

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/04/2019

Committee Report

Finance & General Purposes Ctt101 Administration

1000 Donations Received	3,313	3,000	(313)	3,000			
1004 Reimbursed Charges & donations	0	200	200	200			110.4%
1076 Precept Received	248,489	248,489	0	248,489			0.0%
1077 CTB Grant	0	780	780	780			100.0%
1090 Bank Interest Received	227	125	(102)	125			0.0%
	252,029	252,594	565	252,594			181.4%
							99.8%

Administration :- Income

4000 Salaries	121,956	121,545	(411)	121,545	(411)		100.3%
4002 Printing, stationery, postage	2,725	3,000	275	3,000	275		90.8%
4003 Staff Ill Health Insurance	1,279	750	(529)	750	(529)		170.5%
4004 Telephones and Alarm	2,413	4,000	1,587	4,000	1,587		60.3%
4005 Insurance	5,848	8,300	2,452	8,300	2,452		70.5%
4006 Salaries Outsourcing	881	1,548	667	1,548	667		56.9%
4007 Data Protection	1,841	3,000	1,159	3,000	1,159		61.4%
4010 Audit Fees	(920)	1,420	2,340	1,420	2,340		(64.8%)
4016 Legal Fees/Elections	1,241	4,800	3,559	4,800	3,559		25.9%
4021 General Grants	1,340	2,000	660	2,000	660		67.0%
4025 CCTV Maintenance	83	4,250	4,167	4,250	4,167		2.0%

Detailed Income & Expenditure by Phased Budget Heading 01/04/2019

Month No: 12

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4030 Steyning in Bloom	3,734	4,250	517	4,250		517	87.8%
4032 Royal British Legion	91	400	309	400		309	22.8%
4033 Christmas Lights Grant	1,500	1,500	0	1,500		0	100.0%
4036 SALC NALC Subs	1,788	1,744	(44)	1,744		(44)	102.5%
4040 Town Clock	384	350	(34)	350		(34)	109.7%
4045 Misc & Petty Cash	912	350	(562)	350		(562)	260.5%
4047 Training	1,293	1,000	(293)	1,000		(293)	129.3%
4060 Chairman's Function	456	750	294	750		294	60.8%
4061 Councillors' Allowances	0	100	100	100		100	0.0%
4063 Legionnaires	2,600	1,000	(1,600)	1,000		(1,600)	260.0%
4070 Software Packages	1,831	1,500	(331)	1,500		(331)	122.0%
4071 ICT Equipment	0	1,400	1,400	1,400		1,400	0.0%
4072 Website Development	93	750	657	750		657	12.3%
4073 Neighbourhood Plan Exp	5,062	16,400	11,338	16,400		11,338	30.9%
4075 Isolation and Loneliness	0	1,000	1,000	1,000		1,000	0.0%
	158,430	187,107	28,677	187,107	0	28,677	84.7%
Administration :- Indirect Expenditure							
Movement to/(from) Gen Reserve	93,599						
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	40,911	42,000	1,089	42,000		1,089	97.4%
4101 Swimming Pool	15,502	14,500	(1,002)	14,500		(1,002)	106.9%
	56,413	56,500	87	56,500	0	87	99.8%
Finance & Community Appendix :- Indirect Expenditure							
Movement to/(from) Gen Reserve	(56,413)						

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	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
103 Youth Provision							
4023 Youth Service	24,037	24,540	503	24,540		503	98.0%
	<u>24,037</u>	<u>24,540</u>	<u>503</u>	<u>24,540</u>	<u>0</u>	<u>503</u>	<u>98.0%</u>
Youth Provision :- Indirect Expenditure							
Movement to/(from) Gen Reserve	<u>(24,037)</u>						
Finance & General Purposes Ctt :- Income	252,029	252,594	565	252,594			99.8%
Expenditure	238,881	258,247	19,366	258,247	0	19,366	92.5%
Movement to/(from) Gen Reserve	<u>13,148</u>						

