

Councillors are summoned to Meet in the Village Hall at 7pm on Monday June 10th 2024

Nigel Ashton, Gordano Valley Ward Cllr attends when possible

Members of the public will not be able to participate in the meeting but may talk with Councillors before or after it.

Don Hill - Clerk

Agenda & Agenda Notes

There is a Councillor vacancy - please contact a Councillor or the Clerk if you are interested in becoming involved

Before each meeting Clerk & Chair will Exchange back up disks

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST** (Dispensations apply to Cllrs re the setting of the precept, and to Village Hall matters)
- 3 **LAST MEETING MINUTES + MATTERS ARISING**
May 13th 2023 Parish Council and Annual Parish Meetings minutes to be agreed and signed.
- 4 **PLANNING** *(The NSC website has full details. Applications notified on the meeting day will also be considered)*
New: 24/P/0960/LBC / 24/P/0959/FUH: 2 Manor Cottages - Demolition of the existing store and partial demolition of monopitch extension to the rear. Erection of new two storey rear extension and internal alterations. Formation of new vehicular access, parking and turning area.
Appeal: 23/P/0165/FUL Conygar Quarry. For details visit:
<https://planning.n-somerset.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RP191HLPI2R00>
- 5 **PARISH MATTERS**
 - i. **Street Light:** Update re costs and installation due.
 - ii. **Traffic Speed Issues:** This project was set out in the April minute 023/24ii, with Cllr Flower as the lead. The project will be looked at at the June meeting of the Council.
 - iii. **Walton Bay Transport Update:**
 - iv. **Plumtree-to-Common stiles:** The kissing gates due to be installed on May 14th.
 - v. **Golf Course Footpath:** Overgrowth cut back. Report on kissing gates awaited.
 - vi. **Village Notice Board:** Door perspex purchase awaited.
 - vii. **Parish Maintenance:** The appointment of a contractor to carry out a specified scheme of work for the parish to keep highways and street furniture in a good and welcoming condition was thought to be sound. A timetable and a precise scheme will need to be prepared, against which quotations from contractors insured to do work on the highway can be approached for quotes. The costs can then be put into the next budget under the Parish Maintenance head. A project lead will be needed to steer the establishment actions and to oversee the resultant contract. There may be a contractor able to provide the needed services. The project will be discussed further at the June meeting.
 - viii. **B3124 National speed limit signs:** Clevedon-end re-erecting of sign due. Portishead-end illegible signs to be inspected by NSC.
 - ix. **Walton St Open Section of Brook:**
 - a. **Damaged retaining wall repair:** Response. From NSC awaited.
 - b. **Detached gabion causing blockage in bed of brook:** Response from NSC awaited.
 - x. **Blocked drains on the Coast Road by Coast Caravan Park (CCP) and from Squires Cottage to Two Acres Drive:** A response from NSC is awaited.
 - xi. **Soil Erosion Undermining the Walton Bay Bus Stop:** A response from NSC is awaited.

6 COUNCILLORS REPORTS

7 FINANCE

- i. **2024-25** Accounts to date to be reviewed against the bank statement, and approved.
- ii. **2023-24 Accounts:** Period of Public Rights runs from 3rd June to 12th July.
- iii. **Governance:** Approval of updated Financial Regulations based on new NALC template.
- ii. **Cheques: 845** HMRC re PAYE Apr/May/Jun £153.40

8 DATE OF THE NEXT MEETING

Monday July 8th at 7pm in the Village Hall

Minutes of the Annual and Ordinary Meetings of the Council Held on Monday 13th May 2024

Meetings are held at 7.00pm at the Village Hall unless stated otherwise - Nigel Ashton, Gordano Valley Ward Cllr, attends when possible

Present: Cllrs Brian Cannell (Chair), Claire Flower, Rachel Dickinson, Dave Wherrett

In Attendance: Don Hill (Clerk)

Public Attendance: 0

ANNUAL MEETING OF THE COUNCIL

027/24 APOLOGIES

NSC Cllr Nigel Ashton

028/24 ELECTION OF CHAIR & VICE CHAIR & ASSOCIATED PAPERWORK

The Chair raised the need to make appointments to these positions and it was agreed unanimously without a formal vote that Cllr Cannell would be reappointed as Chair of the Council and Cllr Dickinson would be reappointed as Vice Chair. Cllr Cannell completed a Declaration of Acceptance of Office as Chair.

