

Sibford Ferris Parish Council

Minutes of the Parish Council meeting

Sports Hall classroom, Sibford School

14th January 2013 – 7.45pm

Present at the meeting were Joanne Connor, Maureen Hicks, Adrian Lamb, Tim Huckvale, Peter Robinson, Vanessa Dyble, District Cllr George Reynolds and one member of the public.

There were no apologies and no declarations of interests from the Councillors.

The Minutes were agreed as being a true and accurate representation of the previous PC Meeting on 12th November 2012.

It was agreed that Peter Robinson would be co-opted onto the Council and the Acceptance of Office and was duly signed and witnessed. The Councillors were delighted to welcome Peter.

Matters arising from previous meeting:

270/11 - Closed - Road edge weed clearance. The weeds were clear at the present time.

263/11 - Outstanding - Kerbing. The Members were very pleased that enough funding had been made available for part of the kerbing works to be carried out. Unfortunately, there was no extra money available from the precept for the Parish Council to contribute towards the works but it was preferable that the kerbing work was started and completed in phases.

249/11 - Outstanding - New litter bin at Sibford Elm Lay-by. The Clerk reported that she was still awaiting a response from Cherwell District Council and Oxfordshire County Council regarding the approval of the site of the litter bin and confirmation that the type chosen would be emptied. She would continue to chase for a response. **VD**

253/11 – 254/11- Outstanding – MUGA. Maureen Hicks reported back that she had been in touch with ORCC and had a meeting with Nicole O'Donnell, who was very positive about the suggestion for the next phase of the MUGA (to include a boulder climbing wall and fitness equipment). The site would be big enough to accommodate the proposals. Nicole O'Donnell made some suggestions for funding and some grants may be available but it would need to be shown that local people would use the equipment. It was considered that

the Community Plan may help with this. Peter Robinson confirmed Sibford School's preferred option was the boulder wall. The fitness equipment ranged from £700 - £4000 per piece. MH had made various enquiries to different companies specialising in play equipment and was awaiting responses before proceeding further **MH**

02/12 - Ongoing - Affordable housing. Tom McCulloch had to postpone the scheduled meeting due to changes being made by Cherwell District Council but would come back with some new suggested meeting dates in due course.

3/12 Outstanding - Play area inspections. TH suggested that the check list should be revised to include a check on hedges, trees and grass surfaces. He reported back that the fence posts on the north side were rotting at the bottom. AL confirmed that he would deal with this and also trim back any overhanging hedges. It was agreed that a letter should be sent to Mr and Mrs Woodvine thanking them for carrying out their weekly inspections. It was also agreed that TH would keep the check lists. **AL**

10/12- Ongoing - Glass recycling The Members were disappointed that no response had been received back from Cherwell District Council regarding the suggestion of a possible site at Sibford Elm Lay-by. District Cllr George Reynolds said he would follow this up and also informed the meeting of a scheme offering approx £170 pa if the Parish Council maintained the site.

15/12- Outstanding - Broken stile between Woodway Road and Brambles House. A request to the landowner had been made but a re-inspection had not yet been carried out. **VD**

16/12- Closed – Weed clearance area behind Hook Norton Road. AL and TH confirmed that the area was cleared and no further action was required.

21/12- Outstanding – Parish Council Standing Orders. The Standing Orders were discussed, agreed and adopted. A resolution was passed confirming the Summons to the Parish Councillors to attend council meetings may be sent via e-mail. A copy of the Parish Council Standing Orders are set out below in Appendix A.

24/12 - Closed – Works at Mannings Hill Stable. An application had been submitted to Cherwell District Council for planning permission and this was now been dealt with in the normal manner.

25/12 - Outstanding – Parish Council Financial Regulations. These were discussed, agreed and adopted. A copy of the Parish Council Financial Regulations are set out below in Appendix B.

26/12 - Outstanding – Street Lighting maintenance. The Clerk had received confirmation that the work would be carried out shortly.

