



CPCC Community Hub
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**Meeting of the
Finance, Administration & Policy Committee**

AGENDA

Tuesday 3 March 2026

7:00pm

Community Hub, Springfield Boulevard, Springfield

Committee Members:

Cllr B Barton (Chair)

Cllr K Kent

Cllr R Golding

Cllr Mangan

Cllr D Kendrick

Cllr D Pafford

Cllr K Kavarana

AGENDA

- 1. To Receive**
Apologies for Absence
Declarations of Interest
- 2. Minutes of the previous meeting**
Committee is invited to approve the minutes of the meeting held on 2 December 2025, previously circulated and therefore taken as read.
- 3. Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
- 4. Year End Accounts, Annual Return and Internal Audit Report**
Committee is invited to note that the Year End Accounts, Annual Return and Internal Audit Report will go directly to the May main meeting of Council, this will allow the Annual Return to be completed in a timely manner.
- 5. Section 137 Increase 2026/27**
Committee is invited to note that the revised Section 137 expenditure limit is £11.60 (per elector) for 2026/2027.
- 6. Financial Services Compensation Scheme Increase**
Committee is invited to note that the Financial Services Compensation Scheme limit has now increased to £120,000.00 from £85,000.00. This covers both our Unity Trust Bank accounts as well as our CCLA account.
- 7. Future Account to Account Proposal**
Committee is invited to consider making a transfer of £300,000.00 in April to the CCLA Public Sector Deposit Fund from Unity Trust Bank, of funds received in the precept payment. At the current interest rates this should yield an additional £1,000.00 of interest over the funds remaining in Unity Trust Bank. Committee is invited to make a recommendation to Council.
- 8. VAT Submissions Update**
Committee is invited to note that in September 2025 Council made a decision to revert back to quarterly VAT returns. Due to a miscommunication with HMRC this wasn't actioned and the quarterly returns will begin again from April 2026.
- 9. Committee Terms of Reference Review**
Committee is invited to review its Terms of Reference prior to the Annual Meeting of Council in May 2026 – Amendments will be considered at the Annual Meeting.
- 10. Committee Policies Review**
Committee is invited to review the following policies prior to the Annual Meeting of Council in May 2026 – Amendments will be considered at the Annual Meeting

- i. Financial Regulations
- ii. Investment Strategy
- iii. Data Protection – currently under review and going to Annual Meeting of Council
- iv. Freedom of Information – reviewed at February Council

11. Community Council Standing Order Review

Committee is invited to review the Community Council Standing Orders prior to the Annual Meeting of Council in May 2026.

12. Income & Expenditure Report to 31 January 2026

Committee is invited to note the Income and Expenditure report as at 31 January 2026.

13. Balance Sheet to 31 January 2026

Committee is invited to note the Balance Sheet as of 31 January 2026.

14. BACS and Direct Debit payments to 31 December 2025

Committee is invited to note the schedule of payments made to the 31 December 2025. This schedule is for information only.

15. Date of Next Meeting

Tuesday 2 June 2026

BY ORDER OF THE COUNCIL

L Bradley

**Responsible Financial Officer
24 February 2026**

**A meeting of the Finance, Administration Policy Committee
was held on
Tuesday 2 December 2025
commencing at 7.00pm
at the CPCC Community Hub, Springfield Boulevard, Springfield**

This meeting was open to the Public

Members Present

Cllr B Barton (chair)

Cllr D Kendrick (arrived at 19.20)

Cllr D Pafford

Cllr R Golding

Cllr F Mangan

In Attendance

L Bradley, Responsible Financial Officer

D Warner, Clerk to Council

25/25 Apologies for Absence

Cllr K Kaverana

Cllr K Kent

26/25 Declarations of Interest

None

27/25 Minutes of the previous meeting

Committee approved the minutes of the meeting held on 2 September 2025, previously circulated and therefore taken as read.

28/25 Public Involvement – Deputations, Petitions and Questions

No members of the public made any representations in respect of the business on the agenda.

29/25 2026/27 Annual Community Council Budget/Precept Consultation Interim Report

Committee received the interim 2026/27 Annual Community Council Budget/Precept Consultation Report (to be tabled), with the final report going to the December meeting of Council.

30/25 Community Council Draft Budget

Committee reviewed the draft budget on a 'cost centre' basis. Having assessed the impact of the proposed draft budget for 2026/2027 on the Community Councils financial reserves (balance sheet), the Committee then resolved to recommend the draft budget for consideration by Council.

Cllr Kendrick arrived during the above item.

31/25 Community Council Precept Level 2026/27

Committee considered an appropriate Precept Level for 2026/2027, resolving to recommend to Council that the Precept level for 2026/2027 will be increased by 3%.

With a confirmed 2026/2027 tax base of £4173.43, a 3% rise to the 2026/2027 Precept will increase the amount payable by a band D equivalent property from £228.86 to £235.73, this will result in an increase income from the 2026/2027 level of £939,755 to £983,802.

32/25 Community Council Risk Assessment Review 2025/26

Committee reviewed the updated Risk Assessment for 2025/26 - completed assessment to be forwarded to Council for ratification.

At the conclusion of this item the Committee resolved that when it considers and reviews future draft Council budgets, Council precept recommendations and Council risk assessment, all associated Member questions to be submitted to the Responsible Financial Officer in advance of the meeting by email.

