



LOCAL GOVERNMENT ACT 1972

NOTICE OF A MEETING OF

BRANDON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL COUNCIL MEETING OF BRANDON TOWN COUNCIL, WHICH WILL BE HELD IN THE OLD SCHOOL HOUSE BRANDON, MONDAY 11TH MAY 2026, STARTING AT 7.00 P.M.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. THE MEETING CUSTOMARILY INCLUDES A 15-MINUTE OPEN FORUM, WHEN MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS ARE INVITED TO ADDRESS THE COUNCIL.

Tina Cunnell

Clerk

Brandon Town Council

AGENDA

26/1	Election of Chair To elect a Chair and sign Acceptance of Office
26/2	Election of Vice Chair To elect a Vice Chair and sign Acceptance of Office
26/3	Apologies for Absence To receive Relevant Legislation Local Government Act 1972, s85
26/4	Declarations of Interest and requests for Dispensations To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13) Relevant Legislation Local Government Act 1972, s85

26/5	<p>To receive a report from RAF Lakenheath To receive and note</p>
26/6	<p>Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meeting on 13th April 2026. Relevant legislation Local Government Act 1974 S12 para 41 (1)</p>
26/7	<p>Chairmans Report To receive and note</p>
26/8	<p>Public Participation Time The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting Relevant legislation: Local Government Act 1972 Schedule s100 Public Bodies (Admission to Meetings) Act 1960</p>
26/9	<p>Grant Applications Decision required: To consider S137 grant applications from The Harvest Centre and Elveden C of E Primary Academy – The Barn Owl Nest-Communication & Interaction Specialist Unit.</p>
26/10	<p>Reports from County and District Councillors To receive and note</p>
26/11	<p>Reports from Town Councillors Reports of project activity or outside bodies attended on behalf of the Council</p>
26/12	<p>Planning Applications to Consider To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning</p> <p>DC/26/0579/HH – 37 Seymour Avenue, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TD9IUIPK4H00</p> <p>DC/25/1632/FUL – Land North of Richmond Road, Brandon – Re-consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T47ZGNPDFSW00</p> <p>DC/26/0635/HH – 17 Rowan Drive, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDVZMWPDKU00</p>

	<p>DC/26/0620/HH – 27-29 London Road, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDOI4HPDKBU00</p>
26/13	<p>Late Planning Applications Received after Agenda was Published To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published</p> <p><u>Planning Variances</u> To discuss any planning variances</p>
26/14	<p>New Cemetery Report To report on any updates received</p>
26/15	<p>Accounts Decision required: To note and approve payments made in April 2026</p>
26/16	<p>Financial Update To receive and note:-</p> <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for March 2026
26/17	<p>Council Committee Structure for 2026/27 To note: Full Council – All Councillors Events Committee:- Cllr Hughes, Challiss, Savage, Skinner, Watts Committee Officers:- Mrs A Barnes, Mrs J Prior</p>
26/18	<p>Standing Orders Decision required: To review Standing Orders</p>
26/19	<p>Financial Regulations Decision required: To review Financial Regulations</p>
26/20	<p>Scheme of Delegation Decision required: To review Scheme of Delegation</p>
26/21	<p>Financial Risk Assessment Decision required: To review Financial Risk Assessment</p>
26/22	<p>Internal Control Statement Decision required: To review Internal Control Statement</p>
26/23	<p>Meetings Calendar To receive and note Please note the June meeting is the third Monday of the month, not the second</p>

26/24	Safeguarding To confirm the lead person/persons for safeguarding
26/25	Clerks Update To receive any information received since publication of agenda



FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 13TH APRIL 2026 7.00 P.M.

Present: Councillors: Wittam (Chair), Bland, Challiss, Gorringe, Hughes, Lukaniuk, Savage, Skinner, Watts. Clerk: Cunnell,

Absent: Councillor: Palmer

Minute Taker: Prior

MINUTES

25/243	<p>Apologies for Absence Apologies received from Cllr G Brocklehurst, Cllr H Kostecki, Cllr M Pinnell, Cllr N Siebert.</p>
25/244	<p>Declarations of Interest and requests for Dispensations None.</p>
25/245	<p>To receive a report from RAF Lakenheath Received and noted.</p>
25/246	<p>Minutes of Previous Meetings Cllr Challiss proposed and Cllr Bland seconded to agree and sign the minutes from the Full Council Meeting on 9th March 2026. RESOLVED</p>
25/247	<p>Chairmans Report The Chairman reported:-</p> <ul style="list-style-type: none"> • Reminded members we are in pre-election period (Purdah) due to the County Elections.
25/248	<p>Public Participation Time The meeting was adjourned.</p> <p>A member of the public queried what the S106 agreement was regarding the new cemetery. The Clerk explained.</p> <p>Meeting re-opened.</p>

25/249	<p>Grant Applications A representative from Brandon Festival gave an overview of the event on Sunday 16th August at Brandon Remembrance Playing Fields for the people of Brandon to enjoy. They further explained they were applying for funding for costs such as insurance, toilets etc. Cllr Wittam proposed and Cllr Skinner seconded to grant £1000 to Brandon Festival. RESOLVED</p> <p>Cllr Wittam gave an overview of the Abbeycroft Leisure grant application. Cllr Gorringe proposed to reduce the amount of the grant to £2500, seconded by Cllr Lukaniuk. FAILED Cllr Wittam proposed and Cllr Watts seconded to grant £3350 to Abbeycroft Leisure RESOLVED</p>
25/250	<p>Reports from County and District Councillors Cllr Lukaniuk as County Councillor reported:-</p> <ul style="list-style-type: none"> • The Speed Indicator Devices will go in on Green Road as the money has been earmarked. <p>Cllr Lukaniuk as District Councillor reported:-</p> <ul style="list-style-type: none"> • Wangford Road site – there will be an application for the retention of the hard standing, which will come before Council. • Skate Park at the Brandon Remembrance Playing Fields – West Suffolk Council are attempting to raise all money for the scheme. <p>Cllr Savage as District Councillor reported:-</p> <ul style="list-style-type: none"> • Financial Inclusion Service – new service available for people struggling financially.
25/251	<p>Reports from Town Councillors Cllr Savage reported:</p> <ul style="list-style-type: none"> • Cllr Savage, Cllr Challiss and Cllr Brocklehurst went along to St Nicholas Hospice. <p>Cllr Watts reported:</p> <ul style="list-style-type: none"> • As part of the Brandon in Bloom, Cllr Watts, and a group of ladies, litter picked from Brandon to High Lodge, High Lodge to the next fire exit and the industrial estate. They plan to litter pick Yew Drive playing field park area and the woods soon. Contact Cllr Watts if any areas need litter picking. <p>Cllr Challis reported:</p> <ul style="list-style-type: none"> • Helped Cllr Siebert with Breakfast Club at the Royal British Legion in the Easter Holidays, which had approximately 130 attendees. Thanks to Nickie and staff at the Royal British Legion. <p>Cllr Bland reported:</p> <ul style="list-style-type: none"> • Had a response from Transport Strategy re the TRO to go through at a later date. • Attended the Residents Association meeting this month. The inaugural AGM is on 28th April 2026.

