

MEETING OF DUDDON AND BURTON PARISH COUNCIL

To the Members of Duddon and Burton Parish Council: You are hereby summoned to attend the next Parish Council Meeting on Monday 22nd July 2024 to be held at Duddon, Clotton and District War Memorial Hall, at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk
15/07/2024
duddonandburtonparishcouncil@gmail.com
07784 486 767

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

1.	APOLOGIES	And reason for absence.
2.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
3.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. (max of 3 mins per person without prior agreement with Chair and for a maximum of 20 mins in total.) <i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Duddon and Burton. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i> <i>N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i>
4.	ACCEPTANCE OF MINUTES	To approve and sign the minutes of the Parish Council meeting held on 16 th May 2024.
5.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To note any planning applications received since the agenda has been distributed
6.	ACCOUNTS	1. To accept the Cash Book. 2. To note the Budget v Outturn Sheet 3. To approve the Bank Reconciliation against Cashbook YTD. 4. To approve the order of 1x Poppy Wreath and 10 x Lamp-post Poppies for Remembrance Sunday in November. 5. To approve payments made and income received since last meeting.
7.	THE COMMUNITY	- Playground Equipment – to receive an update on the maintenance to be undertaken to the Playground Equipment
8.	CORRESPONDENCE	- CWaC – Request for Extra Time to Comment on Planning Application – new arrangements – to note. - Email from Resident requesting an update – to note and agree any further action required. - CWaC – Help us shape a new Household Waste Recycling Centre Service. – to note the consultation that is currently taking place. - PCSO Update – to note. - Any other correspondence received since the last PC Meeting.
9.	PARISH COUNCIL MATTERS	- To review and agree the adoption of the updated Financial Regulations
	DATE OF NEXT MEETING	The next meeting will take place on Monday 23 rd September at 7.00pm at Duddon, Clotton and District War Memorial Hall.

**Minutes of the Annual Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall on**

Thursday 16th May immediately after the Parish Meeting which started at 7.00pm

PRESENT:

Cllr G Goulbourne - Chairman
Cllr C Cummins
Cllr A Green
Cllr K Warburton

Members of the Public: 2

CLERK: Mrs T Ryall-Harvey

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2024-25

RESOLVED 24/001 – that Geoff Goulbourne be elected as Chairman for 2023-24, proposed by Cllr Green, seconded by Cllr Warburton and unanimously agreed.

RESOLVED 24/002 – that Clive Cummins be elected as Vice-Chair for 2022-23, proposed by Cllr Green seconded by Cllr Warburton and unanimously agreed.

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr M Lightfoot due to ill health, Cllr C Cummin due to family commitment and Cllr T Lush and Cllr T Cooper due to previous commitments.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

A resident raised concern on speeding on A51, had made contact with the PCSO and was keen to work together on finding ways to make things better for all residents. She was interested in hearing the Parish Council's views on utilising the Speed Box, Community Speed Watch and Portable Speed Indicator Device that were all resources accessible via the PCSO. The Parish Council were sympathetic and shared the concerns of the residents and suggested that the Police Speed Monitoring Van be encouraged to attend as residents had not seen this in the area for a number of months. The Clerk also undertook to find out about the Roundel and Dragon's Teeth that the resident mentioned Cllr Cooper had discussed with her. The Clerk suggested that if the resident wished to set up a Community Speed Watch Group then this is also something that the PCSO can organise.

ACTION: Clerk to request the Police Traffic Van be scheduled to attend the A51.

ACTION: Clerk to check when the work Cllr Cooper had mentioned to the resident in regards to the implementation of Dragons Teeth and Roundels on the A51 was scheduled.

1 resident left the meeting.

A representative from the Memorial Hall presented the Village Hall's accounts for the year. He reported that the Village Hall had recently had fibre installed and it now working which has allowed them to install an adjustable thermostat for the heating, and hoped to have this up and working over the next few days. It was also reported that a member of the community had brought to the Memorial Hall a request from the Tarvin Youth Football Club for the installation of a defibrillator. The Village Hall Committee suggested that the Tarvin Youth Football Club contact them directly to discuss further.

ACTION: Clerk to pass on the details of the Treasurer of the War Memorial Hall to the Tarvin Football Club.

MINUTES OF THE MEETING

RESOLVED 24/003: That the minutes of the meeting held on 4th March 2024 be confirmed as a correct record and signed by the Chairman.

