

Compton Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP
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Meeting of the Parish Council

I hereby give you Notice that the next meeting of Compton Parish Council is to be held on

Monday 7th October 2019 at 7.00pm

In the Wilkins Centre, Burrell Road, Compton

and all Members of the Council are hereby summoned to attend.

Dr. Sarah Marshman
Clerk to the Council
Dated: 1st October 2019

AGENDA

1. To receive apologies for absence from members of the Council
2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
3. To receive: Questions or comments from members of the public regarding items on the agenda¹
Representations from any member who has declared a personal interest
4. To approve the [minutes](#) of the Parish Council Meeting held on 2nd September 2019
5. To discuss any matters arising from the minutes of the Council Meeting on 2nd September 2019
6. To receive a presentation from representatives of the Neighbourhood Development Plan Steering Committee regarding an interim statement for the Pirbright Site in response to the request from West Berkshire Council's Planning Policy Team

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes and no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman.

A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

7. To consider adopting the interim statement issued by the Neighbourhood Development Plan Steering Committee
8. To receive a report from the District Councillor, Carolyne Culver
9. To receive the Clerk's report
10. Planning Applications
 - a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
 - b) To consider the following new planning applications:
 - None.
 - c) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee
 - d) To consider whether to refer any planning applications for further response from our planning consultants
 - e) To receive a report on [West Berkshire Council's recent planning decisions](#)
11. To consider requests for donations under the Council's Grants Policy
12. To consider quotes to purchase four salt bins for Shepherds Mount/Rise
13. To consider quotes to purchase a replacement salt bin for Whitewalls Close
14. To consider setting a budget for the tea party event for VE Day 75
15. To consider quotes for an independent traffic consultant to advise on the proposed 20mph speed limit and associated traffic calming on School Road/High Street
16. To consider whether to extend the scope of the works to be carried out on the current Football Pavilion
17. To consider making alterations to the membership of the planning committee and the working party
18. To consider adopting revised [Financial Regulations](#)
19. To consider adopting a [Training and Development Policy](#)
20. To consider adopting a revised [Risk Register for 2019/20](#)
21. To consider whether to request funding from West Berkshire Council for the planting of wildflower verges and, if agreed, at what locations within Compton Parish
22. To consider the 'treatment' of the School Road verge running alongside the Pang ditch
23. To consider installing an information display board/lectern on the Churn Railway Bridge to recognise the significance of Churn Camp
24. To receive an update on vandalism and anti-social behaviour (ASB) in the village

25. To receive reports on the following:
- a) Recreation Ground
 - b) Football Pavilion
 - c) Rights of Way
 - d) Village Hall
 - e) Allotments
 - f) Patient Representation
 - g) Communications
 - h) Groundwater
 - i) Parish Assets & Management Working Party
 - j) Neighbourhood Development Plan
 - k) Burial Ground
 - l) GDPR
 - m) Personnel Committee
26. Finance:
- a) To receive the [finance report](#) and approve payments made/due
 - b) To note the [bank reconciliations to 31st August 2019](#)
 - c) To receive any reports from the Internal Controller
 - d) To note the quarterly budget report where applicable
27. To receive the [correspondence report](#)
28. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: **Monday 4th November at 7pm** in the Wilkins Centre

Compton Parish Council

Minutes of the Parish Council Meeting

Held on Monday 2nd September 2019 at 7:00pm in the Wilkins Centre, Compton

Councillors present: Councillors David Aldis (Chair), Mark Birtwistle, Peter McGeehin, Linda Moss, Michael Pinfold, Alison Strong and Ian Tong.

Councillors not present: Councillors Patricia Burnett and Rebecca Pinfold.

In attendance: Sarah Marshman (Clerk).
District Councillor Carolyn Culver
30 members of the public.

- | | |
|------------------|---|
| 19/20-093 | <p>To receive apologies for absence from members of the Council Apologies were received from Councillors Patricia Burnett and Rebecca Pinfold.</p> |
| 19/20-094 | <p>To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation It was resolved grant a dispensation to Councillors Mark Birtwistle, Peter McGeehin and Alison Strong to discuss and vote on items referring to salt bins and salt, including grant requests, for a period of one year until 2nd September 2020.</p> |
| 19/20-095 | <p>To receive: Questions or comments from members of the public Representations from any member who has declared a personal interest Various residents made the following comments regarding the following items:</p> <ol style="list-style-type: none"> 1) Salt bins; <ol style="list-style-type: none"> i. A request was made for four additional salt bins on Shepherds Mount; ii. It was highlighted that West Berkshire Council had removed funding for salt bins and salt and failed to ensure that all Parish Councils were able to find the funding for them instead. iii. It was noted that all of Compton should therefore be eligible for salt bins and this potential need for funding throughout the parish should be taken into account when considering any requests. iv. The model at Whitewalls Close where residents work together to fund the salt required works very well and costs around £10 per household. 2) The proposed 20mph speed limit and associated traffic calming on School Road/High Street; <ol style="list-style-type: none"> i. A public meeting with attendance from West Berkshire Council was requested. ii. Whilst comments on social media were quite vocal, it was disappointing that so few residents turned up to speak to the Parish Council regarding their views. iii. It was noted that West Berkshire Council are the experts and have advised that speed cushions are the most suitable form of traffic calming on School Road. The speed cushions will affect the traffic in both directions and would slow the vehicles having a significant effect on speed and a small increase in emissions whilst a chicane would ensure traffic travelling in one direction would stop whilst the other could |

