</i>	

Transparency Compliant		
PROCESS	FINDINGS	RECOMMENDATIONS & ACTIONS
1. Review of Internal Audit 2023/24 considered and actioned		
Good Practice	<i>The Internal Audit was reviewed by Council. There were no matters requiring attention</i>	It would be best practice for the Internal Auditors report to be published on the Council website
2. External Audit recommendations 2023/24 considered and actioned		
Good Practice	<i>The Conclusion of Audit report was received for 23/24 and published on the website.</i>	There were no Qualifications
3. Compliance with Transparency Code		
Good Practice / Legal conformity	<i>Whilst the Council does not have to strictly adhere to the Transparency Code it would be best practice to ensure some further elements are published.</i>	

Further Recommendations:

In accordance with the guidance of the JPAG 2024 1.5, the Council needs to have appropriate evidence to support a 'yes' answer to an assertion and therefore **each** assertion in respect of Section 1 of the Annual Governance and Accountability Return for 2024/25 should be referenced with **each** decision in a set of formal minutes.

There is no evidence that any appropriate training is undertaken. This would be good practice to keep up with sector and legislative changes. All Staff and Councillors should be supported in training as it will be of great benefit, not only to professional development, but to the Council. It would be advantageous to the Council for the Clerk to be a member of the Society of Local Council Clerks for as well as sector specific guidance, there is a library of policy templates that would be accessible.

It was noted that some of the information on the website was not the most up to date versions of policies that had been approved by Council.

The Council has an adequate storage system for both digital and hard copy documentation. There should also be a supporting Document Retention Policy though.

There will be some changes to the 2025/26 AGAR documentation. It is therefore recommended that the Clerk become familiar with the proper practices outlined in the Practitioners Guide 2025 which is now available.

Conclusion

It is evident that Tydd St Giles Parish Council is a very proactive Council for its community. The above are recommendations to help the Council improve its processes and in no way detract from the work it, and the Parish Clerk have already done. The Council is to be commended for employing a dedicated and able Clerk and having Councillors engaged in all aspects of Council life.

The Parish Clerk has introduced competent arrangements over the years and continues to seek improvement in order to ensure that Council's systems of internal financial control are transparent and effective.

My thanks are given to the Parish Clerk for providing documents on time and for his assistance which has ensured the smooth progress of the review process.

This report should be noted and taken to the next meeting of the Council for minuting to inform them of the Internal Audit work carried out.

If you would like any further assistance or clarification, please do contact me.

Helen Simmons

Legra Internal Audit Service
Internal Auditor

Annual Internal Audit Report 2024/25

Tydd St Giles Parish Council

<https://tyddstgilesparishcouncil.org.uk/> ENTER FULLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓ N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

01/05/2025

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

Helen Symmons

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

01/05/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Tydd St Giles Parish Council**

County Area (local councils and parish meetings only): **Cambridgeshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Tuesday 3 June

and ending on Monday 14 July

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2025 (i.e. Tuesday 1 July – Monday 14 July). The period should not commence before the approval of the AGAR.

We have suggested the following dates: Tuesday 3 June – Monday 14 July 2025 The latest possible dates that comply with the statutory requirements are Tuesday 1 July – Monday 11 August 2025.)

Signed: ,

Role: Clerk & RFO

Agenda Item No.	017/25(m)	TYDD ST GILES PARISH COUNCIL
Meeting Date	8 May 2025	
Report Title	Section 137 of the Local Government Act 1972	

1. Purpose of Report

To consider options for the future use of the Council's power under Section 137 of the Local Government Act 1972.

2. Key Issues

Section 137 gives parish councils the power to make payments to charities and other not-for-profit groups that benefit residents of the parish. All such payments must be recorded separately in the council's accounts and there is a limit on how much money may be distributed under this power. The limit is calculated by multiplying the number of residents on the electoral roll by a figure updated annually by the Government to reflect inflation. For 2025/26, the multiplier will be £11.10 and the number of people on the electoral roll is 975, so the maximum sum available for distribution under Section 137 will be £10,822.50. Needless to say, the actual sum is likely to fall well below this limit.

Councils use this power in different ways. Many councils operate a formal grants scheme, allowing groups, especially those operating at local level, to apply for funding to support their activities. Sometimes this will enable a small special-interest group to hire a room in a village hall for their meetings that would otherwise be unaffordable. Wisbech St Mary, Christchurch, Wimblington, Manea and other Fenland Parishes operate grant schemes. Volunteer groups that provide services to the council may also be supported, such as Street Pride, Speed Watch, gritting volunteers, rights of way volunteers etc.

