



LOCAL GOVERNMENT ACT 1972

NOTICE OF A MEETING OF BRANDON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL TOWN COUNCIL MEETING OF BRANDON TOWN COUNCIL, WHICH WILL BE HELD IN THE OLD SCHOOL HOUSE BRANDON, MONDAY 12TH MAY 2025, STARTING AT 7.00 P.M.

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

Tina Cunnell

Clerk

Brandon Town Council

AGENDA

25/1	Election of Chair To elect a Chair and sign Acceptance of Office
25/2	Election of Vice Chair To elect a Vice Chair and sign Acceptance of Office
25/3	Apologies for Absence To receive
25/4	Declarations of Interest and requests for Dispensations To receive. If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
25/5	To receive a report from Sqn Ldr Eaton – RAF Lakenheath To receive and note

25/6	Minutes of Previous Meetings To agree and sign the minutes from the Full Council Meeting on 14th April 2025, New Cemetery Committee Meeting of 15 th January 2025 and the Planning Committee Meeting of 7 th April 2025
25/7	Chairmans Report To receive and note
25/8	Public Participation Time The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak. Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting
25/9	Reports from County and District Councillors To receive and note
25/10	Reports from Town Councillors Reports of project activity or outside bodies attended on behalf of the Council
25/11	Planning Applications to Consider To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning. DC/25/0239/FUL – 81D London Road, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SRIW3EPDHR000
25/12	Late Planning Applications Received after Agenda was Published To receive, if required. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published.
25/13	New Cemetery Report To report on any updates received
25/14	Accounts Decision required: To note and approve payments made in April 2025
25/15	Grant Applications Decision required: To consider S137 grant from Fledgelings Preschool Brandon Nominal Code: 1402
25/16	Income & Expenditure Statement against budget for March 2025 To receive and note

25/17	Speed Indicator Sign To note: Cllr Lukaniuk will be attempting to place a speed indicator device (SID) in Green Road, at no cost to Brandon Town Council. Lead: Cllr V Lukaniuk
25/18	Weed Spraying Brandon Town Council resolves to instruct a contractor to spray the weeds on the Market Hill and High Street (not beyond the Aldi entrance.) Not to exceed £350. Lead: Cllr V Lukaniuk
25/19	Council Committee Structure for 2025/26 To note: Full Council – All Councillors Events Committee:- Cllr Hughes, Challiss, Savage, Skinner, Watts, Committee Officers:- Mrs A Barnes, Mrs J Prior
25/20	Standing Orders 2025 To adopt Standing Orders 2025
25/21	Financial Regulations 2025 To adopt Financial Regulations 2025
25/22	Asset Register Review Asset Register
25/23	Insurance Confirmation of arrangements for insurance cover
25/24	Scheme of Delegation To adopt Scheme of Delegation
25/25	Financial Risk Assessment To adopt Financial Risk Assessment
25/26	Internal Control Statement/Report To adopt Internal Control Statement
25/27	Meetings Calendar To receive and note
25/28	Safeguarding To confirm the lead person/persons for safeguarding
25/29	Clerks Update To receive any information received since publication of agenda



BRANDON
TOWN COUNCIL

FULL COUNCIL MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE BRANDON

MONDAY 14TH APRIL 2025 7.00 P.M.

Present: Councillors: Wittam (Chair), Brocklehurst, Bland, Challiss, Gorrington, Hughes, Kostecki, Lukaniuk, Pinnell, Savage, Siebert, Skinner, Watts. Clerk: Cunnell,
Minute Taker: Prior

MINUTES

The Chair started the meeting by explaining about the different tiers of Council and how they operate between Town Council and government. He further explained about Code of Conduct issues.

1	Apologies for Absence No apologies received.
2	Declarations of Interest and requests for Dispensations None.
3	To receive a report from Sqn Ldr Eaton – RAF Lakenheath Sqn Ldr Eaton was unable to attend the meeting but sent in a report that was noted.
4	Minutes of Previous Meetings Agree and sign the minutes from the Full Council Meeting on 10th March 2025. Resolution Record No: BTC/164/14/Apr/25 RESOLVED
5	Minutes of Previous Meetings To receive and note minutes of the Planning Committee Meeting of 7 th April 2025. Received and noted.
6	Chairmans Report Chairman gave the following verbal report:- <ul style="list-style-type: none"> • Confirmed Tina Cunnell's position as Town Clerk as permanent. • TRO ongoing, public to fill in surveys. • Ideas for projects for the town, to be sent to the Town Clerk. • Looking to move forward to become a Gold Standard Council.

7	<p>Public Participation Time</p> <p>The meeting was adjourned.</p> <p>A resident commented on the following:-</p> <ul style="list-style-type: none"> • Impressed with the progress of the new cemetery. • Issues with cars parking in residential areas, that are using the church and the need for a car park at the new cemetery. <p>The Chair gave an update on the progress of the new cemetery.</p> <p>A resident asked questions regarding a recent planning application and queried the Council's approval of the application. The Chair of planning answered their queries. The Clerk further gave information.</p> <p>The Chair read out a letter from a resident querying how a Councillor that had moved away from the area, can still represent his ward on the Council. The Clerk gave a legislative review on the matter. It was decided to contact the Councillor.</p> <p>A resident raised concerns about the bin on the southside of the river bridge that had been moved, causing lots of extra rubbish. Cllr Savage would look into getting a bin put back.</p> <p>Lastly, a resident was upset about Cllr Pinnell's comment made about an area in the town, where a memorial bench had been placed. The Chair asked Cllr Pinnell if he would be prepared to apologise, to which he did and he also offered his help in the future as did Cllr Savage.</p> <p>Meeting re-opened.</p>
8	<p>Reports from County and District Councillors</p> <p>Cllr Lukanuik as County Councillor reported:-</p> <ul style="list-style-type: none"> • Met with enforcement officer from Norfolk County Council, last week, at the station regarding the challenge being made by Network Rail on the HGV conditions. Norfolk County Council will challenge the appeal. Representation from BTC needs to be made by Wednesday morning. The Clerk suggested that Cllr Blands comments be sent around to the Councillors for approval and we could then comment on the portal, to object to the planning application. • On 18th March West Suffolk County voted for a Western Suffolk Unitary Council, which will now go to government.
9	<p>Reports from Town Councillors</p> <p>Cllr Lukaniuk thanked Cllr Brocklehurst, Cllr Watts, Cllr Gorringe and Brandon in Bloom for stream cleaning the planters in the High Street and putting in new soil, trees and plants.</p>

	<p>Cllr Gorringe commented on the defibrillators project, regarding fixing of defibrillators on streetlights. The Clerk explained why Suffolk County Council do not put defibrillators on their streetlights. After discussion it was decided further meetings are needed, to decide the way forward with managing the defibrillators.</p> <p>Cllr Pinnell reported:-</p> <p>He had attended the Brandon Commission meeting, along with the District Councillors:-</p> <ul style="list-style-type: none"> • The meeting was well attended with local businesses present, and many other organisations. • Many questionnaires had been returned. • The next meeting is in May at the Council offices. <p>After speaking with the local bus company re the number 86 service, running later, to which they agreed, their funding has changed so they withdrew. They are however, increasing the 201 service, to a half hour service to Thetford.</p> <p>Cllr Challiss reported that she attended the breakfast club at the Royal British Legion and thanked Cllr Siebert and Brandon Creative Forum, funded by the prosperity fund and Cllr Savages locality budget.</p> <p>Cllr Brocklehurst reported:-</p> <ul style="list-style-type: none"> • Cranswick planning application had been rejected. • Free compost from brown bins at Brandon Country Park on 7th May 2025. • Warren and Wood Close – reports of motorised traffic using the green. Any reports contact police. • BOB awards have taken place with over one hundred guests including the Nick Timothy, our Local MP and a number of Councillors attended. <p>Cllr Bland queried as to why the QR code for the TRO was not put in the monthly town magazine. Cllr Brocklehurst explained the reason.</p>
10	<p>Accounts</p> <p>To approve and note payments made in March 2025.</p> <p>Resolution Record No: BTC/165/14/Apr/25</p> <p>RESOLVED</p>
11	<p>Grant Applications</p> <p>Decision required: To consider S137 grant from Fledgelings Preschool Brandon</p> <p>Cllr Lukaniuk presented the grant application. Queries were made over the amount of the grant and it being the start of the financial year.</p> <p>After discussion, it was decided that due to a representative not being present and there not being enough information regarding the application and possible Councillor visits to the site needed, the item be deferred.</p> <p>Resolution Record No: BTC/166/14/Apr/25</p> <p>RESOLVED</p>
12	<p>Income & Expenditure Statement against budget for February 2025</p> <p>Received and noted.</p>