Detailed Income & Expenditure by Phased Budget Heading 01/04/2019

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Committee Report

Amenities Cttee201 Highways & Lighting

1001 HDC Cleaning Grant

1004 Reimbursed Charges & donations

Highways & Lighting :- Income

4200 Street Light Energy

4201 Street Light Maintenance

4202 Lamp Post Testing

4210 Road Sweeping

4211 Town Improvements

4259 Grit

4260 Pressure wash High St

Highways & Lighting :- Indirect Expenditure

Movement to/(from) Gen Reserve301 Playing Fields

1004 Reimbursed Charges & donations

Playing Fields :- Income

4252 Electricity

4310 Grounds Maintenance

4312 Waste Removal

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
	0	19,564	19,564	19,564			0.0%
	83,099	0	(83,099)	0			0.0%
	83,099	19,564	(63,535)	19,564			424.8%
	640	600	(40)	600		(40)	106.7%
	1,728	1,750	22	1,750		22	98.8%
	0	100	100	100		100	0.0%
	15,246	16,529	1,283	16,529		1,283	92.2%
	65,036	1,000	(64,036)	1,000		(64,036)	6503.6%
	0	600	600	600		600	0.0%
	684	700	16	700		16	97.7%
	83,335	21,279	(62,056)	21,279	0	(62,056)	391.6%
	(236)						
	0	500	500	500			0.0%
	0	500	500	500			0.0%
	0	500	500	500		500	0.0%
	7,539	10,000	2,461	10,000		2,461	75.4%
	1,016	850	(166)	850		(166)	119.5%

Detailed Income & Expenditure by Phased Budget Heading 01/04/2019

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Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4320 Play Equipment Inspections	799	970	171	970		171	82.4%
4341 Repairs & Tree works	1,804	2,000	196	2,000		196	90.2%
4352 Litter and Bins	3,719	3,412	(307)	3,412		(307)	109.0%
4360 Allotment Maintenance	1,674	3,600	1,926	3,600		1,926	46.5%
	<u>16,551</u>	<u>21,332</u>	<u>4,781</u>	<u>21,332</u>	<u>0</u>	<u>4,781</u>	<u>77.6%</u>
Playing Fields :- Indirect Expenditure							
Movement to/(from) Gen Reserve	<u>(16,551)</u>						
<u>302 Allotments</u>							
1005 Allotment Rents	4,040	3,600	(440)	3,600			112.2%
	<u>4,040</u>	<u>3,600</u>	<u>(440)</u>	<u>3,600</u>			<u>112.2%</u>
4253 Water Charges	625	550	(75)	550		(75)	113.6%
	<u>625</u>	<u>550</u>	<u>(75)</u>	<u>550</u>	<u>0</u>	<u>(75)</u>	<u>113.6%</u>
Allotments :- Indirect Expenditure							
Movement to/(from) Gen Reserve	<u>3,415</u>						
Amenities Ctee :- Income	87,139	23,664	(63,475)	23,664			368.2%
Expenditure	100,511	43,161	(57,350)	43,161	0	(57,350)	232.9%
	<u>(13,372)</u>						
Movement to/(from) Gen Reserve							

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Detailed Income & Expenditure by Phased Budget Heading 01/04/2019

Month No: 12

Committee Report

Premises & Steyning Centre Ctt

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Detailed Income & Expenditure by Phased Budget Heading 01/04/2019

Month No: 12

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1015 Coffee Machine Income	941	1,000	59	1,000			94.1%
1017 Income Film Night	6,748	6,500	(248)	6,500			103.8%
1020 FITS Receipts	907	800	(107)	800			113.4%
1021 Elec recharge income	4	0	(4)	0			0.0%
Steyning Centre :- Income	76,403	89,950	13,547	89,950			84.9%
4004 Telephones and Alarm	(0)	0	0	0	0		0.0%
4053 Entertainment Licence	335	2,000	1,665	2,000	1,665		16.8%
4252 Electricity	2,824	5,000	2,176	5,000	2,176		56.5%
4253 Water Charges	806	4,500	3,694	4,500	3,694		17.9%
4254 Rates	9,365	10,550	1,185	10,550	1,185		88.8%
4257 Gas	2,473	6,400	3,927	6,400	3,927		38.6%
4310 Grounds Maintenance	2,829	3,500	671	3,500	671		80.8%
4341 Repairs & Tree works	754	500	(254)	500	(254)		150.8%
4342 Repairs/Mtce/Renewals	18,095	5,000	(13,095)	5,000	(13,095)		361.9%
4401 Trade Waste	1,309	2,850	1,541	2,850	1,541		45.9%
4402 Annual Maintenance Contracts	7,537	12,000	4,463	12,000	4,463		62.8%
4404 Alarm System	386	500	115	500	115		77.1%
4406 Cleaning and Consumables	1,858	2,500	642	2,500	642		74.3%
4407 Coffee Machine Expenditure	149	350	201	350	201		42.5%
4408 Film Night	3,995	4,000	5	4,000	5		99.9%
Steyning Centre :- Indirect Expenditure	52,715	59,650	6,935	59,650	0	6,935	88.4%
Movement to/(from) Gen Reserve	23,688						
Premises & Steyning Centre Ctt :- Income	76,403	89,950	13,547	89,950			84.9%
Expenditure	56,615	64,800	8,185	64,800	0	8,185	87.4%
Movement to/(from) Gen Reserve	19,788						

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Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/04/2019

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	415,571	366,208	(49,363)	366,208			113.5%
Expenditure	396,007	366,208	(29,799)	366,208	0	(29,799)	108.1%
Net Income over Expenditure	19,564	0	(19,564)	0			
Movement to/(from) Gen Reserve	19,564						

Date: 02/04/2019

Steyping Parish Council

ITEM 7.2.

