

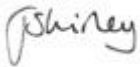
LONGFORD PARISH COUNCIL

www.longford-pc.gov.uk ~ Tel: 07759 118922

16th May 2023

I hereby give notice that the **Annual** meeting of Longford Parish Council will be held in **Longford Village Hall** on **Tuesday 23rd May 2023 at 7.30pm.**

Members of the Council are hereby summoned to attend for the purpose of transacting the business as set out below. **All residents** of the Parish are welcome to attend and a period of 15 minutes is set aside for members of the public to raise questions.



Julie Shirley, Clerk to Longford Parish Council

MEETING AGENDA 23rd MAY 2023

- 1. To sign declarations of Acceptance of Office and complete Register of Interests**
- 2. To elect Chair of Longford Parish Council and receive Chair's Declaration of Acceptance of Office**
- 3. To elect Vice-Chair of Longford Parish Council**
- 4. To appoint officers and representatives to the LPC working groups / external bodies**
- 5. To agree meeting dates for 2023/24**
- 6. To note attendance and apologies for absence**
- 7. To receive declarations of interest in items on the agenda**
- 8. To approve the minutes of the meeting held on 4th April 2023.**
- 9. To consider applications to fill councillor vacancies by Co-option (2 vacancies).**

The meeting may be adjourned at this point for members of the Public to speak. (15 mins max)

Members of the public are welcome to speak regarding any matter on the agenda or any items they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session. Members of the public are not permitted to address the meeting once the public session is concluded.

10. Finance / Procedures

(45 mins)

- a) To confirm that council meets the eligibility criteria and adopts the General Power of Competence.
- b) To consider a quote for CCTV and lighting and note that council will receive grant money for CCTV.
- c) To approve the iPad agreement.
- d) To review the Standing Orders
- e) To review the Financial Regulations
- f) To review the Code of Conduct
- g) To review the Council's bankers, authorised signatories, and confirm direct debits
- h) To approve the application of debit card for the clerk
- i) To review the asset register
- j) To agree the dates (5th June to 14th July 2023) for the Public Rights & Publication of Annual Governance & Accountability Return
- k) To receive the latest bank reconciliations and budget versus spend report for the 2023/24 accounts.
- l) To receive the Independent Audit Report for 2022/23
- m) To approve the Annual Governance Statement (section 1) for 2022/23
- n) To approve the Annual Accounting Statements (section 2) for 2022/23
- o) To consider contributing 50% of the cost for the Clerk to attend the SLCC National Conference 11/12 October (full cost is £499+VAT).
- p) To consider the purchase of AdvantEDGE Service Manager to track outstanding tasks.
- q) To consider the purchase of a notice board to be installed on the existing posts on Horsbere Drive where the Innsworth sign will be removed.
- r) To consider the quotes to remove mistletoe from the playing field tree.
- s) To approve reimbursement of expenses to the Clerk (December 2022-May 2023) totalling £492.73.
- t) To approve the invoices for payment.

11. Parks, Open Spaces & Allotments

(30 mins)

- a) To receive an update on tree planting / wildflower areas and make decisions as needed – Cllr Byers
- b) To receive the annual play inspection report and to authorise the Clerk to arrange repairs.
- c) To consider installation of prohibition signage on the entrance ways to the playing field – Cllr Byers.

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- d) To agree next working party dates.
- e) To consider the request to site a textile recycling unit for Air Ambulance at the village hall car park.
- f) To receive the dates and plan for the village hall car boot sales.

12. Planning: (10 mins)

- a) To consider planning applications received after publication of agenda.

13. Highways: (10 mins)

- To receive an update from the Road Safety Working Group
- To discuss installation of a barrier across Sandhurst Lane to be used when the road is flooded.

14. To receive reports from representatives for information only:

- Allotments
- Environment
- Finance
- Personnel
- Play Park & Playing Field
- Village Hall.

Next meeting (to be confirmed): Meeting of the Parish Council will be on Tuesday 6th June 2023 7.30pm.

Meeting date: 23rd May 2023

Agenda number: 4

Topic: Appoint officers and representatives to working groups / external bodies

Allotments lead councillor: (1 councillor)

Environment group: (minimum 2 councillors)

Finance group: (minimum 2 councillors)

Flooding reps

Highways reps

Personnel group: (minimum 2 councillors)

Planning lead councillor

Play Park lead councillor

Village Hall rep (1 councillor)

Minutes of the Parish Council Meeting held on Tuesday 4th April 2023 at 7.30pm at Longford Village Hall

Cllr Gough opened the meeting and asked that Council hold a minute's silence in recognition of the contribution made to the parish by County Councillor Phil Awford who recently sadly passed away.

1. Attendance noted as

Cllrs L Gough (Chair), C Byers, K Doherty, R Meek, C Young

Also present: Borough Cllr Bocking, Mrs J Shirley (Clerk)

Members of public present: None.

Apologies: Cllrs J Ford, R Harris, D Melvin.

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 7th March 2023

Council resolved to approve the minutes of the meeting held on 7th March 2023. Proposed by Cllr Byers, seconded by Cllr Gough, all in favour.

4. To receive an update on outstanding matters not on the agenda. Clerk will follow up on the TPO tree that had been felled and reported to Tewkesbury Borough Council.

To receive a report from the Borough Councillors. Cllr Bocking gave an update from the borough council.

Council agreed to bring the next agenda item forward.

5. Parks, Open Spaces & Allotments

- a) A report was received from Cllr Byers regarding the community orchard and wildflower areas on the playing field and Sivell Close. The daffodils look lovely, and the wildflowers are growing nicely.
- b) Council reviewed its decision to purchase an oak tree to commemorate the King's Coronation due to lack of space in the agreed location. It was resolved to plant the oak tree between the two poplars opposite the village hall where there is a large space. **Action:** Cllr Byers and Cllr Ford to visit local supplier to purchase. **Action:** Clerk to order a plaque.
- c) Council resolved to plant a tree in recognition of the work by County Councillor Phillip Awford. **Action:** Cllr Byers and Cllr Ford to visit local supplier to purchase. **Action:** Clerk to order a plaque.
- d) Council discussed delivery of the Bee-Squared project and agreed to hold a working party on Saturday 22nd April 2-4pm and give out the seeds, any leftover can be given to the Community Champion at the Co-op to give away to residents. An interactive map will be added to the council website for people to map their Bee-Squares. **Action:** Clerk.
- e) Working party dates: Saturday 22nd April for seed-sowing, Tuesday 9th May 6.30pm for play area maintenance.

6. Finance / Procedures

- a) Council received the bank reconciliation and budget analysis reports for the year to date.
- b) Council reviewed the quote for CCTV on Longford playing field and noted that Council is awaiting confirmation of grant amount towards the CCTV. Council deferred decision until the grant amount is known. **Action: Clerk.**
- c) Council considered purchase of computer tablets for councillors as previously agreed in Dec 2021. It was proposed by Cllr Doherty and seconded by Cllr Byers to purchase tablets to be allocated to the new councillors after the elections, using earmarked reserves and IT budget. **Action: Clerk.**

- d) Council **resolved** to donate £100 to S.A.R.A. in memory of County Councillor Philip Awford, proposed by Cllr Gough, seconded by Cllr Doherty and all agreed. **Action: Clerk.**
- e) Council resolved to accept the quote to spray the football pitch with herbicide at a cost of £230 inc VAT. **Action: Clerk.**
- f) Council approved invoices for payment. Proposed by Cllr Byers, seconded by Cllr Doherty and all in favour.

Invoice Date	Payee	Net	VAT	Gross	Budget
31/03/23	Salaries March 2023	Tbc	0	Tbc	Admin
31/03/23	GAPTC – Subscription 2023-24	£599.87	0	£599.87	Admin
21/03/23	Greenfields Garden Services	£99.00	£19.80	£118.80	P&OS
05/04/23	HMRC	£270.60	0	£270.60	Admin

7. To consider planning applications.

None received.

8. Highways

- a) Council received an update from the Road Safety Working Group. Council has been advised that Horsbere Mews and Whittington Park will be adopted by Highways as 20mph roads. The grant application for a mobile VAS was unsuccessful.
- b) Council discussed the idea of installing a barrier across Sandhurst Lane to be used when the road is flooded, which would warn road users and prevent people getting stuck in flooded waters thus reducing impact on emergency services. Suggested location is near the boundary between Sandhurst and Longford. **Action: Clerk** to contact the Local Highways Manager to progress the idea.