ANNUAL BUSINESS

Policies

The Clerk reported that NALC had issued updated Financial Regulations and it was agreed that the Clerk review these and compare them to the Parish Council's current Financial Regulations and bring a recommendation to the next meeting.

RESOLVED 24/004: that all the policies apart from the Financial Regulations be adopted and reviewed again in May 2025.

ACTION: Clerk to review revised Financial Regulations and bring to the next meeting a recommendation.

Payments throughout the year

RESOLVED 24/005: to approve the payments in between meetings throughout the year for 2024-25 against the following budget headings and in-line with the budgets allocated: -

- | | |
|------------------------------|----------------------------|
| ▪ Salary | ▪ Insurance |
| ▪ HMRC | ▪ Website Subscriptions |
| ▪ Expenses | ▪ Subscriptions |
| ▪ Training | ▪ Village Hall & Room Hire |
| ▪ Payroll | ▪ Maintenance of Assets |
| ▪ Internal & External Audits | |

Payroll Provider for 2024-25

It was **RESOLVED 24/006:** to continue with Shires Payroll Services for the period April 2024 – March 2025.

It was noted that Shire's services for 2024-25 had increased as set-out below:-

Service	2023/24	2024/25
Cost per employee per month Duddon and Burton	£8.50 plus VAT	£8.75 plus VAT
Backpay calculations/adjustments (per employee)	£15.00 plus VAT	£17.50 plus VAT
Pension re-enrolment (required every 3 years)	£55.00 plus VAT	£55.00 plus VAT
Year-end payroll submission and P60's (P35)	£30.00 plus VAT	£32.50 plus VAT
Set-up of new employees	£6.00 plus VAT	£6.50 plus VAT

Dates for meeting for 2024-25

It was **RESOLVED 24/007** that the dates for future meetings would be:-

Monday 22nd July at 7.00pm

Monday 23rd September at 7.00pm

Monday 25th November at 7.00pm

Monday 27th January 2025 at 7.00pm

Monday 26th May 2025 at 7pm

ANNUAL ACCOUNTS AND GOVERNANCE 2024-25

The Clerk provided the meeting with information with regards to the finances for 2023-24.

Summary Pack – the Parish Council received the end of year financial summary pack and **RESOLVED 24/008:** that the Council note the significant variances as circulate.

Certificate of Exemption – **RESOLVED 24/009:** That the Council wish to certify themselves as exempt from a limited assurance review.

Annual Internal Audit Report – it was noted at the meeting the Annual Internal Audit Report that was completed by the Internal Auditor.

Annual Governance Statement

RESOLVED 24/010: was reviewed, completed and approved by the meeting and signed by the Chairman and Clerk.

Accounting Statement

RESOLVED 24/011: was reviewed and approved by the Parish Council and signed by the Responsible Financial Officer and Chairman of the meeting.

Notice of Public Rights and Publication of Annual Governance & Accountability Return

RESOLVED 24/012: that the Council accept the signing of the Notice of Public Rights and agreed to the publication period of 3rd June to 13th July 2024.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 7th May 2024 and it was noted that the following planning applications had been received since the last meeting:-

- 24/00825/LDC – Honeysuckle Farmhouse, Burton Road, Bruen Stapleford, Chester CW6 0ES – the application seeks lawful confirmation that the change of use of Honeysuckle Farmhouse from residential to a holiday let is lawful – the Parish Council has no objections to this consultation.

ACCOUNTS

Cashbook

RESOLVED 24/013: that the YTD Cashbook dated 7th May 2024 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 24/014: that Cllr Warburton signs the Bank Reconciliation and Bank Statements.

Internal Auditor

The comments from the Internal Auditor for 2023-24 below were noted:-

Audit is now complete with no major issues to highlight. Just a few minor housekeeping items to note please.