- continue travelling at its original speed having a less significant effect on speed and a larger increase in emissions.
- 3) Football Pavilion.
 - i. Compton Football Club is not running this season as the Football Pavilion does not meet the specifications required by the league.
 - ii. The Council clarified that the condition of the Football Pavilion was very poor when they gained access to the facility and that the refurbishment job required was significantly larger than had been expected.
 - 4) Meeting time.
 - i. Some residents complained they had received a communication stating the meeting was due to start at 7:30pm and had therefore missed the start of the meeting.
 - ii. The Council confirmed that the communication was not sent by the Council and that the agenda, as displayed on the noticeboard and the website, clearly stated the meeting time as 7pm.

19/20-096 To approve the minutes of the Parish Council Meeting held on 14th August 2019
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.

19/20-097 To discuss any matters arising from the minutes of the Council Meeting on 14th August 2019
There were none.

19/20-098 To receive a report from the District Councillor, Carolyn Culver
CC has received complaints regarding unattended bonfires. She has passed on guidance from West Berkshire Council.
West Berkshire Council have declared a climate emergency and are drawing up a strategy.

19/20-099 To receive the Clerk's report
The external audit has now been completed and no comments were made by the external auditors, PKF Littlejohn. This completion of the audit will be advertised as required.
At the recent SLCC Berkshire Branch Meeting, Berkshire Youth presented a vision to provide county-wide youth provision to replace the diminished service. There is a meeting next week for the West Berks Clerks with a view to discussing this further.

19/20-100 Planning Applications

- a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
There were none.
- b) To consider the following new applications
It was resolved to defer the below application to either an additional meeting or the next scheduled meeting in order to allow time for comments from the relevant officers with regards to its effect on the National Trail.

| App. Ref. | Location | Proposed Work |
|--------------------|--|---------------------------|
| 19/01918/ HOUSE | Crossing Cottage, Coombe Road, Compton, RG20 6RQ | Erection of garden studio |

- c) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee
There were no applications requiring call in.
- d) To consider whether to refer any planning applications for further response from our planning consultants
There were no applications requiring referral.
- e) To receive a report on West Berkshire Council recent planning decisions
There were none.

19/20-101 To resolve from 2nd September 2019, until the next relevant Annual Meeting of the Council in May 2023, that the Council is eligible to use and adopt the General Power of Competence (Localism Act 2011 sections 1-8) as the number of members elected at the 2019 ordinary elections is equal to or greater than two thirds of the total number of seats on the Council and that the Council has a qualified Clerk, as defined in section 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No. 965).

It was resolved, from 2nd September 2019 until the next relevant Annual Meeting of the Council in May 2023 to adopt the General Power of Competence (Localism Act 2011 sections 1-8) having met the criteria as defined in section 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (Statutory Instrument 2012 No. 965).

19/20-102 If the General Power of Competence is adopted, to consider viring funds from 'Section 137' Grants and 'Other Grants' into 'Grants'

It was resolved to vire funds from 'Section 137' grants and 'Other Grants' into 'Grants'.

19/20-103 To consider quotes for insurance for 2019/20

The Council is currently in a three-year deal with Came and Company. A revised quote has been requested to meet the increased fidelity insurance that is required but has not yet been received. The Council resolved to set a maximum budget of £2000 to accept the quote from Came and Company, however, if the cost of insurance is greater than this, this will be considered at an additional meeting of the Council.

19/20-104 As a result of receiving the report from West Berkshire Council on the consultation regarding the 20mph speed limit and associated traffic calming consultation, to consider which of the three options given in the West Berkshire Council consultation report Compton Parish Council supports and whether any further comments should be submitted to West Berkshire Council. The three options are as follows:

- i. **Abandon the proposals and retain the current 30mph limit;**
- ii. **Continue with the proposal in its current state to formal statutory consultation;**
- iii. **Make amendments to the proposed traffic calming features.**

It was resolved to write to Councillor Richard Somner, the portfolio holder for Transport and Countryside, to state the following:

- i. The Parish Council's dissatisfaction with the timescales involved in the receipt of the report from West Berkshire Council and for comments from the Parish Council;
- ii. The Parish Council requests a public meeting for Compton with the relevant West Berkshire Council Officers present.

