

BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

22nd October 2019

To Members of the Finance, Resources & General Purposes Committee

Cllrs Gribble (Ex Officio), Allen, Bradshaw, Brooke, Elphick, Fletcher & Mills.

Cc All other Members of the Council for information.

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance, Resources and General Purposes (FR&GP) Committee** which will be held in the Council Chamber, Town Hall, Bovey Tracey on **Monday 28th October 2019 at 7pm** for the purpose of transacting the business as set out below.

AGENDA

Interests to be Declared: *In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.*

FR&GP.19/63 Apologies for absence:

****Public Participation:**

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

FR&GP.19/64 Minutes:

To agree as a correct record and approve the minutes of the meeting of 2nd September 2019 (**copy enclosed*).

FR&GP.19/65 Standing Item – Climate Emergency:

To note the Council Declaration and to embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council's own response to this challenge.

FR&GP.19/66 Accounts & Financial Statement:

To receive and approve:

i) payment and receipt transactions between 24th August 2019 and 18th October 2019 (**copy enclosed*).

ii) bank reconciliation between 24th August 2019 and 18th October 2019 (**copy enclosed*).

iii) **note** the bank balances as below:

General Account:	£ 18,654.27	(as at 18.10.19)
Business Bank Instant A/C:	£186,182.88	(as at 18.10.19)
Business Bank Instant A/C:	£ 390,580.38	(as at 18.10.19)

FR&GP.19/67 Budget Monitoring – Position Statement:

To note the Town Council's half yearly budget monitoring statement as at 18th October 2019 (**copy enclosed*).

FR&GP.19/68 Budget Planning 2020/21 – Preliminary Discussion:

To discuss and highlight any additional areas of expenditure for consideration as part of the budget preparation process for 2020/21.

FR&GP.19/69 Council Assets – Utility Providers:

Item brought forward by Cllr Mills to **consider** information relating to Green Energy providers (**copy enclosed*).

FR&GP.19/70 Financial Regulations:

To consider the adoption of new National Association of Local Council's (NALC) financial regulations (**copy enclosed*).

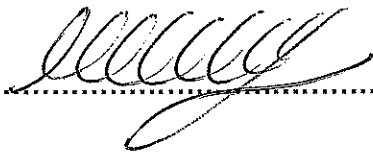
FR&GP.19/71 Banking/Bank Mandate:

To consider the Town Clerk's report (**copy enclosed*).

FR&GP.19/72 Matters brought forward by Councillors: (*for information only*).

****Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.***

SIGNED



DATE.....

22/10/19.....

M WELLS
TOWN CLERK

**FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 2ND SEPTEMBER AT 7.05PM**

Present:

Cllr A Allen
Cllr S Brooke
Cllr D K Elphick

Cllr D Fletcher
Cllr G J Gribble**/*
Cllr O Mills

In attendance:

Cllr A J Kerswell*
Mr M Wells – Town Clerk
Mrs L Warren – Assistant to the Town Clerk
Two members of the public

**County Cllr

*District Cllr

The meeting was chaired by Cllr Fletcher

FR&GP.19/49 Apologies for absence:

Cllr R Bradshaw - Leave

****Public Participation:**

Mr P Beecher (Residents' Association) noted that parishioners are keen to see the construction of the Community Centre progress.

FR&GP.19/50 Minutes:

Cllr Allen referred to FR&GP.19/48 (awards) and enquired when this may be further considered. The Town Clerk agreed to include an item on the Full Council meeting agenda for 16th September 2019.

The minutes of the meeting of 17th June 2019 (**copy previously circulated*) were then confirmed as a correct record and were approved.

FR&GP.19/51 Standing Item – Climate Emergency:

Members noted the Council Declaration and will embed the climate emergency declaration across all Council services, activities, plans and other relevant work, considering the impact (emissions and biodiversity etc) of decisions, ensuring a fully integrated and systematic approach to the Council's own response to this challenge.

FR&GP.19/52 Accounts & Financial Statement:

Members received and approved:

i) payment and receipt transactions between 1st June 2019 and 23rd August 2019 (**copy previously circulated*).

ii) bank reconciliation between 1st June 2019 and 23rd August 2019 (**copy previously circulated*).

iii) and noted the bank balances as below:

General Account:	£ 5,596.06	(as at 23.8.19)
Business Bank Instant A/C:	£114,748.13	(as at 23.8.19)
Business Bank Instant A/C:	£390,547.75	(as at 23.8.19)
Business Bank Instant A/C:	£ 22,540.54	(as at 23.8.19)

FR&GP.19/53 Document/File Sharing:

Members considered the trial use of Dropbox for secure and efficient file sharing. The Town Clerk provided an update. Following discussion it was

Resolved:

To trial the use of Dropbox for six months and provide appropriate training for those Councillors that request it as part of the trial.

FR&GP.19/54 Insurance:

Members undertook the annual review of the Town Council's insurance cover (**report previously circulated*). It was noted that WPS Insurance Brokers have recommended the inclusion of crime and cyber cover premium.

Resolved:

To approve the current insurance cover and the addition of crime and cyber cover.

FR&GP.19/55 Community Infrastructure Levy (CiL) Annual Report 2018/19:

Members noted the content of the CiL Annual Financial Report 2018/19 (**copy enclosed*) and approved the publication of the report in accordance with regulation 62A of the Community Infrastructure Levy (CiL) Regulations 2010 (as amended).