The power is widely used to support larger charities that have a direct connection to the local community, such as air ambulances, community first responders, Citizens' Advice, Victim Support, Neighbourhood Watch, foodbanks, and in coastal communities, the lifeboat, or mountainous regions, the mountain rescue team.

Some councils have a documented policy for Section 137, which defines strategic objectives, priorities etc. Tydd St Giles Parish Council does not at present have such a policy. Previous grants have been given predominantly to the organisations mentioned above and to village groups on an *ad hoc* basis, usually at the end of the financial year, hence the reason this was included on the agenda for the March meeting.

Expenditure incurred for the improvement of the Community Centre, whether directly or in the form of a grant to the Community Centre charity, falls outside the scope of Section 137, as the Council has a specific power to incur such expenditure by virtue of Section 133 of the Act, which relates to the provision of village halls and community centres.

The current full text of Section 137 is included as an appendix to this report to provide further clarification. There have been various amendments to the legislation since 1972 and some paragraphs have been deleted. The key parts of the text applicable to Tydd St Giles Parish Council are highlighted.

Report Author	Dave Gibbs
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3. Recommendations

Members consider and agree the following:

- a) The potential uses of Section 137 in support of the Council's aims and objectives;
- b) An appropriate annual sum to distribute under this power;
- c) The mechanism for determining the use of this power e.g. *ad hoc* payments, targeted funding, grant scheme etc; and
- d) Whether to formulate a written policy for the use of this power, and, if so, the framework for the new policy.

Appendix - Section 137, as amended

137 Power of local authorities to incur expenditure for certain purposes not otherwise authorised.

(1) A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants, but a local authority shall not, by virtue of this subsection, incur any expenditure—

(a) for a purpose for which they are, either unconditionally or subject to any limitation or to the satisfaction of any condition, authorised or required to make any payment by or by virtue of any other enactment; nor

(b) unless the direct benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred.

(1A) In any case where—

(a) by virtue of paragraph (a) of subsection (1) above, a local authority are prohibited from incurring expenditure for a particular purpose, and

(b) the power or duty of the authority to incur expenditure for that purpose is in any respect limited or conditional (whether by being restricted to a particular group of persons or in any other way),

the prohibition in that paragraph shall extend to all expenditure to which that power or duty would apply if it were not subject to any limitation or condition.

(2) It is hereby declared that the power of a local authority to incur expenditure under subsection (1) above includes power to do so by contributing towards the defraying of expenditure by another local authority in or in connection with the exercise of that other authority's functions.

(2A)(2B) deleted.

(2C) A local authority may incur expenditure under subsection (1) above on publicity only by way of assistance to a public body or voluntary organisation where the publicity is incidental to the main purpose for which the assistance is given; but the following provisions of this section apply to expenditure incurred by a local authority under section 142 below on information as to the services provided by them under this section, or otherwise relating to their functions under this section, as they apply to expenditure incurred under this section.

(2D) In subsection (2C) above—

“publicity” means any communication, in whatever form, addressed to the public at large or to a section of the public; and

“voluntary organisation” means a body which is not a public body but whose activities are carried on otherwise than for profit.

(3) A local authority may, subject to the following provisions of this section, incur expenditure on contributions to any of the following funds, that is to say—

(a) the funds of any charitable body in furtherance of its work in the United Kingdom; or

(b) the funds of any body which provides any public service (whether to the public as a whole or to any section of it) in the United Kingdom otherwise than for the purposes of gain; or

(c) any fund which is raised in connection with a particular event directly affecting persons resident in the United Kingdom on behalf of whom a public appeal for contributions has been made by the Lord Mayor of London or the chairman of a principal council or by a committee of which the Lord Mayor of London or the chairman of a principal council is a member or by such a person or body as is referred to in section 83(3)(c) of the Local Government (Scotland) Act 1973.

(4) The expenditure of a local authority under this section in any financial year shall not exceed the amount produced by multiplying—

(a) such sum as is for the time being appropriate to the authority under Schedule 12B to this Act, by

(b) the relevant population of the authority's area.

(4AA) deleted.

(4AB) For the purposes of subsection (4)(b) above the relevant population of a local authority's area shall be determined in accordance with regulations made by the Secretary of State; and a statutory instrument containing such regulations shall be subject to annulment in pursuance of a resolution of the House of Commons.

(4A) For the purpose of determining whether a local authority have exceeded the limit set out in subsection (4) above, their expenditure in any financial year under this section shall be taken to be the difference between their gross expenditure under this section for that year and the aggregate of the amounts specified in subsection (4B) below.