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Bank Reconciliation up to 01/04/2019 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/04/2018	310513	1,219.40			1,219.40	☐	Horsham District Council <i>To be cancelled.</i>
16/04/2018	310542	10.79			10.79	☐	George Ross <i>To be chased.</i>
10/09/2018	310667	90.00			90.00	☐	Flash trash recycling <i>To be chased.</i>
07/01/2019	310780	7,167.14			7,167.14	☐	horsham matters <i>To be cancelled.</i>
06/02/2019	310812	160.38		160.38		R ☒	Supreme Hygiene
13/02/2019	310819	22.06		22.06		R ☒	Tim Lloyd
13/02/2019	310820	150.00		150.00		R ☒	Sue Rogers
19/02/2019	310823	169.85		169.85		R ☒	overline
20/02/2019	310824	1,861.16		1,861.16		R ☒	WSCC <i>Pensions</i>
20/02/2019	310825	1,695.51		1,695.51		R ☒	HMRC <i>PAYE</i>
25/02/2019	310826	132.53		132.53		R ☒	George Rose
25/02/2019	18/248		478.78	478.78		R ☒	Receipt(s) Banked <i>Various R. Hire.</i>
26/02/2019	310827	239.22		239.22		R ☒	Mulberry & co
26/02/2019	310828	269.70		269.70		R ☒	Mulberry & Co <i>Int Audit payments</i>
03/03/2019	18/251		1,823.02	1,823.02		R ☒	Receipt(s) Banked <i>Various R. Hire</i>
03/03/2019	18/252		50,513.00	50,513.00		R ☒	Receipt(s) Banked <i>Donation - WMT</i>
04/03/2019	310829	80.75		80.75		R ☒	Austin
04/03/2019	310830	684.00		684.00		R ☒	Horsham District Council - <i>Power Washing</i>
04/03/2019	310831	90.92		90.92		R ☒	B&Q
04/03/2019	310832	236.00		236.00		R ☒	TC Maintenance
04/03/2019	310833	222.00		222.00		R ☒	Barawood media
04/03/2019	310834	2,923.20		2,923.20		R ☒	idverde - <i>Grass Cutting</i>
04/03/2019	DR	25.00		25.00		R ☒	Petty Cash
04/03/2019	110.99	110.99		110.99		R ☒	Amazon
05/03/2019	310835	254.86		254.86		R ☒	PiP Services
05/03/2019	310836	33.80		33.80		R ☒	Tim Lloyd
05/03/2019	37.22	37.22		37.22		R ☒	Site lock
05/03/2019	DR	1.02		1.02		R ☒	Transaction fee
06/03/2019	CR		103.89	103.89		R ☒	Receipt(s) Banked
06/03/2019	CR		51.59	51.59		R ☒	Receipt(s) Banked
06/03/2019	CR		50.40	50.40		R ☒	Receipt(s) Banked
07/03/2019	VIS	349.98		349.98		R ☒	Amazon
07/03/2019	VIS	366.18		366.18		R ☒	Amazon
07/03/2019	18/253		70.00	70.00		R ☒	Receipt(s) Banked
07/03/2019	18/254		253.44	253.44		R ☒	Receipt(s) Banked
07/03/2019	18/255		898.50	898.50		R ☒	Receipt(s) Banked <i>Film Night</i>
07/03/2019	CR		122.36	122.36		R ☒	Receipt(s) Banked
07/03/2019	Cr		46.39	46.39		R ☒	Receipt(s) Banked
07/03/2019	CR		58.72	58.72		R ☒	Receipt(s) Banked
11/03/2019	310837	460.60		460.60		R ☒	SCS
11/03/2019	310838	160.00		160.00		R ☒	TSS
11/03/2019	310839	108.00		108.00		R ☒	Dormation
11/03/2019	310840	420.12		420.12		R ☒	British Gas
11/03/2019	310841	2,164.80		2,164.80		R ☒	DJFlynn - <i>street cleaning/Bins</i>
11/03/2019	310842	36.98		36.98		R ☒	Sports direct
11/03/2019	VIS	9.99		9.99		R ☒	Amazon
11/03/2019	18/256		2,700.00	2,700.00		R ☒	Receipt(s) Banked <i>2x Donations</i>
11/03/2019	18/257		42.00	42.00		R ☒	Receipt(s) Banked