- It was suggested the Parish Council should engage a consultant to advise on the proposed scheme and possible alternatives. Quotes will be sought for the next meeting.
- 19/20-105 To reaffirm:**
- i. **the Council's commitment to purchasing salt bins as appropriate at the request of either a Councillor request or a public request;**
 - ii. **the Council will consider providing grants for salt from user groups maintaining salt bins through the Council's grants policy.**
- It was resolved to reaffirm the Council's commitment to purchasing salt bins at the request of either a Councillor or member of the public and that the Council will consider providing grants for salt from user groups maintaining salt bins through the Council's grants policy.
- The Clerk was requested to contact Highways to request permission for the placement of four salt bins on Shepherds Mount prior to consideration of the request at the next meeting.
- It was noted that, as part of West Berkshire Council's Winter Highways Maintenance Consultation, the Parish Council has requested that West Berkshire Council add Shepherds Mount and the stretch of Burrell Road from School Road to the furthest entrance to Shepherds Mount to the Secondary Treatment Plan.
- 19/20-106 To consider what action to take regarding the use of the Speed Indicator Device (SID) as a result of information received from the SID training course**
- PM is now an approved SID operator. There are currently only two approved locations for the SID to be used within Compton.
- It was resolved to request West Berkshire Council carry out the necessary assessment for additional SID locations to include: the bus stop at Church Road/Newbury Lane; adjacent to the Doctors' surgery; the Primary School; the Secondary School; Burrell Road; Manor Crescent.
- 19/20-107 To consider quotes for refurbishment of the Football Pavilion**
- The Council has approached several companies for quotes for the Football Pavilion work but is yet to receive any.
- A license was put in place some years ago for the Football Club to use the Pavilion at a rent of £1 per year that required the Football Club to maintain the inside and outside of the building. The Council noted that they have funded two refurbishments of the Football Pavilion in the past, with labour donated by Baxters, had funded the materials for a Councillor to replace around half the roof tiles and had provided funding in 2015/16 for the Football Club to carry out some work on the Pavilion.
- The Council wishes to ensure the building is brought up to a good enough standard that other members of the parish are able to hire out the facility, making it a community facility.
- The Council apologised to the Football Club that they had been unable to deliver the refurbishment in time for the new season.
- 19/20-108 To consider purchasing poppy wreaths for the remembrance parade and to consider whether to make a donation to the Royal British Legion**
- It was resolved to make a total donation of £110 to cover three wreaths and a donation.
- 19/20-109 To consider a request for grant funding under the grant policy from GreenFest**
- It was resolved not to provide a grant to GreenFest.

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| 19/20-110 | <p>To consider approving funds to demolish the empty sheds and garages on the Recreation Ground</p> <p>It was resolved to provide a budget of £2,000 to cover the costs to demolish the empty sheds and garages.</p> |
| 19/20-111 | <p>To consider approving funds to engage a solicitor to create a license for use of the remaining garages at the Recreation Ground</p> <p>It was resolved to set a budget of £1,000 to cover the costs of engaging a solicitor to create a license for use of the remaining garages at the Recreation Ground.</p> |
| 19/20-112 | <p>To consider whether the Parish Council representative for the Village Hall should apply to become a trustee for the charity</p> <p>It was resolved that IT should not become a trustee for the charity at this time.</p> |
| 19/20-113 | <p>To consider whether to request funding from West Berkshire Council for the planting of wildflower verges and, if agreed, at what locations within Compton Parish</p> <p>This item was deferred.</p> |
| 19/20-114 | <p>To consider the ‘treatment’ of the School Road verge running alongside the Pang ditch</p> <p>This item was deferred.</p> |
| 19/20-115 | <p>To consider installing an information display board/lectern on the Churn Railway Bridge to recognise the significance of Churn Camp</p> <p>This item was deferred.</p> |
| 19/20-116 | <p>To receive an update on vandalism and anti-social behaviour (ASB) in the village</p> <p>An increase in litter has been observed in the Recreation Ground. A car has been reported to the Police for speeding and performing doughnuts.</p> |
| 19/20-117 | <p>To receive reports on the following:</p> <ul style="list-style-type: none"> c) Rights of Way The footpaths reported to Beeswax Dyson have been cut. d) Village Hall The AGM is scheduled for 16th September. e) Allotments The Clerk was requested to contact Sovereign to request the hedges are cut back at Wilson Close. g) Communications It was noted that communications with the Council should be through contact with the Clerk and not through social media. A statement will be included on the website and Facebook pages to confirm this. It was resolved to release a statement regarding the Football Pavilion on the website with a link posted on the Council Facebook page. j) Neighbourhood Development Plan A draft interim statement will be presented to the Council at the next meeting. l) GDPR It was noted that a resident had sent the Parish Council a list of information regarding residents of Shepherds Mount. The personal data has been removed from this information and all copies containing personal data have been deleted by the Council as it has not been given permission from the individual residents to hold this data. |

- 19/20-118 Finance:**
- a) To receive the finance report and approve payments made/due**
It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.
 - b) To note the bank reconciliations to 31st July 2019**
The bank reconciliation to 31st July 2019 was noted.
 - c) To receive any reports from the Internal Controller**
The internal controller had inspected the accounts up to 31st May 2019.
 - d) To note the quarterly budget report where applicable**
The quarterly budget report to the end of June 2019 was noted.
- 19/20-119 To receive the correspondence report**
Notification of the Oxfordshire Minerals and Waste Local Plan - Consultation on Revised Statement of Community Involvement had been received from Oxfordshire County Council
- 19/20-120 To discuss matters for future consideration and for information**
A resident had spoken to a Councillor regarding the mobile library service. As the mobile library is scheduled on Mondays, Compton misses out on the service each time a bank holiday occurs. The Clerk was requested to contact West Berkshire Council.
- The Councillors will carry out a village walkaround after the next litter pick – date to be scheduled.
- There is an event being held by Sovereign for residents of Wilson Close and the Council has been asked if they wish to send a representative for the Council and for the School Road allotment site. LM and the allotment manager hope to attend.
- The need to generate a 3-year financial forecast was discussed. This will require a 3-year plan from the Council on which to base it. It was suggested the plan should be discussed as part of a wider conversation regarding workload that the Council suggested was required, with a view to putting it on a future agenda.
- Meeting closed 10:02pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 7th October 2019 at 7pm in the Wilkins Centre