029/24 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Similarly, without a formal vote, Cllr Dickinson was unanimously reappointed as the Council's representative on the Village Hall Management Committee and Cllr Cannell was reappointed as the Council's representative at the service of the North Somerset Council's Standards Sub-Committee.

030/24 AGREEMENT TO RE-CONFIRM RECENTLY APPROVED GOVERNANCE FRAMEWORK

The Governance documents for 2024-25 were individually reviewed in detail at Minute 015/24 of the March meeting of the Council, in the context of the financial year 2024-25 and then duly posted to the website together with an index and signed Risk Assessment. The meeting agreed that this framework of Governance should remain in place for the coming political year from May 2024 to May 2025.

031/24 CHAIRMAN'S REPORT (to be read via the Annual Parish' Meeting at 8pm).

Looking back over the reports I have given to these meetings in previous years, they are all much the same in content. Such is the reality of a small rural Parish Council, where for decades the main focus of issues involves traffic and road speed, buses and transport challenges, footpaths, verges, drainage issues, planning applications...

This year is little different from previous with a few exceptions. Full details are published on our website via the meeting minutes. Also on there is an archive of PC minutes dating back to the early 1970's and they make interesting reading. Thanks go to Don Hill the Clerk to the Parish Council for this work.

We have seen the passing of some long-standing stalwarts, including the deaths of Tony Barrow and Sue Betts. They both gave hugely to the life and community of Walton-in-Gordano over the years. We mourn their passing and support the remaining family members.

As of May 13th, 2024 - ie today - Walton-in-Gordano Parish Councillors are Mr Brian Cannell, Mrs Rachel Dickinson, Mr Dave Wherrett and Ms Claire Flower.

Cllr Dav Baulch resigned in October 2023 in order to devote more time to family and business. On Cllr Baulch's resignation Cllr Dickinson agreed to become Vice Chair.

Today the Annual Meeting of the Council was held. It is at this meeting that various posts are decided for the coming twelve months to the following May, ie to May 2025. After discussions, Councillor Brian Cannell was elected as Chair and Councillor Rachel Dickinson was elected as Vice Chair.

Councillor Dickinson will continue to represent the PC on the Village Hall management committee. We have no PCC representative. Councillor Brian Cannell will continue as representative on NSC Standards Sub committee.

North Somerset Council was represented at the Parish Council meetings by Councillor Nigel Ashton, our Ward councillor with North Somerset Council. He has been a regular attendee and greatly valued advisor at Parish Council meetings throughout the year.

Fortunately, during this last year, reported crime in the parish has been very low. Neighbourhood watch schemes continue to operate in various parts of the Parish.

Planning applications have been steady in numbers this last year – not quite in double figures, being made up with a mix of redevelopment, conversions and tree orders.

Community Speedwatch is being enthusiastically led by John Jackson, who is leading a group of volunteers who are running the activity in the Parish. If you would like to be involved please contact John.

The other main topics this year were:

Streetlight – due to insurmountable problems with the wayleave, the light will now be located on the opposite side of the B3124 adjacent to the B3124 sign.

Traffic Speed – Cllr Claire Flower is heading up this topic. To progress any changes, evidence is required. Speed Indicator Display Signs (SIDS) are being investigated and budget sought to purchase.

Walton Bay Transport – Cllr Dave Wherrett is leading this. Extensive work has been done and is continuing. Full details in the council minutes.

Village Hall Car Park – Cllr Rachel Dickinson is the Council representative on the Village Hall Committee, which is the body responsible for driving the car park negotiations forward. Having been involved at the start of this project in its earliest stages, the Council will obviously continue to play any part it can to help propel this vitally important project forward.

The Council website has had to be updated to align with the increasing complexity of the legal requirements surrounding its management, and to ensure its future-proofing.

Parish maintenance: general upkeep and new stiles for the Plum Tree to Common path are due, and 'Welcome to Walton Bay' signs have been erected this last year.

