Goostrey Parish Council

FINANCE COMMITTEE MEETING

AGENDA for the MEETING on TUESDAY 5th APRIL 2022, at 7.30pm
In the VILLAGE HALL LOUNGE

1. **Declaration of Interests**
2. **Apologies for absence**
3. **Minutes of meeting of 18th January 2022. View minutes at Finance Committee Meeting Minutes 18th January 2022 Draft**
4. **Actions from the Meeting of 18th January 2022**

i. Clerk to request that the Village Hall Management Committee look into the improvements to be made to access the loft space. Update: VHMC resolved that the loft area is no longer viable for long term storage. Action: Clerk to inform organisations that from 1 st July 2022 items will need to be stored elsewhere. In Progress. Clerk to ask the Staff Committee to decide who will carry out the review and when it should take place, ensuring it was in line with social distancing guidelines - **Complete.**

ii. Risk Register Actions: Update to say the Emergency Procedures have been written but require testing. Action: Clerk to update the finance section with details of Scribe Accounts and then request testing. Update: Testing of the procedures is to be carried out at handover of role to new Clerk. **In Progress**

iii. Village Hall Rechage - Clerk to request the promised recharge reports from the School Business Manager. **Partially completed:** All invoices for the recharge for 2019/20 have been received. However, we are still awaiting the reports for 2020/21. Delivery of these reports is not anticipated until after 19th April 2021.

iv. Standing Orders updates - Add reference to Emergency Procedure to Standing Orders once the Emergency Procedure is adopted – **In progress**

v. Village Hall Recharge - Clerk to reconcile invoices against the recharge for 2020/21 and report to the Council. Clerk also to request an invoice for the recharge for 2019/20 and make payment to CEC - **No invoice has been received. Working Group meeting needs to be scheduled.**

vi. To schedule a Review of Financial Regulations - PM and the Clerk to review the Financial Regulations and make a proposal for any changes at the December Parish Council meeting. Action: Meeting to be scheduled between Clerk and PM to review – **Thresholds have been updated in line with advice from ChALC and sent to PM.**

vii. **Grant Funding Application -** The Clerk is due to meet with the group on Friday and will explain the council's final position on the matter. **Completed.**

5. **Financial position vs. budget for the year ended 31st March 2022 – Item 05 document pack**
6. **Draft Unaudited Accounts for the year ended 31st March 2022 – Item 06 document pack**
7. **Bank Reconcilliations for the year ended 31st March 2022 –** To be signed as an accurate record.
8. **Reserves –** To review the Capital and General Reserves at 31st March 2022 **– Item 08 document pack**
9. **Arrangements for Internal and External Audit for the year 2021/22 – Item 09 document pack**
   - **i.** Set timetable for Internal Audit
   - **ii.** Set timetable for signature of AGAR form by Council
10. **Asset Register** To review the Asset Register - **Item 10 document pack**
11. **Risk Assessment – Item 11 document pack**
    - To consider if there are any changes to the risks listed in the Risk Management Policy and Risk Register and if any change in the management of the risks should be made.
12. **Standing Orders & Financial Regulations** To consider if there are any changes required to the Standing Orders & Financial Regulations – **Item 12 document pack**
13. **2021-22 National Salary Award** – To note the award and the implications **Item 13 document pack**
14. **Grant Applications** To consider the following grant applications:
    Item 14 document pack
    - **i.** 1st Goostrey Scouts
    - **ii.** Goostrey VHPFF
    - **iii.** Goostrey Gardens
15. **Minor Items and Items for the Next Agenda**
16. **Next meeting – 5th July 2022**
17. **Close meeting.**

Item 05 Financial Position vs Budget

Goostrey Parish Council

31 March 2022 (2021 - 2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

1 Parish Council

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1	Precept	44,337.00	44,337.00						(0%)
8	Bank Interest	400.00	345.44	-54.56				-54.56	(-13%)
10	Exceptional Income		55.00	55.00				55.00	(N/A)
11	Audit				900.00	830.00	70.00	70.00	(7%)
12	Bank Charge				325.00	410.60	-85.60	-85.60	(-26%)
13	Computer				300.00	1,854.76	-1,554.76	-1,554.76	(-518%)
14	Telephone and Broadband				500.00	461.70	38.30	38.30	(7%)
15	Website				350.00	300.00	50.00	50.00	(14%)
16	Office Supplies, Printing & Posta				1,000.00	1,287.75	-287.75	-287.75	(-28%)
17	Insurance				800.00	897.13	-97.13	-97.13	(-12%)
18	Legal and Professional Fees					85.00	-85.00	-85.00	(N/A)
19	Subscriptions		46.50	46.50	1,100.00	1,292.03	-192.03	-145.53	(-13%)
20	Councillors/General Expenses				100.00	18.75	81.25	81.25	(81%)
21	Accounting System				750.00	674.00	76.00	76.00	(10%)
22	Parish Magazine				280.00	250.00	30.00	30.00	(10%)
23	General					142.27	-142.27	-142.27	(N/A)
24	Grant Funding - s 137				5,000.00	1,915.24	3,084.76	3,084.76	(61%)
25	Clerk's Expenses				100.00	43.74	56.26	56.26	(56%)
26	Clerk's Salary				13,164.00	16,837.65	-3,673.65	-3,673.65	(-27%)
27	Employers NIC				1,030.00	1,129.01	-99.01	-99.01	(-9%)
28	Training				500.00	32.44	467.56	467.56	(93%)
47	Employee NIC								(N/A)
48	Employee Income Tax								(N/A)
54	Recruitment Costs					337.00	-337.00	-337.00	(N/A)
55	Pension Contribution Employee								(N/A)
56	Pension Contribution Employer				1,500.00	106.54	1,393.46	1,393.46	(92%)
	SUB TOTAL	**44,737.00**	**44,783.94**	**46.94**	**27,699.00**	**28,905.61**	**-1,206.61**	**-1,159.67**	**(-1%)**

2 Amenities

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
29	Village Maintenance (incl grass c				1,500.00	750.05	749.95	749.95	(50%)
30	Graveyard Maintenance				3,596.00	3,561.95	34.05	34.05	(0%)
31	Lengthsman Service				1,000.00	69.73	930.27	930.27	(93%)
32	Rose Day Stand and Toilets				650.00		650.00	650.00	(100%)
33	Speedwatch				800.00	125.00	675.00	675.00	(84%)
34	Seniors Lunch	850.00	438.00	-412.00	1,950.00	1,018.08	931.92	519.92	(18%)
35	Christmas Lights (Bogbean)				800.00	644.28	155.72	155.72	(19%)
36	Planters and Plants				1,000.00	204.28	795.72	795.72	(79%)
	SUB TOTAL	**850.00**	**438.00**	**-412.00**	**11,296.00**	**6,373.37**	**4,922.63**	**4,510.63**	**(37%)**

3 Village Hall

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
2	VH Lettings - Hall	4,375.00	2,764.21	-1,610.79		54.54	-54.54	-1,665.33	(-38%)

Goostrey Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

3	VH Lettings - Lounge	4,000.00	2,954.20	-1,045.80		64.13	-64.13	-1,109.93 (-27%)
4	VH Lettings - Committee Room	500.00	117.81	-382.19				-382.19 (-76%)
5	VH Lettings - School Kitchen	100.00	50.00	-50.00	125.00		125.00	75.00 (33%)
6	VH Lettings - Caretaker Services	975.00	1,003.47	28.47	975.00	926.58	48.42	76.89 (3%)
7	VH Lettings - Performing Rights	165.00	17.28	-147.72	165.00	123.37	41.63	-106.09 (-32%)
9	VH - Lettings early/late fees	50.00	10.00	-40.00				-40.00 (-80%)
37	VH Recharge				13,000.00		13,000.00	13,000.00 (100%)
38	VH Improvements				1,000.00	507.97	492.03	492.03 (49%)
39	Performing Rights Licence				165.00		165.00	165.00 (100%)
40	VH General Maintenance & Sup				1,500.00	1,205.34	294.66	294.66 (19%)
41	VH - Covid Cleaning - Hall		358.00	358.00				358.00 (N/A)
42	VH Advertising/Entertainment Bu				500.00	30.04	469.96	469.96 (93%)
43	VH Supervisor Salary				6,202.95	4,610.22	1,592.73	1,592.73 (25%)
44	VH Clerk Salary				1,517.60	1,650.85	-133.25	-133.25 (-8%)
45	VH - Covid Cleaning - Lounge		278.68	278.68				278.68 (N/A)
46	VH Staff Expenses				200.00	13.00	187.00	187.00 (93%)
	SUB TOTAL	**10,165.00**	**7,553.65**	**-2,611.35**	**25,350.55**	**9,186.04**	**16,164.51**	**13,553.16 (38%)**

4 Expenditure from Reserves

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
49	Village Hall Planting Project					904.00	-904.00	-904.00 (N/A)
50	Telephone Box Refurbishment C					2,203.57	-2,203.57	-2,203.57 (N/A)
51	Village Environmental Improvem					552.06	-552.06	-552.06 (N/A)
52	Notice Boards					353.30	-353.30	-353.30 (N/A)
53	Defibrilator Supplies					499.00	-499.00	-499.00 (N/A)
	SUB TOTAL					**4,511.93**	**-4,511.93**	**-4,511.93 (N/A)**

Summary

NET TOTAL	**55,752.00**	**52,775.59**	**-2,976.41**	**64,345.55**	**48,976.95**	**15,368.60**	**12,392.19 (10%)**
V.A.T.		3,449.86			2,647.15		
GROSS TOTAL		**56,225.45**			**51,624.10**		

Goostrey Parish Council

Unaudited Accounts
01-April-2021 to 31-March-2022

RECEIPTS		
Precept Payment		£44,337.00
V. Hall Lettings incl VAT		£7,536.37
Bank Interest		£345.44
Lunch Ticket Sales		£438.00
Subscription Recharge		£46.50
Performing Rights Recharge		£17.28
Exceptional Income		£55.00
VAT Refund		£3,449.86
Adjustments		
		£56,225.45
PAYMENTS		
VAT Control		£2,647.15
Administration		£7,531.72
Audit		£830.00
Donations/Sponsorship		£1,915.24
Maintenance - around Village		£4,586.01
Miscellaneous Items		£142.27
Parish Projects		£1,787.36
Salary & Expenses - Parish Council		£18,010.40
Staff Pensions		£106.54
Recruitment		£337.00
Performing Rights Licence		£123.37
Training		£32.44
V.Hall Refunds		£118.67
V.Hall expenses		£1,743.35
V.Hall Salary & Expenses		£7,200.65
		£47,112.17
Excess of Receipts over Payments		**£9,113.28**
Balance at 01-April-2021		£176,654.27
Excess of Receipts over Payments	plus	£9,113.28
Less spend from General Reserves	less	£4,511.93
Less spend from Capital Reserves	less	
Balance of accounts at 31-March-2022		**£181,255.62**
General Reserves (incl Current Account)		£137,461.95
Capital Reserves		£43,793.67

The Capital Reserves figure was stated incorrectly as £60,867.26 on the Unaudited Accounts in previous quarters due to the figure having been hard coded in the spreadsheet. It was correctly stated in the Reserves report as £43,793.67 which is what is stated here.