1. In the absence of an Invoice/Receipt please include an explanatory note for any items of personal expenditure being claimed back. E.g. Printing of Agendas. – *Clerk noted.*
2. VAT of £10.20 was not claimed back for Shires Invoice for £61.20 from June 2023 (item 19). This can be added on to this years' claim. – *Clerk has updated the records.*
3. Please amend the Minutes in respect of the following Authorised Payments - September page 25. Payment to Linux was for £28.78, not £27.28; November page 27. Payment to Clerk re Expenses was for £141.39, not £140.39; January page 30. Payment to Clerk re Expenses was for £132.32, not £140.39. Manual amendments, initialled by the Chairman, will be fine. – *these have been updated.*
4. On the "Explanation of Variances" Sheet please amend Line 8 as indicated – *Clerk has amended.*
5. I recommend that the date (4 March 2024) the Parish Council confirms the accuracy of the Asset Register is added to the document. As you already do with the Risk Assessment Document – *Clerk has amended this.*
6. I note that the Asset Register includes a column for Insurance Valuation Purposes, the figures listed being the same as purchase costs. Please review your current Insurance Policy to ensure that all items are insured at reinstatement value, not purchase price – *Clerk undertook to do this.*
7. On the "Explanation for High Reserves" sheet the total of the reserves is greater than the total funds held. Please review. – *Clerk has amended this.*
8. On your Web Site the home page is slightly out of date. Please review. – *Clerk has amended this.*
9. I would recommend setting up email addresses that are linked to your web site address, e.g. clerk@duddonandburtonpc.co.uk. These are usually more secure than those with gmail, hotmail etc. – *Parish Council noted this recommendation.*

Authorisation of Payments

RESOLVED 24/014: that the following income and expenses be approved:-

Income received since the last meeting for noting:				Gross Amount	Comment
09/04/2024	Lloyds Bank			9.77	Bank Interest
27/03/2024	Skiptons			21.65	Compound Interest
27/04/2024	Skiptons			30.56	Compound Interest
10/04/2024	CWaC			8825	Annual Precept Payment
Payments made since the last meeting for approval					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/04/2024	CHALC	£161.12	£0.00	£161.12	Affiliation Fees
19/04/2024	Mid-Cheshire Footpath Association	£8.00	£0.00	£8.00	Subscription for 2023-24
19/04/2024	Phil Sanders	£57.00	£0.00	£57.00	Annual Internal Audit
19/04/2024	PQR Limited	£54.00	£10.80	£64.80	Payroll Services Apr - Oct
25/04/2024	Clerk's Salary	£264.20	£0.00	£264.20	Tax Month 1
29/04/2024	HMRC	£66.00	£0.00	£66.00	PAYE for Tax Month 1
30/04/2024	NALC	£50.00	£10.00	£60.00	LCAS Application
Payments not yet made for approval					
Payable to		Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey		£96.88	£9.66	£106.54	Clerk's Expenses
HMRC		£66.00	£0.00	£66.00	PAYE for Tax Month 2
Mrs T Ryall-Harvey		£264.20		£264.20	Salary Tax Month 2
Ringwood Fencing		15.04	3.01	£18.05	2 x 1800 x 100 x 75 Posts

THE COMMUNITY

It was noted that the Annual Inspection of the Playground Equipment still had not been received and the Clerk had chased the provider.

Cllr Goulbourne reported that he had repaired the fence around the play equipment and installed four new posts.

CORRESPONDENCE

Email from Resident – it was noted that the Parish Council had been copied into an email from a resident who had concerns about Speeding in Duddon. This had been discussed under Public Participation.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 22nd July at 7.00pm in the Duddon Clotton and District Memorial Hall.

Meeting finished: 19.52

Signed:..... Dated:

Duddon and Burton Parish Council Planning Register 2022-23

Received	Number	Location	Description	PC Response	Result
Wed 11 January 2023	22/04541/HE D	Various Locations Along The Route of A Proposed Sewer Pipeline From Utkinton To Tarvin Via Duddon	Removal of various sections of mid and end hedgerows (16 locations) to lay a new wastewater pipeline	No objections	Awaiting Decision

Duddon and Burton Parish Council Planning Register 2023-24

Received	Number	Location	Description	PC Response	Result
Thu 18 May 2023	23/01619/OUT	Land Adj To Duddon Hall Tarporley Road Tarvin Chester	Land Adj To Duddon Hall Tarporley Road Tarvin Chester	No objections	Awaiting decision
Thur 18 Jan 2024	EN578557156	Burton Farm, Burton, Chester CW6 0ER	Farm buildings that were used to raise Turkey's are being used as Industrial Units without any change of use.	Reported to CWaC	
Tue 19 Mar 2024	24/00825/LDC	Honeysuckle Farmhouse Burton Road Bruen Stapleford Chester CW6 0ES	The application seeks lawful confirmation that the change of use of Honeysuckle Farmhouse from residential to a holiday let is lawful.	No objections	Awaiting decision

