

# Horden Parish Council

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Horden Social Welfare Centre  
Seventh Street  
Horden, County Durham  
SR8 4LX  
Tel: 0191 518 0823

1<sup>st</sup> November 2024

Dear Member

You are summoned to attend the Horden Parish Council Meeting to be held in Horden Social Welfare Centre, Seventh Street, Horden on Thursday 7<sup>th</sup> November 2024 at 6pm.

## **HORDEN PARISH COUNCIL ORDER OF BUSINESS** **Meeting to be held 7<sup>th</sup> November 2024**

1. **Apologies for Absence** – to consider for approval.
2. **Declarations of Interest** – to note declarations of interest from Members on items of the agenda.
3. **Minutes of the Horden Parish Council Meeting held 3 October 2024 (enclosed)** – to consider for approval.
4. **Public Participation** – to receive any representations or questions from the public in accordance with standing orders 3 e-g. ***Members of the Public are invited to address the Parish Council on matters relating to the agenda for up to 3 minutes per person during a period not exceeding 20 minutes.***
5. **Register of Delegated Decisions** – to note there are no additional decisions to approve.
6. **Damage and Incident Report(s) (enclosed)** – to consider report(s).
7. **Cemetery Burial and Income Report 23/9/24 – 27/10/24 (enclosed)** – to receive the information.
8. **Parish Council Financial:**
  - a) **Bank Balances** – to receive balances at 30/9/24.
  - b) **Finance Report (enclosed)** – to consider Income, Expenditure and Variance Report to 31/9/24.
  - c) **Cash Withdrawals and Debit Card Transactions (enclosed)** – to approve report.
  - d) **Bank Transfer(s)** – to approve any transfer(s).
  - e) **Petty Cash** – to approve report.
  - f) **Budget Workshop** – to agree a date to consider 2024/25 budget.
9. **Invoices for endorsement for payment (enclosed)** – to approve for payment.
10. **Finance Regulations** – to consider for approval.
11. **Software Security and Backup proposal** – to consider report.
12. **Members/Officers Allowances** - To consider any claims for approval.
13. **2024 NJC Pay Award** – to approve implementation and back pay.
14. **Horden 125<sup>th</sup> Anniversary** – to receive an update.
15. **Safe Durham Partnership Prevent Venue Hire Guidance** – to consider the information.
16. **Burials and Cremation Consultation** – to consider any response either to NALC and/or the Law Commission.
17. **NAC AGM Invitation** – to consider attendance response.

**18. Government Consultation on remote attendance and Proxy Voting** – to consider any response.

**19. Creative Youth Opportunities** – deferred from meeting held on 3 October 2024.



Samantha Shippen  
Clerk to the Council  
1<sup>st</sup> November 2024

**To: All Members of Horden Parish Council/cc Public Notice**

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 3 October 2024**

- Present:** Councillor F Leadbitter (Chairman)  
 Councillors R Bagnall, T Baldasera, C Cain, B Gash, E Laing, C Robson, W Smith, D Tait, A Turner,  
 J Ward and P Wood.
- Staff:** Mrs S Shippen (Clerk to the Council) and Mr C Jackson (Deputy Clerk)
- HPC**            **Apologies for Absence.**  
**24/25/105**    **RESOLVED:** That apologies be **ACCEPTED** for Councillors W Morrow and F Winrow.
- HPC**            **Declarations of Interest**  
**24/25/106**    No declarations of Interest raised.
- HPC**            **Minutes of the Horden Parish Council Meeting held 5 September 2024.**  
**24/25/107**    **RESOLVED:** Subject to the amendment of the invoices for payment section, minutes be confirmed as a true record and signed by the Chairman.
- HPC**            **Public Participation.**  
**24/25/108**    No public participation took place.
- HPC**            **Register of Delegated Decisions.**  
**24/25/109**    There were no delegated decisions to report.
- HPC**            **Damage and Incident Report.**  
**24/25/110**    **RESOLVED:** that Council **NOTE** the report.
- HPC**            **Cemetery Burial and Income Report 24 August to 22 September 2024.**  
**24/25/111**    **RESOLVED:** Council **NOTE** the information.
- HPC**            **Parish Council Financial:**  
**24/25/112**    a) **Bank Balances (Balance Sheet).**  
**RESOLVED:** Council **APPROVE** the Bank Balances and Balance Sheet to 31/8/2024 of £985,098.36.
- HPC**            b) **Finance Report to 30/8/2024.**  
**24/25/113**    **RESOLVED:** Council **APPROVE** the Income, Expenditure and Variances Report.
- HPC**            c) **Cash Withdrawal(s) and Debit Card Transactions.**  
**24/25/114**    **RESOLVED:** Council **APPROVE** debit card transaction totalling £100.56
- HPC**            d) **Bank Transfer(s).**  
**24/25/115**    The Clerk requested that £340,000.00 to be transferred from the Co-op Current account to the CCLA account.  
**RESOLVED:** Council **ENDORSE** transfer of funds from Current account to the CCLA account.
- HPC**            **Invoices for endorsement for payment.**  
**24/25/116**    **RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £35,576.51. Councillors F Leadbitter and W Smith to authorise.
- HPC**            **Members/Officers Allowances.**  
**24/25/117**    **RESOLVED:** No claims received.
- HPC**            **Audit 2023/24**  
**24/25/118**    **RESOLVED:** Council **APPROVE** receipt of a clear Audit and **NOTE** that there is no requirement for an action plan.
- HPC**            **Disposal of Assets**  
**24/25/119**    **RESOLVED:** Council **APPROVE** the disposal of the following assets to the sum of £275.00.  
 John Deere X740 Ultimate Ride on Mower  
 Hayter Ambassador Cylinder Mower  
 Hayer Condor Cylinder Mower  
 Ransome 51 Superbowl Cylinder Mower

- HPC**            **Remembrance Sunday**  
**24/25/120**    **RESOLVED:** Council **APPROVE** the plans for Remembrance Sunday.
- HPC**            **Horden 125<sup>th</sup> Anniversary**  
**24/25/121**    **RESOLVED:** Council **APPROVE** the proposals suggested by the Working Group.
- HPC**            **SWC Bar Till**  
**24/25/122**    **RESOLVED:** Council **AGREE** to relocate the bar till to the Horden Heritage Centre and Tea Rooms.
- HPC**            **Cemetery House Request**  
**24/25/123**    **RESOLVED:** Council **AGREED** to reject the request.
- HPC**            **Horden Banner Group request.**  
**24/25/124**    **RESOLVED:** Council **AGREE** to the request, with a stipulation that the Banner Group is responsible for the transportation of the banner to Durham Cathedral which will not be covered by the insurance of Horden Parish Council.
- HPC**            **County Councillor attendance to monthly meetings.**  
**24/25/125**    **RESOLVED:** Council **NOTE** the information.
- HPC**            **Electric Scooters**  
**24/25/126**    **RESOLVED:** Council **AGREE** to display posters at Council properties and on the website ad social media; and explore with the Police and DCC Antisocial Behaviour Officer the use of legislation to enforce ban; require staff to report incidents of use of electric scooters to the Council.
- HPC**            **Dogs in Building Draft Policy**  
**24/25/127**    **RESOLVED:** Council **AGREED** to adopt the policy.
- HPC**            **Creative Youth Opportunities**  
**24/25/128**    **RESOLVED:** Council **DEFER** decision until receipt of attendance information.

*Councillor C Cain left the meeting at 7:27pm*

- HPC**            **DCC Horden Masterplan**  
**24/25/129**    **RESOLVED:** Council **NOTE** the information.

*Meeting concluded at 7.35pm*



**Horden Parish Council Invoices for Payment September 2024**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	05.09.24	Intumescent Door Strips	£20.29	BACS
Amazon	21.08.24	Bar Keepers Friend Spray	£10.22	CREDIT RCVD
Amazon	13.09.24	CREDIT Bar Keepers Friend Spray	-£10.22	N/A
Amazon	24.09.24	6 x Chemical Warning Signs	£3.56	BACS
Amazon	25.09.24	5 x Glow in the Dark Fire Action Signs	£6.99	BACS
Amazon	27.09.24	5 X Fire Action Notice Sign	£14.99	BACS
Amazon	27.09.24	COSHH Stickers, Fluorescent Bulbs, WD-40	£34.95	BACS
Banner	24.09.24	Stationery	£45.39	BACS
Corona	04.09.24	Memorial Park Electricity 01/08/2024 - 31/08/2024	£29.98	D/D
Corona	04.09.24	Sunderland Road Pavilion Electricity 01/08/2024 - 31/08/2024	£131.11	D/D
Culligan (was Waterlogic)	16.09.24	Water Cooler Rental & Service - September 2024	£43.32	D/D
Document Solutions UK Limited	30.09.24	Photocopying Fees September 2024	£42.00	D/D
ITC Service Limited	30.09.24	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - October	£419.34	D/D
Kraftwerx	26.09.24	Repair Cemetery Containers - Insurance Claim	£1,728.00	BACS
Octopus Energy Limited	23.09.24	Cemetery Lodge Gas & Electricity 27/08/2024 - 22/09/2024	£29.53	BACS
Octopus Energy Limited	23.09.24	Welfare House Gas & Electricity 27/08/2024 - 22/09/2024	£30.19	BACS
Select Telecom Limited	31.08.24	Admin Phone Lines/Calls/Internet - September 2024	£121.66	D/D
Siemens Financial Services	14.09.24	Photocopier Lease 14/10/2024-13/01/2025	£178.56	D/D
SLCC Enterprises Ltd	09.09.24	National Conference - SS	£718.00	BACS
SLCC Enterprises Ltd	09.09.24	Credit Adjustment National Conference - SS	-£36.00	CREDIT
TJ's Heating & Home Improvements	13.09.24	Repair Men's Toilets/Kitchen Waste Pipes/Entrance Radiator - SWC	£180.00	BACS
TJ's Heating & Home Improvements	14.09.24	Repair Ladies Toilets - SWC	£185.00	BACS
Vodafone	20.09.24	Mobile Phones	£69.05	D/D
Wex	23.09.24	Equipment Fuel - Cemetery	£146.54	D/D
Wex	30.09.24	Iveco Pickup Fuel - Cemetery	£39.43	D/D
Wex	29.09.24	Vehicle Trackers	£11.98	D/D
<b>OTHER PAYMENTS</b>				
Co-op Bank	05.09.24	Wages Week 22	£5,157.87	BACS
Co-op Bank	12.09.24	Wages Week 23	£5,107.84	BACS
Co-op Bank	19.09.24	Wages Week 24	£5,107.24	BACS
Co-op Bank	26.09.24	Wages Week 25	£5,108.24	BACS
Durham County Council	30.09.24	Superannuation Weeks 23 - 26	£5,742.24	BACS
HMRC	30.09.24	PAYE Weeks 23 - 26	£4,903.36	BACS
Wave	11.09.24	Cemetery Water 11/06/2024 - 10/09/2024 (£35.00 pcm)	£255.86	D/D
		<b>Horden Parish Council SEPTEMBER 2024 TOTAL</b>	<b>£35,576.51</b>	

# HORDEN PARISH COUNCIL

## DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: 21-10-24 6pm Approx
Location: Memorial Park
Damage Found (please give as much detail as possible)
a member of public was locked in park
2 members of staff said they never saw the man
a member of the public put it on facebook
a staff member seen the post on facebook
and went and let him out of park.