As to finance, the Budget for 2024/25 was set during the January 2024 Parish Council meeting at £6542. After including future capital expenditure (£1000) the amount of the precept from North Somerset Council was £7542.

We continue to be in the cheapest 1/3 of all parishes in North Somerset by precept.

I would like to thank those who have shown an interest in the Parish and its Council over the last year and encourage those who have yet to do so.

Finally, on behalf of the Parish, I would like to thank my fellow Councillors: Mrs Rachel Dickinson, Mr Dav Baulch, Mr Dave Wherrett and Ms Claire Flower - not forgetting the Clerk to the Parish Council, Mr Don Hill - for their hard work and support over the last year. Thanks are also due to Bob and Val Baldwin who, despite their retirement, continue to look after the Village notice board for us.

ORDINARY MEETING OF THE COUNCIL

- 032/24 APOLOGIES**
NSC Cllr Nigel Ashton
- 033/24 DECLARATIONS OF INTEREST & DISPENSATIONS**
(Dispensations apply to resident Cllrs re the setting of the precept, and to all Cllrs relating to Village Hall matters)
None
- 034/24 LAST MEETING MINUTES + MATTERS ARISING**
Minutes of the meeting held on April 8th 2024 were agreed and signed.
- 035/24 GOVERNANCE:** The Annual Governance Statement, being Section 1 of the Annual Governance and Accountability Return (AGAR) 2023-2024 was approved and signed.
- 036/24 PLANNING** (The NSC website has full details. Applications notified on the meeting day will also be considered)
Approved: 23/P/0648/FUH Taggart Cabin.
- 037/24 PARISH MATTERS**
i. Street Light: Awaiting new costings.

- ii. **Traffic Speed Issues:** This project was set out in the April minute 023/24ii, with Cllr Flower as the lead. The project will be looked at at the June meeting of the Council.
- iii. **Walton Bay Transport Update:** Cllr Wherrett
Cllr Wherrett completed NSC's "BSIP refresh" consultation re buses and bus lanes but it would not accept his email address.
Closing dates for BSIP WESTlocal funding for bus groups is now the end of May. 'All Aboard The Bus' (AATB) have a bid in but report that there is a lack of information and support about the process from NSC. They went public about this via social media, where NSC lead on the matter, Councillor Young, found it, explained that the bids were being worked on and that she would respond to AABT specific concerns via e mail by Friday 10th. That response is still awaited. The outcome of this, or some other bid is crucial to progress, but in the meantime AABT continues contact with potential service providers and will be represented at Portishead Town Councils Transport meeting on May 16th.
The new closer Zones for WESTlink buses seem to be having some impact, drivers still say they drive miles to pick up individual passengers.
- iv. **NSC Car Parking and Waste consultations:** Our input to both consultations was acknowledged by NSC.
- v. **Footpaths: Plumtree to Common stiles:** The two kissing gates due to be installed on May 14th.
- vi. **Village Notice Board:** Door perspex purchase awaited.
- vii. **Government Issued Portrait of the King:** Delivered to the Hall by Clerk this evening.
- viii. **Parish Maintenance:** The appointment of a contractor to carry out a specified scheme of work for the parish to keep highways and street furniture in a good and welcoming condition was thought to be sound. A timetable and a precise scheme will need to be prepared, against which quotations from contractors insured to do work on the highway can be approached for quotes. The costs can then be put into the next budget under the Parish Maintenance head. A project lead will be needed to steer the establishment actions and to oversee the resultant contract. There may be a contractor able to provide the needed services. The project will be discussed further at the June meeting.
- ix. **The B3124:** The national speed limit sign re-erecting by NSC due. The similar signs on the Portishead entry to the village are illegible. **Clerk to report to NSC.**
- x. **Speed Limit Repeater Signs:** These signs are no longer a legal requirement, so them being kept visible is a matter of affordability rather than legality.
- xi. **Walton St Open Section of Brook:**
 - a. **Damaged retaining wall repair:** The initial damage was caused by a car; however, the topping stones are now loose over an extended length of the wall. Repair is the responsibility of NSC Structures, who appear to have given the work a low priority.
 - b. Detached gabion causing blockage in bed of brook. Reported to NSC, the responsible riparian agency.