Duddon and Burton Parish Council Planning Register 2024-25

Received	Number	Location	Description	PC Response	Result

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application
 LBC – Listed building consent
 PDQ – Agricultural Buildings to Dwelling Houses
 REF – Appeal
 S73 – Minor material amendments
 LDC – Lawful Development Certificate
 TPO – Tree Preservation Order

Trudy Ryall-Harvey
 11/07/2024

Duddon and Burton Parish Council													OUT-TURN 2024-25												Updated 11/07/2024																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2024-25

STATEMENT DATE	Description	Power	PN	EXPENDITURE excluding VAT						VAT	Receipts	Totals	Comments	Resolved	No.
				People	Professional Services	General Services	Admin	Grants	Projects						
09/04/2024	Interest (Gross)		35								9.77	9.77	Bank Interest	24/014	1
10/04/2024	Cheshire West and Chester		35								8,825.00	8,825.00	Annual Precept Payment	24/014	2
19/04/2024	Cheshire Association of Lo		35				-161.12					8,825.00	CHALC Annual Affiliation Fees	24/014	3
19/04/2024	Mid-Cheshire Footpaths		35				-8.00						Annual Subscription Fees	24/014	4
19/04/2024	Phil Sanders		35		-57.00								Annual Internal Auditor	24/014	5
19/04/2024	PQR Limited		35		-54.00					-10.80			Payroll Provision Apr - Oct 2024	24/014	6
25/04/2024	Mrs T Ryall-Harvey		35	-264.20									Clerk's Salary Tax Month 1	24/014	7
27/04/2024	Skiptons		35								30.56		Compound Interest	24/014	8
29/04/2024	HMRC PAYE		35	-66.00						-10.00			PAYE Payment for Tax Month 1	24/014	9
30/04/2024	NALC		35				-50.00						National Association of Local Council's Subscr	24/014	10
09/05/2024	Interest (Gross)										10.12		Bank Interest		11
16/05/2024	ICO ZB331348						-35.00						Data Protection Subscription		12
20/05/2024	Mrs T Ryall-Harvey		35				-96.88			-9.66			Clerk's Expenses	24/014	13
20/05/2024	Ringwood Fencing		35						-15.04	-3.01			Materials for repairs to Play area Fence	24/014	14
20/05/2024	Bank Service Charge						-1.70						Bank Charges		15
24/05/2024	Mrs T Ryall-Harvey		35	-264.20									Clerk's Salary Tax Month 2	24/014	16
27/05/2024	Skiptons										29.66		Compound Interest		17
29/05/2024	HMRC PAYE		35	-66.00									PAYE Payment for Tax Month 2	24/014	18
10/06/2024	Interest (Gross)										10.80		Bank Interest		19
06/06/2024	Gallaghers				-900.20								Insurance		20
18/06/2024	Bank Service Charge						-7.00						Bank Charges		21
25/06/2024	Mrs T Ryall-Harvey			-264.20									Clerk's Salary Tax Month 3		22
27/06/2024	Skiptons										30.74		Compound Interest		23
28/06/2024	HMRC PAYE			-66.00									PAYE Payment for Tax Month 3		24
09/07/2024	Interest (Gross)										9.80		Bank Interest		25
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RECONCILIATION

Current Account	£6,815.28	Year to date balance	£6,546.44
Deposit Account	£9,499.84		
Skiptons Deposit Account	£10,112.61	Balance Brought Forward	£19,881.29
TOTAL	£26,427.73	Balance	£26,427.73
Less Uncleared Payments			

TOTAL £26,427.73

Monies held in Reserves

Earmarked for Playground Maintenance & Refurbishr	£5,500
Earmarked for Repair of Safety Surfacing	£2,000
Earmarked for Replacement Noticeboard	£2,000
Earmarked for Community Projects	£2,000
Earmarked for Kings Coronation/Jubilee Celebration	-£113
Earmarked for Wildflower Planting	£320
1 years Precept	£7,383

Clerk: *Fudy Ryall-Harvey*
Clerk

11/07/2024

DUDDON AND BURTON PARISH COUNCIL

Bank Reconciliation to Cashbook 2024-25
Presented at Council Meeting 22nd July 2024
Prepared by Trudy Ryall-Harvey

Balance shown on Cashbook	£26,427.73
Lloyds Bank Accounts as at 11/07/2024	
Current Account	£6,815.28
Deposit Account	£9,499.84
Skiptons Account	£10,112.61
TOTAL	£26,427.73
Less: Unpresented Payments	£0.00
TOTAL	£26,427.73
Reconciliation	YES

BUSINESS ACCOUNT [REDACTED]
DUDDON AND BURTON PARISH COUNCIL

£ 6,815.28 Current balance

£6,815.28 Available funds ?