13

	<p>Cllr Brocklehurst as Chair of the New Cemetery Committee, suggested keeping as a separate committee. The following was discussed:-</p> <ul style="list-style-type: none"> • Do same as planning and have under Full Council. • Full Council will be a longer meeting. • Have an update on the new cemetery every month. • Evenings more people can attend. <p>Cllr Challiss proposed and Cllr Bland seconded that New Cemetery go to Full Council.</p> <p>Resolution Record No: BTC/170/14/Apr/25 RESOLVED</p> <p>Cllr Hughes commented that Events should also go to Full Council. The following was then discussed:-</p> <ul style="list-style-type: none"> • Events have a budget. • If on Full Council delays in approving to book things. • Public are on the Events Committee. <p>Cllr Pinnell proposed and Cllr Brocklehurst seconded that the Events go to Full Council.</p> <p>Resolution Record No: BTC/171/14/Apr/25 FAILED – The Events Committee will stay as a stand alone committee.</p>
15	<p>Model Publication Scheme</p> <p>To adopt Model Publication Scheme. The Town Clerk explained about the Model Publication Scheme.</p> <p>Resolution Record No: BTC/172/14/Apr/25 RESOLVED</p>
16	<p>Norfolk and Suffolk Devolution Consultation</p> <p>To review comments received and agree https://www.gov.uk/government/consultations/norfolk-and-suffolk-devolution</p> <p>After discussion, it was proposed by Cllr Skinner and seconded by Cllr Pinnell to defer this item, to hold an EGM to discuss in more detail, due to the importance, with the deadline being 9th May. Councillors to complete the survey and the Town Clerk to collate the answers, to present at the EGM.</p> <p>Resolution Record No: BTC/173/14/Apr/25 RESOLVED</p>
17	<p>Lingheath and Atmere Charities</p> <p>Nominate a Trustee</p> <p>Cllr Skinner put himself forward to be the Trustee of Lingheath and Atmere Charities.</p> <p>Resolution Record No: BTC/174/14/Apr/25 RESOLVED</p>

18	Clerks Update The Clerk gave the following update:- <ul style="list-style-type: none"> • Working on a business plan - projects and priorities to consider, the Clerk to circulate ideas. • Overview given of how funding works.
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The meeting closed at 9.31 PM

Chairman

Date



BRANDON

TOWN COUNCIL

NEW CEMETERY COMMITTEE MEETING OF BRANDON TOWN COUNCIL, OLD SCHOOL HOUSE BRANDON

WEDNESDAY 15th JANUARY 2025 2.00 P.M.

Present: Councillors: Brocklehurst (Chair), Gorringer, Hughes, Lukaniuk, Savage, Watts.

Clerk: Cunnell

MINUTES

1	Apologies for Absence Apologies received from Cllr M. Pinnell.
2	Declarations of Interest and requests for Dispensations None.
3	Minutes of Previous Meetings Agree and sign the minutes of the New Cemetery Committee meeting held on 8th November 2024. Resolution Record No: BTCNC/130/15/Jan/25 RESOLVED
4	Public Participation Time None.
5	Working Group Report The November report from the Chairman was received and the following actions were agreed:- <ul style="list-style-type: none"> • Posts (7) need to be 3inch in diameter, 4ft high and all painted white to be easily seen in order to not cause damage to mowing equipment. Suggestion that position of each stake is recorded using 'what 3 words'. • Entrance and boundary stakes need to be 3inch in diameter, 4ft high and all painted white to be easily seen in order to not cause damage to mowing equipment. • We have permission to cut the site to 150mm. Three quotes will be obtained by the Town Clerk.
6	Updated Site Plan The updated site plan was received from contractors and a discussion about their recommendations below took place, for recommendation to February Full Council:-

	<ul style="list-style-type: none"> • The entrance to be adapted to reflect the brick gateway. The Councillors are concerned the stone gateway doesn't show on the plan and the contractors should be contacted on the matter. • Site would be better marked out with post and rail fencing. • Would review site planting at a later stage. • Park rail to be used at the front either side of entrance. <p>Cllr Watts left the meeting at 2.40pm.</p> <p>It was discussed that after being presented to Full Council, a meeting would be needed with our contractors.</p> <p>After discussion, the Chair recommended that the outstanding invoice to our contractors, be paid. All Councillors present, were in agreement.</p>
7	<p>Clerks Update</p> <p>The Clerk did not have any further updates.</p>

Chairman

Date



BRANDON
TOWN COUNCIL

PLANNING COMMITTEE MEETING OF BRANDON TOWN COUNCIL

OLD SCHOOL HOUSE, BRANDON

MONDAY 7TH APRIL 2025 11.00 A.M.

Present: Councillors: Brocklehurst (Chair), Gorringer, Kostecki, Lukaniuk. Minute Taker: Prior

MINUTES

1	<p>Apologies for Absence None.</p>
2	<p>Declarations of Interest and requests for Dispensations None.</p>
3	<p>Minutes of Previous Meetings Agree and sign the minutes of the Planning Committee meeting held on 3rd March 2025. Resolution Record No: BTCP/160/07/Apr/25 RESOLVED</p>
4	<p>Public Participation Time No members of the public were present.</p>
5	<p>Planning Applications to Consider To discuss and agree the Town Council decisions on each of the applications below to be submitted to West Suffolk Council Planning.</p> <p>DC/25/0434/EIASCR – Brandon Fields Estate, Brandon Fields, Brandon – Screening Opinion Cllr Gorringer proposed and Cllr Kostecki seconded that no comment needed to be made, as the committee had no objections. Resolution Record No: BTCP/161/07/Apr/25 RESOLVED – SUPPORT</p> <p>DC/25/0423/HH – 104 Rowan Drive, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SSWW3PPDIFC00</p>

	<p>Cllr Gorringe proposed and Cllr Lukaniuk seconded that the application is supported. Resolution Record No: BTCP/162/07/Apr/25 RESOLVED – SUPPORT</p> <p>DC/25/0505/HH – Gate Lodge Cottage, Mile End, Brandon – Consultation https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=STKCAFPDIQR00 Cllr Lukaniuk proposed and Cllr Kostecki seconded that the application is supported. Resolution Record No: BTCP/163/07/Apr/25 RESOLVED – SUPPORT</p>
6	<p>Late Planning Applications Received after Agenda was Published To receive. Decision required: To discuss and agree the Town Council decision on any planning applications received after the agenda was published. None.</p>
7	<p>Clerks Update There was no further information received since the publication of the agenda.</p>

The meeting closed at 11.18 A.M.

Chairman

Date



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

Please ask for: Savannah Cobbold
Direct Line: 01284 757614
Email: customer.services@westsuffolk.gov.uk

Application no: DC/25/0239/FUL
Consultation Expiry: 14 May 2025

Today's date: 22 April 2025

Consultation on application received by West Suffolk Council Local Planning Authority

Proposal	Planning application - one single storey dwelling
Location	81D London Road Brandon Suffolk IP27 0EL
Applicant	Mr J Betts

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

<https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SRIW3EPDHR000>

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

If you have any observations regarding this proposal please respond by 14 May 2025 using our consultee access via our website. All responses will be posted on our website and made available for viewing by the public. If I do not hear from you, it will be assumed that you do not wish to make any representations.