Completed by: R. Gault ..... Date: 22-10-24 .....

Police Notified: YES /  NO Officer dealing:

Time Police notified:

Remedial Action Taken:

spoke to staff members and reminded them of their duties  
and to read the locking up procedure

**OFFICE USE:**

Has available CCTV been checked: YES / NO

Is this an Insurance Claim: YES / NO

If yes, have photographs, quotations and details been passed to the Deputy Clerk/RFO:

Is this a disposal of an Asset: YES / NO

If yes, has a disposal form been completed and handed to the Deputy Clerk/RFO:

Completed by: C. Sadler ..... Date: 01/11/24 .....

Date received by Parish Council Office: 23/10/24

# HORDEN PARISH COUNCIL

## DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: 24.10.24 2.15
Location: S/RD.
Damage Found (please give as much detail as possible)
WHILE CUTTING S/RD SPORT FIELD WITH Ride on
I SLID DOWN A SMALL BANKSIDE AND INTO A
BARRIER THIS CAUSING ME TO BRAKE THE
LIGHT ON THE MACHINE
(KUBOTA RIDE ON)

Completed by: ALLAN ROBERT Date: 24.10.24

Police Notified: YES/NO Officer dealing:

Time Police notified:

Remedial Action Taken: TOLD Rich.

### OFFICE USE:

Has available CCTV been checked: YES/NO

Is this an Insurance Claim: YES/NO

If yes, have photographs, quotations and details been passed to the Deputy Clerk/RFO:

Is this a disposal of an Asset: YES/NO

If yes, has a disposal form been completed and handed to the Deputy Clerk/RFO:

Completed by: C Jackson Date: 25/10/24

Date received by Parish Council Office: 25/10/24

# HORDEN PARISH COUNCIL

## DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: <u>30/10/24</u>
Location: <u>COTSFORD PARK ESTATE</u>
Damage Found (please give as much detail as possible)
<u>WHEN CHECKING COSY PARK WE</u>
<u>NOTICED DAMAGE TO THE</u>
<u>LITTER BIN BEYOND REPAIR</u>
<u>SO LET RICHARD + OFFICE</u>
<u>KNOW ABOUT IT.</u>

Completed by: DAVID LAMMIS ..... Date: 31/10/24

Police Notified: YES / ~~NO~~ Officer dealing: DAVE. 6577

Time Police notified: 9AM 31/10/24

Remedial Action Taken: TOLD RICHARD + OFFICE  
JOB TO REMOVE THE FRAME  
31/10/24

**OFFICE USE:**

Has available CCTV been checked: YES / NO

Is this an Insurance Claim: YES / NO

If yes, have photographs, quotations and details been passed to the Deputy Clerk/RFO:

Is this a disposal of an Asset: YES/NO

If yes, has a disposal form been completed and handed to the Deputy Clerk/RFO:


Completed by: C. Dackin Date: 01/11/24

Date received by Parish Council Office: 31/10/24

# HORDEN PARISH COUNCIL

## DAMAGE/INCIDENT REPORT FORM

Date and time of Damage/Incident: <u>31/10/24</u> <u>Time?</u>
Location: <u>Car Park left hand side - Grass verge</u>
Damage Found (please give as much detail as possible)
<u>On opening up I noticed that someone had had</u>
<u>a firework display on the grass verge. Empty</u>
<u>Cartridges a packet and a box had been discarded.</u>
<u>A small area of grass has been scorched.</u>
<u>unable to check the CCTV as the recording</u>
<u>feature and camera view have disappeared.</u>
<u>Footage to be rechecked after a call out from</u>
<u>ADT</u>

Completed by: .....  ..... Date: 1/11/24 .....

Police Notified:      YES /  NO      Officer dealing:

Time Police notified:

Remedial Action Taken:

**OFFICE USE:**

Has available CCTV been checked:      YES / NO

Is this an Insurance Claim:      YES /  NO

If yes, have photographs, quotations and details been passed to the Deputy Clerk/RFO:

Is this a disposal of an Asset:      YES /  NO

If yes, has a disposal form been completed and handed to the Deputy Clerk/RFO:

Completed by: C. Jackson      Date: 01/11/24

Date received by Parish Council Office: 01/11/24

Thorpe Road Cemetery Report 23rd September to 27th October 2024

<b>INTERMENT (inc. Ashes)</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
GARDEN D 68	ASHES	NO	£780.00
L36	FULL BURIAL	YES	£330.00
S9	FULL BURIAL	NO	£1,170.00
T16	FULL BURIAL	YES	£660.00
GARDEN D 69	ASHES	NO	£780.00
GARDEN D69	ASHES	NO	£780.00
D991B	FULL BURIAL	NO	£1,170.00
		<b>TOTAL</b>	<b>£5,670.00</b>
<b>PURCHASE OF PLOT - EXCLUSIVE RIGHT</b>			
<b>PLOT</b>	<b>DETAIL</b>		<b>FEE</b>
N116	TRANSFER VIA PROBATE	YES	£33.00
GARDEN D 68	NEW PURCHASE	NO	£780.00
D335	NEW PURCHASE	YES	£330.00
S9	NEW PURCHASE	NO	£1,170.00
GARDEN A 54	TRANSFER VIA WILL	NO	£98.00
GARDEN A 55	TRANSFER VIA WILL	NO	£98.00
T10	COPY OF DEED	YES	£33.00
T16	NEW PURCHASE	YES	£550.00
GARDEN D 69	NEW PURCHASE	NO	£780.00
L36	TRANSFER	YES	£85.00
		<b>TOTAL</b>	<b>£3,957.00</b>

<b>SUPPLY OF IMMOVABLE MEMORIAL</b>			
<b>PLOT</b>	<b>DETAIL</b>	<b>RESIDENT</b>	<b>FEE</b>
		<b>TOTAL</b>	<b>£0.00</b>

<b>PLAQUE/BENCH</b>			

<b>MISCELLANEOUS</b>			<b>FEE</b>
		<b>TOTAL</b>	<b>£0.00</b>
		<b>TOTAL INCOME</b>	<b>£9,627.00</b>

**HORDEN PARISH COUNCIL Current Year 2024/25****Bank - Cash and Investment Reconciliation as at 30 September 2024****Confirmed Bank & Investment Balances****Bank Statement Balances**

30/09/2024	Current Account	57,390.25	
30/09/2024	Public Sector Reserve Account	285.44	
30/09/2024	CCLA PUB. SECTOR	928,971.47	
30/09/2024	BUSINESS SAVERS ACCOUNT	1,583.09	
			<b>988,230.25</b>

**Other Cash & Bank Balances****59.25****988,289.50****Receipts not on Bank Statement****844.00****989,133.50****Closing Balance****All Cash & Bank Accounts**

1	CURRENT BANK ACCOUNT	58,234.25
2	90 DAY DEPOSIT A/C	285.44
4	CCLA PUB. SECTOR	928,971.47
5	BUSINESS SAVERS ACCOUNT	1,583.09
	Other Cash & Bank Balances	59.25
	<b>Total Cash &amp; Bank Balances</b>	<b>989,133.50</b>



**HORDEN PARISH COUNCIL FINANCE REPORT**

This report details accounts as at 30 September 2024 – accounts on a straight line we should be around 50%. Under Financial Regulation 4.8 reports are made of material variances of £200 or 17%.

**EXPENDITURE**

<b>Account</b>	<b>Page</b>	<b>£ Spend/ £ Budget</b>	<b>Explanation</b>	<b>Comment</b>	<b>Reported to Council</b>
1125 – Ad Insurance	1	14,931/12,195	Overbudget	Need to recharge to Recreation Ground	05/09/24
1126 – Ad Photocopier	1	811/1,200	Higher copying usage		05/09/24
1151 – Ad Bank charges	1	593/1,072	Accrual correction		03/10/24
1152 – IT Fees	1	2,850/5,500	Annual upfront costs for software		06/06/24
1304 – Cem Council Tax	2	3,233/5,418	Paid over 10 months rather than 12		11/07/24
1311 – Cem Rates	2	1,003/1,596	Paid over 10 months rather than 12		05/09/24
1320 - Cem Misc	2	1,440/20	Cemetery break in costs	To be claimed back from insurance	07/11/24
1349 – Cem Plaques	2	468/300	Will Balance out with income		06/06/24
1361 – Cem Major Scheme	2	5,984/2,500	Final architect fees		05/09/24
1362 – Cem Trade Waste	2	1,883/1,911	Annual upfront costs		03/10/24
1364 – Cem Mem Benches	2	856/500	Will balance out with income		06/06/24
1411 – Pk Rates	3	449/753	Paid over 10 months		05/09/24
1413 – Pk Rents	3	410/410	Annual fee paid		05/09/24
1414 – Park Electricity	3	1,345/2,300	Higher costs due to transfer of supplier		06/06/24
1420 – Pk Misc	3	680/20	Mem park works insurance claim		05/09/24
1442 – Park Equipment Fuel	3	399/510	Increased fuel usage		07/11/24
1604 - SWC Council Tax	3	2,157/3,595	Paid over 10 months rather than 12		05/09/24
1611 – SWC Rates	3	4,416/7,692	Paid over 10 months rather than 12		05/09/24
1614 - SWC Electricity	3	3,812/7,150	Higher costs due to transfer of supplier		03/10/24
1615 – SWC Gas	3	3,752/6,600	Higher costs due to transfer of supplier		06/06/24
1616 – SWC Cleaning	3	685/1,050	Cleaning items purchased		06/06/24
1636 – SWC Buildings	3	6,027/11,400	Annual Maintenance and Building Repairs		11/07/24
1637 – SWC Plant & Equip	3	210/350	Increased costs		11/07/24
1724 – GP Subscriptions	4	1,861/3,628	Subscriptions due at start of year		06/06/24
1726 – Members Participation	4	5,147/6,863	All allowances allocated		05/09/24