33/25 Local Government Pension Scheme Valuation Update

Committee noted that the triennial valuation of the scheme confirms that the Council's funding position has increased from 94.2% (March 2022) to 97.4% (March 2025), therefore its employer contribution rate will decrease by 1% for each of the next 3-years (2026/27-2028/29)

34/25 Income & Expenditure Report to 31 October 2025

Committee noted the Income and Expenditure report as at 31 October 2025.

35/25 Balance Sheet to 31 October 2025

Committee noted the Balance Sheet as of 31 October 2025.

36/25 BACS and Direct Debit payments to 31 October 2025

Committee noted the schedule of payments made to the 31 October 2025. This schedule is for information only.

37/25 Date of Next Meeting

Tuesday 3 March 2026.

TERMS OF REFERENCE

FINANCE, ADMINISTRATION & POLICY COMMITTEE

May 2025

General Purpose: The Finance, Administration & Policy Committee (FA&P) manages the Council's financial affairs, oversees the internal administrative affairs of the Council and Emergency Response Planning and in particular

1. To prepare by end of October, Finance, Administration & Policy draft budget covering all project expenditure for the coming financial year and the following 5 financial year(s).
2. To review annually, at the beginning of each financial year, the Financial Risk Assessment document; and to minute and impose any action taken to manage risk.
3. To review annually, at the beginning of each financial year, the insurance needs and requirements of the Council.
4. To receive a monthly report on the Council's finances; to ensure that all expenditure remains in line with agreed budget, where applicable after consultation and agreement of the relevant Committee making virement of up to £5,000.00 between cost centres/codes.
5. All virements to be reported to Council, with figures in excess of £5,000 requiring the approval of Council.
6. To prepare in June, a budget consultation questionnaire to be forwarded to all households within the CPCC area and delivered with the autumn edition of Homeground.
 - To prepare annually, for submission to Council by December of that financial year, a draft Council budget for the following financial year, which takes into account budgetary requirements received from all CPCC Committees and considers the opinions of residents of the CPCC area as recorded in the budget consultation questionnaire.
 - To recommend to December Council, for approval, the precept requirement for the following financial year.
 - To inform residents via the precept letter of the outcome of the budget questionnaire consultation
 - an extra ordinary Committee meeting to source outside funding for projects to be held annually in June
7. To ensure all Committees periodically monitor their budget expenditure throughout the year.
8. To have overall responsibility for scrutinising Committee funding requests for projects not budgeted for at the beginning of the new financial year by Campbell Park Community Council Committees; with all non-budgeted expenditure above

£5000 requiring Council approval”

9. External funding must be sought for all projects before applying for internal funding.
10. To scrutinise the financial management of all the Council’s properties and to ensure correct financial and administrative processes are in place. These to include invoicing and collection of funds appertaining to the lettings of all Council’s properties, including sports grounds and any future additions to Council’s asset portfolio.
11. To direct the financial management of all repairs/alterations to all Council’s property portfolio (if not budgeted for at the beginning of financial year), whether freehold, leasehold or rented.
12. To set the precept and include budgetary requirements for the following 5 financial years where necessary.
13. To finalise at the December meeting the precept recommendation to go before Council’s December Committee.
14. To prepare in October each year a detailed draft budget covering all project expenditure for the coming financial year and the following 5 financial years.
15. To review annually the Terms of Reference prior to the Annual Meeting of Council.
16. To review annually the Freedom of Information Act prior to the Annual General Meeting.
17. To review annually the Data Protection Policy prior to the Annual General Meeting.
18. To assume sole responsibility of the Business Plan Strategy.
19. To respond to financial consultations from outside bodies.
20. To be responsible for Democratic services and councillor training.
21. To be responsible for the continuous professional development and welfare of Councillors.
22. To prepare Campbell Park Community Council, for the event of any Emergency in particular:
 - To list all possible emergencies.
 - To prioritise emergencies.
 - To list and engage partners.
 - To undertake any necessary research.
 - To ensure plan is regularly revisited and updated.



Model Financial Regulations

Updated version March 2025

Adopted by Council 20 May 2025

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 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.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

CAMPBELL PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 20 May 2025.

1. General

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

- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance, Administration & Policy Committee.

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

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

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

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

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

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

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

4. Budget and precept

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

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following four financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

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

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [October] each year.

- 4.6. The draft budget with any committee proposals and four-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance, Administration & Policy Committee and a recommendation made to council.
- 4.7. Having considered the proposed budget and four-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

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

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

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£5,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

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

- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Finance, Administration & Policy Committee may authorise in advance for the year}.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the Finance, Administration & Policy Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance, Administration & Policy Committee.
 - iv. 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 the Finance, Administration & Policy Committee.
- 6.9. The RFO shall present a schedule of payments, forming part of the agenda for the meeting, together with the relevant invoices, to the Finance, Administration & Policy Committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

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

- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Finance, Administration & Policy Committee meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO or a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

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

9. Payment cards

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

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

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

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

12. Loans and investments

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

13. Income

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

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually and may delegate the task to another member of staff.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest,

tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

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

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

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

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

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

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

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

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

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

Appendix 1 - Tender process

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



ANNUAL INVESTMENT STRATEGY

Adopted by Council at the Annual Meeting of Council on
20th May 2025

Investment Strategy

Under section 15(1)(a) of the Local Government Act 2003, the Secretary of State Secretary of State for Local Government has issued “Statutory Guidance on Local Government Investments”. Parish councils are required to “have regard” to the guidance and for each financial year Parish Councils with investments over £100,000 are required to prepare an Investment Strategy (“the Strategy”).

This Parish Council Investment Strategy complies (as appropriate) with the revised requirements set out in the revised Guidance on Local Government investments issued by Secretary of State Secretary of State for Local Government in 2018.