9. To receive reports from representatives for information only:

- Allotments: annual invoices have been sent to plotters, several tenants have given up their plots and these are being allocated to the waiting list. There are 3 standpipes that are leaking and need repair, the 3 taps have been turned off for now.
- Play Park & Playing Field: monthly inspection has been carried out. The annual inspection has been booked with Wicksteed. Some bolts had been removed from the fireman’s pole on the nursery rhyme unit, the unit was repaired very quickly. The elm tree on the playing field is becoming taken over by mistletoe. **Action: Clerk** to arrange a quote to remove most of the mistletoe.
- Environment: all covered during the meeting.
- Finance: internal audit is still in progress. The annual return will be presented to the next meeting for approval.
- Personnel: no update.
- Village Hall: afternoon tea on 6th May to celebrate the King’s Coronation. Council will aim to plant the oak tree on the same day.

Next Meeting to be held on 23rd May 2023 at 7.30pm – this is the Annual Meeting of the Parish Council where the newly elected council will take office.

Meeting closed at 8.40pm.

LONGFORD PARISH COUNCIL

PO Box 2281
GLOUCESTER
GL3 9GT
clerk@longford-pc.gov.uk

Dear Councillor,

Ref: iPad Agreement

Agendas and meeting papers will be sent electronically and to facilitate this arrangement the Council will provide you with an iPad whilst you are a Parish Councillor.

Please read carefully the principles surrounding the use of the iPad set out below and sign and date the declaration at the bottom of this letter as confirmation you agree to abide by them.

Principles of Use:

1. It is important to ensure that you operate the iPad in accordance with Council policies and procedures, and make every effort to protect both hardware and software from misuse and/or damage.
2. The password set up on the iPad must not be altered.
3. The iPad is covered through the Council's insurance policy. If the iPad is stolen, lost, or damaged it must be reported immediately to the Parish Clerk. Insurance cover is limited to the UK, if you take the iPad abroad you must ensure it is covered under your own insurance policy.
4. You should never send, solicit, or download inappropriate material from the Internet or email.
5. If you choose to download an App it should be done through a personal iTunes Account set up by you on the iPad. Any App downloaded to the iPad should be appropriate and in line with the Parish Council policy.
6. Only you are authorised to use the iPad, it should not be loaned to family members or friends.
7. You are responsible at all times for the protection of Council data, email and documents held on the iPad.
8. You should not reveal confidential data to any third party. This includes personal or sensitive data (as defined under the Data Protection Act 2018), computer software source codes, login details and passwords. This may only be done if explicit permission has been given by the Parish Clerk and only in accordance with Data Protection Guidelines.
9. If a problem occurs with the iPad, please report this to the Parish Clerk who will make the necessary arrangements with our IT provider to resolve the problem. You should not attempt to resolve the problem yourself.
10. You may be liable for any repair costs if it is deemed that the iPad has been mistreated.
11. In some cases, remote monitoring of websites and/or emails sent will be monitored, but only in extreme cases where suspicion of illegal behaviour with regard to iPad use exists. This may only be carried out under supervision of the Parish Clerk. Under no circumstances will any information that is discovered be disclosed to a third party and all investigations will strictly adhere to the Data Protection Act 2018.

12. The iPad should not be used for on-line gambling, accessing, or transmitting pornography, transmitting copyrighted information and/or software material, posting confidential information about other Councillors, employees or the public or suppliers to the Parish Council.

Contravention of any of the above regulations may lead to the iPad being withdrawn.

Yours sincerely

Julie Shirley
Parish Clerk & RFO

AGREEMENT TO THE PRINCIPLES OF USE OF THE IPAD FOR COUNCIL BUSINESS

I,, a member of Longford Parish Council, agree to the principles of use of the iPad as set out above and agree to receive all Council papers and associated council correspondence electronically via the iPad.

iPad Serial Number:

Signed:
Councillor

Dated:

LONGFORD PARISH COUNCIL

STANDING ORDERS

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

(to be) Adopted 23rd May 2023

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

HOW TO USE MODEL STANDING ORDERS

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

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

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

Drafting notes

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

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

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

in the debate on a motion except:

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

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

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

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

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

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

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

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

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

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

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

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

- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.

- x A meeting shall not exceed a period of 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

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

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

5. ORDINARY COUNCIL MEETINGS

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

exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

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

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

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

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

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

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

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

12. DRAFT MINUTES

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

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

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order

12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from**

participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

- ii. granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Borough or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Borough Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

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

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

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement

exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH BOROUGH AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Borough and County Councils

representing the area of the Council.

- b Unless the Council determines otherwise, a copy of each letter sent to the Borough and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

LONGFORD PARISH COUNCIL

FINANCIAL REGULATIONS

(to be) Adopted 23rd May 2023

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These Financial Regulations were adopted by the council at its meeting held on 23-05-23.

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 orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for Longford Parish Council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;

- approve any grant or a single commitment in excess of £500; 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 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 full council.

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

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

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

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- 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 (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Governance Working Group 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 shall supply each member with a copy of the approved annual budget.

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

4. Budgetary control and authority to spend

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

- the council for all items over £500;
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

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

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

4.2. 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 Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

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

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

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £200 or 15% of the budget.

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

5. Banking arrangements and authorisation of payments

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

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or

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

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

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

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

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
- 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 finance committee]; or
- c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Full 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 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 full council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

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

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

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

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

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

6.3. All payments shall be affected by 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 two members of council [and countersigned by the 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 [or Finance Committee] at the next convenient meeting.

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

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

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

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

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

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

6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Finance and Governance Working Group and the Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and Chairman and each card will also be restricted to a single transaction maximum value of £500 and a maximum £1000

monthly spend, unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. A discretionary level of £200 each is set for the Clerk, Chair and Vice-chair for incidental expenses such as postage, paper cartridges etc.

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.

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

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

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

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

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

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

8. Loans and investments

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. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

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

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

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

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

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

9. Income

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

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

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

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

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

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

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

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

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

10. Orders for work, goods and services

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

10.2. Order books shall be controlled by the RFO.

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

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

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

11. Contracts

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

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

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

- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders⁴ 18d and shall refer to the terms of the Bribery Act 2010.

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

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

⁴ Based on NALC’s Model Standing Order 18d ©NALC 2018

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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

12. Payments under contracts for building or other construction works

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

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. 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 £250.

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

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

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

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

[15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. 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 prepare 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 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.

18. Suspension and revision of Financial Regulations

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The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

LONGFORD PARISH COUNCIL

CODE OF MEMBERS' CONDUCT

**Adopted on [insert date] taking effect on
[insert date]**

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I. Introduction

1. This Code of Conduct (Code) is adopted pursuant to the Council's duty to promote and maintain high standards of conduct by Members of the Council.

Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.

II. Scope of the Code of Conduct

2. The Code applies to Members whenever acting in their official capacity as a Member of Longford Parish Council, including;
 - (a) when engaged in the business of Longford Parish Council including Ward business or representing the Council externally;
 - (b) when behaving so as to give a reasonable person the impression of acting as a representative of Longford Parish Council.

This Code of Conduct does not seek to regulate what Members do in their purely private and personal lives.

3. The obligations set out in this Code are in addition to those which apply to all Members by virtue of the procedural and other rules of the Council and any Protocols and Policies which may be adopted from time to time by the Council.
4. Failure to comply with the requirements within this Code of Conduct which relate to disclosable pecuniary interests and which are set out in sections V and VI and Appendix A is a criminal offence.¹

¹ Section 34 Localism Act 2011

III. General Principles of Members' Conduct

5. In carrying out their duties in exercising the functions of their Authority or otherwise acting as a Councillor, Members will be expected to observe the general principles of conduct set out below. These principles will be taken into consideration when any allegation is received of a breach of the provisions of the Code.

- *Selflessness*
- *Integrity*
- *Objectivity*
- *Accountability*
- *Openness*
- *Honesty*
- *Leadership*

IV. Rules of Conduct

6. Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.
7. Members shall observe the following rules:-

General Requirements

- (1) **Do** treat everyone with respect.
- (2) **Do not** bully any person.
- (3) **Do not** harass any person
- (4) **Do** promote equalities and **do not** discriminate unlawfully against any person.
- (5) **Do not** use your position improperly to confer on or secure for yourself or any other person, an advantage or disadvantage, or seek to improperly influence a decision about any matter from which you are excluded from participating or voting as a result of the requirements of Part VI of this Code.
- (6) **Do not** do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.
- (7) **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless–
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith and in compliance with the reasonable requirements of the Council.