BB INST ONLINE [REDACTED]

£ 9,499.84 Balance

Community Saver Iss 11 Monthly

Current Balance ?

£10,112.61

Available Balance: £10,112.61

Current interest rate (gross)% 3.59%
^

Maturity Date: N/A

Income received since the last meeting for noting:				Gross Amount	Comment
09/05/2024	Lloyds Bank			10.12	Bank Interest
10/06/2024	Lloyds Bank			10.80	Bank Interest
09/07/2024	Lloyds Bank			9.80	Bank Interest
27/05/2024	Skiptons			29.66	Compound Interest
27/06/2024	Skiptons			30.74	Compound Interest
Payments made since the last meeting for approval					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
16/05/2024	ICO	£35.00	£0.00	£35.00	Data Protectionn Subscription
20/05/2024	Bank Charges	£1.70	£0.00	£1.70	Bank Charges
06/06/2024	Gallaghers	£900.20	£0.00	£900.20	Annual Insurance Renewal
25/06/2024	Mrs T Ryall-Harvey	£264.20	£0.00	£264.20	Clerk's Salary Tax Month 3
28/06/2024	HMRC PAYE	£66.00	£0.00	£66.00	Tax Month 3
Payments not yet made for approval					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£73.83	£5.86	£79.69	Clerk's Expenses
	HMRC	£66.00	£0.00	£66.00	PAYE for Tax Month 2
	Mrs T Ryall-Harvey	£264.20		£264.20	Salary Tax Month 2

From: PLANNING <Planning@cheshirewest.gov.uk>
Sent: 07 June 2024 09:53
Subject: Requests for extra time to comment on Planning Applications - new arrangements

Dear Clerk,

As you know Cheshire West and Chester Council notifies Town and Parish Councils about relevant planning applications we receive, and by law we are required:

- a) to take into account any comments we receive within 21 days of notifying you; and
- b) not to determine the application before the end of that 21-day period.

Sometimes we receive requests from Parish and Town Councils for more time to reply, often because the notification has arrived at an inconvenient time between meetings.

You probably know that for several years the planning department here at Cheshire West has carried a backlog of planning applications, meaning that it has generally taken several months for any application to be determined. One consequence of this is that we have been able to grant most requests from interested parties, such as Parish and Town Councils, for extra time to comment without it impacting on the overall time taken to determine the application.

However, due to the hard work of Council officers, we are now reaching the end of the backlog of applications and someone submitting a householder application today may expect to receive a decision within 8 weeks. The Government has also signalled an intention to impose more rigorous targets for determining applications within specific time periods.

Regrettably, this means that in a majority of cases we will no longer be able to grant extended time periods for your council to comment on planning applications. We cannot control the timing of when the notification arrives – it depends on when the application is submitted. No doubt this will create some timing issues for you and your councils, and perhaps necessitate some delegation to committees or individual councillors. Hopefully you will find it helpful to have some advance notice of this change so that you can make arrangements to ensure that any comments you might want to make are sent within 21 days of us sending you the email notification. I am sorry for any inconvenience caused.

In summary, if you submit comments within the 21-day period you can be sure that a decision will not have been made and the comments will be taken into account in the decision-making process. If you submit comments after the 21-day period, we will still take them into account if we have not already determined the application; but after the 21-day period ends, we cannot promise that a decision will not already have been made. In case it is helpful, please note that you are not required to comment on all applications and we do not expect you to do so.

Kind regards,

Nick

Nick Smith
Planning Team Manager
Cheshire West and Chester Council

Email: [REDACTED]

Location: The Portal, Wellington Road, Ellesmere Port, Cheshire, CH65 0BA

Visit: cheshirewestandchester.gov.uk

From: [REDACTED]
Sent: 10 July 2024 14:56
To: duddonandburtonparishcouncil@gmail.com
Cc: Morris Hart
Subject: Re: Traffic Management

This is great information- it gives a real picture of what is going on within the time they are here. Isn't this more than enough to give data around why we need a speed camera?

