

## STATUTORY INSTRUMENTS

**2003 No. 1021**

# LOCAL GOVERNMENT, ENGLAND

## The Local Authorities (Members' Allowances) (England) Regulations 2003

<i>Made</i>	- - - -	<i>7th April 2003</i>
<i>Laid before Parliament</i>		<i>7th April 2003</i>
<i>Coming into force</i>	- -	<i>1st May 2003</i>

The First Secretary of State in exercise of the powers conferred on him by sections 18 and 190(1) of the Local Government and Housing Act 1989(1) and sections 100 and 105(2), (3) and (4) of the Local Government Act 2000(2), and of all other powers enabling him in that behalf, and having carried out such consultation as is required by section 100(5) of the Local Government Act 2000, hereby makes the following Regulations—

### PART 1 GENERAL

#### Citation, commencement and application

1.—(1) These Regulations may be cited as the Local Authorities (Members' Allowances) (England) Regulations 2003 and shall come into force on 1st May 2003.

(2) These Regulations apply in England only(3).

#### Interpretation

2. In these Regulations—

- (1) 1989 c. 42; section 18 is amended by paragraph 37 of Schedule 4 to the Police and Magistrates Court Act 1994 (c. 29), paragraph 97 of Schedule 37 to the Education Act 1996 (c. 56) and section 99 of the Local Government Act 2000 (c. 22).
- (2) 2000 c. 22.
- (3) The Secretary of State's functions under sections 18 and 190 of the Local Government and Housing Act 1989, so far as exercisable in relation to Wales are transferred to the National Assembly for Wales by article 2 of the National Assembly for Wales (Transfer of Functions) Order 1999 (S.I. 1999/672); see the entry in Schedule 1 for the Local Government and Housing Act 1989 and see section 106(3) of the Local Government Act 2000. See also section 100(7) of the Local Government Act 2000 for the power of the National Assembly for Wales to make regulations in relation to allowances. The Secretary of State's functions under the Local Government and Housing Act 1989, so far as exercisable in relation to Scotland, are now functions of the relevant Scottish minister by virtue of the Scotland Act 1998 (c. 46).

(2) A copy of a report made under paragraph (1) shall be sent to each authority in respect of which recommendations have been made.

(3) An independent remuneration panel may make different recommendations in relation to each of the authorities for which it exercises functions.

#### **Publicity for recommendations of panels**

22.—(1) Once an authority receives a copy of a report made to it by an independent remuneration panel in accordance with regulation 21, it shall, as soon as reasonably practicable—

- (a) ensure that copies of that report are available for inspection by members of the public at the principal office of the authority, at all reasonable hours; and
- (b) publish in one or more newspapers circulating in its area, a notice which—
  - (i) states that it has received recommendations from an independent remuneration panel in respect of its scheme;
  - (ii) describes the main features of that panel's recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of that authority;
  - (iii) states that copies of the panel's report are available at the principal office of the authority for inspection by members of the public at such times as may be specified by the authority in the notice; and
  - (iv) specifies the address of the principal office of the authority at which such copies are made available.

(2) An authority shall supply a copy of a report made by an independent remuneration panel in accordance with regulation 21 to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.

#### **Transitional provisions for independent remuneration panels**

23. Notwithstanding regulation 33(1)(f), any independent remuneration panel established under the Local Authorities (Members' Allowances) (England) Regulations 2001(23) shall continue in being and shall constitute an independent remuneration panel for the purposes of these Regulations as if it had been established under regulation 20, although where the composition of such a panel does not comply with these Regulations, the authority or authorities or other body by which it is established must ensure that the panel does so comply within four months of the date on which these Regulations come into force.

## **PART 5**

### **PARISH COUNCILS**

#### **Application of this Part**

24. Any reference in this Part—

- (a) to an authority is, unless otherwise specified, a reference to a parish council;
- (b) to a member is, unless otherwise specified, a reference to an elected member of a parish council;

- (c) to a responsible authority is, in relation to a parish council, a reference to the district council or unitary county council—
  - (i) where the parish council is the council for one parish, in whose area the parish council is situated; or
  - (ii) where the parish council is the council for a group of parishes<sup>(24)</sup>, in whose area all the parishes in the group are situated or, where that is not the case, in whose area the greatest number of local government electors for the parishes in the group is situated; and
- (d) to an establishing authority is, in relation to a parish remuneration panel, a reference to the responsible authority that established that parish remuneration panel.

### **Parish basic allowance**

**25.—**(1) An authority may pay an allowance for each year (“parish basic allowance”)—

- (a) to its chairman<sup>(25)</sup> only; or
- (b) to each of its members,

and the amount of that allowance payable to its chairman may differ from that payable to each other member of the authority, but otherwise that amount shall be the same for each such member.

(2) Where an authority proposes to pay parish basic allowance, whether to its chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with regulation 28.

(3) Subject to paragraph (4), where an authority proposes to pay parish basic allowance in any year to its members and the term of office of any member begins or ends otherwise than at the beginning or end of a year, that member’s entitlement shall be to payment of such part of the parish basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

(4) Where an authority proposes to pay parish basic allowance in any year—

- (a) to its chairman only; or
- (b) to all its members but at a higher level to the chairman,

and the term of office of the chairman as chairman begins or ends otherwise than at the beginning or end of a year, his entitlement for the period during which he holds the office of chairman shall be to payment of such part of the parish basic allowance to which he is entitled as chairman as bears to the whole the same proportion as the number of days during which his term of office as chairman subsists bears to the number of days in that year.

(5) Where a member is suspended or partially suspended from his responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of the parish basic allowance payable to him in respect of the period for which he is suspended or partially suspended may be withheld by the authority.

(6) An authority shall, as soon as reasonably practical after setting the levels at which any parish basic allowance is to be paid and to whom, arrange for the publication in a conspicuous place or places in the area of the authority, for a period of at least 14 days, of a notice or notices containing the following information—

- (a) any recommendation in respect of parish basic allowance made by the parish remuneration panel;

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<sup>(24)</sup> See section 11 of the Local Government Act 1972 for the procedure by which parish councils may be grouped.

<sup>(25)</sup> See section 15(1) of the Local Government Act 1972 for the duty to elect a chairman from among the councillors of a parish council.

- (b) the level or levels at which the authority has decided to pay parish basic allowance and to which members it is to be paid; and
  - (c) a statement that in reaching the decision on the matters referred to in sub-paragraph (b) the authority has had regard to the recommendation of the parish remuneration panel.
- (7) An authority shall ensure that it keeps a copy of the information referred to in paragraph (6) available for inspection by members of the public on reasonable notice.
- (8) An authority may require that where payment of parish basic allowance has already been made in respect of any period during which the member concerned is—
- (a) suspended or partially suspended from his responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
  - (b) ceases to be a member of the authority; or
  - (c) is in any other way not entitled to receive the allowance in respect of that period,
- such part of the allowance as relates to any such period shall be repaid to the authority.
- (9) An authority may not make any payment, and a member is not entitled to receive any payment, under the provisions of this regulation in respect of any period prior to 30th September 2003 if payment is made, in respect of any duties carried out by the member during that same period, under any of the provisions referred to in regulation 34(1).