Details of the decision will be published on the website.

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

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

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

Savannah Cobbold

Savannah Cobbold
Senior Planning Officer

Accounts for Payment April 2025

Invoice Date	Invoice No.	Supplier	Expense Type	Nett	VAT	Gross	Payment
01/04/2025	2815	Top Garden Services	Tree Survey	£2,130.50	£426.10	£2,556.60	BACS
02/04/2025		Mrs J Prior	Reim. Wooden Apples - AB Day	£70.94	£1.51	£72.45	BACS
09/04/2025	INV-72379	Watsons Property Grp	Building Survey - OSH	£708.33	£141.67	£850.00	BACS
09/04/2025	INV-72390	Watsons Property Grp	Building Survey - Cemetery Yard	£625.00	£125.00	£750.00	BACS
15/04/2025		Mrs J Prior	Reim. Toilet Rolls, Coffee, Tea	£30.81	£2.70	£33.51	BACS
15/04/2025		Mrs J Prior	Reim. Postage	£5.30	£0.00	£5.30	BACS
28/03/2025	543100747	James Hallam Ltd	Insurance	£12,076.05	£0.00	£12,076.05	BACS
12/04/2025	SKP-2504-0182	Freedom Recycling Ltd	Empty Skip	£220.00	£44.00	£264.00	BACS
14/04/2025	913	CBC Construction Ltd	Ext. Door/Frame - Cemetery Yd	£1,100.00	£0.00	£1,100.00	BACS
16/04/2025	543681151	James Hallam Ltd	Vehicle Insurance	£1,045.60	£0.00	£1,045.60	BACS
18/04/2025	1891	CTE Electrical Ltd	EICR Test - BRPF Yard	£280.00	£56.00	£336.00	BACS
18/04/2025	1892	CTE Electrical Ltd	EICR Test - Cemetery Yard	£120.00	£24.00	£144.00	BACS
18/04/2025	1893	CTE Electrical Ltd	EICR Test - OSH & 3 Pillars MH	£600.00	£120.00	£720.00	BACS
22/04/2025		Mrs A Barnes	Reim. Wrist Bells - AB Day	£7.39	£0.00	£7.39	BACS
23/04/2025		BRPF	Grant	£36,000.00	£0.00	£36,000.00	BACS
16/03/2025	INV-13088	Hugofox Limited	Website Subscription	£29.99	£6.00	£35.99	Direct Debit
18/03/2025	M025 IZ	BT	Phone OSH	£88.27	£17.65	£105.92	Direct Debit
21/03/2025	M089 D5	BT	Phone OSH	£165.56	£33.11	£198.67	Direct Debit
22/03/2025	M064 W9	BT	Phone OSH	£40.49	£8.10	£48.59	Direct Debit
01/04/2025	13269	Cranberry Comms.	Microsoft 365 & IT Support	£219.95	£43.99	£263.94	Direct Debit
02/04/2025	2527602	YU Energy	Electric OSH	£139.09	£6.95	£146.04	Direct Debit
02/04/2025	2481795	YU Energy	Electric BRPF Yard	£326.22	£65.24	£391.46	Direct Debit
02/04/2025	2527601	YU Energy	Electric Pillar 8 Market Hill	£14.58	£0.73	£15.31	Direct Debit
02/04/2025	2527606	YU Energy	Electric Pillar 9 Market Hill	£26.58	£1.33	£27.91	Direct Debit
02/04/2025	2527603	YU Energy	Electric Cemetery Yard	£14.18	£0.71	£14.89	Direct Debit
02/04/2025	2527604	YU Energy	Electric Christmas Tree Pillar	£12.64	£0.63	£13.27	Direct Debit

Accounts for Payment April 2025

04/04/2025	2508463	YU Energy	Gas OSH	£137.37	£6.87	£144.24	Direct Debit
02/04/2025	14890600	Wave - Anglian Water	Water Cemetery Yard	£50.28	£0.00	£50.28	Direct Debit
22/04/2025	4228996	Everflow Water	Water OSH	£51.51	£0.00	£51.51	Direct Debit
20/04/2025	V02339597538	EE	2 x Mobile Phones	£52.08	£10.42	£62.50	Direct Debit
28/04/2025	1291393	West Suffolk Council	Trade Waste	£79.40	£0.00	£79.40	Direct Debit
28/04/2025	1293437	West Suffolk Council	Recyclable Waste	£53.30	£0.00	£53.30	Direct Debit
30/04/2025		Unity Trust Bank	Service Charge	£14.40	£0.00	£14.40	Direct Debit
01/04/2025	29853	S.A.L.C.	SALC Membership 2025/26	£1,395.57	£0.00	£1,395.57	BACS
01/04/2025	SM31164	Rialtas Business Sols Ltd	Annual Software Support	£379.00	£75.80	£454.80	BACS
01/04/2025	SM31165	Rialtas Business Sols Ltd	Making Tax Digital Subscription	£116.00	£23.20	£139.20	BACS
30/04/2025	32815	Rialtas Business Sols Ltd	Year End Close Down	£872.00	£174.40	£1,046.40	BACS
07/04/2025	532897	J & D Green	Window Cleaning OSH	£25.00	£0.00	£25.00	BACS
09/04/2025	532802	J & D Green	Cleaning 5 Bus Shelters	£65.00	£0.00	£65.00	BACS
09/04/2025	BTC090425	Total Photography	Name Badge - Cllr Pinnell	£3.99	£0.00	£3.99	BACS
07/04/2025	SINV01981799	Ian Smith Group Ltd	A3/A4 paper & Stationery	£78.69	£15.74	£94.43	BACS
05/04/2025	GSBJI	Amazon	Acrylic Paint - Events	£19.98	£4.00	£23.98	BACS
05/04/2025	FAEUI	Amazon	Acrylic/Glitter Paint - Events	£14.82	£2.96	£17.78	BACS
06/04/2025	IKB3I	Amazon	Wall Planner	£3.32	£0.67	£3.99	BACS
06/04/2025	AAEUI	Amazon	Glitter Paint - Events	£2.20	£0.44	£2.64	BACS
10/04/2025	48F7I	Amazon	Microphone - Council Meetings	£27.48	£5.50	£32.98	BACS
22/04/2025	UO5FI	Amazon	Bird Gliders - Prizes AB Day	£3.48	£0.69	£4.17	BACS
22/04/2025	W2NZI	Amazon	Decorations Podium - VE Day	£22.19	£4.44	£26.63	BACS
22/04/2025	QBBBI	Amazon	Hooks for Apples - AB Day	£3.32	£0.67	£3.99	BACS
22/04/2025	QBTDI	Amazon	Cable to Fix Mower Beacon	£3.85	£0.77	£4.62	BACS
23/04/2025	JZKNI	Amazon	Sticker Books - AB Day	£13.20	£2.64	£15.84	BACS
07/04/2025	SIN3004374	PPL PRS Ltd	Music Licence	£87.88	£17.58	£105.46	BACS

Accounts for Payment April 2025

07/04/2025	76442	Blademaster Ltd	Services Mower Blades x 3	£18.00	£3.60	£21.60	BACS
30/04/2025	67373	Chase Timber Products	Wood Stain - Podium VE Day	£7.89	£1.58	£9.47	BACS
30/04/2025	67374	Chase Timber Products	Plywood/carcassing Pod. VE Day	£65.84	£13.17	£79.01	BACS
26/04/2025		Mrs A Barnes	Reim. Craft Items - AB Day	£12.43	£0.00	£12.43	BACS
29/04/2025	9729	L & M Signs	Gator Email & Play Park Signs	£94.00	£18.80	£112.60	BACS
30/04/2025	299444	Fengate Fasteners Ltd	PPE, Water Soft Tabs, W.Barrow	£200.31	£40.06	£240.37	BACS
30/04/2025	20250000410	Finevale Service Station	Fuel	£79.87	£15.97	£95.84	BACS
05/05/2025		HMRC	NICS	£3,366.27	£0.00	£3,366.27	BACS



BRANDON TOWN COUNCIL

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

A. YOUR DETAILS

1. Name of organisation in full:
2. Name and address of person making the application (to whom all correspondence will be sent):
3. Daytime telephone number:
4. E-mail address:
5. Organisation bank details – Account name, Account No, Sort-code:

B. YOUR ORGANISATION

6. Registered charity number (where applicable):
7. Year organisation established:
8. What does your organisation do? *Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.*

9.