Surely the constabulary should review this to understand whether it is cost effective to install a fixture vs having so much resource coming out to complete this. They have identified that this is a high need area -16th most used area and 4th in Cheshire.

Thanks again,

[REDACTED]

> On 10 Jul 2024, at 14:42, duddonandburtonparishcouncil@gmail.com wrote:

>

> HI [REDACTED]

>

> Please find response back from the Police Traffic Management Team below:-

>

> On 23/5 the van attended from 12:30 to 14:05, 6 offences top speed 44mph.

>

> The camera Team manager will be able to answer me about frequency and schedules. All I can say is I know they are short staffed for a couple of reasons and the demand always outstrips capacity. They also as I understand it give a location good attention for a while and see whether that has an effect. If the speeding levels reduce, they will tend to attend less frequently and ultimately if they are attending at locations and capturing no offences then that location will see low attendance as efforts are focused areas where a clear issue remains.

>

> I've spoken with one of the camera team as manager in on leave at the moment and he's given a comprehensive answer

>

> The manager sends us to areas, and we pick which sites we go to, based on a number of factors including activations and personal preferences. At the moment, each area is visited about twice a week depending on staffing. Duddon actually receives significantly more enforcement than most sites. Between January and June this year we went there 12 times for a total of 24hrs and 4 minutes and detected 114 offences. In that time, it was the 16th most used site in the county and 4th in Chester LPU. To put it into context, we have 131 sites for the vans and carried out 541 enforcement sessions so the average number of times we went to each site is just over 4 so we are going to Duddon nearly 3 times as often as the 'average' site.

>

> Hope this helps, I will be sharing this information with the Parish Council at their next meeting.

>

> Regards

>

> Trudy

>

>

>

> -----Original Message-----

> From: [REDACTED]
 > Sent: Wednesday, July 10, 2024 12:19 PM
 > To: duddonandburtonparishcouncil@gmail.com
 > Cc: [REDACTED]
 > Subject: Re: Hello- request for an update
 >
 > Perfect. Thanks so much. I found the meeting minutes - April 2021. There are some outstanding actions from that meeting- especially on community funding- how can we make sure these are met?
 >
 > Thanks again for all your help!
 >
 > [REDACTED]
 >
 >
 >> On 10 Jul 2024, at 11:28, duddonandburtonparishcouncil@gmail.com wrote:
 >>
 >> H [REDACTED]
 >>
 >> Clotton Hoofield Parish Council did receive planning consultation for this in 2021.
 >> They held an extraordinary meeting to consider the application.
 >>
 >> If an when I hear back from Tom Cooper I will let you know.
 >>
 >> Good to know the traffic van was back yesterday, I have as them to confirm how regularly they can schedule to attend the site on A51 in Duddon.
 >>
 >> Regards
 >>
 >> Trudy
 >>
 >> -----Original Message-----
 >> From: [REDACTED]
 >> Sent: Wednesday, July 10, 2024 10:59 AM
 >> To: duddonandburtonparishcouncil@gmail.com
 >> Cc: [REDACTED]
 >> Subject: Re: Hello- request for an update
 >>
 >> Yes I mean the one at clotton- they should have done some sort of community engagement with clotton hoofield council and I am just trying to understand what was discussed and agreed.
 >>
 >> I will also go back to Tom today- it's such a shame that no one can hold council members accountable to things that have been said and not actioned. I am disheartened to hear this - that we are a year on and nothing has changed. Been talking to some residents who have been told that they have heard that people think this road is a 60 and fly past. Two residents have said to me that they have been caught speeding when the speed van has been here- that is the standard we have here- "no cameras you won't get caught"
 >>
 >> Thank you for agreeing to chase the traffic team for results. They were back yesterday 9th of July for another two hours mid morning.
 >>
 >> [REDACTED]
 >>
 >>>> On 10 Jul 2024, at 10:43, duddonandburtonparishcouncil@gmail.com wrote:
 >>>>
 >>>> H [REDACTED]
 >>>>
 >>>> Thanks very much for your email.