When making investments over £100,000, the Council is required to adopt the Guidance in full and to put an investment strategy into place.

Campbell Park Community Council acknowledges the importance of prudently investing surplus funds held on behalf of the community. All investments will be made in line with the Council’s financial procedures and observations or advice received from the Council’s internal and external auditors, supported as necessary by advice from the Council’s financial advisors.

The Council will ensure it has adequate, though not excessive, cash resources, overdraft or standby facilities to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives.

For treasury management and other financial investments, the council is required to prioritise **SECURITY, LIQUIDITY** and **YIELD** in that order of importance

Investment Objectives

1. The Council’s investment priorities are the security of reserves and adequate liquidity of its investments.
2. The Council will then aim to maximise income from its investments commensurate with proper levels of security and liquidity.
3. The Council will seek to ensure that investment income is consistent one year to the next.
4. Where external investment managers are used, they will be contractually required to comply with this Strategy.
5. In balancing risk against return, this Council is more concerned with avoiding risks than maximising returns.
6. All investments will be in sterling.
7. The council does not make any loans.

Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and maturation of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Campbell Park Community Council will use:

- Deposits with banks, building societies, local authorities or other public authorities.
- Other recognised funds specifically targeted at the Public Sector.
- The choice of institution and length of deposit will be subject to approval by the Finance Administration & Policy Committee.

Non-Specified Investments

These investments have greater potential risk such as investments in the money market, stocks and shares. The Council will use the services of an appointed FSA accredited financial advisor on the investment of these funds. The choice of investment company will be reviewed within the first year of every new administration following an election or more frequently if the performance of the investments is not meeting the required objectives. Long term investments, defined as greater than 36 months, will, if considered appropriate, be used to support the 3-5 year Capital Programme which will be reviewed and agreed annually. Capital growth of the fund should be maximised but at least equal to RPI whilst being consistent with the required level of security and all other public investment criteria. The Council will expect the investment to be in a balanced portfolio that will yield a consistent income/growth year on year whilst having regard to the Council's objectives and security of its investments. When considering any investments, this Council will be encouraged to consider social, ethical and/or environmental factors or criteria when selecting, retaining or disposing of assets.

End of Year Investment Report

At the end of each financial year the Responsible Financial Officer will present a report on the Investment activity to Full Council.

Review and Amendment of Regulations

This Strategy will be reviewed annually by the Finance, Administration & Policy Committee. The Committee reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council.

Campbell Park Community Council Investments

The Council invests in a number of low risk cash deposit accounts. At 31 March 2020 the council held the following investments.

Parish Councils deposits are normally covered by the Financial Services Compensations Scheme which pays out a maximum of £85,000 for each or banking group. However, cover under the scheme is restricted to those Councils whose income is less than 500,000 Euros which means that CPCC deposits are not eligible.

Investment	Amount	Security	Liquidity	Yield
Unity Trust Bank	£54K	High	High - no Notice	Low – 0%
Unity Trust Bank Instant Access	£516K	High	High – no notice	Mid – 2.5%
Public Sector Deposit Fund A/C	£346K	High	High – no notice	High – 4.4%

Subsequent to 2020 the following banking changes took place:-

Both HSBC bank accounts were closed down and the funds were moved to Unity Trust Bank.

Metro Bank was closed down in 2021.

Options for Consideration

The Local Authorities Property Fund

For longer term investments, the Council could consider investing in The Local Authorities Property Fund managed by the CCLA. The fund is exclusively for local authorities and other public sector organisations to invest in commercial and industrial property on a collective basis so as to obtain a spread of risk with constant expert property management. The fund aims to provide investors with a high level of income and long-term capital appreciation.

At 30th September 2018 the fund size was £1.048 Billion and the total annual return was 7.61%

Investment	Security	Liquidity	Yield
Local Authorities' Property Fund	Medium to High	High	High – 7.61%

RECOMMENDATION: That the council:

- Consider investing in The Local Authorities' Property Fund for long term deposits



**MODEL STANDING
ORDERS 2025 UPDATE
(ENGLAND)**

Adopted at the Annual Meeting of Council on 20 May 2025

National Association of Local Councils (NALC)

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

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. Model standing orders use gender-neutral language (e.g. "chair").

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

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (20) minutes unless

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

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

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

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

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

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

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

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

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

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

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 (2) days before the meeting that they are unable to attend;

**All members are considered substitutes – see Council minute 86/23 September 2023*

 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.
- xiii. such that any member, including substitute members, appointed to the Planning, Infrastructure & Transport Committee must undertake to complete appropriate planning training as soon as it is available unless already completed within the previous two years and any member appointed to the Finance, Administration & Policy Committee must undertake to complete appropriate finance training as soon as it is available unless already completed within the previous two years.
- xiv. to restrict any member to sit on a maximum of four of the standing committees of Council and that the membership of said committees be restricted to a maximum of 7 councillors, with the exception of both the Community and Communications Committee and the Estates Committee, with the membership of said committees being expanded to a maximum of 11 councillors.
- xv. Council or committees shall annually appoint lead members and confirm their responsibilities as necessary to progress the business of council.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within (7) days of having been requested to do so by (2) members of the committee [or the sub-committee], any (2) 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 (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) 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 (7) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on

the agenda shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. **DRAFT MINUTES**

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

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

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

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

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

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer OR by a meeting of the Council, or committee or sub-committee for which the dispensation is required 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] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

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

15. **PROPER OFFICER**

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

b The Proper Officer shall:

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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (2) days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the () Committee] 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] OR [(Planning, Infrastructure & Transport) committee];
- 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 [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel and Finance, Administration & Policy committees is subject to standing order 11.
- b Clerk to Council shall report to the Chair of the Personnel Committee any staff absences.
- c Staff appraisals shall be conducted annually in September. The appraisal of the Clerk to Council will be conducted by 2 members, with the remaining staff appraised by the Clerk to Council, with the exception of the Cleaner/Caretakers and the Landscape Team who will be appraised by the Estates Manager.
- d Subject to the Council's policy regarding the handling of grievance matters, the Clerk to Council shall contact the chair of Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed in line with the Council's grievance policy.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the chair or vice-chair of the Personnel Committee, this matter shall be reported back and progressed by resolution of the Personnel Committee
- 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 *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

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

See also standing order 11.