10. What is the total membership of your organisation?
11. How many members live in the Town?

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

Chairman

Alethea Trenter,

Treasurer

Paige Foreman,

Secretary

Sarah Picken,

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

Please see attached documents of Fledgelings constitution and Fledgelings latest accounts.

C. GRANT REQUEST

14. How much grant are you asking for?

£2916.60

15. What is the total cost of the project?

£8,750

16. What will you use the grant for?

The grant will create a larger outside play area. Outdoor play is crucial in early years for physical, social, emotional, and cognitive development, fostering a love for nature and promoting well-being through activities like running, climbing, and exploring.

Physical Development:

Gross Motor Skills: Outdoor play provides ample opportunities for children to develop essential gross motor skills like running, jumping, climbing, and balancing, which are crucial for physical coordination and agility.

Physical Activity: Encouraging outdoor play promotes physical activity, which is vital for children's overall health and well-being, helping to combat sedentary lifestyles and reduce the risk of obesity.

Vitamin D: Spending time outdoors exposes children to sunlight, which is essential for Vitamin D production, which is crucial for bone health and overall well-being.

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

100 plus

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

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

Source:	Amount	Success
Victor Lukanik (County Councillor)	£2916.60	Under review
District Councillors	£2916.60	Under Review

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

Fledgelings is fundraising through clothes collections (weight of clothes), children's dress up day (donation tin available), Fledgelings is looking into organising a quiz night and a raffle.

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

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

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

D. STATEMENT IN SUPPORT OF GRANT REQUEST

Fledgelings is a not-for-profit registered charity that offers high quality education for children ages 2-5 years of age. Fledgelings struggles on a day to day basis to meet the financial requirements of the Early Years Foundation Stage (statutory framework for early years provision). Fledgelings is an inclusive Preschool that offers creative environments where all children, regardless of their background, abilities, or needs, feel valued, respected, and supported to participate fully in learning and development. As a not-for-profit charity Fledgelings does rely on the generosity of the Town council, the community, parents and businesses to be able to continue offering such high quality education for the future adults of Brandon Town and the surrounding areas.

Sensory Development:

Outdoor environments offer a rich variety of sensory experiences, stimulating children's senses and promoting their development

Social and Emotional Development:**Social Skills:**

Outdoor play provides opportunities for children to interact with their peers, learn to share, cooperate, negotiate, and resolve conflicts, fostering important social skills.

Self-Confidence and Independence:

Playing outdoors allows children to explore, take risks, and develop a sense of independence and self-confidence

Emotional Regulation:

The freedom and space of outdoor play can help children learn to regulate their emotions and cope with challenges in a supportive environment.

Empathy and Understanding:

Engaging in group activities and observing others in outdoor settings can help children develop empathy and understanding for others

E. CERTIFICATION

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

Signed: *AM Cheshire*

Date: 4th April 2025

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

Please email your completed application form to:- office@brandontc.co.uk

Pre-school Learning Alliance

Model Pre-school Constitution 2011



1.0 Name

- 1.1 The name of the pre-school is Fledgehops Pre-School Bandon and is referred to in this Constitution as "the Pre-school". The Pre-school is a body in membership of the Pre-school Learning Alliance.

2.0 Aims

- 2.1 The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:
- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
 - (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
 - (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

3.0 Powers

- 3.1 To further its aims the Pre-school has the following powers:
- (a) to provide accommodation and equipment;
 - (b) to raise money to pay for the Pre-school's activities;
 - (c) to make such payments as shall be necessary;
 - (d) to fix and collect the fees payable in respect of children attending groups run by the Pre-school;
 - (e) subject to adherence with all applicable legislation, to control the admission of children to the groups run by the pre-school and if appropriate, require parents or guardians to withdraw them;
 - (f) as a member of the Pre-school Learning Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Learning Alliance;
 - (g) to borrow money and to charge the whole or any part of the property of the Pre-school as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land;
 - (h) to hire or acquire assets of any kind;

- (i) to buy, lease or rent any land or buildings and to maintain and equip it for the use of the Pre-school;
- (j) to sell, lease or otherwise dispose of all or any part of the Pre-school's property subject to complying with the provisions of sections 36 and 37 of the Charities Act 1993;
- (k) to set aside funds for special purposes or as reserves against future expenditure;
- (l) to maintain and pay for membership of the Pre-school Learning Alliance;
- (m) to insure the property and assets of the Pre-school against any foreseeable risk and to take out other insurance policies to protect the Pre-school as required;
- (n) to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Pre-school provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty or which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Committee members in their capacity as Committee members of the Pre-school;
- (o) to employ such paid and unpaid staff, agents and advisors as maybe required from time to time;
- (p) to do any other lawful things which are necessary or desirable to enable the Pre-school to achieve its aims.

4.0 Membership

4.1 Membership of the Pre-school is divided into two kinds:

- (a) **Family Membership**
Parents or guardians of all children who attend any group run by the Pre-school wishing to support the aims of the Pre-school. Each family holding Family Membership will count as one Member of the Pre-school and will be entitled to one vote at any General Meetings of Members of the Pre-school.
- (b) **Affiliate Membership**
Affiliate Membership is open to those individuals, organisations or other bodies interested in supporting the aims of the Pre-school. Affiliate Members may join at any time with the agreement of the Committee, but they will not be entitled to become an Affiliate Member until the Pre-school shall have received the subscription (if any) set by the Committee. An Affiliate Member will be entitled to one vote at any General Meetings of the Members of the Pre-school.

4.2 Membership of the Pre-school will cease if the Member concerned:

- (a) gives written notice of resignation to the Pre-school;
- (b) dies or in the case of an organisation ceases to exist;
- (c) fails to pay their membership subscription (if any), or in the case of Family Members fails to pay their Pre-school fees, within two months from the date on which it is due, in which case the Member will cease to be a Member with effect from the date on which the period of two months expires;

- (d) in the case of a Family Member the end of the last term in which any child or children of the Family Member attended any group run by the Pre-school;
- (e) is removed from membership by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings the Pre-school into disrepute or has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Member, the Committee will give the member written notice of the misconduct or failure alleged to have occurred. The Member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to terminate their membership.
- (f) is an Affiliate Member whose membership is not renewed within 12 months of the date the subscription (if any) pertaining to their membership was set and received by the Committee.

4.3 Membership of the Pre-school is not transferable.

4.4 Individual membership status may change if the Member's circumstances change during the year from a Family Member to an Affiliate Member.

5.0 The Committee

5.1 The overall management and control of the Pre-school will rest with the individual members of the Pre-school's management committee ("the Committee"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Pre-school.

5.2 The minimum number of Committee members shall be 5 and the maximum shall be 12, together with up to a further 3 co-opted members. The Committee shall consist of:

- (a) a Chair, a Treasurer and a Secretary ("the Officers"); and
- (b) not less than 2 nor more than 9 other elected Members; and
- (c) if the Committee decides it can co-opt up to 3 further Members on to the Committee at any time after the AGM.

5.3 Not less than 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be Family Members. In the event that this 60 per cent figure cannot be achieved, the Pre-school may elect Affiliate Members to make up the balance of the Committee subject to the Affiliate Members being approved by the Pre-school Learning Alliance.