	<p>Cllr Wittam read a personal statement out from Cllr Brocklehurst apologising regarding a non-agenda item raised during Councillors reports in the February Full Council Meeting – ref Cinema Lane and access over the lane. This is being investigated currently by Suffolk County Council so no further comment will be made until such findings are presented.</p> <p>Cllr Wittam then reported the following from Cllr Pinnell:-</p> <ul style="list-style-type: none"> • SIDs – Suffolk County Council have sent off the Green Road requests to order. Once the order is placed, they will notify us when this is and the date you can expect the works to be completed by. • Bridge near The Maltings – Have been informed that as expected, a new bridge was ordered to replace the current structure. Still a way to go due to permits etc but it's hoped it will be installed this (26/27) financial year. • Will have an update on improved bus services next meeting as Suffolk County Council have stated new subsidies will be discussed in April.
25/252	<p>Planning Applications to Consider</p> <p>To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning.</p> <p>DC/26/0333/FUL – Land Rear of Coulson Cottage, Coulson Lane, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TB7WVPPDJ4100</p> <p>Cllr Wittam gave an overview of the planning application. The following points were then made on application DC/26/0333/FUL:-</p> <ul style="list-style-type: none"> • The applicant made a presentation. • Reference to Brandon Commission re infill building taking place in Brandon. • Policy DM2 cannot be satisfied re pedestrian safety, parking, traffic, lighting etc. • Big site – not sure how construction traffic stay on the sight. • Contaminated land holding objection. • Proposed dwelling on private road so does not involve Highways. • No noise impact assessment submitted. • Concerns with large green bins and obstructions. • Query over public right of way. <p>Cllr Lukaniuk proposed and Cllr Gorringe seconded, to support the application. RESOLVED</p> <p>DC/26/0425/FUL – 18 Wimbledon Avenue – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TC18TBPDJIZ00</p> <p>Cllr Wittam gave an overview of the planning application. The following points were then made on application DC/26/0425/FUL:-</p> <ul style="list-style-type: none"> • Change of use from industrial unit to fitness centre. • Have outgrown current premises.

	<p>Cllr Lukaniuk proposed and Cllr Wittam seconded, to support the application. RESOLVED</p> <p>DC/26/0397/HH – Field Barn, London Road, Brandon - Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBQOL2PDJE600</p> <p>Cllr Wittam commented he has a conflict of interest and will not be taking part in the discussion or vote. The following points were then made on application DC/26/0397/HH:-</p> <ul style="list-style-type: none"> • In a discreet place and cannot be seen from the High Street or Towler’s Court. <p>Cllr Lukaniuk proposed and Cllr Gorringe seconded, to support the application. RESOLVED</p>
25/253	<p>Late Planning Applications Received after Agenda was Published To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published. None.</p> <p><u>Planning Variances</u> There were no planning variances to discuss.</p>
25/254	<p>New Cemetery Report The Clerk reported:-</p> <ul style="list-style-type: none"> • No update from West Suffolk or our solicitors regarding the outcome of the S106 application. • West Suffolk is Calling for Sites for the local plan. We have already submitted the cemetery area but looking at a resubmission of a smaller area, the whole area still needs to be dedicated for the new cemetery. Sort out resubmission before 20th May 2026. This will make sure our current position is well documented and implemented into the local plan accordingly.
25/255	<p>Accounts To approve and note payments made in March 2026. Cllr Bland proposed and Cllr Challiss seconded to approve and note payments made in March 2026. RESOLVED</p>
25/256	<p>Financial Update Received and noted:-</p> <ul style="list-style-type: none"> • Income & Expenditure Statement against budget for February 2026 • Bank Balances • EMR’s

25/257	<p>Committee Structure 2026/27</p> <p>To agree the following committee structure: -</p> <p>Full Council: Planning will be held within Full Council and any specific meetings required for planning or new cemetery will be stood up as extra Full Council meetings as and when required.</p> <p>Events and Community Engagement Committee:</p> <p>Powers to spend the committee budget in line with Financial Regulations.</p> <p>Cllr Wittam proposed and Cllr Bland seconded to agree the committee structure, shown above, as per last year.</p> <p>RESOLVED</p>
25/258	<p>Model Publication Scheme</p> <p>Cllr Wittam proposed and Cllr Bland seconded to approve Model Publication Scheme.</p> <p>RESOLVED</p>
25/259	<p>Financial Reserves Management Policy</p> <p>The Chair commented that the Council needs to hold reserves which would allow the Council to operate for six months if we had no further income. The Clerk confirmed this and that we introduced last year that we hold a minimum amount in our bank, so we have enough to cover a month's outgoings.</p> <p>Cllr Wittam proposed and Cllr Skinner seconded to approve Financial Reserves Management Policy.</p> <p>RESOLVED</p>
25/260	<p>Complaints Procedure</p> <p>Cllr Lukaniuk proposed and Cllr Wittam seconded to approve Complaints Procedure.</p> <p>RESOLVED</p>
25/261	<p>Freedom of Information Policy</p> <p>The Clerk commented that we follow ICO procedures regarding freedom of information requests, as shown in the policy.</p> <p>Cllr Bland proposed and Cllr Skinner seconded to approve Freedom of Information Policy.</p> <p>RESOLVED</p>
25/262	<p>Safeguarding Policy</p> <p>The Clerk explained that Councillors and Officers should be aware of the issues. The policy is needed for running events and due to hiring of rooms involving the care of children.</p> <p>Cllr Wittam proposed and Cllr Gorrige seconded to approve Safeguarding Policy.</p> <p>RESOLVED</p>

25/263	<p>Lone Working Policy</p> <p>The Clerk explained the policy is in line with recommendations from our Health and Safety Inspector.</p> <p>Cllr Wittam proposed and Cllr Bland seconded to approve Lone Working Policy.</p> <p>RESOLVED</p>
25/264	<p>Clerks Update</p> <p>The Clerk gave the following update:-</p> <ul style="list-style-type: none"> • First Heritage open days happening this year with up to fourteen events. • Remembrance Day special celebration - Lamp Light of Peace, Brandon will be involved. Cllr Savage will be the town crier reading the proclamation. If anyone would like to get involved or has ideas please get in touch.

The meeting closed at 8.07 PM

Chairman

Date

Re: Harvest food parcels grant request

From Jayne Martin

Date Tue 05/05/2026 08:09

To Brandon Town Council <office@brandon-tc.gov.uk>

Dear Brandon Town Council,

I hope you are well.

I am writing regarding our recent grant application for £4,000. Having given it some further thought, and being mindful of the pressures on the council's funding and the number of groups who may be applying, we would be very happy for our request to be reduced to £3,000.

We remain fully committed to delivering the food project and ensuring it has a positive impact within the community, and we would be grateful for any level of support you are able to offer.

Thank you again for considering our application and for the continued support you provide to local initiatives. Please do let me know if you require any further information from us.

Many thanks
Jayne Martin
Harvest Food Parcels



BRANDON TOWN COUNCIL

Please complete all sections of this form clearly using black ink.
(This is so that details will still be readable if the form is photocopied)

A. YOUR DETAILS

1. Name of organisation in full:

2. Name and address of person making the application (to whom all correspondence will be sent):

3. Daytime telephone number:

4. E-mail address:

5. Organisation bank details – Account name, Account No, Sort-code:

B. YOUR ORGANISATION

6. Registered charity number (where applicable):

7. Year organisation established:

8. What does your organisation do? Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.

9. What area is served by your organisation?

10. What is the total membership of your organisation? People ~~are~~ represent a household

11. How many members live in the Town?

12. Please give the names and addresses of the officers of your organisation.

Chairmen TRUSTEES.	SAMUELE CORCIULO, JAYNE MARTIN JENNY THURMAN.
Treasurer	PETER BROWN
Secretary	PETER BROWN.

13. Please provide a set of your organisation's latest accounts, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.

Please see attached accounts.

C. GRANT REQUEST

14. How much grant are you asking for?

~~£4,000~~ £3,000

15. What is the total cost of the project?

ONGOING.

16. What will you use the grant for?

PURCHASE FOOD ITEMS TO MAKE PARCELS.

17. How many people in the Town area do you estimate will benefit from the grant?

550
AT LEAST

18. Have you applied for funds from other sources? YES/NO

(If yes, please give details of where and the amount and whether this has been successful)

Source:	Amount	Success

19. What fund-raising efforts will your organisation be making?

ACTIVELY SEEK REGULAR SPONSORS AND APPLY FOR GRANTS SO WE CAN CONTINUE OUR SUPPORT. FUNDING REQUESTED SHOULD SUPPORT OUR FOOD PURCHASES FOR 9 MONTHS, WHICH ALLOWS TIME TO SECURE ADDITIONAL GRANTS.

20. Please indicate the age range of the beneficiaries of any award, e.g. young children/youth / adult / senior citizens.