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

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

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

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

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed**

as witnesses.]

The above is applicable to a Council with a common seal.

OR

[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.]

The above is applicable to a Council without a common seal.

24. 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.

25. STANDING ORDERS GENERALLY

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

Campbell Park Community Council

Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025		31st March 2026
	Operating Income	
964,150	Central Costs	978,073
1,414,012	Community Hub	5,100
38,997	Oldbrook Centre	32,247
180,626	Landscape Service	186,698
35,483	Springfield Centre	37,435
0	Open Spaces	629
1,682	Willen Allotments	1,708
2,257	Woolstone Allotments	2,398
0	Grants	1,750
0	Wellbeing	3,667
6,204	Community	0
2,643,411	Total Income	1,249,706
	Running Costs	
333,928	Employment Costs	336,256
14,603	Democratic Costs	10,068
61,682	Central Costs	69,461
2,156,829	Community Hub	648,674
18,067	Parish Office	24,403
12,036	Communications	9,354
13,306	Oldbrook Centre	8,678
(1,979)	Oldbrook Pavilion	368
230	Oldbrook Green	0
290,654	Landscape Service	256,417
14,525	Springfield Centre	24,845
300	Woolstone Pond	0
10,422	Dog/Waste Bin Provision	7,711
2,081	Kernow Crescent	353
155	Open Spaces	312
655	Willen Allotments	828
1,043	Woolstone Allotments	2,118
7,799	Grants	9,960
0	Wellbeing	3,392
8,132	Community	14,635
2,944,469	Total Expenditure	1,427,833
	General Fund Analysis	
572,743	Opening Balance	287,087
2,643,411	Plus : Income for Year	1,249,706
3,216,155		1,536,793
2,944,469	Less : Expenditure for Year	1,427,833
271,685		108,960
(15,402)	Transfers TO / FROM Reserves	(9,402)
287,087	Closing Balance	118,361

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>101 Employment Costs</u>							
4000 Basic Salaries	25,503	245,249	280,424	35,175		35,175	87.5%
4001 Employers NI	3,219	31,133	33,799	2,666		2,666	92.1%
4002 Employer Pension	6,044	58,338	65,504	7,166		7,166	89.1%
4089 Corporate Clothing	83	83	300	217		217	27.8%
4091 Staff Health	0	838	800	(38)		(38)	104.8%
4460 Subscriptions	195	615	800	185		185	76.9%
Employment Costs :- Indirect Expenditure	35,045	336,256	381,627	45,371	0	45,371	88.1%
Net Expenditure	(35,045)	(336,256)	(381,627)	(45,371)			
<u>105 Democratic Costs</u>							
4089 Corporate Clothing	0	0	100	100		100	0.0%
4500 Councillors Allowances	0	9,418	17,676	8,258		8,258	53.3%
4501 Chairs Additional Allowance	0	651	982	331		331	66.3%
Democratic Costs :- Indirect Expenditure	0	10,068	18,758	8,690	0	8,690	53.7%
Net Expenditure	0	(10,068)	(18,758)	(8,690)			
<u>201 Central Costs</u>							
566 Advertising Income	0	120	0	(120)			0.0%
1800 Miscellaneous Income	202	438	0	(438)			0.0%
1870 Bank/Bond Interest Received	2,191	24,639	7,500	(17,139)			328.5%
1900 Precept	0	939,755	939,755	0			100.0%
1901 Precept Grant	0	13,121	13,120	(1)			100.0%
Central Costs :- Income	2,393	978,073	960,375	(17,698)			101.8%
4030 Training/Conferences	495	3,167	8,000	4,833	195	4,638	42.0%
4050 IT Support Contract	0	15,450	21,000	5,550		5,550	73.6%
4051 IT Equipment	0	1,084	5,100	4,016		4,016	21.3%
4052 Digital Mapping	0	29	500	471		471	5.8%
4053 Online Costs	0	997	3,600	2,603		2,603	27.7%
4080 Health & Safety	0	0	2,040	2,040		2,040	0.0%
4081 HR Service Contract	478	4,777	7,140	2,364		2,364	66.9%
4082 Emergency Response	0	0	500	500		500	0.0%
4083 Defibrillator costs	0	238	1,300	1,062		1,062	18.3%
4090 Welfare	0	0	150	150		150	0.0%
4130 Insurance (not vehicle)	0	18,367	12,000	(6,367)		(6,367)	153.1%
4184 Street furniture new/renewal	0	965	1,000	35		35	96.5%
4186 Small Sundry Purchases	0	269	250	(19)		(19)	107.5%
4300 Vehicle Costs	432	2,380	3,500	1,120		1,120	68.0%

