

To all Members of the Finance & HR Committee

Cllrs Brooks, Simmons, Stratton



You are hereby summoned to attend the meeting of Pembury Parish Council's **Finance & HR Committee** on **Monday 12 August 2024** at **3:30pm** at the Parish Office, Lower Green Road, Pembury.

H Munro

Helen Munro
Parish Clerk

Date of Issue: 6 August 2024

Members of the Public and Press are welcome to attend

A G E N D A

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

3. **MINUTES.** To receive minutes from the committee meeting on 29 April 2024 for approval and signature.
4. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
5. **CLERK'S REPORT.** To receive report and update on previous actions.
6. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Committee.

7. **GOVERNANCE & POLICIES.** To review amendments and recommend to Full Council as required:
 - a. Financial Regulations.
 - b. Retention & Disposal Policy.
 - c. CCTV Policy.
 - d. Tree Management Policy
 - e. Bee Keeping Policy.

- f. Grant Awarding Policy and application form.
- g. Debit and Credit Card Policy.

8. **RISKS.**

- a. To consider any new risks affecting the Council and actions required.
- b. To note any risk assessments undertaken since the last Committee meeting.

9. **BANKING & INVESTMENTS.** To consider adding staff to the Unity Bank mandate to set up payments.

10. **FINANCIAL INFORMATION.**

To receive reports to 30 June 2024 for review and recommendation to Full Council:

- a. Income and Expenditure report.
- b. Bank reconciliations.
- c. Reserves.

To consider recommendations to Full Council:

- d. Purchase of spare laptop.
- e. Asset disposal – defibrillator.

11. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.

12. **NEXT MEETING DATE.** To agree next meeting date currently scheduled on **Monday 21 October 2024** at 3:30pm in the Parish Office.

13. **CLOSED SESSION.** Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, to consider excluding the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

14. **HR MATTERS.**

- a. Recruitment.
- b. Staff working patterns and public opening hours.
- c. Sick Pay Insurance.

Minutes of the **FINANCE & HR COMMITTEE** meeting held in the Parish Office, Lower Green Road, Pembury on **Monday 29 April 2024** at 2:00pm



Councillors Present:

CLlr N Stratton (Chair)
CLlr A Birch

CLlr K Brooks (Vice-Chair)

Also in attendance:

Helen Munro (Clerk)

- 23/560. **APOLOGIES FOR ABSENCE.** There were none.
- 23/561. **DECLARATIONS OF INTEREST.** There were none.
- 23/562. **MINUTES.** The minutes from the committee meeting held on 22 January 2024 were approved and signed by the Chair as an accurate record.
- 23/563. **CHAIR'S ANNOUNCEMENTS.** The Chair reported a meeting with a potential new Councillor who had expressed an interest in joining the Committee.
- 23/564. **CLERK'S REPORT.** The following report was **noted**:
- a. Governance. Due to work pressures, the Disciplinary Policy and Scheme of Delegation have not been reviewed. To be actioned in due course.
 - b. Memorial Repair costs. A second quote was obtained and approved at the February Full Council meeting. The first phase of work has been completed and the second phase to be scheduled in due course.
- 23/565. **OPEN SESSION.** There were no members of the public present.
- 23/566. **GOVERNANCE & POLICIES.** The Standing Orders were reviewed, and it was **RESOLVED** to recommend them to Full Council.
- 23/567. **TERMS OF REFERENCE.** The following Terms of Reference were reviewed, and it was **RESOLVED** they be recommended to Full Council:
- a. Terms of Reference – Finance & HR Committee.
 - b. Terms of Reference – Open Spaces Committee.
 - c. Terms of Reference – Planning & Highways Committee.
- 23/568. **RISKS.**
- a. There were no new risks.

- b. An updated Council risk assessment was reviewed, and it was **RESOLVED** that it be updated.

23/569. **ASSET REGISTER.** The asset register as at 31 March 2024 was reviewed and it was **RESOLVED** that it be recommended to Full Council.

23/570. **YEAR END ACCOUNTS & AUDIT 2023/24.**

- a. The Statement of Internal control was reviewed, and it was **RESOLVED** that it be recommended to Full Council for approval and signature.
- b. The draft Annual Governance and Accountability Return (AGAR) and variance analysis were noted. The final AGAR would be presented to Full Council for approval at the June meeting after the final Internal Audit.

23/571. **BANKING & INVESTMENTS.**

- a. Banking arrangements were reviewed, and it was **RESOLVED** that no changes be made.
- b. Ensuring cash balances in each financial institution did not exceed the Financial Services Compensation limit of £85,000 was discussed. It was **RESOLVED** that a recommendation would be made to Full Council to open a savings account with Unity Bank. This would be further reviewed at a future meeting.
- c. The Nationwide Fixed Rate saver had matured, and it was **RESOLVED** that it be renewed for another 1-year period.
- d. The Fidelity Guarantee of £500,000 was noted.

23/572. **FINANCIAL INFORMATION.** Reports to 31 March 2024 were reviewed. It was **RESOLVED** that they be recommended to Full Council:

- a. Income and expenditure report. Variances were noted.
- b. Bank reconciliations. The bank reconciliations had been checked by Cllrs Brooks and Stratton from January to March 2024.
- c. Balance sheet. For signature at the next Full Council meeting.
- d. Reserves. It was **RESOLVED** to recommend to Full Council that no changes be made.

e. Transfer of budgets to Earmarked Reserves. It was **RESOLVED** to recommend to Full Council that no changes be made.

23/573. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

23/574. **NEXT MEETING DATE.** Monday 12 August 2024 at 3:00pm in the Parish Office.

23/575. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it was **RESOLVED** to excluding the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information at 14:53pm

23/576. **HR MATTERS.**

a. Sick pay. Quotes for sick pay insurance cover were discussed. It was **RESOLVED** that an update would be given to Full Council and a recommendation would be made to delegate the final decision back to the Committee.

b. Pensions. The report was noted. It was **RESOLVED** that further advice would be sought and an update would be given at the next Full Council meeting.

c. Draft Contracts. The draft contracts were discussed, and it was **RESOLVED** that the final details would be delegated to the Clerk in consultation with Cllr Stratton.

d. Interviews and Selection. The process was agreed by **RESOLUTION.**

There being no other business, the meeting closed at 15:31.

Signed: _____ Date: _____
Chair

Report to: Finance & HR Committee

Date: 12 August 2024

By: Helen Munro, Clerk

Subject: Clerk's Report

Summary: Update on outstanding actions from last Committee Meeting and other items to note

Decision/s Required: To note update

1. Governance

Due to work pressures, the Disciplinary Policy and Scheme of Delegation have not been reviewed. To be actioned in due course.

2. Banking and Investments

Due to work pressures, research into new savings accounts will be actioned in due course.

3. Pensions

A quote for specialist pension advice had been obtained and was approximately £6,000. This would be added to the budget wish list for future consideration.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

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

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

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

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

1. General

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

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

2. Risk management and internal control

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

4.3. No later than [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 Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] 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;
 - 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 [£500] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
 - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
 - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
 - the council for all items over [£5,000];

¹ 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.

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 [£2,000] 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 bank]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {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 [£500] excluding VAT, within an agreed budget}.
 - ii. payments of up to [£2,000] 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 [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The 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 immediately below the last item by the 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] 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 may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [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. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

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

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

8. Cheque payments

8.1. Cheques or orders for payment in accordance 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 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] 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.