FR&GP.19/56 Rural Aid 2019/20:

Members noted that the application for Rural Aid funding of £5,000.00 towards associated costs with the production of the Neighbourhood Development Plan was unsuccessful.

FR&GP.19/57 Christmas Lights Display 2019:

Members considered the following quotations for the town's display for 2019. All quotes include hire of lights, installation and removal costs:

Quotation A: £8,345.00
Quotation B: £5,860.00
Quotation C: £7,860.28

Resolved:

To accept Quotation B in the sum of £5,860.00. It was noted that it may be necessary to undertake stress testing of the current fixtures and fittings and this could involve additional cost.

FR&GP.19/58 Annual Return for the Year Ending 31st March 2019:

Members noted the outcome of the 2018/19 External Audit undertaken by PKF Littlejohn LLP (**copy previously circulated*). The Town Clerk advised that the certificate and copy of the accounts are on the Town Council's website.

FR&GP.19/59 Exclusion of the Public, including the Press:

Members resolved the following:

That under Section 100 (A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description as set out on the agenda, is likely to be disclosed and on the balance of the public interest is

in discussing this item in private session (part II) for the following confidential/exempt items.

Item FR&GP.19/60: Community Centre Development – Stage II Tender.

Two members of the public left the meeting.

FR&GP.19/60 Community Centre Development – Stage II Tender:

Members considered the Tender Report (**confidential copy previously circulated*). The Town Clerk provided an update and circulated copies of two draft budget options he had prepared. Following discussion it was

Resolved:

To recommend to Full Council acceptance of the tender supported by budget Option 2.

FR&GP.19/61 Public Sector Works Loan Board:

Members considered a recommendation to Full Council requesting an extension of time to the current borrowing approval.

Resolved:

To recommend to Full Council a request for an extension of time for the current borrowing approval.

FR&GP.19/62 Matters brought forward by Councillors: *(for information only)*. None.

The meeting closed at 8pm.

Current Account

Payments made between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
28/08/2019	Elitegroup	DD	74.61		12.43	4190	200	62.18	Telecom service
29/08/2019	Newton Abbot Security Trust	828	500.00			4190	200	500.00	CCTV monitoring May-July
29/08/2019	Teignbridge District Council	829	5,300.00			4000	150	5,300.00	Teignbridge District Council
29/08/2019	BT Youth Action	830	2,500.00			4600	600	2,500.00	Funding- May-Aug
29/08/2019	PHS Group	831	246.48		41.08	4540	500	205.40	Waste collection
29/08/2019	Susan E Langford	832	15.00			4470	350	15.00	Refund GM Fest pitch
29/08/2019	Teignbridge District Council	833	4,191.21			4190	200	4,191.21	Election expenses
29/08/2019	PKF Littlejohn LLP	834	720.00		120.00	4190	200	600.00	Annual return review
29/08/2019	Mole Valley Farmers Ltd	835	45.36		7.56	4540	500	37.80	Goods
29/08/2019	Devon Countryside Landscapes	836	1,296.00		216.00	4360	300	60.00	Grass cutting
						4500	400	160.00	Grass cutting
						4540	500	860.00	Grass cutting
29/08/2019	S West Grounds Maintenance	837	2,700.00		450.00	4540	500	2,250.00	Verge cutting & weed spraying
29/08/2019	Devon Contract Waste Ltd	838	94.94		15.82	4540	500	79.12	Waste collection
29/08/2019	PCM	839	45.00			4500	400	45.00	Eradicate wasps nest
29/08/2019	Aaron Printers Ltd	840	62.16		10.36	4190	200	51.80	Goods
29/08/2019	Tozers LLP	841	1,488.60		240.60	4250	250	1,248.00	Lease Station Rd Car Park
02/09/2019	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
02/09/2019	Premium Credit	DD	299.83			4190	200	299.83	Insurance
04/09/2019	UK Fuels Ltd	DD	164.30		27.38	4540	500	136.92	Fuel
06/09/2019	British Gas	D/D	14.84		0.70	4360	300	14.14	Electricity supply
06/09/2019	British Gas	DD	24.65		1.17	4190	200	23.48	Electricity supply - office
10/09/2019	British Gas	DD	348.18		58.03	4710	700	290.15	Electricity supply - H'field
12/09/2019	Mrs B Fletcher	842	48.00			4190	200	48.00	Cleaning
12/09/2019	S W Water Ltd	843	10.70			4710	700	10.70	Supply - H'field Youth Facilit
12/09/2019	Mole Valley Farmers	844	53.96		8.99	4540	500	44.97	Goods
12/09/2019	Teignbridge District Council	845	5,300.00			4000	150	5,300.00	Payroll
12/09/2019	Specialist Hygiene Services Lt	846	556.87		92.81	4360	300	464.06	Cleaning public toilets
12/09/2019	Viking	847	104.86		7.31	4190	200	97.55	Goods
12/09/2019	Devon Contract Waste Ltd	848	37.90		6.32	4540	500	31.58	Waste collection
12/09/2019	Teignbridge District Council	849	3,067.47			4000	150	3,067.47	Payroll
12/09/2019	C & J Eames	850	50.00			4300	300	50.00	Refund allotment deposit
12/09/2019	St John's PCC	851	30.00			4190	200	30.00	Hire of hall
Subtotal Carried Forward:			29,412.92	0.00	1,320.23			28,092.69	