Community Plan

The Clerk confirmed that an e-mail had been sent to Peter Hardman suggesting that the Parish Councils liaise in respect of traffic calming, footpaths and meeting the rights of way officer.

The walking group had now been established and further action had been taking in respect of glass recycling, additions to the MUGA and Broadband connections to the Village.

Richard Hartree was concerned regarding the recreation and leisure equipment. He suggested that the Village Hall should be approached as he felt it was an obvious site to put some adult exercise equipment. JC said that although the Parish Council would have no objections to this, they would not be able to contribute as the finance for the MUGA site was from money retained from the Manor Development and had to be used in Sibford Ferris, as well as being in conjunction with Sibford School.

Bishop's Blaize

This was now on hold until April as the owners had 6 months to comply with the Enforcement Order.

The right to bid was discussed and whether the Parish Council should consider registering. It was agreed that Sibford Ferris Parish Council would not register but instead give their full support Sibford Gower if they decide to do so.

Correspondence

An e-mail received from Joan Broady regarding a request for a grant towards improving the village hall lighting was discussed. A donation is made every year to the Village Hall of £300 and unfortunately there are no further funds available from the Parish precept to make an additional grant.

It was agreed that the Parish Council did not have any comments to Cherwell District Council regarding the Community Governance Review.

The e-mail from Douglas Tonks was discussed regarding PAYE and the new tax requirements from April 2013. It was agreed that the Clerk should arrange for them to deal with Clerk's pay from April 2013.

Finance:

22/12 – Closed Bank statements were now being received from Barclays Bank by AL.

- Cheques were agreed and signed as follows:-
- Chq No 100575 – Cancelled
- Chq No 100576 – LDA Design – Sibford Community Plan - £114.07
- Chq No 100577 – Sue Mattinson – Sibfords Community Plan - £37.86
- Chq No 100578 – Sibford Gower Parish Council – Sibfords Community Plan - £59.36

Receipts:

15/12/12 – Sibford Gower Parish Council – Burial fees - £33.50

- Precept 2013/2014

The precept was discussed and the sum of £6774 was proposed taking into account the projected income and expenditure.

Planning:

Permission Granted– 12/01332/F

Mr Christian Fletcher

Erection of garage alongside existing garages, Garage Block, Cotswold Close, Sibford Ferris

Permission Granted – 12/01249/F

Mrs Sarah Gale, 8 Walford Road, Sibford Ferris

Installation of decking area to rear garden

Outstanding – 12/00279/TCA

Mr Jeremy Dougall, 10 Walford Road, Sibford Ferris

Tree Works –

T1 x Sycamore – Prune back by one third branches overhanging property.

Outstanding – 12/01536/F

Mr Charles Etherington Smith – Hill House, Main Street, Sibford Ferris

Construction of a stable block

Outstanding – 12/01719/F

Mr and Mrs P Friend – 2 Home Farm Court, Main Street, Sibford Ferris

Garage conversion to form studio/hobby space – re-submission of 12/00598/F

Outstanding – 12/01737/F

Blenheim Farm

Proposed Solar Farm with combined renewable energy and agriculture – Parcel Land East of OS 3500 and north of Field Barn Hook Norton Road, Sibford Ferris

The Blenheim Farm application was discussed. AL confirmed he was a neighbour.

There were no objections to the plan. It was considered to be well thought out initiative near to a conservation area, not creating noise and would be well screened.

This was seen as an opportunity to support a forward thinking plan.

AOB:

Broadband

TH reported on the progress in respect of improved broadband services to the village. The Swalcliffe Exchange User Group ran a campaign to encourage residents to register their interest in superfast broadband with Oxfordshire County Council before registering closed at the end of December 2012. Oxfordshire are due to announce in the spring what level of improved broadband service we can expect from their programme.

Future meeting dates

Next Meeting – 4th March 2013

Next Annual Parish Meeting – 29th April 2013 at 7.30pm

Next Annual Parish Council Meeting – 13th May 2013 at 7.45pm

There being no further business to discuss the Chair thanked those present for attending and the meeting was closed at 9.30pm.