Chairman:

Date:

Attachment 1: Finance Report

Status at bank at last bank reconciliation 31st July 2019

| | | |
|--------------|---------------------|--------------------|
| Unity Trust | Current Account | £39,237.57 |
| Unity Trust | Deposit Account | £122,143.91 |
| HSBC | Current Account | £748.50 |
| Pockit | Pre-paid Debit Card | £31.69 |
| Total | | £162,161.67 |

Income received 24th June - 11th August 2019

| | | | |
|--------------|-----------------|----------------------------|------------------|
| Unity Trust | Current Account | Compilations advertising | £47.05 |
| Unity Trust | Current Account | School Road allotment fees | £195.00 |
| Unity Trust | Current Account | VAT 2018/19 refund | £3,467.49 |
| Unity Trust | Deposit Account | Interest | £121.69 |
| Total | | | £3,831.23 |

Payments made on pre-paid debit card to be approved

| Method | Payment Date | Voucher No | Payee | Payment Detail | Minute | Amount |
|--------------|--------------|------------|-------|----------------|--------|--------------|
| None | | | | | | |
| Total | | | | | | £0.00 |

Payments to be approved

| Method | Payment Date | Voucher Number | Payee | Payment Detail | Minute | Amount |
|--------------|--------------|----------------|------------------------|------------------------------------|--------|------------------|
| DD | 16-Aug-19 | 061 | Castle Water | Water Newbury Lane allotments July | | £18.38 |
| DD | 20-Aug-19 | 062 | Castle Water | Water School Road allotments July | | £47.42 |
| DD | 20-Aug-19 | 063 | Vodafone | Mobile phone Aug | | £15.37 |
| BACS | 02-Sep-19 | 064 | West Berkshire Council | Compilations JunJul | | £501.84 |
| BACS | 02-Sep-19 | 065 | PKF Littlejohn | External Audit 2018/19 | | £360.00 |
| BACS | 06-Sep-19 | 066 | Clerk | Salary/expenses June | | £805.38 |
| BACS | 06-Sep-19 | 067 | HMRC | PAYE | | £68.28 |
| BACS | 19-Sep-19 | 068 | Berks Pension Fund | Pension contributions | | £232.19 |
| Total | | | | | | £2,048.86 |

Transfers

| Method | Payment Date | Voucher Number | From Account | To Account | Minute | Amount |
|--------------|--------------|----------------|---------------|------------|--------|----------------|
| BACS | 02-Sep-19 | 069 | Unity Current | Pockit | | £100.00 |
| Total | | | | | | £100.00 |

Clerk's Report for Council Meeting on 7th October 2019

Berkshire Youth Service

I attended a meeting alongside representatives from 16 parishes in Berkshire and Berkshire Youth. A discussion took place regarding the issues currently faced and it was apparent that the removal of funding for preventative services in recent years has led to a gap in the provision, particularly in the age bracket of around 13-19. The main gap in provision is in outreach work.

Berkshire Youth suggested there may be a way forward in developing a scheme where they seek funding from various sources such as grants and local large businesses. They can then ensure that youth workers are correctly trained and employed through themselves. Then parishes can buy into the scheme and the scheme can be tailored to meet the needs of the individual parish so the model for Compton may look very different to that of a neighbouring parish.

Berkshire Youth were requested to provide a short report on this idea in time for Council's to consider alongside setting their budgets for 2020/21.

Mobile Library Service

The library service was contacted regarding an enquiry from some residents regarding the mobile library and the loss of visits that occur on bank holidays due to visits being scheduled on Mondays. The response received confirmed that they would seek to move the day of the visits, however, schedules are currently set until April 2020 so this could not be changed earlier than this date.

Highway Winter Service Plan 2019/20 Consultation

The suggested changes to entries regarding Compton have been made. West Berkshire Council has confirmed that they will add Shepherds Mount to the Secondary Treatment Route for the coming season as per the request made by Compton Parish Council.

West Berkshire Council's Recent Planning Decisions

| App. Ref. | Location | Proposed Work | Response from CPC | Decision |
|--------------------|--|--|-------------------|----------|
| 19/01528/ FUL | Former Kemtronix Building, Churn Road, Compton, RG20 6PP | Change of Use of an existing redundant building which was formerly used by the Institute for Animal Health for research and development purposes in connection with agriculture (Class B1 (b)) to an indoor leisure facility/yoga studio (Class D2) including modifications to the existing access, car parking and pedestrian walkways. | No objections | Approved |
| 19/01918/ HOUSE | Crossing Cottage, Coombe Road, Compton, RG20 6RQ | Erection of garden studio | No objections | Approved |