038/24 COUNCILLORS REPORTS Cllr Wherrett

Blocked drains on the Coast Road by Coast Caravan Park (CCP) and from Squires Cottage to Two Acres Drive: Reported by Cllr Wherrett. The Clerk raised the drains at CCP with NSC some years ago. They explained a few things. First, the gullies were put in a very long time ago. Second, since the gullies were put in, CCP appeared. Third, since the gully outlets are in the CCP field, any attempt to jet them was likely to damage anything - ie a Caravan - that may be pitched over the outlet. For this reason the gullies have been allowed to fall into disuse. After many years this has not, so far, caused any flooding along that section of Coast Road.

The water from Squires Cottage has traditionally run down the curb-side to the gullies at Two Acres Drive. Those gullies are piped down through The Bay and Sandbanks, and under the Cliff Path, where they outfall onto the beach below. A few years ago those Two Acre Drive gullies were not as

clear as they could have been and some really bad weather meant they overflowed down into properties in The Bay. The reasons for the situation may be the same as those at CCP, Cllr Wherrett has undertaken to let the Clerk know how many gullies are involved and which side of the highway they are. The Clerk will then marshal and map the facts, and seek the NSC position. Given the changing weather patterns we are facing, we will also ask if NSC are developing a long term drainage strategy to ensure optimum flood prevention for Walton Bay homes. Action: **Clerk to liaise with NSC and place this item on the June meeting agenda.**

Soil Erosion Undermining the Walton Bay Bus Stop: This problem was reported to the Parish Council yesterday, May 12th, by a resident who supplied Cllr Wherrett with pictures of soil erosion eating under the pavement around the bus stop. This small stretch of land between Sunny Bank and Two Acres Drive contains a notice board (belong to the Parish Council and positioned on the land of EMM Properties Ltd, owners of The Bay and Sandbanks), a mail box, a seat (belonging to NSC), a bus stop and a telegraph/electricity pole. This erosion could eventually start undermining the highway and cause danger to traffic. Any underpinning will need to be done on EMM land and will involve liaison with the various utility owners on the site. All this falls to NSC to manage and to repair, so the Clerk informed them of the position on Sunday 12 May, and provided the name and address of EMM. A response from NSC will be keenly awaited.


039/24 FINANCE

- i. **2024-25** Accounts to date were reviewed against the bank statement, and approved.
- ii. **2023-24 Accounts:**
 - a) The Certificate of Exemption – AGAR 2023/24 Form 2 was approved and signed.
 - b) The 2023-24 internal auditor's report was noted: it contained no adverse comments for action.
 - c) AGAR Section 1 – Annual Governance Statement 2023/24: see Minute 041/24 above.
 - d) The AGAR Section 2 – Accounting Statements 2023/24 was approved and signed.
 - e) The 2023-2024 Bank Reconciliation was approved and signed.
 - f) The external auditor's conflict of interest form revealed no conflicts of interest and was signed to confirm that situation.
- iii. **Cheques: 843** P Smith re internal audit £50.00. **844** ALCA replacement cheque. Ch 841 lost in post and to be cancelled. These two payments were approved and the cheques signed.

040/24 DATE OF THE NEXT MEETING

Monday June 10th at 7pm in the Village Hall

The meeting closed at 7.50pm

From: Donald Hill clerk@waltoningordanopc.org.uk 
Subject: DRAFT MINUTES OF THE ANNUAL PARISH MEETING MAY 13TH 2024
Date: 15 May 2024 at 19:02
To: [REDACTED]
Bcc: Donald Hill clerk@waltoningordanopc.org.uk

DH

[REDACTED] by Post

Dear All

I attach draft minutes of the Annual Parish Meeting held at the Village Hall on Monday May 13th.

May I ask attendees to let me know if they feel this draft needs amending? If you do not respond I will presume you agree that the minutes are a true and accurate record of the meeting outcomes.

The aim is to contact attendees before they forget the details and agree these minutes for signature at the next PC meeting on June 10th.