Total Reserves	**£181,255.62**
Represented by	
Current Account	£32,021.04
Deposit Account (General Reserves)	£30,595.15
Santander Account	£77,538.72
Skipton Building Soc	£40,886.26
Caxton FX Prep Paid Card Credit	£214.45
	£181,255.62

Goostrey Parish Council

Reserves Balance up to 31st Mar 2022

2021 - 2022

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Capital					
Village Hall Projects	8,800.00				8,800.00
Village Projects	30,000.00				30,000.00
Capital General	4,994.00				4,994.00
Total Capital	**43,794.00**				**43,794.00**
Earmarked					
General Reserves	63,012.00				63,012.00
Village Hall Recharge 2018-201	2,767.00				2,767.00
Village Hall Recharge 2019-202	13,000.00				13,000.00
Village Hall Recharge 2020-202	13,000.00				13,000.00
Election Fee	7,000.00				7,000.00
Village Hall Floor Refurbishmen	2,000.00				2,000.00
Village Hall Planting Project	1,000.00	-849.00	904.00		-753.00
Support for the Village Hall	8,000.00				8,000.00
Neighbourhood Plan Review	12,000.00				12,000.00
Unallocated General Reserve	11,081.00	-3,889.36	1,404.36		5,787.28
Telephone Box Refurbishment		2,500.00	2,203.57		296.43
Total Earmarked	**132,860.00**	**-2,238.36**	**4,511.93**		**126,109.71**
TOTAL RESERVE	**176,654.00**	**-2,238.36**	**4,511.93**		**169,903.71**
GENERAL FUND					12,353.35
TOTAL FUNDS					182,257.06

Goostrey Parish Council
Transfers to and from - All Reserves

Date	Comment	Reserve	Amount
01/04/2021	Funds transferred to Village Hall Improvement	Village Hall Planting Proje	-494.00
10/06/2021	Donations received into exceptional income tra	Village Hall Planting Proje	55.00
29/06/2021	Transfer of funds to pay for Planting and Plant	Village Hall Planting Proje	-410.00
01/06/2021	Costs for Village Environmental Improvements	Unallocated General Rese	-552.06
01/06/2021	Notice Board at VH	Unallocated General Rese	-338.30
21/04/2021	New Battery for Defibrilator in Phone Box	Unallocated General Rese	-230.00
02/08/2021	Withdrawn to put into Telephone Refurbishmer	Unallocated General Rese	-2,500.00
02/08/2021	Moved from Unallocated General Reserves to	Telephone Box Refurbishn	2,500.00
08/09/2021	Defibrillator battery and pads	Unallocated General Rese	-269.00
		Total.....	**-2,238.36**

Item 09 Arrangements for Internal and External Audit for the year 2021/22

i. Set timetable for Internal Audit
The Annual Governance and Return (AGAR) document must be with the External Auditor by 1st July 2022. The Internal Audit must be completed first, followed by the two sections of the AGAR which must be approved at a full meeting of the Council before 1st July.

ii. Set timetable for signature of AGAR form by Council
If the internal auditor completes the audit before the Annual Meeting of the Parish Council on 24th May then it can be approved by the Chairman and the Clerk can sign the forms. If this is not possible then this could be completed at the Council Meeting on 28th June.

Item 10 Asset Register

Goostrey Parish Council Asset Register at 31st March 2022									
Description	Location	Purchase Price	Date Purchased		Value at 31/03/19		Value at 31/03/20	Value at 31/03/21	Value at 31/03/22	
Planter	Bank View	£262.00	June, 2002		#		£0.00	£0.00	£0.00	
Notice Board	Bank View	£1,656.00	March, 2017	-	#		£1,656.00	£1,656.00	£1,656.00	
Churchill Oak Monument	Bogbean	£150.00	March, 2015	-	#		£150.00	£150.00	£150.00	
Metal Village Sign	Bogbean		Unknown		#		£0.00	£0.00	£0.00	
Seat	Bogbean	£130.00	June, 2001		#		£0.00	£0.00	£0.00	
Seat	Bogbean		Unknown		#		£0.00	£0.00	£0.00	
Planter	Booth Bed Lane	£113.00	June, 2001		#		£0.00	£0.00	£0.00	
Picnic Tables	Booth Bed Play Area	£1,244.00	February, 2008		#		£497.60	£497.60	£497.60	
Seats (2)	Boothbed Lane Green	£280.00	July, 2002		#		£0.00	£0.00	£0.00	
Seat	Boothbed Lane Junction		Unknown		#		£0.00	£0.00	£0.00	
10 Oak Bollards (now 9)	Church Bank Corner	£435.00	January, 2011		#		£435.00	£391.50	£391.50	one bollard scrapped
1 Oak Bollard	Church Bank Corner	£40.00	February, 2021		#		£0.00	£40.00	£40.00	
Seat	Church Bank Corner		Unknown		#		£0.00	£0.00	£0.00	
Notice Board	End Bank View	£400.00	July, 2001		#		£0.00	£0.00	£0.00	Scrapped
Notice Board	End Booth Bed Lane		Unknown		#		£0.00	£0.00	£0.00	Scrapped
Planter	Booth Bed Lane Green	£113.00	June, 2001		#		£0.00	£0.00	£0.00	
Planter	Booth Bed Lane Green	£113.00	June, 2001		#		£0.00	£0.00	£0.00	
Planter	Booth Bed Lane/Main Road	£113.00	June, 2001		#		£0.00	£0.00	£0.00	
Phonebox	Main Road - Bank View	£1.00	December, 2012		#		£1.00	£1.00	£1.00	
Highway Mirror	Main Road opp. Manor Ave	£27.00	May, 2017	-	#		£27.00	£27.00	£27.00	
Seat	Main Road/Bank View	£504.00	January, 2007		#		£100.80	£100.80	£100.80	
SDU	Opposite the Crown	£3,500.00	2015??	-	#		£3,500.00	£3,500.00	£3,500.00	
Notice Board	Old Paddock	£220.00	March, 2011		#		£220.00	£0.00	£0.00	Scrapped
Planter	Booth Bed Lane/Main Road	£113.00	June, 2001		#		£0.00	£0.00	£0.00	
1 Filing Cabinet	Parish Office	£50.00	March, 2002		#		£0.00	£0.00	£0.00	Scrapped only 1 left
Desk & Chair	Parish Office	£350.00	March, 2002		#		£0.00	£0.00	£0.00	
Dymo Label Printer	Parish Office	£5.00	December, 2014	-	#		£5.00	£5.00	£5.00	
Guillotine	Parish Office	£19.99	December, 2014	-	#		£19.99	£19.99	£19.99	
Laminator	Parish Office	£33.99	July, 2011	-	#		£33.99	£33.99	£33.99	
Mail Trays	Parish Office	£24.99		-	#		£24.99	£24.99	£24.99	
Projector	Parish Office	£50.00		-	#		£50.00	£50.00	£50.00	
Strimmer	Parish Office	£65.67	October, 2008		#		£39.40	£39.40	£39.40	
3 x Litter Pickers & hoops	Parish Office	£30.95	December, 2014	-	#		£30.95	£30.95	£30.95	
Defibilator	Phone Box		April, 2013		#		£0.00	£0.00	£0.00	
SID Device	Portable	£4,680.00	November, 2009		#		£0.00	£0.00	£0.00	Scrapped
2 x SID Devices	Station Road & Boothbed Lane	£8,792.00	November, 2008		#		£0.00	£0.00	£0.00	
SID Device	New Platt Lane	£3,505.00	May, 2017	-	#		£3,505.00	£3,505.00	£3,505.00	
Speed Guns x 2	Portable	£188.00	2018		#		£188.00	£188.00	£188.00	
Notice Board	Precint		Unknown		#		£0.00	£0.00	£0.00	Scrapped
Seat	Sandy Lane	£325.00	June, 2009		#		£260.00	£260.00	£260.00	
Seat	Shearbrook Bank		Unknown		#		£0.00	£0.00	£0.00	
150 x Chairs	Village Hall	£1,500.00	February, 2002		#		£0.00	£0.00	£0.00	Scrapped
10 Card Tables	Village Hall	£1,000.00	Unknown		#		£0.00	£0.00	£0.00	
40 chairs (lounge)	Village Hall	£2,040.00	March, 2015	-	#		£2,040.00	£2,040.00	£2,040.00	
Amplifer	Village Hall	£1,250.00	Unknown		#		£0.00	£0.00	£0.00	Scrapped
Baby Changing Unit	Village Hall	£216.00	January, 2009		#		£0.00	£0.00	£0.00	
Blinds	Village Hall	£1,080.00	May, 2010		#		£1,080.00	£1,080.00	£1,080.00	
Brother MFC-J6270 DW	Village Hall	£189.00	Sept, 2014	-	#		£189.00	£189.00	£189.00	