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Grant Requests

| Organisation | Project | Number of Compton residents that will benefit | | Requested |
|-----------------------------|---|---|-----------------------------|-----------|
| | | Directly | Indirectly | |
| Compton Archery | 2x junior bows and sights = £140, 50x 60cm target faces £28, 20x 122cm faces £43 | 20 | All juniors who wish to try | £211.00 |
| 1st Compton Scout Group | 3x wooden trestle tables for camp kitchen | 60 | 200+ | £244.20 |
| Compton Scout and Guide Hut | Small (30W) fixed PA system for the hut which includes a sound field loop for children with hearing difficulties. | 75 | 150 | £225.00 |

Compton Parish Council

Financial Regulations 2019

| | | | |
|----------------|--------------|------------------|----------|
| Version number | 1 | Minute reference | |
| Adopted by | Full Council | Review due | Annually |
| Date adopted | | Review date | May 2020 |

| | |
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1. General

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

- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.
- 1.14. In addition, the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

2. Accounting and audit (internal and external)

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6 The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council
- 2.7 Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

- 3.1 Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3 The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.
- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the

budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

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

- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall

review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.10 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

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- 6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. The credit card

limit will be restricted to £1,500. Personal credit or debit cards of members or staff shall not be used under any circumstances.

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

7. Payment of salaries

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8 Before employing interim staff, the council must consider a full business case.

8. Loans and investments

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- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

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

10. Orders for work, goods and services

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

- 11.1 Procedures as to contracts are laid down as follows:
 - a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Assets, properties and estates

- 13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. Insurance

- 14.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.4. 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.

15. Risk management

- 15.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 15.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16. Suspension and revision of Financial Regulations

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

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

Compton Parish Council

Training and Development Policy

| | | | |
|----------------|--------------|------------------|----------|
| Version number | 1 | Minute reference | |
| Adopted by | Full Council | Review due | Annually |
| Date adopted | | Review date | |

1. Introduction

Compton Parish Council is committed to the ongoing training and development of all Councillors and employees to ensure the Council can meet its aim and objectives. The Council will ensure that Councillors and employees will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

Funds are allocated to a training and development budget each year to enable Councillors and employees to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

2. Identification of Training and Development Needs

Training and development needs may be identified due to:

- Legislative requirements;
- Changes in legislation;
- Changes in systems;
- New or revised qualifications become available;
- New working methods and practices;
- Complaints to the Council;
- A request from a member of staff;
- Devolved services/ delivery of new services.

Councillors

Annually, the Council will formally review the training needs of Councillors at a meeting of the Parish Council. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council. The following training is provided by HALC on behalf of BALC, however similar training may be sought through other training providers.

The following training is required for new Councillors:

- 'The Knowledge'.

All Councillors may benefit from also attending:

- 'Core Skills' Parts 1 and 2.

Training on specific committee areas should be attended as required, for example:

- 'Basic Planning for Local Councillors' – all;
- 'The Planning Framework' – Planning Committee/all;
- 'The Council as an Employer' – Personnel Committee.

Further training can be attended for specific roles such as:

- Chairman/Vice-Chairman: 'Chairing Skills';
- Internal Controller: 'Local Council Finance for Councillors'.

These suggestions are not exclusive, and Councillors should seek any training they believe is relevant to their roles within the Council.

Clerk

Annually, the Personnel Committee will review the training needs of the Clerk through the annual appraisal process. Informal discussions should take place throughout the year as the need arises.

Training needs for a new Clerk will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual Staff Appraisals.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

The Clerk is expected to undertake and complete CiLCA training within two years of starting employment if the qualification is not already held.

3. Financial Implications

Each year as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified as part of the annual appraisal process and Councillors training needs review will be taken in to consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Recouping Costs

It is standard practice of the Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one day course or workshop) a written agreement will be made that if the employee leaves the Council's employ within a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.

Travel Expenses

Employees or Councillors attending training may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

4. Study Leave

Employees who are given approval to undertake external qualifications will be granted the following:

- Study time to attend day release courses;
- Time to sit examinations;
- Study time of one day per examination (to be discussed and agreed by their line manager in advance);
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

5. Record Keeping and Evaluation

All attendees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

Training undertaken should be evaluated for effectiveness. Upon completing an external training session/course/workshop, the employee or councillor should complete a Training and Development Evaluation Form and return this to the Clerk. Report forms will be reviewed by the Personnel Committee and will help assess whether or not the training is suitable for another individual at a future date and help to ensure any key points taken from the training are learned and/or acted on.

Each employee and Councillor has a Training Log which is held securely by the Clerk. This log will be updated with any training undertaken on receipt of the Training Report Form. A digital copy of any attendance or qualification certificates should also be given to the Clerk to be held with these records. These records will be kept in accordance with the Council's Document Retention policy.

Compton Parish Council

Training and Development Evaluation Form

Name:

Title of training activity:

Training provider:

Dates training undertaken and duration:

Objectives expected to be achieved:

1.

2.

3.

Outcomes and observations (What was achieved? What was not achieved?):

Follow up (What further action will be taken now?):

Reviewed by:

Date:

Compton Parish Council

Risk Assessment and Management 2019/20

| | | | |
|----------------|--------------|------------------|---------------|
| Version number | 2 | Minute reference | |
| Adopted by | Full Council | Review due | APCM May 2020 |
| Date adopted | | Review date | APCM May 2020 |

1. Introduction to Risk Assessment and Management

The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. It is important therefore that Councils have in place a system to help them assess and manage risks. Ultimately risk management is the responsibility of Members because risks threaten a council's ability to achieve its objectives.

