



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Parish Council held on Monday 20th February 2023 at River Bourne Community Farm

MINUTES

Councillors present: Baker (Chair), Barker, Hayes, Jones, McDonald, Maskell, Rigiani, Schneider, Smith, Waller

In attendance: Brain (Communications and Community Engagement Officer CCEO), Deane (Clerk). Prince (Responsible Financial Officer RFO) joined the meeting online.

Also in attendance were Wiltshire Councillors McLennan and Oliver, 3 representatives of Old Sarum Airfield and in excess of 50 members of the public. A further 13 members of the public joined the meeting online.

A resident of Elm Close spoke regarding the traffic regulation order under consideration for Laverstock, stating that he believed 90% of the residents were not in favour of the proposals currently under consultation. The Chair encouraged the resident to ensure any comments and information were submitted to Wiltshire Highways.

The majority of the members of the public attended to hear the presentation regarding Old Sarum Airfield (agenda item 23.020). For this reason, the Chair brought this item forward to the public session, to enable the public to take part in the discussions. The notes of this session are attached as Annex One.

The remainder of the meeting commenced at 8.04pm.

23.016 Apologies

Apologies had been received from Cllrs Lynn, Tucker and Vanstone.

Resolved: to accept the apologies received.

23.017 Declarations of Interest

There were no Declarations of Interest.

23.018 Approval of Minutes

Resolved: to approve the minutes of the meeting held on 16th January 2023

Resolved: to approve the minutes of the meeting held on 8th February 2023

23.019 Matters arising

Cllr Waller requested an update on the issue of Anti Social Behaviour at Old Sarum. The Clerk reported that one family had been moved from the estate, and that she was working with Wiltshire Councillor Oliver to follow up with Wiltshire Council Community Safety Partnership regarding future procedures.

23.020 Planning

Old Sarum Airfield update from CreatrixPR – see attached Annex One
Planning Log

Resolved: to approve the following responses

PL/2022/08792 Consent under Tree Preservation Order T4 and T5 Fell 2 Sycamores at 8 Green Lane, Ford NO COMMENT

PL/2022/08941 Flexible permission either as a class B8 or class E use for specialist cheer/gymnastics/trampoline studio at Unit 1 Castlegate Business Park, Old Sarum NO COMMENT

PL/2022/09504 Proposed studio outbuilding at Darnaway, Laverstock Park, Laverstock NO COMMENT

PL/2022/09544 Proposed single storey and first floor extensions and alterations at 5 Tryhorn Drive, Bishopdown NO COMMENT
PL/2023/00623 Single storey extension to rear/side of property at 9 Glendale Crescent, Milford NO COMMENT

23.021 Grant Applications

Old Sarum and Longhedge Community Centre

A representative from Old Sarum Community Centre spoke regarding their grant application to support the introduction of a Warm Space, Community Pantry and café initiative at Old Sarum Community Centre, as well as support towards their rising fuel costs.

Resolved: that the council grants £1,300.00 to Old Sarum and Longhedge Community Centre towards the costs of a Warm Space, Community Pantry and fuel charges under the powers granted by Section 137 of the Local Government Act 1972

Hampton Park Pavilion

A representative from Hampton Park Pavilion spoke regarding their grant application towards rising fuel costs. The Pavilion already have plans to instal solar panels to help in the long term but face a short term challenge in meeting rising costs.

Resolved: that the council grants £1,000.00 to Hampton Park Pavilion towards their fuel costs under the powers granted by Section 137 of the Local Government Act 1972

23.022 Highways Improvement Request Alabare

A representative from Alabare spoke about their application regarding the lack of dropped kerbs and footways adjacent to their centre at Old Sarum on The Portway. Councillors agreed with concerns regarding pedestrian safety along that stretch and requested information on the costs of different solutions.

Resolved: to support the Highways Improvement Form as submitted subject to the costings of solutions proposed.

23.023 Community Centres update

The Clerk reported on a meeting with the Parkinson Partnership to obtain financial advice on the best ways to support community centres going forward. Keeping the charities running to operate the centres was recommended, and for the council to provide support by reducing their liabilities for insurance and maintenance under the terms of their lease. Councillors queried whether a change in lease was necessary, and whether future review points could be incorporated. The Clerk will continue to investigate and provide a full report. A discussion on proposed Heads of Terms for the transfer of Hampton Park Pavilion was moved to Exempt Business.