Carpet	Village Hall	£1,349.79	Sept, 2005		#	£0.00	£0.00	£0.00	
Crockery/Cutlery	Village Hall	£56.17	August, 2007		#	£22.47	£0.00	£0.00	Scrapped
Cuttlery	Village Hall	£34.85	June, 2008		#	£0.00	£0.00	£0.00	Scrapped
Crockery/Cutlery	Village Hall	£24.00	May, 2008		#	£0.00	£0.00	£0.00	Scrapped
83 white cups and saucers	Village Hall	£61.00	February, 2016	-	#	£61.00	£61.00	£61.00	
Curtains	Village Hall	£1,644.80	March, 2013	-	#	£1,644.80	£1,644.80	£1,644.80	
Cutlery	Village Hall	£345.33	February, 2010		#	£276.26	£276.26	£276.26	
Defibilator	Village Hall		April, 2013	-	#	£0.00	£0.00	£0.00	
Display Boards	Village Hall	£288.00	June, 2013		#	£288.00	£288.00	£288.00	
Dyson Vacuum Cleaner	Village Hall	£156.51	October, 2009		#	£125.21	£125.21	£125.21	
Floodlighting	Village Hall	£1,800.00	Unknown		#	£0.00	£0.00	£0.00	
Furnishings	Village Hall	£1,500.00	Unknown		#	£0.00	£0.00	£0.00	
Interior Lighting	Village Hall	£1,000.00	August, 2002		#	£0.00	£0.00	£0.00	Scrapped
Microphone	Village Hall	£9.92	June, 2006		#	£1.98	£1.98	£1.98	
Microphones	Village Hall	£150.00	Unknown		#	£0.00	£0.00	£0.00	
Numatic floor Cleaner	Village Hall	£821.56	April, 2015	-	#	£821.56	£821.56	£821.56	
Payphone	Village Hall	£200.00	October, 2002		#	£0.00	£0.00	£0.00	Scrapped
Payphone assembly	Village Hall	£102.39	February, 2010		#	£81.91	£0.00	£0.00	Scrapped
Portrait of Queen	Village Hall	£161.50	October, 2007		#	£64.60	£64.60	£64.60	
Sound System	Village Hall	£980.00	July, 2005		#	£0.00	£0.00	£0.00	
Stage Backdrop Curtains	Village Hall	£981.54	February, 2007		#	£196.31	£196.31	£196.31	
Stage Curtains	Village Hall		Unknown		#	£0.00	£0.00	£0.00	
Stage Lighting	Village Hall	£189.80	GIFT Dec, 2012	-	#	£189.80	£189.80	£189.80	
Stage Lighting - safety lights	Village Hall	£500.00			#	£335.00	£335.00	£335.00	
Stage Lighting components	Village Hall	£53.10	November, 2011	-	#	£53.10	£53.10	£53.10	
Stage Lighting unit	Village Hall	£1,528.40	September, 2011	-	#	£1,528.40	£1,528.40	£1,528.40	
Vacuum Cleaner	Village Hall	£35.00		-	#	£35.00	£35.00	£35.00	
Water Heater	Village Hall	£750.00	December, 2009		#	£600.00	£600.00	£600.00	
2 Tables	Village Hall (2)	£1,000.00	July, 1995		#	£0.00	£0.00	£0.00	
Hearing Loop	Village Hall Lounge	£620.00		-	#	£620.00	£620.00	£620.00	
Olympus recorder	Village Hall Lounge	£17.99		-	#	£17.99	£17.99	£17.99	
Philips Microphones	Village Hall Lounge	£56.00		-	#	£56.00	£56.00	£56.00	
Imac Computer	Village Parish Office	£899.00	July, 2016		#	£899.00	£899.00	£899.00	
SID Posts	Village Roads	£1,522.70	May, 2008		#	£913.62	£913.62	£913.62	
Lighting Column			Unknown		#	£0.00	£0.00	£0.00	
6 ring range cooker - Hood	Village Hall Lounge Kitchen	£2,721.60	September, 2017	-	#	£2,721.60	£2,721.60	£2,721.60	
Bain Marie	Village Hall Lounge Kitchen	£549.60	September, 2017	-	#	£549.60	£549.60	£549.60	
Dishwasher	Village Hall Lounge Kitchen	£2,376.00	September, 2017	-	#	£2,376.00	£2,376.00	£2,376.00	
Refrigerator	Village Hall Lounge Kitchen	£652.80	September, 2017	-	#	£652.80	£652.80	£652.80	
Village Hall Sign & Light	Village Hall	£635.64	March, 2019		#	£635.64	£635.64	£635.64	
Village Signs (6)	Village locations	£5,314.40	February, 2019		#	£5,314.40	£5,314.40	£5,314.40	
Laptop & Bag	Village Hall	£349.99	January, 2019		#	£349.99	£349.99	£349.99	
Washing Bowl	Village Hall Lounge Kitchen	£25.00	January, 2019		#	£25.00	£25.00	£25.00	
CCTV & Door Entry System	Village Hall	£4,370.40	January, 2019		#	£4,370.40	£4,370.40	£4,370.40	
Archive Cabinets & Furniture	Village Hall Cttee Room	£1,701.26	July. 2018		#	£1,701.26	£1,701.26	£1,701.26	
Filing Cabinets	Parish Office	£487.00	March, 2019		#	£487.00	£487.00	£487.00	
Notice Boards (3)	The Old Paddock, Shops Main Rc	£1,638.00	March, 2019		#	£1,638.00	£1,638.00	£1,638.00	
Go Pak Tables x 22 with trollies	Village Hall	£2,400.00	July, 2019			£0.00	£0.00	£0.00	
En One Chairs x 150 with trollie	Village Hall	£4,602.48	July, 2019			£4,602.48	£4,602.48	£4,602.48	
Stage Lighting system	Village Hall	£4,460.71	July, 2019			£4,460.71	£4,460.71	£4,460.17	
Road Sign Church Bank	Church Bank Corner	£165.00	October, 2019			£165.00	£165.00	£165.00	
Fido Dog Bin	Booth Bed Lane	£109.00	July, 2019			£109.00	£109.00	£109.00	
Fido Dog Bin and post	Church Bank Corner	£190.00	January, 2020			£190.00	£190.00	£190.00	

SDU	Shearbrook Bank	£3,138.62	January, 2021			£3,138.62	£3,138.62		
Seat	Booth Bed Lane Green	£789.60	February, 2021			£789.60	£789.60		
Stainless Steel Table	Village Hall Lounge Kitchen	£270.00	September, 2017			£270.00	£270.00		
Lenovo Computer & UPS	Village Hall Parish Office	£581.98	June, 2020			£581.98	£581.98		
AKG Microphone	Village Hall	£52.02	June, 2020			£52.02	£52.02		
Dell Laptop	Portable	£748.99	January, 2022			£748.99	£748.99		
Samsung Mobile Phone	Portable	£499.00	January, 2022			£499.00	£499.00		
Total Value		£92,478.03		#	£53,234.61	£58,986.94	£58,986.40		
Asset depreciation ceased in 2011									
			Included in Village Hall contents on insurance schedule						

GOOSTREY PARISH COUNCIL

Risk Management Policy

REVISION DATE

September 2020

REPLACES POLICY

October 2017

POLICY AIM

The aim of this policy is to help Goostrey Parish Council to identify, evaluate and control risk.

EXECUTIVE SUMMARY

'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'

Audit Commission - Worth the Risk: Improving Risk Management in Local Government (2001: 5)

Goostrey Parish Council has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

POLICY STATEMENT

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of the Council's management processes.

The objectives of the Council's risk management strategy are to:-

- Integrate risk management into the culture of the Council
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements Goostrey Parish Council Risk Management Policy
- Prevent loss, disruption, damage and injury and reduce the cost of risk, thereby maximising resources
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

IMPLEMENTATION

The objectives of the Council's risk management strategy will be achieved by:-

- Establishing clear roles, responsibilities and reporting lines within the Council for risk management
- Providing opportunities for shared learning on risk management across the Council

- Providing risk management training and awareness sessions where required
- Incorporating risk management considerations into the Council's management processes e.g. project management, consideration of reports
- Effective communication with and the active involvement of employees
- Monitoring arrangements on an on-going basis.
- Maintenance of a strategic and operation risk register

MONITORING

The Council recognises that it is the responsibility of all Councillors and employees to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision, and to the meeting of the Council's objectives and community needs.

This policy has the full support of the Council which recognises that any reduction in injury, illness, loss or damage benefits the whole community. The co-operation and commitment of all employees is required to ensure that Council resources are not squandered as a result of uncontrolled risk.

Risk management will be reviewed regularly by the Parish Clerk who will make recommendations and report to the Finance Committee who will have responsibility for approving the actions necessary to control risk and reporting these to Full Council.

POLICY APPROVAL

Council Minute 09.20.13 LOCAL COUNCIL AWARDS SCHEME – Quality Award i

POLICY REVIEW DUE

April 2021

Goostrey Parish Council **Risk Assessment** **Reviewed and Updated on 8 April 2021**