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} {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 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 [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

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

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {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] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/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

written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

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

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

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

13. Income

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

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

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

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

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

13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form 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]. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

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

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

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



Retention and Disposal policy

Adopted 14/05/2018

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Version:	Date Approved / Reviewed:	Review Date:
1.0	14/05/2018	01/07/2021
2.0	19/07/2021	01/07/2024

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.
 - Transmission of records to an external body such as the County Records Office.
- 5.4 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations or the Freedom of Information Act or cause reputational damage.
 - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
 - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
 - The date the document was destroyed.
 - The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

- 6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 6.3 Councils are responsible for ensuring that they comply with the principles of the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
 - Personal data shall only be obtained for specific purposes and processed in a compatible manner.
 - Personal data shall be adequate, relevant, but not excessive.
 - Personal data shall be accurate and up to date.
 - Personal data shall not be kept for longer than is necessary.
 - Personal data shall be processed in accordance with the rights of the data subject.
 - Personal data shall be kept secure.
- 6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. **Scanning of Documents**

- 7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. **Review of Document Retention**

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. **List of Documents**

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Parish Office & Depot	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management	Parish Office	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Parish Office & Depot	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Parish Office & Depot	Bin
Receipt and payment accounts	Indefinite	Archive	Parish Office & Depot	N/A
Receipt books of all kinds	6 years	VAT	Parish Office & Depot	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Parish Office & Depot	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Parish Office & Depot	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Parish Office & Depot	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Parish Office & Depot	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Parish Office & Depot	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Paid cheques	6 years	Limitation Act 1980 (as amended)	Parish Office & Depot	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Parish Office & Depot	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Parish Office & Depot	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Parish Office & Depot	Bin
Wages books/payroll	12 years	Superannuation	Parish Office & Depot	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Parish Office & Depot	Bin
Insurance company names and policy numbers	Indefinite	Management	Parish Office & Depot	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Parish Office & Depot	Bin
Park equipment inspection reports	21 years		Parish Office & Depot	
Investments	Indefinite	Audit, Management	Parish Office & Depot	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Parish Office & Depot	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Parish Office & Depot	Confidential waste. A list will be kept of those documents

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Parish Office & Depot	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Parish Office & Depot	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.</p>	Parish Office & Depot	Bin if applicable
Record-keeping				
To ensure records are easily accessible it is necessary to comply with the following:	The electronic files will be backed up periodically on a portable hard drive	Management	Parish Office & Depot	Documentation no longer required will be disposed of, ensuring any confidential

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	and also in the cloud-based programme supplied by the Council's IT company.			documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Parish Office & Depot	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the	After an employment relationship has ended, a council may need to retain, and access staff records for former staff for the purpose of giving references,	Parish Office & Depot	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.		
<p>Documents from legal matters, negligence and other torts</p> <p>Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.</p>				
Negligence	6 years		Parish Office & Depot	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Parish Office & Depot	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Parish Office & Depot	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Parish Office & Depot	Confidential waste.
Sums recoverable by statute	6 years		Parish Office & Depot	Confidential waste.
Personal injury	3 years		Parish Office & Depot	Confidential waste.
To recover land	12 years		Parish Office & Depot	Confidential waste.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Rent	6 years		Parish Office & Depot	Confidential waste.
Breach of trust	None		Parish Office & Depot	Confidential waste.
Trust deeds	Indefinite		Parish Office & Depot	N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Parish Office & Depot	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT	Parish Office & Depot	N/A
Terms and Conditions	6 years	Management	Parish Office & Depot	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Parish Office & Depot	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments				
Register and plans	Indefinite	Audit, Management	Parish Office & Depot	N/A
Minutes	Indefinite	Audit, Management	Parish Office & Depot	N/A
Legal papers	Indefinite	Audit, Management	Parish Office & Depot	N/A
Tenancy Agreements	6 years	Management	Parish Office & Depot	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Burial Grounds				

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	Parish Office & Depot	N/A
Planning Papers				
Applications	1 year	Management	Parish Office & Depot	Bin
Appeals	1 year unless significant development	Management	Parish Office & Depot	Bin
Trees	1 year	Management	Parish Office & Depot	Bin
Local Development Plans	Retained as long as in force	Reference	Parish Office & Depot	Bin
Local Plans	Retained as long as in force	Reference	Parish Office & Depot	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Parish Office & Depot	N/A
Administration				
Daily notes	Daily	Data protection	Parish Office & Depot	Confidential waste
Work rotas	1 month	Management	Parish Office & Depot	Confidential waste
Signing in sheets	3 years	Management	Parish Office & Depot	Confidential waste



CCTV policy and Code of Practice

Adopted 03/02/2020

Last Reviewed 18/07/2022

Version:	Date Approved / reviewed:	Review Date:
1.0	03/02/2020	01/07/2022
2.0	18/07/2022	01/08/2024

1. Introduction

1.1. Closed circuit television (CCTV) is installed at the Parish Office and Pavilion for the purpose of staff and premises security. Cameras are located at various places on the premises, and images from the cameras are recorded. The use of CCTV falls within the scope of the General Data Protection Regulation and the Data Protection Act (DPA) 2018. In order to comply with the requirements of the law, data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure

2. Data Protection Statement

- 2.1. Pembury Parish Council are the Data Controllers under the Act.
- 2.2. CCTV is installed for the purpose of staff, visitor and premises security.
- 2.3. Access to stored images will be controlled on a restricted basis within the Council.
- 2.4. Use of images, including the provision of images to a third party, will be in accordance with the Council's Data Protection registration.
- 2.5. CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
- 2.6. CCTV images may be used where appropriate as part of staff counselling or disciplinary or grievance procedures.
- 2.7. External and internal signage are displayed on the premises stating of the presence of CCTV and indicating the names of the Data Controllers and a contact number during office hours for enquiries.

3. Retention of Images

- 3.1. Images from cameras are recorded on a secure hard drive ("the recordings"). Recordings are held for up to thirty days in secure storage and access controlled. Recordings which are not required for the purposes of security of staff, visitors and premises, will not be retained for longer than is necessary.
- 3.2. The system does not have an automatic power backup facility.

4. Access to Images

- 4.1. It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

5. Access to Images by Council Staff

- 5.1. Access to recorded images is restricted to the Clerk, who will decide whether to allow requests for access by data subjects and/or third parties (see below).
- 5.2. Viewing of images must be documented as follows:
- The name of the person removing from secure storage, or otherwise accessing, the recordings
 - The date and time of removal of the recordings
 - The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
 - The reason for the viewing
 - The outcome, if any, of the viewing
 - The date and time of replacement of the recordings

6. Removal of Images for Use in Legal Proceedings

- 6.1. In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:
- The name of the person removing from secure storage, or otherwise accessing, the recordings
 - The date and time of removal of the recordings
 - The reason for removal
 - Specific authorisation of removal and provision to a third party
 - Any crime incident number to which the images may be relevant
 - The place to which the recordings will be taken
 - The signature of the collecting police officer, where appropriate
 - The date and time of replacement into secure storage of the recordings

7. Access to Images by Third Parties

- 7.1. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at Appendix 1).
- 7.2. The data controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account.
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

7.3. All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

8. Disclosure of Images to the Media

8.1. If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

8.2. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controller.
- The written contract makes the security guarantees provided by the editing company explicit.

9. Access by Data Subjects

9.1. This is a right of access under the 1998 Act, the GDPR and the DPA 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at Appendix 1). The requestor needs to provide enough information so that they can be identified in the footage, such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

10. Procedures for Dealing with an Access Request

10.1. All requests for access by Data Subjects will be dealt with by the Clerk/Data Protection Officer. The data controller will locate the images requested. The data controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

10.2. The data controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

10.3. If third party images are not to be disclosed, the data controller will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controller
- The written contract makes the security guarantees provided by the editing company explicit

10.4. The Data Controller will provide a written response to the data subject within 30 days of receiving the request setting out the data controllers' decision on the request. A copy of the request and response should be retained.

11. Complaints

11.1. Complaints must be in writing and addressed to the Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.

Appendix 1

Data Protection Act/General Data Protection Regulation - Application for CCTV Data Access. ALL Sections must be fully completed. Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" – i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature
If it is not possible to obtain the signature of the data subject, please state your reasons	
Please state your reasons for requesting the image	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full description of the individual, or alternatively, attach to this application a range of photographs to enable the data subject to be identified by the operator	
Please indicate whether you (the applicant) will be satisfied by viewing the image only	

On receipt of a fully completed application, a response will be provided as soon as possible and in any event within **30** days.