5.4 Where an individual is elected as a Committee member it is that individual who is the Committee member and charity trustee and no other individual with whom they share Family Membership or Affiliate Membership shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member.

- 5.5 (a) The Committee members in 5.2(a) and 5.2(b) shall be elected for one year at the Annual General Meeting. Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.
- (b) Co-opted members in 5.2(c) may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.

- (c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.

5.6 All Committee members will have one vote each at Committee meetings. In the event of a tie the Chair of the Committee has a second or casting vote.

5.7 A quorum for Committee meetings is not less than half the Committee, including any two of the Officers.

5.8 All Members shall be eligible to stand for election to the Committee, except ordinarily a Member who is a paid employee of the Pre-school. A Member who is a paid employee of the Pre-school may however be eligible for election to the Committee subject to the following conditions being satisfied:

- a) No Committee member may be paid for services provided to the Pre-school that form part of their duties as a Committee member and trustee of the Pre-school;
- b) Any services which are provided by a Member who is a paid employee to the Pre-school must be the subject of a written agreement between the individual and the Pre-school on such terms as are considered by the Committee to be in the interests of the Pre-school and have been approved by a resolution of the Committee;
- c) The amount of the remuneration for such services are what is reasonable in the circumstances and do not exceed the amount that is customarily paid by the Pre-school to other persons who are not Committee members for such services; and
- d) Not more than a minority of Committee members may at any time be the subject of such arrangements with the Pre-school and no such Committee members shall vote on or sit in any Committee meeting at which any matters concerning any such agreement relating to the provision of their services to the Pre-school is considered by the Committee.

5.9 Not less than two weeks before the date of the next Annual General Meeting of the Pre-school at which the election of elected Committee members will take place each Member shall be sent a form which any Member wishing to stand as a candidate for election to the Committee must complete and return to the Secretary to indicate their willingness to act as a member of the Committee if elected.

5.10 At the Annual General Meeting the prospective new elected members of the Committee will be those candidates receiving the highest number of votes from the Members, up to a maximum of 12 elected Committee members in total. Candidates will need to notify their willingness to stand on the Committee to the Secretary.

5.11 At the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Secretary.

5.12 The term of office of any Committee member will automatically cease:

- (a) if he or she is not re-elected or re-appointed in accordance with the provisions of this clause 5;
- (b) if they are disqualified under the Charities Acts from acting as a charity trustee;
- (c) if they are incapable whether mentally or physically of managing his or her own affairs;
- (d) if they resign (but only if at least 5 other elected members of the Committee will remain in office);

- (e) if they are removed from the Committee by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings or is likely to bring the Pre-school into disrepute or he/she has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Committee member, the Committee will give him/her written notice of the misconduct or failure alleged to have occurred. The Committee member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to remove him/her from the Committee.

6.0 Proceedings of the Committee

- 6.1 The Committee shall hold at least 2 meetings each year unless the Committee shall decide by simple majority to hold a further meeting or meetings.
- 6.2 Every issue considered at Committee meetings may be determined by a simple majority of the votes cast at the meeting. A written resolution signed by all members of the Committee is as valid as a resolution passed in a meeting.
- 6.3 A Committee member must absent himself or herself from any discussions of the Committee in which it is possible that a conflict of interest may arise between his or her duty to act solely in the interest of the Pre-school and any personal interest (including but not limited to any personal financial interest) which the Committee member may have in the matter under consideration and take no part in any vote on the matter.

7.0 General Meetings

- 7.1 The Pre-school shall in each calendar year hold a general meeting as its Annual General Meeting, in addition to any other general meetings in that year and shall specify the meeting as such in the notice calling it. The Annual General Meeting in each year shall be held at such time and place as the Committee shall decide. All General Meetings other than the Annual General Meeting shall be Extraordinary General Meetings.
- 7.2 Each Annual General Meeting will be chaired by the Chair or in his/her absence another member of the Committee and which shall:
 - (a) receive the accounts of the Pre-school for the previous financial year;
 - (b) receive an annual report from the Committee;
 - (c) elect the new members of the Committee;
 - (d) transact any other business properly put to the meeting.
- 7.3 An Extraordinary General Meeting may be called at any time at the request of the Committee or not less than one quarter of the Members:
 - (a) The Secretary or Chair shall send notice of the date, time and place of each Annual General Meeting and any Extraordinary General Meeting, with a list of items to be discussed, to all Members at least two weeks before the date of the meeting.
 - (b) If the Committee do not call an Extraordinary General Meeting within two months of a proper request to do so, any Member may call the meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.

- 7.4 The quorum for a General Meeting shall be 10% of the Members or 5 Members, whichever is the greater. If fewer attend, a new meeting must be called at a time and place determined by the Committee. If at the adjourned meeting a quorum is again not present 1 hour after the time appointed for the meeting then the Members present shall constitute a quorum.
- 7.5 Proposals may be put to a General Meeting of the Pre-school by the Committee or any Member.
- 7.6 All proposals put to the vote at General Meetings shall be decided by a simple majority of votes cast, except proposals to amend this Constitution or to dissolve the Pre-school which shall require not less than two thirds of the Members present at the meeting to vote in favour.
- 7.7 No amendments may be made to this Constitution without the prior approval of the Pre-school Learning Alliance and where any amendment is to the aims of the Pre-school set out in paragraph 2.1 or to dissolution under paragraph 11; or which would authorise any financial benefit to be received by trustees or to this paragraph 7.7 this shall not take effect without the prior written consent of the Charity Commission. (In this paragraph a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.)
- 7.8 A copy of any resolution amending this Constitution must be sent to the Charity Commission within 21 days of it being passed.

8.0 Property

- 8.1 If the Pre-school acquires an interest in any property, either as a freehold, lease or licence of any land or buildings, then this property interest will be held by individuals appointed by the Committee to act as holding trustees of the property on behalf of the Pre-school. These holding trustees may be members of the Committee, Members of the Pre-school, Member of staff or any other persons which the Committee may appoint. A holding trustee need not be a Member of the Pre-school. The holding trustees are not charity trustees and appointment as a holding trustee will not of itself make a holding trustee either a Committee Member or Member of the Pre-school. Where holding trustees are required to hold property on behalf of the Pre-school then there shall not be less than 2 or more than 4 of them appointed by the Committee at any time.
- 8.2 Holding trustees will hold office until:
- (a) death; or
 - (b) retirement with the consent of the remaining holding trustees; or
 - (c) removal by a resolution of the Committee; or
 - (d) removal by operation of the law
- but no retirement or removal shall be effective unless there will be at least two remaining holding trustees.
- 8.3 In the absence of fraud or wilful default the holding trustees are entitled to be indemnified out of the Pre-school's assets against any risks or expenses incurred by them in the exercise of their duty as holding trustees for the Pre-school.
- 8.4 The Committee may convene a meeting with the holding trustees at any time and shall do so within one month of receiving a request for such a meeting from a majority of the holding trustees acting for the Pre-school, provided that the subject matter of any meeting will be limited to discussing matters relating to the property held by the holding trustees for the Pre-school and its management.

9.0 Finance and Accounts

- 9.1 The Committee will ensure that the Pre-school complies with the requirements of the Charities Acts as to the keeping of financial records, the auditing of accounts and the preparation and transmission to the Charity Commission of:
- (a) annual reports;
 - (b) annual returns; and
 - (c) annual statements of account.
- 9.2 The accounting records shall, in particular, contain:
- (a) entries showing from day to day all monies received and expended and the matters in respect of which the receipts and expenditures took place; and
 - (b) a record of the assets held and any monies owed by the Pre-school.
- 9.3 At each meeting of the Committee the Treasurer shall normally present an up to date written statement of accounts to the Committee.
- 9.4 All accounting records relating to the Pre-school shall be available for inspection by any member of the Committee at any reasonable time during normal office hours and may be available for inspection by Members at the discretion of the Committee.
- 9.5 The Pre-school may open one or more bank accounts. All bank accounts will be in the name of the Pre-school.
- 9.6 Cheques and orders for payment of money from these accounts shall normally be signed by two designated persons, one of whom shall be an Officer. Where the Pre-school is not subject to any conditions of a grant which requires two signatories, the Committee may decide to allow cheques and orders for small amounts set by the Committee to be signed by a single signatory. A duplicate of all bank statements should normally be sent to the Chair.
- 9.7 The Committee may resolve to set aside income as a reserve against future expenditure but only in accordance with a written reserves policy.