#### **Parish travelling and subsistence allowance**

**26.—**(1) An authority may pay to its members allowances in respect of travelling and subsistence (“parish travelling and subsistence allowance”), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories—

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
  - (b) the attendance at a meeting of any association of authorities of which the authority is a member;
  - (c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
  - (d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
  - (e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.
- (2) Where a member is suspended or partially suspended from his responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, any parish travelling and subsistence allowance payable to him in respect of the responsibilities or duties from which he is suspended or partially suspended may be withheld by the authority.
- (3) An authority may require that where payment of travelling and subsistence allowance has already been made in respect of any period during which the member concerned is—



- (a) suspended or partially suspended from his responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
  - (b) ceases to be a member of the authority; or
  - (c) is in any other way not entitled to receive the allowance in respect of that period,
- such part of the allowance as relates to any such period shall be repaid to the authority.

(4) An authority may not make any payment, and a member is not entitled to receive any payment, under the provisions of this regulation in respect of any period prior to 30th September 2003 if payment is made, in respect of any travelling and subsistence expenses incurred by the member during that same period, under any of the provisions referred to in regulation 34(1).

### **Parish remuneration panels**

27.—(1) A parish remuneration panel may be established—

- (a) by a responsible authority and shall make recommendations in respect of the authorities for which the establishing authority is the responsible authority; or
- (b) jointly by any responsible authorities and shall make recommendations in respect of the authorities for which the establishing authorities are the responsible authorities.

(2) Subject to paragraph (3), a parish remuneration panel shall consist of those persons who are also members of the independent remuneration panel which exercises functions in respect of the establishing authority or authorities.

(3) A parish remuneration panel shall not include any member who is also a member of an authority in respect of which it makes recommendations or is a member of a committee or sub-committee of such an authority.

(4) The authorities in respect of which a parish remuneration panel established under paragraph (1) makes recommendations shall each pay to the parish remuneration panel an equal share of the amount of the expenses incurred by that panel in carrying out that panel's functions.

### **Recommendations of parish remuneration panels**

28.—(1) A parish remuneration panel shall produce a report in relation to the members of the authorities in respect of which it was established, making recommendations, in accordance with the provisions of regulation 29, as to—

- (a) the amount of parish basic allowance payable to members of such authorities;
- (b) the amount of travelling and subsistence allowance payable to members of such authorities;
- (c) whether parish basic allowance should be payable only to the chairman of any such authority or to all of its members;
- (d) whether, if parish basic allowance should be payable to both the chairman and the other members of any such authority, the allowance payable to the chairman should be set at a level higher than that payable to the other members and, if so, the higher amount so payable; and
- (e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

(2) A copy of a report made under paragraph (1) shall be sent to each authority in respect of which recommendations have been made.

### **Levels of allowances**

29.—(1) A parish remuneration panel may, in making its recommendations in accordance with regulations 27 and 28, either—

- (a) apply the same recommended levels of parish basic allowance and parish travelling and subsistence allowance to all the authorities in respect of which it was established; or
- (b) make different recommendations for different authorities.

(2) A parish remuneration panel shall express its recommendation as to the level of parish basic allowance, in respect of a parish or parishes, as a percentage of the sum that an independent remuneration panel has recommended as the level of basic allowance for the establishing authority which is the responsible authority for that parish or parishes.

(3) The percentage referred to in paragraph (2) may be one hundred per cent.

(4) A parish remuneration panel shall also express its recommendation as to the level of parish basic allowance as a monetary sum being a monetary sum equivalent to the percentage expressed in accordance with paragraphs (2) and (3).

### **Publicity in respect of reports of parish remuneration panels**

30.—(1) Once an authority receives a copy of a report made to it by a parish remuneration panel in accordance with regulation 28, it shall, as soon as reasonably practicable—

- (a) ensure that copies of that report are available for inspection by members of the public on reasonable notice; and
- (b) arrange for the publication in a conspicuous place or places in the area of the authority, for a period of at least 14 days, of a notice which—
  - (i) states that it has received recommendations from a parish remuneration panel in respect of allowances;
  - (ii) describes the main features of that panel's recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of that authority; and
  - (iii) states that copies of the panel's report are available for inspection on reasonable notice and gives details of the manner in which notice should be given of an intention to inspect the report.

(2) An authority shall supply a copy of a report made by a parish remuneration panel in accordance with regulation 28 to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.

### **Records of parish allowances**

31.—(1) An authority shall keep a record of the payments made by it in respect of—

- (a) parish basic allowance; and
- (b) parish travelling and subsistence allowance.

(2) Such a record shall—

- (a) specify the name of the recipient and the amount and nature of each payment;
- (b) be available for inspection on reasonable notice and at no charge, by any local government elector for the area of that authority; and
- (c) be supplied in copy to any person who is entitled to inspect a record under paragraph (b) and who requests a copy and pays to the authority such reasonable fee as it may determine.

(3) As soon as reasonably practicable after the end of a year, an authority shall arrange for the publication, for a period of at least 14 days, of a notice in a conspicuous place or places in the area of the authority stating the total sum paid by it in the year to each member in respect of each of the following—

- (a) parish basic allowance; and
- (b) parish travelling and subsistence allowance.

#### **Elections to forgo parish allowances**

32. A member may, by notice in writing given to the proper officer of the authority, elect to forgo his entitlement or any part of his entitlement to allowances.

## **PART 6**

### **TRANSITIONAL PROVISIONS, REVOCATION AND DISAPPLICATIONS**

#### **Revocation**

33.—(1) The following Regulations shall be revoked to the extent not already revoked—

- (a) the Local Authorities (Members' Allowances) Regulations 1991<sup>(26)</sup>;
- (b) the Local Authorities (Members' Allowances) (Amendment) Regulations 1995<sup>(27)</sup>;
- (c) the Local Authorities (Members' Allowances) (Amendment) Regulations 1996<sup>(28)</sup>;
- (d) the Local Authorities (Members' Allowances) (Amendment) (England) Regulations 2000<sup>(29)</sup>;
- (e) the Local Authorities (Members' Allowances) (Amendment) (England) (No. 2) Regulations 2000<sup>(30)</sup>; and
- (f) the Local Authorities (Members' Allowances) (England) Regulations 2001<sup>(31)</sup>.

