



**REPORT TO WESTON-SUPER-MARE  
TOWN COUNCIL**

**15<sup>th</sup> July 2019**

**MAYOR'S ENGAGEMENTS**

**16<sup>th</sup> May – 15<sup>th</sup> July 2019**

**Town Mayor**

**Councillor Mark Canniford**

### ENGAGEMENTS SUMMARY

TOWN MAYOR Cllr Mark Canniford	43
DEPUTY MAYOR Cllr James Clayton	4
TOWN COUNCIL LEADER: Cllr Alan Peak	1

### TOTALS TO DATE

TOWN MAYOR Cllr Mark Canniford	43
DEPUTY MAYOR Cllr James Clayton	4
TOWN COUNCIL LEADER Cllr Alan Peak	1
TOTAL	48

### SIGNIFICANT EVENTS

Hildesheim Visit to Weston-super-Mare (Mayor & Councillors)

Armed Forces Weekend

Armed Forces Days Charity Dinner (Simon Weston OBE)

DATE	EVENT
<b>May</b>	
16	Mayor making Ceremony & Reception
18	opening of the Pauline Quirk Academy
19	Bristol Lord Mayor Annual Civic Service
24	Bridgwater Mayor Making Ceremony
28	Ramadan 'Break the Fast' meal
<b>June</b>	
1	Bath Mayor making Ceremony
7	Museum Volunteers Awards Night 40 years anniversary in UK for Mr Minh Xanh
8	Nashley House Summer Garden Party Macmillan Charity Fund raising event at Royal Hotel
11	Hildesheim Youth Exchange Fund Raising Night
13	Soroptimists Skirting Science Event Visit to NSC by Hildesheim Delegation Formal Reception for the Mayor of Hildesheim
14	Visit to Weston College by Hildesheim Delegation Reception at Mayor's Home Address for Hildesheim Delegation
15	Tour of Thatcher's Cider Farm by Hildesheim Delegation Opening of furniture for the Weston Woods Glade (Deputy Mayor)
20	Meeting with Sayd Ahmed & Lisa Mensah re New Charity start up 40 Commando Commanding Officer Reception Open the RNLi Exhibition at Weston Museum (Deputy Mayor)
21	Fundraising event for Weston Hospicecare
22	Armed Forces Days Opening Ceremony Armed Forces Day Fund Raising Dinner with Simon Weston
23	Armed Forces Day Dignitaries Reception Armed Forces Day Closing Ceremony
25	Multicultural Friendship Association (MFA) Triple Celebrations
27	Tourism Interview with Radio Coventry
28	MV Balmoral platinum celebrations (Leader) Revealed Projects fundraising Ball
29	WTC Elected Members Induction Day City of Wells Mayor making Ceremony

30	Yeovil Civic Service
<b>July</b>	
1	Sayd Ahmed EID meal for vulnerable people
3	Interview with Somerset Live
6	open the National Majorettes Championships Worle Operatic & Drama Society production of Guys & Dolls
7	RNLI Open Day
8	Test Drive DS 7 Crossback car
9	Healthwatch North Somerset AskmyGP open meeting Broadoak College Creative Arts Showcase and Awards Evening
11	Older Person's Information Day Filming of video in DS 7 Crossback car Digital I-Tea sessions for help with askmyGP (Deputy Mayor) Annual Ascot Group Summer Ball
12	Windwhistle School Summer Fete
13	Weston Sea Cadets Summer Fayre
15	Presentation of Chutneys takeaway Outstanding Progress awards at Windwhistle School (Deputy Mayor)