10.0 Minutes

- 10.1 The Committee will keep minutes of all proceedings at all meetings of the Pre-school and of the Committee. The minutes shall record:
- a) the names of everyone present at the meeting;
 - b) the decisions made at the meetings;
 - c) where appropriate, the reasons for and any actions arising from the decisions; and
 - d) any other material details regarding the meeting.

11.0 Dissolution

- 11.1 If the Committee resolves that the aims of the Pre-school can no longer be fulfilled, the Committee will convene an Extraordinary General Meeting of the Pre-school to consider the winding up and dissolution of the Pre-school.

- 11.2 If the Extraordinary General Meeting referred to in paragraph 11.1 decides by a two thirds majority of the Members present and voting that the Pre-school should be wound up the Committee in consultation with the Pre-school Learning Alliance shall transfer all of the assets of the Pre-school (subject to the satisfaction of all debts and liabilities of the Pre-school) in accordance with paragraph 11.4.
- 11.3 If at the Extraordinary General Meeting a quorum is not present within 1 hour of the time appointed for the meeting then the meeting will be adjourned to the same day of the next following week at the same time and place. If at the adjourned meeting a quorum is again not present within 1 hour of the time appointed for the meeting then the Members present shall constitute a quorum
- 11.4 If the Pre-school is wound up or dissolved and after all of its debts and liabilities have been satisfied there remains any property or assets these shall not be paid or distributed amongst the Members of the Pre-school but shall be applied in one or more of the following ways:
- (a) transferred to the Pre-school Learning Alliance or, with the agreement of the Pre-school Learning Alliance, to another pre-school established as a charity whose governing instrument prohibits the distribution of income and property to an extent at least as great as is imposed on the Pre-school and whose objects are similar to those of the Pre-school; or
 - (b) in such other manner consistent with the charitable status of the Pre-school as the Pre-school Learning Alliance and the Charity Commission have approved in writing in advance.

12.0 Indemnity

- 12.1 Subject to the provisions of the Charities Acts, every member of the Committee shall be indemnified out of the assets of the Pre-school against any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Pre-school.

Pre-school Learning Alliance Membership Number

22555

This constitution was approved by the members of (pre-school name):

Fledglings Pre-school Brandon.

at a General meeting held on

3/11/23

Signed (Chair)

A. Treas.

Signed (Secretary)

K. East

2024.
13th Nov.

Pre-school Learning Alliance
The Fitzpatrick Building
188 York Way
London N7 9AD
Tel: 020 7697 2595
Fax: 020 7700 0319
Email: info@pre-school.org.uk

Fledgelings Pre-School Playgroup
Notes to the Financial Statements Continued
For the year ended 31 July 2024

8. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2024	2023
	£	£
Accountancy fees	1,279	1,236

9. Staff costs and emoluments

Total staff costs for the year ended 31 July 2024 were:

	2024	2023
	£	£
Salaries and wages	127,679	115,792
	127,679	115,792

10. Comparative for the Statement of Financial Activities

The comparative year values on the Statement of Financial Activities are for unrestricted funds.

11. Creditors: amounts falling due within one year

	2024	2023
	£	£
Other creditors	1,221	1,377
	1,221	1,377

12. Movement in funds

Unrestricted Funds

	Balance at 01/08/2023	Incoming resources	Outgoing resources	Balance at 31/07/2024
	£	£	£	£
<i>General</i>				
General	60,837	143,190	(147,854)	56,173
	60,837	143,190	(147,854)	56,173

Fledgelings Pre-School Playgroup
Notes to the Financial Statements Continued
For the year ended 31 July 2024

4. Investment income

	2024	2023
	£	£
Unrestricted funds		
Bank interest receivable	2,507	1,036
	2,507	1,036

5. Costs of charitable activities by fund type

	2024	2023
	£	£
Unrestricted funds		
General Income	5,516	4,610
Support costs	142,338	157,303
	147,854	161,913

6. Costs of charitable activities by activity type

	Activities undertaken directly	Support costs	2024	2023
	£	£	£	£
Support costs				
General Income	5,516	-	5,516	4,610
General Running Costs	-	142,338	142,338	157,303
	5,516	142,338	147,854	161,913

7. Analysis of support costs

	2024	2023
	£	£
General Running Costs		
Management	127,679	115,792
Running Costs	13,380	40,275
Governance costs	1,279	1,236
	142,338	157,303

Fledgelings Pre-School Playgroup
Notes to the Financial Statements
For the year ended 31 July 2024

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

Fledgelings Pre-School Playgroup meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

2. Income from donations and legacies

	2024	2023
	£	£
Unrestricted funds		
Donations received	-	511
Grants received	4,600	38,902
	4,600	39,413

3. Income from charitable activities

	2024	2023
	£	£
Unrestricted funds		
<i>General Income</i>		
Fees Receivable	11,899	9,914
SCC Grant Funding	123,197	106,968
	135,096	116,882
<i>Fundraising</i>		
Fund Raising Events	987	1,532
	136,083	118,414

Fledgelings Pre-School Playgroup
Statement of Financial Activities
For the year ended 31 July 2024

	Notes	Unrestricted funds £	2023 £
Income and endowments from:			
Donations and legacies	2	4,600	39,413
Charitable activities	3	136,083	118,414
Investments	4	2,507	1,036
Total		143,190	158,863
Expenditure on:			
Charitable activities	5/6	(147,854)	(161,913)
Total		(147,854)	(161,913)
Net expenditure		(4,664)	(3,050)
Reconciliation of funds			
Total funds brought forward		60,837	63,887
Total funds carried forward		56,173	60,837

Fledgelings Pre-School Playgroup
Statement of Financial Position
As at 31 July 2024

	Notes	2024 £	2023 £
Current assets			
Cash at bank and in hand		57,394	62,214
		57,394	62,214
Creditors: amounts falling due within one year	11	(1,221)	(1,377)
Net current assets		56,173	60,837
Total assets less current liabilities		56,173	60,837
Net assets		56,173	60,837
The funds of the charity			
Unrestricted income funds	12	56,173	60,837
Total funds		56,173	60,837

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:

.....
Alethea Trenter
Trustee
13 November 2024

Fledgelings Pre-School Playgroup
Independent Examiners Report to the Trustees
For the year ended 31 July 2024

I report to the trustees on my examination of the accounts of the charity for the year ended 31 July 2024.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiners statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simark & Co
Belmont House
20 King Street
Thetford
Norfolk
IP24 2AP