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4303 Vehicle mileage	77	521	600	79		79	86.8%
4400 Stationery	147	817	1,200	383	30	353	70.6%
4402 Consultation Costs	31	2,078	3,400	1,322		1,322	61.1%
4403 Planning Consultant Fees	0	0	2,000	2,000		2,000	0.0%
4404 Subsistence	38	265	0	(265)		(265)	0.0%
4405 Publicity/Marketing	939	939	2,000	1,061		1,061	47.0%
4410 Photocopying Costs	273	1,319	2,000	681		681	66.0%
4440 Telephone	0	2,050	2,500	450		450	82.0%
4445 Mobile Phones	121	633	1,100	467		467	57.5%
4455 Postage	0	32	100	68		68	31.8%
4460 Subscriptions	95	2,384	2,500	116		116	95.4%
4490 Website Costs	0	1,015	1,000	(15)		(15)	101.5%
4530 Hospitality	0	179	200	21		21	89.5%
4584 Recruitment	0	0	1,000	1,000		1,000	0.0%
4585 Legal Fees	0	0	10,000	10,000		10,000	0.0%
4587 Audit/Accounts	0	8,025	6,000	(2,025)		(2,025)	133.8%
4588 VAT Fees	0	0	250	250		250	0.0%
4589 Payroll Fees	0	475	550	75		75	86.4%
4600 Bank Charges	91	1,007	1,400	393		393	71.9%
Central Costs :- Indirect Expenditure	3,217	69,461	103,880	34,419	225	34,195	67.1%
Net Income over Expenditure	(824)	908,613	856,495	(52,118)			
<u>204 Community Hub</u>							
1803 HSF Funding	0	5,100	0	(5,100)			0.0%
Community Hub :- Income	0	5,100	0	(5,100)			
4085 Fire Protection	365	1,707	1,000	(707)		(707)	170.7%
4110 Business Rates	0	0	15,000	15,000		15,000	0.0%
4111 PWLB Loan	0	107,459	125,000	17,541		17,541	86.0%
4113 CiC Costs	3,950	7,950	0	(7,950)		(7,950)	0.0%
4115 Water & Sewerage	0	0	1,500	1,500		1,500	0.0%
4122 Electricity	0	0	2,000	2,000		2,000	0.0%
4150 Cleaning Costs	160	1,599	2,000	401	225	176	91.2%
4155 Refuse Disposal	124	751	2,500	1,749		1,749	30.0%
4160 Window Cleaning	100	800	1,500	700		700	53.3%
4170 Repair/Maintenance	510	788	0	(788)		(788)	0.0%
4172 Service & Maintenance	0	656	0	(656)		(656)	0.0%
4175 Building Contracts	420	6,663	0	(6,663)		(6,663)	0.0%
4404 Subsistence	0	0	300	300		300	0.0%
4590 Licenses	0	234	0	(234)		(234)	0.0%

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9022 Earmarked New Office HQ	36	520,066	520,066	(0)		(0)	100.0%
Community Hub :- Indirect Expenditure	5,664	648,674	670,866	22,192	225	21,967	96.7%
Net Income over Expenditure	(5,664)	(643,574)	(670,866)	(27,292)			
205 Parish Office							
4085 Fire Protection	0	59	300	241		241	19.7%
4100 Rent	0	3,931	2,000	(1,931)		(1,931)	196.5%
4110 Business Rates	0	591	250	(341)		(341)	236.4%
4115 Water & Sewerage	20	233	87	(146)		(146)	267.7%
4120 Gas	112	492	300	(192)		(192)	163.9%
4122 Electricity	94	589	550	(39)		(39)	107.2%
4150 Cleaning Costs	0	179	100	(79)		(79)	178.9%
4155 Refuse Disposal	0	286	500	214		214	57.1%
4160 Window Cleaning	0	50	100	50		50	49.6%
4170 Repair/Maintenance	0	15,695	10,000	(5,695)		(5,695)	156.9%
4175 Building Contracts	0	2,299	0	(2,299)		(2,299)	0.0%
4404 Subsistence	0	0	50	50		50	0.0%
Parish Office :- Indirect Expenditure	226	24,403	14,237	(10,166)	0	(10,166)	171.4%
Net Expenditure	(226)	(24,403)	(14,237)	10,166			
210 Communications							
4420 HomeGround Magazine	0	7,059	10,000	2,941		2,941	70.6%
4421 Homeground Mag Distribution	0	2,295	3,200	905		905	71.7%
Communications :- Indirect Expenditure	0	9,354	13,200	3,846	0	3,846	70.9%
Net Expenditure	0	(9,354)	(13,200)	(3,846)			
301 Oldbrook Centre							
1000 Hirings	4,176	32,247	30,000	(2,247)			107.5%
Oldbrook Centre :- Income	4,176	32,247	30,000	(2,247)			107.5%
4085 Fire Protection	111	871	800	(71)		(71)	108.8%
4110 Business Rates	0	2,146	2,100	(46)		(46)	102.2%
4115 Water & Sewerage	0	924	1,000	76		76	92.4%
4120 Gas	56	324	2,000	1,676		1,676	16.2%
4122 Electricity	289	1,113	2,000	887		887	55.6%
4150 Cleaning Costs	98	1,167	1,600	433		433	72.9%
4155 Refuse Disposal	113	1,083	1,400	317		317	77.4%
4160 Window Cleaning	60	710	1,050	340		340	67.6%