## Weston-Super-Mare YOUTH COUNCIL Meeting Notes

A.	<b>Date of meeting:</b> 11/06/19
B.	<b>Meeting Start Time:</b> 6pm
C.	<b>Where is the meeting:</b> YMCA Youth Cafe
D.	<b>Attendance –</b> Shaun Reed, Olivia Finch, Iris Smith, Jodi Mossebo-Boss, Jacob Robins, Izzy Caine, arrived at 6.20pm
	<b>Attendance –</b> Youth Council Officers – Alli Waller Councillors – Sarah Codling, Gill Carpenter, Ella Jade Sayce, Daniel M Ashworth
F.	<b>Welcome –</b> New Councillors on their new posts
1.	<b>Apologies for Absence –</b> Jess Kinchant
2.	<b>Declarations of Interest –</b> None
3.	<b>Notes of Last Meeting –</b> None due to Jess's sudden absence
4.	<b>Youth Council Moving Forward -</b> <b>Climate change</b> Litter in Town – Discussed ways in which YC can help to combat this issue, More recycling bins on the seafront similar to Bude's litter pick stations. It was agreed that the youth council would like to get involved more by offering a BBQ on the beach to encourage people to swap a bag of rubbish for a burger. It was discussed about partnering cleaner coastline.
5.	<b>German Exchange</b> Youth council are waiting to hear if places are available for them from Damien. Issy and Olivia both said that not many young people are interested at school because more YP take Spanish nowadays. Can we have an update please as soon as possible?
6.	<b>Youth Council Magazine</b> <b>Where are we at?</b> Olivia said most of the articles were ready and sent to Damien. He was supposed to send the articles to her but she hasn't received them as yet. Alli to chase and make sure this has been done by next meeting. It was mentioned that leaflets will need to be printed. Councillor Sayce explained there was a printing company that offered free or discount for charities. We would need two thirds of our target audience printed. Issy to check how many and how much it would cost. Circulation could be done through Mr Wilmot at Priory Alli offered help from YMCA marketing team. Alli to invite Lauren to next meeting to help with set up of magazine.
7.	<b>Social Media</b>

	Olivia highlighted that the Youth council had lots of different pages. It was agreed they would all be disabled and just one set up for each, Facebook, Instagram Whatsapp. Josh offered to take control of this. Also a group email to be set up.
8	<b>Expenditure:</b> Issy asked what the Budget for youth council was, Sarah Codling confirmed £3,000
9	<b>Partnership with outside Organisations –</b> Cleaner coastline?
10	<b>A.O.B.</b> Charity of the year – Youth council wanted to raise money for other charities. Councillor Sayce suggested we concentrate on one Charity each year. It was agreed and a charity would be picked at next meeting. Hoodies – Alli told those members who didn't have a hoodies to collect one at the end. Issy reminded the council that they will need to elect a new Chair as she would be stepping down in the summer.
11.	<b>Date of Next Meeting</b> 9 <sup>th</sup> July Time: 6pm Venue: YMCA Cafe
	<b>Meeting End Time:</b> 6:55pm

7.

TOWN COUNCIL - 15<sup>th</sup> JULY 2019

**DRAFT SHOPFRONT DESIGN GUIDE - PRESENTATION BY CARA MACMAHON**

The following message from North Somerset has been emailed to all town councillors:

**Message from North Somerset Council Consultations**

**North Somerset Draft Shopfront Design Guide Supplementary Planning Document**

We have produced a Supplementary Planning Document which provides shopfront design guidance and information on the conversion of A use class properties to residential use.

This document builds upon and provides more detailed advice and guidance on the policies contained in the Core Strategy, the Sites and Policies Plan Part 1; Development Management Policies and the Weston Town Centre Supplementary Planning Document. In particular, it relates to Core Strategy Policy CS12 and Development Management Policy DM32. It also fulfils an action agreed in the adopted Great Weston Conservation Area Management Plan.

Once adopted by the council this document will become a material consideration in planning decisions. The Design Guide will present guidance on best practice shop front design and the conversion of retail units to residential use. It will provide business owners and developers clear guidance that can be used to inform planning applications and design standards.

**Consultation**

The consultation is open from **Monday 1 July until Monday 12 August 2019**.

The document is available to [view online](#), or you can view a paper copy at the Town Hall, Weston-super-Mare or Castlewood, Tickenham Road, Clevedon during normal office hours.

The easiest way to comment on the document is [online](#).

Alternatively you can send your comments by email to [planning.policy@n-somerset.gov.uk](mailto:planning.policy@n-somerset.gov.uk) or by post to

Regeneration Team Post Point 15 Town Hall Walliscote Grove Road Weston-super-Mare BS23 1UJ

Comments must be submitted by **5pm on 12 August 2019**.

Following this consultation any comments made will be considered and the document amended if necessary. It will then be reported to full Council on 24 September 2019 for adoption.

7.

RFA TIDEFORCE AFFILIATION – MINUTE EXTRACT FROM THE POLICY AND FINANCE COMMITTEE (15<sup>TH</sup> APRIL 2019)

---

**Affiliation of Weston Town Council with RFA Tideforce**

The report of the Town Clerk had been previously circulated with the agenda.

RFA Tideforce was one of four Tide-class replenishment tankers of the British Royal Fleet Auxiliary (RFA). A request had been received from the Commanding Officer, Captain G C Shattock, in a letter dated 11<sup>th</sup> March for Weston-super-Mare to affiliate with RFA Tideforce.