1732 – GP Publicity	4	400/450	Durham Gala advertisement		05/09/24
1733 – GP Activities and Events	4	4,874/11,500	Dday and Summer activities		05/09/24
1757 – GP Audit	4	(1,680)/5,450	Accrual for audit fees		06/06/24
1759 – GP Professional Fees	4	2,582/3,397	Payroll and Rialtas annual subscription and Cemetery Fees booklet production		11/07/24
11045 – Bar Licences	4	180/180	Paid for year		06/06/24

### **INCOME**

<b>Account</b>	<b>Page</b>	<b>£ Receipt/ £ Budget</b>	<b>Explanation</b>	<b>Comment</b>	<b>Reported to Council</b>
1189 – Admin Misc	1	425/780	Office services/photocopying		03/10/24
1196 – Bank Interest	1	22,178/15,000	Preferential rates received		06/06/24
1281 – Income Allot Rent	1	2,403/2,403	Rent received for year		11/07/24
1382 -Cem Reserved Plot	1	3,575/0	Not budgeted for		05/09/24
1383 – Cem Mem Plaques	1	1,023/360	Will balance out with expenditure		06/06/24
1390 – Cem Mem Benches	1	558/500	Will balance out with expenditure		06/06/24
1483 – Pk Ground Fee	2	1,479/1,700	Annual fee paid		05/09/24
1682 - SWC Letting	3	24,723/34,350	DDS invoiced for year		06/06/24
1799 – Poppy Wreaths	4	326/185	Will balance out with expenditure		05/09/24

09/10/2024

## HORDEN PARISH COUNCIL Current Year 2024/25

Page 1

11:34

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 ADMINISTRATION</b>							
1176 PRECEPTS RECEIVED	0	322,942	645,883	322,942			50.0%
1189 INCOME-ADMIN MISC	73	425	780	355			54.4%
1196 INCOME-BANK INTEREST	0	22,178	15,000	(7,178)			147.9%
1198 LCTSS GRANT	0	48,191	96,381	48,191			50.0%
ADMINISTRATION :- Income	<b>73</b>	<b>393,735</b>	<b>758,044</b>	<b>364,309</b>			<b>51.9%</b>
1101 AD-WAGES	7,683	49,882	124,898	75,016		75,016	39.9%
1102 AD-EMPLOYERS NI	674	4,372	10,958	6,586		6,586	39.9%
1103 AD-EMPLOYERS PENSION	1,498	9,727	23,606	13,879		13,879	41.2%
1110 AD-ROOM FEES	150	900	1,800	900		900	50.0%
1121 AD-TELEPHONE/FAX	101	520	1,400	880		880	37.2%
1122 AD-POSTAGE	0	131	350	219		219	37.5%
1123 AD-STATIONERY	38	183	390	207		207	47.0%
1125 AD-INSURANCE	0	14,931	12,195	(2,736)		(2,736)	122.4%
1126 AD-PHOTOCOPIER	184	811	1,200	389		389	67.5%
1137 AD-PLANT & EQUIPMENT	0	0	220	220		220	0.0%
1151 AD-BANK CHARGES	73	593	1,072	479		479	55.3%
1152 AD-IT FEES	349	2,850	5,500	2,650		2,650	51.8%
1159 AD-PROFESSIONAL FEES	10	1,051	5,000	3,949		3,949	21.0%
ADMINISTRATION :- Indirect Expenditure	<b>10,760</b>	<b>85,952</b>	<b>188,589</b>	<b>102,637</b>	<b>0</b>	<b>102,637</b>	<b>45.6%</b>
Net Income over Expenditure	<b>(10,688)</b>	<b>307,782</b>	<b>569,455</b>	<b>261,673</b>			
<b>102 ALLOTMENTS</b>							
1281 INCOME-ALLOT RENT	0	2,403	2,400	(3)			100.1%
ALLOTMENTS :- Income	<b>0</b>	<b>2,403</b>	<b>2,400</b>	<b>(3)</b>			<b>100.1%</b>
1213 AL-RENTS	0	0	1,435	1,435		1,435	0.0%
1220 AL-MISCELLANEOUS	0	40	43	3		3	94.2%
ALLOTMENTS :- Indirect Expenditure	<b>0</b>	<b>40</b>	<b>1,478</b>	<b>1,438</b>	<b>0</b>	<b>1,438</b>	<b>2.7%</b>
Net Income over Expenditure	<b>0</b>	<b>2,363</b>	<b>922</b>	<b>(1,441)</b>			
<b>103 CEMETERIES</b>							
1382 INCOME-CEM RESERVED PLOT	0	3,575	0	(3,575)			0.0%
1383 INCOME-CEM MEMORIAL PLAQUES	173	1,023	360	(663)			284.3%
1384 INCOME-CEMETERY FEES	7,052	23,644	58,000	34,356			40.8%
1390 INCOME-MEMORIAL BENCHES	0	558	500	(58)			111.7%
CEMETERIES :- Income	<b>7,225</b>	<b>28,801</b>	<b>58,860</b>	<b>30,059</b>			<b>48.9%</b>
1301 CEM-WAGES	3,836	21,662	77,975	56,313		56,313	27.8%

Continued over page

11:34

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1302 CEM-EMPLOYERS NI	336	1,737	6,953	5,216		5,216	25.0%
1303 CEM-EMPLOYERS PENS	748	4,862	14,679	9,817		9,817	33.1%
1304 CEM-COUNCIL TAX	539	3,233	5,418	2,185		2,185	59.7%
1307 CEM-CLOTHING	0	91	375	284		284	24.2%
1311 CEM-RATES	167	1,003	1,596	593		593	62.9%
1312 CEM-WATER	35	425	2,000	1,575		1,575	21.3%
1314 CEM-ELECTRICITY	64	574	1,500	926		926	38.3%
1316 CEM-CLEANING	0	33	100	67		67	33.0%
1320 CEM-MISCELLANEOUS	1,440	1,440	20	(1,420)		(1,420)	7200.0%
1321 CEM-TELEPHONE/FAX	28	168	356	188		188	47.3%
1336 CEM-BUILDINGS	0	85	850	765		765	10.0%
1337 CEM-PLANT & EQUIP	0	29	500	471		471	5.8%
1338 CEM-TOOLS	0	(2)	200	202		202	(0.8%)
1339 CEM-EQUIP REPAIRS	0	1,038	3,500	2,462		2,462	29.7%
1340 CEM-GROUNDS MAINTNCE	0	901	3,000	2,099		2,099	30.0%
1342 CEM-EQUIPMENT FUEL	122	1,191	3,000	1,809		1,809	39.7%
1343 CEM-VEHICLE MAINTNCE	0	737	3,500	2,763		2,763	21.0%
1344 CEM-VEHICLE FUEL	33	217	500	283		283	43.5%
1345 CEM-VEHICLE TAX/INS	0	210	680	470		470	30.9%
1346 CEM-HORTICULTURE	0	(334)	1,320	1,654		1,654	(25.3%)
1347 CEM-HEALTH & SAFETY	0	45	100	55		55	44.6%
1349 CEM - PLAQUES	0	468	300	(168)		(168)	156.1%
1359 CEM-PROFESSIONAL FEE	0	0	637	637		637	0.0%
1361 CEM-MAJOR SCHEMES	0	5,984	2,500	(3,484)		(3,484)	239.4%
1362 CEM-TRADE WASTE	0	1,883	1,911	28		28	98.6%
1363 CEM- LOAN REPAYMENT	0	13,036	26,073	13,037		13,037	50.0%
1364 CEM-MEMORIAL BENCHES	0	856	500	(356)		(356)	171.2%
<b>CEMETERIES :- Indirect Expenditure</b>	<b>7,348</b>	<b>61,576</b>	<b>160,043</b>	<b>98,467</b>	<b>0</b>	<b>98,467</b>	<b>38.5%</b>
<b>Net Income over Expenditure</b>	<b>(123)</b>	<b>(32,776)</b>	<b>(101,183)</b>	<b>(68,408)</b>			
6000 plus Transfer from EMR	0	5,984					
<b>Movement to/(from) Gen Reserve</b>	<b>(123)</b>	<b>(26,791)</b>					
<b>104 PARKS</b>							
1483 INCOME-PK GROUND FEE	0	1,479	1,700	222			87.0%
1486 INCOME-PK SLAND RD BUNG RENT	308	1,848	3,528	1,680			52.4%
1489 INCOME-PK MISC	0	148	0	(148)			0.0%
<b>PARKS :- Income</b>	<b>308</b>	<b>3,474</b>	<b>5,228</b>	<b>1,754</b>			<b>66.5%</b>
1401 PK-WAGES	10,850	69,443	130,382	60,939		60,939	53.3%
1402 PK-EMPLOYERS NI	700	4,709	9,915	5,206		5,206	47.5%