(4B) The amounts mentioned in subsection (4A) above are—

(a) the amount of any expenditure which forms part of the authority's gross expenditure for that year under this section and in respect of which any grant has been or is to be paid under any enactment by a Minister of the Crown, within the meaning of the Ministers of the Crown Act 1975 (whether or not the grant covers the whole of the expenditure);

(b) the amount of any repayment in that year of the principal of a loan for the purpose of financing expenditure under this section in any year;

(c) so much of any amount raised by public subscription as is spent in that year for a purpose for which the authority are authorised by this section to incur expenditure;

(d) any grant received by the authority for that year out of the European Regional Development Fund or the Social Fund of the European Economic Community, in so far as the grant is in respect of an activity in relation to which the authority incurred expenditure in that year under this section;

(e) the amount of any repayment in that year of a loan under this section made by the authority in any year; and

(f) the amount of any expenditure—

- (i) which is incurred by the authority in that year in circumstances specified in an order made by the Secretary of State; or
- (ii) which is incurred by the authority in that year and is of a description so specified; or
- (iii) which is defrayed by any grant or other payment to the authority which is made in or in respect of that year and is of a description so specified.

(4C) deleted.

(5) A statutory instrument containing an order under this section may apply to all local authorities or may make different provision in relation to local authorities of different descriptions.

(6) Any such instrument shall be subject to annulment in pursuance of a resolution of either House of Parliament.

(7) The accounts of a local authority by whom expenditure is incurred under this section shall include a separate account of that expenditure.

(7A) In relation to England, section 25 of the Local Audit and Accountability Act 2014 (inspection of statements of accounts etc) applies in relation to a separate account included in a local authority's accounts by virtue of subsection (7) above as it applies in relation to a statement of accounts prepared by the authority pursuant to section 3(3) of that Act.

(7B) In relation to Wales, section 29 of the Public Audit (Wales) Act 2004 (rights of inspection) applies in relation to a separate account included in a local authority's accounts by virtue of subsection (7) above as it applies in relation to a statement of accounts prepared by the authority pursuant to regulations under section 39 of that Act.

(8) deleted.

(9) Subject to subsection (10) below, in this section "local authority" means—

(a) a parish council which is not an eligible parish council for the purposes of Chapter 1 of Part 1 of the Localism Act 2011 (general power of competence), or

(b) a community council which is not an eligible community council for the purposes of Part 2 of the Local Government and Elections (Wales) Act 2021 (general power of competence).

(10) In subsection (3) above "local authority" means—

(a) in relation to England, a county council, a district council, a London borough council, the Common Council or a parish council,

(b) in relation to Wales, a county council, a county borough council or a community council.

Tydd St Giles Parish Council

Income & Expenditure Summary as at 30.4.25

Income	Year to Date	Budget	%
FDC Precept	£ 12,800.00	£ 25,600.00	50.00
FDC Concurrent Functions Grant	£ -	£ 2,791.00	0.00
Allotment Rents	£ 50.00	£ 7,329.00	0.68
Allotment Rates	£ -	£ 635.00	0.00
Community Centre	£ -	£ -	0.00
Grants	£ -	£ -	0.00
Donations	£ -	£ -	0.00
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ -	£ 200.00	0.00
VAT Refunds	£ -	£ 2,196.00	0.00
Miscellaneous	£ -	£ -	0.00
Total Income	£ 12,850.00	£ 38,751.00	33.16

Expenditure

Clerk's Salary	£ 151.43	£ 12,200.00	1.24
Fees	£ -	£ 470.00	0.00
Subscriptions	£ -	£ 625.00	0.00
Admin Expenses	£ 3.85	£ 1,200.00	0.32
Insurance	£ -	£ 625.00	0.00
Drainage Rates	£ -	£ 640.00	0.00
Recreation Ground	£ -	£ 1,350.00	0.00
Churchyard	£ -	£ 2,000.00	0.00
Community Centre	£ -	£ 2,150.00	0.00
Play Equipment	£ -	£ 13,467.00	0.00
Street Lights	£ -	£ 11,000.00	0.00
Section 137 Payments	£ -	£ 500.00	0.00
Parish Land	£ -	£ 1,000.00	0.00
Foul Anchor	£ 67.99	£ 250.00	27.19
Highways	£ -	£ 4,600.00	0.00
Recoverable VAT	£ -	£ 4,900.00	0.00
Total Expenditure	£ 257.74	£ 56,977.00	0.45

Summary

Total Income	£ 12,850.00
LESS Total Expenditure	£ 257.74
Net Surplus or Deficit	£ 12,592.26

Balance Sheet

Balance B/fwd 1.4.25	£ 49,363.81
Surplus or Deficit	£ 12,592.26
Balance C/fwd	£ 61,956.07

Represented by

Barclays Current Account	£ 14,144.74
Barclays Business Saver	£ 18,256.22
NatWest Current Account	£ 29,555.11
Cash / Cheques	£ -
	£ 61,956.07