23.024 Asset Register

The Operations Officer had circulated Report 23.024 in advance of the meeting, detailing the destruction by arson of a litter bin, recorded on the asset register under item 47 as one of a group of 3. The bin has been totally destroyed, and now replaced.

Resolved: That the Council approves the write off of one Glasdon Litter Bin (one of three) £361 Asset 47

23.025 Adoption of Policies

Child Protection and Safeguarding Policy

The CCEO had circulated the proposed policy under Report 23.025, following discussion at Communications Committee meetings.

Resolved: to adopt the Child Protection and Safeguarding Policy as circulated.

Developer Protocol

The Clerk had circulated a suggested Developer Protocol under Report 23.025(1). Cllr Waller queried if the policy was relevant to the Parish Council or the Planning Authority. The Clerk explained the policy related to a procedure for the Parish Council to follow during any discussions with developers. Cllr Waller was keen that additional text be added relating to the Parish Councils involvement in negotiating the content of s106 agreements.

Resolved: that the protocol be adopted as circulated, with future revisions to include the points raised.

23.026 Bishopdown Play Areas

Approval of payments to Eibe Play (St Peters and St Lukes Play Areas)

The Clerk had circulated Report 23.026 proposing a payment schedule to Eibe Play protecting parish funds whilst maintaining cash flow for Eibe.

Resolved: To approve the additional costs of £6500.00 to EibePlay Ltd for the provision of grass turf at St Peters Road and St Lukes Close play areas.

To approve the payment of £25904.68 to EibePlay Ltd for play area equipment for St Peters Road play area.

To approve the payment of £36542.38 to EibePlay Ltd for play area equipment for St Lukes Close play area.

Sycamore Drive and Drake Close Update

The Clerk reported that 5 notifications of Intention to Tender had been received for Sycamore Drive. Plans for Drake Close were due to be discussed at the upcoming Operations Committee meeting, providing new play equipment and a path onto the Hampton Trail for a cost of approximately £15,000.00. Cllr Waller requested that she see the plan for Drake Close when approved.

23.027 Finance

Amendment to Financial Regulations 4.1 Authority to Spend and Approval of Financial Regulations Part 2

The RFO had circulated Report 23.027(1) in advance of the meeting, recommending an amendment to Section 4 of Financial Regulations and introducing the additional new Financial Regulations, based on the guidelines of Model Financial Regulations produced by the National Association of Local Councils in 2019. The proposed changes give the Clerk and RFO the power to authorise expenditure up to £5,000.

Resolved: That the Council approves the amendment to Financial Regulations 4.1 granting the Clerk and RFO powers to authorise expenditure up to £5,000.00.

Resolved: That the Council adopts the proposed additional Financial Regulations 2023.

The new adopted Financial Regulations are attached as Annex Two.

Councillor Waller confirmed that she had checked the monthly accounts in detail and was satisfied all was correct.

Adoption of Monthly Accounts for January 2023

The Financial Statements had previously been circulated in Report 23.027(2). The total funds held at the end of January 2023 were £1,546,539.86 of which £1,416,161.95 were earmarked or restricted reserves.

Resolved: To adopt the monthly accounts as a true record of the Council's finances. Authorisation of Payments

The lists of payments had been circulated in Report 23.027(2). Total cheque and BACS payments in February 2023 amounted to £20,119.30. Debit card and direct debit payments in January 2023 amounted to £559.48.

Resolved: To approve the cheque, BACS, direct debit and debit card payments.

Review of Reserves and Treasury deposit report Reserves and Treasury Deposit Reports Summaries of Financial Reserves and Deposits had been presented in Report 23.027(2). Earmarked and Restricted Reserves at the end of January 2023 were £1,416,161.95. The balance on the 32 Day Notice Account at the end of January 2023 was £489,214.06 including interest of £7,330.65. The balance on the CCLAPSDF was £990,849.36 including dividends awarded of £9,905.36. There was a total of £1,510,063.42 on deposit at the end of January 2023.

Resolved: To note the reserve and treasury deposit reports.

23.028 Clerk's Report and Correspondence

The Clerk reported that correspondence had been received from River Bourne Community Farm, advising of the appointment of two new directors. The Clerk provided an update from the Police who were unable to attend this meeting in person, covering vehicle break-ins in Bishopdown, Old Sarum and Longhedge. The Clerk advised that Milestone Infrastructure had been awarded the new highways

contract by Wiltshire Council. The council expressed their thanks to the Operations Officer who had confirmed she would not be returning to work after her maternity leave.