The Town Council had had no prior knowledge of the proposals for the affiliation between RFA Tideforce and the Town and the Town Clerk had replied that, while the Council felt honoured by the proposal, the letter of 11<sup>th</sup> March was the first correspondence that had been received on the matter and it had not been previously discussed at any public or internal meeting.

The correct process, following an invitation for such an affiliation, was for it first to be considered by elected members, hence the report. If the committee agreed to the affiliation, then the affiliation has to be submitted for formal approval at a full Town Council meeting.

The annual Town Council and Mayormaking meeting on the 16th May would be the first meeting of a newly elected administration setting up the new council post-election and would not be able to discuss substantive business. However, a full council meeting had been put in the calendar for 15<sup>th</sup> July and would be able to resolve to approve the affiliation if the committee was minded so to recommend.

A Service of Dedication of the ship was planned for August and the new Mayor would be invited, should the affiliation be accepted.

**PROPOSED BY:** Councillor Michal Kus

**SECONDED BY:** Councillor Peter Crew

A vote was taken and **carried**. Accordingly, it was:

**RECOMMENDED:** To approve in principal and recommend for formal approval at the full Town Council meeting on 15<sup>th</sup> July 2019 the affiliation of the Town Council with RFA Tideforce.



9.

**REPORT TO THE TOWN COUNCIL**  
**15<sup>th</sup> JULY 2019**

**TOWN COUNCIL STRATEGY 2020-2024**

---

In the first year of previous four year electoral cycles the Council has produced a Town Council Strategy. The last Strategy was for the term of office 2016 – 2020. A copy of was included in your members' induction pack and is also available on the Town Council website: see 'Policies'. It set out the Council's high level, strategic aims covering key principles and objectives for the last four year term and most of it has been implemented.

Having a Town Council Strategy offers an opportunity for higher level, forward thinking about the needs of the town and how the Town Council can best meet those needs over the coming four to five years, bearing in mind the economic, social, technical and environmental challenges and opportunities. The Strategy assists as part of good corporate governance in being clear about its objectives for the four years - but it does not bind a future council from reacting to the need for changes of direction.

It would be helpful for the new Strategy 2020-24 to be largely prepared between July and November, in advance of and to inform annual budget setting for the next financial year 2020-21. I recommend that the Council set up a small Working Group of say 5 or 6 key members to discuss the contents of a new Strategy with senior officers and report back to the Town Council with a draft Strategy 2020-24 for approval.

It is suggested that as in 2015 perhaps the group could consist of the Leaders of each of the three political groups plus the Chairmen of the Community Services and Tourism & Leisure Committees; or alternatively it could be Leaders plus Deputy Leaders.

**RECOMMENDATION**

That the Council set up a small Working Group of 5 or 6 members to discuss and agree the contents of a Strategy and report back to the Town Council.

Malcolm L Nicholson LL.B, DMS, PSLCC  
Town Clerk  
5<sup>th</sup> July 2019

## WESTON-SUPER-MARE TOWN COUNCIL



### FINANCIAL REGULATIONS

(reviewed 15.07.19)

These Financial Regulations were adopted by the Council at its meeting held 14<sup>th</sup> March 2016 and have been subsequently reviewed annually.

#### 1. General

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.

- 1.2 In these regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Local Audit and Accountability Act 2014 and then in force.
- 1.3 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide (England), which is published jointly by NALC and SLCC and updated from time to time.
- 1.4 **The Responsible Financial Officer (RFO)**, is a statutory office and shall be appointed by the Town Council. The Deputy Town Clerk holds the role of RFO as appointed by Council and these regulations will apply accordingly.

The RFO, acting under the Policy direction of the Council, shall be responsible for the proper administration of the Council's affairs. Allowing that delegation to other members of staff is necessary, the Responsible Financial Officer's duties are as follows.