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1403 PK-EMPLOYERS PENSION	1,848	11,428	19,909	8,481		8,481	57.4%
1407 PK-CLOTHING	0	98	390	292		292	25.2%
1411 PK-RATES	75	449	753	305		305	59.6%
1413 PK-RENTS	0	410	410	0		0	100.0%
1414 PK-ELECTRICITY	177	1,345	2,300	955		955	58.5%
1416 PK-CLEANING	0	0	100	100		100	0.0%
1420 PK-MISCELLANEOUS	0	680	20	(660)		(660)	3400.0%
1421 PK-TELEPHONE/FAX	29	173	348	175		175	49.7%
1436 PK-BUILDINGS	0	(417)	2,000	2,417		2,417	(20.9%)
1437 PK-PLANT & EQUIPMENT	0	0	500	500		500	0.0%
1438 PK-TOOLS	0	0	100	100		100	0.0%
1439 PK-EQUIP REPAIRS	0	202	1,500	1,298		1,298	13.4%
1440 PK-GROUNDS MAINT	0	267	2,000	1,733		1,733	13.3%
1442 PK-EQUIPMENT FUEL	117	399	510	111		111	78.2%
1446 PK-HORTICULTURE	0	798	1,578	781		781	50.5%
1447 PK-HEALTH & SAFETY	0	16	250	234		234	6.4%
1448 PK-PLAY EQUIPMENT	0	0	100,000	100,000		100,000	0.0%
1459 PK-PROFESSIONAL FEES	0	376	3,000	2,624		2,624	12.5%
<b>PARKS :- Indirect Expenditure</b>	<b>13,797</b>	<b>90,375</b>	<b>275,965</b>	<b>185,590</b>	<b>0</b>	<b>185,590</b>	<b>32.7%</b>
<b>Net Income over Expenditure</b>	<b>(13,489)</b>	<b>(86,901)</b>	<b>(270,737)</b>	<b>(183,836)</b>			
<b>106 S.W.C.</b>							
1682 INCOME-SWC LETTINGS	2,950	24,723	34,350	9,627			72.0%
1688 INCOME-SWC CATERING	0	0	50	50			0.0%
1689 INCOME-SWC MISC	0	130	0	(130)			0.0%
<b>S.W.C. :- Income</b>	<b>2,950</b>	<b>24,853</b>	<b>34,400</b>	<b>9,547</b>			<b>72.2%</b>
1601 SWC-WAGES	2,518	16,027	34,472	18,445		18,445	46.5%
1602 SWC-EMPLOYERS NI	155	1,006	2,184	1,178		1,178	46.1%
1603 SWC EMPLOYERS PENSION	355	2,308	4,710	2,402		2,402	49.0%
1604 SWC-COUNCIL TAX	359	2,157	3,595	1,438		1,438	60.0%
1607 SWC-CLOTHING	0	0	60	60		60	0.0%
1611 SWC-RATES	736	4,416	7,692	3,276		3,276	57.4%
1612 SWC-WATER	88	476	2,000	1,524		1,524	23.8%
1614 SWC-ELECTRICITY	511	3,812	7,150	3,338		3,338	53.3%
1615 SWC-GAS	32	3,752	6,600	2,848		2,848	56.8%
1616 SWC-CLEANING	0	685	1,050	365		365	65.2%
1621 SWC-TELEPHONE/FAX	0	106	0	(106)		(106)	0.0%
1636 SWC-BUILDINGS	408	6,027	11,400	5,373		5,373	52.9%
1637 SWC-PLANT & EQUIP	36	210	350	140		140	60.0%

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1638 SWC-TOOLS	0	0	50	50		50	0.0%
1639 SWC-EQUIP REPAIRS	0	0	200	200		200	0.0%
1647 SWC-HEALTH & SAFETY	86	142	500	358		358	28.5%
1649 SWC-CATERING	1	46	75	29		29	60.9%
1659 SWC-PROFESSIONAL FEE	0	0	1,000	1,000		1,000	0.0%
1663 SWC-TRADE WASTE	155	620	1,557	937		937	39.8%
<b>S.W.C. :- Indirect Expenditure</b>	<b>5,441</b>	<b>41,789</b>	<b>84,645</b>	<b>42,856</b>	<b>0</b>	<b>42,856</b>	<b>49.4%</b>
<b>Net Income over Expenditure</b>	<b>(2,491)</b>	<b>(16,936)</b>	<b>(50,245)</b>	<b>(33,309)</b>			
<b>107 GENERAL PURPOSES</b>							
1778 INCOME-GP EVENTS	0	42	0	(42)			0.0%
1790 INCOME-GP DOG BAGS	71	748	1,600	852			46.7%
1799 INCOME-POPPY WREATHS	48	326	185	(141)			176.2%
<b>GENERAL PURPOSES :- Income</b>	<b>120</b>	<b>1,115</b>	<b>1,785</b>	<b>670</b>			<b>62.5%</b>
1710 GP-ROOM FEES	75	251	450	199		199	55.9%
1719 GP-CHAIR'S ALLOWANCE	0	1	2,071	2,070		2,070	0.0%
1720 GP-MISCELLANEOUS	0	0	50	50		50	0.0%
1724 GP-SUBSCRIPTIONS	0	1,861	3,628	1,767		1,767	51.3%
1725 GP- MEMBERS TRAVEL & SUBS	0	0	(451)	(451)		(451)	0.0%
1726 GP-MEMBERS PARTICIPATION ALLOW	0	5,147	6,863	1,716		1,716	75.0%
1727 GP-OFFICER TRAVEL & SUBS	0	0	600	600		600	0.0%
1729 GP-CONF/TRAINING	610	1,055	5,000	3,945		3,945	21.1%
1732 GP-PUBLICITY	0	400	450	50		50	88.9%
1733 GP-ACTIVITIES & EVENTS	0	4,874	11,500	6,626		6,626	42.4%
1757 GP-AUDIT	0	(1,680)	5,450	7,130		7,130	(30.8%)
1758 GP-ELECTION	0	0	2,000	2,000		2,000	0.0%
1759 GP-PROFESSIONAL FEES	0	2,582	3,397	815		815	76.0%
1760 GP-DOG BAGS	0	0	1,600	1,600		1,600	0.0%
1761 GP-POPPY WREATHS	0	0	185	185		185	0.0%
<b>GENERAL PURPOSES :- Indirect Expenditure</b>	<b>685</b>	<b>14,491</b>	<b>42,793</b>	<b>28,302</b>	<b>0</b>	<b>28,302</b>	<b>33.9%</b>
<b>Net Income over Expenditure</b>	<b>(565)</b>	<b>(13,376)</b>	<b>(41,008)</b>	<b>(27,632)</b>			
<b>108 GRANTS</b>							
1863 OTHER GRANTS	1,123	5,718	22,500	16,782		16,782	25.4%
1864 WELFARE PARK GRANTS	0	0	86,435	86,435		86,435	0.0%
<b>GRANTS :- Indirect Expenditure</b>	<b>1,123</b>	<b>5,718</b>	<b>108,935</b>	<b>103,217</b>	<b>0</b>	<b>103,217</b>	<b>5.2%</b>
<b>Net Expenditure</b>	<b>(1,123)</b>	<b>(5,718)</b>	<b>(108,935)</b>	<b>(103,217)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>109 CAPITAL PURCHASES</b>							
1963 CP-CAPITAL PURCHASES	0	0	55,590	55,590		55,590	0.0%
1964 MAJOR SCHEMES	0	0	5,000	5,000		5,000	0.0%
CAPITAL PURCHASES :- Indirect Expenditure	0	0	60,590	60,590	0	60,590	0.0%
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(60,590)</b>	<b>(60,590)</b>			
<b>110 BAR</b>							
11045 BAR LICENCES	0	180	180	0		0	100.0%
BAR :- Indirect Expenditure	0	180	180	0	0	0	100.0%
<b>Net Expenditure</b>	<b>0</b>	<b>(180)</b>	<b>(180)</b>	<b>0</b>			
<b>112 WINTER WARM HUBS</b>							
11264 WINTER HUB EXPENDITURE	0	0	1,500	1,500		1,500	0.0%
WINTER WARM HUBS :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>			
<b>113 FLOWER &amp; VEGETABLE SHOW</b>							
11377 INCOME-FLOWER&VEG DONATIONS	0	0	850	850			0.0%
FLOWER & VEGETABLE SHOW :- Income	0	0	850	850			0.0%
11350 EXPEND. FLOWER&VEG SHOW	0	0	500	500		500	0.0%
11351 EXPEND.FLOWER&VEG FEES	0	0	350	350		350	0.0%
FLOWER & VEGETABLE SHOW :- Indirect Expenditure	0	0	850	850	0	850	0.0%
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Grand Totals:- Income	10,676	454,381	861,567	407,186			52.7%
Expenditure	39,154	300,123	925,568	625,445	0	625,445	32.4%
<b>Net Income over Expenditure</b>	<b>(28,479)</b>	<b>154,258</b>	<b>(64,001)</b>	<b>(218,259)</b>			
plus Transfer from EMR	0	5,984					
<b>Movement to/(from) Gen Reserve</b>	<b>(28,479)</b>	<b>160,242</b>					

**Cash Withdrawals & Debit Card Transactions:**

30/09/2024 – MER – Charge Works Van - CJ – £14.78

08/10/2024 – MER – Charge Works Van – CJ - £14.36

15/10/2024 – MER – Charge Works Van – CJ - £12.88

17/10/2024 – Toby Carvery – Food Pick-up Collection – SS - £37.27

17/10/2024 – DVLA – Tax Pick-up NU20 OUC – SS - £335.00

17/10/2024 – Shell – Fuel Pick-up NU20 OUC – SS - £76.08

23/10/2024 – MER – Charge Works Van – CJ - £14.31

29/10/2024 – UK Office Direct – 3 x USB Drives – CJ - £7.17

29/10/2024 – Forge & Foundry – Cemetery Post Box – CJ - £180.00

**TOTAL £691.85**



A/c Code		210 PETTY CASH			Annual Budget	0	
Centre		(none)			Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					83.73		
1	30/04/2024	3324	Journal	PETTY CASH APRIL 2024		1.30	
2	31/05/2024	3331	Journal	PETTY CASH MAY 2024		25.00	
3	25/06/2024	DCARD5	Cashbook	PETTY CASH	100.00		
3	30/06/2024	3339	Journal	PETTY CASH JUNE 2024		70.02	
4	31/07/2024	DCARD9	Cashbook	CASH WITHDRAWAL PETTY CASH	30.00		
4	31/07/2024	3345	Journal	PETTY CASH JULY 2024		61.27	
5	31/08/2024	3350	Journal	PETTY CASH AUGUST 2024		5.59	
6	30/09/2024	3360	Journal	PETTY CASH SEPTEMBER 2024		1.30	
Account PETTY CASH					Account Totals	213.73	164.48
Centre					Net Balance Month 8	49.25	