Current Account

Payments made between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
2/09/2019	Devon Countryside Landscapes	852	1,392.00		232.00	4500	400	160.00	Grass cutting
						4540	500	1,000.00	Grass cutting
2/09/2019	Tindle Newspapers Devon Ltd	853	120.00		20.00	4190	200	100.00	Display advert
2/09/2019	PHS Group	854	312.18		52.03	4540	500	260.15	Waste collection
6/09/2019	EDF Energy	DD	19.58		0.93	4190	200	18.65	Supply - CCTV
6/09/2019	British Gas	DD	27.03		1.28	4500	400	25.75	Electricity supply - cemetery
3/09/2019	EEPhone	DD	35.58		5.93	4190	200	29.65	Plan charge
0/09/2019	Devon Countryside Landscapes	855	1,200.00		200.00	4300	300	60.00	Grounds maintenance
						4500	400	160.00	Grounds maintenance
						4540	500	780.00	Grounds maintenance
0/09/2019	Teignbridge District Council	856	2,817.47			4000	150	2,817.47	Payroll
0/09/2019	Mr M Wells	857	175.87			4190	200	175.87	Reimbursemt Dropbox, Office
0/09/2019	Elite Group	DD	58.99		9.83	4190	200	49.16	Telecom
1/10/2019	Adrian Evans	858	91.20			5000	350	91.20	Rimbursement - printing
1/10/2019	Pulse8Communications	DD	22.00		3.67	4190	200	18.33	Broadband
1/10/2019	Premium Credit Ltd	DD	299.83			4190	200	299.83	Insurance
3/10/2019	British Gas	DD	35.13		1.67	4360	300	33.46	Electricity - public toilets
7/10/2019	Mrs B Fletcher	859	48.00			4190	200	48.00	Cleaning
7/10/2019	Mr E Willis	860	150.00			4710	700	150.00	Electrical test
7/10/2019	Lisa Robillard Webb	861	97.50			4910	350	97.50	Admin - NDP
7/10/2019	Daniel Curtis	862	180.00			4500	400	180.00	Repair - cemetery
7/10/2019	Rialtas Business Solutions Ltd	863	202.80		33.80	4190	200	169.00	Annual support
7/10/2019	Arnolds	864	36.66		6.11	4540	500	30.55	Goods
7/10/2019	Devon Contract Waste	865	35.04		5.84	4540	500	29.20	Collection
7/10/2019	C R Willcocks & Co Ltd	866	112.52		18.76	4540	500	93.76	Goods
7/10/2019	Specialist Hygiene Services Lt	867	299.20		49.86	4360	300	249.34	Cleaning public toilets
9/10/2019	UK Fuels Ltd	DD	79.47		13.25	4540	500	66.22	Fuel
4/10/2019	Specialist Hygiene Services Lt	868	299.20		49.86	4360	300	249.34	Cleaning - public toilets
4/10/2019	Devon Countryside Landscapes	869	48.00		8.00	4540	500	40.00	Grass cutting
4/10/2019	Teignbridge District Council	870	5,300.00			4000	150	5,300.00	Payroll
4/10/2019	PHS Group	871	246.48		41.08	4540	500	205.40	Waste collection
4/10/2019	Teignbridge District Council	872	2,402.00			4190	200	1,094.00	Half year rates
						4540	500	226.00	Half year rates
						4500	400	1,082.00	Half year rates
Subtotal Carried Forward:			45,556.65	0.00	2,074.13			43,482.52	

Date: 18/10/2019

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Time: 11:02

Cashbook 1

User: LINDA

Current Account

Payments made between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
15/10/2019	EDF Energy	DD	19.19		0.91	4190	200	18.28	Electricity supply - CCTV
Total Payments:			45,575.84	0.00	2,075.04			43,500.80	

Current Account

Receipts received between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	BACS Banked: 27/08/2019	390.00						
	BACS Dolphin Hotel	390.00		65.00	1120	100	325.00	BT in Bloom
	Banked: 29/08/2019	30,000.00						
Transfer	Lloyds Deposit - 00711234	30,000.00			210		30,000.00	Virement
	402 Banked: 03/09/2019	429.00						
	55 Bovey Library Action Support	60.00		10.00	1120	100	50.00	BT in Bloom
	56 The Bell Inn	180.00		30.00	1120	100	150.00	BT in Bloom
	0578 Execs. G Gill dec'd	189.00			1400	400	189.00	Headstone
	403 Banked: 12/09/2019	214.50						
	0579 Mrs L Penfold	62.00			1400	400	62.00	Additional inscription
	57 Courtenay House	30.00		5.00	1120	100	25.00	BT in Bloom
	58 Miss S Cleave	60.00		10.00	1120	100	50.00	BT in Bloom
	59 Mr P Manning	62.50			1200	100	62.50	Allotment rent & deposit
	404 Banked: 17/09/2019	642.00						
	0580 Mr J Little	632.00			1400	400	632.00	Purchase burial plot
	60 Heritage Trust	10.00			1900	100	10.00	Rent
	Banked: 01/10/2019	15,000.00						
Transfer	Lloyds Deposit - 00711234	15,000.00			210		15,000.00	Virement
	405 Banked: 01/10/2019	60.00						
	61 Gilletts Spar	60.00			1120	100	60.00	BT in Bloom
	BACS Banked: 03/10/2019	3,060.00						
	BACS M Belton (Penfold)	3,060.00			1400	400	3,060.00	Purchase burial plots
	406 Banked: 08/10/2019	1,189.00						
	62 Miss G R Huddy	1,000.00			1600	100	1,000.00	Life on the Verge project
	0581 C & E Gibson	189.00			1400	400	189.00	Headstone
	407 Banked: 17/10/2019	431.00						
	63 Tesco Express	60.00			1120	100	60.00	BT in Bloom
	64 H Mann & Son	200.00			1200	100	200.00	Rent - Brimley Field
	0582 Mr P Horrell	171.00			1400	400	171.00	Ashes interment
	Total Receipts:	51,415.50	0.00	120.00			51,295.50	