- 1.4.1 Prepare Financial Reports for the Council and Committees as required. These reports will cover budget monitoring, fund balances, receipts, payroll, payments of accounts and other relevant financial matters
- 1.4.2 Prepare Draft Estimates which, when approved by the Council, will form the Annual Budget for authorised spend, monitoring and control purposes, as well as report on comparisons between actual and budgeted expenditure to appropriate committees and the Council.
- 1.4.3 Submit the Precept to the District Council.
- 1.4.4 Control the banking of all money received and payments expended by the Council, manage cash flow and control investments and bank transfers.
- 1.4.5 Ensure that all money due to the Council is billed, collected and banked promptly.
- 1.4.6 Identify the duties of all officers responsible for financial transactions and ensure, as far as possible, the division of responsibility of those officers to avoid potential conflict.
- 1.4.7 Control and manage all payments by cheque, autopay, Bank Transfer / BACS, cash or Direct Debit.
- 1.4.8 Undertake the overall management of payroll including the Local Government Pension Scheme. Ensure the prompt payment of tax and national insurance payments at the correct times and ensure, where appropriate, the prompt payment of sums due to the Pension Authority.
- 1.4.9 Ensure all VAT returns are submitted promptly and VAT inspections are dealt with in a proper and timely manner.

- 1.4.10 Ensure that all invoices for payment are allocated to the correct expenditure heads.
- 1.4.11 Ensure the production of final accounts and financial statements and report to the appropriate committee and Council in accordance with the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998.
- 1.4.12 Ensure the productions of accounts and records for external audit in accordance with the Accounts and Audit (England) Regulations 2011 and the Audit Commission Act 1998.
- 1.4.13 Monitor compliance with the Council's Financial Regulations to ensure correct financial systems are in place and to ensure compliance with accounting requirements and legislation.
- 1.4.14 Manage insurance and other risks, process claims as necessary and report as appropriate to the Council or appropriate Committee.
- 1.4.15 Maintain the Council's register of property and assets as required by section 5 (3b) of the -Accounts and Audit (England) Regulations 2011

## **2 Annual Estimates**

- 2.1 The policy and Finance Committee, together with each Standing Committee, shall formulate and submit proposal to the Council in respect of Revenue and Capital costs for the following financial year not later than the end of November each year.
- 2.2 Detailed estimates of all income and expenditure including the use of reserves / earmarked reserves and all sources of funding for the year shall be prepared each year by the RFO
- 2.3 The Council shall review and set the Budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the Precept to North Somerset District Council, the billing authority, and shall supply each member with a copy of the approved Budget
- 2.4 The annual Budget shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a ~~prepare and have regard to a~~ 5 year forecast (Medium Term Financial Plan) which shall be prepared and reviewed annually.
- 2.6 The Council will aim to maintain a general reserve at a level normally 4 x monthly revenue expenditure excluding any approved Earmarked Funds.

### **3. Budget Control**

- 3.1 Expenditure on Revenue items may be incurred up to the amounts included in the approved budget. Virement within individual budget headings shall be delegated to the Town Clerk having been prepared by the RFO. Virement between one cost centre and another shall be determined by the Town Council.
- 3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget without reference to the Policy and Finance Committee, who may decide to refer the matter to the Town Council
- 3.3 The RFO shall provide the Policy and Finance Committee and the Council with a monthly statement of Income and Expenditure under each head of the budgets, comparing actual expenditure against the Budget.
- 3.4 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is a budgetary provision for the expenditure, subject to a limit of £5,000. Such decisions will be reported to the Town Council at the earliest opportunity.
- 3.5 The Town Clerk, together with the Leader of the Council and Chairman of the Policy and Finance Committee, shall be authorised under extreme urgency to incur such expenditure up to the sum of £10,000. Such decision will be reported to the Town Council at the earliest opportunity.
- 3.6 Unspent provisions in the Revenue budget shall not be carried forward to a subsequent year unless approved by the Policy and Finance Committee.
- 3.7 No expenditure shall be incurred in relation to any Capital project and no contract entered into tender accepted involving Capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.8 All works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

### **4. Accounting and Audit**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit (England) Regulations, appropriate guidelines and proper practices.
- 4.2 The RFO shall ensure completion of the annual statement of accounts for the Council including the Annual return (AGAR) as soon as practicable after the end of the financial year, and ~~be responsible for completing the annual financial statements of the Council as soon as practicable after the financial~~