APPENDIX A

SIBFORD FERRIS PARISH COUNCIL

STANDING ORDERS

1 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) When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 a bank holiday or a day appointed for a public holiday shall not count.
- c) 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 done by a resolution which shall give reasons for the public's exclusion.
- d) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.
- e) In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- f) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his/her absence be done by, to or before the Vice-Chairman (if any).
- g) The Chairman, if present, shall preside at the meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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.
- h) Subject to model standing order 1(o) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- i) The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.
- j) Unless standing orders provide otherwise, voting on any 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 request shall be made before moving on to the next item of business on the agenda.

- k) The minutes of a meeting shall record the names of councillors present and absent.
- l) The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
- m) An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.
- n) No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.
- o) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

2 ORDINARY COUNCIL MEETINGS

See also standing order 1 above

- 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 new councillors elected take office.
- b) In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- 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 directs.
- e) The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.
- f) The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.
- g) The Vice-Chairman of the Council, if any, unless he/she 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 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 must 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 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 must give a casting vote in the case of an equality of votes.

3 THE COUNCIL'S CLERK SHALL DO THE FOLLOWING:-

- a) Sign and serve on the councillors by delivery or post at their residence a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting

OR

Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on the councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting provided any such e-mail contains the electronic signature and title of the Clerk.

- b) Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
- c) Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office in accordance with (a) above.
- d) Receive and retain copies of byelaws made by other local authorities.
- e) Receive and retain declarations of acceptance of office from councillors.

4 MOTIONS NOT REQUIRING WRITTEN NOTICE

To suspend any standing order except those which are mandatory by law.

5 CODE OF CONDUCT (ENGLAND)

- a) All councillors shall observe the code of conduct adopted by the Council.
- b) If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 5(c) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.
- c) Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

6 EXPENDITURE

- a) The Council's financial regulations shall be reviewed once a year.
- b) The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

7 EXECUTION AND SEALING OF LEGAL DEEDS

- a) A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b) In accordance with a resolution made under standing order 7(a) above, any two members of the Council, 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.)

8 EXTRAORDINARY MEETINGS

- a) *See also standing order 1 above*
- b) The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- c) If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

9 ESTIMATES/PRECEPTS

The Council shall approve written estimates for the coming financial year.

10 POWER OF WELL-BEING (England)

- a) Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b) The Council's period of eligibility begins on the date that the resolution understanding order 10 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- c) After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 10(b) above.

11 FINANCIAL MATTERS

- a) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 11(b) below.

- b) Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- c) Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- d) Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.
- e) Any cheques issued shall be signed by two authorised Members of the Parish Council.

12 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- a) Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b) A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

13 STANDING ORDERS TO BE GIVEN TO COUNCILLORS

- a) The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b) The Chairman's decision as to the application of standing orders at meetings shall be final.
- c) A councillor's failure to observe standing orders more than 3 times in one meeting may result in him/her being excluded from the meeting in accordance with standing orders.

APPENDIX B

SIBFORD FERRIS PARISH COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 14th January 2013

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. 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 financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the council.
- 1.4 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the council.
- 2.2 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.3 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.4 The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

3 BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. 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.
- 3.3 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.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.
- 3.6 No expenditure shall be incurred 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, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.

- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council.
- 5.4 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 PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 6.5 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (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 salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

8 LOANS AND INVESTMENTS

- 8.1 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.
- 8.2 The council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 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 terms and conditions of borrowings shall be reviewed at least annually.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

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 annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of

control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (l) below.
- 10.4 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 these regulations shall 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 £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £50,000 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 shall invite tenders from at least three firms to be taken from the appropriate approved list.

- (c) 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.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (e) 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.
- (f) If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (g) When it is to enter into a contract less than £50,000 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 £1,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- (h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 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 of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned 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 property shall be 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 £50.
- 14.3 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 Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 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.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 RISK MANAGEMENT

- 16.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk with the 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.
- 16.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17 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.

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