- (8) **Do not** prevent another person from gaining access to information to which that person is entitled by law.
- (9) **Do** promote and support high standards of conduct when serving in your public post by leadership and example.
- (10) **Do** not behave in a manner which brings your role or the Council into disrepute.
- (11) **Do not** use knowledge gained solely as a result of your role as a Member for the advancement of your own interests.

When using the resources of the Council, or authorising the use of those resources by others:

- (12) **Do** ensure that such resources are not used for political purposes (including party political purposes) unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or to the office to which you have been elected or appointed.
- (13) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

When making decisions on behalf of, or as part of, the Council:

- (14) **Do** ensure that decisions are made on merit, particularly when making public appointments, awarding contracts, or recommending individuals for rewards or benefits.
- (15) **Do** be as open as possible about your own decisions and actions and those of the Council and be prepared to give reasons for those decisions and actions.
- (16) **Do** ensure that you are accountable for your decisions and co-operate fully with whatever scrutiny is appropriate to your office.

V. Registration of Interests

8. Members shall observe the following rules when registering their interests.
 - (1) **Do**, within 28 days of taking office as a Member (or Co-opted Member), notify the Monitoring Officer of any disclosable pecuniary interest as defined in Appendix A and any other registrable interest as defined in Appendix B.
 - (2) **Do**, within 28 days of the date of a disclosure referred to in Paragraph 9(2) of this Code, notify the Monitoring Officer of the interest.
 - (3) **Do** notify the Monitoring Officer of any new interest (disclosable pecuniary or other registrable interest) or change to any registered interest within 28 days of the date of that change.
 - (4) **Do** approach the Monitoring Officer if you feel that your interest should be treated as sensitive because its disclosure could lead to you, or a person connected with you, being subject to violence or intimidation.

VI. Declaration of Interests and Restrictions on Participation

Members must observe the following rules:-

9. Disclosable Pecuniary Interests

Where a matter, in which you have an interest as specified in Appendix A (disclosable pecuniary interests), arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (1) **Do** disclose the interest to the meeting. If the Monitoring Officer considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** ensure that, if your interest is not entered in the Council's Register, you disclose the interest to the meeting as required in 9(1) above and that you notify the Monitoring Officer of the interest within 28 days in accordance with Paragraph 8(2) of this Code.
- (3) **Do** withdraw from the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting unless a dispensation has been granted.

10. Other Interests (Other Registrable Interests Appendix B and Non - registrable Interests)

Where a matter, in which

- (1) either you have an interest as specified in Appendix B (other registrable interests),
- (2) or where a decision on the matter might reasonably be regarded as affecting, to a greater extent than it would affect the majority of other Council taxpayers, ratepayers or inhabitants of the Ward affected by the decision, your well-being or financial position or the well-being or financial position of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate,

arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (3) **Do** ensure that you disclose the interest to the meeting. If the Monitoring Officer considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.

- (4) **Do** leave the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting (unless a dispensation has been granted or it is an excepted function), if,
- (a) it affects the financial position of an interest specified in Appendix B (other registrable interests).
 - (b) it affects your financial position or well-being or that of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate
- or
- (c) it relates to the determination of any approval, consent, licence, permission or registration in relation to you or any person or body described in (a) and (b) above

and a reasonable member of the public knowing the facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest.

The rules set out in Paragraph 10(4) above do not have the effect of precluding a Member from attending a meeting only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. The Member must, after making their submission, withdraw immediately from the meeting.

VII. Duties in respect of the Standards Committee

11. Members shall observe the following:-

- (1) **Do** undertake training on the Code of Conduct as required by the Council.
- (2) **Do** co-operate, at all stages, with any investigation into your conduct which may be carried out in accordance with the arrangements for the investigation and determination of complaints which have been put in place by Tewkesbury Borough Council pursuant to the Act².
- (3) **Do not** seek to intimidate, or attempt to intimidate, any person who is, or is likely to be, a complainant, a witness or involved in the administration of any investigation or proceedings in relation to an allegation that a Member has failed to comply with their Council's Code of Conduct.
- (4) **Do** comply with any sanction imposed on you following a finding that you have failed to comply with the Code of Conduct.

² Section 28(b) of the Localism Act 2011

VIII. Dispensations

12. Where a Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code, the Member may apply to the Parish Clerk (Longford Parish Council) for a dispensation. The application will be determined in accordance with the adopted procedure of the Council.
13. The Council may grant a Member a dispensation to participate in a discussion and vote on a matter at a meeting even if the Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an other registrable interest (Appendix B) or non-registrable interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code.

IX. Gifts and Hospitality

14. When offered gifts or hospitality in your capacity as a Member of the Council, the following rules must be observed.
 - (1) **Do not** accept gifts or hospitality, irrespective of estimated value, could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to do business with the Council or from persons who may apply to the Council for any funding or other significant advantage.
 - (2) **Do** register with the Monitoring Officer any gift or hospitality with an estimated value of £50 or more, within 28 days of its receipt. (Appendix B).

X. Definitions

The following are definitions which apply for the purposes of this Code of Conduct.

1. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.
2. "Close associate" means someone with whom you are in close regular contact over a period of time who is more than an acquaintance. It may be a friend, a colleague, a business associate or someone you know through general social contacts. It is someone a reasonable member of the public would think you might be prepared to favour/disadvantage ("close association" shall be construed accordingly).
3. "Harassment" is conduct, on at least two occasions, that causes alarm or distress or puts people in fear of violence.
4. "Meeting" is a meeting of the Council, or any Committee, Sub-Committee, Joint Committee or Joint Sub-Committee of the Council.
5. "Member" is an elected Member or a Co-opted Member of the Authority. "Co-opted Member" is a person who is not a Member of the Council but who is either a Member of any Committee or Sub-Committee of the Council, or a Member of, and represents the Council on, any Joint Committee or Joint Sub-Committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-Committee.
6. "Member of your family" means:
 - Partner (spouse/civil partner/someone you live with as if a spouse or civil partner);
 - A parent/parent-in-law, son/daughter, step-son/step-daughter, child of partner; or the partners of any of these persons;
 - A brother/sister, grandparent/grandchild, uncle/aunt, nephew/niece; or the partners of any of these persons.

7. "Monitoring Officer" is the Monitoring Officer to Tewkesbury Borough Council.
8. "Pending notification" is an interest which has been notified to the Monitoring Officer but which has not been entered in the Council's Register in consequence of that notification.
9. "Respect" means politeness and courtesy in behaviour, speech, and in the written word.
10. "Standards Committee" is the Standards Committee of Tewkesbury Borough Council.
11. "The Act" is the Localism Act 2011.
12. "The Council" is Longford Parish Council.
13. "Unlawful discrimination" is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
14. "Well-being" means general sense of contentment and quality of life.
15. "Excepted functions" are functions of the Council in respect of
 - (i) an allowance, payment or indemnity given to Members;
 - (ii) any ceremonial honour given to Members; and
 - (iii) setting Council tax or a precept under the Local Government Finance Act 1992.

Disclosable Pecuniary Interests

The interests set out below are “Disclosable Pecuniary Interests” in accordance with the Localism Act 2011 and Members must notify the Monitoring Officer in accordance with Paragraphs 8(1)-(3) of this Code of Conduct of any interest which is an interest of **the Member (M) or of any of the following**:

- the Member’s spouse or civil partner;
- a person with whom the Member is living as husband and wife; or
- a person with whom the Member is living as if they were civil partners;

and the Member is aware that that other person has the interest.

Subject	Disclosable Pecuniary Interest
Employment, Office, Trade, Profession or Vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a Member, or towards the election expenses of M. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.

Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to M's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where – (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either – (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- (a) "the Act" means the Localism Act 2011.
- (b) "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest.
- (c) "director" includes a member of the committee of management of an industrial and provident society.
- (d) "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income.
- (e) "M" means a member of a relevant authority.
- (f) "member" includes a co-opted member.
- (g) "relevant authority" means the authority of which M is a member.

- (h) "relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act.
- (i) "relevant person" means M or any other person referred to in section 30(3)(b) of the Act.
- (j) "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited with a building society.