COUNCIL USE ONLY			
Access granted? (Tick)	<input type="checkbox"/>	Access not granted? (Tick)	<input type="checkbox"/>
Reason for not granting access:			
Data Controller's name:			
Signature:			
Date:			

PEMBURY PARISH COUNCIL

Working for Pembury People



Tree Management policy

Adopted 03/12/2018

Last Reviewed 19/07/2021

Version:	Date Approved / Reviewed:	Review Date:
1.0	03/12/2018	01/10/2021
2.0	19/07/2021	01/10/2024

1. Introduction

- 1.1. This policy sets out the Parish Council's approach to the management of trees on land owned by Pembury Parish Council only. Other Councils, organisations, companies and private individuals may need to be contacted if a tree(s) is located on their land.
- 1.2. This document has been created to provide guidance for the public, Councillors and Council employees to ensure a clear and consistent approach is adhered to regarding management of trees by Pembury Parish Council.
- 1.3. If a tree falls and causes injury or damage, the relevant landowner could be held negligent if they have failed to take sufficient care of the tree. Therefore, as a landowner, the Council has a duty of care to ensure that all trees on Parish Council-owned land are kept in an acceptable condition and do not put people or property at unreasonable risk.

2. Inspection

- 2.1. All trees on Council-owned land will be inspected annually by a qualified tree inspector and any recommendations made will be considered by the Council in line with this policy.

3. Maintenance

- 3.1. The Council has adopted a proactive approach to tree maintenance. However, only essential/minimal works will be undertaken in order to manage a tree because the Council supports a policy of tree preservation. The type of works undertaken will depend on the tree's location, the species of tree and its state of health at that time.
- 3.2. Regular inspections will be carried out to identify issues at the earliest juncture, so that preventative action can be taken where possible. Areas close to roads, buildings and with high public usage will be prioritised
- 3.3. As a guide, tree works will be undertaken in the following circumstances.
 - 3.3.1. Where an inspection has identified the tree as potentially hazardous or an immediate danger
 - 3.3.2. If the works are vital to the tree's long-term survival. Dead, dying or diseased trees will only be fully removed when there is no other option.
 - 3.3.3. To abate an actionable nuisance where branches are touching buildings e.g. physical contact with walls, windows, gutters.
 - 3.3.4. When previous maintenance regimes have determined future works are of the same specification for that specimen e.g. pollarding, crown reduction.

- 3.4. The impact on local wildlife of all tree works, specifically felling and pruning, will always be thoroughly considered, with the impact minimised where possible.
- 3.5. Where appropriate, dead and fallen wood will be left on site unless there are sound conservation and safety reasons for its removal.
- 3.6. All tree work will be carried out by a qualified tree surgeon appointed by the Parish Council and in accordance with BS/3998/2010 Recommendations for Tree Work 2010 (and any subsequent revisions). All works must have Parish Council approval and must be carried out by the Parish Council's appointed Tree Surgeon based on their professional advice.
- 3.7. Tree pruning or felling will only take place outside the bird nesting season of March to August, unless matters of public safety dictate otherwise.

4. Protected Trees

- 4.1. A Tree Preservation Order (TPO) prevents cutting down, uprooting, topping, lopping, wilful damage or destruction of trees (including cutting roots) without permission.
- 4.2. It is an offence to cut down, lop, top, uproot or wilfully damage or destroy a tree in a Conservation Area without giving prior written notice to Tunbridge Wells Borough Council (TWBC).
- 4.3. Additional approval will be obtained from the Tree Officer at TWBC for trees on which there is a TPO or from the Conservation Officer, if located in the Conservation Area.

5. Requests for Tree Work

- 5.1. Whilst the Council will consider the impact of trees in each case on individual merit, the Council will not fell or prune trees on Parish Council-owned land if it is for any of the following non-arboricultural reasons:
 - 5.1.1. Solely to alleviate problems caused by natural and/or seasonal phenomena e.g. falling leaves, fruit, seeds/berries, bird droppings, pollen etc.
 - 5.1.2. Solely for reasons of increasing sunlight/views to properties and gardens.
 - 5.1.3. Solely for the reason that the tree(s) is causing interference with television or satellite reception. In most cases the problem can be resolved by relocating the aerial or satellite dish. Residents are advised to contact their satellite or TV provider for specialist advice. Removal or pruning to enable clear television reception would only be considered in exceptional circumstances.

- 5.2. Adjacent landowners have a common law right to prune back tree branches to their boundary, providing that would not lead to tree death and providing the tree in question is not protected by a TPO or situated within a Conservation Area.
- 5.3. Tree roots in gardens are a natural occurrence and root presence is unlikely to be affected by tree pruning or removal. Tree felling and branch pruning in response to root invasion in gardens would not normally be appropriate as such works are likely to worsen the problem. The encroachment of roots into adjoining land is not considered to amount to actionable nuisance. Adjacent landowners have a common law right to prune back tree roots to their boundary, providing that this would not lead to tree death and providing that the tree in question is not protected by a TPO or situated within a Conservation Area.
- 5.4. Landowners are reminded that if access to Council-owned land is required to carry out pruning you will require written permission from the Parish Council before carrying out such works.
- 5.5. The Parish Council will consider formal applications for tree works on its land, but these must be in writing, either by letter or email to:
 - 5.5.1. Pembury Parish Council, Parish Office, Lower Green Recreation Ground, Pembury TN2 4DZ
 - 5.5.2. clerk@pemburyparishcouncil.gov.uk
 - 5.5.3. For an informal conversation and advice regarding tree works, please call the Council Offices on 01892 823193.

6. Parish Council-Owned Land:

- 6.1. Lower Green Recreation Ground
- 6.2. Woodside Recreation Ground
- 6.3. Land at the Coppice
- 6.4. Pembury Village Green
- 6.5. Bo Peep corner
- 6.6. Allotments, Henwood Green Road
- 6.7. Pembury Burial Ground
- 6.8. Lower Green Cemetery
- 6.9. Old Church cemetery
- 6.10. Old Coach Road.

PEMBURY PARISH COUNCIL

Working for Pembury People



Bee-keeping policy

Adopted 03/12/2018

Last Reviewed 07/03/2022

Version:	Date Approved / Reviewed:	Review Date:
1.0	03/12/2018	01/10/2021
2.0	19/07/2021	01/10/2024
3.0	07/03/2022	01/10/2024

1. Introduction

- 1.1. Bees shall not be kept on any allotment plot unless the plot holder has submitted a written request to and has received written consent from, the Council. Plot holders do not have a statutory right to keep bees on allotments.
- 1.2. A maximum of two bee hives may be permitted per allotment for personal use only.
- 1.3. Bee hives must not be located on allotment plots but in the designated area provided by the Council.
- 1.4. Only allotment tenants may keep bees on the site, once approved.

2. Conditions

- 2.1. The beekeeper must be a member of the British Beekeepers' Association (BBKA), or a member of a group affiliated with BBKA, and must be covered by the Association's £5m public liability insurance cover. Membership and insurance cover must be maintained whilst keeping bees on the allotment. Evidence of membership (including valid insurance cover) must be produced prior to permission being granted and annually thereafter.
- 2.2. Beekeepers must ensure that they provide competent care and management and have the knowledge and skills to ensure the wellbeing of the bees. Management and manipulations must, as far as possible, be carried out at appropriate times in order to minimise disturbance to other plot holders. The BBKA operates a well-established national system of assessments and examinations for beekeeping skills at a number of levels and it is expected that a beekeeper should, as a minimum, have passed the BBKA's Basic Assessment in Beekeeping. Evidence of passing the basic assessment will be provided to the Council prior to written permission being granted.
- 2.3. The beekeeper has a duty of care to other allotment gardeners working nearby, and to all members of the public, including those who have no lawful reason to be on the allotment. To this end, s/he must ensure that only gentle strains of bees are kept. If the bees become aggressive or exhibit excessive 'following' tendency, the beekeeper shall arrange to re-queen the colony, or remove the colony altogether until its undesirable traits have been resolved at the tenant's expense.
- 2.4. Signs (as many as are reasonably needed) "Beekeeper at work" should be placed prominently while the beekeeper is working, and for around half an hour after, to ensure that no one accidentally walks too near.
- 2.5. Tenants must accept full responsibility in writing for the hive. Should a swarm occur, the tenant is responsible for ensuring that the bees are removed by a suitably qualified beekeeper at the tenant's expense.