Age Range	Yes/ No
Under 5 years	Yes/ No
5 – 16 years	Yes/ No
16 – 25 years	Yes/ No
25 – 65 years	Yes/ No
65 +	Yes/ No
All of the above	Yes/ No

Please use the space below to include a Statement in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form.

D. STATEMENT IN SUPPORT OF GRANT REQUEST

Harvest Food Parcel plays a vital role in supporting individuals and families within our community who are facing financial hardship. Many people we assist have been unable to work due to illness or ongoing health issues. They often come to us feeling overwhelmed and worried about how they will provide for their families, and the reassurance of knowing they can put food on the table brings them immense relief.

Each person's circumstances are unique, but everyone we support is experiencing genuine need. Referrals are made through a range of trusted local professionals, including GPs, Citizens Advice, probation services, family support workers, and schools. These partnerships help us ensure that our support reaches those who need it most across Brandon and the surrounding areas.

Our food bank is run entirely by dedicated volunteers, with no paid staff. All grant funding we receive goes directly towards purchasing food supplies. We depend heavily on grants and community donations to continue operating, yet demand for our services continues to increase as more households face financial pressures.

Funding from Brandon Town Council would enable us to continue providing this essential service to local families. Without further assistance, we may struggle to meet the growing demand.


During the Covid pandemic, there were more opportunities to access funding, which helped sustain our operations. However, in recent years, available funding has significantly decreased despite rising need. This makes local grant support even more crucial to maintaining our service.

We would welcome the opportunity for members of Brandon Town Council to visit the food bank, see how we operate, and witness the meaningful impact your support has on the community.

Thank you for considering our application and for your continued support of initiatives that provide dignity, hope, and practical help to those in need.

E. CERTIFICATION

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Brandon Town Council.

Signed: 	Date: 14/04/26
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If successful Brandon Town Council must be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached.

Please email your completed application form to:- office@brandon-tc.gov.uk



Helping people from Brandon and the surrounding areas who are in a crisis with emergency food parcels.

How to request a parcel

You are able to self refer to our service up to 3 times per year. After this we require a referral from a local agency.

Self referral - The best way is a private message to our facebook page 'Harvest Food Parcels' or you can use our referral form on our webpage theharvestcentre.com/harvest-food-parcels



Referral Agencies

We recommend CAB on 0808 278 7868 as they can help look into additional help. Please give them 5 day's notice as they are extremely busy.

Other agencies - Schools, support worker, health visitor, GP, housing, social services etc. Referral agencies can refer using the online form theharvestcentre.com/harvest-food-parcels or email foodparcels@theharvestcentre.com.

Opening Hours

Tuesdays 10am - 12pm (we do not deliver)

The Harvest Centre, Fengate Drove, IP27 0PW

Harvest Food Parcels is run by volunteers. We are always in need of donations. Any donations can be dropped off at The Harvest Centre. We also accept online donations.



The Harvest Centre, Fengate Drove, IP27 0PW -- 01842 814007

DECLARATION OF TRUST DATED 27 OCTOBER 1995 AND DEED
OF AMENDMENT DATED 26 OCTOBER 2005 as amended on 27
Feb 2018

Charitable objects

(A) TO ADVANCE THE CHRISTIAN FAITH IN EAST ANGLIA AND IN SUCH OTHER PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE TRUSTEES MAY FROM TIME TO TIME THINK FIT (B) TO RELIEVE PERSONS WHO ARE IN CONDITIONS OF NEED OR HARDSHIP OR WHO ARE AGED OR SICK AND TO RELIEVE THE DISTRESS CAUSED THEREBY IN THE SAID REGION AND IN SUCH OTHER PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE TRUSTEES MAY FROM TIME TO TIME THINK FIT (C) TO ADVANCE EDUCATION IN ACCORDANCE WITH CHRISTIAN PRINCIPLES INCLUDING (THOUGH NOT BY WAY OF LIMITATION) BY ESTABLISHING AND ADMINISTERING ANY INSTITUTION OR INSTITUTIONS FOR SUCH PURPOSE IN THE SAID REGION AND IN SUCH OTHER PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE TRUSTEES MAY FROM TIME TO TIME THINK FIT (D) TO PROMOTE AND FULFIL SUCH OTHER CHARITABLE PURPOSES BENEFICIAL TO THE COMMUNITY IN THE SAID AREA AND IN SUCH OTHER PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE TRUSTEES MAY FROM TIME TO TIME THINK FIT

Less

Area of benefit

The area the charity can operate in, as set out in its governing document.

NOT DEFINED



BRANDON TOWN COUNCIL

Please complete all sections of this form clearly using black ink.
(This is so that details will still be readable if the form is photocopied)

A. YOUR DETAILS
1. Name of organisation in full:

2. Name and address of person making the application (to whom all correspondence will be sent):

3. Daytime telephone number:

4. E-mail address:

5. Organisation bank details – Account name, Account No, Sort-code:

B. YOUR ORGANISATION
6. Registered charity number (where applicable):

7. Year organisation established:

8. What does your organisation do? Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.

9. What area is served by your organisation?

10. What is the total membership of your organisation?

11. How many members live in the Town?

12. Please give the names and addresses of the officers of your organisation.

Chairman

CEO- Lorna Rourke, 59 London Road, Elveden

Treasurer

CFO – Cat Bond, 59 London Road, Elveden

Secretary

Chair of Trust Board- Tamsin Minty, 59 London Road, Elveden

Full information on our board and PSCs can be found on Companies House (08327233)

13. Please provide a set of your organisation's latest accounts, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.

Please see attached.

C. GRANT REQUEST

14. How much grant are you asking for?

£2500

15. What is the total cost of the project?

£2500

16. What will you use the grant for?

We would like to provide our pupils within our Communication & Interaction, with outdoor play opportunities and resources that are active, sensory and meaningful for their development. By investing in this type of outdoor provision, we will be able to directly address their complex needs through movement and physical activity. These valuable play opportunities will support the pupils' sensory regulation, which will in turn, improve their focus and behaviour. We would also love to develop the outdoor environment, so that our children can engage in more hands-on learning experiences. We hope that these learning opportunities will not only build their vocabulary and understanding, but also as they start to learn to play more collaboratively outdoors, that this will enhance their social and emotional development too.

This grant will not be used as an 'add-on' to our current provision, but will provide the children with a necessary play space with specific adaptations, so that they all can be successful at accessing the learning and regulating themselves effectively, so that they can make the progress they deserve.

17. How many people in the Town area do you estimate will benefit from the grant?

100%

18. Have you applied for funds from other sources? YES/NO

(If yes, please give details of where and the amount and whether this has been successful)

Source:	Amount	Success

19. What fund-raising efforts will your organisation be making?

As a school we regularly undertake fundraising activities to boost funds to provide the best for our students and their needs. This includes the upcoming summer fair, summer show and colour run.

20. Please indicate the age range of the beneficiaries of any award, e.g. young children/youth / adult / senior citizens.

Age Range	Yes/No
Under 5 years	Yes/No
5 – 16 years	Yes
16 – 25 years	Yes/No
25 – 65 years	Yes/No
65 +	Yes/No
All of the above	Yes/No

Please use the space below to include a **Statement** in support of your request. *(This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form.*

D. STATEMENT IN SUPPORT OF GRANT REQUEST

Our specialist unit at Elveden is called the Barn Owl Nest. This provision supports a complex cohort of learners with significant barriers to learning. All pupils have diagnosed speech and language disorders, including: Severe speech sound disorders (limiting their ability to communicate effectively) and significant language disorders (impacting both their understanding and expression).

With 72% of this cohort also being male, who have higher levels of physical and sensory learning needs; it is evident that we need to provide a more kinaesthetic approach to learning, with opportunities to play outdoors being key. Furthermore, a high proportion of our pupils in the unit are eligible for pupil premium and come from disadvantaged backgrounds, so for them, access to an enriching outdoor environment is rare. Many of these children also present with social, emotional and mental health needs, including difficulties with emotional regulation, resilience and social interaction, so a safe space to play with their peers is a necessity. Because our children face significant barriers to learning due to their complex speech and language needs, alongside social, emotional and attention difficulties, many of them struggle to access learning in a traditional classroom environment, leading to low engagement, frustration and reduced progress. Therefore, their learning needs to be active, sensory and meaningful so investment in outdoor provision is essential in meeting their needs. If we can provide resources that support the following areas: movement and sensory regulation, improving focus and behaviour, natural opportunities for communication and language development, engaging, hands-on learning experiences that build vocabulary and opportunities for collaborative play through outdoor provision, then this would be amazing for them.