Other Registrable Interests

The interests set out below are “other registrable interests” which must be notified to the Monitoring Officer in accordance with Paragraphs 8(1), 8(2) and 8(3) of this Code of Conduct.

A Member must notify the Monitoring Officer of any interest held by **the Member** in any of the categories set out below:-

Subject	Other Interest
Management or Control	Any body of which the Member is in a position of general control or management (including where you have been appointed or nominated by the Council).
Public/Charitable and Other External Bodies	Any body – (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or Trade Union). of which the Member of the Council is a member or in a position of general control or management.
Employer	Any person or body who employs, or has appointed, the Member.
Gifts and Hospitality	The name of any person, organisation, company or other body from whom the Member has received, by virtue of their Office, gifts or hospitality worth an estimated value of £50 or more.

Meeting date: 23rd May 2023

Agenda number: 10g

Topic: Review of Direct Debits and banking
arrangements

Annual Approval of Direct Debits:

Information Commissioners Office – annual DD £35

WaterPlus – monthly variable DD

Banking Arrangements:

Lloyds Bank

Online signatories: Cllr Ford, Cllr Byers, Cllr Doherty

Current authorised signatories: Cllr Ford, Cllr Byers, Cllr K Doherty, Cllr Gough, Cllr Harris, Cllr Meek

To be removed: ex-Cllr E Doherty

Assets list

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
Environment - Bin								
20		Litter bin - metal	Playing Field	01/10/2019	£250.00	£250.00	£250.00	
21		Dog Waste Bins x 11	Various		£3,000.00	£3,000.00	£3,000.00	
29		Broxap Standard Derby 120 litre litter bin	Playing Field	14/04/2023	£513.54	£513.54	£513.54	
Bin Totals					£3,763.54	£3,763.54	£3,763.54	
Environment - Board								
7		Noticeboard - wooden wall mounted	Sivell Close		£500.00	£500.00	£500.00	
8		Noticeboard - metal	Playing Field		£800.00	£800.00	£800.00	
9		Noticeboard - metal	Longford Lane	11/06/2019	£1,800.00	£1,800.00	£1,800.00	
10		Noticeboard - wooden	Allotments		£500.00	£500.00	£1,000.00	
Board Totals					£3,600.00	£3,600.00	£4,100.00	
Environment - Furniture e.g. Seat								
22		Park benches x 12	Various		£4,800.00	£4,800.00	£4,800.00	
Furniture e.g. Seat Totals					£4,800.00	£4,800.00	£4,800.00	
Environment Totals					£12,163.54	£12,163.54	£12,663.54	
Land, Buildings, Vehicle, Plant - Land								
1		Playing field		14/04/1939	£2,000.00	£2,000.00	£1.00	
2		Allotments		12/08/1965	£750.00	£750.00	£1.00	
3		Sivell Close open space		27/03/1991	£1.00	£1.00	£1.00	
4		Sivell Close narrow strip		20/02/2012	£1.00	£1.00	£1.00	

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
Land Totals					£2,752.00	£2,752.00	£4.00	
Land, Buildings, Vehicle, Plant - Other								
18		AED (defib) and cabinet		08/07/2016	£1,150.00	£1,150.00	£1,150.00	
19		AED (defib) and cabinet	Village Hall	08/07/2016	£1,150.00	£1,150.00	£1,150.00	
24		Playing Field Fencing	Playing Field		£1.00	£1.00	£1.00	
25		Allotment Fencing	Allotments		£1.00	£1.00	£1.00	
26		Sivell Close Fencing	Sivell Close		£1.00	£1.00	£1.00	
27		Water Standpipes	Allotments		£1.00	£1.00	£1.00	
Other Totals					£2,304.00	£2,304.00	£2,304.00	
Land, Buildings, Vehicle, Plant - Plant								
13		Stihl FS55 Strimmer		19/09/2012	£233.00	£233.00	£280.00	
Plant Totals					£233.00	£233.00	£280.00	
Land, Buildings, Vehicle, Plant Totals					£5,289.00	£5,289.00	£2,588.00	
Light - ,,								
23		Solar Lights x 4	Longford Village Hall	14/09/2020	£640.00	£640.00	£640.00	
,, Totals					£640.00	£640.00	£640.00	
Light Totals					£640.00	£640.00	£640.00	
Office Equipment -								
16		HP Pavilion Laptop	Clerk's Office	26/11/2018	£420.00	£420.00	£420.00	
17		Samsung mobile telephone	Clerk's Office	27/11/2018	£50.00	£50.00	£50.00	
28		8 x iPads for councillors		18/04/2023	£2,952.00	£2,952.00	£2,952.00	

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
Totals					£3,422.00	£3,422.00	£3,422.00	
Office Equipment Totals					£3,422.00	£3,422.00	£3,422.00	
Play equipment -								
5		Youth Pod		01/01/2005	£3,000.00	£3,000.00	£5,000.00	
6		Basketball Court		01/01/2005	£3,000.00	£3,000.00	£5,000.00	
11		Play area fencing	Playing Field	31/01/2012	£5,927.00	£5,927.00	£6,000.00	
12		Play Equipment	Playing Field	04/03/2008	£17,360.00	£17,360.00	£19,000.00	
Totals					£29,287.00	£29,287.00	£35,000.00	
Play equipment Totals					£29,287.00	£29,287.00	£35,000.00	
Assets Grand Total					£50,801.54	£50,801.54	£54,313.54	

Bank Account Reconciled Statement

Lloyds Current

Statement Number	13	Bank Statement No.	13
Statement Opening Balance	£58,395.08	Opening Date	01/04/23
Statement Closing Balance	£70,139.38	Closing Date	30/04/23
True/ Cashbook Closing Balance	£70,139.38		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/04/23		Allotment Holders	0.00	11.25	58,406.33
03/04/23		Allotment Holders	0.00	22.50	58,428.83
04/04/23		Allotment Holders	0.00	22.50	58,451.33
04/04/23		Allotment Holders	0.00	45.00	58,496.33
04/04/23	BACS230405GAPTC	GAPTC	599.87	0.00	57,896.46
04/04/23	BACS230405GGS	Greenfields Garden Services Ltd	118.80	0.00	57,777.66
04/04/23	BACS230405HMRC	HMRC	270.60	0.00	57,507.06
06/04/23	BACS230406HMRC	HMRC	0.00	1,082.82	58,589.88
11/04/23		Allotment Holders	0.00	22.50	58,612.38
11/04/23		Allotment Holders	0.00	45.00	58,657.38
13/04/23	DC230413FH	Fasthosts Internet Ltd	12.00	0.00	58,645.38
15/04/23	DC230415BM	BandM	9.99	0.00	58,635.39
15/04/23	DC230415TS	Toolstation	13.38	0.00	58,622.01
17/04/23	BACS230417DD	Drain Doctor	225.60	0.00	58,396.41
17/04/23	BACS230417GAPTC	GAPTC	215.00	0.00	58,181.41
17/04/23	BACS230417JS	Salaries	361.05	0.00	57,820.36
17/04/23	BACS230417PATA	PATA (UK)	103.20	0.00	57,717.16
18/04/23		Allotment Holders	0.00	22.50	57,739.66
18/04/23		Allotment Holders	0.00	22.50	57,762.16
18/04/23	DC230418RBL	Royal British Legion	129.99	0.00	57,632.17
18/04/23	DC230419Amazon	Amazon	322.54	0.00	57,309.63
18/04/23	DC230421Apple	Apple Distribution International Ltd	2,952.00	0.00	54,357.63
19/04/23		Allotment Holders	0.00	10.73	54,368.36
19/04/23		Allotment Holders	0.00	13.50	54,381.86
19/04/23		Allotment Holders	0.00	22.50	54,404.36
24/04/23		Allotment Holders	0.00	22.50	54,426.86
25/04/23	BACS230425TBC	Tewkesbury Borough Council	0.00	15,870.00	70,296.86
25/04/23	DC230425SN	Shurdington Nurseries	190.00	0.00	70,106.86
26/04/23		Allotment Holders	0.00	11.25	70,118.11

Bank Account Reconciled Statement

27/04/23	Allotment Holders	0.00	21.27	70,139.38
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Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	5524.02	17268.32

Reconciled by Julie Shirley

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____



LONGFORD PARISH COUNCIL
Internal auditor's report for the year ended 31 March 2023
Name of Auditor: Ruth Waller

GAPTC internal audits comply with the proper practices outlined in the Governance & Accountability for Smaller Authorities – A Practitioners' Guide and the Accounts and Audit Regulations 2015.