23.029 Exempt Business – Exclusion of the Press and Public Pension Provision

The Chair suggested that this item be discussed in public session, and move to Exempt Business should specific individuals be discussed.

The Clerk had circulated details of the Local Government Pension Scheme LGPS to councillors, which had previously been discussed at Finance and General Purposes Committee and Personnel Committee meetings. Employer contributions to LGPS are higher than the current provider and no budget allocation has been made for the additional costs. Increased contributions would need to be taken from reserves.

Resolved: That Laverstock and Ford Parish Council resolve to join Wiltshire Local Government Pension Scheme and offer all employees the opportunity to become a member of the scheme.

Resolved: In view of the commercial, in-confidence, nature of the business about to be transacted, that the public and press be temporarily excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 Section 100.

Heads of Terms regarding the transfer of freehold of Hampton Park Pavilion were discussed.

NEXT MEETING. The next meeting of the Parish Council will be held on Monday 20th March 2023 at River Bourne Community Farm.

SIGNED:

DATE:

**NOTES FROM PRESENTATION FROM CREATIX PR AND TURLEY PLANNING
REGARDING OLD SARUM AIRFIELD AT LAVERSTOCK AND FORD PARISH COUNCIL
LFPC MEETING HELD ON 20TH FEBRUARY 2023**

Gary Squires GS– Creatix PR

Tim Burden TB– Turley Planning Consultancy

Grenville Hodge GH= Old Sarum Airfield

GS introduced himself to all present and referred to the initial meeting held in Autumn 22 with invited representatives from Laverstock and Ford Parish Council, Salisbury City Council and Wiltshire Councillors where they introduced their new project team and provided updates on their progress with revised plans, following the previous legal action. GS stated any plans were still work in progress, no plans had been submitted and they wished to encourage public engagement and feedback. GS stated there would be a formal public consultation (possibly in March) in advance of submitting any plans. Dates and venues would be shared with the Parish Council to publicise as widely as possible.

GH stated the reason for refusal of the appeal (on the previous application) was on heritage grounds. GH stated he has spent a lot of time talking to Historic England HE about the poor state of the hanger and a new application that they may find satisfactory through a formal (paid) process which is currently underway. GH stated the inspector (on the previous appeal) was comfortable with proposals for the new aviation facilities and Area C, which is the area adjacent to Ford. GHs discussions with HE seek to establish if they are content with the proposals for those areas, and what changes they may like to see to mitigate heritage impact. Most discussion has focused on Area A. GH states HE are comfortable that with a reduction in the size of Area A and design in such a way to complement the history of the airfield, they would not oppose. Since then, focus has been on the design of Area A. GH states the revised plans are half the size and give a better view of the airfield. These have not yet been submitted to HE.

GH states has been working with HE for past 2 ½ years to mitigate the damage to the hangar. GH estimates around £3million required to repair, which he feels is not a viable option without doing something with the airfield. In recent times attempts have been made to support the hangar trusses with scaffolding but some have collapsed. All remaining trusses are now supported and part of the planning application will include a heritage survey of the hangar to recommend repairs needed. The intention is to be able to hangar aircraft (including historic) in the future.

TB explained Turley have been working on the new proposals for approximately one year, and were not involved in the previous scheme. TB referred to requirements under the Wiltshire Council WC Core Policy CP25 and LFPC Neighbourhood Plan which they are considering as part of the application. Since the autumn meeting, an EIA Scoping Opinion has been submitted to WC, looking at the Environmental Impact Assessment that will be included as part of the application. No formal response has been received from WC yet. TB has also been reviewing the 2019 Appeal Decision (application was for up to 462 new homes and related employment and aviation development) and amendments made in view of the appeal inspectors decision.

Area A NW of site, access from The Portway. TB stated previous inspector expressed concern over impact on scheduled monument and Roman Road. New plans set the development back from the runway and include a diagonal road to break up the development and reflect/realign the Roman Road. Number of homes reduced from 302 to 160. GH stated two critical concerns of HE were scale and massing of building facing the airfield (they wanted something to reflect original hangars) and the Portway Roman Road.

Area B Business and Aviation development section – TB stated inspector was generally happy with that so minimal changes proposed from appeal scheme.

Area C in SE corner adjoining Ford, TB stated inspector was generally happy with that in appeal decision but slight change made reducing from 160 to 155.