This cohort requires a provision that is highly structured, language-rich, and physically engaging, with opportunities for movement, sensory input, and real-life learning experiences to enable them to succeed. So investing in an outdoor space with specific resources would mean that we are actively providing for their complex needs. We believe that this inclusive outdoor provision is essential so that all our children can thrive.

E. CERTIFICATION

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Brandon Town Council.

Signed: 	Date: 27.4.26
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If successful Brandon Town Council must be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached.

Please email your completed application form to:- office@brandon-tc.gov.uk

Pupil Profile

The Barn Owl Nest supports a complex cohort of learners with significant barriers to learning.

All pupils have diagnosed speech and language disorders, including:

- Severe speech sound disorders, limiting their ability to communicate effectively
- Significant language disorders, impacting both their understanding and expression

In addition:

- 72% of the cohort are boys, reflecting a group with higher levels of active, physical and sensory learning needs.
- A high proportion of pupils are eligible for pupil premium and come from disadvantaged backgrounds, increasing risk of delayed language and reduced access to enriching experiences.
- Many pupils present with social, emotional and mental health needs, including difficulties with emotional regulation, resilience and social interaction.
- A large number demonstrate traits associated with neurodiverse conditions (e.g. ADHD), including reduced attention, impulsivity and a need for movement to support learning.

Implications for Provision

These overlapping needs result in:

- Significant barriers to accessing the curriculum
- High levels of frustration, often impacting behaviour
- Reduced independence and engagement in traditional classroom environments
- A critical need for specialist, adapted learning environments that support communication, regulation and engagement

This cohort requires a provision that is highly structured, language-rich, and physically engaging, with opportunities for movement, sensory input, and real-life learning experiences to enable them to succeed.

Why Outdoor Provision is Essential

Outdoor learning provides:

- Natural opportunities for language development
- Movement-based regulation
- Low-pressure communication environments
- Engagement for boys and active learners
- Real-life, meaningful vocabulary experiences

Language Development

- Storytelling chairs / outdoor role-play huts
- Small world play (farm, vehicles, animals)
- Visual signage (labels, symbols, maps)



Supports:

- Vocabulary building
- Narrative skills
- Communication confidence

Social and Emotional Development

- Cosy corners / calm spaces
- Turn-taking games (giant board games, sand timers)
- Collaborative play equipment

Supports:

- Emotional regulation
- Cooperative play
- Reduced anxiety

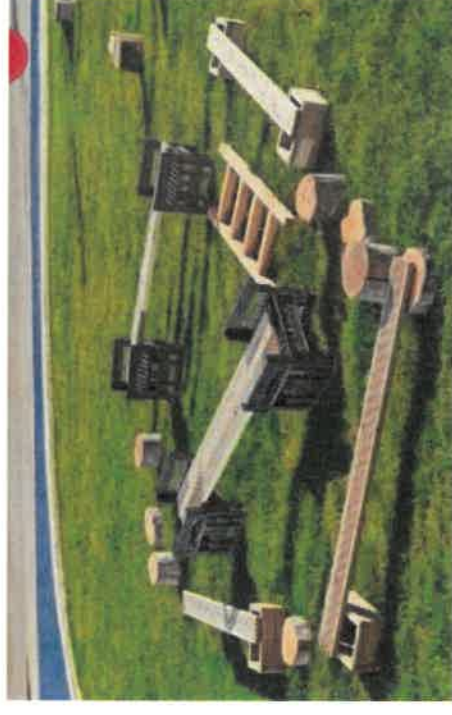


Physical & Sensory Regulation

- Climbing frames / obstacle courses
- Balance bikes / scooters
- Sensory pathways
- Mud kitchen / water play

Supports:

- Core strength
- Gross motor skills
- Sensory regulation

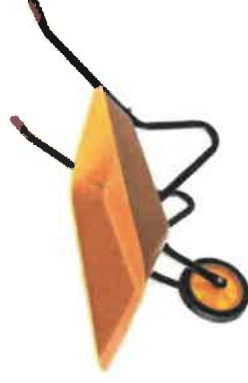


Attention & Engagement

- Open-ended resources (crates, planks, tyres)
- Construction zones
- Outdoor investigation areas

Supports:

- Sustained engagement
- Problem solving
- Independence



Mark Making and Early Writing

- Large-scale mark-making (chalkboards, paint walls)
- Water brushes, chunky chalks
- Outdoor writing stations

Supports:

- Fine motor development
- Confidence in writing
- Reduced pressure vs indoor tasks



Our children face significant barriers to learning due to complex speech and language needs, alongside social, emotional and attention difficulties. Many struggle to access learning in a traditional classroom environment, leading to low engagement, frustration and reduced progress.

For this cohort, learning needs to be **active, sensory and meaningful**.

Investment in outdoor provision will directly address these needs by providing:

- **Movement and sensory regulation**, improving focus and behaviour
- **Natural opportunities for communication and language development**
- **Engaging, hands-on learning experiences** that build vocabulary and understanding
- **Low-pressure opportunities for mark-making and early writing**
- **Collaborative play**, supporting social and emotional development

This is not an enhancement—it is a **necessary adaptation** to ensure our pupils can access learning, regulate effectively and make progress.

26/12



Parish Consultation
Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Oliver Bingham
Direct Line: 01284 757167
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/26/0579/HH
Consultation Expiry: 12 May 2026

Today's date: 20 April 2026

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **Householder planning application - single storey side extension**
Location **37 Seymour Avenue Brandon Suffolk IP27 0XB**
Applicant **Mr Steven Clifton**

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TD9IUIPK4H00>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 12 May 2026 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact planning.technical@westsuffolk.gov.uk.

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

If the application is to be considered by the Development Control Committee, you will be notified of the meeting date where you or a nominated representative can speak to support your comments. For advice on how to speak at committee please refer to the 'Right to Speak' information guide which may be viewed on our website www.westsuffolk.gov.uk.

Oliver Bingham

Oliver Bingham
Planning Officer

Parish Re-Consultation

Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Connor Vince
Direct Line: 01284 757373
Application No. DC/25/1632/FUL
Consultation Period
Expires: 15 May 2026

23 April 2026

RE-CONSULTATION IN RESPECT OF A PLANNING PROPOSAL

PROPOSAL Planning application - Siting of storage containers (B8) b. retention of hardstanding c. fencing and access gate

LOCATION Land North Of, Richmond Road, Brandon, Suffolk,

APPLICANT Nelsons Self Store, Limited

AGENT Mr Ian Coward

You have been consulted previously in respect of the application noted above. The following amendments by the applicant/agent have been received:

The changes are available to view in the planning section of our website for your consideration.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T47ZGNPDFSW00>

Would you please let me know in writing by 15 May 2026 if you have any observations to make regarding this proposal. Please email your response to planning.technical@westsuffolk.gov.uk. Any response should include the application number, the name of the Case Officer and the site location address. All responses will be posted on our website and made available for viewing by the general public. If I do not hear from you it will be assumed that you do not wish to make any representations.

Connor Vince

Connor Vince
Senior Planning Officer

Parish Consultation
Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Apryl Trask
Direct Line:
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/26/0635/HH
Consultation Expiry: 20 May 2026

Today's date: 28 April 2026

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **Householder planning application - a. single storey rear extension b. block up window to NW elevation c. one window to SW elevation d. two rooflights e. roof mounted solar panels to rear elevation**

Location **17 Rowan Drive Brandon Suffolk IP27 0EX**

Applicant **Aga Niedzwiecka**

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDVZMWPDKU00>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 20 May 2026 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact planning.technical@westsuffolk.gov.uk.