AIM	RISK	Methods used to minimise risk	Actions required at this time	Risk level if actions not taken			Person(s) Responsible
				Likelihood	Impact	Risk	
1. To ensure compliance with the Acts of Parliament, Council's Standing Orders, Financial Regulations and Code of Conduct.	1. Lack of knowledge of regulations and codes and powers laid down by Parliament	(a) Ensure that all Councillors have copies of Code of Conduct and Standing Orders together with the "Good Councillor Guide". Highlight essential parts and provide training where required. Re-issue Annually. (b) Keep record of Councillors' and Staff Training. (c) Experienced and competent Parish Clerk/Staff	-	1	4	4	All Councillors, Parish Clerk
	2. Standing orders are out of date.	(a)Ensure that Standing Orders are produced, understood by Councillors, and reviewed at least once per year.	-	1	3	3	All Councillors, Parish Clerk
	3. Lack of commitment and adherence to regulations and procedures.	(a) Regular reference to appropriate regulations in agenda items. (b) Reports/motions put forward by Members should contain a comment by the Parish Clerk (c) No delegation of responsibilities to individual Councillors (as there is no legal power).	All motions should be on the agenda at least 3 days in advance of meeting and checked by Clerk	3	3	9	All Councillors, Parish Clerk
	4. Items/services purchased without proper tendering procedures, resulting in accusations of commercial favouritism.	(a) All purchases that need tendering to go through the Parish Clerk's Office & Parish Council (b) Ensure that all Councillors and Clerk are aware of regulations re estimates and full tender procedures. (c) Review purchasing and contract procedure rules. (d) Adequate controls validated by regular Internal Audit	Check process for amounts £500-£2000. check process for using CEC Approved Suppliers	2	3	6	Parish Clerk acting as Responsible Finance Officer Finance Committee
	5. Payments made without prior approval and adequate control.	(a) Ensure all payments are approved in Council meetings and recorded in minutes. (b) Keep cash payments to a minimum and avoid if possible. (c) Councillors approve online payments via NatWest app (d) All cheques must be signed by at least 2 Members plus Parish Clerk (e) Adequate controls validated by regular Internal Audit	Carry out monthly bank reconciliation check as required by audit. Add report on variances >10% to qtly and annual report.	2	3	6	Parish Clerk acting as Responsible Finance Officer Finance Committee
	6. Lack of control of signatories to cheques.	(a) Keep authorised signatories to a minimum consistent with practicalities. (b) Signatories approved by Council	-	1	3	3	Parish Clerk acting as Responsible Finance Officer
	7. VAT not properly accounted for, resulting in overclaims and large demands from HMRC	(a)Ensure Clerk has adequate knowledge of regulations. (b) Adequate controls validated by regular Internal Audit (c) VAT return every quarter	Ask VAT expert to check our procedures	1	2	2	Parish Clerk acting as Responsible Finance Officer Finance Committee
2. To identify and regularly review the Council's priorities, using a risk based approach, to ensure these are clear and achievable.	1. Lack of knowledge of how to set objectives, set priorities, and identify risks resulting in lack of clarity, direction and appropriate allocation of resources.	(a) All Councillors to be made aware of need for objectives and identification of risk. (b) Attend training sessions if necessary (c) Establish agreed priorities that are matched to available resources.	Raise awareness at PC Meetings. Decide a format for reports to PC.	3	3	9	Chairman, Parish Clerk
	2. No Risk Analysis carried out and/or steps taken to combat risks	(a) Review risk assessment every 6 months at Finance Committee (b) All significant proposals to provide a risk assessment	Raise awareness at PC Meetings. Minute risk assessments.	2	3	6	Chairman, Parish Clerk

3. To influence other Council departments and Government organisations to fulfil the requirements of the Parish population.	1. Lack of effective lines of communication with other organisations.	(a) Allocate Councillors to champion key areas of interest (b) Attend invited events that are likely to impact the Parish (c) Provide adequate feedback to Council		1	2	2	All Councillors, Parish Clerk
	2. Lack of effective lines of communication with parishioners.	(a)Take every opportunity to publicise role of Parish Council. (b) Publish regular Parish newsletter if none exists. (c) Effective use of notice boards and “fliers”. (d) Use website to publicise Parish Council work (e) Use key issues to raise profile of Parish Council and to test parishioners' (f) Create of Parish Council annual plan and put to parishioners for comment. (g) Create and Implement Community Engagement Policy	Implement Community Engagement Policy (linked to Gold Award). Councillors to copy Clerk on any significant individual resident or association/club matters.	2	3	6	All Councillors, Parish Clerk. Appoint 'Liaison' Councillor.
4. To ensure that all Councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all possible risks.	1. Lack of education of Councillors regarding responsibility and liability.	(a) Familiarisation with Standing Orders and Good Councillor Guide. (b) Councillors to be reminded annually of importance of these publications (b) Attend any training courses as appropriate.		1	4	4	All Councillors
	2. Inadequate insurance cover taken out – Property, personal liability, employer’s liability, fidelity guarantee	(a) Review annually at Finance Committee	Confirmed that Fidelity Guarantee for employees and Councillors is covered in latest Insurance (2021-22)	1	3	3	Parish Clerk, All Councillors
5. To keep appropriate books of account accurately and up to date throughout the financial year.	1. Inadequate knowledge and commitment to accounting requirements	(a) Ensure that Responsible Financial Officer and Chairman of Finance Committee is familiar with relevant current financial regulations and include them in standing orders. (b) Responsible Finance Officer to produce quarterly financial reports as part of the Governance and Performance Monitoring Report to Finance Committee (c) Internal audit to be undertaken annually plus review of adequacy by Finance Committee. Reports to be made available to all Councillors and any recommendations to be acted upon promptly.	-	1	4	4	Parish Clerk acting as Responsible Finance Officer Finance Committee
	2. Bank charges unnecessarily incurred.	(a) Responsible Finance Officer to carry out regular inspection of books of account.	-	1	1	1	Parish Clerk acting as Responsible Finance Officer
	3. Inaccuracies in recording amounts, totals in books of account, and bank reconciliations.	(a) Responsible Finance Officer to ensure that accounts and systems are kept in such a way that internal controls are included and activated. (b) Accounting system that performs integrity checks and balances (c) Ensure accounts reconciled each month and send copy of reconciliation to Chairman of Finance Committee (d) Regular internal audits to advise on internal controls required.	Ensure monthly reconciliation statements signed off by a member of the Finance Committee	1	4	4	Parish Clerk acting as Responsible Finance Officer Finance Committee
	4. Not enough money held in current account to meet liabilities.	(a) Responsible Finance Officer to carry out regular inspection of books of account.	-	1	3	3	Parish Clerk acting as Responsible Finance Officer
	5. Cash not fully protected by FSCS protection and the most beneficial interest terms not being obtained.	(a) Ensure that balances never exceed current FSCS protection limits (b) Quarterly review to ensure that most favourable interest rates are obtained on deposit accounts.	-	1	4	4	Parish Clerk acting as Responsible Finance Officer
	6. Inadequate control of cash receipts and payments.	(a) Avoid cash payments and receipts if possible. (b) Where cash payments and receipts are unavoidable a properly controlled petty cash account with a set maximum balance.	-	1	2	2	Parish Clerk acting as Responsible Finance Officer

	7. Debts not pursued promptly.	(a) Responsible Finance Officer to monitor and act on aged debt analysis (b) Internal audit checks.	Create aged debt analysis or similar	3	1	3	Parish Clerk acting as Responsible Finance Officer
	8. VAT claims not made promptly or made incorrectly.	(a) Ensure Clerk has up to date and appropriate and up to date VAT official publications.VAT knowledge.	Ask VAT expert to check procedure	1	2	2	Parish Clerk acting as Responsible Finance Officer
	9. Books of account not kept up to date/invoices not posted promptly. Receipts not banked or banked properly	(a) Regular checks by Responsible Finance Officer and internal auditor. (b) Responsible Finance Officer to produce quarterly financial reports for the Finance Committee.	Regular check by internal auditor (?)	1	4	4	Parish Clerk acting as Responsible Finance Officer
	10. Slow response to request to change bank mandates leaving Council unable to authorise cheque payments.	(a) Keep at least 3 councillors on the list from year to year and avoid making frequent changes. (b) Move as many payments as possible to electronic on-line payments		1	3	3	Parish Clerk acting as Responsible Finance Officer
	11. Clerk taken ill or leaves without replacement.	(a) Essential Working Procedures to be documented. 2 Councillors to have joint access to passwords (b) CHALC or SLCC to be used for hiring a Temporary Clerk.	Key working procedures (for emergencies) have been documented. Need Councillors to test them.	4	4	16	Parish Clerk acting as Responsible Finance Officer Staff Committee
	12. Council unable to conduct it's business due to unavailability of data	(a) Files backed up everyday to a different, secure, location. (b) Chairman/Vice-Chair have access to office and electronic files. (c) Important paper documents are copied and stored in different location. Fireproof safe for key documents etc.	Documents which need copying to be identified and action taken.	2	4	8	Parish Clerk
	13. Not enough councillors elected following next or retained to maintain quorate council	(a) Advertise need for councillors in run up to elections (b) Promote Council between elections so it is perceived as a valued body	Promote Council between elections so it is perceived as a valued body	2	3	6	All Councillors
6. To ensure that payments made from council funds and the use of assets represent value for money, are adequately managed.	1. Expenditure of funds is not prioritised and / or monitored	(a) At least annually review of expenditure priorities. (b) Ensure all expenditure follows grant/donation policy		1	3	3	Parish Clerk acting as Responsible Finance Officer
	2. Use of funds not giving value for money.	(a) Ensure appropriate quality and price (b) Require report of how money donated has been spent and value achieved	Request written reports from donation recipricants	3	3	9	Parish Clerk acting as Responsible Finance Officer Finance Committee
	3. Charges and usage of facilities inadequate.	(a) Maximise use of facilities by advertising etc (b) regular review of Charges at least at budget setting time.	Promotion of facilities included in Village Hall Supervisor Job Description. Implement on-line booking/payment	3	2	6	Parish Clerk acting as Responsible Finance Officer Finance Committee
	4. Loss of money or damage to reputation through scams, phishing etc	(a) Clerk and councillors should be vigilant of this risk and should not respond to unsolicited and/or unexpected requests without first checking with Clerk or Chairman	Make Parish Council aware of risks	1	4	4	Parish Clerk , All Councillors

7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	1. Lack of knowledge of and commitment to budgetary process and Council regulations.	(a) Include Financial Regulations alongside Standing Orders issued to all Councillors. (b) Parish Clerk acting as Responsible Finance Officer to advise during budgetary process	-	1	4	4	Parish Clerk All Councillors
	2. Inadequate consideration of requirements for annual precept.	(a) Place item on agenda early in September to remind councillors of budget process and actions required. Clerk to remind Councillors of items such as Election Costs. (b) Start consideration of calculation at least 3 months prior to submission date. (c) Creation of a 3 year financial plan linked to priorities	-	1	4	4	Parish Clerk All Councillors
	3. Inadequate internal controls with regard to monitoring expenditure.	(a) Checks by Responsible Finance Officer and Internal Auditor. (b) Summary of Financial and budget progress reports to Council with payment information.	-	1	4	4	Parish Clerk acting as Responsible Finance Officer
	4. Reserves set at wrong level.	(a) Monitored by RFO quarterly (b) Considered annually by Council as part of budget setting.	-	1	4	4	Parish Clerk acting as Responsible Finance Officer

8. To explore all possible sources of income and to ensure that expected income is fully received.	1. Lack of knowledge and/or commitment of possible sources of Income, e.g. grants.	(a) To be considered as part of any existing or new scheme or change of service		1	2	2	Parish Clerk, All Councillors