~~year and~~ shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

- 4.3 The RFO shall be responsible for ensuring completion of all accounts of the Council contained in the Annual Return (AGAR) (as supplied by the External Auditor appointed in accordance with National Policy) and for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit (England) Regulations 2014 as amended or set by the auditor.
- 4.4 The RFO Council shall be responsible for ensuring that there is an independent, adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with necessary Regulations and proper practices. ~~Regulation 5 of the Accounts and Audit (England) Regulations 2014 as amended.~~ Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. ~~The An~~ Internal Auditor, who shall be competent and independent of the operations of the Council, shall be appointed by the Council. The Internal Auditor will report to the Council in writing as per the agreed Internal Audit plan with a minimum of one annual report in respect of each financial year.
- 4.6 The Internal Auditor shall carry out work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled.
- 4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books and voucher and for the display or publication of any Notices and statements of account required by the Accounts and Audit (England) Regulations 2014 ~~and the Audit Commission Act 1998~~ Local Audit and Accountability Act 2014 section 15 and any subsequent amendments thereto.
- 4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor unless the correspondence is of a purely administrative matter.
- 4.9 On a regularly basis at least once in each quarter, and at each financial year end, a member other than the Chairman (or cheque signatory) from the Policy & Finance Committee will be asked to verify the bank

reconciliations (for all accounts) produced by the RFO. The member shall sign and reconciliations and the original bank statements (or similar documents) as evidence of verification.

### **Banking Arrangements**

- 5.1 The Council's and Youth Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments made, forming part of the agenda, shall be presented to each meeting of the Policy and Finance Committee. If the schedule is in order it shall be authorised by a resolution of the Council and shall form part of the Minutes of the meeting.
- 5.3 Cheques and BACS payments drawn on the bank account in accordance with the schedule referred to in Paragraph 5.2 or with paragraph 6.7 shall be signed by 2 nominated members of the Council.
- 5.4 To indicate agreement of the details shown on the cheque or order for payments the signatories shall each also sign the schedule presented with the cheques for signature, cheques will also have the counterfoil initialled.
- 5.5 Access to any internet banking accounts will be directly to the access page (which may be saved under 'favourites'), and not through a search engine or email link. Remembered passwords must not be saved on any computer used for council banking work.
- 5.6 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification to the finance officer. This will be overseen and approved by the RFO. Regular checks of standing data for suppliers will be undertaken .

## **6 Payment of Accounts**

- 6.1 All payment shall be effected by cheque or other payment drawn on the Council's Bankers
- 6.2 All invoices for payments shall be examined and verified by the finance department and spending officer, then certified by the RFO who shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The Finance department shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading.

The approved Spending Officer or RFO shall approve the invoices for payment.

- 6.4 The RFO shall maintain a Petty Cash float of £250 (admin) for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

Other Petty Cash Floats will be:-

- Grounds Team - £50
- Museum Café - £100
- Visitor Information Centre - £50

- 6.5 Income received must not be paid into the Petty Cash Float but must be separately banked, as provided elsewhere in these regulations.

- 6.6 Payments to maintain Petty Cash Float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

- 6.7 If payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debt (interest) Act 1998 and the due date for payment is before the next scheduled Meeting of the Policy and Finance Committee, where the RFO certifies that there is no dispute or other reason to delay payment the Clerk may (not withstanding para. 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy and Finance Committee.

- 6.8 Small local businesses will be paid before the next scheduled Meeting of the Policy and Finance Committee if necessary, subject to the RFO certifying that there is no dispute or other reason to delay the payment.

- 6.9 The Town Council operates on an Imprest Account for the day to day administration and salaries.

a) The balance of the Imprest Account is determined by the Policy and Finance Committee and is reimbursed monthly as such.

b) Funds are transferred into the Imprest Account by approval and cheque or bank transfer / BACS signed by two nominated members from the Policy and Finance Committee.

c) Imprest cheques are to be signed by two out of four administrative members of staff.

- 6.10 An BACS Payment Authorisation Approval form will be used without exception for any BACS payments made. This has clear segregation of duties within the First Approval ( undertaken by Finance Office and



agreed by RFO), Councillors Approval ( Two nominated signatories to approval after checking details provided and detailed) Second Approval and release of bank file ( Undertaken by 2 members of SMT having satisfied themselves that all other stages have been carried out correctly).

## **7 Payment of Salaries**

- 7.1 The Payment of salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions form salary, such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates.
- 7.3 Payment of salaries, wages, emoluments or allowances will be made via BACS and Direct Debit accordingly.
- 7.4 All timesheets or other pay documents shall be in the form prescribed by the RFO and be certified by relevant Line Managers as approved by the Town Clerk.

## **8 Loans and Investments**

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be set for a period in accordance with the Council's Treasury Management Strategy.
- 8.2 The Council's Investment Policy shall be in accordance with the Trustee Act 2000 and shall be reviewed on a regular basis.
- 8.3 All investments and money under the control of the Council shall be in the name of the Council
- 8.4 All borrowings shall be effected in the name of the Council after obtaining the necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **9 Income**

- 9.1 The collection of all sums due to the Council shall be the responsibility of, and under the supervision of, the RFO.
- 9.2 The Council will review all fees and charges annually following a report by the RFO or other relevant officer.