13 November 2024

16/04/2025

Brandon Town Council 2024/25

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15:05

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1176 Precept	389,480	389,480	0			100.0%	
1177 Misc Income	27	0	(27)			0.0%	
1180 Room Hire	1,210	1,000	(210)			121.0%	
1190 Interest on Investments	7,037	0	(7,037)			0.0%	
Administration :- Income	397,754	390,480	(7,274)			101.9%	0
1101 Insurances	11,843	11,600	(243)		(243)	102.1%	
1102 Vehicle Insurance	1,021	1,100	79		79	92.8%	
1110 Audit Fees (External)	40	1,000	960		960	4.0%	
1111 Audit Fees (Internal)	1,575	1,650	75		75	95.5%	
1120 Legal Fees	2,828	2,500	(328)		(328)	113.1%	
1125 Website Upkeep	340	400	60		60	85.0%	
1130 Office Equipment/Furniture	53	500	447		447	10.5%	
1131 Computer Equipment	1,745	1,000	(745)		(745)	174.5%	
1132 Stationery	439	450	11		11	97.5%	
1133 Payroll	222	550	328		328	40.4%	
1140 Staff Training	473	1,000	528		528	47.3%	
1141 Councillor Training	489	500	12		12	97.7%	
1142 Chairman's Allowance	0	200	200		200	0.0%	
1143 SW/HW Support	467	500	33		33	93.4%	
1144 SALC/NALC	1,372	1,450	78		78	94.6%	
1145 Subscriptions	1,654	1,750	96		96	94.5%	
1146 Information/Books/Software etc	53	200	147		147	26.7%	
1148 Lift servicing	803	1,000	197		197	80.3%	
1150 Advertising	0	100	100		100	0.0%	
1156 Postage	79	250	171		171	31.5%	
1160 Mileage	149	250	101		101	59.8%	
1165 Photocopier Rental	1,116	2,000	884		884	55.8%	
1166 Photocopier Charges	793	2,000	1,207		1,207	39.6%	
1167 Election Costs	3,747	4,000	253		253	93.7%	
1170 Telephone, Fax, Internet	2,841	2,500	(341)		(341)	113.7%	
4113 Bank Charges	188	160	(28)		(28)	117.5%	
Administration :- Indirect Expenditure	34,328	38,610	4,282	0	4,282	88.9%	0
Net Income over Expenditure	363,425	351,870	(11,555)				
102 Staff							
1201 Staff Salaries (Gross)	128,689	167,843	39,154		39,154	76.7%	
1202 LGA Superannuation	8,543	5,035	(3,508)		(3,508)	169.7%	
1203 NI Contributions	28,759	20,141	(8,618)		(8,618)	142.8%	
Staff :- Indirect Expenditure	165,991	193,019	27,028	0	27,028	86.0%	0
Net Expenditure	(165,991)	(193,019)	(27,028)				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 PWLB							
1301 Public Works Loan board	13,559	13,600	41		41	99.7%	
PWLB :- Indirect Expenditure	13,559	13,600	41	0	41	99.7%	0
Net Expenditure	(13,559)	(13,600)	(41)				
104 Grants							
1401 Grants	33,000	33,000	0		0	100.0%	
1402 S137	9,900	10,000	100		100	99.0%	
Grants :- Indirect Expenditure	42,900	43,000	100	0	100	99.8%	0
Net Expenditure	(42,900)	(43,000)	(100)				
201 Cemetery/Town							
2177 Burial Fees	9,310	11,500	2,190			81.0%	
2178 Ashes Interment Fees	5,660	6,500	840			87.1%	
2179 Memorial Fees	1,990	3,000	1,010			66.3%	
2180 Locality Grant	3,000	0	(3,000)			0.0%	
2181 Grants Received	12,665	0	(12,665)			0.0%	
Cemetery/Town :- Income	32,625	21,000	(11,625)			155.4%	0
2101 Cemetery/Town Costs	23,553	10,000	(13,553)		(13,553)	235.5%	
2107 New Cemetery Works	3,212	20,000	16,788		16,788	16.1%	
2110 Water Charges (Cemetry/OSH)	277	250	(27)		(27)	111.0%	
2111 Electricity	3,186	4,000	814		814	79.6%	
2116 Rent for BRPF Yard	0	600	600		600	0.0%	
2117 HR Fees	2,210	2,500	290		290	88.4%	
2131 New Equipment	315	1,500	1,185		1,185	21.0%	
2132 Trade Waste	1,027	1,500	473		473	68.5%	
2133 Bus Shelter Cleaning	230	300	70		70	76.7%	
Cemetery/Town :- Indirect Expenditure	34,010	40,650	6,640	0	6,640	83.7%	0
Net Income over Expenditure	(1,385)	(19,650)	(18,265)				
301 Old School House							
3110 Gas Supply	778	4,000	3,222		3,222	19.5%	
3111 Gas Force Contract	140	100	(40)		(40)	140.0%	
3113 PAT Testing	116	150	34		34	77.1%	
3114 Electricity (Old School House)	1,647	3,000	1,353		1,353	54.9%	
3117 Water charges OSH	414	400	(14)		(14)	103.4%	
3120 Window Cleaning	125	150	25		25	83.3%	

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3125 Fire Extinguisher Servicing	273	400	127		127	68.2%	
3178 Old School House Maintenance	2,905	1,200	(1,705)		(1,705)	242.1%	
Old School House :- Indirect Expenditure	6,397	9,400	3,003	0	3,003	68.1%	0
Net Expenditure	(6,397)	(9,400)	(3,003)				
401 General							
4176 Christmas Event Income	332	0	(332)			0.0%	
General :- Income	332	0	(332)				0
2121 Machinery Servicing	848	3,000	2,152		2,152	28.3%	
2122 Fuel & Oil	1,280	2,200	920		920	58.2%	
2139 Protective Clothing	350	500	150		150	70.0%	
4101 Horticultural	484	500	16		16	96.7%	
4102 Christmas Lighting	1,300	2,000	700		700	65.0%	
4105 Town Clock Repairs	254	500	246		246	50.8%	
4112 Events	5,607	6,000	393		393	93.5%	
General :- Indirect Expenditure	10,123	14,700	4,577	0	4,577	68.9%	0
Net Income over Expenditure	(9,791)	(14,700)	(4,909)				
402 Recreation							
4209 Tree/Horticultural Income	150	0	(150)			0.0%	
4276 Sponsorship Income	525	0	(525)			0.0%	
Recreation :- Income	675	0	(675)				0
4202 The Orchard, Coulson Lane	0	250	250		250	0.0%	
4204 Thetford Rd Play Area	315	1,000	685		685	31.5%	
4205 Playing Fields	25	2,000	1,975		1,975	1.2%	
4206 Horticultural Work	605	500	(105)		(105)	121.1%	
4208 Cemetery - Trees	7,925	6,750	(1,175)		(1,175)	117.4%	
Recreation :- Indirect Expenditure	8,870	10,500	1,630	0	1,630	84.5%	0
Net Income over Expenditure	(8,195)	(10,500)	(2,305)				
403 Street Lights							
4307 Grant - Street Lighting	14,444	0	(14,444)			0.0%	
Street Lights :- Income	14,444	0	(14,444)				0
4302 Street Lighting Energy	0	40,000	40,000		40,000	0.0%	
4303 Street Lights Repairs	0	8,000	8,000		8,000	0.0%	
Street Lights :- Indirect Expenditure	0	48,000	48,000	0	48,000	0.0%	0
Net Income over Expenditure	14,444	(48,000)	(62,444)				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	445,829	411,480	(34,349)			108.3%	
Expenditure	316,178	411,479	95,301	0	95,301	76.8%	
Net Income over Expenditure	129,651	1	(129,650)				
Movement to/(from) Gen Reserve	129,651	1	(129,650)				



STANDING ORDERS 2025

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INTRODUCTION

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

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

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

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

1. RULES OF DEBATE AT MEETINGS

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

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

2. **DISORDERLY CONDUCT AT MEETINGS**

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

3. **MEETINGS GENERALLY**

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

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

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

- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

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

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

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

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

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

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

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

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

4. **COMMITTEES AND SUB-COMMITTEES**

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

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

5. ORDINARY COUNCIL MEETINGS

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

give a casting vote in the case of an equality of votes.

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

legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

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

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

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

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

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

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements**

shall include deciding who has access to personal data and encryption of personal data.