Bank Reconciliation up to 01/04/2019 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
12/03/2019	310843	49.50			49.50	☐	Supreme Hygiene
12/03/2019	310844	116.00		116.00		R ☒	Post office counters
12/03/2019	CR		53.50	53.50		R ☒	Receipt(s) Banked
13/03/2019	VIS	63.00		63.00		R ☒	Amazon
13/03/2019	CR		180.00	180.00		R ☒	Receipt(s) Banked
13/03/2019	BP		168.00	168.00		R ☒	Receipt(s) Banked
16/03/2019	CR		100.59	100.59		R ☒	Receipt(s) Banked
16/03/2019	CR		88.32	88.32		R ☒	Receipt(s) Banked
16/03/2019	SR		27.98	27.98		R ☒	Receipt(s) Banked
16/03/2019	CR		70.49	70.49		R ☒	Receipt(s) Banked
16/03/2019	BP		123.08	123.08		R ☒	Receipt(s) Banked
18/03/2019	Cr		51.88	51.88		R ☒	Receipt(s) Banked
20/03/2019	310845	1,737.71			1,737.71	☐	WSCC
20/03/2019	310846	1,505.62			1,505.62	☐	HMRC
20/03/2019	310848	63,235.20		63,235.20		R ☒	Creative play - <i>Playground payment</i>
21/03/2019	DR	46.64		46.64		R ☒	HSBC
21/03/2019	VIS	775.20		775.20		R ☒	Microsoft <i>- Office 365 Software service</i>
21/03/2019	18/258		750.51	750.51		R ☒	Receipt(s) Banked <i>Various R. Hire</i>
21/03/2019	18/259		45.00	45.00		R ☒	Receipt(s) Banked
21/03/2019	18/260		107.00	107.00		R ☒	Receipt(s) Banked
21/03/2019	18/261		512.79	512.79		R ☒	Receipt(s) Banked <i>Various R. Hire</i>
22/03/2019	001	24.00		24.00		R ☒	Greenthumb
22/03/2019	002	47.87		47.87		R ☒	Fire Protection Services
22/03/2019	003	96.00		96.00		R ☒	SSALC
22/03/2019	004	94.80		94.80		R ☒	Willett Tech
22/03/2019	005	603.00		603.00		R ☒	Ladywell Accountancy <i>- Pensions/Salary outsourcing</i>
22/03/2019	006	43.80		43.80		R ☒	George Rose
22/03/2019	007	101.72		101.72		R ☒	Business stream
22/03/2019	VIS	30.89		30.89		R ☒	Amazon
22/03/2019	CR		132.03	132.03		R ☒	Receipt(s) Banked
22/03/2019	Cr		208.05	208.05		R ☒	Receipt(s) Banked
22/03/2019	CR		53.50	53.50		R ☒	Receipt(s) Banked
25/03/2019	DR	25.00		25.00		R ☒	Petty Cash
25/03/2019	DD	453.14		453.14		R ☒	SIEMANS
25/03/2019	BP	6,548.43		6,548.43		R ☒	Salary -various
27/03/2019	310849	14,808.31			14,808.31	☐	Playdale <i>- Deposit 50% Bushnell installation</i>
27/03/2019	18/262		53.50	53.50		R ☒	Receipt(s) Banked
27/03/2019	18/263		18.90	18.90		R ☒	Receipt(s) Banked
27/03/2019	18/264		50.00	50.00		R ☒	Receipt(s) Banked
27/03/2019	TRS		30,000.00	30,000.00		R ☒	Receipt(s) Banked <i>TRANSFER</i>
28/03/2019	008	65.44		65.44		R ☒	Business stream -water
28/03/2019	009	1,000.00		1,000.00		R ☒	West's printing <i>- New Cllr promotion</i>
28/03/2019	010	47.00		47.00		R ☒	TCMaintenance
28/03/2019	011	1,117.20		1,117.20		R ☒	Willett Tech <i>- Hot Water Boiler replacement</i>
28/03/2019	012	510.00		510.00		R ☒	Gale tree <i>- Tree Maintenance</i>
28/03/2019	013	169.36		169.36		R ☒	Overline
28/03/2019	014	143.77		143.77		R ☒	Business steam -water
28/03/2019	016	216.00		216.00		R ☒	SSALC

Time: 19:21

Bank Reconciliation up to 01/04/2019 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
28/03/2019	CR		53.50	53.50		R ☒	Receipt(s) Banked
29/03/2019	VIS	49.57		49.57		R ☒	Amazon
		<u>115,688.32</u>	<u>90,060.71</u>				