Best wishes

DON

Donald Hill

Clerk, Walton-in-Gordano Parish Council

*18 Mitford Slade Court, Mendip Road
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07774 125578



WalG APM 2024
Minutes.pdf

ANNUAL PARISH MEETING

Monday May 13th 2024 - 8pm - The Village Hall

(Due to GDPR regulations only Councillors and report contributors have been specifically named in these minutes)

APM24/01 APOLOGIES

Emma Edwards (re Cross Tree Chronicle and St Paul's Church), NSC Ward Cllr Nigel Ashton

APM24/02 MINUTES OF THE 2023 MEETING AND MATTERS ARISING

The Chair asked if there were any matters arising out of 2023 minutes.

Any actions called for via these minutes were passed to the Parish Council, followed up, and reported via their minutes. The 2023 minutes were circulated to attendees after the meeting and signed as a true record at the June 2023 Parish Council meeting.

APM24/03 REPORTS FROM INTEREST GROUPS

Parish Council Chair's report

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Brian Cannell - Chair of the Council

Walton-in-Gordano Village Hall

2023 showed a slight increase in hirings over 2022.

We still have the 2 table tennis clubs playing their matches at the Hall and this accounted for over half of the year's hirings

In addition to these, we also hosted several Village events including The Summer Fair, Quiz Night, a Coronation Lunch and Christmas Lunch; the Parish Council held their monthly meetings here; there have been regular dance practice sessions; some band practices and there were also private parties and meetings, and a couple of weddings.

June and Dave continue to be our cleaners and we are regularly complimented on the clean state of the Hall.

With regards to finances, the table tennis hirings are keeping us afloat but only just. We could do with more larger bookings such as weddings which usually hire the Hall for 2 days, but this seems to be more and more dependent on having a car park.

Looking to the future, we need to increase the number of hirings, especially during the day, but this also seems to be reliant on the provision of a car park for which we are currently preparing a report to accompany our planning application.

The Hall is currently in good repair and we look forward to its continued, and preferably increased, use by the local community in 2024.

Sadly, the year ended with the sudden death of our Chairman, Sue Betts, which has stunned us all and has impacted every aspect of our Village.

Deb Tovey - Bookings Secretary

St Pauls Church

Well, what an interesting year! St Pauls has been slowly declining over several years, Sue Betts Churchwarden has worked to keep the doors open but with such a small congregation it has been an interesting challenge. There was 3 members on the PCC Noel Hector, Sue Betts & Emma Edwards. They started a conversation in Autumn 2023 regarding the way forward recognising the need for change. Emma Edwards agreed to become the Treasurer and support general housekeeping duties, Sue would continue in her role as Churchwarden. Very sadly Sue passed away at the end of 2023, which brought forward the plans for 2024 regarding the restructuring of the services and making a plan for the future of St Pauls church.

The first 3 months of 2024 have been a challenge navigating the loss of a friend/villager and reassuring the village community that we will continue to work hard to keep the doors open but their support is needed. It is very positive that the congregations have risen from an average number of 4/6 to an average of 20, the monthly services have proved popular and the support from the village has been heartwarming. The Church finances are not as healthy as we would like, and currently the finances will allow us to keep the church open for a further 18 months only, so further discussions will be had throughout 2024 regarding that issue.

The PCC is now Noel Hector, Emma Edwards, Kevin Edwards, Pat Wood, Nick Wood & Brodie Lyon there is no churchwarden at present, the AGM was well attended, the Electoral Role has 16 members. The Parish office is the first contact point for St Pauls, the monthly outreach café is on the first of the month run by the community, services on the second Sunday of the month. St Pauls will be Audited in June by the Diocese.

We look forward to our Annual Flower Festival in September.

Emma Edwards

Cross Tree Chronicle - A Brief History

Minute 116 (v) of the Parish Council meeting held on 12th December 1983 reads:

'Notice Board in Walton Bay. A suggestion was made that a notice board be erected in Walton Bay to enable the many residents who live in that part of the parish to be kept informed of the various events taking place in the village.

Alternatively, it was pointed out that an 'Information Sheet' could be published monthly setting out the dates and other information for events taking place locally. Mr A.G.Maclvor kindly offered his services as editor and Mrs.Wills kindly agreed to do the printing. A copy of this news-sheet will be delivered by hand to every house in the parish for a trial period of a year.'