The GAPTC internal audit reviews and reports on whether the systems of financial and other internal controls over its activities and operating procedures are effective. The audit tests a variety of documents, including agendas and minutes, policies, insurance and risk management processes, to ensure Council meets the requirements set out in the Annual Internal Audit Report in the Annual Governance & Accountability Return. The internal audit does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud.

Our auditors are independent of the Council and are competent to be able to carry out the requirements of the internal audit service.

NOTE The auditor will complete the Annual Internal Audit Report (AIAR) page on the Annual Governance & Accountability Return (AGAR). The AIAR informs the Annual Governance Statement (AGS) assertions on the AGAR, so when council reviews the AGS, the responses must reflect the AIAR report.

1. Council working documents

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
1.1	Have Standing Orders been a) tailored to council?	a) Yes	a) Model SO's adopted and tailored to Council – 6 th July 2021	https://www.longford-pc.gov.uk/minutes-2021/

	b) reviewed using the most recent version? c) minuted?	b) No c) Yes	b) Not using most recent version (2022) with updated Section 18 c) Yes – minute ref 7.3 Recommend that the 2022 version be adopted at the next Annual Meeting Annual Governance Statement Assertion 1	Minutes (Online) 6 th July 2021 Minute ref: 7.3 https://www.longford-pc.gov.uk/minutes-2021/
1.2	Have Financial Regulations been a) tailored to council? b) reviewed using the most recent version? c) minuted? (Objective B)	a) Yes b) Yes c) Yes	But not using NALC version Adopted on 6 th July 2021. Minute ref.7.4 Recommend Financial Regulations are reviewed this year. Annual Governance Statement Assertion 1	Minutes (online) 6 th July 2021 Minute ref: 7.4 https://www.longford-pc.gov.uk/minutes-2021/
1.3	Does the council a) give grants? b) have a grant-awarding policy?		a) Yes b) Yes – policy and form available on website	Website https://www.longford-pc.gov.uk/wp-content/uploads/2022/01/Grant-Awarding-Policy.pdf
1.4	Have items/ services been competitively purchased in accordance with Financial and/or Procurement Regulations?	Yes	 Annual Governance Statement Assertion 2 & 3	Financial Regulations/transactions sample
1.5	Code of conduct reviewed in the last 2/3 years?	Yes	Yes – July 2019 Annual Governance Statement Assertion 3	Website

2. Finance

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
2.1	Has the General Power of Competence been adopted (e.g. a minute reference), if Council qualifies?	N/A Does not meet reqmts	Council not eligible due to insufficient elected councillors. Annual Governance Statement Assertion 3	N/a - Confirmation from Clerk
2.2	S137 a) is there a separate account for payments? b) are totals within statutory limits? (for Council's that do not held General Power of Competence)	a) Yes b) Yes	£1156.51 - S137 total spend for 22/23 Annual Governance Statement Assertion 1 & 3	Meeting papers (online) https://www.longford-pc.gov.uk/current-year-2022/ Finance report from Edge Software
2.3	Is there an annual council authorisation of Direct Debit list and Standing Orders? (Objective B)	No	Only two DD – authorised at May meeting Recommend annually for all DD's/SO's Annual Governance Statement Assertion 1	https://www.longford-pc.gov.uk/wp-content/uploads/2022/06/LPC-Minutes-May-2022.pdf
2.4	Was Petty Cash expenditure approved, if any?	N/a	No petty cash Annual Governance Statement Assertion 1	N/a

	(Objective F)			
2.5	Is all expenditure supported by VAT invoices, if applicable? (Objective B)	Yes	Annual Governance Statement Assertion 1	Transactions Sample
2.6	VAT – a) recorded in accounts b) reclaimed? (Objective B)	a) Yes b) Yes	Annual Governance Statement Assertion 1	Meeting papers/minutes (online) https://www.longford-pc.gov.uk/current-year-2022/

3. Risk management

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
3.1	Insurance policy a) in place? b) cover reviewed to ensure still fit for purpose? (Objective C)	a) Yes b) No	3 year agreement so not reviewed for 2 years. . . No significant assets purchased so cover still applicable. Recommend a thorough review prior to new policy being agreed for 2024. Annual Governance Statement Assertion 5	3-year long term arrangement for the insurance.
3.2	Copy of Risk Management policy a) adopted? b) reviewed annually by	a) Yes b) Yes	Approved 2 nd April 2019 Reviewed May 2022	Minutes of meetings (online) 18 th May 2022 Minute Ref. 7e https://www.longford-pc.gov.uk/wp-

	Council? (Objective C)		Annual Governance Statement Assertion 5	content/uploads/2022/06/LPC-Minutes-May-2022.pdf
3.3	Asset register a) reviewed regularly? (Objective H) b) published on website? (Objective L)	a) Yes b) Yes	Annual Governance Statement Assertion 5	Website https://www.longford-pc.gov.uk/wp-content/uploads/2022/01/Asset-Register-2021.pdf
3.4	Evidence that assets a) have been inspected for risk? b) reported in minutes? c) any actions undertaken? (Objective C)	a) Yes b) Yes c) Yes	Only assets are Play equipment + notice boards Annual Governance Statement Assertion 5	New software to track asset checks in place.
3.5	Evidence that internal controls a) take place? b) are documented? c) minuted? as per Council's Financial Regulations/Standing Orders (Objective B)	a) Yes b) Yes c) Yes	Only one check this year, Recommend that these are completed quarterly. Annual Governance Statement Assertion 2	
3.6	Bank reconciliations are on agenda to be considered by Council?		Yes	Online - meeting packs . https://www.longford-pc.gov.uk/current-year-2023/ (For example)

	(Objective I)		Annual Governance Statement Assertion 1	
3.7	Review of a) investments? b) bank mandates (signatories on bank accounts)? (Objective B/C)	a) Yes b) Yes	Annual Governance Statement Assertion 1	a) December 2021 + 2022 minutes b) May 2022 minutes: Minute ref 10g
3.8	If bank cards in use, are proper procedures in place? (Objective B)	No	Recommend this is included in Financial Regulations and Risk Management Procedure Annual Governance Statement Assertion 1	Chairman holds a Debit card.
3.9	Are a) physical records secure? b) electronic records backed up?	a) Yes b) Yes	Filing system Password protected laptop and back up facility Annual Governance Statement Assertion 5	Confirmation from Clerk

4. Budgetary controls

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
4.1	Was a budget properly for the year under review a) prepared? b) adopted? c) minuted? (Objective D)	a) Yes b) Yes c) Yes	Draft prepared for Council in November 2021 meeting. Minute ref. 5.4 Adopted in December 2021, following some amendments. Minute Ref 6.2	Minutes online for November + December 2021 Budget adopted 7 th Dec 2021. Minute ref 6.2 https://www.longford-pc.gov.uk/wp-content/uploads/2022/02/LPC-Minutes-

			Annual Governance Statement Assertion 1	December-2021.pdf
4.2	a) Were the earmarked objectives of the reserves identified in the budget, if any? b) Were the general reserves reasonable? (Objective D)	a) Yes b) yes	Annual Governance Statement Assertion 1	As shown in budget preparation and adoption above.
4.3	Was the precept demand for the year under review properly minuted in full council?	Yes	Recommend separate Minute for budget adoption and precept demand.	Minutes – 7 th December 2021 Minute Ref 6.2 https://www.longford-pc.gov.uk/wp-content/uploads/2022/02/LPC-Minutes-December-2021.pdf
4.4	Did the council a) regularly compare budget vs spend (as detailed in the financial regulations) b) and evidenced in the minutes? (Objective D)	a) Yes b) Yes	Meeting packs provided to Cllrs prior to meetings Minutes clearly state that the report was received by Cllrs. Annual Governance Statement Assertion 1	Meeting packs provided to Cllrs prior to meetings Agendas and Minutes 2023 – Longford Parish Council (longford-pc.gov.uk)
4.5	Are any significant variances from budget reported?	Yes	Annual Governance Statement Assertion 2	AGAR (on website)

5. Payroll

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
5.1	Do all staff have a contract of employment?	Yes	Annual Governance Statement Assertion 3	Contract seen by Auditor
5.2	Do salaries paid agree with those approved by Council? (Objective G)	Yes	Annual Governance Statement Assertion 1	Payslip + transactions sample
5.3	Has Council a) registered as an employer with HMRC? b) have PAYE / NIC been properly dealt with (including year-end procedures)? (Objective G)	a)Yes b)Yes	Use PATA payroll.	Auditor had sight of Clerk's Payslip.
5.4	Are Councillor's allowances and expenses properly authorised & controlled, if any?	N/a	Annual Governance Statement Assertion 1	N/a
5.5	Pension provision – eligible employees a) offered pension scheme? b) outcome minuted?	N/a	Annual Governance Statement Assertion 3	Not eligible.