PAID INVOICES

BACS PAYMENTS

DATE	OUR PAYMENT REFERENCE	RECIPIENT	INVOICE NUMBER	DESCRIPTION	AMOUNT	AUTH	AUTH
13.03.19	001/2018.19	Green Thumb	76489	Lawn treatment	£ 24.00	✓	✓
13.03.19	002/2018.19	Fire Protection service	40498	Extinguisher Annual service	£ 47.87	✓	✓
14.03.19	003/2018.19	SSALC	12820	Election Briefing training	£ 96.00	✓	✓
14.03.19	004/2018/19	Willet Technical services	8031906	SC - Plumbing services	£ 94.80	✓	✓
18.03.19	005/2018.19	Ladywell Accountancy Services	19/181684	Accounts /Wages	£ 603.00	✓	✓
20.03.19	006/2018.19	George Rose	51357320	Printer Paper	£ 43.80	✓	✓
20.03.19	007/2018.19	Business Stream	2722742/9	Rubles Water	£ 101.72	✓	✓

REV
20/3/19
All Agreed

DATED 20TH March.

TOTAL £1,011.19

ITEM 7.8.

Make a BACS Payment

Print

Step 4 of 4: Confirmation

Account name: STEY PARISH CNCL Sort code:
Account type: BUSINESS A/C Account number:

We have received your instruction to make this BACS payment. Please take a copy of this for your record.

To set up further payments click 'Make another Payment' or 'View Pending Payments'.

Total amount: £ 1011.19 , Payment reference: March bill Payment , Todays date: 20 03 2019 , Value date: 22 03 2019 .

Beneficiary	Sort code	Account number	Reference	Amount £
BUSINESS STREAM			2722742	101.72
FRS			Changing Rooms	47.87
GEORGE ROSE			Acc ste015	43.80
GREEN THUMB			Acc 1012-004514	24.00
LADYWELL ACCOUNTANT			Payeroll	603.00
SSALC			council support	96.00
WILLETT TECHNICAL			Plumbing services	94.80