9. To ensure that salaries paid to Employees and amounts paid to Councillors and contractors are paid in accordance with council regulations, and adequately monitored.	1. Inappropriate rate of pay to employees.	(a) Clerk to have knowledge of current appropriate employee regulations (b) Contracts of employment are in place for all staff and updated as required (c) Payroll entered by Parish Clerk and checked by Staff Committee or Finance Committee (d) Review Salaries annually in line with responsibilities. (e) Performance reviews to be carried out at least annually	Staff Committee to set up performance reviews. Confirmed all contracts of employment and job descriptions are up-to-date and IR35 rules checked for contractors (at Finance Committee 6/4/21)	4	2	8	Staff Committee Chair
	2. Tax and NI arrangements not in accordance with regulations.	(a) RTI payroll system	-	1	2	2	Parish Clerk acting as Responsible Finance Officer

10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	2. Late or non-submission of annual accounts.	(a) External Auditor sets timetable for Annual Return and sends it to the RFO..		1	4	4	Parish Clerk acting as Responsible Finance Officer
	3. Year-end accounts not prepared, inaccurate, or not in accordance with Council requirements.	(a) Internal audit checks.		1	4	4	Parish Clerk acting as Responsible Finance Officer

11. To identify, value and maintain all assets of the Parish Council and ensure that asset and investment registers are complete, accurate and properly maintained.	1. Lack of knowledge of assets of Parish Council.	(a) Ascertain and record all assets for which Parish Council is responsible. (b) Update at least annually	-	1	2	2	Parish Clerk, Finance Committee
	2. Assets lost or misappropriated.	(a)Establish who is responsible for security and maintenance of each asset. (b)Asset register to be reported to Finance Committee for review at least annually.	-	1	2	2	Parish Clerk, Finance Committee
	3. Inadequate or inaccurate valuation of the Council's assets.	(a) Arrange for periodic review of valuations and arrange for professional valuation where necessary. (b) Annual check of assets vs insured value (c) Annual report to Finance Committee.	-	1	2	2	Parish Clerk, Finance Committee
12. To comply with appropriate Government legislation and guidance regarding access, equality, safeguarding, data protection, FOI etc.	1. Lack of knowledge of and commitment to applicable legislation and guidance	(a) Parish Clerk to have knowledge of all appropriate legislation and guidance (b) Council to have all appropriate policies in place (c) CiLCA qualified Parish Clerk. (d) All councillors to be aware of policies (e) Suitable encryption, firewall, anti-virus, anti-malware on Clerk's computer and files	Amenities Committee to check external PC assets once per year (eg benches) Create Equality and diversity policy. Educate all Staff on policies Educate all Councillors on policies Check if 2 factor authentication can be used to more than one phone (for emergencies)	2	4	8	Amenities Committee, Parish Clerk, All Councillors
13. To carry out adequate safety checks on all buildings, properties and equipment for which the Council is responsible.	2. Lack of safety of properties, buildings & equipment	(a) Health and Safety Policy (b) Ensure that all current legislation and advice is held by Clerk. (b) Adequate risk assessments of assets and processes	Amenities Committee to check condition of all assets onnce per year.	3	3	9	Amenities Committee, Parish Clerk, All Councillors, All Staff
	3. Routine safety checks are not carried out	Safety checks are done by Caretaker, Clerk or by contractors arranged by the Record of maintained of safety checks carried out		1	4	4	Parish Clerk VHMC
14. To safeguard lone working staff	1. Someone enters building and confronts lone worker.	(a) Whenever possible, lone workers should keep external doors and windows locked. (b) Lone staff should carry mobile phone at all times (c) CCTV covering main entrance, door locking system	Create Lone Working Policy.	2	4	8	Parish Clerk, All Staff, All Councillors
	2. One person left alone in building after meeting, with unexpected intruder	(a) Chairman of meeting, or other nominated person, should ensure that there are no unauthorised people in the building before leaving and locking the door.	Chairmen and meeting organisers to be educated in importance of this action	1	4	4	Parish Clerk, All Staff, All Councillors, All meeting organisers
	3. Risk of confrontation as lone worker enters or leaves building	(a) Adequate external lighting (b) CCTV covering main entrance		1	4	4	VHMC
15. Unexpected disruption to village hall facilities	1. Damage to fabric of building.Loss of electricity, burst pipes.	(a) Insurance for loss of income (b) Regular inspections of electricity, pipework and fabric	Maintain one years precept to cover costs (also allows capability of borrowing). Need to check the School's Building Insurance Policy is suitable in advance of renewal time.	1	5	5	VHMC

Likelihood	1	Unlikely to happen – once in 20 years or more
	2	Unlikely to happen – once in 10 years
	3	Likely to happen within the 4 year term of Council
	4	Very likely to happen within year or has happened recently

Consequences of Impact	1	Temporary or minor impact on Customer, finance or reputation – impact over less than a month	
	2	Some impact on reputation and/or finances – impact less than 3 months	
	3	Substantial impact with moderate financial or reputational consequences – impact up to a year	
	4	Significant impact with likely large scale financial or reputational consequences – impact over more than one year	
Risk Levels if suggested actions are not carried out	Impact on Council x Likelihood	1-4	Overall risk is low. Regular monitoring but action not urgently required
		5 - 11	Overall risk is medium. Monitoring essential and action required to mitigate risks
		12 - 16	Overall risk is high. Essential action is required immediately to manage risk.
		0	No recommended action at this time.

Goostrey Parish Council

Standing Orders

23rd February 2021

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DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (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 chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman 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 chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate 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 chairman of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he 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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or 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 chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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**.

\+ d **Meetings shall be open to the public unless their presence is prejudicial**
* **to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless

directed by the chairman of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 5 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 chairman of the meeting may direct that a written or oral response be given.

i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort).

j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

+ * l **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 Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

+ p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

+ * ** 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 chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman 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 his 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 his 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 (a quorum is 4 members) 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 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may, at its annual meeting, 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 2 days before the meeting that they are unable to attend;

vi. shall appoint the members of a standing committee;

vii. shall permit a committee to appoint its own chairman at the first meeting of the committee;

viii. In the event of the Chairman of the Village Hall Management Committee not being a Parish Councillor the appointment must be ratified by the Parish Council.

ix. 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;

x. shall determine if the public may participate at a meeting of a committee;

xi. 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;

xii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xiii. 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 Chairman and Vice-Chairman of the Council.**

f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The**

current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

j Parish Council meetings take place at 7.30pm on the 4th Tuesday in each month with the exception of August (no meeting) and December(2nd Tuesday). Other meetings as required at the discretion of the Council and to follow the statutory notice periods.

k Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his 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 (TOR) for committees;

a. Planning Committee – meets as necessary
b. Finance Committee – meets quarterly.
c. Amenities Committee – meets bi-monthly (TOR can be viewed on https://goostrey.info)
d. Village Hall Management Committee (VHMC) – meets quarterly.
e. Staff Committee – meets as necessary

Additional meetings as and when required at the discretion of the Committee Chairman.

vii. Appointment of members to existing committees;

   a. Planning Committee
   b. Finance Committee
   c. Amenities Committee
   d. Village Hall Management Committee (VHMC)
   e. Staff Committee

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 Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairman 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 chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-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 2 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 chairman 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 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f 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 chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his 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 he has 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 he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has 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 he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he 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 the Proper Officer] OR [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 [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [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 District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

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

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) or a person 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 3 days before the meeting confirming his withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his 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 Chairman or in his absence Vice-Chairman 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 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.
(s*ee also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint an appropriate person 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 for each quarter;

ii. the Council's aggregate receipts and payments for the year to date;

iii. the balances held at the end of the quarter being reported and

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

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and

ii. to the 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 **£25,000** 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. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant**

thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

   i. a specification for the goods, materials, services or the execution of works shall be drawn up;

   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

   iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

   iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

   v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

   vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a**

supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of the Staff committee is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of Council or, if he is not available, the vice-chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Staff committee.

c The chairman of Sfaff committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Staff committee.

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 chairman of the Staff committee or in his absence, the vice-chairman of the Staff committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staff committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk/RFO relates to the chairman or vice-chairman of Staff committee, this shall be communicated to another member of the Staff committee, which shall be reported back and progressed by resolution of the Staff committee.

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.**

The Council, shall publish information in accordance with the requirements of the Local Government (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 his 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.**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary 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 OR Unitary 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 2 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 chairman of a meeting as to the application of standing orders at the meeting shall be final.

Goostrey Parish Council

Financial Regulations

19th April 2021

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 10th April 2018 and updated on 19th April 2021.

1. GENERAL

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

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

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

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

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

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

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

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;

- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £2,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents

and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Finance committee shall review its annual forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.

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

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

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items must be authorised by the Council.

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

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year without resolution by Full Council.

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

4.5. In cases of extreme risk to the delivery of council services, the Clerk may request authorisation of revenue expenditure on behalf of the council from the Finance Committee. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report any expenditure of this nature on the payment schedule at the next meeting of the Council for approval.

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

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts and RFO certify that there is no dispute or other reason to delay payment, The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. **Prior to the Meeting the RFO will request the Chairman of the Finance Committee verifies the invoice amounts and payees against the payment schedule.** The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

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

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk provided that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee];

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or

c) fund transfers within the councils banking arrangements up to the sum of £20,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council (,or a duly authorised committee,) may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made. **See also 6.10 For details of Internet Banking Payments and Payment Authorisation.**

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. They will be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council, and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.10. Payments for items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

Natwest Bankline is a business banking system which offers additional security for making internet banking payments. Bankline will be used to create and authorise all payments made via internet banking transfer. Roles have been created in Bankline to facilitate secure payments . The Roles and procedures are as follows.

Bankline Roles & Procedures

Administrators

The Chair of the Finance Committee and the Clerk/RFO will be Administrators for Bankline.

Changes to the system made by one administrator must be approved by the other administrator.

Changes to the system once the initial set up is complete must be authorised by the Finance

Committee prior to the changes being made.

Payments

The Chair of the Finance Committee and the Clerk/RFO will be able to create Bankline payments.

Payments will be created by the Clerk/RFO and authorised by the Chairman of the Finance Committee or another member who is an Authoriser for

Bankline. Additionally, if the amount to be paid is over £2,000, a second Authoriser will be required to sign off the payment in Bankline.