(2) Paragraph 4 of the Schedule to the Greater London Authority Act 1999 (Consequential Amendments of Subordinate Legislation) (Fire etc. Authority) Order 2000<sup>(32)</sup> shall be revoked.

#### **Disapplication**

34.—(1) Subject to paragraphs (2) and (3), the following shall be disapplied as respects authorities—

- (a) sections 173 to 175 of the Local Government Act 1972<sup>(33)</sup>;
- (b) section 176(1)(a) and (2) of that Act; and

<sup>(26)</sup> S.I. 1991/351, as amended by S.I. 1995/553, S.I. 1996/469, S.I. 2000/622, S.I. 2000/623 and S.I. 2001/1280.

<sup>(27)</sup> S.I. 1995/553.

<sup>(28)</sup> S.I. 1996/469.

<sup>(29)</sup> S.I. 2000/622.

<sup>(30)</sup> S.I. 2000/623.

<sup>(31)</sup> S.I. 2001/1280.

<sup>(32)</sup> S.I. 2000/1553 which amended regulation 5 of S.I. 1991/351.

<sup>(33)</sup> 1972 c. 70; section 173 is amended by section 24(1) of the Local Government, Planning and Land Act 1980 (c. 65) and by section 194 of and Schedule 11 to the Local Government and Housing Act 1989 (c. 42); section 173A was inserted by section 24 of the Local Government, Planning and Land Act 1980 (c. 65) and is amended by section 7 of the Miscellaneous Financial Provisions Act 1983 (c. 29) and by section 194 of and Schedule 11 to the Local Government and Housing Act 1989 (c. 42); section 174 is amended by section 25 of the Local Government, Planning and Land Act 1980 (c. 65); section 175 is amended by section 25 of the Local Government, Planning and Land Act 1980 (c. 65), section 11 of and Schedule 5 to the Water Act 1983 (c. 23), section 194 of and Schedule 11 to the Local Government and Housing Act 1989 (c. 42) and section 328 of and Schedule 29 to the Greater London Authority Act 1999 (c. 29).

Stantonbury Parish Council

Governance and Internal Controls

Internal Audit Report

2022/23



## CONTENTS

Section	Page
Executive Summary	1
Action Plan	3
Findings and Recommendations	4

Audit dates	17 & 24May 23	Auditor	Margaret Sheppard (FCCA)
Draft Report Issued	05/06/2023	Clerk	Donna Moore
Responses Received	08/06/2023		
Final Report Issued	14/06/2023		Responsible Financial Officer / Clerk
		Distribution	Parish Councillors

The matters raised in this report are only those that came to our attention during our internal audit work and are not necessarily a comprehensive statement of all weaknesses that exist, or all of the improvements that may be required. While every care had been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to advice and information contained herein. Our work does not provide absolute assurance that material errors, loss or fraud do not exist.

This report is prepared solely for the use of Parish Councillors of Stantonbury Parish Council. Details may be made available to specified external agencies, including external auditors, but otherwise this report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report is not prepared and is not intended for any other purpose.

## Executive Summary

### 1.1 Introduction

A final review of Governance and Internal Controls and the AGAR was undertaken as part of the approved internal audit periodic plan for 2022/23. The period covered was from April 2022 – March 2023.

The object of this review was to ensure that Governance continues to be sound and that the appropriate controls, policies, and procedures are in place up to date and completely effective. The Annual Audit of the Annual Governance and Accounting Return was also carried out.

It was pleasing to note that there has been a reduction in the number of recommendations since last year and that the new Clerk has introduced or updated several new policies during the period.

Audit Objective	To ensure that effective Governance and accounting processes have been established and are operating throughout the period.
Risk	Failure to achieve Parish Council Objectives due to the risks to the organisation not being identified, mapped and effectively managed. Ineffective governance at Parish Council Committee or at Operational Level.

### 1.2 Scope of the Review

The purpose of the internal audit is to evaluate the adequacy of control within the system and the extent to which these are applied, with a view to providing an opinion. Control activities are put in place to ensure that the risks to the achievement of the organisation's objectives are managed effectively.

The scope of the review was limited to the areas of examined and to the extent to which they have been applied with a view to providing an opinion to the extent with which risks in this area are managed. Our work does not provide any guarantee against material errors, loss or fraud or provide assurance that material error, loss or fraud does not exist.

The audit was designed to assess the controls in place to manage the objective and are as described in the Annual Governance and Accounting Return.

### 1.3 Conclusion

After considering the issues identified, in our opinion the Parish Council can take Substantial Assurance that the controls upon which the Parish Council relies to manage this area, as currently laid down are operated are consistently applied and effective.

## 1.4 Recommendations Summary

The following tables highlight the number and categories on recommendations made. The action plan in Section 2 details the specific recommendations made as well as agreed management actions to implement them.

Recommendations Made during this audit:

	High	Medium	Low
Total			3

Recommendations Implemented since the previous audit in this area:

Date of Previous Audit March 2022	High	Medium	Low
Number of recommendations made during previous audit	0	2	6
Number of Recommendations Implemented		2	3
Number of Recommendations not Fully Implemented	0	0	3

## 2 Action Plan

Ref	Recommendation	Categorisation	Accepted y/n	Parish Council Comment
3	<p>Steps should be taken to explore ways in which some of the reserves can be used to expedite projects.</p> <p>It was noted however, that £185,602.00 has been allocated towards the 2023/24 budget.</p> <p>While there is a policy in place to review reserves there is no investment policy to show which institutions could and could not be invested in. It is recommended that this policy is drawn up.</p>	Low	Y	<p><i>RFO - The reserves are reviewed at least annually as part of the budget setting process. In January 2023, the Council agreed to use £185,602 of its reserves to contribute to the 2023/24 Budget. There is an amount of £349,724 for specific reserves, and the balance makes up working capital and a general reserve which is equivalent to 3.5 months running costs. This record is kept on Xero the accounting system and is updated at year end.</i></p> <p><i>Clerk to pass on recommendation to finance committee for them to review.</i></p>
8	<p>It was noted that Business Interruption is not in place.</p> <p>It might be worth looking at this as the Hub is now up and running.</p>	Low		
19	<p>While salaries are in line with NJC scales, performance reviews and acknowledgement of staff work should be carried out.</p> <p>It is noted that this has commenced with a full review of staff workloads carried out.</p>	Low	Y	<p><i>Clerk has made Full Council aware will must start the process of staff appraisals, this this been added to the HR Terms of Reference.</i></p>



### 3 Findings and Recommendations

	Controls	Adequate Design	Test Results/Implications	Recommendation	Categorisation
A Appropriate Accounting Records have been Met and Periodic Bank Account					
1	Maintenance and update of financial records	Y	A review of the accounting system confirmed that balances were properly carried forward from the prior year and that closing bank balances agreed to third party records.		
2	Periodic Bank Reconciliations were carried out during the year.	Y	These were carried out monthly and were reviewed quarterly by the internal scrutineer.		
3	Investment Strategy	Y	<p>The Parish Council has a Financial Reserves Policy to ensure funds are available to cover operational and other contingencies, in line with government requirements and for a specific project relating to devolved services.</p> <p>The reserves policy is reviewed and updated annually.</p> <p>From a review of the reserves, it may be that these are too high.</p>	<p>Steps should be taken to explore ways in which some of the reserves can be used to expedite projects.</p> <p>It was noted however, that £185,602.00 has been allocated towards the 2023/24 budget.</p> <p>While there is a policy in place to review reserves there is no investment policy to show which institutions could and could not be invested in. It is recommended that this policy is drawn up.</p>	Low
B Compliance with Financial Regulations					
4	Review the procedures in place for the acquisition of formal tenders and quotes	Y	The existence of this procedure was noted.		