Date: 18/10/2019

Bovey Tracey Town Council

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Cashbook 2

User: LINDA

Lloyds Deposit - 00711234

Payments made between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
29/08/2019	Current Account	Transfer	30,000.00				200	30,000.00	Virement
01/10/2019	Current Account	Transfer	15,000.00				200	15,000.00	Virement
Total Payments:			45,000.00	0.00	0.00			45,000.00	

Lloyds Deposit - 00711234

Receipts received between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked: 09/09/2019		4.38						
Interest Lloyds Bank		4.38			1090	100	4.38	Interest
BACS Banked: 27/09/2019		116,425.00						
BACS Teignbridge DC		116,425.00			1076	100	116,425.00	Half yr Precept
Interest Banked: 09/10/2019		5.37						
Interest Lloyds Bank		5.37			1090	100	5.37	Interest
Total Receipts:		116,434.75	0.00	0.00			116,434.75	

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Cashbook 3

User: LINDA

Lloyds Deposit - 07214996

Receipts received between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest	Banked: 09/09/2019	16.58						
Interest	Lloyds Bank	16.58			1090	100	16.58	Interest
Interest	Banked: 09/10/2019	16.05						
Interest	Lloyds Bank	16.05			1090	100	16.05	Interest
Total Receipts:		32.63	0.00	0.00			32.63	

Lloyds Deposit (Cil) -66934760

Receipts received between 24/08/2019 and 18/10/2019

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked: 09/09/2019		0.96						
Interest Lloyds Bank		0.96			1090	100	0.96	Interest
Interest Banked: 09/10/2019		0.93						
Interest Lloyds Bank		0.93			1090	100	0.93	Interest
Total Receipts:		1.89	0.00	0.00			1.89	

Bovey Tracey Town Council

Bank - Cash and Investment Reconciliation as at 18 October 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

18/10/2019	Current Account	18,654.27	
18/10/2019	Bus Bank Instant	186,182.88	
18/10/2019	Lloyds Deposit 07214996	390,580.38	
01/10/2019	Lloyds CIL account	22,542.43	
			617,959.96

Unpresented Payments

9,394.41

608,565.55

Receipts not on Bank Statement

0.00

608,565.55

Closing Balance

All Cash & Bank Accounts

1	Current Account	9,259.86	
2	Lloyds Deposit - 00711234	186,182.88	
3	Lloyds Deposit - 07214996	390,580.38	
4	Lloyds Deposit (CIL) 66934760	22,542.43	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		608,565.55

2019/20 Income & Expenditure Report (6-month)

1st April 2019 - 18th October 2019

Line No.	Income	Budget 2019/20 £	Previous YTD £	Current YTD (18/10/19) £
1	Precept	£ 232,850.00	£ 102,995.00	£ 232,850.00
2	Council Tax Support Grant (CTSG)	£ -	£ 7,380.00	£ -
3	Interest	£ 100.00	£ 118.96	£ 156.48
4	Allotments & Brimley Field	£ 2,000.00	£ 250.00	£ 322.50
5	Town Hall Lettings	£ -	£ -	£ -
6	Burial Fees	£ 14,000.00	£ 10,881.00	£ 14,792.00
7	Other Income	£ 3,700.00	£ 1,850.20	£ 1,206.06
8	P3 & Other Grants	£ 1,000.00	£ 8,340.00	£ 4,678.74
9	Christmas Lights	£ 1,800.00	£ 72.04	£ 39.13
10	South West in Bloom	£ 1,800.00	£ 2,175.00	£ 2,320.00
11	S106 Receipt/CIL	£ -	£ 3,860.57	£ 4,054.13
12	Green Man Festival	£ -	£ -	£ 705.00
13	"Life on the Verge" Project	£ -	£ -	£ 1,000.00
	Total	£ 257,250.00	£ 137,922.77	£ 262,124.04