Actioned at: 20 Mar 2019 10:40:05
Actioned by: GBHBEU1007781416PUSPIERSL

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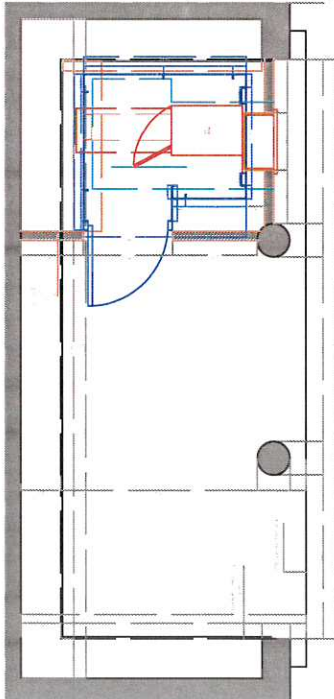
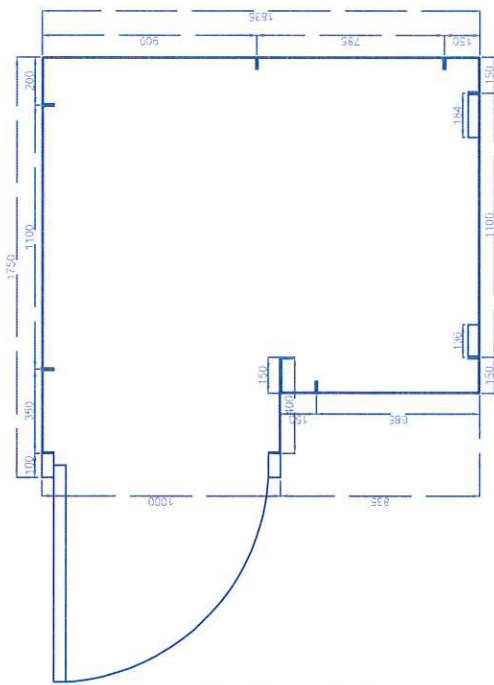
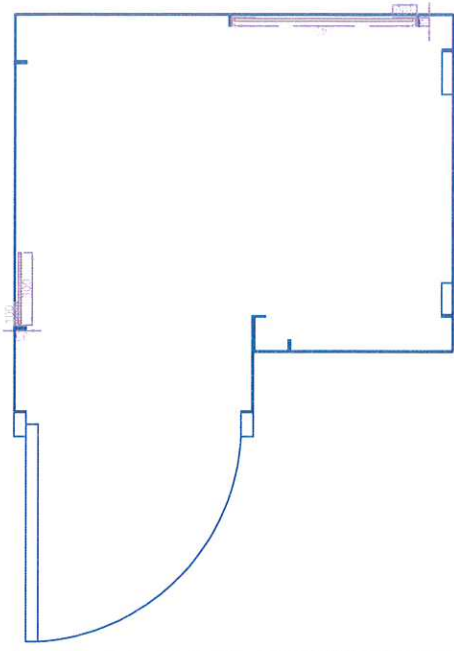
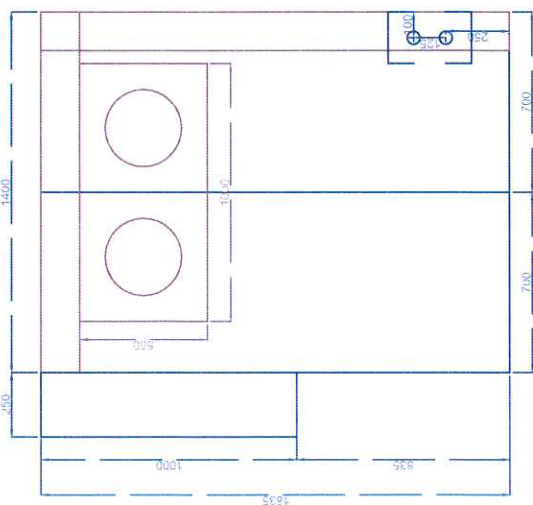
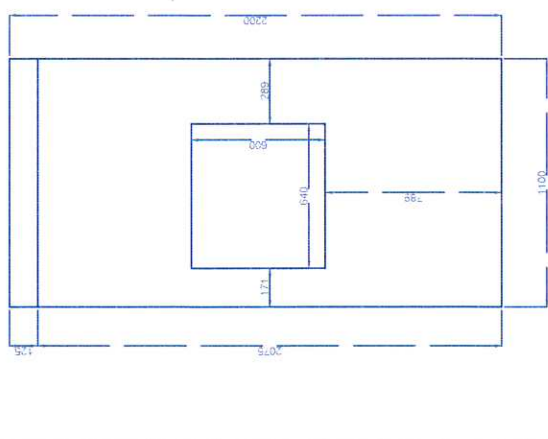
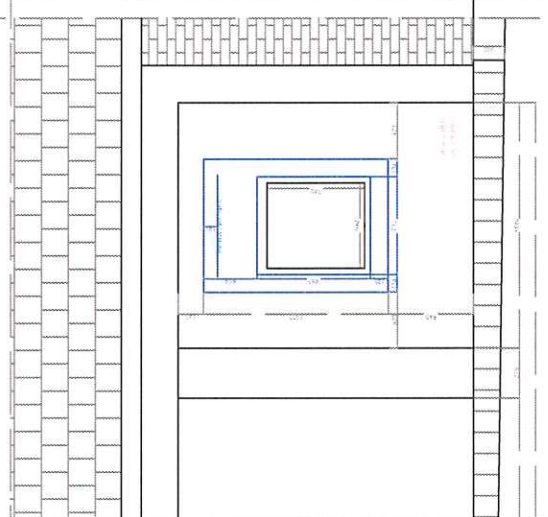
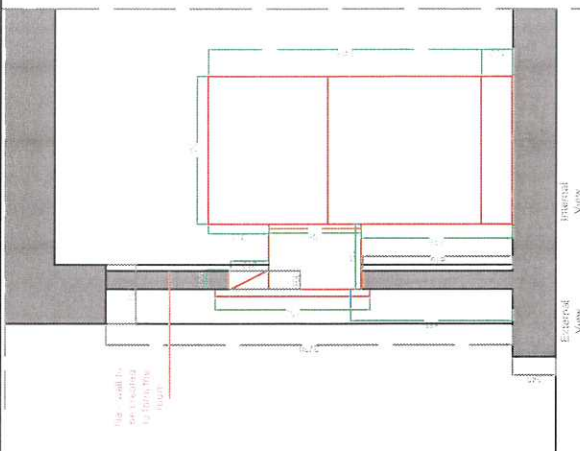
[Make another Payment](#) [View Pending Payments](#)

TEC
25/3/19
[Signature]

SAMPLE FROM BANK STATEMENT AND RECONCILIATION CHECK OFF

22 Mar 19	CR	CHQ IN AT 407080		750.51 //
	CR	CHQ IN AT 407080		107.00 //
	BP	march bill payment		
		BIB MULTIPLE BENEF		
		BIB BACS PAYMENT	1,011.19 //	7
	CHQ	310840	420.12 //	
	CHQ	310842	36.98 //	
	CR	J + R HURST		
		INV 10884		132.03 //
	VIS	INT'L 0082501889		
		AMZN MKTP UK*MW3AU		
		AMAZON.CO.UK	30.89 //	98,174.59

ITEM 7.10 OPTION 1

Main Building Layout With LPS Room		LPS Room Dimensions		Room Layout With Containment & Fixings	
					
Roof Layout With Cable Trays		ATM Room Aperture (Do Not Use For Building Works)		External ATM Aperture Details (Please Use For Building Works)	
					
Floor Levels & Side View Of ATM					
Site No.		N/A		Site Name	
Revision Version		Original		Format	
Date		06-03-19		Originator	
				Katarina Milisavljevic	
				Notes:-	
				NCR Contacts:-	
				NCR	
				ATM Room constructed to LPCB LPS 1175 Level 4	
				© NCR Ltd	
				Lushall W2 1BQ	

ALTERNATIVE OPTION FOR CASH POINT LOCATION IN HIGH STREET



To locate a cash point within the third 'bay' of the bus shelter would disfigure the front elevation of an important high street feature.