5.6	Is Council a) registered with the Pension Regulator for auto-enrolment pensions? b) Has auto-enrolment registration with Pension Regulator been reviewed (required every 3 years)	a) Yes b)Yes	Annual Governance Statement Assertion 3	Minutes April 2021: Council noted that the pension re-declaration of compliance was completed on 16 th March 2021
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6. Year-end procedures

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
6.1	Are debtors and creditors recorded properly on separate balance sheet if using Income & Expenditure reporting? (Objective J)	n/a	Annual Governance Statement Assertion 1	N/a
6.2	Does Council as a whole consider the year-end accounts	Yes		Website – Finance page and in minutes

	in addition to 6.5? (Objective J)		Annual Governance Statement Assertion 1	
6.3	Minute confirming that council is eligible for Certificate of Exemption (only for councils with a turnover of less than £25,000) (Objective K)	n/a	Annual Governance Statement Assertion 1	N/a
6.4	Annual Governance Statement, section 1 of Annual Return, approved by whole council (with separate minute number from Section 2 below)?	Yes	Annual Governance Statement Assertion 3	3 rd May 2022 – Minute ref 10.d
6.5	Annual Statement of Accounts, section 2 of Annual Return, approved by whole council (with separate minute number from Section 1 above)?	Yes	Annual Governance Statement Assertion 3	3 rd May 2022 – Minute ref 10.e
6.6	Are all sections of the Annual Governance & Accountability Return published on the website? (Objective L/N)	Yes	Annual Governance Statement Assertion 3	Website Finance – Longford Parish Council (longford-pc.gov.uk)

6.7	Did council correctly provide for the exercise of public rights? (Objective M)	Yes	The dates for the period of exercise of public rights in 2021 were reported to council and minuted. Annual Governance Statement Assertion 4	Website and minutes 3 rd May 2022 – minute ref. 10b
6.8	Previous internal audit report reviewed by council and action taken where recommended?	Yes	Received by Council. No recommendations noted. Annual Governance Statement Assertion 7	Minutes (online)
6.9	Previous external audit report (for councils with turnover over £25,000) reviewed by council and action taken where recommended?	N/A	 Annual Governance Statement Assertion 7	N/a

7. Other matters

Ref	Test	Meets reqmts? Yes, No or N/A	Internal Auditor's comments/recommendations	Evidence
7.1	Policies in place for compliance with GDPR, such as Data Protection Policy for Staff & Councillors and for the public?	No	Recommend adopting a Data protection Policy immediately. Good practice to have this on the website, especially the one for members of the public. Annual Governance Statement Assertion 3	None

7.2	Is the Council a Managing Trustee?	No	Annual Governance Statement Assertion 9	Not required
7.3	Do trustees meet at least once a year and publish separate accounts? (Objective O)	N/A	Annual Governance Statement Assertion 9	n/a
7.4	Website Accessibility Statement on website home page?	Yes	Annual Governance Statement Assertion 3	Website – home page
7.5	Did council formally appoint GAPTC as the Internal Auditor?	Yes	Recommend that Council confirms that the Internal Auditor is competent and independent of Council when appointing them. Annual Governance Statement Assertion 6	February 7 th 2023 minutes (Online). Minute ref. 5a
7.6	Are registers up to date for council-owned burial grounds (if any) and purchase of Exclusive Rights of Burials certificate completed?	No	Annual Governance Statement Assertion 3	N/a

8. Procedures

Ref	Test	Meets reqmts?	Internal Auditor's comments	Evidence
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		Yes, No or N/A		
8.1	Minutes: a) DPIs or other interests recorded? b) published on website in draft form within one month (mandatory for councillors with a turnover of less than £25,000)? (Objective L) c) initialled on each page and final page signed?	a) yes b) No TBC policy to request these c) Yes	Annual Governance Statement Assertion 3	Link on Council website to Tewkesbury BC Minutes on website and physical copy of March 2023 seen. Agendas and Minutes 2023 – Longford Parish Council (longford-pc.gov.uk)
8.2	List of members' a) responsibilities (Objective L) and b) interests held and published on the website?	A) Yes b) No TBC policy to request these	TBC policy to request these Annual Governance Statement Assertion 3	Link on Council website to Tewkesbury BC
8.3	Agendas signed and displayed on website/noticeboards 3 clear days' prior to meeting? (Objective L)	Yes	Annual Governance Statement Assertion 3	Agendas (online) and physical copy of April 2023 seen by Auditor Agendas and Minutes 2023 – Longford Parish Council (longford-pc.gov.uk)
8.4	Summons issued in proper format?	Yes	Annual Governance Statement Assertion 3	Agendas (online) and physical copy of April 2023 also seen. February + March 2023 sampled Agendas and Minutes 2023 – Longford Parish Council (longford-pc.gov.uk)

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

LONGFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.longford-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

LONGFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	79,619	76,095	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	20,750	23,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	5,664	6,095	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	6,332	4,886	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	23,605	41,909	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	76,095	58,395	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	76,095	58,395	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	76,095	58,395	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	47,920	47,924	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Service Manager

AdvantEDGE Service Manager provides clarity for your services by enabling the management and analysis of jobs and timesheets for multiple members of staff.

Main features provided

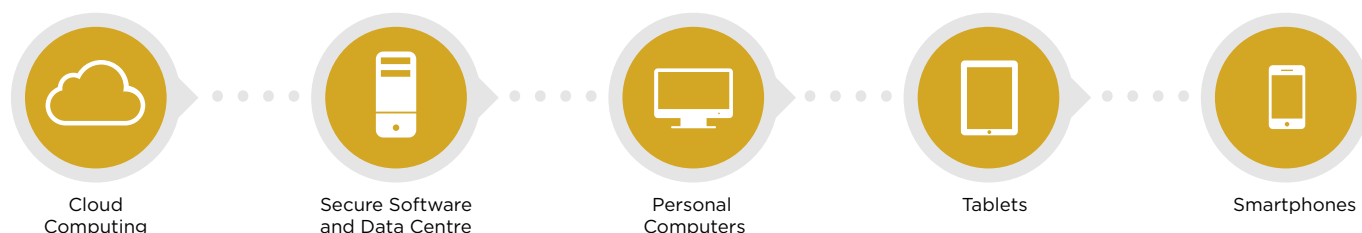
- Paperless administration includes outbound email, photographs, and attachments
- Manage tasks, projects, faults, and problems as jobs
- Manage, track and progress issues reported by the public
- Outstanding jobs are scheduled and completed when finished
- Sub jobs enable main job to be divided into stages and allocated to staff
- Staff manage their time using timesheets for each job
- Email templates for different activities
- Comprehensive reporting
- Print blank time sheets for manual completion
- Report on the annual salary cost of activities

- All reports are easily previewed, printed, exported to PDF or Word, and emailed directly to recipient
- Integrates with **AdvantEDGE Facilities** module
- Staff rosters are recorded in timesheets in Service Manager

Future Development

- Integration with **AdvantEDGE Admin+** module to manage actions by creating jobs for each action, allocating staff and monitoring progress
- **Service Manager App** for staff working outside the office to manage their jobs and record timesheets
- **Report IT portal** to enable public to report problems via the council website

Online Hosting



Service Manager Pricing

Band	Employees (per annum)	5 Year Contract (annual price)
1	5	£169
2	10	£193
3	25	£257
4	50	£326
5	Unlimited	£374

3 year, 1 year and monthly contracts also available.
All prices correct as of 1st January 2023, and exclude VAT.



AdvantEDGE is **Software as a Service (SaaS)**. The software and data are held in the cloud on UK servers. Access is available from Windows, Apple or Android devices with an internet connection. You are always running on the latest version of the software and EDGE automatically backs up your data **every hour** at no extra cost to www.datto.com. **Support** is included in the price, and is available by phone, email and online helpdesk through which software enhancements can also be requested.