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

If the application is to be considered by the Development Control Committee, you will be notified of the meeting date where you or a nominated representative can speak to support your comments. For advice on how to speak at committee please refer to the 'Right to Speak' information guide which may be viewed on our website www.westsuffolk.gov.uk.

Apryl Trask

Apryl Trask
Planning Officer

Parish Consultation
Brandon
Old School House
Market Hill
Brandon
Suffolk
IP27 0AA

Please ask for: Oliver Bingham
Direct Line: 01284 757167
Email: planning.technical@westsuffolk.gov.uk

Application no: DC/26/0620/HH
Consultation Expiry: 28 May 2026

Today's date: 6 May 2026

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal **Householder planning application - single story rear extension**
Location **27-29 London Road Brandon Suffolk IP27 0EL**

The above application can be viewed by downloading it from the planning section of our website.

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDOI4HPDKBU00>

The supporting documents will be available for viewing within 2 working days of the date of this letter.

If you have any observations regarding this proposal please respond by 28 May 2026 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

If you have any queries, please contact planning.technical@westsuffolk.gov.uk.

It is very important that your Council indicates very clearly whether it objects or supports the application and the reasons why. You can also indicate if the Council has no comments to make.

If the application is to be considered by the Development Control Committee, you will be notified of the meeting date where you or a nominated representative can speak to support your comments. For advice on how to speak at committee please refer to the 'Right to Speak' information guide which may be viewed on our website www.westsuffolk.gov.uk.

Oliver Bingham

Oliver Bingham
Planning Officer

Accounts for Payment April 2026

26/15

Invoice Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
10/03/2026	553905811	Zurich	Insurance	£8,136.08	£0.00	£8,136.08	BACS
13/03/2026	S1933509	Glasdon UK Ltd	Memorial Bench for Resident - Cemetery	£848.19	£169.64	£1,017.83	BACS
01/04/2026	1309	Bush Adventures UK CIC	Activity Day Event 7/4/26	£640.00	£0.00	£640.00	BACS
01/04/2026		Mrs A Barnes	Reim. - Flowers for Maypole - Event	£30.98	£2.00	£32.97	BACS
01/04/2026	KC305BTC001	Suffolk County Council	Event 18/4 Match Funded UKSPF	£250.00	£0.00	£250.00	BACS
13/04/2026		Abbeycroft Leisure	S137 Grant	£3,350.00	£0.00	£3,350.00	BACS
13/04/2026		Brandon Festival	S137 Grant	£1,000.00	£0.00	£1,000.00	BACS
14/04/2026		Ashtons Legal LLP	WSC Fees S106 - New Cemetery	£1,500.00	£0.00	£1,500.00	BACS
22/04/2026	BTC 260413	Link Global Sers Ltd	Christmas Lights	£652.50	£130.50	£783.00	BACS
17/03/2026	INV-24628	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
21/03/2026	M102 PA	BT	Phone OSH	£193.88	£38.78	£232.66	Direct Debit
22/03/2026	M076 8T	BT	Phone OSH	£48.09	£9.62	£57.71	Direct Debit
01/04/2026	3654250	YU Energy	Electric OSH	£152.56	£7.63	£160.19	Direct Debit
01/04/2026	3654254	YU Energy	Electric BRPF Yard	£231.33	£11.57	£242.90	Direct Debit
01/04/2026	3654252	YU Energy	Electric Pillar 8 Market Hill	£19.14	£0.96	£20.10	Direct Debit
01/04/2026	3654256	YU Energy	Electric Pillar 9 Market Hill	£18.95	£0.95	£19.90	Direct Debit
01/04/2026	3654255	YU Energy	Electric Cemetery Yard	£14.33	£0.72	£15.05	Direct Debit
01/04/2026	3654257	YU Energy	Electric Christmas Tree Pillar	£12.64	£0.63	£13.27	Direct Debit
03/04/2026	3790953	YU Energy	Gas OSH	£120.73	£6.04	£126.77	Direct Debit
02/04/2026	16396890	Wave - Anglian Water	Water Cemetery Yard	£59.04	£0.00	£59.04	Direct Debit
18/04/2026	5424187	Everflow Water	Water OSH	£50.08	£0.00	£50.08	Direct Debit
20/04/2026	V02465131499	EE	2 x Mobile Phones	£57.46	£11.49	£68.95	Direct Debit
01/04/2026	1342362	West Suffolk Council	Recyclable Waste	£5.85	£0.00	£5.85	Direct Debit
28/04/2026	1349240	West Suffolk Council	Trade Waste	£82.45	£0.00	£82.45	Direct Debit
27/04/2026		Creative Pension Trust	Pensions - April	£801.35	£0.00	£801.35	Direct Debit
30/04/2026		Unity Trust Bank	Service Charge	£14.35	£0.00	£14.35	Direct Debit

Accounts for Payment April 2026

16/03/2026	IN2987274	L & S Engineers Ltd	Strimmer Heads	£64.97	£12.99	£77.96	CARD
24/03/2026		A & J	Keys - New lock OSH	£60.00	£0.00	£60.00	CARD
07/04/2026	61124	Filcris Ltd	Plastic Wood - Sponsor. Signs	£64.83	£12.94	£77.77	CARD
02/04/2026	INV154020	Vinyl Lettering Online	Lettering for Sponsorship Signs	£14.55	£2.91	£17.46	CARD
08/04/2026	INV0599141	Whitby & Co UK Ltd	Lamp Light of Peace Lantern	£45.83	£9.17	£55.00	CARD
09/04/2026		Unity Trust/Lloyds Bank	Card Payment Fee	£3.00	£0.00	£3.00	CARD
31/03/2026	K25420	Ernest Doe & Sons Ltd	Mower Blades x 3	£114.96	£22.99	£137.95	BACS
01/04/2026	SM33415	Rialtas Business Sols Ltd	Software Support/MTD for VAT	£512.00	£102.40	£614.40	BACS
30/04/2026	33800	Rialtas Business Sols Ltd	Year End Close Down	£938.00	£187.60	£1,125.60	BACS
01/04/2026	2606	BRPF	Rent for BRPF Yard	£584.05	£0.00	£584.05	BACS
01/04/2026	31108	S.A.L.C.	SALC Membership 2026/27	£1,439.70	£0.00	£1,439.70	BACS
01/04/2026		ICCM	Membership 2026/27	£110.00	£0.00	£110.00	BACS
02/04/2026	F09RI	Amazon	Ribbons for Maypole - Event	£18.39	£3.68	£22.07	BACS
08/04/2026	3D13	Amazon	D Rings for Maypole - Event	£5.99	£0.00	£5.99	BACS
16/04/2026	LZEFI	Amazon	Sun Safety Goggles	£48.24	£9.64	£57.88	BACS
23/04/2026	2HP3BXI	Amazon	10Ltr Liquid Seaweed	£39.95	£0.00	£39.95	BACS
23/04/2026	3HP3BXI	Amazon	10Ltr Liquid Seaweed	£39.95	£0.00	£39.95	BACS
23/04/2026	4HP3BXI	Amazon	10Ltr Liquid Seaweed	£39.95	£0.00	£39.95	BACS
23/04/2026	5HP3BXI	Amazon	10Ltr Liquid Seaweed	£39.95	£0.00	£39.95	BACS
07/04/2026	SIN3321196	PPL PRS Ltd	Music Licence	£91.70	£18.34	£110.04	BACS
15/04/2026	50845	J & D Green	Cleaning 5 Bus Shelters	£65.00	£0.00	£65.00	BACS
20/04/2026	71057	Chase Timber Products	Gate Post - BRPF Yard	£29.04	£5.81	£34.85	BACS
28/04/2026	71106	Chase Timber Products	Maxi Bag Ballast - Bench Bases	£53.74	£10.75	£64.49	BACS
22/04/2026	1085888707	Stannah Lift Sers Ltd	Sim Card Renewal (2 yrs) Lift	£360.00	£72.00	£432.00	BACS
23/04/2026	4818	Didlington Nurseries Ltd	Plants/Slate - OSH Front Garden	£50.00	£10.00	£60.00	BACS
23/04/2026	104948	Thetford Garden Centre	Slate - OSH front & Weedkiller	£63.75	£12.74	£76.49	BACS
30/04/2026	320585	Fengate Fasteners Ltd	PPE, Water Softener Tablets, Consumables	£190.05	£38.01	£228.06	BACS
30/04/2026	20260000414	Finevale Service Station	Fuel	£65.02	£13.00	£78.02	BACS
05/05/2026		HMRC	NICS	£3,490.10	£0.00	£3,490.10	BACS