>>>
>>> I have spoken to Tom Cooper and to the Highways Department of Cheshire West and Chester Council.
>>>
>>> Cheshire West and Chester Council are not aware of any request to amend the road markings as per your previous email.
>>>
>>> Therefore I have gone back to Tom Cooper and asked him to chase directly with CWaC.
>>>
>>> Re: I was also wondering about the contact with shell power. Have they consulted or had any engagement with the community before setting up? Is there anything you can share?
>>> Can you provide more information in relation to this - are you asking about the Shell site in Clotton?
>>>
>>> I will chase with the Police Traffic Team to find out if there was any results they can report back on following the two hours on 23rd May and when they next expect to attend.
>>>
>>> Regards
>>>
>>> Trudy
>>>
>>>
>>> -----Original Message-----
>>> From: [REDACTED]
>>> Sent: Tuesday, July 2, 2024 6:07 PM
>>> To: duddonandburtonparishcouncil@gmail.com
>>> Cc: [REDACTED]
>>> Subject: Hello- request for an update
>>>
>>> Dear Trudy,
>>>
>>> Hope all is well. I am just requesting for an update about the road markings for now. As per my previous email, it's now over a year since this was promised to us.
>>>
>>> I was also wondering about the contact with shell power. Have they consulted or had any engagement with the community before setting up? Is there anything you can share?
>>>
>>> Also about the van- after we spoke the van was there for two hours on the 23rd of May- this is really not enough. I am sincerely hoping for more joined up working between police and yourselves.
>>>
>>> Thank you
>>>
>>> [REDACTED]
>>>
>>>
>>
>

Share your views on potential changes to Household Waste Recycling Centres

 8 July 2024

 Average read time: 3 minutes

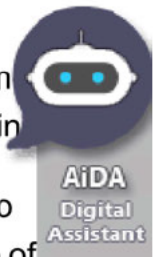


The Council is asking for people's views on proposals to better manage the recycling and disposal of waste at Household Waste Recycling Centres (HWRCs, also known as "tips") across the borough.

HWRCs are places where residents can dispose of extra household waste or recycling, as well as items that are not collected through the kerbside waste and recycling collection service.

The Council operates seven HWRCs across the borough, in Chester, Ellesmere Port, Frodsham, Neston, Northwich, Tattenhall and Winsford. Each year, they are visited around 740,000 times and process approximately 40,000 tonnes of household waste and recycling.

Currently, 60% of HWRC waste is recycled or re-used, and last year it cost £2.4 million to operate the sites and manage the recyclable waste, and a further £1.3 million to dispose of non-recyclable waste.



The Council's three ambitions for the HWRC service are to:

1. Prevent waste by re-using and recycling products and materials at every opportunity.
2. Provide fair and reasonable access for residents, while preventing unauthorised access.
3. Continue to improve the service and make it as efficient as possible.

To meet these ambitions, the Council proposes to:

1. Provide more opportunities for the repair and reuse of unwanted items.
2. Automate proof of address checks by pre-registering vehicles.
3. Update the HWRC reasonable use procedures.

4. Support residents to sort the waste and recycling they bring to HWRCs.
5. Limit the amount of DIY waste brought without charge.

Cllr Karen Shore, Cabinet Member for Environment, Transport and Highways, said:

“HWRCs are important to the Borough; they allow residents to dispose of and recycle items that can't be collected through the regular kerbside service. We need to make sure that we can provide a modernised service that is easy to use, affordable to operate, and helps the Council reach our climate change goals.

A ten-year Waste Management Strategy was adopted by the Council in 2021, aiming to reduce overall waste, increase recycling and provide a cost-effective service. Reviewing the way HWRCs work is the next step towards this. We want to hear people's views on these proposals, and I encourage residents to take part to make sure that the needs of the community are reflected. ”

Cllr Shore

There are a variety of ways you can get involved and share your views:

- Visit our webpage where you can find out more and complete a survey.
- Email: HWRC-Consultation@cheshirewestandchester.gov.uk
- Write to: Household Waste Recycling Centre Consultation, Insight and Intelligence, Cheshire West and Chester Council, The Portal, Wellington Road, Ellesmere Port, CH65 0BA.
- Telephone: 0300 123 7026 quoting 'Household Waste Recycling Centre Consultation'.
- Pick up a paper copy of the consultation information and survey from any [library](#) or [HWRC](#) from Tuesday 9 July.
- Paper copies and alternative formats are also available on request using the contact details above.