	Expenditure	Budget 2019/20 £	Previous YTD £	Current YTD (18/10/19) £
12	Allotments	£ 1,200.00	£ 250.90	£ 386.28
13	Town Hall (Rent, rates, utilities & cleaning)	£ 9,000.00	£ 7,450.62	£ 5,851.73
14	Cemetery	£ 13,000.00	£ 4,368.10	£ 6,553.82
15	South West in Bloom	£ 4,000.00	£ 4,505.42	£ 3,295.60
16	Summer Basket/Trough Watering	£ 4,000.00	£ 1,586.70	£ 1,088.76
17	Bus Shelters	£ 500.00	£ -	£ -
18	Parks & Open Spaces (aka Rec Grounds)	£ 18,000.00	£ 6,829.44	£ 9,375.07
19	Establishment Expenses	£ 26,000.00	£ 10,750.28	£ 9,543.19
20	Wages, N.I. & Pensions	£ 92,200.00	£ 41,825.35	£ 51,851.24
21	Pottery Leat	£ 200.00	£ -	£ -
22	Christmas Lights	£ 5,300.00	£ -	£ -
23	Election	£ 6,000.00	£ -	£ 4,191.21
24	Contingency	£ 5,000.00	£ -	£ -
25	Information Centre	£ 750.00	£ -	£ -
26	Parish Paths Partnership	£ 100.00	£ -	£ -
27	Heathfield Youth Project	£ 2,000.00	£ 66.65	£ 1,063.67
28	Bovey Tracey Youth Action	£ 7,500.00	£ 2,500.00	£ 3,125.00
29	Community Centre	£ 40,000.00	£ 47,612.60	£ 25,039.00
30	Regeneration	£ 2,500.00	£ 990.00	£ 300.00
31	Bovey Community Care (Grant)	£ 1,500.00	£ 2,000.00	£ 1,500.00
33	Legal Advice Service	£ 1,700.00	£ 1,756.00	£ -
36	Tree related works	£ 3,500.00	£ 1,045.00	£ -
37	Recreation Ground Toilets	£ 5,000.00	£ 2,085.47	£ 2,871.52
38	Verges/Roadside Weed Treatment	£ 2,000.00	£ 2,000.00	£ 3,050.00
39	Software	£ 500.00	£ 319.85	£ 450.87
40	Training	£ 800.00	£ -	£ -
41	Temp Toilet Hire - Station Road	£ 2,000.00	£ -	£ 3,200.00
42	Green Man Festival	£ 1,000.00	£ 1,993.44	£ 1,987.41
43	Neighbourhood Development Plan	£ 1,000.00	£ 4,638.25	£ 303.75
44	Community Grants	£ 1,000.00	£ -	£ -
45	Climate Emergency	£ -	£ -	£ 91.20
	Total	£ 257,250.00	£ 144,574.07	£ 135,119.32

Account Balances (as at 18th Oct 2019):

£	18,554.27	
£	186,182.88	
£	390,580.38	(Earmarked Reserves)
£	22,542.43	(CIL)
£	80,000.00	(12 month Investment Bond) Hampshire Trust Bank 1.85%



Supplier	Total Costs	Total Saving	Percentage Saving
Current Supplier: British Gas renewal 2 yr	£ 4,324.66		
Haven Standard 1 Year	£ 3,825.94	£ 498.72	11.53%
Haven Standard 2 Year	£ 3,864.93	£ 459.73	10.63%
Haven Standard 3 Year	£ 3,910.15	£ 414.51	9.58%
Haven Complete 1 Year	£ 4,109.82	£ 214.84	4.97%
Haven Complete 2 Year	£ 4,136.25	£ 188.41	4.36%
Haven Complete 3 Year	£ 4,198.12	£ 126.54	2.93%
Ecotricity 1 Year	£ 4,082.48	£ 242.18	5.60%
Ecotricity 2 Year	£ 4,100.95	£ 223.71	5.17%
Opus 1 Year	£ 3,849.28	£ 475.38	10.99%
Opus 2 Year	£ 3,954.60	£ 370.06	8.56%
Opus 3 Year	£ 3,989.79	£ 334.87	7.74%

We Help You See Suppliers Differently

CLEAN ENERGY UK



Supplier also offers a Fossil Fuel Tariff (in some cases)

Renewable Tariff Mix

Sources

Example Suppliers



100%

No

Wind, Solar, Hydro and small scale Biomass

Good Energy



100%

Yes

All Renewables (including large scale Biomass)

OPUS energy



0%+

Yes

CEUK purchase REGOS to ensure that enough positive energy enters grid

sse

Customer: Bovey Tracey Town Council
 Site Address: Client Services, Forde House, Brunel Rd, Newton Abbott, TQ124XX
 Meter Profile: 03801110
 MPAN: 2200020033200
 LOA status: Yes
 Contract End Date: 21/11/2019
 Notice: 30 day
 Payment Type: DD

ELECTRICITY
 Estimated Annual Consumption 3408



Tariff Details						
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Supplier	Renewable Mix	Supplier Rating	Standings Charge p/Day	Day Unit Rate p/Wh	CCL Included	Contract Term Years	Payment Method
Current Supplier: British Gas renewal 2 yr	43%	n/a	31.23	17.967	No		
Haven Standard	100%	Silver	40.00	14.820	No	1	Direct Debit Only
Haven Standard	100%	Silver	40.00	15.060	No	2	Direct Debit Only
Haven Standard	100%	Silver	40.00	15.270	No	3	Direct Debit Only
Haven Complete	100%	Silver	40.00	15.970	No	1	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.320	No	2	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.540	No	3	Direct Debit Only
Ecotricity	100%	Gold	41.12	16.830	No	1	Direct Debit Only
Ecotricity	100%	Gold	41.20	17.020	No	2	Direct Debit Only
Opus	100%	Silver	32.00	15.830	No	1	Direct Debit Only
Opus	100%	Silver	34.00	16.060	No	2	Direct Debit Only
Opus	100%	Silver	37.00	16.020	No	3	Direct Debit Only