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4170 Repair/Maintenance	4	112	3,000	2,888		2,888	3.7%
4175 Building Contracts	0	171	2,000	1,829		1,829	8.6%
4187 Furniture	0	0	400	400		400	0.0%
4590 Licenses	0	57	100	44		44	56.5%
Oldbrook Centre :- Indirect Expenditure	731	8,678	17,450	8,772	0	8,772	49.7%
Net Income over Expenditure	3,446	23,569	12,550	(11,019)			
302 Oldbrook Pavilion							
4085 Fire Protection	0	0	150	150		150	0.0%
4122 Electricity	56	230	300	70		70	76.5%
4170 Repair/Maintenance	138	138	600	462		462	23.0%
Oldbrook Pavilion :- Indirect Expenditure	194	368	1,050	682	0	682	35.0%
Net Expenditure	(194)	(368)	(1,050)	(682)			
303 Oldbrook Green							
4170 Repair/Maintenance	0	0	300	300		300	0.0%
4205 Tree Works	0	0	650	650		650	0.0%
Oldbrook Green :- Indirect Expenditure	0	0	950	950	0	950	0.0%
Net Expenditure	0	0	(950)	(950)			
304 Landscape Service							
1800 Miscellaneous Income	0	3,500	0	(3,500)			0.0%
1902 Landscape Grant	0	183,198	170,000	(13,198)			107.8%
Landscape Service :- Income	0	186,698	170,000	(16,698)			109.8%
4000 Basic Salaries	16,206	141,272	182,926	41,654		41,654	77.2%
4001 Employers NI	2,037	17,527	20,571	3,044		3,044	85.2%
4002 Employer Pension	3,335	31,622	43,355	11,733		11,733	72.9%
4066 Equipment Hire	0	1,205	3,500	2,295		2,295	34.4%
4067 Landscape Equipment	0	11,116	10,000	(1,116)		(1,116)	111.2%
4068 Landscape Equipment Maintenanc	95	12,561	10,500	(2,061)		(2,061)	119.6%
4069 Personal Protection Equipment	431	819	2,000	1,181		1,181	40.9%
4070 Landscape Consumables	0	2,668	5,000	2,332	991	1,341	73.2%
4085 Fire Protection	0	475	150	(325)		(325)	316.3%
4089 Corporate Clothing	187	645	1,000	355		355	64.5%
4110 Business Rates	0	2,595	2,478	(117)		(117)	104.7%
4115 Water & Sewerage	50	441	500	59		59	88.1%
4122 Electricity	272	944	1,600	656		656	59.0%

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4130 Insurance (not vehicle)	0	676	900	224		224	75.1%
4150 Cleaning Costs	0	257	600	343		343	42.8%
4155 Refuse Disposal	108	884	1,400	516		516	63.2%
4170 Repair/Maintenance	82	627	750	123		123	83.7%
4175 Building Contracts	333	385	1,000	615		615	38.5%
4301 Landscape Vehicle Costs	3,782	14,477	9,000	(5,477)		(5,477)	160.9%
4302 Landscape Fuel	277	5,550	9,000	3,450		3,450	61.7%
9050 Earmarked L/scape Equipment Re	0	9,670	9,670	0		0	100.0%
Landscape Service :- Indirect Expenditure	27,193	256,417	315,900	59,483	991	58,492	81.5%
Net Income over Expenditure	(27,193)	(69,719)	(145,900)	(76,181)			
<u>305 Springfield Centre</u>							
1000 Hirings	7,837	37,285	35,000	(2,285)			106.5%
1001 Retained Hall Hire Deposit	0	150	0	(150)			0.0%
Springfield Centre :- Income	7,837	37,435	35,000	(2,435)			107.0%
4085 Fire Protection	180	864	900	36		36	96.0%
4110 Business Rates	0	3,530	2,824	(706)		(706)	125.0%
4115 Water & Sewerage	0	809	800	(9)		(9)	101.1%
4120 Gas	192	915	2,500	1,585		1,585	36.6%
4122 Electricity	309	1,367	2,000	633		633	68.3%
4150 Cleaning Costs	211	2,357	1,500	(857)		(857)	157.1%
4155 Refuse Disposal	113	1,121	1,200	79		79	93.5%
4160 Window Cleaning	50	500	750	250		250	66.7%
4170 Repair/Maintenance	336	900	3,000	2,100		2,100	30.0%
4175 Building Contracts	0	174	1,000	826		826	17.4%
4187 Furniture	0	0	400	400		400	0.0%
4590 Licenses	0	56	100	44		44	56.5%
9055 Earmarked Solar Panels SFC	0	12,250	12,250	(0)		(0)	100.0%
Springfield Centre :- Indirect Expenditure	1,391	24,845	29,224	4,379	0	4,379	85.0%
Net Income over Expenditure	6,446	12,591	5,776	(6,815)			
<u>306 Woolstone Pond</u>							
4205 Tree Works	0	0	500	500		500	0.0%
Woolstone Pond :- Indirect Expenditure	0	0	500	500	0	500	0.0%
Net Expenditure	0	0	(500)	(500)			