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1176 Precept	405,011	405,011	0			100.0%	
1177 Misc Income	28	0	(28)			0.0%	
1180 Room Hire	1,348	1,000	(348)			134.8%	
1190 Interest on Investments	9,022	0	(9,022)			0.0%	
Administration :- Income	415,409	406,011	(9,398)			102.3%	0
1101 Insurances	12,714	11,948	(766)		(766)	106.4%	
1102 Vehicle Insurance	1,046	1,133	87		87	92.3%	
1110 Audit Fees (External)	1,050	1,030	(20)		(20)	101.9%	
1111 Audit Fees (Internal)	1,579	1,700	121		121	92.9%	
1120 Legal Fees	2,173	2,500	327		327	86.9%	
1125 Website Upkeep	358	412	54		54	86.9%	
1130 Office Equipment/Furniture	390	515	125		125	75.8%	
1131 Computer Equipment	873	1,030	157		157	84.8%	
1132 Stationery	520	464	(56)		(56)	112.0%	
1133 Payroll	504	567	63		63	88.9%	
1140 Staff Training	1,136	1,030	(106)		(106)	110.3%	
1141 Councillor Training	0	515	515		515	0.0%	
1143 SW/HW Support	2,716	2,500	(216)		(216)	108.6%	
1144 SALC/NALC	1,446	1,494	48		48	96.8%	
1145 Subscriptions	2,186	1,803	(383)		(383)	121.2%	
1146 Information/Books/Software etc	4	206	202		202	1.9%	
1148 Lift servicing	425	1,030	605		605	41.3%	
1150 Advertising	0	103	103		103	0.0%	
1156 Postage	91	258	167		167	35.4%	
1160 Mileage	73	258	185		185	28.3%	
1165 Photocopier Rental	1,126	1,100	(26)		(26)	102.4%	
1166 Photocopier Charges	761	1,000	239		239	76.1%	
1167 Election Costs	5,900	4,120	(1,780)		(1,780)	143.2%	
1170 Telephone, Internet, Mobiles	3,216	2,850	(366)		(366)	112.8%	
4113 Bank Charges	225	165	(60)		(60)	136.2%	
Administration :- Indirect Expenditure	40,511	39,731	(780)	0	(780)	102.0%	0
Net Income over Expenditure	374,898	366,280	(8,618)				
102 Staff							
1201 Staff Salaries (Gross)	139,454	167,843	28,389		28,389	83.1%	
1202 LGA Superannuation	9,718	8,100	(1,618)		(1,618)	120.0%	
1203 NI Contributions	37,756	20,141	(17,615)		(17,615)	187.5%	
Staff :- Indirect Expenditure	186,927	196,084	9,157	0	9,157	95.3%	0
Net Expenditure	(186,927)	(196,084)	(9,157)				

10:20

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 PWLB							
1301 Public Works Loan board	13,559	13,600	41		41	99.7%	
PWLB :- Indirect Expenditure	13,559	13,600	41	0	41	99.7%	0
Net Expenditure	(13,559)	(13,600)	(41)				
104 Grants							
1401 Grants	36,000	36,000	0		0	100.0%	
1402 S137	9,100	10,000	900		900	91.0%	
Grants :- Indirect Expenditure	45,100	46,000	900	0	900	98.0%	0
Net Expenditure	(45,100)	(46,000)	(900)				
201 Cemetery/Town							
2177 Burial Fees	8,700	11,500	2,800			75.7%	
2178 Ashes Interment Fees	5,110	6,500	1,390			78.6%	
2179 Memorial Fees	3,190	3,000	(190)			106.3%	
Cemetery/Town :- Income	17,000	21,000	4,000			81.0%	0
2101 Cemetery/Town Costs	8,725	10,300	1,575		1,575	84.7%	
2107 New Cemetery Works	7,625	20,000	12,375		12,375	38.1%	
2110 Water Charges Cemetery	222	300	78		78	74.0%	
2111 Electricity	3,215	4,000	785		785	80.4%	
2116 Rent for BRPF Yard	564	600	36		36	94.0%	
2117 HR Fees	2,290	2,500	210		210	91.6%	
2131 New Equipment	1,435	1,545	110		110	92.9%	
2132 Trade Waste	1,297	1,545	248		248	84.0%	
2133 Bus Shelter Cleaning	260	400	140		140	65.0%	
Cemetery/Town :- Indirect Expenditure	25,834	41,190	15,556	0	15,556	62.2%	0
Net Income over Expenditure	(8,634)	(20,190)	(11,556)				
301 Old School House							
3110 Gas Supply	1,169	4,000	2,831		2,831	29.2%	
3111 Gas Force Contract	80	103	23		23	77.7%	
3113 PAT Testing	116	155	39		39	74.6%	
3114 Electricity (Old School House)	1,684	3,000	1,316		1,316	56.1%	
3117 Water charges OSH	325	412	87		87	78.8%	
3120 Window Cleaning	175	150	(25)		(25)	116.7%	
3125 Fire Extinguisher Servicing	365	412	48		48	88.5%	
3178 Old School House Maintenance	3,280	3,000	(280)		(280)	109.3%	
Old School House :- Indirect Expenditure	7,193	11,232	4,039	0	4,039	64.0%	0
Net Expenditure	(7,193)	(11,232)	(4,039)				

Continued over page

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 General							
4176 Christmas Event Income	340	0	(340)			0.0%	
4188 Other Income	1,900	0	(1,900)			0.0%	
General :- Income	2,240	0	(2,240)				0
2121 Machinery Servicing	2,698	3,090	392		392	87.3%	
2122 Fuel & Oil	1,060	2,266	1,206		1,206	46.8%	
2139 Protective Clothing	677	1,000	323		323	67.7%	
4101 Horticultural	434	515	81		81	84.3%	
4102 Christmas Lighting	2,147	2,060	(87)		(87)	104.2%	
4105 Town Clock Repairs	279	515	236		236	54.2%	
4112 Events	6,680	6,680	0		0	100.0%	
4114 Project Fund	7,814	10,000	2,186		2,186	78.1%	
General :- Indirect Expenditure	21,789	26,126	4,337	0	4,337	83.4%	0
Net Income over Expenditure	(19,549)	(26,126)	(6,577)				
402 Recreation							
4276 Sponsorship Income	600	0	(600)			0.0%	
Recreation :- Income	600	0	(600)				0
4202 The Orchard, Coulson Lane	0	258	258		258	0.0%	
4204 Thetford Rd Play Park	252	1,030	778		778	24.5%	
4205 Playing Fields Play Park	175	2,060	1,885		1,885	8.5%	
4206 Horticultural/Tree Work/Survey	3,955	8,000	4,045		4,045	49.4%	
4208 Cemetery - Trees	8,560	9,000	440		440	95.1%	
Recreation :- Indirect Expenditure	12,942	20,348	7,406	0	7,406	63.6%	0
Net Income over Expenditure	(12,342)	(20,348)	(8,006)				
403 Street Lights							
4302 Street Lighting Energy	5,893	24,700	18,807		18,807	23.9%	
4303 Street Lights Repairs	9,384	8,000	(1,384)		(1,384)	117.3%	
Street Lights :- Indirect Expenditure	15,278	32,700	17,422	0	17,422	46.7%	0
Net Expenditure	(15,278)	(32,700)	(17,422)				
Grand Totals:- Income	435,249	427,011	(8,238)			101.9%	
Expenditure	368,933	427,011	58,078	0	58,078	86.4%	
Net Income over Expenditure	66,317	0	(66,317)				
Movement to/(from) Gen Reserve	66,317	0	(66,317)				

26/18



STANDING ORDERS

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INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

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

1. RULES OF DEBATE AT MEETINGS

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

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless

directed by the chair of the meeting.