This Parish Council 'trial' continued as a double-sided A4 sheet for 34 years - until December 2017. It was contributed to, produced and distributed by a changing but energetic band of volunteers. For many years it was edited and put together by Michael Hollingsworth at Springhead and then, after Micheal's passing in 2009, by his wife Audrey. Audrey retired from preparing the Newsletter in July 2015, and the August 2015 edition was the first one to be assembled and produced by Emma and Kevin Edwards.

In January 2017 The Social Club took over responsibility for funding the Newsletter and in that edition Emma and Kevin invited ideas for a new name for the publication. As a result, the Cross Tree Chronicle was first published in February 2017 and has grown from strength to strength ever since, adopting various electronic distribution methods that are so much part of modern communication.

The Cross Tree Chronicle now has a distribution of 200 paper copies, 90 emailed copies and there are 54 people on WhatsApp group who receive it.

The Walton Chronicle continues to be managed by Emma and Kevin, who, in addition to chasing up contributors for their regular entries, prepare an editorial and some really interesting pieces on local history and current happenings. The social club continue to fund it and, as with the later Information Sheets before it, it is printed at The Parish Office, who provide an invaluable service to us. There are nine parishioners who make up the delivery team.

As a Parish, we owe a huge debt of gratitude to all the past and present Editors, contributors, printers and delivery volunteers who have given so much time to keeping our publication going, and to the Social Club for the continued support and funding it provides. In particular, of course, thanks are due to Emma and Kevin for developing a simple Newsletter into a lively and interesting monthly publication over the past nine years.

Emma says "I appreciate I am biased, but the Newsletter/Chronicle has been an amazing success in our small village, and for such a small village to produce a newsletter every month is an amazing achievement - even through COVID it was funded privately so it could continue."

How right she is... and long may this endeavour continue to flourish!

**Emma Edwards - Editor and
Don Hill - erstwhile, and briefly, typist
and printer of the Newsletter in the 1990s**

APM24/04 OPEN DISCUSSION

Road and Traffic Issues

The question was raised as to what the Parish Council are doing about traffic and speed issues in the Parish. The problems affect all four of the Parish's roads, but, although not specifically mentioned, it is implicit that the key worry relates to the B3124 and its Cross Tree and Moor Lane junctions together with the objective of achieving a 20mph speed limit on the B3124 through the Parish.

Claire Flower, who is impatient to achieve these aims, and leads on the matter as a Parish Councillor, explained that nothing will happen unless we can persuade NSC to move away from its reliance on government prescribed notions of best practice, and to consider the urgent needs of local road safety, and the needs of non-motorist highway users. Key to this is the gathering of traffic volume and speed data on a 24 hour a day basis. It will require volunteers to operate the system, and probably require a year's worth of data before a robust enough case can be presented to NSC. This is largely because NSC highway regulations do not allow for a mobile SID to remain at the same location for more than two weeks (although this can obviously be a point of discussion with them), and because it is a given that motorists become used to such kit after a time and start to ignore it. To keep a SID productive throughout the year we will need a total of six locations, each with a sight line of at least 60 metres, at which to place it. Dave Wherrett pointed out that a recent SpeedWatch exercise supported the expectation that these other locations will have the benefit of supplying data on traffic feeding onto and off the B3124).

The data gathering kit of choice is a speed indicator device (SID), that will cost around £6000, of which the Parish Council will be able to ring fence £3000 within its 2025-26 budget. Further funds could be provided by ring fencing them in future years, but it will take several years for such a small council to accumulate the amount needed. An alternative will be to seek donations or grants to make up the the funding need and this is being investigated. It was pointed out that, at best, this would mean at least two years before enough data could be collected and yet further time for a project to be put together, possibly via specialist consultants at a further cost of some £2000. Success will then turn on NSC's accepting and implementing the plan. Whilst this delay on a matter of such urgency is reasonably deemed as unacceptable, it is probably the most realistic

route to planning and achieving the desired outcomes in the local government world of regulations, best practice and a funding crisis. (It does not mean that every opportunity that presents itself should be sought to speed the process up).