5	Payments are transacted by BACS or other instructions to council bankers	Y	From a sample review it was confirmed that payments were made by BACS, except for a few minor items, All BACS payments require two signatories to approve payment.		
6	Vat reclaims are submitted in a timely manor in line with underlying records and in accordance with current HMRC requirements	Y	A review of accounting records showed receipt of all vat reclaimed under the old system of vat accounting for Parish Councils and that it has correctly been transferred to MTD for VAT.  All receipts have been properly accounted for		
C Assessment of significant risks to achieving objectives					
7	Preparation and adoption of Risk Register	Y	The risk register has now been published on the council website and is reviewed annually.		
8	Ensure that appropriate levels of Insurance Cover are in Place for land/buildings, public, employers and hirers liability, fidelity/employees, business interruption and cyber security	Y	Insurance cover is in place and reviewed annually.	It was noted that Business Interruption is not in place. It might be worth looking at this as the Hub is now up and running.	Low
9	Review the effectiveness of internal controls carried out by the authority	Y	These were reviewed and appear adequate for the risks involved.		
D The precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and the reserves were appropriate.					

10	Ensure the full authority has considered, approved, and adopted the annual precept for the coming year,	Y	A review of the minutes confirmed that this was the case.		
11	Ensure that the current year budget reports are prepared and submitted to the authority/committees periodically with appropriate commentary on any significant variances	Y	This is presented on a quarterly basis and is used to set the precept for the following financial year.  A review of the budget documentation showed no unexplained variance arising.		
12	Ensure that the authority has considered the establishment of specifically earmarked reserves and reviews annually as part of the budget process	Y	A review of the minutes and the relevant reserves has established that this is the case.		
13	Ensure that the precept received matched the prior year submission form and the public record of precepted amounts	Y	A review of the forms and public records has established that this was the case.		
E Expected Income was fully received based on correct prices, properly recorded and banked and VAT appropriately accounted for.					
14	Allotments ensure that appropriate signed tenancy agreements	Y	Appropriate records are kept.		

	exist and that an appropriate register of tenancy agreements is maintained identifying that debtors are monitored.				
15	Hall Hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross referenced to invoice raised.	Y	A review of the hirers booking form confirms that this is satisfactory		
16	Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide clear audit trail through to invoicing, and recovery of all such invoicing.	Y	Other income is properly invoiced and recovered. It is small in comparison to other income streams.		
G Salaries to Employees and allowances to members were paid in accordance with authority's approvals, and PAYE/Ni payments were properly applied					
17	Ensure that, for all staff, a formal employment contract is in place together with confirmation letter setting out any changes to the contract.	Y	From a review of the records, it is confirmed that appropriate records are maintained in relation to all staff.		



18	Ensure that appropriate procedures are in place for the payment of members allowances and deductions of any tax liability	Y	A review of the records confirms that this is the case.		
19	Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal points on the NJC scale and also with the contracted hours	Y	Salaries are reviewed by the HR committee and are in line with NJC scales. They are not however, performance related. It was noted that training to improve skillsets was rewarded.	While salaries are in line with NJC scales, performance reviews and acknowledgement of staff work should be carried out. It is noted that this has commenced with a full review of staff workloads carried out.	Low
20	Ensure that appropriate tax codes are being applied to each employee	Y	A review of the records confirms that this is the case.		
21	For a test sample of employees, ensure that the tax is calculated properly	Y	A review of the system confirms that this is the case.		
22	Check the correct treatment of the Pension Contributions, For NI ensure that the correct deductions and employer contributions are applied	Y	A review of the system confirms that this is the case		
23	Ensure that the correct employers pension contribution percentage	Y	A review of the system confirms that this is the case		

	is applied				
24	Ensure that for a test sample, the correct net pay is paid to the employee with tax, NI and pension contributions paid to the respective agencies.	Y	A review of the system confirms that this is the case		
H Asset and investment registers were accurate and properly maintained					
25	Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of /no longer in service assets	Y	<p>A review of the system confirms that this is the case.</p> <p>A full physical count was carried out by council staff and members.</p>		
26	Ensure that the asset value reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new additions or disposals	Y	A review of the system confirms that this is the case		
27	Compare the asset register with the insurance schedule to ensure all assets as recorded are	Y	The asset register was tested against the Insurance schedule of asset.		

	appropriately insured				
J Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records and debtors and creditors were properly recorded.					
28	Ensure that appropriate records are maintained throughout the year on an Income and Expenditure Basis	Y	A review of the system confirms that this is the case		
29	Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year end	Y	A review of the system confirms that this is the case		
L The authority publishes information on a free to access website up to date at the time of the internal audit in accordance with relevant legislation					
30	A review should be made of the Authorities Website ensuring that all required documentation is published in accordance with the relevant legislation	Y	A review of the website confirmed that this was the case		
M The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations					
31	An examination should be made of the required public notice ensuring that it clearly identifies the statutory 30 working day period	Y	A review of the records confirms that this was the case		

	when the Authority's records are available for public inspection				
N The authority complied with the publication requirements for the prior year AGAR					
32	It should be ensured that the statutory disclosure/publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR	Y	A review of the records confirms that this was the case		



Document No: FRSPC170523



# FINANCIAL REGULATIONS

Signed: **L Morgan**  
The Chair of Stantonbury Parish Council

Date: 17/05/23

## **Document History**

Created by Working Group	28/03/19
Reviewed and amended by RFO Acting Clerk	30/04/19
Reviewed at Main Meeting in readiness for Annual Meeting	01/05/19
Reviewed and approved by Full Council	15/05/19
Reviewed and Adopted at Main Meeting	22/07/20
Reviewed by RFO, Acting Clerk & Chairman	29/07/20
Adopted at Main Meeting	16/09/20
Reviewed by RFO	04/06/21
Reviewed and approved by Full Council at Main Meeting	08/07/21
Reviewed and updated by RFO	20/03/22
Adopted at Annual Meeting	18/05/22
Reviewed and amended as per NALC (by Clerk & RFO)	24/04/23
Adopted at Annual Meeting	17/05/23