Spend Summary		
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Standing Charge	Day - Unit Rate Charge	Estimated Total Cost
£113.97	£ 612.30	£726.28
£146.00	£ 505.07	£651.07
£146.00	£ 513.24	£659.24
£146.00	£ 520.40	£666.40
£146.00	£ 544.26	£690.26
£146.00	£ 556.19	£702.19
£146.00	£ 563.68	£709.68
£150.09	£ 573.57	£723.65
£150.38	£ 580.38	£730.76
£116.80	£ 539.49	£656.29
£124.10	£ 547.32	£671.42
£135.05	£ 545.96	£681.01

Summary	
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Saving £	Saving %
£75.21	10.4%
£67.03	9.2%
£59.88	8.2%
£36.02	5.0%
£24.09	3.3%
£16.59	2.3%
£2.62	0.4%
£4.48	0.6%
£69.99	9.6%
£54.85	7.6%
£45.27	6.2%

Climate Change Levy (CCL) – the tax charged on the commercial and industrial use of electricity and/or gas set out in Schedule 6 of the Finance Act 2000. Most suppliers and brokers do not include this in the quote.

Unit Rate – The price you are charged in pence per kWh.

Standing Charge – A daily charge to keep a Site connected payable whether or not a Site is occupied and whether or not electricity and/or gas has been

Terms of Offer – All offers are subject to the supplier's terms and conditions of supply. Satisfactory credit check results will be required by most suppliers. Accuracy of comparison information is reliant on accurate data from suppliers. This quote is valid for 48 hours only. VAT and CCL not included.

Customer: Bovey Tracey Town Council
 Site Address: Caretakers Building, Cemetary Coombe Lane, Bovey Tracey, TQ139PH
 Meter Profile: 03801110
 MPAN: 2200020399060
 LOA status: Yes
 Contract End Date: 31/03/2019
 Notice: 30 day
 Payment Type: DD

ELECTRICITY
 Estimated Annual Consumption 76

Tariff Details

Supplier	Renewable Mtk	Supplier Rating	Standing Charge p/Day	Day Unit Rate p/kWh	CCL Included	Contract Term Years	Payment Method
Current Supplier: British Gas renewal 2 yr	43%	n/a	31.23	17.967	No		
Haven Standard	100%	Silver	40.00	15.100	No	1	Direct Debit Only
Haven Standard	100%	Silver	40.00	15.270	No	2	Direct Debit Only
Haven Standard	100%	Silver	40.00	15.480	No	3	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.450	No	1	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.530	No	2	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.830	No	3	Direct Debit Only
Ecotricity	100%	Gold	41.00	17.120	No	1	Direct Debit Only
Ecotricity	100%	Gold	41.23	17.170	No	2	Direct Debit Only
Opus	100%	Silver	25.00	14.450	No	1	Direct Debit Only
Opus	100%	Silver	34.00	16.060	No	2	Direct Debit Only
Opus	100%	Silver	37.00	16.020	No	3	Direct Debit Only

Climate Change Levy (CCL) – the tax charged on the commercial and industrial use of electricity and/or gas set out in Schedule 6 of the Finance Act 2000.
 Most suppliers and brokers do not include this in the quote.

Unit Rate – The price you are charged in pence per kWh.

Standing Charge – A daily charge to keep a Site connected payable whether or not a Site is occupied and whether or not electricity and/or gas has been

Terms of Offer - All offers are subject to the supplier's terms and conditions of supply. Satisfactory credit check results will be required by most suppliers. Accuracy of comparison information is reliant on accurate data from suppliers. This quote is valid for 48 hours only. VAT and CCL not included.

Spend Summary

Standing Charge	Day - Unit Rate Charge	Estimated Total Cost
£113.97	£ 13.65	£127.63
£146.00	£ 11.48	£157.48
£146.00	£ 11.61	£157.61
£146.00	£ 11.76	£157.76
£146.00	£ 12.50	£158.50
£146.00	£ 12.56	£158.56
£146.00	£ 12.79	£158.79
£149.65	£ 13.01	£162.66
£150.45	£ 13.05	£163.47
£91.25	£ 10.98	£102.23
£124.10	£ 12.21	£136.31
£135.05	£ 12.18	£147.23

Summary

Saving £	Saving %
-£29.85	-23.4%
-£29.98	-23.5%
-£30.14	-23.6%
-£30.87	-24.2%
-£30.93	-24.2%
-£31.16	-24.4%
-£35.03	-27.4%
-£15.84	-28.1%
£25.40	19.9%
-£8.68	-6.8%
-£19.60	-15.4%



Customer: Bovey Tracey Town Council
 Site Address: Town Hall, Bovey Tracey, TQ139EG
 Meter Profile: 03801110
 MPAN: 2200020399742
 LOA status: Yes
 Contract End Date: 31/03/2019
 Notice: 30 day
 Payment Type: DD

ELECTRICITY
 Estimated Annual Consumption 9799

Tariff Details

Supplier	Renewable Mix	Supplier Rating	Standing Charge p/Day	Day Unit Rate p/kWh	CCL Included	Contract Term Years	Payment Method
Current Supplier: British Gas renewal 2 yr	43%	n/a	31.23	17.967	No		
Haven Standard	100%	Silver	40.00	15.100	No	1	Direct Debit Only
Haven Standard	100%	Silver	40.00	15.270	No	2	Direct Debit Only
Haven Standard	100%	Silver	40.00	15.480	No	3	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.450	No	1	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.530	No	2	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.830	No	3	Direct Debit Only
Haven Complete	100%	Gold	41.00	16.050	No	1	Direct Debit Only
Electricity	100%	Gold	41.21	16.100	No	2	Direct Debit Only
Opus	100%	Silver	32.00	15.830	No	1	Direct Debit Only
Opus	100%	Silver	34.00	16.060	No	2	Direct Debit Only
Opus	100%	Silver	37.00	16.020	No	3	Direct Debit Only

Climate Change Levy (CCL) – the tax charged on the commercial and industrial use of electricity and/or gas set out in Schedule 6 of the Finance Act 2000. Most suppliers and brokers do not include this in the quote.