**Horden Parish Council Invoices for Payment October 2024**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	08.10.24	CREDIT 5 x Glow in the Dark Fire Action Signs	-£6.99	CREDIT
Amazon	09.10.24	Rubber Cradle Swing Seat	£135.00	BACS
Amazon	15.10.24	Cleaning Materials - SWC	£89.77	BACS
Amazon	15.10.24	Blue Rolls - SWC	£21.00	BACS
Amazon	15.10.24	Bleach - SWC	£8.99	BACS
Amazon	22.10.24	CREDIT Bleach - SWC	-£8.99	CREDIT
Amazon	28.10.24	Cleaning Materials - SWC	£76.05	BACS
Banner	08.10.24	2 x Packs Blue Roll - Parks	£41.88	BACS
Banner	15.10.24	Toilet Rolls - SWC	£58.75	BACS
CN 24hour Locksmith	29.10.24	Repair Internal Latch & Mortice Lock - SWC	£40.00	BACS
Co-operative Bank	01.10.24	BACS/FD Online Fees 01/09/2024 - 30/09/2024	£67.92	D/D
Corona	09.10.24	Sunderland Road Pavilion Electricity 01/07/2024 - 31/07/2024 CREDIT	-£134.62	CREDIT
Corona	09.10.24	Sunderland Road Pavilion Electricity 01/08/2024 - 31/08/2024 CREDIT	-£131.11	CREDIT
Corona	09.10.24	Sunderland Road Pavilion Electricity 01/07/2024 - 31/07/2024 Recalculation	£103.75	D/D
Corona	09.10.24	Sunderland Road Pavilion Electricity 01/08/2024 - 31/08/2024 Recalculation	£106.01	D/D
Corona	09.10.24	Sunderland Road Pavilion Electricity 01/09/2024 - 30/09/2024	£134.41	D/D
Corona	09.10.24	Memorial Park Electricity 01/07/2024 - 31/07/2024 CREDIT	-£30.42	CREDIT
Corona	09.10.24	Memorial Park Electricity 01/08/2024 - 31/08/2024 CREDIT	-£29.98	CREDIT
Corona	09.10.24	Memorial Park Electricity 01/07/2024 - 31/07/2024 Recalculation	£37.23	D/D
Corona	09.10.24	Memorial Park Electricity 01/08/2024 - 31/08/2024 Recalculation	£29.98	D/D
Corona	09.10.24	Memorial Park Electricity 01/09/2024 - 30/09/2024	£30.42	D/D
Creative Youth Opportunities	29.07.24 Rcvd 14.10.24	Teddy Bears Picnic Activities	£980.00	BACS
Culligan (was Waterlogic)	15.10.24	Water Cooler Rental & Service - October 2024	£43.32	D/D
Eon Next	01.10.24	Gas SWC 02/09/2024 - 30/09/2024	£410.44	D/D
Eon Next	01.10.24	Electricity Cemetery 01/09/2024 - 30/09/2024	£40.83	D/D
Go2 Electrical Services	16.10.24	Replace LED Light Unit and Remove Wall Mounted Monitor	£90.00	BACS
Horn's Garden Centre	10.10.24	Assorted Shrubs/Compost/Fertiliser/Fish Blood & Bone	£179.21	BACS
ITC Service Limited	31.10.24	Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - November	£419.34	D/D
JRB Enterprise Ltd	07.10.24	Dog Bags	£1,920.00	BACS
Pat Lavery Limited	10.10.24	Puncture Repair - Kabota Ride On - Cemetery	£20.00	BACS
Pat Lavery Limited	14.10.24	Puncture Repair - John Deere Tractor - Cemetery	£20.00	BACS
Derek McKenzie UK Car and Commercials	17.10.24	Iveco Pick-Up NU20 OUC Purchase	£19,500.00	CHAPS
Octopus Energy Ltd	23.10.24	Cemetery Lodge Gas & Electricity 23/09/2024 - 21/10/2024	£32.00	BACS
Octopus Energy Ltd	23.10.24	Welfare House Gas & Electricity 23/09/2024 - 21/10/2024	£32.94	BACS

## Agenda Item 9

Scottish Power	07.10.24	SWC Electricity 03/09/2024 - 07/10/2024	£507.36	D/D
Scottish Power	15.10.24	SWC Electricity 07/10/2024 - 15/10/2024	£284.90	D/D
Screwfix	16.10.24	Tyreweld and 4 x Ventilation Duct	£19.15	BACS
Select Telecom Ltd	30.09.24	Admin Phone Lines/Calls/Internet - October 2024	£116.36	D/D
Vodafone	20.10.24	Mobile Phones	£67.40	D/D
Wex	07.10.24	Equipment Fuel and Iveco Pickup Fuel - Cemetery	£123.39	D/D
Wex	27.10.24	Vehicle Trackers	£11.98	D/D
<b>OTHER PAYMENTS</b>				
Co-op Bank	03.10.24	Wages Week 26	£5,022.43	BACS
Co-op Bank	10.10.24	Wages Week 27	£5,035.08	BACS
Co-op Bank	17.10.24	Wages Week 28	£5,035.28	BACS
Co-op Bank	24.10.24	Wages Week 29	£4,807.18	BACS
Co-op Bank	31.10.24	Wages Week 30	£4,806.58	BACS
Durham County Council	29.10.24	Superannuation Weeks 27 - 30	£5,466.50	BACS
HMRC	29.10.24	PAYE Weeks 27 - 30	£4,819.92	BACS
Wave	13.10.24	SWC Water 13/07/2024 - 12/10/2024 (£88.00 pcm)	£314.30	D/D
<b>Horde n Parish Council OCTOBER 2024 TOTAL</b>			<b>£60,764.94</b>	

# HORDEN PARISH COUNCIL FINANCIAL REGULATIONS 2024

Adapted from NALC Model



APPROVED BY COUNCIL: **DRAFT**

## HORDEN PARISH COUNCIL FINANCIAL REGULATIONS

### Contents

1. General.....	<a href="#">34</a>
2. Risk management and internal control.....	<a href="#">45</a>
3. Accounts and audit.....	<a href="#">56</a>
4. Budget and precept.....	<a href="#">67</a>
5. Procurement.....	<a href="#">78</a>
6. Banking and payments .....	<a href="#">910</a>
7. Electronic payments.....	<a href="#">1111</a>
8. Cheque payments .....	<a href="#">1213</a>
9. Payment cards .....	<a href="#">1213</a>
10. Petty Cash .....	<a href="#">1313</a>
11. Payment of salaries and allowances .....	<a href="#">1314</a>
12. Loans and investments.....	<a href="#">1414</a>
13. Income.....	<a href="#">1415</a>
14. Payments under contracts for building or other construction works.....	<a href="#">1515</a>
15. Stores and equipment.....	<a href="#">1516</a>
16. Assets, properties and estates .....	<a href="#">1516</a>
17. Insurance .....	<a href="#">1616</a>
18. [Charities].....	<a href="#">1617</a>
19. Suspension and revision of Financial Regulations.....	<a href="#">1617</a>
Appendix 1 - Tender process .....	<a href="#">1818</a>

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

## 1. General

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

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; 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.

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk ~~[with the RFO]~~ shall prepare, for approval by ~~[the council]~~, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

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

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least ~~[once in each quarter]~~, and at each financial year end, a two members other than the Chair (for a cheque signatory) shall be appointed to verify bank reconciliations ~~(for all accounts)~~ produced by the RFO. The members s shall sign and

date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council ~~{Finance Committee}~~.

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

### 3. Accounts and audit

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

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

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

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

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

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

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

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

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;



- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

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

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

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

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

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

#### 4. Budget and precept

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

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

4.3. No later than ~~December~~ month each year, the RFO shall prepare a draft budget with detailed estimates of all ~~receipts and payments~~ income and expenditure for the following financial year along with a forecast for the following [three financial years], taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. ~~{Unspent funds for partially completed projects may only be~~

carried forward ~~{by placing them in an earmarked reserve}~~ with the formal approval of the full council.}

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council ~~{finance committee}~~ not later than the end of ~~{November}~~ each year.
- 4.6. The draft budget ~~{with any committee proposals and [three-year]}~~ forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~{finance committee and a recommendation made to the}~~ council.
- 4.7. Having considered the proposed budget and ~~[three-year]~~ forecast, the council shall determine its ~~[council tax (England)/budget (Wales)]~~ requirement by setting a budget. The council shall set a precept for this amount no later than ~~the end of January}~~ for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must ~~and must~~ disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~{or relevant committee}~~.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

- 5.6. For contracts estimated to exceed **£60,000** including VAT, the Clerk ~~shall seek formal tenders from at least [three] suppliers agreed by [the council]]~~ OR ~~{~~advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation~~}~~. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than **£35,000** excluding VAT the Clerk ~~{or/}~~RFO~~}~~ or Service Area Manager shall seek at least **{3}** fixed-price quotes;
- 5.9. where the value is between **£5001,000** and **£35,000** excluding VAT, the Clerk/~~{or/}~~RFO~~}~~ or Service Area Manager shall try to obtain 3 estimates ~~{~~which might include evidence of online prices, or recent prices from regular suppliers.~~}~~
- 5.10. For smaller purchases, ~~{~~the clerk~~}~~ or officer placing the order shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes; accountants, surveyors or planning consultants
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council ~~{or relevant committee}~~. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- ~~{~~the Clerk~~}~~, under delegated authority, for any items below **£5000** excluding VAT.
  - the Deputy Clerk, ~~in consultation with the Chair of the Council {or Chair of the appropriate committee}~~, Outdoor Team Supervisor, Social Welfare Centre and

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Events Manager for any items below ~~£24,000~~ excluding VAT. The Cemetery Team Leader or Administration Officers for items up to £1,000.

- ~~• {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000} excluding VAT}~~
- ~~• {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}~~
- the council for all items over ~~£5,000~~;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to ~~£210,000~~ excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to ~~{the council}~~ as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless ~~{the council}~~ is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order ~~or letter~~ shall be issued for all work, goods and services ~~{above £250} excluding VAT}~~ unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by ~~{the RFO}~~.