# CONTENTS

General	4
Accounting and audit (internal and external)	6
Annual estimates (budget) and forward planning	7
Budgetary control and authority to spend	7
Banking arrangements and authorisation of payments	8
Instructions for the making of payments	10
Payment of salaries	12
Loans and investments	12
Income	13
Orders for work, goods and services	14
Contracts	14
Payments under contracts for building or other construction works	15
Stores and equipment	16
Assets, properties and estates	16
Insurance	17
Risk management	17
Suspension and revision of Financial Regulations	17

## **1. General**

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

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

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a*

*Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

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

- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

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

### **4. Budgetary control and authority to spend**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
  - a duly delegated committee of the council for items over £1000 or
  - the Clerk or RFO, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £1000.

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

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

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

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or Human Resources committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the RFO or Clerk may authorise revenue expenditure on behalf of the council which in the RFO or Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk or RFO shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process and in accordance of the Reserves Policy.

## **5. Banking arrangements and authorisation of payments**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the appropriate Meeting(s) and present the schedule to council. The RFO will make copies of invoices available to the council on request. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be signed by the Chair and a member at the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.



- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance Committee meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
  - c) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - d) Where payment is required before the next meeting, and the Council or Committee has agreed to approve the expenditure, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, will be verified or evidenced prior to implementing.

## **6. Instructions for the making of payments**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by BACS if available or cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by one member of council and countersigned by the RFO or Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where an electronic device requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained in the safe in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be

required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO and Chair / Vice-Chair. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council. Use of the cards is outlined in the pre-paid Debit Card Policy & Procedure.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to the appointed staff member and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances unless approved by the Clerk or RFO for emergency situations.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
  - a) The RFO shall maintain a petty cash float of no more than £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. Payment of salaries**

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

## **8. Loans and investments**

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

and subsequent arrangements for the loan shall only be approved by full council.

- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. RFO will provide an electronic copy of each bank statement to the chair of the council if requested.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made quarterly

coinciding with the financial year end.

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

## **10. Orders for work, goods and services**

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

## **11. Contracts**

- 11.1. Procedures as to contracts are laid down as follows:
- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- I. for the supply of gas, electricity, water, sewerage and telephone services or IT services;
  - II. for specialist services such as are provided by legal professionals acting in disputes;
  - III. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - IV. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - V. for additional audit work of the external auditor up to an estimated value of £1000 (in excess of this sum the Clerk or RFO shall act after consultation with the Chair and Vice Chair of council); and

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

- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.
- c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d) Such invitation to tender shall state the general nature of the intended contract and the RFO or Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or RFO in the presence of at least one councillor from the Finance committee.
- f) If less than three tenders are received for contracts above £10,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders section 18a (Financial Controls and Procurement) and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Payments under contracts for building or other construction works**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

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

- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk or RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

### **13. Stores and equipment**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. 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.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14. Assets, properties and estates**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.



- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 14.7. Tangible assets with a purchase price of less than £500 per item are not to be considered assets and will be paid for as per the Instructions for Making Payments.

## **15. Insurance**

- 15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **16. Risk management**

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

## **17. Suspension and revision of Financial Regulations**

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

# Investment Strategy

## 2022-23

### 1.0 Introduction

- 1.1 Warfield Parish Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.
- 1.2 This strategy has been prepared in accordance with the Guidance on Local Government Investments ('the Guidance'), issued under section 15(1)(a) of the Local Government Act 2003, effective from 1st April 2018.
- 1.3 The Guidance states:
- a) Where a town or parish council expects its investments at any time during a financial year to exceed £100,000, the Guidance should apply in relation to that year.
  - b) Where a town or parish council expects its investments at any time during a financial year to exceed £10,000 but not £100,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
  - c) Where a town or parish council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.
- 1.4 Warfield Parish Council expects its investments during the 2022-23 financial year to exceed £100,000 and therefore has agreed to apply the Guidance as set out below.

### 2.0 Definitions

- 2.1 The following definition of terms apply.

2.1.1 **Investment** covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit: for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

For the avoidance of doubt, the definition of an investment also covers loans made by a local authority to one of its wholly owned companies or associates, to a joint venture, or to a third party. The term does not include pension funds or trust fund investments, which are subject to separate regulatory regimes and therefore are not covered by this guidance.

2.1.2 A **credit rating agency** is one of the following three companies:

- Standard and Poor's
- Moody's Investors Service Ltd; and
- Fitch Ratings Ltd

2.1.3 A **loan** is a written or oral agreement where a local authority temporarily transfers cash to a third party, joint venture, subsidiary or associate who promises to return it according to the terms of the agreement, normally with interest. This definition does not include a loan to another local authority, which is classified as a specified investment.

### **3.0 Investment Objectives**

3.1 Investments made by the council can be classified into one of two main categories:

- Investments held for treasury management purposes: and
- Other investments

3.2 In 2022-23 the council investments will only be held for treasury management purposes.

3.3 The council's investment priorities are:

- 1) the security of its reserves.
- 2) the liquidity of its investments

3.4 The council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity being maintained.

3.5 All investments will be made in sterling and, as a minimum, surplus funds will be aggregated in an interest-bearing account.

3.6 The Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this council will not engage in such activity.

### **4.0 Security of Investments**

4.1 Financial investments can fall into one of three categories:

- Specified Investments.
- Loans; and
- Other non-specified investments

4.2 *Specified Investments*

4.2.1 An investment is a specified investment if all of the following apply:

- The investment is denominated in sterling and any payments or repayments in the respect of the investment are payable only in sterling.

- The investment is not a long-term investment. This means that the local authority has contractual right to repayment within 12 months, either because that is the expiry term of the investment or through a non-conditional option.
- The making of the investment is not defined as capital expenditure by virtue of Regulation 25(1)(d) of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [as amended].
- The investment is made with a body or in an investment scheme described as high quality or with one of the following bodies:
  - i. The United Kingdom Government.
  - ii. A local authority in England or Wales (as defined in section 23 of the 2003 Act) or a similar body in Scotland or Northern Ireland; or
  - iii. A parish council or community council.

4.2.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the council will use:

- UK banks and UK building societies.
- Public Bodies (including the UK Government and local authorities).
- UK FCA regulated qualifying money market funds with a triple A rating.