2.6. All hive equipment is to carry a suitable mark identifying its owner.

3. Management of Bees and Hives

3.1. Hives should be located in the designated area of the allotment site. Permission will not be granted to locate a hive on an individual's allotment plot.

3.2. Bees are to be encouraged to fly at a good height (i.e. above head height) by surrounding the hives with a 2-metre high fence or similar boundary; (bird netting, trellis covered with plants, or tall plants can be adequate). The position and construction of this fence/barrier is to be agreed with the Council prior to its installation.

3.3. The beekeeper must ensure that there is a water supply for the bees close to the hives, so the bees do not fly to taps or any open water.

3.4. Handling bees should be done at times when the bees are very active, thus leaving fewer in the hive. When opening hives every care should be taken to ensure that it is not a busy time (i.e. busy weekend afternoons), and that the weather conditions are favourable (not raining, windy or thundery.)

3.5. Always ensure there is someone else on site in case of emergency when handling bees.

3.6. Protective beekeeping clothing must be worn.

3.7. Beekeepers should not use the designated allotment area as storage space for keeping equipment that does not contain bees. No wax comb should be left exposed in an apiary, it must be stored in a bee proof way. Allotment tenants have a duty as part of the Allotment Tenancy Conditions not to cause a nuisance to others. In the keeping of bees on an allotment site, tenants should take all reasonable measures to minimise potential nuisances.

3.8. The beekeeper shall inspect the hives weekly from April to July in accordance with BBKA guidelines.

3.9. Defra officials, the Regional Bee Inspectors, have statutory powers to access hives to deal with disease. The Council will co-operate fully with them in this regard.

4. Stand-by arrangements

4.1. The beekeeper must provide the Council with contact details (name, address, email and telephone numbers) of a person of sufficient competence to deal with emergencies such as swarming during any such period that the beekeeper is absent or unavailable. These details must also be prominently displayed by the beekeeper at or near the entrance to the allotment at all times.

5. Complaints and Withdrawal of Consent

- 5.1. The Council may issue a notice requiring the removal of the hives within 14 days if:
 - 5.1.1. The beekeeper contravenes any of the conditions stated in this policy.
 - 5.1.2. A complaint that the bees have caused nuisance or danger to other plot holders or members of the public is upheld; or
 - 5.1.3. Substantive information is received that requires a review of the arrangements.
- 5.2. If the Council has cause to investigate complaints of nuisance, costs of official inspections will be passed to the tenant for payment.

To Pembury Parish Council

I hereby accept and agree to abide by the additional conditions of tenancy laid down by Pembury Parish Council in their policy for beekeeping on the allotment site.

Signed: _____

Allotment plot number: _____

Date: _____



Application form for siting of bees and beehives at Woodside Road Allotment Site.

Please ensure you have read the Beekeeping Policy and leaflet LO15 from the BBKA prior to making this application. This application is for **TWO** beehives.

PERSONAL DETAILS	
Name of Applicant (Beekeeper):	
Allotment Plot Number:	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
Email address:	
BBKA Membership No:	

- I confirm I am a member of the Bee Keeping Association and that I hold valid Public Liability Insurance.
- I confirm that I consent to my details being held by Pembury Parish Council for the purposes of Bee Keeping and that I have read and will abide by the Bee Keeping Policy adopted by Pembury Parish Council.

Signed by _____ Dated: _____
 Beekeeper: _____

ARRANGEMENTS IN THE EVENT OF THE BEEKEEPER BEING ABSENT	
Name of relief Beekeeper:	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	

Email address:	
----------------	--

- I confirm I am a member of the Bee Keeping Association and that I hold valid Public Liability Insurance.
- I confirm that I consent to my details being held by Pembury Parish Council for the purposes of being the relief Beekeeper in the event of the applicant being unavailable or away.

Signed by relief Beekeeper: _____ Dated: _____

Checklist:

1. I have read the Bee Keeping Policy and LO15 Leaflet from the BBKA
2. I have completed and attached a Risk Assessment
3. I have attached a copy of the Public Liability Insurance for the Bee Keeping and Relief Beekeeper

Office Use only

Date Application Received:	
Date considered by Committee:	
Outcome:	



GRANT APPLICATION FORM

Name of Group / Organisation:	Click or tap here to enter text.		
Contact Name:	Click or tap here to enter text.		
Position in Organisation:	Click or tap here to enter text.		
Address:	Click or tap here to enter text.		
Telephone:	Click or tap here to enter text.		
Email:	Click or tap here to enter text.		
Is your organisation as registered charity?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, Charity Number	Click or tap here to enter text.
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.			Yes <input type="checkbox"/> No <input type="checkbox"/>
Brief Description of your group / organisation's main purpose / activities Click or tap here to enter text.			
Please provide the number, or percentage of members that belong to the organisation and live within the Pembury Parish Area Click or tap here to enter text.			
Details of any restrictions placed on who can use / access the organisation's services Click or tap here to enter text.			
Details of the project for which the grant is required Click or tap here to enter text.			

When will the project start? We do not offer retrospective funding.		Click or tap to enter a date.	
Will your project be completed within six months from receipt of your grant? If not, please explain why below.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Click or tap here to enter text.			
How will this project benefit the parishioners of Pembury? Click or tap here to enter text.			
Total Cost of project	£Click or tap here to enter text.	Amount of Grant requested	£Click or tap here to enter text.
Have you received, applied or intend to apply for funding from any other source for this project?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give name of other funder Click or tap here to enter text.	
How much of the total cost do your group / organisation intend to raise yourself and how?	Click or tap here to enter text.		

Please tick to confirm you have included the following documents with your application.

1. Copies of your accounts for the last two years (if applicable)
2. Bank statements for the last 3 months, signed by a member of your organisation, indicating their position within the organisation (if applicable)
3. Copy of your organisations Constitution, Terms of Reference or Rules (if applicable)
4. Evidence of any other award towards the project

5. Any other supporting documentation e.g. quotes, needs analysis or survey results

Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

DECLARATION:

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Pembury Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm that the proposed project is lawful and confirms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Pembury Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Pembury Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed:

.....

Print Name:

.....

Position in the Organisation

.....

Date:

.....

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

The Clerk
Pembury Parish Council
Parish Office
Lower Green Recreation Ground

Lower Green Road
Pembury
Kent TN2 4DZ

Email: clerk@pemburyparishcouncil.gov.uk

Please contact us if you need help with the form or advice about your application.

NOTES:

- Please complete all questions and sign and date the declaration at the end of the form.
- Where a question is not applicable, please enter N/a on the form.
- If you wish to provide additional information or expand on a question, please provide an attached sheet.
- Please refer to the Council's Grant Awarding Policy for full terms and conditions of grants.
- The deadline for returning completed applications will be advertised. Grant applications will be considered by the Council at the Parish Council meeting following the deadline advertised.
- Submission of this application does not automatically mean that an award will be granted. Pembury Parish Council reserves the right to award grants at their discretion.
- Only one project per application will be considered.



Grant Awarding policy

Adopted 20/01/2020

Reviewed 18/07/2022

Version:	Date Approved / Reviewed:	Review Date:
1.0	03/12/2018	01/07/2020
2.0	20/01/2020	30/09/2022
3.0	18/07/2022	30/09/2024

1. Introduction

- 1.1. Pembury Parish Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.
- 1.2. The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to the Pembury Parish Council area e.g. grants to a sport club, for a music festival or towards community celebrations of special events such as the Queen's Diamond Jubilee. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit some or all of its residents or some or all of the area.