Assessment and Management of risk is one of the mandatory areas addressed on Internal Audits. The Risk Assessment system and associated Risk Register will be used by Internal Auditors to assess whether the Council takes seriously its possible exposure to risk and has put in place actions to limit the consequences of potential risks.

For smaller parishes, this system will be relatively simple. It can essentially be broken down into the following 3 main steps:

- Identifying the key risks facing the council
- Evaluating the potential of one of these risks occurring
- Managing the risk: agreeing measures to avoid, reduce or control the risk or its consequence.

2. Risk Identification

Risks can be divided into a number of categories and the following have been used here:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public and/or staff – in halls, playgrounds and recreation grounds, etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

3. Risk Evaluation

Risk Evaluation is essentially a 2-part exercise, answering the questions:

- What is the chance of the risk occurring?
- What is the likely impact if it does occur?

In smaller Parish Councils it is only necessary to classify the answers to each of these questions as Low, Medium or High

4. Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk
- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing

5. Risk Register

Identified risks are documented in a Risk Register.

It should be noted that Risk Assessment and Management is not a one-off exercise; risks should be constantly kept under review, especially as the business of the Council changes and new projects are undertaken.

6. Risk Assessment Matrix

Identified risks are assessed using the following matrix.

| | | | | |
|-------------------|-------------------|----------------|--------------|------------|
| Likelihood | Highly Likely (3) | Medium (3) | High (6) | High (9) |
| | Possible (2) | Low (2) | Medium (4) | High (6) |
| | Unlikely (1) | Low (1) | Low (2) | Medium (3) |
| | | Negligible (1) | Moderate (2) | Severe (3) |
| | | Impact | | |

| Category | Risk | Chance | Impact | Risk | Management Control | Further Action |
|--------------------------------|--|------------|------------|------------|--|----------------|
| 1. ASSETS | Damage to – or loss of – fixtures and fittings | M/2 | M/2 | M/4 | The Parish Council insurance policy covers buildings (e.g. football pavilion), office contents, street furniture, playground equipment and the Multi-Use Games Area. | |
| | Loss of data - physical | L/1 | L/1 | L/1 | All important files are held within lockable filing cabinets. | |
| | Loss of data – electronic | M/2 | H/3 | H/6 | Continual back up to cloud storage is made of the Parish Council files. Second source of back up is also used. | |
| | Asset Register is out of date | M/2 | M/2 | M/4 | An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed regularly by Councillors. | |

| Category | Risk | Chance | Impact | Risk | Risk | Further Action |
|--|---|------------|------------|------------|--|----------------|
| 2. INJURY TO PUBLIC, MEMBERS AND/OR STAFF | Injury to third parties, members and staff on Council premises | L/1 | H/3 | M/3 | Insurance has been taken out to cover Public Liability (£10M), Employers Liability (£10M) and Personal Accident. Users of the Recreation Ground are required to take out separate liability insurance for large events (e.g. the fete). | |
| | Injury to third parties using equipment in play areas on Compton Recreation Ground | L/1 | L/1 | L/1 | The Parish Council has a maintenance agreement with a local company to carry out an annual ROSPA inspection on play equipment and goal posts. Also, an identified Parish Councillor carries out regular checks and reports monthly at the Parish Council meetings. | |
| | Injury to third parties and members because of ice, snow etc. on parish council maintained land | M/2 | M/2 | M/4 | Insurance has been taken out to cover Public Liability (£10M). | |

| Category | Risk | Chance | Impact | Risk | Management Control | Further Action |
|---------------------------------|--|--------|--------|------|--|----------------|
| 3. FINANCE | Precept is not adequate | L/1 | M/2 | L/2 | The Council reviews the draft budget, including the amount of Precept, each December, with a final draft being reviewed in January prior to the submission deadline for the Precept amount. | |
| | Council funds are not properly managed | L/1 | M/2 | L/2 | Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting. | |
| | Loss of cash through theft or dishonesty | L/1 | M/2 | L/2 | No petty cash is maintained by the Council / Clerk. Any necessary expenditure on small items such as stamps is paid for unapproved on a pre-paid debit card which has an appropriate limit set. Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £150,000) | |
| | Council Financial Regulations are inadequate | L/1 | M/2 | L/2 | Council financial procedures are well tried and tested. A set of Financial Regulations under which the Council operates was formally adopted by members at the Meeting held on 5 th September 2016, minute 3954. | |

| Category | Risk | Chance | Impact | Risk | Management Control | Further Action |
|----------|--|--------|--------|------|--|----------------|
| | Council financial controls and accounting records are inadequate to prevent financial irregularity | L/1 | M/2 | L/2 | The Clerk maintains Council accounting records using RBS Alpha. Members are provided with regular reports covering bank balances, explanatory notes and management accounts. All cheques are presented to Full Council for approval and invoices and cheque stubs are signed by two Councillors. All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting. | |
| | Audit documentation is not submitted within the required timeframe to the internal and external auditors | L/1 | M/2 | L/2 | The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation. | |