Authorising Payments

The Chair of the Finance Committee and the Chair of the Parish Council will be given the role of Authoriser, together with two additional members of the Parish Council.

After the Council Meeting the Clerk will create the payments and will then request a Councillor who has been given the role of Authoriser approves the payments in Bankline in line with the payment schedule approved at the Parish Council Meeting.

A copy of the monthly audit report from Bankline will be attached to the approved payment schedule as proof that the payments have been authorised according to this procedure.

All roles will be reviewed annually at end of the first quarter or more frequently if required.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and off site, in an online backup/storage facility.

6.14. The council, any members and members of staff using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [and RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy

authority for change signed by the Clerk (and RFO) and two members. A programme of regular checks of standing data with suppliers will be followed.

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

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

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

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

7. PAYMENT OF SALARIES

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.7. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

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

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

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

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

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

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

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

9. INCOME

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

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

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

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

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

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

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

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order of £2,000 or more shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[1].

c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[2].

d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e. An invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.

h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,000 and above £500 the Clerk (or RFO) shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires

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

[2] Thresholds currently applicable are:

a. For public supply and public service contracts 214,000 Euros (£213,477~~189,330~~)
b. For public works contracts 5,350,000 Euros (£5,336,937~~4,733,252~~)

further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law.

In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

15.1. Following the annual risk assessment (per Regulation 17)(see Risk Register), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the council and the property (on the Asset Register) and risks covered thereby and annually review it. All insurance risks must be listed on the Risk Register.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. RISK MANAGEMENT

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk and RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually (see Risk Management Policy and Risk Register)

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

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

IMPLEMENTATION

Parish Council, Finance Committee, and Parish Clerk/RFO

MONITORING

Finance Committee.

POLICY APPROVAL

Council Minute - 07.20.05 – Committee Matters – Finance Committee

POLICY REVIEW DUE

April 2022

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2 March 2022

E01-22 | 2021-22 NATIONAL SALARY AWARD

We have been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021. They state:

"Pay

Agreement has been reached on rates of pay applicable from 1 April 2021.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2021

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide which is available on the employer resources section of www.lgpsregs.org"

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be applied from 1 April 2021.

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Annex 1

	1 April 2020		1 April 2021		Scale Ranges
SCP	**£ per annum**	*** £ per hour**	**£ per annum**	*** £ per hour**	**Based on SCP**
1	£17,842	£9.27	£18,333	£9.53	Below LC Scale (for staff other than clerks)
2	£18,198	£9.46	£18,516	£9.62	
3	£18,562	£9.65	£18,887	£9.82	
4	£18,933	£9.84	£19,264	£10.01	
5	£19,312	£10.04	£19,650	£10.21	
5	£19,312	£10.04	£19,650	£10.21	LC1 (5-6) (below substantive range)
6	£19,698	£10.24	£20,043	£10.42	
7	£20,092	£10.44	£20,444	£10.63	LC1 (7-12) (substantive benchmark range)
8	£20,493	£10.65	£20,852	£10.84	
9	£20,903	£10.86	£21,269	£11.05	
10	£21,322	£11.08	£21,695	£11.28	
11	£21,748	£11.30	£22,129	£11.50	
12	£22,183	£11.53	£22,571	£11.73	
13	£22,627	£11.76	£23,023	£11.97	LC1 (13-17) (above substantive range)
14	£23,080	£12.00	£23,484	£12.21	
15	£23,541	£12.24	£23,953	£12.45	
16	£24,012	£12.48	£24,432	£12.70	
17	£24,491	£12.73	£24,920	£12.95	
18	£24,982	£12.98	£25,419	£13.21	LC2 (18-23) (below substantive range)
19	£25,481	£13.24	£25,927	£13.48	
20	£25,991	£13.51	£26,446	£13.75	
21	£26,511	£13.78	£26,975	£14.02	
22	£27,041	£14.05	£27,514	£14.30	
23	£27,741	£14.42	£28,226	£14.67	
24	£28,672	£14.90	£29,174	£15.16	LC2 (24-28) (substantive benchmark range)
25	£29,577	£15.37	£30,095	£15.64	
26	£30,451	£15.83	£30,984	£16.10	
27	£31,346	£16.29	£31,895	£16.58	
28	£32,234	£16.75	£32,798	£17.05	

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	1 April 2020		1 April 2021		Scale Ranges
SCP	**£ per annum**	*** £ per hour**	**£ per annum**	*** £ per hour**	**Based on SCP**
29	£32,910	£17.10	£33,486	£17.40	LC2 (29-32) (above substantive benchmark range)
30	£33,782	£17.56	£34,373	£17.87	
31	£34,728	£18.05	£35,336	£18.37	
32	£35,745	£18.58	£36,371	£18.90	
33	£36,922	£19.19	£37,568	£19.53	LC3 (33-36) (below substantive range)
34	£37,890	£19.69	£38,553	£20.04	
35	£38,890	£20.21	£39,571	£20.57	
36	£39,880	£20.73	£40,578	£21.09	
37	£40,876	£21.25	£41,591	£21.62	LC3 (37-41) (substantive benchmark range)
38	£41,881	£21.77	£42,614	£22.15	
39	£42,821	£22.26	£43,570	£22.65	
40	£43,857	£22.79	£44,624	£23.19	
41	£44,863	£23.32	£45,648	£23.73	
42	£45,859	£23.84	£46,662	£24.25	LC3 (42-45) (above substantive benchmark range)
43	£46,845	£24.35	£47,665	£24.77	
44	£48,017	£24.96	£48,857	£25.39	
45	£49,213	£25.58	£50,074	£26.03	
46	£50,451	£26.22	£51,334	£26.68	LC4 (46-49) (below substantive range)
47	£51,702	£26.87	£52,607	£27.34	
48	£52,843	£27.47	£53,768	£27.95	
49	£54,323	£28.23	£55,274	£28.73	
50	£55,684	£28.94	£56,658	£29.45	LC4 (50-54) (substantive benchmark range)
51	£57,071	£29.66	£58,070	£30.18	
52	£58,975	£30.65	£60,007	£31.19	
53	£60,873	£31.64	£61,938	£32.19	
54	£62,779	£32.63	£63,878	£33.20	

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	1 April 2020		1 April 2021		Scale Ranges
SCP	**£ per annum**	*** £ per hour**	**£ per annum**	*** £ per hour**	**Based on SCP**
55	£64,699	£33.63	£65,831	£34.22	LC4 (55-62) (above substantive benchmark range)
56	£66,594	£34.61	£67,759	£35.22	
57	£68,513	£35.61	£69,712	£36.23	
58	£70,394	£36.59	£71,626	£37.23	
59	£72,178	£37.51	£73,441	£38.17	
60	£74,000	£38.46	£75,295	£39.13	
61	£75,865	£39.43	£77,193	£40.12	
62	£77,783	£40.43	£79,144	£41.14	

*** Hourly Rates**
As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours

Goostrey Parish Council
The Village Hall
Main Road
Goostrey
CW4 8PE

Email: parishcouncil@goostrey.info
Telephone: 01477 535825

Grant Application Form

Please complete the form and submit to the Clerk of the Council at the above address. If you require assistance with the form please contact the Clerk or a Councillor to discuss your application.

Applications for Grants require the organisation to submit a copy of the organisations financial statement the last 12 months.

Where appropriate grant applicants must have a "Safeguarding Policy" in place.

Organisation	1st Goostrey Scouts
Contact Name	[redacted]
Position in the organisation	Leader
Email address	[redacted]
Telephone number	[redacted]
Address	[redacted]
Amount requested	£350
Bank details or name to be included on a cheque:	Account Name: 1st Goostrey Scouts Sort Code: [redacted] Account Number: [redacted]
Type of organisation	Youth
Aims / objectives of the organisation/ attach a copy of the constitution	N/A

Membership - estimate numbers and area members are drawn from	60
Is membership restricted by any means	Age
What age group will benefit from the funding	All
How will the grant be used?	In line with previous years it will be used to purchase tree planting supplies. I have been required to purchase biodegradable products previously £64.80 300 bamboo canes £212.40 300 biospirals £37.00 10 Tubex Nature Guards £16.20 10 tree shelter stakes This comes to c £330, but will likley rise.
How will the funding benefit the Goostrey community?	Environmental improvements to footpath at rear of Primary School, 225m hedge. Involvement of community in planting
How do you plan to seek funding from other sources	Woodland Trust application already in, will also apply for other grants as and when available including Tree Council (July)
Have you submitted copies of quotations if necessary?	All priced from Green-tech.co.uk
Have you submitted a copy of the organisations financial statement?	N/a

Signed: Paul Kemsley ..... Date: 14/02/2022 .....

Print Name: Paul Kemsley .....

Goostrey Parish Council

The Village Hall
Main Road
Goostrey

CW4 8PE

Email: Clerk@goostreyparishcouncil.gov.uk
Telephone: 01477 535825

Grant Application Form

Please complete the form and submit to the Clerk of the Council at the above address. If you require assistance with the form, please contact the Clerk or a Councillor to discuss your application.

Applications for Grants require the organisation to submit a copy of the organisations financial statement for the last 12 months.

Where appropriate grant applicants must have a "Safeguarding Policy" in place.

Organisation	Goostrey Village Hall and Playing Field Foundation
Contact Name	Michael Clapp
Position in the organisation	Chairman
Email address	[redacted]
Telephone number	[redacted]
Address	[redacted]
Amount requested	£10,000.00
Bank details or name to be included on a cheque:	NatWest Bank. Goostrey Village Hall and Playing Field Foundation. [redacted]
Type of organisation	Charitable trust
Aims / objectives of the organisation/ attach a copy of the constitution	The provision of sports facilities (currently football pitch, bowling green, croquet area, AstroTurf and pavilion) for the inhabitants of Goostrey and the adjacent parishes with the object of improving the conditions of life for the said inhabitants.