## 6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with ~~{name}The Co-Operative~~ bank ~~and the CCLA}~~. The arrangements shall be reviewed ~~{annually}~~ for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised,

the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by ~~{the Clerk/RFO} or Deputy Clerk~~. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by ~~{online banking/cheque}~~, in accordance with a resolution of the council ~~{or duly delegated committee}~~ ~~{or a delegated decision by an officer}~~, unless ~~{the council}~~ resolves to use a different payment method.
- 6.6. ~~{For each financial year {the RFO} may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}~~.
- 6.7. ~~{A copy of this schedule of regular payments shall be signed by {two members} on each and every occasion when payment is made - to reduce the risk of duplicate payments.}~~
- 6.8. ~~{A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.~~
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments ~~{only}~~ in the following circumstances:
  - i. ~~{any payments of up to {£5000} excluding VAT, within an agreed budget}~~.
  - ii. payments of up to ~~{£210,000}~~ excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 ~~{or to comply with contractual terms}~~, where the due date for payment is before the next scheduled meeting of ~~{the council}~~, where the ~~{Clerk/and RFO}~~ certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee}~~.
  - iv. Fund transfers within the councils banking arrangements up to the sum of ~~{£1950,000}~~, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee}~~.
- 6.10. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to

the council ~~{or finance committee}~~. The council ~~{or committee}~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be ~~initialled~~ signed immediately below the last item by the two members appointed at person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## 7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, ~~{the RFO}~~ shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify ~~{a number of}~~ officers/ councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk and Deputy Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves, with the exception of the bulk salary payment.}~~
- 7.2. All authorised officer signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. ~~The An authorised officer signatories Service Administrator~~ shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be ~~sent signed off {by email} to {by two}~~ authorised signatories.
- ~~7.5. In the prolonged absence of the Service Administrator {an authorised signatory} shall set up any payments due before the return of the Service Administrator.~~
- ~~7.6.~~ 7.5. Two ~~{councillors who are}~~ authorised signatories shall check the payment details against the invoices before approving each payment using from the online banking system.
- ~~7.7.~~ 7.6. Evidence shall be retained showing which members approved the payment ~~online~~ {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice file for audit purposes}.
- ~~7.8.~~ 7.7. A ~~full~~ list of all payments made in a month shall be provided to the next ~~{council}~~ meeting ~~{and appended to the minutes}~~.
- ~~7.9.~~ 7.8. With the approval of ~~{the council}~~ in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are ~~{signed/approved online}~~ by ~~{two authorised members}~~. The approval of the use of each variable direct debit shall be reviewed by ~~{the council}~~ at least every two years.
- ~~7.10.~~ 7.9. Payment may be made by BACS or CHAPS by resolution of ~~{the council}~~ provided that each payment is approved online by ~~{two authorised bank signatories}~~, evidence is retained and any payments are reported to ~~{the council}~~ at



the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

~~7.14.7.10.~~ If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed ~~{for approved online}~~ by ~~{two members}~~, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by ~~{the council}~~ at least every two years.

~~7.12.7.11.~~ Account details for suppliers may only be changed upon written notification by the supplier verified by ~~{two of}~~ the Clerk ~~/and~~ ~~{the RFO, Deputy Clerk}~~ ~~for a member}~~. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every ~~{two years}~~.

~~7.13.7.12.~~ Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

~~7.14.7.13.~~ Remembered password facilities ~~{other than secure password stores requiring separate identity verification}~~ should not be used on any computer used for council banking.

## 8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by ~~{two members}~~ ~~{and countersigned by the Clerk}~~.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. ~~{Cheques or orders for payment shall not normally be presented for signature other than those approved at, or immediately before or after a council {or committee} meeting}~~. Any signatures obtained away from council meetings shall be reported to the council ~~{or Finance Committee}~~ at the next convenient meeting.

## 9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to ~~{the Clerk and the RFO}~~ Deputy Clerk and will also be restricted to a single transaction maximum value of ~~{£500}~~ unless authorised by council ~~or finance committee in writing~~ before any order is placed, except in an urgent case where the Clerk should consult the Chair or Vice Chair of the Council giving a reason for urgency.

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

- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, ~~and RFO, Outdoor Team Supervisor, Cemetery Team Leader~~ ~~(specify other officers)~~ and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used ~~under any except in exceptional~~ circumstances. ~~OR except~~ for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

## 10. Petty Cash

~~10.1. 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 {The RFO shall maintain a petty cash float/imprest account}~~

of [£100250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- ~~e) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}~~

## 11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes, with the exception of approved overtime shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council ~~{or relevant committee}~~.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by ~~{the finance committee}~~ members appointed by Council monthly to ensure that the correct payments have been made.



11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council or a duly authorised committee must consider a full business case.

## 12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the ~~{Secretary of State/Welsh Assembly Government}~~ (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

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

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## 13. Income

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

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

13.3. Any sums in excess of £100 found to be irrecoverable and any bad debts over £100 shall be reported to the council by ~~{the RFO}~~ and shall be written off in the year. The council's approval shall be shown in the accounting records. Sums of up to £100 can be written off by the RFO and reported to the next Meeting of Council.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary, usually weekly. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

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

13.6. ~~{The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13.7. ~~{Where significant sums of cash are regularly received by the council, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}~~

13.8. ~~{Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}~~

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

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by ~~{the Clerk}~~ to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

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

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

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

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

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

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest,

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

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

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

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed ~~£500~~£1,000 at the point of disposal. In each case a written report shall be provided to council with a full business case.

## 17. Insurance

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

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

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

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

## 18. ~~Charities~~

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

## 19. Suspension and revision of Financial Regulations

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

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

## Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order ~~[insert reference of the council's relevant standing order]~~ 18d and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

**HORDEN PARISH COUNCIL**

**Software Security and Backup Proposal**

**1. Background**

- 1.1 The Council has finance and cemetery Rialtas software the data for which is currently held locally on the Deputy Clerk's PC. This leaves the Council at risk if there were an incident locally such as a fire as physical records could also be damaged. This could leave the council with irretrievable records.
- 1.2 After undertaking research, there are two current options for remote back up, one with the software provider which would require a physical back up to be sent to a data centre and would cover finance only or an alternative cloud based with a partner provider.
- 1.3 The cloud based system would allow all data to be held in a cloud system and would be the most secure, but also not require human intervention for back up.
- 1.4 The cost of the two packages would be £794.40 for the remote back up to a data centre or £1,435.20 for the cloud based per annum. The cloud based system set up fee would also be £100 and is recommended as it is constantly updated, it can be paid on a monthly basis.

**2. Recommendation**

Council is recommended agree a move to cloud hosting for Rialtas software.

**Samantha Shippen,  
Clerk to the Council  
October 2024**

**HORDEN PARISH COUNCIL**

**Pay Award 2024**

**1. Background**

- 1.1 The NJC has recently agreed the pay award for 2024 (attached)
- 1.2 Staff have a contractual right to be awarded the pay settlement backdated to 1 April 2024.
- 1.3 The Council is recommended to approve the payment of backpay to be processed on 11<sup>th</sup> November.

**2. Recommendation**

Council is recommended agree payment of the NJC pay award 2024.

**Samantha Shippen,  
Clerk to the Council  
October 2024**

## LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25

This advice note was last updated on 23 October 2024.

The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2024-25 to be implemented from 1 April 2024. Employers are encouraged to implement this pay award as swiftly as possible.

**Backpay for employees who have left employment since 1 April 2024.** If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be retrospectively applied from 1 April 2024.

Hourly rates have been calculated using the NJC agreed formula by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

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SCP	1 April 2024		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	
4	£24,404	£12.65	
5	£24,790	£12.85	
5	£24,790	£12.85	LC1 (5-6) (below substantive range)
6	£25,183	£13.05	
7	£25,584	£13.26	LC1 (7-12) (substantive benchmark range)
8	£25,992	£13.47	
9	£26,409	£13.69	
10	£26,835	£13.91	
11	£27,269	£14.13	
12	£27,711	£14.36	



13	£28,163	£14.60	LC1 (13-17) (above substantive range)
14	£28,624	£14.84	
15	£29,093	£15.08	
16	£29,572	£15.33	
17	£30,060	£15.58	
18	£30,559	£15.84	LC2 (18-23) (below substantive range)
19	£31,067	£16.10	
20	£31,586	£16.37	
21	£32,115	£16.65	
22	£32,654	£16.93	
23	£33,366	£17.29	
24	£34,314	£17.79	LC2 (24-28) (substantive benchmark range)
25	£35,235	£18.26	
26	£36,124	£18.72	
27	£37,035	£19.20	
28	£37,938	£19.66	
29	£38,626	£20.02	LC2 (29-32) (above substantive benchmark range)
30	£39,513	£20.48	
31	£40,476	£20.98	
32	£41,511	£21.52	
33	£42,708	£22.14	LC3 (33-36) (below substantive range)
34	£43,693	£22.65	
35	£44,711	£23.17	
36	£45,718	£23.70	
37	£46,731	£24.22	LC3 (37-41) (substantive benchmark range)
38	£47,754	£24.75	
39	£48,710	£25.25	
40	£49,764	£25.79	
41	£50,788	£26.32	
42	£51,802	£26.85	LC3 (42-45) (above substantive benchmark range)
43	£52,805	£27.37	
44	£54,071	£28.03	
45	£55,367	£28.70	

46	£56,708	£29.39	LC4 (46-49) (below substantive range)
47	£58,064	£30.10	
48	£59,300	£30.74	
49	£60,903	£31.57	
50	£62,377	£32.33	LC4 (50-54) (substantive benchmark range)
51	£63,881	£33.11	
52	£65,943	£34.18	
53	£68,000	£35.25	
54	£70,065	£36.32	
55	£72,145	£37.39	LC4 (55-62) (above substantive benchmark range)
56	£74,198	£38.46	
57	£76,277	£39.54	
58	£78,315	£40.59	
59	£80,247	£41.59	
60	£82,221	£42.62	
61	£84,243	£43.67	
62	£86,319	£44.74	



# Prevent - Venue Hire Guidance

AGENDA ITEM 15

## Prevent - Venue Hire Guidance

### Introduction

Offering a service for room hire is an invaluable commodity that provides a facility to allow people and groups to come together for sharing experiences, knowledge or celebration. It's an important part of creating communities that support each other, but in thankfully rare occasions you may find groups attempt to hire venues whose intentions are reprehensible and not necessarily for the good of the community.

This guidance is to help you in your decision-making processes about who you allow to rent out your property or part of it. There may be a possibility you would be allowing extremist groups to have a platform to spread messages of hate and division. To avoid this, when you have concerns regarding a possible booking, we recommend following this guidance.

### UK terrorism

The five threat levels are designed to give a broad indication of the likelihood of a terrorist attack:

**LOW** means an attack is highly unlikely

**MODERATE** means an attack is possible, but not likely

**SUBSTANTIAL** means an attack is likely

**SEVERE** means an attack is highly likely

**CRITICAL** means an attack is highly likely in the near future

The current threat from international terrorism in the UK, as highlighted by MI5 Security Service on since February 2022, is classed as **substantial** which means an attack is likely. This judgement is dynamic and so threat levels increase and decrease in regard to available intelligence, terrorist intentions and possible timescales.