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

12. DRAFT MINUTES

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

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

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e If the Council's gross annual income or expenditure (whichever is
● higher) does not exceed £25,000, it shall publish draft minutes on a

- **website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

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

15. **PROPER OFFICER**

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

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

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

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

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

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a

practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

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

18. FINANCIAL CONTROLS AND PROCUREMENT

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

Council's accounts and/or orders of payments; and

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

19. **HANDLING STAFF MATTERS**

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

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

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

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

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

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

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

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

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

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

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



FINANCIAL REGULATIONS 2025

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

1. General

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

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

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

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk [with the Finance Officer] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity,

including any exceptions, shall be reported to and noted by the council {Full Council}.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than [December] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of [November] each year.
- 4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered and approved by Full Council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

5. Procurement

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

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than [£5,000] excluding VAT the Clerk [or Finance Officer] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£5,000] excluding VAT, the Clerk [or Finance Officer] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£2,000] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£5,000] excluding VAT.
 - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
 - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
 - the council for all items over [£5,000];
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£10,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [Unity Trust bank]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.

- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
- i. {any payments of up to [£2,000] excluding VAT, within an agreed budget}.
 - ii. payments of up to [£10,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and 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 {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of [£15,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

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

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to [£250] including VAT, incurred in accordance with council policy.

10. Petty Cash

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

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

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

12. Loans and investments

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

13. Income

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

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

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

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

13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}

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

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

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

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

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

16. Assets, properties and estates

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

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

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

Appendix 1 - Tender process

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

Brandon Town Council

Asset Register

Value

Community

Civic Regalia	£1,500.00
PA System	£500.00
Total Community	£2,000.00

Infrastructure

Play Equipment (BRPF & Thetford Road)	£38,000.00
War Memorial	£29,697.00
Street Furniture	£23,000.00
Old School House Contents	£35,476.00
Gates & Fences	£35,000.00
Street Lighting	£459,000.00
Grit Bins	£6,750.00
Christmas Tree (including lighting)	£20,000.00
Total Infrastructure	£646,923.00

Land & Buildings

Old School House	£400,000.00
Ground Staff Yard	£22,000.00
Community Land	£15,000.00
Garden Room	£2,300.00
Victoria Avenue	£1.00
Current Cemetery (burial ground)	£1.00
New Cemetery Land	£100,000.00
Total Land & Buildings	£539,302.00

Equipment

Gator	£23,000.00
Ifor Williams Trailer	£2,500.00
SCH Bowser	£1,900.00
Husqvana 422 Mower	£11,000.00
Husqvana R418TS Mower	£10,000.00
Husqvana R420 Mower	£10,000.00
General Tools & Misc. Equipment	£12,000.00
Strimmers x 4	£750.00
Snow Machine	£750.00
2 x Defibrillators/cabinets	£1,500.00
Total Equipment	£73,400.00

Total Assets	£1,261,625.00
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Scheme of Delegation

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

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

Proper Officer

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

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

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

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

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

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

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

Responsible Financial Officer

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

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

Town Keeper Manager

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

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

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

Events & Media Co-ordinator

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

Town Council

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

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

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

Planning

The Full Council shall consider and determine the following matters:

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

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

Personnel

Council shall consider and determine the following matters:

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

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

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

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

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

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

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

Working Groups/Parties Working groups/parties may be formed by resolution of the Council or a committee at any time. The work of such a working group/party will be

decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group/party will report back with recommendations to the Council or the committee that formed it.

Urgent Matters

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

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

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

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

Priorities & projects

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

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

Delegation – Limitations

- The Town Council does not have the power to delegate a decision to an individual Councillor

- Committees and sub-committees shall, at all times, act in accordance with the Council's standing orders, financial regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time

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



BRANDON TOWN COUNCIL FINANCIAL RISK ASSESSMENT

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

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

FINANCIAL AND MANAGEMENT

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



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



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



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



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INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2025

1. SCOPE OF RESPONSIBILITY

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

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

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

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

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

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

[The Council has appointed a Finance Committee. The Committee meet [number] times during the financial year. Members of the Committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Committee are circulated to all members of the Council.] A Councillor is appointed to have responsibility for bank reconciliation checks.

The full council meets [number] times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the [finance committee and the town/parish clerk.]

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

Clerk to the Council/Responsible Finance Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. [The Clerk is the Council's Responsible Financial Officer/ a Responsible Financial Officer is appointed] and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and



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regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the council for approval. Two members of the council must sign every cheque or order for payment. The signatories should consider each payment against the relevant invoice, sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. [No officer of the Council can sign cheques.] Where delegation permits, as per s.101(1)(a) of the Local Government Act of 1972 and the Council's Financial Regulations, a report will be provided to the next full Council.

Income:

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

Risk Assessments/Risk Management:

The council reviews its risk assessment annually in [month], and regularly reviews its systems and controls.

Internal Audit:

The council appoints an independent and competent internal auditor who reports to the council on a [quarterly/ half yearly/annual] basis on the adequacy of it's:

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

External Audit:

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

4. REVIEW OF EFFECTIVENESS

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

Chairman

RFO/Clerk

Approved and adopted by Brandon Town Council

Meeting date:



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INTERNAL CONTROL REPORT

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

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

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

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

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets	Yes	clear & concise <i>oef</i>
Regular maintenance arrangement for physical assets	Yes.	5 year inspections recently <i>oef</i>
Annual review of risk and the adequacy of Insurance cover	Y	<i>oef</i>
Annual review of financial risk	Y	to be presented to council. <i>oef</i>
Awareness of Standing Orders and Financial regulations	Y	Website <i>oef</i>
Adoption of Financial and Standing Orders	Y	
Regular reporting on performance by contractors	Y	no external contracts. <i>oef</i>
Annual review of contracts (where appropriate)	Y	not considered need <i>oef</i>



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Regular bank reconciliation, independently reviewed	Y	all recorded in clear manner
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Y	at full council. r by Chair & VChair online & paper.
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Y	Approved monthly.
Payments supported by invoices, authorised and minuted	Y	presented & checked by 2 Independents clrs.
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Y	annual may move to bi.
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Y	presented to full monthly.
Contracts of employment for staff	Y	folders & dated in order. Worknest
Contract annually reviewed	Y	
Updating records to record changes in relevant legislation	Y	
PAYE/NIC properly operated by the Council as an employer	Y	
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Y	
Regular financial reporting to Parish Council	Y	monthly meetings
Regular budget monitoring statements as reported to Parish Council	Y	
Compliance with DCLG Guide <i>Open & Accountable Local Government</i> 2014, Part 4:		



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

Date of review of system of Internal Controls.....22-4-25

Review of system of Internal Controls carried out by:

Name.....A.G. Brockhurst.....Signature.....

Report submitted to Council (date).....22-4-25



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(minute reference)

Next review of system of Internal Controls due... October 2025.

Additional comments by reviewer:

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COUNCIL MEETINGS FOR 2025/2026

2025

TOWN MEETING	Thursday 1st May	6:30pm	OSH
FULL COUNCIL MEETING	Monday 12th May	7:00pm	OSH
EVENTS COMMITTEE MEETING	Wednesday 14 th May	1:00pm	OSH
FULL COUNCIL MEETING	Monday 9th June	7:00pm	OSH
FULL COUNCIL MEETING	Monday 14th July	7:00pm	OSH
CEMETERY MEETING	Monday 11th August	7:00pm	Cemetery, Church Road
FULL COUNCIL MEETING	Monday 8th September	7:00pm	OSH
EVENTS COMMITTEE MEETING	Thursday 11 th September	10:30am	OSH
FULL COUNCIL MEETING	Monday 13th October	7:00pm	OSH
EVENTS COMMITTEE MEETING	Thursday 6 th November	10:30am	OSH
FULL COUNCIL MEETING	Monday 10th November	7:00pm	OSH
FULL COUNCIL MEETING	Monday 8th December	7:00pm	OSH

2026

FULL COUNCIL MEETING	Monday 12th January	7:00pm	OSH
EVENTS COMMITTEE MEETING	Thursday 5 th February	10:30am	OSH
FULL COUNCIL MEETING	Monday 9th February	7:00pm	OSH
FULL COUNCIL MEETING	Monday 9th March	7:00pm	OSH
FULL COUNCIL MEETING	Monday 13th April	7:00pm	OSH
TOWN MEETING	Thursday 31st April	6:30pm	OSH