| Category | Risk | Chance | Impact | Risk | Management Control | Further Action |
|-----------------------------------|--|--------|--------|------|---|----------------|
| 4. INSURANCE | Insurance must renewed each year | L/1 | L/1 | L/1 | The insurance renewal must be considered at the September meeting each year in time for the 1 st October renewal date. | |
| | Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity | L/1 | L/1 | L/1 | The Clerk reviews the insurance policy before presenting to the Council. The Council reviews the insurance policy at the Annual Parish Council Meeting. | |

| Category | Risk | Chance | Impact | Risk | Management Control | Further Action |
|--|--|--------|--------|------|---|----------------|
| 5. COUNCILLOR PROPRIETY | Members do not declare their interests, gifts or hospitality | L/1 | L/1 | L/1 | The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare personal and/or prejudicial interests. | |

| Category | Risk | Chance | Impact | Risk | Management Control | Further Action |
|---|---------------|--------|--------|------|--|----------------|
| 6. BUSINESS CONTINUITY | Loss of Clerk | L/1 | M/2 | L/2 | All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required. | |

| Category | Risk | Chance | Impact | Risk | Management Control | Further Action |
|--|---|------------|------------|------------|---|----------------|
| 7. LEGAL COMPLIANCE | Motions adopted by the Council are not legal | L/1 | M/2 | L/2 | The Clerk advises members if he considers a motion may be illegal. A new set of Standing Orders, based on the NALC standard, were adopted on 5 th June 2017, minute 4189. These are due to be revised at the May meeting due to the recent release of a revised set of model standing orders. These are reviewed and updated where appropriate. The latest version of 'Local Council Administration' by Charles Arnold-Baker is used as a reference. | |
| | Committees and officers exceed their terms of reference | L/1 | M/2 | L/2 | Committee Terms of Reference and Delegated Powers are reviewed annually at the AGM. The Clerk has a detailed Job Description. | |
| | Minutes and agendas are not produced in a timely manner or made available to the public | L/1 | L/1 | L/1 | Signed agendas for all meetings are produced by the Clerk and are available to members at least 3 clear days before each meeting and are posted on the Council notice board in the Parish on the Tuesday before each Monday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website and the notice board. | |

| Category | Risk | Chance | Impact | Risk | Management Control | Further Action |
|--|---|------------|------------|------------|---|----------------|
| 7. LEGAL COMPLIANCE | Council documents are not controlled properly | L/1 | L/1 | L/1 | All documentation is produced using version control mechanisms. All important documents received are filed in a Correspondence File available to all members. The Clerk's Report is a standing item on each Council agenda when the Clerk reports on actions taken and work done over the past month. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in lockable cabinets in the Village Hall. Electronic documents are filed using a folder structure. | |
| | Effectiveness of internal audit is not considered. | L/1 | M/2 | L/2 | An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items. | |
| | Formal advice is not sought when required. | L/1 | M/2 | L/2 | Continue with memberships of BALC and SLCC. | |
| | Failure to comply with data protection registration | L/1 | M/2 | L/2 | The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit. | |

| | | | | | | |
|--|---|------------|------------|------------|--|--|
| | Failure to comply with Freedom of Information request | L/1 | M/2 | L/2 | The Council has a Model Publication scheme in place. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required. | |
|--|---|------------|------------|------------|--|--|

| Category | Risk | Chance | Impact | Risk | Management Control | Further Action |
|--------------------------------------|--|------------|------------|------------|--|----------------|
| 7. LEGAL COMPLIANCE | Failure to comply with Freedom of Information request | L/1 | M/2 | L/2 | The Council has a Model Publication scheme in place. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required. | |
| | Failure to comply with the General Data Protection Regulations | L/1 | M/2 | L/2 | The Clerk has attended GDPR training. The Councillors complete a GDPR checklist to advise them of the requirements they must meet. | |

Compton Parish Council **Finance Report 7th October 2019**

Status at bank at last bank reconciliation 31st August 2019

| | | |
|--------------|---------------------|--------------------|
| Unity Trust | Current Account | £34,266.45 |
| Unity Trust | Deposit Account | £122,143.91 |
| HSBC | Current Account | £748.50 |
| Pockit | Pre-paid Debit Card | £31.69 |
| Total | | £157,190.55 |

Income received 12th August - 26th September 2019

| | | |
|--------------|--|--------------|
| None | | |
| Total | | £0.00 |

Payments made on pre-paid debit card to be approved

| Method | Payment Date | Voucher No | Payee | Payment Detail | Minute | Amount |
|--------------|--------------|------------|--------|----------------|--------|--------------|
| POCKIT | 16-Sep-19 | 069 | Pockit | Monthly fee | | 0.99 |
| Total | | | | | | £0.99 |