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

- **the vote, and in the case of an equality of votes may exercise their**
- **casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- **s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

t The minutes of a meeting shall include an accurate record of the following:

- the time and place of the meeting;
- the names of councillors who are present and the names of councillors who are absent;
- interests that have been declared by councillors and non-councillors with voting rights;
- the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- if there was a public participation session; and
- the resolutions made.

- **u A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- **v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
-
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- x A meeting shall not exceed a period of 2 hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no

less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected**

as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;

- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee, any 3 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of,

no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

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

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. DRAFT MINUTES

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

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

“The chair of this meeting does not believe that the minutes of the

meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is**
 - **higher) does not exceed £25,000, it shall publish draft minutes on a**
 - **website which is publicly accessible and free of charge not later than**
 - **one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which

the dispensation is sought; and

- iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

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

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the

Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor,

- which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below 60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
 - c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
 - d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the council if he is not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to council at its next meeting.
- c The chair of council or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of council in their absence, the vice-chair of council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by members of staff relates to the chair or vice-chair of council, this shall be communicated to another member of council, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

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

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

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

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

22. **RELATIONS WITH THE PRESS/MEDIA**

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

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders

at the meeting shall be final.

26/19



BRANDON

TOWN COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 12th May 2025.

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;

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 with the Finance Officer 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 with the Finance Officer 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 Full 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 for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/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 with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered and approved by Full 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 disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or Finance Officer shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk or Finance Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £2,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council, for any items below £5,000 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 £10,000 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 Unity Trust 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/cheque, in accordance with a resolution of the council or duly delegated committee, 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 or a duly delegated committee may authorise in advance for the year.

- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £2,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and Finance Officer 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 £15,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to 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 members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the Finance Officer 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 and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the Finance Officer and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Finance Officer 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 or Finance Officer (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. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar

month reported in the cashbook. Payroll reports will be reviewed 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 Finance Officer.

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 Finance Officer shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

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

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date

13.7. Where significant sums of cash are regularly received by the council, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

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.

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

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

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The 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. Suspension and revision of Financial Regulations

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

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] 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.



Scheme of Delegation

Under the Local Government Act 1972 s 101, the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

This Scheme of Delegation authorises the Proper Officer, Responsible Financial Officer, Town Keeper Manager and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed below:

Proper Officer

The Town Clerk is the Proper Officer of the Council and as such is specifically authorised to:

- To receive declarations of acceptance of office
- To receive and record notices disclosing personal and prejudicial interests
- To receive and retain plans and documents
- To sign notices or other documents on behalf of the Council
- To sign summonses to attend meetings of the Council
- To sign on behalf of the Council any document to give effect to any decision of the Council

In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- To manage the Council's facilities, property and assets
- Day to day administration of services
- Day to day supervision and management of all staff employed by the Council
- To act on behalf of the Council as a designated officer with respect to complying with policy and legislation
- To instigate and authorise the repair and maintenance of Town Council equipment, property or assets within agreed budget
- To purchase equipment and supplies to be used by staff or contractors to repair or maintain Town Council equipment, property or assets within agreed budget
- To dispose of Town Council equipment or assets with an estimated worth of less than £500

- Authorisation of routine expenditure within the agreed budget
- Emergency expenditure up to £10k outside the agreed budget
- Determine the Town Council's insurance requirements on the Council's behalf
- Make all necessary arrangements for the Council's insurances

The Clerk has delegated powers to make specific decisions and grant approvals in accordance with council policies such as memorial benches, signage and event decorations.

Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

Responsible Financial Officer

The Responsible Financial Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and as such is specifically authorised to:

- Operate the Council's banking arrangements
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Incur expenditure on revenue items within the approved estimates and budgets
- Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate
- Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations
- Manage investments
- Authorise action for the recovery of debts
- Write-off debts up to the level set by the Council
- Maintain a Register of Assets and Inventory of Equipment

Town Keeper Manager

The Town Keeper Manager for the Council shall be responsible for regularly inspecting all Town Council fixed assets and to initiate and supervise all matters of control and maintenance associated with this function.

The Town Keeper Manager shall also work with the Town Clerk and will have delegated power:

- To recommend to the Council appropriate budget provisions for the current and forthcoming financial years
- To carry out the annual Risk Assessment with consultant and bring to the attention of the Town Council any identified health and safety risks

Events & Media Co-ordinator

The Events and Media Co-ordinator for the Council shall be responsible for co-ordinating community engagement activities and a programme of arts and cultural events, and to initiate and supervise all matters of control associated with this function via the events committee.

Town Council

The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration.

- Levying or issuing a precept
- Borrowing money
- Approving the Councils annual accounts
- Considering an auditor's report made in the public interest
- Adopting or revising the Councils Code of Conduct
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking by-laws
- Making of orders under any statutory powers
- Matters of principle or policy
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)

- Any proposed new undertakings
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
- To approve the annual report and arrangements for its publication
- Budgetary control
- Recommendation of financial requirements
- To consider and determine all grant applications
- To review and accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - the cost not exceeding the approved estimate
 - the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
 - all the requirements of the Council's Financial Regulations being complied with.
- Matters properly referred from other Committees within the requirements of Standing Orders
- To deal with any other relevant issue arising from the implementation of best value legislation, and other matters which may be delegated to it by the Council from time to time

Planning

The Full Council shall consider and determine the following matters:

- To comment on planning applications received from the local planning authority
- Licensing matters
- To make representations in respect of appeals against the refusal of planning permission
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- To deal with any other planning related matter referred to the Council
- To deal with any licensing matters referred to the Council

- To comment on behalf of the Council on Local Plans, Regional Plans and any other Plans or Studies as considered appropriate
- To comment and where appropriate, work on public footpaths and bridleways

Personnel

Council shall consider and determine the following matters:

- Staff establishment
- HR Consultant to annually review and update personnel policies and procedures including:
 - Salaries
 - Conditions of service
 - Consideration of staffing reviews

A Grievance Sub-committee will be formed and is delegated to make decisions on the behalf of the Council in the following matters:

- Hearings for grievance, disciplinary and capability matters in accordance with the Councils grievance and disciplinary procedure
- Dealing with any grievance, disciplinary and capability matters to a final conclusion, only reporting to Council when the time for any appeal has passed.

An Appeals Sub-committee will be formed and is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by grievance sub-committee in grievance, disciplinary and capability matters
- Dealing with appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process

To ensure as far as possible that such matters as appraisal, grievance, disciplinary and capability issues are dealt with professionally and in accordance with employment legislation, all members of the Grievance Sub-committee and Appeals Sub-Committee must agree to undertake training in these matters.

Sub-Committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the sub-committee is formed by means of a minute detailing the terms of reference.

Working Groups/Parties Working groups/parties may be formed by resolution of the Council or a committee at any time. The work of such a working group/party will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group/party will report back with recommendations to the Council or the committee that formed it.

Urgent Matters

1) In the event of any matter arising which requires an urgent decision, the Town Clerk shall consult the Chair and Vice Chair of the Council and with the concurrence of those member(s), shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

2) Before exercising the delegated powers granted by paragraph (1) above, the Town Clerk and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting, in accordance with Standing Orders and where a meeting is so summoned, shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

Any action that is taken must be recorded in writing and made available for inspection by any member of the Council.

Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.

Priorities & projects

Council to produce annual priorities with milestones and outcomes for staff to develop and deliver within the council business plan.

Clerk may develop and apply for funding to deliver priorities and projects, as well as bring to the attention of Council any new opportunities that arise.

Delegation – Limitations

- The Town Council does not have the power to delegate a decision to an individual Councillor
- Committees and sub-committees shall, at all times, act in accordance with the Council's standing orders, financial regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time

A Committee may refer matters on which it has delegated authority to the Council for a final decision if it so wishes.