Membership - estimate numbers and area members are drawn from	VHPFF has approximately 200 households from Goostrey and adjoining Parishes. The bowls green is open and used by members of the VHPFF, not just those that join the bowls club to play competitive matches.
Is membership restricted by anymeans	By paying an annual fee of £30/household or £10per individual. However, this would be waived in the event of hardship.
What age group will benefit from thefunding	Although bowling is open to all ages it, will predominantly benefit the retired population of the community for exercise and social contact.
How will the grant be used?	Any grant would be used towards the replacement of the bowls hut with the addition of shelters for both the home and away teams and a separate small shed for the mower. The current estimated cost is ~£36K. We hope to be able to install the new building in October/November 2022 after the season has finished
How will the funding benefit the Goostrey community?	The current facilities have needed regular repairs over several years now becoming uneconomic to repair. The proposed improved facility will improve the image of the Club and also improve safety by reducing the congestion around the entrance to the Bowls hut. It is hoped that the new facility will help attract more people to get involved in bowls and give the existing bowlers a pride in their facilities.
How do you plan to seek funding from other sources	We have currently raised £20k towards the cost and are continuing to seek funding from other external sources. We have also doubled match fees for this year.
Have you submitted copies ofquotations if necessary?	Final quote from Olympian Garden Buildings is attached
Have you submitted a copy ofthe organization's financial statement?	Attached – Accounts for year ending 31 Oct 2021. Monies in the account include £15k upgrade of bowls hut,£10k for upgrade of lights for the AstroTurf, £20k reserve as required by Charities commission, the Astroturf is ageing despite being renovated in 2020 and likely to need replacing in next 5 years (approx£50k) and ageing Pavilion and storage shed requiring maintenance in the near future.

Signed: ..... Date: .....

Print Name: .....

Goostrey Village Hall and Playing Fields Foundation (VHPFF): Constitution for Boothbed Lane Field

1. Governing Principle

1.1 The Goostrey Village Hall and Playing Fields Foundation Trust Deed defines the Trust as being "for the purposes of a Village Hall and Playing Field for the use of the inhabitants of Goostrey and the neighbourhood without distinction of sex or of political or religious or other opinions and in particular for use for meetings lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants".

1.2 Boothbed Lane Field will be run in accordance with this Trust with the overriding principle of providing maximum and easy access for casual use to the facilities for the inhabitants of Goostrey and its neighbourhood for their recreational use.

2. Role of VHPFF Trustees

2.1 The role of the VHPFF is to ensure that this Trust is fulfilled, and specifically to veto any use of Trust property for purposes or use or practices contrary to the Trust's objectives. In other words, any decisions taken about the Boothbed Lane Field should be in the "spirit" of the Trust.

2.2 The Trustees of the VHPFF are as follows:

- Permanent Trustees (4)
- Trustees elected at the Annual General Meeting (up to 5)
- Co-opted Trustees (up to 5)
- Trustees nominated by local community organisations. All such organisations will be invited to nominate a Trustee at least once every 5 years. In the intervening period, additional community organisations may nominate a Trustee, subject to the approval of the existing Trustees.

3. Use of the Field and Facilities

The Boothbed Lane field will be used only for sporting activities and other activities allowed under the Trust Deed and subject to covenants in the Title Deeds.

4. Membership

All inhabitants of Goostrey and its neighbourhood (i.e. the adjoining Parishes of Twemlow, Cranage, Allostock, Peover Superior and Lower Withington – Appendix 1) shall he entitled to use the facilities of the field in consideration of a nominal annual subscription to be used for the maintenance and upkeep of the facility. Junior members are those aged eighteen or less on 1 November each year.

5. Affiliated Sporting Groups

5.1 Properly constituted sporting groups whose memberships comprise inhabitants of Goostrey and its neighbourhood and who may represent the village in sporting activities can affiliate to The Village Hall and Playing Field Foundation (VHPFF) and shall be entitled to periods of exclusive use of all or part of the facility for the furtherment of their sporting activity subject to the agreement of and any limitations imposed by the VHPFF Executive Committee (see below) responsible for the management of the Boothbed Lane Field.

5.2 The annual levy per Affiliated Sporting Club member (adult or child) will be set by the Trustees.

6. Visitors

Persons other than the inhabitants of Goostrey and its neighbourhood ("visitors") shall be entitled to use the facility only if introduced by one of the said inhabitants who thereby accepts liability for any additional fee payable by the visitors in respect of such usage and any damage caused to the facility by the visitors.

7. Management

7.1 The day to day administration of the facility is delegated by the VHPFF Trustees to a Committee known as the **VHPFF Executive Committee** whose membership shall comprise the Chairman, Secretary and Treasurer of the VHPFF.
7.2 Each of the said members of the Executive shall be an inhabitant of Goostrey or its neighbourhood, be a Trustee of the VHPFF and be fully paid-up Members.

8. Election of VHPFF Executive Committee

The VHPFF Executive Committee shall be elected at the Annual General Meeting.

9. Annual General Meeting

9.1 The VHPFF Executive Committee will convene the Annual General Meeting in January of each year by giving two weeks notice of the date of the meeting and the business to be transacted to the Trustees and all interested inhabitants of Goostrey and its neighbourhood via Village Noticeboards and other appropriate means of communication.
9.2 The VHPFF Executive Committee will publish audited accounts of all income and expenditure of the facility at the Annual General Meeting which will be asked to approve such audited accounts.
9.3 The Chairman of the VHPFF Executive Committee shall be the Chairman of the Annual General Meeting.
9.4 Voting at the Annual General Meeting shall be by simple majority of those inhabitants of Goostrey and its neighbourhood over the age of 18 present at the meeting.

10. Officers of the Executive

No longer applicable.

11. Records and Reports

11.1 It shall be the responsibility of the Chairman of the VHPFF Executive Committee to report to the Trustees of the VHPFF as and when required by the Trustees, but no less than three times per year.
11.2 It shall be the responsibility of the Secretary of the VHPFF Executive Committee to keep full records of all business transacted at meetings of the VHPFF Executive Committee, the Trustees and the Annual General Meeting.
11.3 It shall be the responsibility of the Treasurer to hold all monies paid to the VHPFF from whatsoever source and to keep proper records of all income and expenditure in respect of the facility.
11.4 The Financial Year will be 1 November to 31 October.

12. Meetings

12.1 Meetings of the Trustees will be held at least three times in each calendar year (approximately January, May and September).
12.2 The VHPFF Secretary will issue an Agenda and other appropriate documentation to all Trustees at least 2 weeks before each meeting.
12.3 The quorum for each meeting of the Trustees will be the presence of 50% of the total number of Trustees at the time of the meeting. If a meeting is not quorate, any necessary decisions will be held over for a subsequent meeting.
12.4 Voting at meetings will be by a simple majority of those present, with the Chairman having a casting vote if necessary.
12.5 In addition to meetings of the Trustees, the VHPFF Executive Committee will meet as and when necessary.

13. Powers of the VHPFF Executive Committee

13.1 The VHPFF Executive Committee shall recommend to the VHPFF Trustees the level of annual subscriptions from all users, such subscriptions to be no higher than is reasonably necessary for

the upkeep and maintenance of the facility (Appendix 2). These subscriptions will cover all individual usage of the facilities.

13.2 The VHPFF Executive Committee, specifically the Secretary, will maintain a system whereby persons making such payments ("the Members") are recorded

13.3 The VHPFF Executive Committee will take any necessary action, with the endorsement of the Trustees, to prevent the use of the facility by non-Members.

13.4 The VHPFF Executive Committee will take action to ban from the facility any person whose actions or behaviour is severely detrimental to the enjoyment of other users or who has misused or caused damage to the facility. Any such action shall be reported to the Trustees at their next meeting for ratification.

13.5 The VHPFF Executive Committee may waive the subscription requirement in cases of special hardship and if requested to do so. Any such waiver shall be reported to the Trustees at their next meeting for ratification.

13.6 The VHPFF Executive Committee may accept application for membership from individuals residing outside of Goostrey and its neighbourhood where there are special circumstances linking them to the Village. Any such applications shall be reported to the Trustees at their next meeting for ratification.

13.7 The VHPFF Executive Committee shall recommend to the VHPFF Trustees, and be responsible for the collection of, the additional levies from properly constituted sporting groups which require exclusive use of parts of the facility, such levies to be no higher than is reasonable having regard to the degree of exclusivity required. (Appendix 3)

13.8 The VHPFF Executive Committee shall devise and operate a system for advance booking of the facility or parts thereof; and in doing so shall bear in mind the conflicting interests of different users of the facilities and the overall objectives of the Trust.

13.9 The VHPFF Executive Committee shall recommend to the Trustees appropriate charges for use of the facilities by visitors and shall devise a system for recording visitors use and collecting charges

13.10 The VHPFF Executive Committee shall apply income from the facility for maintenance, upkeep & development.

13.11 The VHPFF Executive Committee shall maintain any surplus income for retention as Trust property and use as directed by the Trustees.

13.12 The VHPFF Executive Committee shall make representations to the Trustees for any items of expenditure in excess of £500.

13.13 The VHPFF Executive Committee may approve exceptional use of the field by the inhabitants of Goostrey and its neighbourhood for fund-raising and other events within the limits set by the Trust Deed and Covenants in the Title Deeds; and may set a fee for such use, such fee to be no higher than is reasonably necessary to reflect wear and tear on the facility and non-availability for its usual purposes.

Appendix I: Goostrey and its neighbourhood

Goostrey and its neighbourhood is defined as the Parishes of Goostrey, Twemlow, Cranage, Allostock, Peover Superior and Lower Withington.

Appendix 2: Annual Subscriptions

An annual subscription shall be set by the Trustees at a nominal level to encourage ownership and usage of the facility. There will be no further charge on usage other than for Affiliated Club membership and use of the floodlighting. The subscriptions will be set for Family (Household) Membership and Pensioner (over 60) Membership and will be for a calendar year (1 January – 31 December).

Appendix 3: Annual levies for exclusive use by Sporting Groups

The annual levy for Affiliated Sporting Clubs who require regular exclusive use of a facility will be set at a nominal level which reflects that usage. The levy should be kept at a level which encourages the development of affiliated clubs and their activities. The levy will be collected by each club and paid to the VHPFF Executive Committee based upon the number of members in each club on 1 November each year.