Payments to be approved

| Method | Payment Date | Voucher No | Payee | Payment Detail | Minute | Amount |
|--------------|--------------|------------|----------------------------------|---|-----------|------------------|
| BACS | 18-Sep-19 | 070 | Vodafone | Mobile phone Sep | | £15.37 |
| DD | 20-Sep-19 | 071 | Castle Water | Water School Road allotments Aug | | £20.35 |
| DD | 20-Sep-19 | 072 | Castle Water | Water Newbury Lane allotments Aug | | £18.38 |
| BACS | 19-Sep-19 | 073 | Came and Company | Insurance 19/20 | 19/20-103 | £1,703.84 |
| BACS | 30-Sep-19 | 074 | Unity Trust Bank | Bank charges | | £18.00 |
| BACS | 07-Oct-19 | 075 | AD Clark | Grounds maintenance Aug plus scrub clearance | | £647.88 |
| BACS | 07-Oct-19 | 076 | Rialtas Business Solutions Ltd | Finance software 19/20 | | £145.20 |
| BACS | 07-Oct-19 | 077 | CJM Services | Bench repairs | | £75.00 |
| BACS | 07-Oct-19 | 078 | Fowler Architecture and Planning | Preparation of Neighbourhood Development Plan stage 1 | | £1,890.00 |
| BACS | 07-Oct-19 | 079 | SSE Contracting Ltd | Street lighting maintenance Sep qtr | | £264.86 |
| BACS | 07-Oct-19 | 080 | SSE Contracting Ltd | Street lighting chareable repairs | | £66.67 |
| BACS | 07-Oct-19 | 081 | CCB | Membership 2019/20 | | £32.00 |
| BACS | 07-Oct-19 | 082 | Clerk | Salary/expenses Sep | | £821.76 |
| BACS | 07-Oct-19 | 083 | HMRC | PAYE | | £65.62 |
| DD | 12-Oct-19 | 084 | SSE | Electricity Q2 | | £974.28 |
| BACS | 18-Oct-19 | 085 | Berks Pension Fund | Pension contributions | | £230.38 |
| Total | | | | | | £6,989.59 |

Transfers

| Method | Payment Date | Voucher No | From Account | To Account | Minute | Amount |
|--------------|--------------|------------|--------------|------------|--------|--------------|
| - | - | - | - | - | - | - |
| Total | | | | | | £0.00 |

Date: 09/09/2019

Compton Parish Council Current Year

Page 1

Time: 13:44

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 1 - Unity Current A/C

User: SLM

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|------------------|
| Unity Bank Current | 31/08/2019 | 71 | 34,266.45 |
| | | | <u>34,266.45</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 34,266.45 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 34,266.45 |
| | | Balance per Cash Book is :- | 34,266.45 |
| | | Difference is :- | 0.00 |

Date: 09/09/2019

Compton Parish Council Current Year

Page 1

Time: 13:45

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 2 - Unity Deposit A/C

User: SLM

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|-------------------|
| Unity Bank Deposit | 31/08/2019 | 60 | 122,143.91 |
| | | | <hr/> 122,143.91 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 122,143.91 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 122,143.91 |
| | | Balance per Cash Book is :- | 122,143.91 |
| | | Difference is :- | 0.00 |

Date: 09/09/2019

Compton Parish Council Current Year

Page 1

Time: 13:46

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 3 - HSBC Current A/C

User: SLM

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|-----------------|
| HSBC Current | 31/08/2019 | 483 | 748.50 |
| | | | <hr/> 748.50 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 748.50 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 748.50 |
| | | Balance per Cash Book is :- | 748.50 |
| | | Difference is :- | 0.00 |

Date: 09/09/2019

Compton Parish Council Current Year

Page 1

Time: 14:02

Bank Reconciliation Statement as at 31/08/2019
for Cashbook 5 - Pockit Pre-Paid Debit Card

User: SLM

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|-----------------|
| Pockit Pre-paid Debit Card | 31/08/2019 | | 31.69 |
| | | | <hr/> 31.69 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 31.69 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 31.69 |
| | | Balance per Cash Book is :- | 31.69 |
| | | Difference is :- | 0.00 |

Correspondence List – Council Meeting on 7th October 2019

Training/events

Please advise the Clerk if you wish to attend

| | <u>Event</u> | <u>Run By</u> | <u>Date and Time</u> | <u>Venue</u> | <u>Cost</u> |
|----|--|---------------|---|---|-------------|
| A1 | District Parish Conference | WBC | Tue 22 nd Oct, 6:30-8pm | Council Offices, Market Street, Newbury, RG14 5LD | - |
| A2 | Annual Conference of the National Association of Local Councils | NALC | 28 th -29 th October | DoubleTree by Hilton Hotel, Stadium Way, West Bletchley, Milton Keynes, MK1 1ST | £310.76 |
| A3 | BALC AGM | HALC | Wed 13 th November, 7:30pm | The Oakwood Centre, Headley Road, Woodley, Reading, RG5 4JZ | - |
| A4 | North Wessex Downs AONB Annual Forum "The Future of our Finest Landscapes" | NWD AONB | Fri 15 th Nov, 9am-2:30pm | Englefield House, near Theale, Berkshire | £15 |

For information, comment or inclusion in a future agenda

| | <u>Document</u> | <u>From</u> |
|----|---|---|
| B1 | Report from West Berkshire Council of concerns from a resident of the parish regarding the speed of vehicles travelling along Right of Way COMP/5/1. This RoW stretches from Wilson Close to the Old Station Business Park. Only the beginning of this RoW is covered by a speed restriction and WBC have suggested the Parish Council discuss this on a local level. | West Berkshire Council/a resident of the parish |