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>307 Dog/Waste Bin Provision</u>							
4201 Bin Emptying	659	7,383	12,000	4,617		4,617	61.5%
4204 New Bin Purchase/Installation	0	328	500	172		172	65.7%
Dog/Waste Bin Provision :- Indirect Expenditure	659	7,711	12,500	4,789	0	4,789	61.7%
Net Expenditure	(659)	(7,711)	(12,500)	(4,789)			
<u>308 Kernow Crescent</u>							
4197 Play Equipment Maintenance	0	353	500	147		147	70.6%
Kernow Crescent :- Indirect Expenditure	0	353	500	147	0	147	70.6%
Net Expenditure	0	(353)	(500)	(147)			
<u>350 Open Spaces</u>							
1800 Miscellaneous Income	0	629	0	(629)			0.0%
Open Spaces :- Income	0	629	0	(629)			
4170 Repair/Maintenance	0	112	250	138		138	44.7%
4206 Woodland Management Programme	0	200	4,000	3,800		3,800	5.0%
Open Spaces :- Indirect Expenditure	0	312	4,250	3,938	0	3,938	7.3%
Net Income over Expenditure	0	317	(4,250)	(4,567)			
<u>361 Fishermead Sports Ground</u>							
4205 Tree Works	0	0	1,000	1,000		1,000	0.0%
Fishermead Sports Ground :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
<u>362 Willen Allotments</u>							
1080 Allotments Rentals	0	1,708	1,700	(8)			100.5%
Willen Allotments :- Income	0	1,708	1,700	(8)			100.5%
4115 Water & Sewerage	21	828	600	(228)		(228)	137.9%
4170 Repair/Maintenance	0	0	250	250		250	0.0%
4205 Tree Works	0	0	350	350		350	0.0%
Willen Allotments :- Indirect Expenditure	21	828	1,200	372	0	372	69.0%
Net Income over Expenditure	(21)	880	500	(380)			

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
363 Woolstone Allotments							
1080 Allotments Rentals	74	2,298	2,200	(98)			104.4%
1082 Retained allotment deposits	25	100	0	(100)			0.0%
Woolstone Allotments :- Income	99	2,398	2,200	(198)			109.0%
4115 Water & Sewerage	61	1,228	900	(328)		(328)	136.4%
4170 Repair/Maintenance	0	0	250	250		250	0.0%
4205 Tree Works	0	0	350	350		350	0.0%
9056 Earmarked Allotments Infra	0	890	890	0		0	100.0%
Woolstone Allotments :- Indirect Expenditure	61	2,118	2,390	272	0	272	88.6%
Net Income over Expenditure	38	280	(190)	(470)			
370 Woolstone Sports Ground							
4205 Tree Works	0	0	500	500		500	0.0%
Woolstone Sports Ground :- Indirect Expenditure	0	0	500	500	0	500	0.0%
Net Expenditure	0	0	(500)	(500)			
390 Grants							
1700 Grant Income	0	1,750	0	(1,750)			0.0%
Grants :- Income	0	1,750	0	(1,750)			
4800 General Grants	0	3,000	5,000	2,000		2,000	60.0%
4801 Section 137	0	6,960	7,000	40		40	99.4%
4807 Education Trust Grants	0	0	2,500	2,500		2,500	0.0%
Grants :- Indirect Expenditure	0	9,960	14,500	4,540	0	4,540	68.7%
Net Income over Expenditure	0	(8,210)	(14,500)	(6,290)			
395 Wellbeing							
1002 Seated Exercise Income Willen	156	1,737	0	(1,737)			0.0%
1003 Seated Exercise Income Hub	204	1,227	0	(1,227)			0.0%
1004 Seated Exercise Income F/Mead	15	87	0	(87)			0.0%
1005 Yoga Income	96	96	0	(96)			0.0%
1006 Dance Fitness Income Hub	20	20	0	(20)			0.0%
1800 Miscellaneous Income	0	500	0	(500)			0.0%
Wellbeing :- Income	491	3,667	0	(3,667)			
4509 Seated Exercise Refreshments	14	365	0	(365)		(365)	0.0%
4510 Hall Hire Seated Exercise	0	0	0	0	370	(370)	0.0%
4511 Instructor Seated Exercise Wil	120	930	0	(930)		(930)	0.0%

Detailed Income & Expenditure by Budget Heading 31/01/2026

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4512 Instructor Seated Exercise Hub	90	833	0	(833)	120	(953)	0.0%
4513 Instructor Seated Exercise Fis	180	1,025	0	(1,025)	240	(1,265)	0.0%
4514 Instructor Yoga	240	240	0	(240)	540	(780)	0.0%
4515 Instructor Dance Fitness	0	0	0	0	500	(500)	0.0%
Wellbeing :- Indirect Expenditure	644	3,392	0	(3,392)	1,770	(5,162)	
Net Income over Expenditure	(153)	275	0	(275)			
399 Community							
4192 Community Cohesion	21	10,411	12,000	1,589	50	1,539	87.2%
4195 Visit to MK Safety Centre	1,118	3,583	3,500	(83)		(83)	102.4%
4199 Advice Service	0	641	4,800	4,159		4,159	13.4%
4806 Youth Provision Budget	0	0	7,876	7,876		7,876	0.0%
Community :- Indirect Expenditure	1,138	14,635	28,176	13,541	50	13,491	52.1%
Net Expenditure	(1,138)	(14,635)	(28,176)	(13,541)			
901 Earmarked Reserves							
9001 Earmarked Oldbrook Centre	0	0	12,500	12,500		12,500	0.0%
9006 Earmarked 3 month running cost	0	0	200,000	200,000		200,000	0.0%
9018 Earmarked Election Costs	0	0	4,000	4,000		4,000	0.0%
9022 Earmarked New Office HQ	0	0	285,841	285,841		285,841	0.0%
9027 Earmarked Comm. Property Infra	0	0	7,500	7,500		7,500	0.0%
9044 Earmarked Play Area Maint. Res	0	0	45,000	45,000		45,000	0.0%
9050 Earmarked L/scape Equipment Re	0	0	10,330	10,330		10,330	0.0%
9051 Earmarked Pavilion Gable End R	0	0	12,500	12,500		12,500	0.0%
9052 Earmarked CAT Contingency	0	0	10,000	10,000		10,000	0.0%
9053 Earmarked Electric Van Costs	0	0	5,000	5,000		5,000	0.0%
9054 Earmarked Retention Steel/Bray	0	0	66,694	66,694		66,694	0.0%
9055 Earmarked Solar Panels SFC	0	0	750	750		750	0.0%
9056 Earmarked Allotments Infra	0	0	610	610		610	0.0%
Earmarked Reserves :- Indirect Expenditure	0	0	660,725	660,725	0	660,725	0.0%
Net Expenditure	0	0	(660,725)	(660,725)			
Grand Totals:- Income	14,996	1,249,706	1,199,275	(50,431)			104.2%
Expenditure	76,183	1,427,833	2,293,383	865,550	3,260	862,290	62.4%
Net Income over Expenditure	(61,187)	(178,127)	(1,094,108)	(915,981)			
Movement to/(from) Gen Reserve	(61,187)	(178,127)	(1,094,108)	(915,981)			