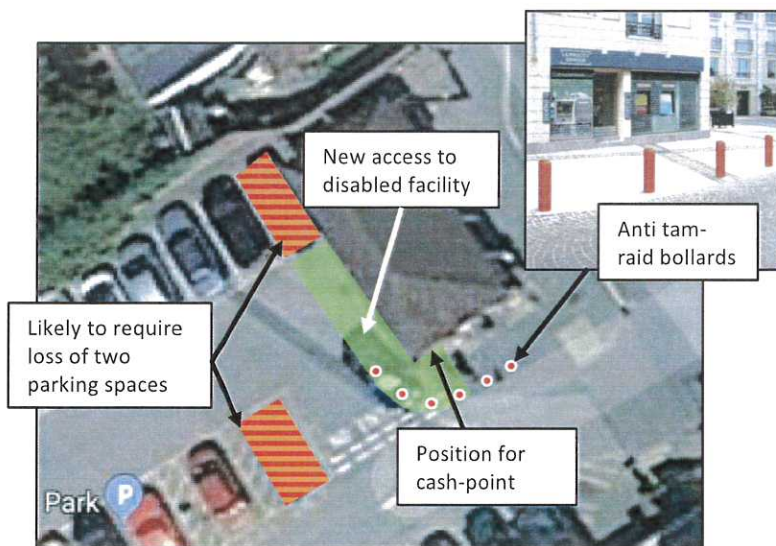
ALTERNATIVE

- The current disabled toilet facility is excessively large. This is because we chose to locate the entrance in the end wall in order to avoid losing two car parking spaces.
- Now that we are faced with the likelihood of losing an out of hours cash withdrawal facility, maybe the loss of two car park spaces is more acceptable.



- This new proposal is to locate the cash point in the end wall (where the current disabled WC entrance door is positioned)
- A new access c/w protective barrier between the pavement and car park would be required.
- One, or possibly two, car parking spaces would be lost.





PROPOSED MOTION FOR FULL COUNCIL

The council authorises the clerk in conjunction with the Premises Committee to investigate the feasibility of the alternative location for a new ATM as tabled to today's meeting.

Authorisation includes no-commitment discussions with one or more banks, and with HDC as owners of the bus shelter building. The clerk and Premises Committee may also prepare a draft preliminary planning application to be brought back to Full Council.

Steve Northam
22nd March 2019

Working Party Reports

Agenda Item 11.1

Item 1. Bacs Payments

The Policy Working Party considered the situation and agreed that it was simpler and entirely appropriate to follow the paragraph { 6.9 } in our existing Financial Regulations which states the following;

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 the RFO or Deputy Clerk and one authorised bank signatory 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.

The working party agreed and recommends that a list of BACS payments could be compiled by the Deputy Clerk and checked by the RFO and finally authorised by a signatory on a weekly basis.

Item 2. Budgetary control and authority to spend

The Policy Working Party considered the recommendations from the internal auditor and recommends that F&GP agree the following amendments to Financial regulation 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 RFO, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.*
- prior approval by delegated committee for items - £1,000 to £5,000*
- Clerk can order goods and services before speaking with chairman but making chair of committee or finance aware of this decision for items - £500 to £1,000*
- Clerk has authority to spend within the budget heading for items - £0 to £500*

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

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

Item 3. Quorum for Full Council

The Policy Working Party considered the current note within the Standing orders

- Point 4. d viii, and recommends the following amendment to F&GP committee;

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; Minimum 8 for Full Council, 5 for Finance and General Purposes, 3 for Amenities, Premises and Planning Committees and 5 for the Neighbourhood Plan Committee. In the event that there are less than 15 active members (this term including those members not on a leave of absence) serving on the council then Quorum for Full council meetings becomes 50% or nearest whole number above this value {e.g. quorum of 7 if 13 'active' Full Council members}

The Policy Working Party also considered the current note within the Standing orders

- Point 4. g and recommends the following amendment to F&GP committee;

A councillor may be nominated to serve on a committee in their absence having previously given an indication they would be willing to accept a position on that committee but only councillors present at a committee meeting may nominate and vote on any appointments to a committee. Members should attempt to give at least 24 hours' notice of apologies, so that the alternate Councillor can be given adequate warning via invitation to attend.