In the year ending 31 December 2022, there were 166 arrests for terrorist-related activity in Great Britain.

## How can you help to fight terrorism?

Asking how you can help to fight terrorism can seem like a rather strange question. After all terrorism, at least how we often see it, is in the act of terror itself, with images of 9-11 or the Christchurch terror attack coming to mind - events that appear random and unstoppable. Nevertheless, well before these acts take place, terrorism has its roots in all communities and often starts with the exploitation of vulnerable individuals and the spreading of propaganda.

Considering this, and your role of providing a venue for meetings and events, it is always prudent to consider the purpose of events/meetings and whether they could lead to issues around radicalisation and terrorism. In following the guidance and method shown below, it is hoped that not only can we safeguard the reputation of your organisation, but we can prevent vulnerable people being exploited and prevent possible terror attacks.

### About this guidance

This guidance is designed to be a practical guide to support you in your role as facilities manager (or similar) when taking bookings for events and assessing whether there are any associated risks that would need to be identified and managed **before** you confirm an event booking at your venue. The principles of the guidance can also be applied to other decision-making processes such as those for commissioning and contracting services to third party organisations or groups.

**The decision with regards to who at your venue should comply with this guidance document is your responsibility.**

This guidance will not apply to all events but provides a helpful start to doing something if you have concerns or are unsure about a group or individuals' wishing to use your venue - your judgement on such events is important.

**The decision with regards to when to follow this guidance document is your responsibility.** We advise that if you take the decision to follow the guidance document the booking is not confirmed until you have reached a decision based on your findings.

**This guidance document should be used alongside your existing policies and procedures for booking events and speakers.**

You may not have all the information required to complete the booking guidance when you first receive a request to use your venue and you may need to contact the requestor for further information. Should you receive requests to use your venue at short notice and wish to discuss any issues/concerns you may have, please refer to the key contacts listed at the end of this document.

**The decisions regarding whether to accept a booking and take any further action is your responsibility.** In order to allow fair and transparent decision making, basic information should be obtained and considered when booking events.

Not all these things will apply to all events, and it will become apparent very quickly that many events will not cause any concerns whatsoever.

This guidance has been broken down into four key areas for you to consider when reserving and booking an event at your venue:

**1. Booking an event - Who wants to use your venue and what wording to use in any rental/venue hire agreement.**

- **Recommended wording** - The hirer acknowledges that this venue cannot be used as a platform for the dissemination of extremist views, access to facilities will be refused if it is found that any proposed content is thought to be harmful in any way, by way of inciting violence, hatred or extremism of any kind.

**2. Wider considerations and research.**

- If any concerns are raised, consider checking the list of proscribed organisations. This is a list of banned organisations under UK law.  
<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>
- If the organisation is listed as a proscribed organisation, you should not proceed with the booking. Do not agree to the event as it is likely to breach the law - please contact Durham Constabulary via 101 or emailing Counter Terrorism Police North East: [FIMUNorth@CTPNE.police.uk](mailto:FIMUNorth@CTPNE.police.uk)
- If concerns are raised, but the organisation is not proscribed, consider conducting an internet search to research the

organisation, topics or speakers to inform your decision making process. To ensure that your search is proportionate make sure that you consider all the information and its credibility.

- If a charity is booking the event, you can check if it is registered on the Charity Commission website <https://www.gov.uk/government/organisations/charity-commission>.
- Are there concerns that this event could fall outside your organisations code of values, or breach UK law, the Human Rights Act 1998 and the Equality Act 2010?
- In your opinion is there a chance this event could cause community tension or impact on community cohesion / relations?
- Is there a chance that this event could attract counter protest groups?
- Is there a risk to the facilities' reputation?
- Are there Health and Safety issues to be addressed or security required?

### 3. Decision making.

- It is important to document your decision making and communicate this clearly.
- Ensure that you store any information in line with your venues' records management policy and your data protection arrangements.
- Make it clear that you reserve the right to refuse or cancel any booking, particularly where groups or individuals are dishonest with the information they provide.
- Ensure that the event is in line with your organisations code of values, or that it doesn't breach UK law, the Human Rights Act 1998 and the Equality Act 2010.
- Where an event is to proceed, consider additional conditions to ensure it is managed correctly and make it clear that breaching these conditions could lead to the cancellation of the event.
- Such conditions could include:
  - Making an event open to the public.
  - Mandatory attendance of persons who can provide an alternative voice to ensure fair debate.
  - Giving guidelines regarding language or topics that will not be tolerated.

- Insisting upon an independent chairperson or observer.
- Restricting the sale of alcohol or other products.
- Asking speakers to provide copies of presentations in advance and agree not to deviate from this.
- Restricting what banners, placards, leaflets, electronic materials, etc are allowed at the event.
- Insisting that the event is recorded in case of future complaint.

#### **4. Useful contacts.**

For further advice, contact:

**Andy Bailey, Partnerships team leader and Prevent Support officer** - e-mail [safedurhampartnership@durham.gov.uk](mailto:safedurhampartnership@durham.gov.uk)

If you believe there is a crime committed call 101 or immediate risk of harm or loss of life then call 999.

#### **5. Acknowledgement.**

This guidance was produced with assistance of Bury Council who developed the original guidance document.



## Burials and Cremation consultation sector survey

NALC will be responding to the Law Commission's consultation paper on Burial and Cremation. The Law Commission is an independent statutory body which is tasked with keeping the law of England and Wales under review and making proposals for reform, however it does not have the power to make changes to the law.

The paper is part of the Law Commission's 13th programme of Law Reform and seeks to create a future proof legal framework to address what happens to our bodies after we die. As part of this, it will seek to make recommendations that will provide modern, certain and consistent regulation across different funerary methods. It will also seek to allow individuals to make decisions about what will happen to their bodies after they die which the law will respect, and to provide a fair and modern framework for decision-making by the deceased person's family where they have not made an advance choice. This includes on grave reuse, closed and disused burial grounds, commonwealth war graves and cremation.

NALC's existing policy positions on this are:

### Churchyards

Changes in burial legislation to allow local councils to enter into some form of joint arrangement with churches of all denominations, to enable them to manage and maintain a churchyard.

### Grave reuse

That NALC should approach Members of Parliament and the government with a request to review legislation to give appropriate powers to town and parish councils (who are burial authorities) to extinguish rights of burials and to disturb human remains for the purpose of increasing space for interments when rights of burial have not been exercised for 75 years and in accordance with all the notice provision and safeguards included in the Bishop's Stortford Cemetery Act 2024.

To help inform the development of a submission to the Law Commission on the consultation, NALC has also launched it's own online survey in order to gather views and insights from local councils and county associations of local councils.

The link to the consultation document can be found below and should be read in conjunction with completing NALC's online survey:

<https://cloud-platform-e218f50a4812967ba1215eaecede923f.s3.amazonaws.com/uploads/sites/30/2024/09/Burial-and-Cremation-Consultation-Paper.pdf>

The closing date for completing the survey is 23.45 on 15 November 2024.

Thank you for taking the time to complete this survey.



1. The Law Commission provisionally proposes that there should not be a single uniform burial law applying to private, local authority, Church of England and Church in Wales burial grounds. Instead, they are provisionally proposing that different aspects of regulation should be introduced for different types of burial grounds, where there is a case for doing so. Do you agree?

Yes

No

2. Please explain your answer to the previous question.

Enter your answer

3. The Law Commission provisionally proposes that regulation of private burial grounds should encompass any land where the primary purpose is, or has been, burial. Do you agree?

Yes

No

4. Please explain your answer to the previous question.

Enter your answer

5. The Law Commission invite consultees' views on whether the definition of burial in the Local Authorities' Cemeteries Order 1977 has caused any problems.

Enter your answer

6. The Law Commission provisionally proposes that in a local authority cemetery, the religious services that accompany a burial in all areas reserved or consecrated to a religious faith should be restricted to those of that faith, or to no service at all. Do you agree?

Yes

No

7. Please explain your answer to the previous question.

Enter your answer

8. The Law Commission provisionally proposes that every burial ground owner should be required to maintain their burial ground in good order appropriate to its current use. Do you agree?

Yes

No

9. Please explain your answer to the previous question.

Enter your answer

10. Are problems of poor maintenance of burial grounds sufficient to impose requirements on burial ground operators, over and above setting a uniform standard of maintenance?

Yes

No

11. Please explain your answer to the previous question.

Enter your answer

12. The Law Commission invite consultees to provide examples or evidence of issues with poor maintenance that would potentially justify such requirements.

Enter your answer

13. The Law Commission invite consultees' views as to whether, if further regulatory action should be taken in relation to the maintenance of burial grounds: (1) the Secretary of State should issue a statutory code of practice for burial ground maintenance, following consultation with stakeholders; **or** (2) all burial ground operators should be required to publish a management plan on a periodic basis.

The Secretary of State should issue a statutory code of practice for burial ground maintenance, following consultation with stakeholders

All burial ground operators should be required to publish a management plan on a periodic basis.

14. Please explain your answer to the previous question.

Enter your answer

15. The Law Commission provisionally proposes that the Secretary of State should continue to be able to authorise inspections of burial grounds. Where an inspection finds that the law is not being complied with, the Secretary of State should be able to issue a notice requiring actions to be taken to bring the burial ground into compliance. Do you agree?

Yes

No

16. Please explain your answer to the previous question.

Enter your answer

17. Should the Secretary of State have the power to direct that a local authority takes over the management of a burial ground which has failed to comply with the actions required in a notice?

Yes

No

18. Please explain your answer to the previous question.

Enter your answer

19. In such circumstances should Local Authorities have the power to charge costs back to the cemetery owner?

Yes

No

20. Please explain your answer to the previous question.

Enter your answer

21. The Law Commission invites consultees' views on what the minimum burial depth should be for bodies buried in a non-perishable coffin. Please explain your answer.

Enter your answer

22. The Law Commission provisionally proposes that (1) in all burial grounds there should be six inches of soil between two coffins or bodies which are interred in the same grave; and (2) for walled graves or vaults, there should be a requirement for them to be properly constructed of suitable materials, and for the coffin to be embedded in concrete or enclosed in a separate airtight compartment within 24 hours of the interment. Do you agree?