31st March 2025

31st March 2026

31st March 2025		31st March 2026	
Current Assets			
2,508	Debtors	10,856	
52,884	Vat Refunds	30	
10,374	Prepayments	0	
125	Other Debtor	125	
104,778	Unity Current Account T2	29,718	
466,525	Unity Instant Access	103,046	
0	Seated Exercise Takings	927	
344,703	CCLA Fund Deposit Acc	662,822	
242	Petty Cash	241	
982,140			807,765
982,140	Total Assets		807,765
Current Liabilities			
0	Multipay Credit Card	1,281	
9,167	Creditors Control	10,465	
1,347	Miscellaneous Creditors	0	
1,530	Accruals	0	
9,298	Payroll Creditor	12,566	
2,135	Allotment Deposits	2,367	
300	Short Term Deposits	850	
1,150	Hall Hire Deposits	1,150	
24,927			28,679
957,213	Total Assets Less Current Liabilities		779,086
Represented By			
287,087	General Reserves		118,361
670,126	Earmarked Reserves		660,725
957,213			779,086

The above statement represents fairly the financial position of the authority as at 31/01/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

BACS Direct Debit payments
1/12/2025 to 31/12/2025

	Name	Description	Amount
	<u>BACS Payments</u>		
B1	MKCDPE	Section 137 grant	500.00
B2	Barrington Mews	Refund of deposit	150.00
B3	Sherly John	Refund of deposit	150.00
B4	Ujhasuma Africa	Section 137 grant	900.00
B5	Maggie Savill	Seated exercise instructor	120.00
B6	Tracey Jones	Expenses	70.00
B7	Brinnick Locksmiths	Locks	35.71
B8	Chris Hindson	HSS Hire invoice	403.20
B9	Yoga for Health	Yoga instructor	600.00
B10	Turney Ltd	Landscape goods	471.00
B11	Tudor	Landscape goods	204.52
B12	Shield Maintenance	Bin emptying	790.39
B13	Top Class Designs	Bespoke shelving in archive room	3480.00
B14	Ambivent Facilites	Planned preventative maintenance	3840.00
B15	Lisa Bradley	Mileage	42.17
B16	Perri Sullivan	Contribution towards glasses	150.00
B17	HMRC	PAYE	13660.49
B18	Lisa Clar	Seated exercise instructor	210.00
B19	Zabelle Giscti	Saxaphone playing at event	50.00
B20	Smiths Fire	Fire protection charge	750.00
B21	L S Engineers	Landscape goods	1021.67
B22	D & I Windows	Window cleaning	252.00
B23	D2D Distribution	Delivery of Homeground	918.00
B24	Royal Mail Group	Response plus service	4.00
B25	Canon UK Ltd	Copier hire	363.41
B26	BGS Intelligent	Service of 3 roller shutters	366.00
B27	Staff salaries & Cllrs Allowances	Staff salaries & Cllrs Allowances	33618.41
B28	Bucks Pension Fund	Pension payment	11366.19
	Total BACS payments		74,487.16
	<u>DD Payments</u>		
DD1	NPower	Electricity - Pavilion	24.83
DD2	Biffa Waste Services	Refuse disposal	569.18
DD3	EE Ltd	Mobile phone	66.10
DD4	Direct 365	Sanitary services	270.78
DD5	Renault	Lease of electric van	259.43
DD6	Total Energies	Gas SFI	123.69
DD7	Total Energies	Gas PO	58.67
DD8	NPower	Electricity Depot	120.92
DD9	Peninsula	HR costs	568.25
DD10	Water Plus	Water - Willen	42.80
DD11	EE Ltd	Mobile phone	66.10
DD12	The Fuel Card Company	Landscape fuel	635.88
DD13	Total Energies	Gas OBC	67.06
DD14	PWLB	Loan repayment	44659.76
DD15	Barton Petroleum	Landscape fuel	1157.28
DD16	Water Plus	Water - Depot	65.82
DD17	Water Plus	Water - OBC	71.63
DD18	Lloyds Bank	Credit card payment	3137.81
DD19	NPower	Electricity PO	44.98
DD20	NPower	Electricity OBC	142.04
DD21	NPower	Electricity Pav	29.90
DD22	NPower	Electricity SFC	140.58

BACS Direct Debit payments
1/12/2025 to 31/12/2025

DD23	Water Plus	Water - SFC	65.43
DD24	Water Plus	Water - Woolstone Allotments	57.91
DD25	Water Plus	Water - SFC	29.37
	Total Direct Debits		52,476.20