2. Applications for Grant Funding

- 2.1. To qualify for a grant, an organisation must complete an application form available from the website or by contacting the Clerk. The applicant must be able to demonstrate that any funding provided by the Parish Council will be of benefit to the parish of Pembury, or its inhabitants.
- 2.2. The Parish Council will not normally make grants to organisations outside of the parish unless it can be demonstrated that there are direct benefits to the parish.
- 2.3. Applications should be for 'one-off' grants which will not result in recurring expenditure to the Parish Council.
- 2.4. Other factors that the Parish Council will take into account when considering a grant application include.
 - 2.4.1. Whether the Parish Council has the power to make this grant.
 - 2.4.2. Whether the applicant has demonstrated some degree of fundraising on a "self-help" basis.
 - 2.4.3. Whether the applicant has applied to other bodies for funding for the same project.
- 2.5. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application.
- 2.6. Grants will not be made retrospectively and cannot be made to individuals.

3. Procedure

- 3.1. Requests for funding must be made by submission of a completed application sent to the Clerk either by email to clerk@pemburyparishcouncil.gov.uk or by post to the Parish Office, Lower Green Recreation Ground, Pembury, Kent TN2 4DZ.
- 3.2. The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
- 3.3. If successful, the grant is made in a single payment.
- 3.4. Details of which organisations have received a grant during the year are included in the Finance section of the Annual Report and on the Parish Council website.

4. Terms and conditions

- 4.1. The amount of the award will be at the discretion of the Parish Council.
- 4.2. All applications will be considered on their merits.
- 4.3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the parish where the benefit will be for this area.
- 4.4. Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the parish or where there will be obvious benefit to the parish.
- 4.5. The purpose for which the grant is made must be in the interest of the parish or any part of it or all or some of the inhabitants of the parish. The benefit to the area or inhabitants must be commensurate with the expenditure.
- 4.6. Groups from outside the parish who can demonstrate direct benefit to the parish, or its inhabitants, are eligible to apply.
- 4.7. The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
- 4.8. Grants will not be awarded to or for any commercial venture for private gain.
- 4.9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
- 4.10. All grants will be conditional upon submission of audited accounts and/or supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.

- 4.11. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council.
- 4.12. Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.
- 4.13. Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.

5. Assessment of Applications

- 5.1. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- 5.2. Whether the costs are appropriate and realistic.
- 5.3. What level of contributions has been, or will be, raised locally.
- 5.4. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- 5.5. The viability of the project.



Debit and Fuel Card Policy

Adopted 05/02/2018

Last Reviewed 20/01/2020

Version:	Date Approved / Reviewed:	Review Date:
1.0	05/02/2018	31/05/2020
2.0	20/01/2020	31/05/2024

1. Introduction

- 1.1 Pembury Parish Council has agreed to adopt this Policy at its Finance & HR Committee meeting held on 20/01/2020 and has recorded the decision under Minute FHR19/33d.
- 1.2 Pembury Parish Council will consider renewing this Policy at regular intervals.

2. Card-holders

- 2.1 Debit cards will be issued to the Clerk ~~and Deputy Clerk~~ and any other authorised member of staff for approved Council expenditure only.
- 2.2 Debit cards are issued to named employees for their use only and no other individual may use the debit card.
- 2.3 Fuel cards will be issued to the Head Groundsman and Deputy Groundsman for fuel for the Council's vehicles and machinery only.
- 2.4 Each employee issued with a debit card or fuel card is solely responsible for its safe keeping. PIN numbers will only be issued to the card holder and must be kept confidential.
- 2.5 Lost or stolen cards must be reported to the issuing bank immediately upon discovery that the card is missing. The RFO must be informed of any loss immediately. The RFO will inform the Chair of the Finance & HR Committee of the loss and any actions taken.

3. Spending Procedures – debit cards

- 3.1 Debit cards can be used by approved officers for:
 - In store purchases.
 - On-line purchases.
 - Telephone purchases.
 - ATM withdrawals to top up the petty cash tin.
- 3.2 Debit cards can be used up to the value of ~~£200~~ £500 for spending under the Clerk's delegated powers for Council expenditure.
- 3.3 Debit cards can be used for purchases over £200 as approved by resolution of the Council.
- 3.4 Receipts or invoices must be kept for every debit card transaction for approval by the RFO. The card holder is responsible for obtaining and submitting receipts and/or invoices for all transactions.

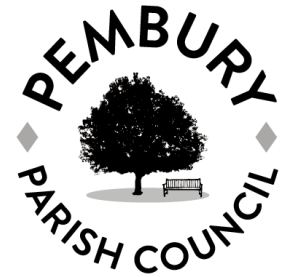
- 3.5 All expenditure will be reported to the next Council meeting and receipts or invoices produced for inspection by Councillors.

4. Spending Procedures – Fuel Cards

- 4.1 Fuel cards can be used by approved staff for the purchase of fuel for Council vehicles and equipment only. It cannot be used for any other vehicle or in lieu of other spending incurred by any other person.
- 4.2 All expenditure will be reported to the next Council meeting and receipts or invoices produced for inspection by Councillors.

5. Fraudulent or Misuse of a Debit or Fuel Card

- 5.1 If the cardholder misuses the debit or fuel card or fraudulently uses the card, this may result in disciplinary action being taken against them.



PEMBURY PARISH COUNCIL

Working for Pembury People

Council Risk Assessment

Approved 13/05/2024

Reviewed ~~29/04/2024~~ 12/08/2024

Version:	Date Approved:	Review Date:
1.0	03/07/2017	31/05/2018
2.0	05/03/2018	31/03/2019
3.0	04/02/2019	31/03/2020
4.0	03/02/2020	31/03/2021
5.0	01/02/2021	31/03/2022
6.0	07/02/2022	31/03/2023
7.0	06/03/2023	31/03/2024
8.0	13/05/2024	31/03/2025

1. Introduction

1.1. Risks

This is a high-level risk assessment for the Council to highlight key areas of risk where the Parish Council has full or partial responsibility for managing or mitigating risk. The Parish Council’s aim is to manage risks in a thoughtful and realistic manner. Since resources such as staff and Councillors’ time are limited, it is necessary to set priorities.

1.2. Methodology

Risks have been assessed using an industry standard approach. This risk assessment deals with strategic risks only. Each risk is scored using the table below which assesses the potential consequences with the likelihood of the risk happening. The resulting risk score then indicates the appropriate level of priority to be given to any mitigation against that risk.

1.3. Risk score matrix

		Consequences		
		Minor 3	Moderate 2	Major 1
Likelihood	Probable A			
	Possible B			
	Improbable C			

Key	Green Low Risk	Yellow Medium Risk	Red High Risk
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2. Risk Assessment