Unit Rate – The price you are charged in pence per kWh.

Standing Charge – A daily charge to keep a Site connected payable whether or not a Site is occupied and whether or not electricity and/or gas has been

Terms of Offer – All offers are subject to the supplier's terms and conditions of supply. Satisfactory credit check results will be required by most suppliers. Accuracy of comparison information is reliant on accurate data from suppliers. This quote is valid for 48 hours only. VAT and CCL not included.

Spend Summary

Standing Charge	Day - Unit Rate Charge	Estimated Total Cost
£113.97	£ 1,760.55	£1,874.53
£146.00	£ 1,479.65	£1,625.65
£146.00	£ 1,496.31	£1,642.31
£146.00	£ 1,516.89	£1,662.89
£146.00	£ 1,611.94	£1,757.94
£146.00	£ 1,619.77	£1,765.77
£146.00	£ 1,649.17	£1,795.17
£149.65	£ 1,572.74	£1,722.39
£150.42	£ 1,577.64	£1,728.06
£116.80	£ 1,551.18	£1,667.98
£124.10	£ 1,573.72	£1,697.82
£135.05	£ 1,569.80	£1,704.85

Summary

Saving £	Saving %
£248.88	13.3%
£232.22	12.4%
£211.64	11.3%
£116.59	6.2%
£108.75	5.8%
£79.36	4.2%
£152.14	8.1%
£146.47	7.8%
£206.55	11.0%
£176.71	9.4%
£169.68	9.1%



Customer: Bovey Tracey Town Council
 Site Address: Cabin 2, Youth Club Units, Cannon Rd, Heathfield, TQ126SH
 Meter Profile: 03801110
 MPAN: 2200041793166
 LOA status: Yes
 Contract End Date: 31/03/2019
 Notice: 30 day
 Payment Type: DD

ELECTRICITY
 Estimated Annual Consumption 8250

Tariff Details

Supplier	Renewable Mix	Supplier Rating	Standing Charge p/Day	Day Unit Rate p/kWh	CCL Included	Contract Term Years	Payment Method
Current Supplier: British Gas renewal 2 yr	43%	n/a	31.23	17.967	No		
Haven Standard	100%	Silver	40.00	15.100	No	1	Direct Debit Only
Haven Standard	100%	Silver	40.00	15.270	No	2	Direct Debit Only
Haven Standard	100%	Silver	40.00	15.480	No	3	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.450	No	1	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.530	No	2	Direct Debit Only
Haven Complete	100%	Silver	40.00	16.830	No	3	Direct Debit Only
Ecotricity	100%	Gold	41.00	16.050	No	1	Direct Debit Only
Ecotricity	100%	Gold	42.71	16.100	No	2	Direct Debit Only
Opus	100%	Silver	32.00	15.830	No	1	Direct Debit Only
Opus	100%	Silver	34.00	16.060	No	2	Direct Debit Only
Opus	100%	Silver	37.00	16.020	No	3	Direct Debit Only

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Unit Rate – The price you are charged in pence per kWh.

Standing Charge – A daily charge to keep a Site connected payable whether or not a Site is occupied and whether or not electricity and/or gas has been

Terms of Offer - All offers are subject to the supplier's terms and conditions of supply. Satisfactory credit check results will be required by most suppliers. Accuracy of comparison information is reliant on accurate data from suppliers. This quote is valid for 48 hours only. VAT and CCL not included.

Spend Summary

Standing Charge	Day - Unit Rate Charge	Estimated Total Cost
£113.97	£ 1,482.25	£1,596.22
£146.00	£ 1,245.75	£1,391.75
£146.00	£ 1,259.78	£1,405.78
£146.00	£ 1,277.10	£1,423.10
£146.00	£ 1,357.13	£1,503.13
£146.00	£ 1,363.73	£1,509.73
£146.00	£ 1,388.48	£1,534.48
£149.65	£ 1,324.13	£1,473.78
£150.42	£ 1,428.35	£1,578.77
£116.80	£ 1,305.98	£1,422.78
£124.10	£ 1,324.95	£1,449.05
£135.05	£ 1,321.65	£1,456.70

Summary

Saving £	Saving %
£204.47	12.8%
£190.45	11.9%
£173.12	10.8%
£93.10	5.8%
£86.50	5.4%
£61.75	3.9%
£122.45	7.7%
£117.56	7.4%
£173.45	10.9%
£147.17	9.2%
£139.52	8.7%



Amendment History

Section	Detail	Approval Date
Original	Initial Version	
Review	Reviewed (FR&GP)	7 th September 2015
Re-adopted	Full Council	23 rd September 2015
Review	Reviewed (FR&GP)	6 th March 2017
Re-adopted	Full Council	29 th March 2017
Review	Reviewed (FR&GP)	15 th April 2019
Re-adopted	Full Council	13 th May 2019
Review	Reviewed (FR&GP)	28 th October 2019

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BOVEY TRACEY TOWN COUNCIL'S MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

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

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

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

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

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

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

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

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

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

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

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

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

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

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

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

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

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

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council's [Finance, Resources & General Purposes Committee].