### 4.3 *Loans*

4.3.1 The council may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth.

4.3.2 Such loans will conform with the strategy if:

- Total financial exposure to these types of loans is proportionate.
- The council has used an allowed “expected credit loss” model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 Financial Instruments as adopted by proper practices to measure the credit risk of their loan portfolio.
- The council has appropriate credit control arrangements to recover overdue repayments in place; and
- The council has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

4.3.3 No provision to make loans has been made for 2022-23. Any such decision would require the approval of full council.

#### 4.4 *Non-specified investments*

4.4.1 Non-specified investments are usually for longer periods (i.e., more than one year) and with bodies that are not highly credit rated.

4.4.2 No non-specified investments are included in the Investment Strategy for the council.

### **5.0 Liquidity of Investments**

5.1 The Parish Clerk (as Responsible Finance Officer) in consultation with the Finance and General Purposes (F&GP) Committee of Warfield Parish Council (or Full Parish Council) will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

5.2 The council's investments have a maximum liquidity period of 35 days.

### **6.0 Long Term Investments**

6.1 Long term investments shall be defined as greater than one year. The council will use the same criteria for assessing long term investment as identified above for specified investments.

6.2 The council does not hold any long-term investments.

### **7.0 Risk Assessment**

7.1 The Parish Council's reserves are covered by the Financial Services Compensation Scheme up to the deposit limits of the scheme and must therefore be managed carefully to mitigate the risk of losses.

7.2 The council will only invest in institutions of "high credit quality" as set out in section 3.2 of this strategy. Investments will be spread over different providers where appropriate to minimise risk.

7.3 The council will monitor the risk of loss on investments by reference to credit ratings. The council should aim for ratings equivalent to the Fitch rating A (low default risk). The council will also have regard for the general economic and political environment in which institutions operate.

7.4 The investment position will be reviewed monthly by the Responsible Financial Officer and reported to the Finance and General Purposes Committee and full council as part of the regular monthly financial report.

7.5 The council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

7.6 The risk assessment for 2022-23 is shown in appendix A.

### **8.0 Use of Investment Managers**

8.1 If external investment managers are used, they will be contractually required to comply with this strategy.

## **9.0 Investment Approval**

- 9.1 The Finance & General Purposes Committee has the delegated authority to consider and recommend any short-term investments (maximum of twelve months), in accordance with this Investment Strategy, subject to the final approval of the investment provider by the parish council. All resolutions relating to investments will be noted in the minutes of meetings.
- 9.2 Any decision on loan activity may only be approved by the full council and will be noted in the minutes of the meeting.

## **10.0 Investment Reports**

- 10.1 The Responsible Financial Officer will include a report on investment activity in the monthly financial report for each F&GP Committee meeting, As is the practise, this report will be reviewed by full council at their meeting.
- 10.2 The Guidance requires councils to develop quantitative indicators to assess the councils risk exposure resulting from its investment decisions. The Responsible Financial Officer will produce these indicators quarterly based upon the recommendations of the Guidance.

## **11.0 Review and Amendment of Regulations**

- 11.1 The Investment Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared and reviewed by the Finance & General Purposes Committee (if applicable) which will then make a recommendation to the Full Council.
- 11.2 The council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will result in an updated strategy being published.

## **12.0 Transparency**

- 12.1 This strategy will be posted on the Parish website and a hard copy will be available from the Parish Clerk.

## **13.0 Account Management Arrangements**

- 13.1 This section sets out the maximum and minimum balances to be held across the council's accounts during financial year 2022-23.
- 13.2 The Parish Clerk will be responsible for maintaining balances within the parameters shown. Balances are reported each month in the financial report.
- 13.3 As large deposits, such as precept and CIL or movements between accounts usually occur at the end of the month, the Parish Clerk may hold a balance greater than the maximum specified for a limited period, until a transfer can be made. Where this occurs, it will be noted in the financial report.
- 13.4 Account balances

The minimum and maximum investments are based either upon the limits in place on individual accounts, or at levels required to for day-to-day management purposes.

<b>Account name</b>	<b>Minimum balance</b>	<b>Maximum balance</b>
Lloyds Current	£15,000	£50,000
Lloyds Instant Access Deposit	£1*	£100,000
Lloyds 32 Day Deposit	£10,000*	£600,000
CCLA PDSF	£25,000*	£750,000
Nationwide 35 Day Deposit	£25,000*	£750,000

\*minimum investments levels

- 13.5 The Parish Clerk will look to spread risk across the different financial institutions where accounts are held. In financial year 2022-23 this will be a maximum of £650,000 per banking group.
- 13.6 If combined balances are expected to exceed £2.25m in the year, as a result of CIL receipts, the Clerk will bring forward updated balance proposals to the Finance & General Purposes Committee.

## Appendix A

### Risk Assessment 2022-23

#### Fitch Credit Agency Ratings

Financial Organisation	Rating	As at
Lloyds Banking Group	A	January 2022
Nationwide	A	January 2022
CCLA PSDF	AAAmf	September 2021

#### Financial Services Compensation Scheme (FSCS)

The first £85,000 of investment in each financial institution will be compensated in the event that a bank or building society fails. Where multiple accounts are held with bank that are part of the same banking group they are treated as one bank.

The CCLA Public Sector Deposit Fund is not covered by the FSCS.

#### Risk of failure

The risk of failure of any of the financial institutions used by the Parish Council is low. The UK Government is unlikely to allow a major high street provider to fail as evidenced by the Financial Crisis of 2007-08.

#### Negative returns

The Bank of England has indicated that interest rates are likely to rise through 2022-23 and remain positive. The threat of negative interest rates has been lifted.

The Clerk will keep members advised of any changes and their impact on the council's investments.



Bank Mandate Log

Stantonbury Parish Council

JULY 2023

Bank Accounts	Type of Account	Signature 1	Signature 2	Signature 3	Signature 4	Bank Card 1	Bank Card 2
<a href="#">CCLA</a>	Investment - The Public Sector Deposit Fund	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Peter Kirkham	Cllr Edward Seabourne		
<a href="#">Charity Bank</a>	Savings Account	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Sandra Kennedy	Cllr Ann Ronaldson	n/a	n/a
<a href="#">Co-operative Bank Current</a>	Community Directplus	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Sandra Kennedy	Cllr Ann Ronaldson	Mrs Sarah Espey (RFO)	Mrs Donna Moore (Proper Officer)
<a href="#">Nationwide Savings</a>	Business Instant Saver	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Sandra Kennedy	Cllr Peter Kirkham	n/a	n/a
<a href="#">Santander Current</a>	Business Account	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Sandra Kennedy	Cllr Ann Ronaldson	Mrs Sarah Espey (RFO)	Mrs Donna Moore (Proper Officer)
<a href="#">Santander Savings</a>	Business Account	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Sandra Kennedy	Cllr Ann Ronaldson	n/a	n/a
<a href="#">Soldo Prepaid Debit Cards</a>	Prepaid Debit	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	n/a	n/a	Mrs Sue Tozer (Senior Admin)	Mr David Outram (Parish Ranger Supervisor)
<a href="#">Unity Trust Bank</a>	Instant Access	Mrs Donna Moore (Proper Officer)	Mrs Sarah Espey (RFO)	Cllr Peter Kirkham	Cllr Ann Ronaldson	n/a	n/a