BRANDON TOWN COUNCIL

BRANDON TOWN COUNCIL FINANCIAL RISK ASSESSMENT

This risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify any and all potential inherent risks. The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible.

This document has been produced to enable Brandon Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risks identified	High /medium /low	Management / Control of Risk	Review / Assess / Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council receives budget update information quarterly. At the precept meeting Council receives a budget report, including actual position and projection position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from the Borough West Suffolk Council. The figure is submitted by the Clerk in writing.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate. Review the Financial Regulations when necessary.



BRANDON TOWN COUNCIL

Bank and Banking	Inadequate checks Bank & Clerk errors	L	The Council has Financial Regulations which set out banking requirements. Monthly Bank Reconciliation and online banking has made the process more secure and user friendly.	Existing Procedure in line with good practice. Existing procedure in line with good practice.
Reporting and auditing	Information communication	L	Quarterly Budget Analysis is given at the end of each quarter to include bank balances and bank reconciliation.	Existing procedures adequate.
Grants	Receipt of Grant	L	Parish does not presently receive any regular grants.	Policy would be produced if this became necessary.
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed on accounts payable schedule	Existing procedure adequate.
Best value accountability	Work awarded incorrectly Overspend on services	M	Normal Council practice would seek 3 quotations for any substantial work to be undertaken. For major work competitive traders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate Financial Regulations reviewed regularly.
Staff costs inc. salary & PAYE	Incorrect payments	L	Payroll and all taxations are outsourced to county association. Ensures all legislation is met and on time payments.	Existing procedures adequate.
Employees	Fraud by staff	L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Existing procedure adequate Monitor Health and Safety requirements and insurance annually.
	Health & Safety	L	All employees to be provided adequate direction and safety equipment needed to undertake their roles.	



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VAT	Reclaiming/Charging	L	The Council has Financial Regulations which sets out the requirements. An annual claim to be made after the end of each Financial Year.	Existing procedure adequate.
Annual Return	Submit within time limit	L	Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing them checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payment	L	All activity and payments within the powers of the Parish Council to be resolved at Full Council Meetings.	Existing procedures adequate.
Minutes/agendas/Notices Statutory Notices	Accuracy & legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agendas displayed according to legal requirements.	Existing procedures adequate.
Members interests	Business conduct	L	Business conducted at Council meetings should be managed by the Chair.	Members adhere to Code of Conduct.
Members interests	Conflict of interests	L	Declarations of interest by members at Council meetings	Existing procedures adequate. Members take responsibility to update register.
Members interests	Register or members interests	M	Register of members interests forms reviewed regularly.	Existing procedures adequate. Insurance reviewed annually.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.



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Data Protection	Privacy Provision Breach	L	The Council is registered with the Information Commissioners Office Privacy Statement and Information & Data Protection Policy in place and on website.	Ensure annual renewal of registration. Regular reviews.
Freedom of Information	Policy Provision	L	The Council has a Freedom of Information policy in place.	Monitor any requests made under FOI.
Assets	Loss or damage Risk/damage to third party (ies) property	L	An annual review of assets is undertaken for insurance provision.	Adequate procedure in place.
Meeting location	Adequacy Health and Safety	L	The Council meeting is held in council building considered to have appropriate facilities for the Clerk, members and the general public.	Adequate procedure in place.
Council records paper	Loss through: Theft Fire Damage		The Council records are stored by officers in the council building in metal lockable cabinets. Records include historical correspondences, minutes, insurance, bank records.	Provision is adequate.
Council records electronic	Loss or hacking		Council uses M365 and SharePoint on the cloud for storage on a gov.uk domain.	Current procedures adequate but will be reviewed as appropriate.

Adopted: May 2025
Due for review: May 2026



BRANDON

TOWN COUNCIL

INTERNAL CONTROL STATEMENT FOR FINANCIAL YEAR ENDING 31 MARCH 2027

1. SCOPE OF RESPONSIBILITY

Brandon Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives and approves budgets for the following year at its October meeting. The November meeting of the council approves the level of precept for the following financial year.

The full Council meets eleven times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the town clerk.

The council carries out regular reviews of its internal controls, systems and procedures. See attached Report.

Clerk to the Council/Responsible Finance Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the council to note or approve in line with financial regulations. The nominated signatories should consider each payment against the relevant invoice. Where delegation permits, as per s.101(1)(a) of the Local Government Act of 1972 and the Council's Financial Regulations, a report will be provided to the next full Council.



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Income:

All income is received and banked in the council's name in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council reviews its risk assessment annually in May and regularly reviews its systems and controls.

Internal Audit:

The council appoints an independent and competent internal auditor who reports to the council on a annual basis on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit:

The council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control.

Chairman

RFO/Clerk

Approved and adopted by Brandon Town Council

Meeting date:



BRANDON

TOWN COUNCIL

INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

‘The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO’s day to day management of financial affairs.’

As part of its internal control, the [Town/ Parish Council] has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets		
Regular maintenance arrangement for physical assets		
Annual review of risk and the adequacy of Insurance cover		
Annual review of financial risk		
Awareness of Standing Orders and Financial regulations		
Adoption of Financial and Standing Orders		
Regular reporting on performance by contractors		



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Annual review of contracts (where appropriate)		
Regular bank reconciliation, independently reviewed		
Regular scrutiny of financial records and proper arrangements for the approval of expenditure		
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved		
Payments supported by invoices, authorised and minuted		
Regular scrutiny of income records to ensure income is correctly received, recorded and banked		
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification		
Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer		
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cash-book		



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TOWN COUNCIL

Regular financial reporting to Parish Council		
Regular budget monitoring statements as reported to Parish Council		
Compliance with DCLG Guide <i>Open & Accountable Local Government</i> 2014, Part 4: Officer Decision Reports		
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500		
Verifying that the Council is compliant with the General Data Protection Regulation requirements Are the following in place: <ul style="list-style-type: none"> • Audit / Impact Assessment • Privacy Notices • Procedures for dealing with Subject Access Requests • Procedure for dealing with Data breaches • Data Retention & Disposal Policies 		
Minutes properly numbered and paginated with a master copy kept in for safe-keeping		
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality		
Adoption of Codes of Conduct for Members		
Declaration of Acceptance of Office		



BRANDON

TOWN COUNCIL

Date of review of system of Internal Controls.....

Review of system of Internal Controls carried out by:

Name.....Signature.....

Report submitted to Council (date).....

(minute reference)

Next review of system of Internal Controls due.....

Additional comments by reviewer:

BRANDON TOWN COUNCIL
COUNCIL MEETINGS FOR 2026/2027

26/23

2026

TOWN MEETING	Thursday 30 th April	6:30pm	OSH
FULL COUNCIL MEETING	Monday 11 th May	7:00pm	OSH
EVENTS COMMITTEE MEETING	Monday 18 th May	10:30am	OSH
FULL COUNCIL MEETING	Monday 15 th June	7:00pm	OSH
FULL COUNCIL MEETING	Monday 13 th July	7:00pm	OSH
FULL COUNCIL MEETING	Monday 14 th September	7:00pm	OSH
EVENTS COMMITTEE MEETING	Monday 21 st September	10:30am	OSH
FULL COUNCIL MEETING	Monday 12 th October	7:00pm	OSH
FULL COUNCIL MEETING	Monday 9 th November	7:00pm	OSH
EVENTS COMMITTEE MEETING	Monday 16 th November	10:30am	OSH
FULL COUNCIL MEETING	Monday 14 th December	7:00pm	OSH

2027

FULL COUNCIL MEETING	Monday 11 th January	7:00pm	OSH
FULL COUNCIL MEETING	Monday 8 th February	7:00pm	OSH
EVENTS COMMITTEE MEETING	Monday 15 th February	10:30am	OSH
FULL COUNCIL MEETING	Monday 8 th March	7:00pm	OSH
FULL COUNCIL MEETING	Monday 12 th April	7:00pm	OSH
TOWN MEETING	Thursday 29 th April	6:30pm	OSH