Yes

No

23. Please explain your answer to the previous question.

Enter your answer

24. The Law Commission provisionally proposes the creation of a new criminal offence of recklessly breaching minimum burial requirements, with a maximum penalty on summary conviction of a fine at level 2 on the standard scale (£500). Do you agree?

Yes

No

25. Please explain your answer to the previous question.

Enter your answer

26. The Law Commission provisionally proposes that, in relation to all cemeteries: (1) It should be a requirement for all burial rights, both exclusive and non exclusive, and memorial rights, to be issued in writing (2) where this requirement is not met on the grant of a burial right, the purchaser should be able to request that their burial right is made out in writing, and that where the operator does not comply within a month the Secretary of State should have the power to issue a civil penalty; (3) that where a burial right has not been issued in writing, there should be a presumption that the right is a statutory exclusive burial right. Do you agree?

Yes

No

27. Please explain your answer to the previous question

Enter your answer

28. The Law Commission proposes that: (1) in its cemetery, a local authority should have the power to grant a memorial right to any relative of a person buried in a grave if no memorial has been placed on the grave two years after the burial; and (2) if there is a dispute between different relatives, or between the relatives and the owner of the exclusive burial right, a local authority should only have the power to grant the right to a neutral memorial displaying the name of the deceased person and their dates of birth and death. Do you agree?

Yes

No

29. Please explain your answer to the previous question.

Enter your answer

30. The Law Commission provisionally proposes that a local authority should be permitted to maintain a tombstone, memorial or vault without the consent of its owner, if they have served notice on the owner at their last address known to the authority, and the owner has not objected within three months of such notice being served. Do you agree?

Yes

No

31. Please explain your answer to the previous question.

Enter your answer

32. The Law Commission provisionally proposes that: (1) a consistent system of burial registration should be introduced (2) the requirement for burials (of both bodies and cremated remains) to be registered as soon as possible should be retained (3) all burial ground operators should be under a statutory duty to keep the following documents: (a) a burial register (b) a register of disinterments (c) a plan of the burial ground and (d) a register of rights granted and (4) these records should be kept either electronically or on paper. Do you agree?

Yes

No

33. Please explain your answer to the previous question.

Enter your answer

34. The Law Commission provisionally proposes the repeal of the criminal offences of failing to register a burial: (1) by a private burial ground operator where registration is not governed by an Act of Parliament; and (2) by a Church of England minister when a burial takes place in consecrated ground in a Church of England churchyard without the rites of the Church of England. Do you agree?

Yes



No

35. Please explain your answer to the previous question.

Enter your answer

36. Should burial registration documents be sent to the General Register Office or Historic England when a burial ground closes?

Yes

No

37. Please explain your answer to the previous question.

Enter your answer

38. The Law Commission provisionally proposes that any grave reuse powers should apply to common or public graves, and to those where exclusive rights of burial have expired, as well as those where exclusive rights of burial have been extinguished. Do you agree?

Yes

No

39. Please explain your answer to the previous question.

Enter your answer

40. The Law Commission invites consultees' views on the minimum time that must elapse between the last burial in a grave, and the burial rights in that grave being extinguished and the grave being reused. Should it be: (1) 75 years; (2) 100 years; or (3) a different period

75 years

100 years

A different period

41. Please explain your answer to the previous question.

Enter your answer

42. Should there be a requirement that a grave must not be reused if it still contains significant remains from a previous burial?

Yes

No

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12/10/2024

NAC Conference & AGM

22<sup>nd</sup>-24<sup>th</sup> November 2024

Crutherland House Hotel, East Kilbride

**Supporting the Local Economy including the Voluntary and Community Sectors**

Dear Colleagues,

This Conference is open to all members of the NAC. Crutherland House set in its own grounds on the outskirts of East Kilbride and only a 30 minute drive from Glasgow city centre with good transport links. This 4 star hotel has excellent conference facilities.

Local economies play a powerful role in all of our daily lives. They impact on how we live, work and spend our money. Crucially, they create a sense of community. Local economic development plays a crucial role in the overall health and prosperity of a community. By supporting local businesses, including local restaurants, residents not only enjoy unique and personalised services but also contribute significantly to the local economic impact.

Many of our most well-known and best-loved UK businesses started life on local high streets. Some are still there, many have grown across multiple locations, and others have gone international. What they all have in common is being rooted in local economies.

We will have speakers from a cross section looking at how we can help support the Local Economy. There will be a chance to ask questions and network. This will appeal to all tiers of local government.

Please see booking form attached.

Cllr. Brian Nelson

National Secretary

NATIONAL ASSOCIATION OF COUNCILLORS

AGM & CONFERENCE

McDonald Crutherland House Hotel, East Kilbride

22nd-24<sup>th</sup> November 2024

Delegate Booking Form

Name of Delegate.....

Organisation .....

Delegate's Email .....

Telephone Number.....

Authorising Signature.....Order No if reqd.....

Printed Name.....

Position.....

Organisation.....

**INVOICE**, email address for invoice.....

To Register – Complete the delegate details above, and either: -Email a copy of this form to [Generalsecretary@nationalassociationofcouncillors.org](mailto:Generalsecretary@nationalassociationofcouncillors.org)

or Post form to NAC Bookings, Council Offices, 6 Goatbeck Terrace, Langley Moor, Co. Durham DH7 6JJ

Delegate Fees: £350 plus VAT – Metropolitan, County, Unitary, Borough & District Councils

£295 plus VAT - Town, Parish and Community Councils

Accommodation is available for delegates at the Conference Hotel at the special NAC Conference Delegate rate of £85 plus VAT per night. The accommodation fee is payable by delegate on arrival at the hotel unless otherwise indicated on the booking form.

**Delegate Accommodation Friday & Saturdays nights YES / NO**

**Local Authority to be billed direct for accommodation YES / NO**

Please note that double and family rooms are also available (prices available on request)

***Booking Condition: Please note that a charge is payable on any bookings cancelled. These charges will be kept to a minimum and will be in accordance with cost incurred by the NAC.***



Ministry of Housing,  
Communities &  
Local Government

Open consultation

# Enabling remote attendance and proxy voting at local authority meetings

Published 24 October 2024

**Applies to England**

Contents

Scope of this consultation

Basic information

Ministerial foreword

Who we would like to hear from

The proposal for remote attendance

Proxy voting

About this consultation

Annex A: Personal data



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# Scope of this consultation

## Topic of this consultation

This short consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

## Scope of this consultation

Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

If any changes to legislation are made as a result of this consultation would apply to England only local authorities meaning:

- a county council
- a unitary authority
- a London borough council
- a district council
- the Common Council of the City of London
- the Greater London Authority
- the Council of the Isles of Scilly
- a parish council
- a joint board continued in being by virtue of section 263(1) of the 1972 Act
- a parish meeting constituted under section 13 of the Local Government Act 1972
- Transport for London, Para.5 of Schedule 10 of the GLA 1999 allows the GLA to regulate its own procedures and committees
- an authority established under section 10 of the Local Government Act 1985
- a joint authority established under Part 4 of the Local Government Act 1985
- a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004
- a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009



- a combined county authority established under section 9 of the Levelling Up and Regeneration Act 2023
- a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act
- a National Park authority as referenced at section 184 of the LGA 1972 and/or established under section 63 of the Environment Act 1995
- the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988
- a conservation board established under section 86 of the Countryside and Rights of Way Act 2000
- a police and crime panel established under section 28 of the Police Reform and Social Responsibility Act 2011

## **Geographical scope**

The questions in this consultation apply to all relevant local authorities in England as defined above.

They do **not** apply to authorities in Wales, Scotland or Northern Ireland.

## **Impact assessment**

If any policy changes are made following this consultation they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

## **Basic information**

This is an open consultation. We particularly seek the views of individual members of the public; prospective and current local authority members/representatives; all relevant local authorities defined above; and those bodies that represent the interests of local members/representatives at all levels.

## Body/bodies responsible for the consultation

The Local Government Capability and Improvement Division in the Ministry of Housing, Communities and Local Government is responsible for conducting this consultation.

## Duration

This consultation will last for 8 weeks from 24 October 2024.

## Enquiries

For any enquiries about the consultation please contact:  
[remoteattendanceconsultation@communities.gov.uk](mailto:remoteattendanceconsultation@communities.gov.uk)

## How to respond

You can only respond to this consultation through our online consultation platform, Citizen Space. [Respond via Citizen Space \(https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting\)](https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting).

## Ministerial foreword

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the

opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

## Who we would like to hear from

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

### Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council

- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

## The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

### Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

### **Question 3**

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.

b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.

c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) [Free text box]

### **Question 4**

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

### **Question 4a**

If you answered No please use the free text below

[Free text box]

### **Question 4b**

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time

- regularly but not always
- all the time

### **Question 5**

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

### **Question 6**

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) [Free text box]

### **Question 7**

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

### Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

#### Should be considered because

#### Should not be considered because

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It is a positive modernising measure.

---

Councillors should be physically present at all formal meetings.

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It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

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It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

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Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

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It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

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Free text box – please state any other reasons

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Free text box – please state any other reasons

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### Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?



Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

## Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

### Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

### Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:



- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

### **Question 12**

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

### **Question 13**

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

## **About this consultation**

This consultation has been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic

confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex A.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure) (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure>).

## **Annex A: Personal data**

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

### **1. The identity of the data controller and contact details of our Data Protection Officer**

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk)

### **2. Why we are collecting your personal data**

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for

statistical purposes. We may also use it to contact you about related matters.

### **3. Our legal basis for processing your personal data**

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

### **4. With whom we will be sharing your personal data**

We use a third-party platform, Citizen Space, to collect consultation responses. In the first instance, your personal data will be stored on their secure UK-based servers.

### **5. For how long we will keep your personal data, or criteria used to determine the retention period.**

Your personal data will be held for 2 years from the closure of the consultation.

### **6. Your rights, e.g. access, rectification, erasure**

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a) to see what data we have about you
- b) to ask us to stop using your data, but keep it on record
- c) to ask to have all or some of your data deleted or corrected
- d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/> (<https://ico.org.uk/>), or telephone 0303 123 1113.

**7. Your personal data will not be sent overseas**

**8. Your personal data will not be used for any automated decision making**

**9. Your personal data will be stored on a secure government IT system**

Your data will be transferred to our secure government IT system as soon as possible after the consultation has closed, and it will be stored there for the standard 2 years of retention before it is deleted.

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