No Capital Expenditure. Payment for the use of **AdvantEDGE** is via a leased term contract; monthly, 1, 3 or 5 years. Pricing per concurrent user includes unlimited AdvantEDGE user logons. Each concurrent user account enables one AdvantEDGE user to connect at a time, and multi factor authentication (MFA) is available. Additional, concurrent users are £128 per annum and can use all AdvantEDGE modules subscribed to. **Escrow** is included to provide service for a 60 day period and the ability to download data with a 12 month software licence. Other escrow options available.

We offer online training by the hour, which is particularly useful for getting you started, for new members of staff and refresher training.

TO J. Shirley, Clerk to the Council
 Longford Parish Council
 PO Box 2281
 Gloucester
 Gloucestershire
 GL3 9GT

Quote Date: 20/04/23

Quote No: Q18349A

QUOTE

Epitaph & AdvantEDGE - Additional Module

Service Manager Module

- 1 additional concurrent user
- Contract co-terminus with existing contract
- 5 year, 3 year, 1 year & monthly contracts available (5 year shown)

Details	Qty	Unit Price	Net Amount
HOSTED SERVICES (per annum)			
AdvantEDGE Service Manager, Band 1, upto 5 employees pa, 5 Year Contract, annual fee	1	£169.00	£169.00
10% discount for additional module	1	-£16.90	-£16.90
	Net Total		£152.10
	VAT Total		£30.42
	Quote Total		£182.52

I the undersigned accept this quotation:

Name: _____

Signed: _____

Date: _____

TERMS

- Prices quoted are valid for 1 month from quote date except 3rd party goods which are valid for 7 days.
- EDGE IT Systems Ltd. terms and conditions of sale apply & copies are available on request.
- Extra terms and conditions for AdvantEDGE and Epitaph apply if these products are quoted.

Please sign and email the order, making clear which alternative or additional options are selected if applicable.

Meeting date: 23rd May 2023

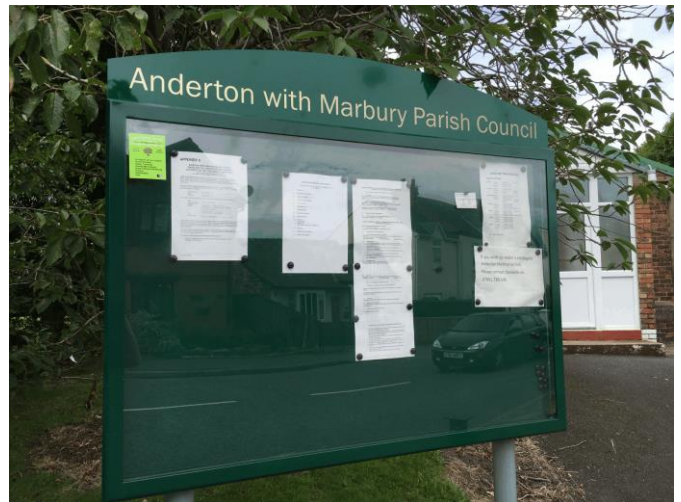
Agenda number: 10q

Topic: Notice Board for Horsbere Drive

Purchase of A0 size notice board to be installed on the existing posts where the Innsworth sign will be removed. There is £4799 in the noticeboard earmarked reserve.

QUOTE 1

- The noticeboard is 1270mm wide which should attach to the existing posts providing they are no more than 1000mm apart.
- The A0 will display 10 A4 sheets in portrait orientation with a room at the top for a further 3 landscape.
- Magnetic backing to fix the notices.
- "Longford Parish" on the header, as per the notice board on Longford Lane.
- Available in any colour – green would match the one on Longford Lane.



Total price £675+VAT (including delivery)

QUOTE 2

- Noticeboard is 1330 wide x 1080 high x 58mm
- The board can display up to 18 x A4 sheets of A4 paper & the door opens upwards on gas-stays
- Aluminium board with a powder-coated finish & included an optional header panel with lettering.
- It would fix to the posts in exactly the same manner as the current sign, i.e. with channels & clips.

[It's possible a smaller 8 x A4 board would fit on the posts but supplier would need the exact post dimensions (dia of the posts & the gap between the posts) to confirm this.]

£1000.79+VAT



Meeting date: 23rd May 2023

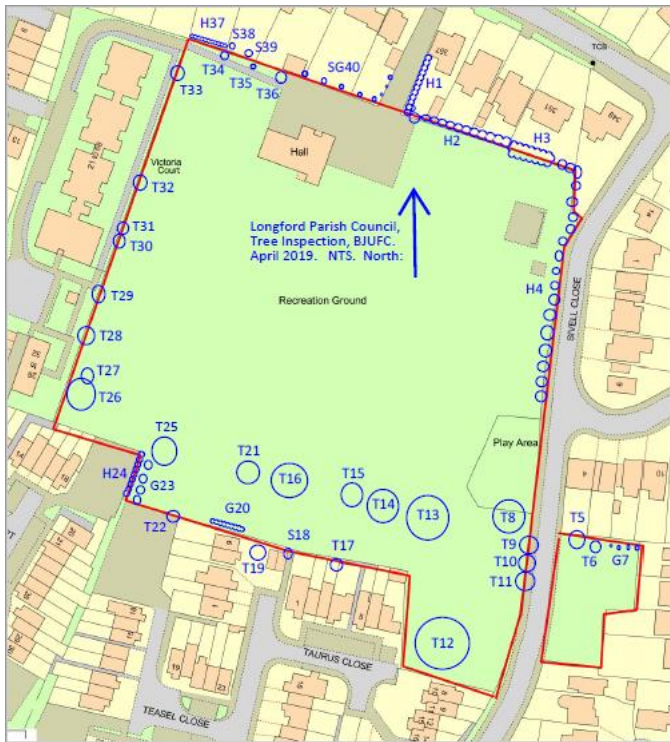
Agenda number: 10r

Topic: Removal of mistletoe from tree

Removal of at least 50% of the mistletoe from the tree on the playing field, identified T16 on the plan below. All waste to be removed from site.

Quote 1: £400+VAT

Quote 2: £825+VAT



Travel and Expenses Claim

Name JULIE SHIRLEY

Address

Use Code	Vehicle	Cubic	Office Use
E-essential	Registration	Capacity	Rate/ Lump sum
C-casual			45p per mile
C			

Date	Destination	Details	Miles	Parking	Fares	Net	Vat	Gross
01/01/2023		January Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/02/2023		February Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/03/2023		March Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/04/2023		April Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/05/2023		May Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
12/12/2022		GiffGaff monthly PAYG top-up				£5.00	£1.00	£6.00
12/01/2023		GiffGaff monthly PAYG top-up				£5.00	£1.00	£6.00
12/02/2023		GiffGaff monthly PAYG top-up				£5.00	£1.00	£6.00
12/03/2023		GiffGaff monthly PAYG top-up				£5.00	£1.00	£6.00
12/04/2023		GiffGaff monthly PAYG top-up				£5.00	£1.00	£6.00
12/05/2023		GiffGaff monthly PAYG top-up				£5.00	£1.00	£6.00
29/12/2022		A4 printer paper				£5.50		£5.50
02/03/2023		Postage stamps				£5.44		£5.44
13/05/2023		Electrician to fix defib cabinet						£35.00
18/04/2023		Coronation Plaque & Phil Awford Plaque				£225.83	£45.16	£270.99
06/02/2023	Longford	Meet contractors at playing field - CCTV & Memorial stone	8					£3.60
11/03/2023	Longford	Deliver nomination packs	12					£5.40
13/03/2023	Longford	Election notices	8					£3.60
29/03/2023	Longford	Meet ploholders at allotments	8					£3.60
11/05/2023	Longford	Meet contractor at playing field - gates	8					£3.60
TOTAL								£492.73

I certify that:

- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the employer against any third party claims arising out of use of that vehicle.
- (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date.....

Signed (Chair/Vice-Chair)..... Date.....