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

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

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

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. Annual estimates (budget) and forward planning

[3.1. Each committee (if **any appropriate**) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of **[November]** each year including any proposals for revising the forecast.]

3.2. The RFO must each year, by no later than **January [month]**, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the **Finance, Resources & General Purposes** ~~[relevant]~~ committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

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

4. Budgetary control and authority to spend

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

- the council for all items over **[£5,000]**;
- a duly delegated committee of the council for items over **[£500]**; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below **[£500]**.

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

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

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

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in ~~November~~~~October~~ for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£51000~~. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

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

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

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of ~~£100~~ or ~~15%~~ of the budget.

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

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. ~~[The council shall seek credit references in respect of members or employees who act as signatories.]~~

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to ~~the Finance, Resources & General Purposes council~~ ~~[or finance committee]~~. The ~~council~~ ~~/~~ committee shall review the schedule for compliance and, having satisfied itself shall



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

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

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

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

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance, Resources & General Purposes ~~council~~ ~~for finance~~ ~~committee~~;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance, Resources & General Purposes ~~council~~ ~~for finance~~ ~~committee~~; ~~or~~

c) fund transfers within the councils banking arrangements up to the sum of ~~£120,000~~, provided that a list of such payments shall be submitted to the next appropriate meeting of ~~council~~ ~~for the~~ ~~Finance, Resources & General Purposes~~ committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ~~or~~ a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance, Resources & General Purposes ~~council~~ ~~for Finance~~ Committee.

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

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

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

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

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

6. Instructions for the making of payments

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

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

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one]-twothree-member[s] of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance.

Resources & General Purposes council [or Finance Committee] at the next convenient meeting.

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

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

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

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

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

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

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

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

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

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

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by ~~{two of}~~ the Clerk/~~{the RFO}~~ and a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/~~and the RFO~~ and will also be restricted to a single transaction maximum value of ~~£500~~ unless authorised by council or the Finance, Resources & General Purposes committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the ~~council~~ Finance, Resources & General Purposes Committee. Transactions and purchases made will be reported to the ~~{council}~~ the relevant committee and authority for topping-up shall be at the discretion of the ~~{council}~~ relevant committee.

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

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

OR

~~6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.~~

~~a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.~~

~~b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~

~~c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]~~

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] ~~relevant committee~~.

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

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

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

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

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

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

8. Loans and investments

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

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. ~~The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO. A copy of each statement of account will be made available on request to any Councillor.~~

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

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

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

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

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

9. Income

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

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

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

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

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

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

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

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

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

[9.10. Any income arising which 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 (see also Regulation 16 below).]

10. Orders for work, goods and services

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

10.2. Order books shall be controlled by the RFO.

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

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

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

11. Contracts

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

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

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

- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders ~~[18d]~~, ~~4[insert reference of the council's relevant standing order]~~ and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below ~~£3,000~~ and above ~~£100~~ the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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

³ Thresholds currently applicable are:

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

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

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

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

{12. Payments under contracts for building or other construction works}

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

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

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

{13. Stores and equipment}

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

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

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

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

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed ~~£2500~~.

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

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

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

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

15. Insurance

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

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

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

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

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

16. [Charities]

[16.1. 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.]

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/~~RFO [with the RFO]~~ shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

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

18. Suspension and revision of Financial Regulations

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

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

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BANKING/BANK MANDATE
AGENDA ITEM No. FR&GP. 19/71

MEETING: FINANCE, RESOURCES & GENERAL PURPOSES

DATE: 28TH OCTOBER 2019

REPORT BY: TOWN CLERK

1.0 Purpose of the Report

1.1 To review the bank mandate.

2.0 Background to the Report

- 2.1 As part of the Council's internal financial controls it should review the bank mandate to ensure that there are sufficient officers and members to operate the Council's bank accounts to enable payments to be made efficiently.
- 2.2 The Officers and Members operating the Council's Bank Accounts/ Payments was considered at the Finance, Resources & General Purposes Committee on 4th March 2019 as part of a report to consider electronic payments, resolving to progress setting up Online Payment Control (OPC) with members of the Finance, Resources & General Purposes Committee as authorised signatories.
- 2.3 The Clerk now has online access to view the Town Council's accounts.
- 2.4 Lloyds Bank have now approved applications for OPC for 4 Councillors (Brooke, Bradshaw, Fletcher & Mills).
- 2.5 OPC applications for the remaining 3 FR&GP Councillors (Gribble, Allen, Elphick) have been rejected as they were not signed in accordance with the Town Council's mandate.
- 2.6 A formal complaint has been lodged with Lloyds Bank in order to resolve the matter.
- 2.7 Councillors re-elected in May 2019 (Allen, U Arnold, Elphick, Gribble, Kelly & Kerswell) currently remain on the Council's mandate as signatories, although it is noted that they are not all are current members of the Finance, Resources & General Purposes Committee.

3. Recommendations

3.1 Members are requested to:

- i) Note the delay in setting up OPC.
- ii) Approve the continuation of the current bank signatories until OPC is complete and payments are made electronically.