472 total reduced to 315 – 1/3rd smaller than appeal scheme and now includes an area of Country Park call SANGS Suitable Alternative Natural Green Space to SE of runway, including footpaths and public accessible open space.

TB stated further work underway on transport, drainage, sustainability, archaeology, heritage etc which would be included as part of the final planning application. GS emphasized the shown plans were for an outline application, and the further detail would be addressed in subsequent applications.

WC Oliver requested that he be kept informed of developments.

Questions raised: -

- Heritage is a key aspect of the site. What would be the timings of restorative works in relation to building programme?
GH – as part of the last appeal it was agreed that repairs to the hangar would commence before any building started, and would be completed during the development.
- The airfield has been neglected since the previous application failed and heritage and care of the airfield is not top of your agenda.
GH – heritage is our prime aim and had we been able to deliver this development earlier, it would not be in state it is now. We have always committed to repairing the hangar. We have kept the airfield open during the pandemic. General aviation was stopped due to flying costs in the region of £120K per annum. Looking to retain commercial operation as a viable airfield. TB stated planning conditions and s106 agreements will be the legal mechanism to ensure works completed.
- What have Historic England commented about the view from Old Sarum monument?
TB Our discussions with HE have covered those matters, which is why the scheme has changed, guided by the appeal decision.
- What are the public benefits for the community of Ford? Will speeding be addressed and footpaths, cycle paths created?
GH We are proposing a 30mph limit on the Ford road. The original application had a number of accesses across the airfield giving access to the Park and Ride/The Portway. They will continue to be part of the application, as well as additional paths and recreation areas.
- Have there been any changes to public access at present?
GH There is no right to public access at present. The farmer who leases the land at present has installed a gate.
- Have you decided on a style of house?
TB That level of detail will not be in the outline application. GH In principle Area C will emulate the original 1920s arts and crafts style/married quarters. Area A will have a commercial type design to look similar to the hangars and historic airfield buildings.
- Will the houses have adequate internal and external storage and parking? Will the houses exceed the minimum standards required? Our Neighbourhood Plan encourages you to exceed the statutory minimums, including things such as environmental issues, thermal efficiency etc.
TB These issues will be considered at reserved matters. GH This is intended to be a high quality bespoke design development.
- Within the Core Strategy for Wiltshire Council this is not a housing site, this is a conservation area and the policy (CP25) is exclusive to Old Sarum Airfield to enhance

the public offering of Old Sarum Airfield and its heritage. The airfield was granted conservation status by English Heritage (now Historic England) on the basis that it is a unique combination of a virtually complete set of WW1 buildings, a grass airstrip and has original perimeter intact. Any building will wreck the conservation area. Ford is a small village of a historic nature and only infill housing is permitted under WC Core Strategy. 155 houses will double the size of Ford and compromise WC Core Strategy (CP2).

TB We have covered the heritage benefits already in earlier comments and more information will be included in the public exhibition. Nothing else to add at this stage. GH HE are the experts and this is part of our discussion with them.

TB The site is covered by CP25 which identifies development areas. CP25 is the relevant policy, not CP2.

- To my knowledge the ownership of the hangar is different to the leasehold of the airfield, so how can you promise to make repairs on the basis of building houses? The hangar should already be maintained by its owner, without the need for house building. What are the other benefits to the public?

GH The hangar is in different ownership but all parties will be required to sign the s106 agreements. The owners have consented.

- How will the impact of additional cars on the road be mitigated?

TB A transport assessment is being prepared and will be submitted with the application, looking at onsite impact, junction capacity and highway safety.

- How many aircraft will you be able to hangar? Will there be provision for outside aircraft parking? What are the predicted aircraft movements in comparison to 2018?

GH Due to noise complaints we were asked (by Salisbury District Council) to reduce activity on the airfield from 65K movements per annum to 35K movements per annum. All noise studies are based on approx 35K per annum which would indicate no issue for residential properties. The intention is for the airfield to return to that sort of usage. We would like the historic hangar to house historic aircraft and the new hangars for more modern aircraft. Approx 40 aircraft in the historic hangar. Provision will be included for outside aircraft.

- Will play parks be included? Will they exceed the minimum statutory requirement? Can you include the Parish Council in discussions about the provision of play areas?

GH There will be a requirement to provide play areas.

- What is your vision/business plan for the heritage of the site over the next 100 years?

GH To protect the historic core – 3 listed hangars and retain the first world war airfield as much as possible, open up more of the buildings and access to the airfield. Protect the listed and non listed assets.