The view was expressed that the outcome of all the proposed time and expenditure would not cure the problems. It was countered that if the reduction of the speed limit from 30mph to 20mph resulted in real speed limits dropping from 40mph to 30mph, that would at least be a positive result. Apparently in Weston-in-Gordano, where a 20mph speed limit is in place (which is regularly monitored by SpeedWatch), it is quite closely adhered to.

The longer term outcome might be for fixed data collection devices to be located at each B3124 entrance to the Village, although these would be significantly more expensive. It was also suggested that some of the SID cost could be recouped by hiring out, or even selling, it to another needy parish or parishes.

Highway Stability at Walton Bay Bus Stop

A question about this was raised. Don Hill said that the matter was reported to him and handled as reported in this evening's draft Parish Council meeting minutes:

This problem was reported to the Parish Council yesterday, May 12th, by a resident who supplied Cllr Wherrett with pictures of soil erosion eating under the pavement around the bus stop. This small stretch of land between Sunny Bank and Two Acres Drive contains a notice board (belong to the Parish Council and positioned on the land of EMM Properties Ltd, owners of The Bay and Sandbanks), a mail box, a seat (belonging to NSC), a bus stop and a telegraph/electricity pole. This erosion could eventually start undermining the highway and cause danger to traffic. Any underpinning will need to be done on EMM land and will involve liaison with the various utility owners on the site. All this falls to NSC to manage and to repair, so the Parish Clerk informed them of the position on Sunday 12 May, and provided the name and address of EMM. A response from NSC will be keenly awaited.

Golf Course Footpath

After the state of the path had been reported to the Parish Council by two residents, NSC undertook to check on it and cut it back as it has done on occasion before. Staff shortages and financial pressures have led to NSC being less able to respond effectively, if at all, to requests in several areas of its activity and this path seems to have fallen victim to that problem. However, the Parish Council's remit is to care for the needs of *this* Parish, so it will continue to press for action re this footpath's maintenance. It will also raise the issue of gates along the path that are falling into various states of disrepair. **This topic will be returned to the Parish Council Agenda.**

Other Footpaths

A question was raised about the footpath from the B3124 (halfway between Clevedon and Walton): it is routed down across Home Farm alongside the square wood below the railway line and then across the moor to Norton's wood. Also raised was the issue of the footpath from Plumtree to The Common in the woods above the fields. Rachel Dickinson confirmed that Avon Wildlife Trust manage this area and are responsible for keeping it clear.

Car Parking on B3124 Verge by the School Sports Field

Careless parking is a habit along that stretch of the B3124 that runs past the Clevedon School playing fields lying within our Parish. Could anything be done about it? Brian Cannell reported that he recently past this spot and saw police apparently issuing tickets to each of the cars parked there.

NSC Waste and Car Parking Consultations

Someone asked if the Parish Council had responded to these consultations. The original consultation website only provided for responses from individuals, so the Parish Council sent its responses, as in its April meeting minutes, directly to the NSC Councillor leads on each of the Waste and Car Parking consultations. Each of the leads responded to the Clerk confirming that the Parish Council comments had been passed to the responsible teams.

The meeting closed at 9.15pm

WALTON-IN-GORDANO PARISH COUNCIL INCOME & EXPENDITURE: 1st April 2024 - 31st March 2025 (Precept £7542.00)

[illegible]

[illegible]

WALTON-IN-GORDANO PARISH COUNCIL
In the North Somerset Council Ward of Gordano Valley

WALTON-IN-GORDANO PARISH COUNCIL FINANCIAL REGULATIONS

Adapted from the National Association of Local Councils (NALC) template April 2024

These Financial Regulations were adopted by the council at its meeting held on June 10th 2024

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 £500.

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/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/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. The monthly accounts will form part of the pre-meeting paperwork supplied to members and as published on the website. At each monthly meeting and at each financial year end, the council shall verify bank reconciliations as shown in the accounts and via the bank statements. The meeting's acceptance and approval of the reconciled accounts will be recorded as a minute of the meeting.
- 2.7. Regular back-up copies shall be made of the records 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 reasonably 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 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 for the following financial year and the final version shall be included in the budget proposals that receive approval at the January meeting of the Council each year.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Capital projects tend to be reliant on North Somerset Council input. They take a long and tortuous route from inception to completion. The Council budgets for them via its current budget and/or via its Capital Provision. The Capital Provision is primarily accumulated for Highway and Parish Maintenance projects that would in the past have been funded by North Somerset Council. As a project emerges to the point of being budgeted for, the Council will ring-fence a budget within the Capital Provision and adjust it nearer completion between current budget and Capital Provision funding as is deemed appropriate.