Longford Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Cheque Total
1131	BACS2305 23BHIB	£507.40	£0.00	£507.40	14/04/23	BHIB - Annual Insurance 2023-24 (year 3 of LTA)	£507.40
1125	BACS2305 23BL	£513.54	£85.59	£427.95	01/04/23	Broxap Ltd - One Broxap Standard Derby 120 litre litter bin as per quote Q15.000004623	£513.54
1139	BACS2305 23CWC	£486.00	£81.00	£405.00	26/04/23	Complete Weed Control (North Wessex) - To supply and apply chemical weed control to the gutters and kerbs of residential roads in Longford	£486.00
1140	BACS2305 23GC	£630.79	£105.13	£525.66	28/04/23	Glebe Contractors - Ground Maintenance April 2023	£630.79
1149	BACS2305 23JS	£36.00	£6.00	£30.00	30/05/23	GiffGaff - Monthly PAYG top-up Dec 2022-May 2023	£36.00
1148	BACS2305 23JS	£150.74	£0.00	£150.74	30/05/23	Julie Shirley - Clerk expenses Dec 2022-May 2023	£150.74
1133	BACS2305 23JS	£270.99	£45.16	£225.83	18/04/23	Brunel Engineering Ltd - King's Coronation Plaque and Cllr Awford memorial plaque. Paid by J.Shirley to be reimbursed	£270.99
1138	BACS2305 23JS	£35.00	£0.00	£35.00	21/04/23	A-Tech Installations Ltd - Callout to repair defib cabinet at Bridge House. To be reimbursed to J.Shirley	£35.00
1135	BACS2305 23SARA	£100.00	£0.00	£100.00	04/04/23	Severn Area Rescue Association - Donation in lieu of flowers for County Cllr Phil Awford	£100.00
1142	BACS2305 23TBC	£153.72	£25.62	£128.10	10/05/23	Tewkesbury Borough Council - One Legal professional services for unauthorised encampment at playing field	£153.72
1150	BACS2305 23WL	£122.49	£20.41	£102.08	12/05/23	Wicksteed Leisure Ltd - Annual play inspection	£122.49
		£361.05	£0.00	£361.05		Confidential	
Total		£3,367.72	£368.91	£2,998.81			

Signature _____

Signature _____

Date _____



• SINCE 1918 •

Annual Inspection

Longford Parish Council

Longford Playing Field Play-Ball Areas

Sivell Close off Longford Lane, Longford,
Gloucestershire, GL2 9AX



Wicksteed Leisure Limited, Digby Street, Kettering, Northamptonshire, NN16 8YJ

www.wicksteed.co.uk

01536 517028
customerservices@wicksteed.co.uk

Inspection Scope for RPII Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to BS EN 1176. We have not assessed these against the requirements of BS EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

- BS EN 15312** Free access multi-sports equipment
- BS EN 14974** Skateparks
- BS EN 16630** Permanently installed outdoor fitness equipment
- BS EN 16899** Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards, and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism.

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.


[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
			<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>					

Longford Playing Field Play-Ball Areas

Inspection Ref: 2039278
Property Ref: 1262581-421550

Site Ref: 82899
Service Object Ref:

Inspected: 27-April-2023 - 08:08 by Michael Allbright

Risk Assessment: **12 Moderate Risk**



Location:

The site is partially overlooked by properties in the local community

Disabled Access:

Generally accessible; an area accessible to most.

i 4 - Very Low Risk

Item: Multi Play (Junior)
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Wicksteed Playgrounds
Surface Type: Rubber Tiles
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 2 - Very Low Risk

Item: Fence - Timber & Mesh Infill
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

Item: Multi Play (Toddler)
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

The firemans pole is less than 350mm from the platform and does not meet with the recommendations of BS EN 1176 Part 1 - Monitor - No remedial work recommended

12 - Moderate Risk

Item: See Saw
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

8 - Low Risk

Item: 1 Bay 2 Seat (Flat)
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 2

There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing - Monitor for any further deterioration and repair as required

i 2 - Very Low Risk

Item: Misc Item
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

! 12 - Moderate Risk

Item: Bench
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

Parts of the timber are rough or splintered - Remove all rough or sharp edges

i 6 - Low Risk

Item: Fence - Bow Top
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

A number of fixing(s) have worked loose - Secure all loose fixings

i 6 - Low Risk

Item: Gate - Self Closing
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

The surface has eroded in some areas - Reinstate the surface

i 2 - Very Low Risk

Item: Playground Sign
Manufacturer: Unknown
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 2 - Very Low Risk

Item: Picnic Table
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 2 - Very Low Risk

Item: Litter Bin
Manufacturer: Unknown
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 4 - Very Low Risk

Item: Basket Ball Goal
Manufacturer: Base Leisure
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 2 - Very Low Risk

Item: Bench
Manufacturer: Base Leisure
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 2 - Very Low Risk

Item: Litter Bin
Manufacturer: Broxap
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 2 - Very Low Risk

Item: Shelter
Manufacturer: Base Leisure
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 2 - Very Low Risk

Item: MUGA Facility Sign
Manufacturer: Base Leisure
Surface Type: Tarmac
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

Findings information

i 6 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: The firemans pole is less than 350mm from the platform and does not meet with the recommendations of BS EN 1176 Part 1

Action: Monitor - No remedial work recommended



12 - Moderate Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: M - Moderate Risk
Surface: Wet Pour



Finding: There is algae or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

i 8 - Low Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

i 6 - Low Risk (Finding 2)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing
Action: Monitor for any further deterioration and repair as required

12 - Moderate Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Unknown

Risk Level: M - Moderate Risk
Surface: Grass



Finding: Parts of the timber are rough or splintered

Action: Remove all rough or sharp edges

 6 - Low Risk (Finding 1)

Item: Fences - Fence - Bow Top
Manufacturer: Unknown

Risk Level: L - Low Risk
Surface: Grass



Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

 6 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas

Action: Reinstate the surface

From: Billie Grant <Billie.Grant@theairambulanceservice.org.uk>
Subject: The Children's Air Ambulance
Date: 13 April 2023 at 16:12:35 BST
To: "lvh.friends@gmail.com" <lvh.friends@gmail.com>

Hi,

I work for Children's Air Ambulance, a nationwide charity, and one of the many ways you can support our charity is by hosting one of our clothing reuse banks on your premises.

Would you be able to support our charity by having one of our clothing banks placed in your village hall car park?

We work with 11 NHS paediatric retrieval teams across the UK, enabling them to bring their specialist equipment on board to safely transfer their patients from one hospital to another. Our clinically designed aircraft provides a flying intensive care unit for babies and children that need to receive urgent care and is on average 4 times faster than going by road.

You would not only be supporting our charity but also helping to divert textiles from landfill. Below is a photo of one of our clothing banks for your reference. The size of a bank is approximately 4 feet wide, by 3 feet deep and 6 feet in height. Our clothing bank can go on grass, tarmac or anywhere flat. Unlike other charities, you would be allocated a local driver to regularly empty and service the bank. This is usually every 3/4 weeks but can be done more frequently if the bank performed well. Our telephone number is printed on the front should you need to contact us or need it emptying any quicker.



Longford PC Clerk

From: Friends of Longford Village Hall <lvh.friends@gmail.com>
Sent: 10 May 2023 17:15
To: parish Council Clerk
Subject: Car Boot Sale Parking Plan and Risk Assessment
Attachments: PastedGraphic-3.png; Untitled attachment 00003.htm; 20230510-Car Boot Sale Risk Assessment.docx; Untitled attachment 00006.htm; 2023-Car_Boot_Sale_Site_Plan.pdf; Untitled attachment 00009.htm

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Julie,

Please see attached the parking plan and risk assessment for this year's car boot sales taking place on:

- 20 May
- 17 Jun
- 15 Jul
- 19 Aug
- 16 Sep

If anything changes as we learn from experience I will send you amendments as required.

Kind Regards

Phil

For and on behalf of Longford Village Hall
Registered Charity Number: 274435
Tel: 07843 772627
Email: lvh.friends@gmail.com
www.longfordvillagehall.org

Please remember the Committee is an all volunteer group and it may take up to 48 hours to receive a response to your query.

Please be mindful that this hall is hired out across various sections of the community covering a range of ages. Even though the Covid-19 restrictions have currently been lifted we ask that you still continue to observe the safe practices that have previously been adopted to help fight Covid-19. Please continue to use the hand sanitiser and clean down all touchable surfaces with antiviral cleaning products where possible. Please group the chairs and place a note on them after use to enable the cleaner to sanitise them. Lets keep the hall safe for all. Thank you for your continued support.

Vehicle Exit

First Aid Point & Defibrillator

Buyer Parking
(1st row along left edge of area)

Main Vehicle Entry Point

Disabled Parking

Catering & Toilets

Seller Parking (rear of car facing pedestrian walkway)

Pedestrian Entrance