You can also attend a drop-in session where you can come and talk to the Council's waste team:

- Tuesday 16 July, 6-8pm - Chester HWRC
- Wednesday 17 July, 6-8pm - Ellesmere Port HWRC
- Thursday 18 July, 6-8pm - Winsford HWRC
- Monday 22 July, 10am - 12 noon - Tattenhall Library

- Monday 22 July, 6-8pm - Frodsham Brio Leisure Centre
- Thursday 25 July, 10am - 12 noon - Neston Library
- Saturday 27 July, 10am - 12 noon - Ellesmere Port Sports Village
- Monday 29 July, 6-8pm - Chester HWRC
- Saturday 3 August, 10am - 12 noon - Northwich Brio Memorial Court
- Tuesday 6 August, 6-8pm - Winsford HWRC

All feedback received will be used to help shape the proposals for the future HWRC service.
The closing date for responses is Sunday 1 September 2024.

From: James [REDACTED]@cheshire.police.uk>
Sent: 13 July 2024 08:59
To: James Hannath
Cc: [REDACTED]
Subject: Beat Management

Dear Parish Council,

As I'm temporarily covering additional beat areas, I'd like to thank you for your patience and understanding with the workload it's incurred.

To understand demands of each community, I'd request all Parish Council members to set their monthly priorities through our Residents Voice Survey and refer residents to also take part.

The Residents Voice is a useful tool to measure and understand demand, gain intelligence, action concerns raised, and plan patrols or Trucam deployment.

I'll put an update on social media from the survey on what priorities were set and what action was taken. July in August, August in September and so on.

Please use the link below...

<https://www.cheshire.police.uk/police-forces/cheshire-constabulary/areas/cheshire/campaigns/chester/residents-voice/>

Relaunch of social media for community updates...Facebook.

I post on both accounts, this will act as a newsletter.

Chester Rural North Police
Chester Rual South Police

You can also find updates on the website about local crime stats and other information.

I can't action incidents or concerns from residents who complain to the Parish Council or Local Councillor.

They need to directly report to the Police or relevant agency, we can record, review, and respond to the reporting person directly.

This is the same for intelligence, it dilutes the information if not from the source and we can't verify or develop it.

They can however use the Residents Voice to raise a complaint, concern or idea which doesn't involve deployment or investigation.

SPEEDING

I'm aware that speeding is a concern in every village.

The process of Trucam can take 2 to 3 hours to complete for one location and we have one camera to share for Chester.

I'm trying to support road safety by community speed watch, working with schools, using SID, speed box and monthly Op Dangerously. The van is not part of our deployment, but I can try to request it.

I'd request any speeding location to be evidenced prior to Trucam deployment by sending data from community speed watch. This gives an understanding of days and times to target.

I focus on three locations quarterly then change to ensure each location has focused time and really raises awareness to drivers using the area.

COMMUNITY SPEED WATCH

A polite reminder that three people need to run a session of CSW to meet the safety criteria. We can't process results if a group doesn't follow the safety guidelines.

There will be three Community Speed Watch Training session per year with ten places for volunteers. If you have a room to hold training for free, please let me know.

HOW TO REPORT

My email can be shared for the purpose of communication, meetings, events, and intelligence (if you are the source).

It should not be used to report incidents or a way of deployment.

I would be grateful if you would report and advise others to use our Cheshire Police website or call 101.

Incidents need officially recording to allow us the opportunity to deploy a patrol. It also helps ask for additional support within the force.

PARISH COUNCIL MEETINGS

Wherever possible I'll attend Parish Council meetings. If you deem it urgent, I'll look to work my rest day, stay on shift, or find cover. Please send me an invite for the next upcoming date.

POLICE SURGERIES AND DROP IN

The plan is to hold one each month per Beat area at different locations.

1. Chester Villages (Christleton, Guilden Sutton, Mickle Trafford and Waverton).
2. Tarvin, Delamere and Kelsall
3. Gowy (until late a September when PCSO for area should return).

Please let me know if you have a room to hold these.

PARTNERSHIP

I'd like to work in partnership with Parish Councils with a meet and greet/local community project.

I'll look at funding opportunities and welcome ideas, but could be a community bike ride, litter pick, youth engagement.

Kind regards,

James Hannath
PCSO 20647 Rural Beat Team

Duddon and Burton Parish Council

Financial Regulation 2024

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

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

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

1.7. In addition, the council shall:

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

2. Risk management and internal control

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

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

- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

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

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.

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

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

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

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be

delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

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

- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

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

9. Payment cards

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

10. Petty Cash

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

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.

- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

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

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

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

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The 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.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. 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.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 – Financial Controls & Procurement and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.