Revised & Approved by Goostrey VHPFF Trustees, January 2009

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olympian
GARDEN BUILDINGS

11/03/2022

QUOTATION V3

Goostrey VHPFF

C/O Mrs Sally Ball

Via email: sally.ball@lineone.net

Sally,

As discussed, please see the following revised quotation.

Building 1) Main Building:

Size:

- 4.8m x 3.6m

Walls

- 4" x 2" Tanalised framework
- Ex32mm Thermowood T&G exterior cladding
- Stainless steel nails
- 2.1m internal eaves height
- Protect TF200 green lining membrane

Roof

- 4” x 2” Tanalised roof trusses
- Roof supporting ‘A’ frames constructed using joinery grade 4” x 4” redwood timber

- 22.5° roof pitch
- Cedar shingle roof covering: More Information

Windows and doors

- UPVC French doors, suggested overall size of 1.4m
- Doors to open inwards
- Part glazed doors – final glazing height TBC
- 2of UPVC opening windows (1 x either side of doors, size to suit, however, glazing to line with door glazing)
- Windows to be positioned to ensure if doors were to fold back internally, doors wouldn't infringe windows
- No windows within either side 3.6m section
- Suggested colours –
    - RAL 7016 (Anthracite Grey)
    - Black
    - White

Floor

- 3" x 2" Tanalised floor joists
- 22mm T&G floor boards
- Stainless steel nails

Exterior treatment

- Brown spirit based preservative

Buildings 2 and 3) Shelters (2 of)

Size:

- 4.8m x 2m

Walls

- 4" x 2" Tanalised framework
- Ex32mm Thermowood T&G exterior cladding
- Stainless steel nails
- 2.1m internal eaves height at high side
- Cladding to suggested 1m height
- Solid clad 2m side walls
- Solid clad rear wall (with exception of opening to allow air flow)

Roof

- Single sloping roof
- 4” x 2” Tanalised roof trusses
- Onduline roof covering: More Information

Windows and doors

- No windows or doors
- Opening to front aspect, size TBC

Floor

- No floors
- Olympian to fix to pre prepared base

Exterior treatment

- Brown spirit based preservative

Other:

- Black guttering to both sides of Building 1 and rear of Buildings 2 &3.
- Bench within rear of both shelters

Building 4: Mower Store

- 2.4m x 1.8m
- Based on our 'Workshop' construction: https://olympiangardenbuildings.co.uk/apex-workshops/
- No floor
- Option of the following cladding boards (finished size thicknesses below):
- Ex32mm Thermowood T&G walls
- Onduline roof covering
- 50" / 127cm wide Door and ½

Visuals:

Price for main building both shelters and mover store

£25,577 + VAT

As discussed, I have discounted the Thermowood cladding on the main structure and shelters, plus included it FOC within the mover store.

With regards to the groundworks, removal of existing buildings and electrics, I would require a site meeting with the groundworkers and electrician, however, for the purpose of providing budgetary costs, I would suggest the following guide price for the required work:

£4,400 + VAT

Please don't hesitate to contact me if you wish to discuss the contents of the quotation in more detail, I appreciate there may be items that require clarity.

I look forward to speaking to you again soon.

Best regards,

Nick Williams
Director

GOOSTREY VILLAGE HALL & PLAYING FIELDS FOUNDATION
INCOME AND EXPENDITURE ACCOUNTS
Year ending 31 October 2021

	Funds	Restricted Funds	TOTAL This Year	TOTAL Last Year
INCOME				
Annual VHPFF Subscriptions	6,506.00		6,506.00	5,590.00
Affiliated Club Subscriptions	3,005.00		3,005.00	2,220.00
Gift Aid	1,383.75		1,383.75	1,513.75
Pavilion Hire	403.00		403.00	666.00
Power Contributions	1,332.85		1,332.85	336.52
Donations & Fund Raising	2,215.00	186.00	2,401.00	4,581.73
Lottery Income	3,310.00		3,310.00	3,355.00
Miscellaneous	9.47		9.47	9.47
Bank interest	4.49		4.49	141.39
	18,169.56	186.00	18,355.56	18,413.86
EXPENDITURE				
Facilities & Equipment	0.00		0.00	112.80
Pavilion Maintenance	657.98		657.98	1,056.81
Grounds & Field Maintenance	3,263.15		3,263.15	3,257.58
Astroturf	404.50		404.50	12,316.80
Bowls Maintenamce	2,196.79		2,196.79	2,578.61
New Bowls Club House	0.00		0.00	0.00
Waste Disposal	510.47		510.47	643.38
Power	488.00		488.00	840.00
Lottery	1,820.00		1,820.00	1,820.00
Fund-raising	1,350.00	0.00	1,350.00	1,512.00
Administration Expenses	321.11		321.11	367.36
Subscription Refunds	0.00		0.00	0.00
Miscellaneous	34.95		34.95	91.46
Insurance	1,234.34		1,234.34	1,279.24
	12,281.29	0.00	12,281.29	25,876.04
SURPLUS / (DEFICIT)	5,888.27	186.00	6,074.27	(7,462.18)
Add Bank and Cash previous year	42,607.13	4,736.65	47,343.78	54,805.96
TOTAL FUNDS	48,495.40	4,922.65	53,418.05	47,343.78

NOTES TO THE ACCOUNTS
Year ending 31 October 2021

BANK AND INVESTMENT ACCOUNTS

	Unrestricted Funds	Restricted Funds	TOTAL This Year	TOTAL Last Year
Current Account	5,004.74	4,922.65	9,927.39	7,167.61
Reserve Account	13,091.64		13,091.64	9,780.49
COIF Deposit Account	30,399.02		30,399.02	30,395.68
	48,495.40	4,922.65	53,418.05	47,343.78

ASSETS

Land at Boothbed Lane		25,000.00	25,000.00
Buildings & Facilities	*	422,521.00	409,420.00
Contents	*	13,859.00	13,547.00
AstroTurf	*	54,100.00	52,422.00
Mower	*	4,728.00	4,622.00
Lawn Tractor & Rake	*	3,153.00	3,082.00
Defibrillator	*	5,000.00	5,000.00

* Items shown at Insurance Valuation

RESTRICTED FUNDS

The amounts shown as Restricted Funds are donations and fund raising for the new Bowls Club House.

Goostrey Parish Council
The Village Hall
Main Road
Goostrey
CW4 8PE
Email: parishcouncil@goostrey.info
Telephone: 01477 535825

Grant Application Form

Please complete the form and submit to the Clerk of the Council at the above address. If you require assistance with the form please contact the Clerk or a Councillor to discuss your application.

Applications for Grants require the organisation to submit a copy of the organisations financial statement the last 12 months.

Where appropriate grant applicants must have a "Safeguarding Policy" in place.

Organisation	GOOSTREY OPEN GARDENS 2022
Contact Name	[redacted]
Position in the organisation	ORGANISER
Email address	goostreygardens@outlook.com
Telephone number	[redacted]
Address	[redacted]
Amount requested	[redacted] £404.80
Bank details or name to be included on a cheque: Barclays Printers – Spiral Macclesfield.	Account Name: [redacted] Sort Code: [redacted] Account Number: [redacted]
Type of organisation	We are a voluntary organisation with the aim of staging an event showcasing 15 open gardens around the village in aid of the East Cheshire Hospice and other charities.
Aims / objectives of the organisation/ attach a copy of the constitution	To raise funds for East Cheshire hospice. To provide an afternoon of entertainment for Goostrey residents and keen gardeners beyond.

Membership - estimate numbers and area members are drawn from	N/A. We estimate that we will sell 500 tickets in our first year.
Is membership restricted by any means	No – we aim to target new young gardeners to older residents. We have even identified gardens with disabled access
What age group will benefit from the funding	All ages. However likely to appeal more to the 50+ age group.
How will the grant be used?	To pay for 3 advertising banners to be placed around the villages Holmes Chapel. In addition, the leaflets will be used in local businesses and community groups to promote the event to those inside and outside the village.
How will the funding benefit the Goostrey community?	The funding will help to raise awareness of the event which will hopefully be attended by all keen gardeners of Goostrey. More people in the village on the day will benefit the local businesses including The Crown, The Trading Post and Pastimes Café. It will also raise awareness of Goostrey as a lovely friendly village.
How do you plan to seek funding from other sources	All other promotional costs eg ticket printing and ticket sales, posters, directional signage will be funded by East Cheshire Hospice. All our organisation time is given voluntarily.
Have you submitted copies of quotations if necessary?	Yes – attached.
Have you submitted a copy of the organisations financial statement?	No. We dont have one.

Signed: ..... Date: 16/03/22

Print Name: CLARE DOWNING

Estimate No: **70545**

Date: **16/03/2022**

Clare Downing
General Enquiry

Title: **Banners & DL 6pp**

Dear Clare

Thank you for your enquiry. We have pleasure in submitting the following estimate for your approval.

Description:	PVC Banners
Origination:	Customer to supply print ready artwork
Proofs:	PDF proof supplied.
Colour:	CMYK one side only.
Size:	3300 x 700mm x 1 2000 x 800mm x 1 2750 x 850mm x 1
Materials:	440gsm PVC Banner Material.
Finishing:	Trim to size, hem and eyelet. Supply with Cable Ties
Delivery:	Standard overnight delivery to one UK mainland address.

Quantity:	**Price**
1	£184.00

Description:	DL 4pp Leaflet
Origination	Customer to supply print ready artwork
Proof	PDF proof supplied.
Colour	Four colour process
Size:	Finished size - 210 x 99mm
Materials:	170gsm silk
Finishing:	Cut & fold, pack suitably
Delivery:	Standard delivery to one UK mainland address

Quantity:	**Price**
1,000	£184.00

I trust this is of interest to you but should you require any further product information, samples or would simply like to discuss this further please do not hesitate to contact me.

NON ACCOUNT CUSTOMERS ARE ON A PRO FORMA BASIS AND MUST MAKE PAYMENT PRIOR TO ANY WORK BEING CARRIED OUT.

I look forward to hearing from you soon.

Best regards,

Lucy Carpenter

**** Please be advised that in the current climate, quotes are valid for a maximum of 10 days from date quoted ****

VAT at the standard rate of 20% will be added where applicable

NB. VAT agreed on leaflets only.

Spiral Colour, The Ink Shack, Clowes Street, Macclesfield, SK11 8HX
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