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
PHYSICAL ASSETS											
1.	Fire – injury to staff, councillors and members of the public and damage to property	1	B	H	<ul style="list-style-type: none"> • Fire alarm installed at the Parish Office • Fire risk assessment undertaken for all sites • Annual Maintenance contract in place 	•	1	C	M		
2.	Damage to buildings and property	1	B	H	<ul style="list-style-type: none"> • Insurance cover in place • Inventory and asset register reviewed and up to date. • Individual annual risk assessments undertaken for each site. • CCTV installed at office • Height of security fence increased around office 	•	1	C	M		
3.	Loss, damage or theft – office building contents	2	B	M	<ul style="list-style-type: none"> • Insurance cover in place • Security shutters installed on doors and windows • Inventory and asset register reviewed and up to date. • CCTV installed at office 	•	2	C	L		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> Height of security fence increased around office 						
4.	Loss, damage or theft – depot contents	2	A	H	<ul style="list-style-type: none"> Insurance cover in place Groundsmen equipment locked in depot building. Security measures improved. Security fencing installed January 2019. Inventory and asset register reviewed and up to date. 		2	B	M		
5.	Loss, damage or theft – play / gym equipment	2	A	H	<ul style="list-style-type: none"> Insurance cover in place Regular inspections to check for damage. Repairs/replacements undertaken following reports of damage. Annual RoSPA inspections undertaken <u>and reported to the Open Spaces Committee.</u> Recommended actions undertaken. Inventory and asset register reviewed and up to date. Risk assessments undertaken for each site. 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
6.	Loss, damage or theft – street furniture	1	B	H	<ul style="list-style-type: none"> Insurance cover in place Inventory and asset register reviewed and up to date. Regular inspections of all street furniture in place 		2	B	M		
7.	Maintenance of equipment	1	A	H	<ul style="list-style-type: none"> Annual service undertaken for Grounds maintenance equipment 		2	B	M		
PUBLIC LIABILITY											
8.	Public safety in areas under the Parish Council's responsibility	1	B	H	<ul style="list-style-type: none"> Regular inspections undertaken and reported 		2	B	M		
9.	Street Column safety for hanging baskets and Christmas Lights	1	B	H	<ul style="list-style-type: none"> Apply for permit annually Load testing on all relevant street columns undertaken every 3 years 		2	B	M		
10.	Christmas Lights & Displays	1	A	H	<ul style="list-style-type: none"> Installed by professional contractor / electrician Risk assessment undertaken for Christmas Tree Regular inspection of Christmas Tree 		2	B	M		
11.	Events	2	A	H	<ul style="list-style-type: none"> Individual risk assessments 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					undertaken for each event <ul style="list-style-type: none"> Details of events submitted to TWBC for approval 						
FINANCIAL											
12.	Misappropriation of funds – theft / fraud / errors	1	B	H	<ul style="list-style-type: none"> Fidelity guarantee in place Internal audit by independent auditor at least once a year Internal controls and processes reviewed. Accounts for payment approved at a council meeting. Faster payments set up by an officer and approved by 2 signatories. Invoices supplied as back up for all transactions 		1	C	M		
13.	Investment loss	1	B	H	<ul style="list-style-type: none"> New bank account with Nationwide opened to spread risk. New bank account with Unity opened to spread the risk. 	<ul style="list-style-type: none"> Consider other providers to further spread risk and maximise yields 	1	C	M	FHR	On-going
14.	Insufficient or excessive funds	1	B	H	<ul style="list-style-type: none"> Comprehensive budget setting process in place 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> Monthly budget monitoring undertaken by the Clerk. Quarterly budget monitoring at Finance & HR Committee meetings Review of reserves undertaken regularly by the Finance & HR Committee with recommendations to Full Council at least annually 						
15.	Inaccurate accounts	2	A	H	<ul style="list-style-type: none"> Computerised accounting system used Monthly accounts prepared 	<ul style="list-style-type: none"> Review the need for sales ledger on Rialtas Omega software 	2	B	M	FHR	May 2024
16.	Banking arrangements	2	B	M	<ul style="list-style-type: none"> Cheques and cash banked promptly Monthly bank reconciliations undertaken Chair of Finance & HR Committee reviews bank reconciliation quarterly. Other councillors to review in other months. Finance & HR Committee clarify balances quarterly. 	<ul style="list-style-type: none"> 	3	C	L		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> • Faster payments set up by an officer and approved by 2 signatories. • Invoices checked by signatories before payments are set up • Changes to bank details for suppliers confirmed in writing. 						
17.	Payroll	2	B	M	<ul style="list-style-type: none"> • Computerised payroll system used • Entries made by Deputy Clerk and checked by the Clerk before it is audited by a member of the FHR Committee. • Monthly review of payroll records by a member of the Finance & HR Committee undertaken • Payments now made by Faster Payments through Unity. 2 councillor signatories to approve payments after review of payroll records. • Payments set up by the Clerk on Unity. 		3	C	L		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
18.	Pension Liability	1	B	H	<ul style="list-style-type: none"> 	Further research being undertaken.	1	B	H	FHR	
19.	Sick Pay Liability	1	B	H	<ul style="list-style-type: none"> 	Insurance quotes being sought	1	B	H	FHR	
20.	Debit & Fuel Cards	2	B	M	<ul style="list-style-type: none"> Debit and Fuel Card policy introduced <u>and reviewed regularly</u>. Invoices provided to evidence the spending and reported to Full Council 		3	C	L		
21.	Petty Cash	2	B	M	<ul style="list-style-type: none"> Float is responsibility of one member of staff Receipts required for all expenditure Review undertaken. 2 signatures required for all spending. Monthly analysis of spending and reconciliation to accounts. Quarterly check made by Chair of Finance & HR Committee to reconcile cash and records. 		3	C	L		
22.	Bad debts	2	B	M	<ul style="list-style-type: none"> Write off bad debts approved by Full Council. 		3	C	L		
REGULATORY / STATUTORY / CONTRACTUAL											

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
23.	Breach of Health and Safety Responsibilities	1	A	H	<ul style="list-style-type: none"> Public and Employers Liability insurance in place Health and Safety Policy in place and regularly reviewed. Review of system, policies and processes undertaken 		1	B	M		
24.	Breach of employment legislation	2	A	H	<ul style="list-style-type: none"> Review of policies and procedures undertaken Benchmarking and review of pay and benefits undertaken. Policies updated regularly as required 		2	B	M		
25.	Breach of contractual obligations	1	A	H	<ul style="list-style-type: none"> Contracts prepared in conjunction with legal advisors. All staff have signed employment contracts. 		1	C	M		
26.	Breach of regulations governing Local Councils	2	A	H	<ul style="list-style-type: none"> Qualified Clerk in post KALC membership for advice and training SLCC membership for advice and training Declarations of interest documented. Achieved Quality Council status 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
27.	Adoption and adherence to the Code of Conduct	2	B	M	<ul style="list-style-type: none"> Each Councillor provided with a copy of the Code of Conduct Training offered to all Councillors. Disclosable Pecuniary Interest published on Council website. Review of all DPI forms being undertaken 	•	2	C	L		
SERVICES											
28.	Burial Grounds – breach of regulations and contractual rights	1	B	H	<ul style="list-style-type: none"> Records maintained and kept up to date. Cemetery regulations reviewed. Continuing staff training undertaken. Transfer of Exclusive Right of Burial introduced. Thorough review of records being undertaken 	<ul style="list-style-type: none"> New staff to receive training at the earliest opportunity. Short term ongoing support from external sources to be investigated 	1	B	H		
29.	Burial Grounds – Disputes and complaints	1	B	H	<ul style="list-style-type: none"> Records maintained and kept up to date. Historical records reviewed and corrected when necessary. Annual review of fees undertaken 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> • Sensitive handling of bereaved members of the public • Individual risk assessments undertaken for each site 						
30.	Memorials – injury to members of the public	2	B	M	<ul style="list-style-type: none"> • Regular memorial safety testing now in place • Recommendation to undertake remedial works for high priority memorials. • Computerised software being used, and information being input into the system. • Budget allocated for memorial repairs when owners cannot be contacted 	<ul style="list-style-type: none"> • Memorial policy to be introduced. • Dangerous memorials to be stake and banded to make safe until remedial work undertaken 	2	C	L		
31.	Allotments – breach of regulations and contractual rights	2	A	H	<ul style="list-style-type: none"> • Regular site inspections undertaken. • Vacant plots maintained and kept tidy. • Individual risk assessments undertaken for the site. • Staff training undertaken 	<ul style="list-style-type: none"> • 	2	B	M		
32.	Trees	1	A	H	<ul style="list-style-type: none"> • Tree management policy in place 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> Annual Visual Tree Assessments undertaken by qualified contractor and recommendations actioned. Regular inspections introduced including those following extreme weather conditions. 						
33.	Coronavirus	2	A	H	<ul style="list-style-type: none"> Restrictions followed and facilities closed if appropriate. Office staff to work from home if they have Covid (if they are well enough to undertake work) Grounds staff to work outdoors only if they have Covid (if they are well enough to undertake work) 	<ul style="list-style-type: none"> 	2	B	M		
OFFICE & ADMINISTRATION											
34.	Computer Failure	1	B	H	<ul style="list-style-type: none"> IT contract in place Cloud storage of documents implemented. Virus protection updated regularly. Cyber insurance cover in place. 	<ul style="list-style-type: none"> <u>Off site back up taken.</u> 	1	C	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
35.	Cyber Attacks	1	B	H	<ul style="list-style-type: none"> • Firewall in place on PPC IT equipment. • Cyber insurance in place • Advice from IT Contractor received. 	<ul style="list-style-type: none"> • Creation of BYOD policy • Ensure cllrs comply with BYOD policy. • Consider upgrade of officer Microsoft account with additional security features. • Share information on password security with cllrs. 	2	B	M		