## Stantonbury Parish Council - Review of Direct Debits - July 2023

Minute Reference:

	Company	What	When	Details
	British Gas DD	CH Utilities	Monthly	Variable
	BRIGHTHR DD	HR Services	Monthly	£99.62 (inc VAT per mth)
	DVLA DD	Vehicle Tax	Annual	£290 (x2) per year
	fuelGenie DD	Vehicle Fuel	Monthly	Variable
	Heart Internet DD	Website	Annual	Variable
	ICO DD	Information Commissions Office	Annual	£40.00 per annum
	Mirus DD	Photocopier	Monthly	Variable
	O2 DD	Rangers SIM only Mobiles/Tablets	Monthly	£28.80 (inc VAT per mth)
	PHS Group DD	Sanitary Services	Quarterly	£150.31 (inc VAT per qtr)
	Soldo DD	Prepaid Debit Cards (x3)	Monthly	£12.60 (inc VAT per mth)
	Total Energies DD	Kingsfold/Wylie Utilities	Monthly	Variable
	Virgin Media Business DD	Office Staff SIM only Mobiles	Monthly	£33.60 (inc VAT per mth)
	Wave DD	Water	Adhoc	Variable
	Xero (UK) Ltd DD	Accountancy/Payroll Software	Monthly	£49.20 (inc VAT per mth)
	Zoom DD Video Communications Inc	Online Meetings	Annual	£143.88 (inc VAT per year)

CHAIR

Signed

Date

Signed

Date

## Schedule of Charges 17/05/23



Item Code	Item Name	Description	Unit Price	Account	Tax Rate
ALL	Allotment Rental Charge per SqM2	Allotment Rental Charge per SqM2	£ 0.45	1501	No VAT
ALLDEP	Allotment Deposit	Allotment Deposit	£ 70.00	1502	No VAT
ALLKEY	Allotment Toilet Key Deposit	Allotment Toilet Key Deposit	£ 10.00	1502	No VAT
CH001D	Day Hire Group 1 Residents, Charity, Community	Day Hire Charge Group 1	£ 210.00	1715	Exempt Income
CH001H	Hourly Hire Group 1 Residents, Charity, Community	Hourly Hire Charge Group 1 DAY:	£ 15.00	1715	Exempt Income
CH002D	Day Hire Group 2 Commercial, Non-Residents	Day Hire Group 2 DATE:	£ 350.00	1715	Exempt Income
CH002H	Hourly Hire Group 2 Commercial, Non-residents	Hourly Hire Charge Group 2 DAY:	£ 25.00	1715	Exempt Income
CHDEP	Community Hub Deposit	Community Hub Deposit	£ 100.00	1700	Exempt Income
COACHNRA	Coach Trip Non Resident Adult	Coach Trip Non Resident Adult	£ 15.00	1610	Zero Rated Income
COACHNRC	Coach Trip Non Resident Child	Coach Trip Non Resident Child	£ 10.00	1610	Zero Rated Income
COACHRA	Coach Trip Resident Adult	Coach Trip Resident Adult	£ 7.50	1610	Zero Rated Income
COACHRC	Coach Trip Resident Child	Coach Trip Resident Child	£ 5.00	1610	Zero Rated Income
COPYA3BW	Photocopier Charge A3 Black & White per side	Photocopier Charge A3 Black & White per side	£ 0.08	1620	20% (VAT on Income)
COPYA3COL	Photocopier Charge A3 Colour per side	Photocopier Charge A3 Colour per side	£ 0.42	1620	20% (VAT on Income)
COPYA4BW	Photocopier Charge A4 Black & White per side	Photocopier Charge A4 Black & White per side	£ 0.04	1620	20% (VAT on Income)
COPYA4COL	Photocopier Charge A4 Colour per side	Photocopier Charge A4 Colour per side	£ 0.21	1620	20% (VAT on Income)
NLfull	Newsletter Full Page Advertisement	Newsletter Full Page Advertisement	£ 130.00	1620	20% (VAT on Income)
NLhalf	Newsletter Half Page Advertisement	Newsletter Half Page Advertisement	£ 65.00	1620	20% (VAT on Income)
NLqtr	Newsletter Quarter Page Advertisement	Newsletter Quarter Page Advertisement	£ 33.00	1620	20% (VAT on Income)