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

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The 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 5.12) obtain prices as follows:
- 5.6. There are no circumstances in which the council is likely to issue contracts estimated to exceed £30,000 including VAT, as at 5.7 below.
- 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/RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk/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;

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.

- iv. goods or services that are only available from one supplier - for example North Somerset Council - or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, in an emergency, for any items below £200 excluding VAT, such expenditure to be ratified and minuted at the next following meeting of the council.
- the Clerk, in consultation with the Chair of the Council, and only in an emergency, for any items below £500 excluding VAT, such expenditure to be ratified and minuted at the next following meeting of the council.
- The council, for all other items of expenditure.
- in respect of grants, the council, or a duly authorised committee of the council, within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £500.

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

5.16. No individual member, or informal group of members may issue an official order 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 except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety in relation to council assets, the clerk may authorise expenditure of up to £500 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 HSBC. 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.
- 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, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. These regular payments shall be evidenced to the council via the presentation to each meeting of the annual accounts to date, duly reconciled with bank statements and subject to the meeting's minuted scrutiny and approval.
- 6.8. A list of such payments shall be indicated within the accounts as being paid by direct debit (DD) or by standing order (SO).
- 6.9. The Clerk/RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any emergency payments of up to £200 excluding VAT, within an agreed budget.
 - ii. Any emergency payments of up to £500 excluding VAT in cases of serious risk to the delivery of council services or to public safety in relation to council assets.
 - 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/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 for review and ratification.
 - iv. Details regarding fund transfers or payments that have not been pre-authorised and minuted at a meeting, must be circulated to all council members by email for their comment and approval, except that emergency payments at i. And ii above shall be notified by email for information. In all cases a list of such payments shall be submitted to the next appropriate meeting of council for review and ratification via a minute of the meeting.
- 6.10. The RFO shall present details of payments requiring authorisation as part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the invoices for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised invoices shall be signed by the person chairing the meeting and one other councillor who is authorised to approve payments by virtue of them being signatories on the bank mandate. A detailed list of all payments so authorised shall be disclosed within 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 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any approval process per 6.10 above. 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.
- 7.4. The Service Administrator shall process all items due for payment online under the authority of the minuted approval and the two authorising signatures on each payment made.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall make 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 per 6.10 above.

- 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. All payments made in a month shall be detailed via the accounts presented to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as pension contributions and HMRC) may be made by variable direct debit, provided that the instructions are signed 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 per 6.10 above, 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 by two authorised members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO and notified to the next meeting of the council for approval. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to and ratified by the council at its next meeting.

9. Payment cards

- 9.1. to 9.4. The council does not have any payment cards.

10. Petty Cash

- 10.1. The council does not handle any petty cash.

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. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the accounts. To ensure accounting accuracy payroll payments will be reviewed with the accounts at each meeting of the council and, in relation to the payments to HMRC, at the end of each payment quarter.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written 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 conducts no income-generating activities.
- 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. Any repayment claim under section 33 of the VAT Act 1994 shall be made where the claim exceeds £100 during a financial year.
- 13.7. The council does not handle cash.
- 13.8. The council is not involved with any charity except via a non-interest bearing and non-repayment first charge of £40000 on Hewish and Puxton Village Hall Ltd, as detailed in the council's asset register and the charge deed on file.

14. Payments under contracts for building or other construction works

14.1. - 14.2. The council has no property or land interests and no involvement with building works.

15.Stores and equipment

15.1. - 15.4. The council has no stores or equipment.

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 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/RFO shall give prompt notification to the council of all new risks 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 clerk/RFO shall negotiate all claims on the council's insurers.

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 by the council.

18. Charities

18.1. The council is not involved with any charity except as at 13.8 above.

19.Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk/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 dis-apply 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.