Assessment Undertaken by:	Nigel Stratton, Councillor
Date:	10/06/2024

Item	Hazard	Consequence	Likelihood	Risk Score H/M/L	Existing Internal Controls	Consequen	Likelihood	Risk Score H/M/L	Further mitigation required	Action By Whom	Action by When
1.	Road safety <i>Injury to visitors and participants</i>	1	B	H	<ul style="list-style-type: none"> BEFORE & AFTER EVENT: Stall holder' vehicles only to move during set up / clear up times. DURING EVENT: <ul style="list-style-type: none"> Cars parked by stalls on site Only pre-booked disabled parking in car park + stallholders in the pavilion Vehicles for bands only allowed to move during event. Accessway delineated by tape and stewards marshalling in front/behind the vehicle to stop pedestrian movement to ensure pedestrian safety Stewards to patrol the area vehicular gates shut Steward stationed on the main gate for part of the time 	2	C	L	<ul style="list-style-type: none"> 		
2.	Electricity <i>Injury to visitors and participants</i> <i>Trip hazard</i>	1	B	H	<ul style="list-style-type: none"> Provision of external power sockets for all event requirements. New socket in the goal store to be used only by the bands Power cables run along the hedge so there is no trip hazard 	2	C	L	<ul style="list-style-type: none"> Check plugs / cabling periodically throughout the event 	Astra Birch	15/07/2023
3.	Lost children and vulnerable people	2	C	L	<ul style="list-style-type: none"> Signed muster point very visible in gazebo with first aider Policy / procedure in place. 	2	C	L	<ul style="list-style-type: none"> 		

Item	Hazard	Consequence	Likelihood	Risk Score H/M/L	Existing Internal Controls	Consequen	Likelihood	Risk Score H/M/L	Further mitigation required	Action By Whom	Action by When
	<i>Distress to lost persons / families</i> <i>Possible injury</i>				<ul style="list-style-type: none"> Public to be advised of procedure using notices and PA system regularly during event. Stewards to be briefed prior to the event 						
4.	Ill health or injury to attendees <i>Attendees unwell or requiring medical aid</i>	2	B	M	<ul style="list-style-type: none"> First Aid provision in place. Public to be advised of provision using notices and PA system. First Aid point clearly signed and visible from all areas of the site Event manager to call emergency services if required Publicly accessible defibrillator available on site 	2	C	L	•		
5.	Crowd control <i>Attendees could be crushed</i>	2	B	M	<ul style="list-style-type: none"> Stewards, wearing Hi-Viz jackets, on site to maintain control. Large open area with sufficient space for projected numbers expected. Layout of stalls and attractions designed to leave wide clear spaces for attendees to exit the site quickly in the event of an evacuation. Announcements made via PA system with clear instructions in the event of an evacuation. Stewards to direct attendees to the nearest exit. Designated stewards to open gates wide if evacuation required. 	2	C	L	•		
6.	Litter	3	A	M	<ul style="list-style-type: none"> Provision of additional wheelie bins around the site. 	3	B	L	•		

Item	Hazard	Consequence	Likelihood	Risk Score H/M/L	Existing Internal Controls	Consequence	Likelihood	Risk Score H/M/L	Further mitigation required	Action By Whom	Action by When
	<i>Trip hazard or environmental health hazard</i>				<ul style="list-style-type: none"> Litter pick undertaken during and after the event as required. Gloves and litter pickers provided 						
7.	Fire <i>Injury to attendees</i>	2	C	L	<ul style="list-style-type: none"> Outdoor event No Barbeques allowed Electricity power supply only available from the pavilion and Bowls club. Catering providers to supply their fire risk assessments prior to the event. Catering providers to provide their own fire extinguishers. Fire extinguishers located in pavilion building. Pavilion to be accessible throughout event. 	2	C	L	<ul style="list-style-type: none"> 		
8.	Food safety <i>Illness of attendees</i>	2	B	M	<ul style="list-style-type: none"> Catering companies to provide their food safety information prior to the event. All are 5* rating Signage to ensure allergy sufferers know what is included in the food 	2	C	L	<ul style="list-style-type: none"> 		
9.	Dogs <i>Dog bites</i>				<ul style="list-style-type: none"> Signage asking owners to keep their dogs under control & on a lead First aid provision on site 				<ul style="list-style-type: none"> 		
10.	Stall holders & tables <i>Injury to stall holders / members of the public</i>	3	B	L	<ul style="list-style-type: none"> Set up well before event First aid provision on site. No moving vehicles during designated times of event. 	3	B	L	<ul style="list-style-type: none"> 		

		Consequences		
		Minor 3	Moderate 2	Major 1
Likelihood	Probable A			
	Possible B			
	Improbable C			
Key		Green Low Risk	Yellow Medium Risk	Red High Risk