# Draft Budget Variance

Stantonbury Parish Council

For the 3 months ended 30 June 2023

Account	Apr-Jun 2023	Overall Budget	Variance	Variance %
<b>Income</b>				
Council Tax Grant Income	£ 9,700.53	£ 9,700.00	£ 0.53	0%
Precept	£ 460,748.00	£ 460,748.00	£ -	0%
Allotment Revenue	£ 13.00	£ 3,800.00	-£ 3,787.00	-100%
Income - Section 106	£ 9,140.00	£ -	£ 9,140.00	0%
Income CH VAT Exempt	£ 1,695.00	£ 7,000.00	-£ 5,305.00	-76%
Income CH Vatable	£ -	£ 3,000.00	-£ 3,000.00	-100%
Income Community Projects Trips	£ 465.00	£ 3,000.00	-£ 2,535.00	-85%
Interest Income	£ 4,852.53	£ 5,800.00	-£ 947.47	-16%
Other Income	£ 2,509.50	£ 2,000.00	£ 509.50	25%
<b>Total Other Income</b>	<b>£ 489,123.56</b>	<b>£ 495,048.00</b>	<b>-£ 5,924.44</b>	<b>-1%</b>
<b>Expenses</b>				
4120 Allotment Maintenance & Repairs	£ 271.56	£ 4,000.00	-£ 3,728.44	-93%
4130 Allotment Utilities	£ 28.01	£ 1,000.00	-£ 971.99	-97%
4205 Landscaping Equipment	£ 516.49	£ -	£ 516.49	0%
4210 Landscaping Maintenance	£ 193.92	£ 5,000.00	-£ 4,806.08	-96%
4220 Playground Maintenance	£ -	£ 10,000.00	-£ 10,000.00	-100%
4225 Match Funding Projects	£ -	£ 10,000.00	-£ 10,000.00	-100%
4226 Renewals Bradville Area Projects	£ -	£ 5,000.00	-£ 5,000.00	-100%
4230 Parish Equipment	£ -	£ 4,000.00	-£ 4,000.00	-100%
4235 Parish Fixtures	£ 2,640.00	£ 4,000.00	-£ 1,360.00	-34%
4240 Dog Waste Bin Emptying	£ 2,585.50	£ 12,000.00	-£ 9,414.50	-78%
4250 Enforcement Services	£ 2,272.75	£ 10,000.00	-£ 7,727.25	-77%
4260 Motor Vehicles	£ -	£ 25,000.00	-£ 25,000.00	-100%
4265 Rangers Vehicle Expenses	£ 1,421.33	£ 10,000.00	-£ 8,578.67	-86%
4270 Rangers Uniform	£ 48.75	£ 1,000.00	-£ 951.25	-95%
4280 Rangers Sundries	£ 135.67	£ 2,000.00	-£ 1,864.33	-93%
4305 Newsletter	£ 2,867.23	£ 9,000.00	-£ 6,132.77	-68%
4310 Community Projects Grants & Donations	£ 650.00	£ 6,000.00	-£ 5,350.00	-89%
4330 Community Projects Over 65's Hospitality	£ -	£ 750.00	-£ 750.00	-100%
4335 Community Projects Coach Trips Winter	£ -	£ 1,500.00	-£ 1,500.00	-100%
4337 Community Projects Coach Trips Summer	£ 3,375.00	£ 3,500.00	-£ 125.00	-4%
4340 Community Projects Summer Play Events	£ -	£ 6,500.00	-£ 6,500.00	-100%
4351 Community Projects New Food Bank	£ -	£ 1,500.00	-£ 1,500.00	-100%
4360 Community Project Social Events	£ -	£ 1,000.00	-£ 1,000.00	-100%
4361 Community Projects Jubilee	£ 425.00	£ -	£ 425.00	0%
4362 Community Projects Coronation	£ 1,197.86	£ 500.00	£ 697.86	140%
4365 Community Projects Yellow Lining	£ -	£ 20,000.00	-£ 20,000.00	-100%
4370 Community Projects CCTV Crimewave	£ 4,605.00	£ 18,500.00	-£ 13,895.00	-75%
4371 Community Projects Rubbish Amnesty	£ -	£ 6,000.00	-£ 6,000.00	-100%
4380 CH Maintenance	£ 492.85	£ 6,000.00	-£ 5,507.15	-92%
4381 CH Hall/Cafe Equipment	£ 25.29	£ 6,000.00	-£ 5,974.71	-100%
4383 CH IT/Tel Maintenance Services	£ -	£ 1,500.00	-£ 1,500.00	-100%
4385 CH Utilities	£ 698.17	£ 5,000.00	-£ 4,301.83	-86%
4386 CH Business Rates	£ -	£ 5,000.00	-£ 5,000.00	-100%
4387 CH Insurances/Licences	£ -	£ 1,000.00	-£ 1,000.00	-100%
4388 CH Cleaning	£ 468.91	£ 2,500.00	-£ 2,031.09	-81%
4389 CH Security/Fire Services	£ 144.96	£ 1,500.00	-£ 1,355.04	-90%
4390 CH Reserves £7000 + £2851 + £2088 2023/24 Reserves	£ 7,877.46	£ -	£ 7,877.46	0%
4410 Staff Recruitment	£ -	£ 500.00	-£ 500.00	-100%
4415 HR Services	£ 260.22	£ 1,050.00	-£ 789.78	-75%
4420 Salaries	£ 47,749.93	£ 250,000.00	-£202,250.07	-81%
4421 National Insurance Employers	£ -	£ 32,000.00	-£ 32,000.00	-100%
4431 Pensions Costs	£ 11,368.84	£ 60,000.00	-£ 48,631.16	-81%
4445 Councillor Allowances	£ 2,159.12	£ 14,250.00	-£ 12,090.88	-85%
4446 Councillor Travel & Subsistence	£ 277.51	£ 1,500.00	-£ 1,222.49	-81%
4450 Staff Travel & Subsistence	£ -	£ 500.00	-£ 500.00	-100%
4480 Staff Training	£ 10.00	£ 2,500.00	-£ 2,490.00	-100%
4485 Councillor Training	£ -	£ 1,500.00	-£ 1,500.00	-100%
4520 IT, Telephone, PC, Printing, Website & Software Services	£ 995.11	£ 25,000.00	-£ 24,004.89	-96%
4525 IT, Telephone, PC, Printing, Equipment	£ -	£ 10,000.00	-£ 10,000.00	-100%

4526 Change of Domain Project	£	-	£	2,000.00	-£	2,000.00	-100%
4530 Printing	£	90.00	£	-	£	90.00	0%
4535 Office Equipment	£	-	£	5,000.00	-£	5,000.00	-100%
4560 Hospitality	£	61.44	£	1,500.00	-£	1,438.56	-96%
4590 General Purpose Sundries	£	199.96	£	2,000.00	-£	1,800.04	-90%
4610 Parish Office Cleaning Services	£	761.54	£	4,000.00	-£	3,238.46	-81%
4620 Kingsfold Maintenance	£	7,977.65	£	10,000.00	-£	2,022.35	-20%
4625 Kingsfold Security and Fire Safety	£	-	£	3,500.00	-£	3,500.00	-100%
4626 Kingsfold Rates	£	-	£	9,000.00	-£	9,000.00	-100%
4627 Kingsfold Utilities	£	968.01	£	5,000.00	-£	4,031.99	-81%
4630 Wylie Maintenance	£	76.49	£	2,000.00	-£	1,923.51	-96%
4635 Wylie Security and Fire Safety	£	-	£	1,500.00	-£	1,500.00	-100%
4636 Wylie Utilities	-£	124.68	£	2,500.00	-£	2,624.68	-105%
4637 Wylie Rates	£	-	£	2,100.00	-£	2,100.00	-100%
4705 Bank Charges	£	33.10	£	500.00	-£	466.90	-93%
4710 Parish Insurance	£	2,965.92	£	4,000.00	-£	1,034.08	-26%
4720 Subscriptions and memberships	£	3,430.12	£	5,000.00	-£	1,569.88	-31%
4760 Stationery	£	360.97	£	3,000.00	-£	2,639.03	-88%
4765 Postage	£	52.55	£	500.00	-£	447.45	-89%
4790 Legal and Professional fees	£	-	£	10,000.00	-£	10,000.00	-100%
4795 Audit Fees	£	500.00	£	2,500.00	-£	2,000.00	-80%
4850 Winter Warmer	£	1,441.40	£	-	£	1,441.40	0%
4949 From General Reserves	£	18,000.00	£	-	£	18,000.00	0%
<b>Total Expenses</b>	<b>£</b>	<b>132,556.91</b>	<b>£</b>	<b>680,650.00</b>	<b>-£</b>	<b>548,093.09</b>	<b>-81%</b>