- What about community infrastructure such as doctors surgeries, schools etc?

TB There will be relevant contributions agreed with the council as is normal with planning applications.

- From the way you (Parish Council) are speaking, you are accepting the plans will be approved.

Parish Council Chair – I can absolutely confirm that the council have not formed a view on this. We will only form a view when the application is finalised and submitted. Our response as a statutory consultee will be debated at a future public meeting. Wiltshire Council are the final decision maker. As a Parish Council we want to ensure any application is as good as possible but that does not mean we are supporting an application or taking any position on it.

**Laverstock and Ford
Parish Council**

**FINANCIAL
REGULATIONS

2023**

Chapters 1 - 18

These Financial Regulations were adopted by the Council at its Meeting held on 20th February 2023.

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1. General

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations

are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO
 - Acts under the policy direction of the council.
 - Administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - Determines on behalf of the council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed.
 - maintains the accounting records of the council up to date in accordance with proper practices.
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and

- produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate,
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible,
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records,
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions,
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement).
 - approving accounting statements,
 - approving an annual governance statement,
 - borrowing,
 - writing off bad debts,
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.
- 1.14. In addition, the council must:

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

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

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

2. Accounting and audit (internal and external)

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

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

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

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

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

2.6. The internal auditor shall:

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

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

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

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

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

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

3. Annual estimates (budget) and forward planning

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

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

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

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of the third

week of January each year. The RFO or Clerk shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

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

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000.
- the Clerk or RFO for any items of £5,000 and below.

The authority of the council is to be evidenced by a minute.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

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

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year except with the approval of the full Council.

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

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Clerk shall report such action to the chair as soon as possible and to the council as soon as practicable thereafter.

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

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, “material” shall be in excess of £1,000 or 20% of the budget.

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

5. Banking arrangements and authorisation of payments

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

5.2. The RFO shall prepare a schedule of payments requiring approval, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall approve payment by a resolution of the council. The approved schedule shall be signed by a member of the Finance and General Purposes Committee. A detailed list of all payments shall be published as a Report to the Council alongside the Agenda and Minutes of the meeting at which payments were approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) will be redacted to remove public access to any personal information.

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

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

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

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council. A schedule of such payments shall be signed by a member of the Finance and General Purposes Committee.

- b) If a payment of salary and/or expenses, PAYE and NI or of an invoice for goods or services received by the council, shall be unduly delayed due to the cancellation or rescheduling of a council meeting, provided that a list of such payments shall be submitted to the next meeting of the council. A schedule of such payments shall be signed by a member of the Finance and General Purposes Committee.
- c) fund transfers within the councils banking arrangements up to the sum of £1,000,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

5.6. All grants shall be authorised by the council in accordance with the Council's current policy.

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

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

6. Instructions for the making of payments

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

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

6.3. All payments shall be affected by either a direct online payment (BACS or CHAPS) to the recipient's bank account or by cheque or by other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Online payments by BACS or CHAPS shall be created and authorised by the Clerk or RFO and further authorised by two members who are bank signatories. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by three members of council. The Clerk or RFO shall create and certify a schedule of payments, accompanied by invoices or other documentation prior to approval by the Council. All payments shall be in accordance with a resolution instructing those payments.

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

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

6.7. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

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

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

6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

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

7. Payment of Salaries.

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

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

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

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

- a) by any councillor;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

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

7.6. An effective system of personal performance management should be maintained for the senior officers.

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

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

8. Loans and investments.

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

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

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

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

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

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

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

9. Income.

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

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

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

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

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

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

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

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

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

10. Orders for work, goods and services.

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

10.2. Order books shall be controlled by the RFO.

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

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

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

11. Contracts.

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

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

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

ii. for specialist services such as are provided by legal professionals acting in disputes;

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

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

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

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

- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more (excluding VAT), the council shall comply with the relevant requirements of the Regulations.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) 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.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 (d) and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works. This section is optional and will be added if required in the future.

13. Stores and equipment. This section is optional and will be added if required in the future.

14. Assets, properties and estates.

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

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

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

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

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. 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, in conjunction with a health and safety inspection and risk assessment.

15. Insurance.

15.1. Following the annual risk assessment (per 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 members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. Charities.

16.1. 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.

17. Risk management.

17.1. 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.

17.2. 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.

18. Suspension and revision of Financial Regulations.

18.1. 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.

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