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Council Income</u>							
1076 Precept	132,282	264,564	132,282			50.0%	6,313
1080 Bank Interest	495	1,300	805			38.1%	
Council Income :- Income	132,777	265,864	133,087			49.9%	6,313
Net Income	132,777	265,864	133,087				
6001 less Transfer to EMR	6,313	0	(6,313)				
Movement to/(from) Gen Reserve	126,464	265,864	139,400				
<u>110 Administration Costs</u>							
4000 Staff Wages & Pension	17,125	98,000	80,875		80,875	17.5%	
4002 Contract Staff	1,696	0	(1,696)		(1,696)	0.0%	
4060 Training	0	700	700	145	555	20.7%	
4070 Medical Assessment	0	50	50		50	0.0%	
4080 Cllrs' Expenses	0	100	100		100	0.0%	
4090 Cllrs' Training	30	400	370		370	7.5%	
4100 Maintenance	318	1,000	682		682	31.8%	
4110 Electricity	51	1,600	1,550		1,550	3.2%	
4120 Rates	1,283	4,000	2,717		2,717	32.1%	
4130 Cleaning	253	800	547		547	31.6%	
4135 Stationery & Office Costs	49	700	651		651	7.0%	
4140 Photocopier	285	1,000	715		715	28.5%	
4145 Postage	45	100	55		55	44.6%	
4150 Telephone / Internet	333	1,000	667		667	33.3%	
4155 Mobile Phone	190	770	580		580	24.7%	
4160 Computers, IT & website	1,679	4,500	2,821		2,821	37.3%	
4170 Mileage	14	50	36		36	28.8%	
4175 Meeting Costs	84	200	116		116	42.1%	
Administration Costs :- Indirect Expenditure	23,436	114,970	91,534	145	91,389	20.5%	0
Net Expenditure	(23,436)	(114,970)	(91,534)				
<u>120 Allotment</u>							
1200 Allotments Income	23	1,850	1,828			1.2%	
Allotment :- Income	23	1,850	1,828			1.2%	0
4100 Maintenance	78	250	172		172	31.3%	
4200 Water	46	850	804		804	5.4%	
Allotment :- Indirect Expenditure	124	1,100	976	0	976	11.3%	0
Net Income over Expenditure	(102)	750	852				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Burial Grounds</u>							
1300 Burials Income	7,005	22,000	14,995			31.8%	
Burial Grounds :- Income	7,005	22,000	14,995			31.8%	0
4100 Maintenance	255	500	245		245	51.0%	
4120 Rates	160	550	390		390	29.1%	
4200 Water	37	450	413		413	8.3%	
4300 Gravedigging	1,600	3,200	1,600		1,600	50.0%	
4310 Memorial Plaques & Benches	77	500	423		423	15.4%	
Burial Grounds :- Indirect Expenditure	2,129	5,200	3,071	0	3,071	41.0%	0
Net Income over Expenditure	4,876	16,800	11,924				
<u>140 Open Space Costs</u>							
1400 Tennis Coaching Court Hire	459	0	(459)			0.0%	459
1410 Rechargeable Open Space Income	75	400	325			18.8%	
1420 Club Rent	694	3,700	3,006			18.8%	
1440 Footpath Map Sales	0	100	100			0.0%	
Open Space Costs :- Income	1,228	4,200	2,972			29.2%	459
4000 Staff Wages & Pension	22,697	85,000	62,303		62,303	26.7%	
4060 Training	0	400	400		400	0.0%	
4100 Maintenance	3,824	8,000	4,176		4,176	47.8%	
4110 Electricity	281	750	469		469	37.4%	
4120 Rates	1,693	5,500	3,807		3,807	30.8%	
4155 Mobile Phone	86	530	444		444	16.2%	
4200 Water	68	0	(68)		(68)	0.0%	
4400 Corporate Clothing	0	250	250		250	0.0%	
4405 G/men Renewal	0	2,000	2,000		2,000	0.0%	
4410 Truck Licence / MOT	0	300	300		300	0.0%	
4415 Insurance	959	1,000	41		41	95.9%	
4420 Fuel	866	2,750	1,884		1,884	31.5%	
4425 Vehicle Repairs & Servicing	1,962	1,100	(862)		(862)	178.4%	
4430 Trees / Hedges	5,475	13,000	7,526	4,532	2,994	77.0%	
4435 G/men Supplies	332	1,550	1,218		1,218	21.4%	
4440 Sports Ground / Pavilion Cost	0	850	850		850	0.0%	
4445 Rechargeable Open Space Costs	75	400	325		325	18.8%	
4450 Floral Display	666	1,400	734		734	47.6%	
4451 Community Gardening	17	300	283		283	5.5%	
4460 Waste Charges	261	650	389		389	40.2%	
4465 Dog Bins	862	3,000	2,138		2,138	28.7%	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4805 Vehicle Replacement	0	6,375	6,375		6,375	0.0%	
4806 Play Equipment refurbishment	0	2,000	2,000		2,000	0.0%	
4815 Tennis Court Refurbishment	48	4,250	4,202		4,202	1.1%	
Open Space Costs :- Indirect Expenditure	40,170	141,355	101,185	4,532	96,653	31.6%	0
Net Income over Expenditure	(38,943)	(137,155)	(98,212)				
6001 less Transfer to EMR	459	0	(459)				
Movement to/(from) Gen Reserve	(39,402)	(137,155)	(97,753)				
<u>150 Communications, Events & PR</u>							
1500 PVN Adverts	4,653	6,000	1,348			77.5%	
1510 Firework Income	0	7,000	7,000			0.0%	
1520 Pembury in the Park Income	1,130	1,500	370			75.3%	
Communications, Events & PR :- Income	5,783	14,500	8,718			39.9%	0
4500 Newsletter Production	1,819	7,500	5,681		5,681	24.3%	
4510 Fireworks Costs	1,543	7,800	6,257		6,257	19.8%	
4520 Pembury in the Park Costs	871	1,500	629		629	58.1%	
4530 Remembrance Day	34	500	466		466	6.8%	
4540 Christmas Lights Display	0	7,000	7,000		7,000	0.0%	
4550 Christmas Carols/Light Switch	0	300	300		300	0.0%	
Communications, Events & PR :- Indirect Expenditure	4,266	24,600	20,334	0	20,334	17.3%	0
Net Income over Expenditure	1,516	(10,100)	(11,616)				
<u>160 Planning & Highways Cost</u>							
4600 Street Lighting / Maintenance	652	2,200	1,548		1,548	29.6%	
4610 Highway Lighting	399	2,500	2,101		2,101	16.0%	
4620 Defibrillator	0	100	100		100	0.0%	
Planning & Highways Cost :- Indirect Expenditure	1,051	4,800	3,749	0	3,749	21.9%	0
Net Expenditure	(1,051)	(4,800)	(3,749)				
<u>170 Council Costs</u>							
4415 Insurance	4,347	6,000	1,653		1,653	72.5%	
4700 Audit Fees	206	1,600	1,394		1,394	12.9%	
4705 Legal & Professional Fees	(25)	0	25		25	0.0%	
4710 Data Protection Officer	350	350	0		0	100.0%	
4720 Bank Charges	30	120	90		90	25.1%	
4730 Loan Repayments	2,059	4,119	2,060		2,060	50.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4740 Grants / Donations	0	1,650	1,650		1,650	0.0%	
4750 Remembrance Wreath & Crosses	0	200	200		200	0.0%	
4770 Subscriptions	1,948	2,350	402		402	82.9%	
Council Costs :- Indirect Expenditure	8,916	16,389	7,473	0	7,473	54.4%	0
Net Expenditure	(8,916)	(16,389)	(7,473)				
Grand Totals:- Income	146,815	308,414	161,599			47.6%	
Expenditure	80,093	308,414	228,321	4,677	223,644	27.5%	
Net Income over Expenditure	66,721	0	(66,721)				
less Transfer to EMR	6,772	0	(6,772)				
Movement to/(from) Gen Reserve	59,950	0	(59,950)				

Pembury Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2024	Natwest Current	10,000.00	
30/06/2024	Natwest Reserves	57,025.44	
30/06/2024	Nationwide Savers	20,363.13	
30/06/2024	Unity Bank Current	991.80	
30/06/2024	Petty Cash	57.20	
30/06/2024	Nationwide 35 day saver	5,555.21	
30/06/2024	Nationwide 95 Day Saver	15,490.07	
30/06/2024	Nationwide 125 day saver	20,653.42	
30/06/2024	Nationwide 1 year saver	25,689.38	
30/06/2024	Unity Savings A/c	39,048.48	
			194,874.13

Unpresented Payments

296.40

194,577.73

Receipts not on Bank Statement

0.00

194,577.73

Closing Balance

All Cash & Bank Accounts

1	Natwest Current	10,000.00	
2	Natwest Business Reserve	57,025.44	
3	Nationwide Savers	20,363.13	
4	Unity Bank Current	695.40	
5	Petty Cash	57.20	
6	Nationwide 35 Day Saver	5,555.21	
7	Nationwide 95 Day Saver	15,490.07	
8	Nationwide 125 Day Saver	20,653.42	
9	Nationwide 1 year Saver	25,689.38	
10	Unity Bank Savings	39,048.48	
	Other Cash & Bank Balances		0.00
	Total Cash & Bank Balances		194,577.73

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 SF - Vehicles Replacement	22,000.00	3,187.50	25,187.50
321 SF - LG Rec Ground General	10,000.00	1,000.00	11,000.00
322 SF - Legal, Planning & Profess	4,145.00		4,145.00
323 SF - Election Cost	3,077.23		3,077.23
324 SF - Highways	2,500.00		2,500.00
325 SF - Tennis Court	8,746.00	2,584.00	11,330.00
326 SF - Rolling Building Maintena	1,000.00		1,000.00
327 SF - Pension Liabilities	0.00	5,679.00	5,679.00
402 EMR-LG Rec Replacement Garage	2,600.00		2,600.00
404 EMR-Signposts for Twittens	1,000.00		1,000.00
406 EMR-New Dog bins	650.00		650.00
408 EMR-Defibrillator	1,000.00		1,000.00
409 EMR-Gazebo	422.61		422.61
410 EMR-PA System additional items	146.97		146.97
	57,287.81	12,450.50	69,738.31