To: John Fullbrook

Dear All

The following notes were sent in by Cllr Goldsmith for the last meeting but unfortunately we did not get to the Agenda item as the meeting became inquorate.

I am adding them to the working party notes for our discussion under this item for the meeting on Tuesday.

Thanks John

1. Financial Regulations

I think the amendment to the Financial Regulations should refer to the "RFO", not the "Clerk" as that is the word used throughout our Regulations including further down this particular Regulation

2. Standing Order 4 d viii

I think we could save ourselves an awful lot of hassle by just going for the statutory provisions copied below* but if the decision is to stick to more than the minimum number for a quorum provided by statute (5 if we are 15, reducing to 3 if we are 9 or fewer) then I think there are problems with the suggested changes re the quorum – the most problematic being that it now seems to be inconsistent with the statutory provisions of the Local Government Act 1972 for calculating a quorum.

- A. As drafted the provision is inconsistent with Standing Order 3w which is shown in bold type indicating it is a statutory requirement.
That statutory requirement is Schedule 12 Part II, Paragraphs 12 and 45 LGA 1972. Text shown as footnote *.
Paragraph 45 seems to direct that we must calculate the statutory minimum quorum by reference to the whole number of members (15) unless and until there are fewer than two thirds remaining in office (9). Of course we can decide, as we have hitherto, to have more than the statutory minimum.
- B. As drafted this wording means that a person who is on approved leave of absence and so has triggered this clause to reduce the number for a quorum can then turn up to a meeting and make it quorate. That would not be appropriate – an inactive councillor should not be uncounited to operate the trigger and then counted in consequence of it if they then attend a meeting. It needs the words "of active members" inserted so that it reads as suggested below. This means they can still attend and participate but they cannot make quorate what would otherwise be an inquorate meeting because of their approved absence.
- C. It is "fewer" in number, not "less" in number.

I believe the wording needs significant changes at 4d viii to make it consistent both with the statutory requirements copied below* and with our very long-standing convention (which the working party has decided not to change) that we want 8 as the minimum when we are 15 rather the statutory minimum of 5 for a council of 15, as well taking up the other two points raised.

...In the event that there are less fewer than 15 active Council members (this term including excludes those members not who are disqualified or who have taken approved leave of absence in accordance with s85 LGA 1972) serving on the Council then the quorum for Full Council meetings becomes shall be 50% (or the nearest whole number) of active Council

members ~~above this value~~ subject to a minimum of one third of all active Council members {e.g. i.e. the quorum of 7 8 becomes 7 if there are 14 or 13 active members, 6 if there 12 or 11 active members and 5 if there are ~~13~~ 10 'active' Full Council members or fewer}.

I.e The suggested wording which I believe is consistent with the statutory provisions and with our policy of exceeding the statutory minimum numbers is:-

"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; Minimum 8 for Full Council, 5 for Finance and General Purposes, 3 for Amenities, Premises and Planning Committees and 5 for the Neighbourhood Plan Committee.

In the event that there are fewer than 15 active Council members (which term excludes those members who are disqualified or who have taken approved leave of absence in accordance with s 85 LGA 1972) serving on the Council then the quorum for Full Council meetings shall be 50% (or the nearest whole number) of active Council members, subject to a minimum of one third of all active Council members. I.e. the quorum of 8 becomes 7 if there are 14 or 13 active members, 6 if there 12 or 11 active members and becomes 5 if there are 10 'active' Council members or fewer."

Though actually, I don't think this provision about the minimum requirements for Full Council should be in Clause 4 at all as that clause is dealing only with committees and sub-committees as the heading makes clear. In my opinion all these provisions about the Full Council requirement should go in Clause 3 as the footnote at 3w also makes clear when directing the reader to Clause 4 to see the requirements only for committees.

Though as I have said. Maybe easiest just to go for the statutory provisions re a full council quorum which would just mean deleting from clause 4 "Minimum 8 for Full Council" and leaving Clause 3 untouched, with the option of adding the para 45 LGA wording to supplement the para 12 LGA wording already shown at Clause 3.

* Statutory Provisions re Quorum:- Para 12 sets the minimum for a quorum at 5 (one third of our 15) while Para 45 allows the 5 to be reduced to 3 if and when we ever fall below 10 (i.e. if more than one third (5) of our 15 are disqualified).

LGA 1972 Part II

"12 Subject to paragraph 45 below, no business shall be transacted at a meeting of a parish council unless at least one-third of the whole number of members of the council are present at the meeting; but, notwithstanding anything in that paragraph, in no case shall the quorum be less than three.

45 Where more than one-third of the members of a local authority become disqualified at the same time, then, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference to the number of members of the authority remaining qualified instead of by reference to the whole number of members of the authority."

Cllr Goldsmith