- 9.3 All sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year. Any bad debts amounting to less than £100 may be written off by the RFO and will be reported to the Council at the next appropriate meeting.
- 9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all income shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.5 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.6 The RFO shall ensure that any VAT Return that is required is promptly completed. Any payment claim due in accordance with VAT Act 1994 section 33 shall be made as required by HMRC quarterly.
- 9.7 Where any significant sums of cash are received by the Council, the RFO shall take such steps as are necessary to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.8 The design and ordering of official orders, receipts and tickets shall be carried out by or on behalf of the RFO who will be responsible for ensuring they are fit for purpose and are satisfactory. Arrangement will be made to ensure these remain secure.

## **10 Orders for Works, Goods and Services**

- 10.1 A Purchase Order or letter shall be issued for all works, goods and services unless a formal contract is prepared or an official order would be inappropriate. Copies of orders shall be retained and attached to invoices.
- 10.2 All members and Officer are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provision in Regulation 11 below and Standing Order 39.2. (Full details are described within the Council's approved procurement guide).
- 10.3 Order books shall be controlled by the RFO.
- 10.4 The RFO /Town Clerk shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent

purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used (as one example: grants).

10.5 A procurement guide will be issued to Spending Officers and will be used and does not withstand and other Financial Regulation or Standing Order.

10.6 An Elected Member may not issue an official order or make a contract on behalf of the council.

## **11 Contracts (to be read in conjunction with Standing Orders)**

11.1 Procedures as to contracts are laid down as follows:

11.1.1 Every contract shall comply with these financial regulations and no exceptions shall be made other than in an emergency as described at regulation 3.5 provided that these Regulations shall not apply to contacts which relate to items 1 to 5 below

1. for the supply of gas, electricity, water, sewerage and telephone services.
2. for specialist services such as provided by solicitors, accountants, surveyors and planning consultants.
3. for works to be executed or goods/materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
4. for work to be executed or goods or materials to be supplied which constitute and extension of an existing contract by the Council.
5. for goods or materials proposed to be purchased which are propriety articles and/or are only sold at a fixed price.
6. for additional audit work of the external Auditors up to an estimated ~~£250~~ £1000 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Policy & Finance Committee);

11.1.2 Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 11.1.1 the RFO shall act in accordance with Standing Order 39.

11.1.3 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a Resolution of the Council.

- 11.1.4 Any invitation to tender shall state the general nature of the intended contract and the Town Clerk / RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall, in addition, state that the tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
  - 11.1.5 All sealed tenders (Above £25,000 as per Public Contracts 2014/24/EU) shall be opened at the same time on the prescribed date by the Town Clerk or RFO in the presence of at least two Members of the Council.
  - 11.1.6 If less than three tenders are received for contract above £25,000 40,000 or if all the tenders are identical the Council may make such an arrangement as it thinks fit for procuring the goods or materials or executing the works.
  - 11.1.7 Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 39(e) and 39(f).
  - 11.1.8 When it is intended to enter into a contract of less than £25,000 7,500 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 11.1.1, the RFO shall apply principles detailed in standing order 39.2(a) ~~obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £100~~ The RFO shall strive to obtain three estimates. Otherwise, regulation 10 (2) above shall apply.
  - 11.1.9 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
  - 11.1.10 The Council will work within its Procurement Policy.
- 11.2** Where there is any procurement and award of a contract covered by the Regulations 2015 ("the regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of public supply contract, public service contract or public works contract which exceeds thresholds in The Regulations set by the Public Contracts Directive 2014 / 24 / EU (which may change from time to time).
- 12 Payments under Contracts for Building or Other Construction Works**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage retention as may be agreed in the particular contract).
- 12.2 Where contracts provide for payments by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of the work carried out under contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.
- 12.3 Any variations or additions to or omission from a contract must be approved by the Town Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

### **13 Stores and Equipment**

- 13.1 The officer in charge of each section shall be responsible for the care and custody of store and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for the periodic checks of stocks and stores at least annually.
- 13.5 In consultation with the RFO, inventories and stores records shall be established and maintained. Proper arrangements shall be made for periodic stock checks and the RFO shall lay down procedures for dealing with surpluses and deficiencies with reference to 13.6 below
- 13.6 Moveable property surplus to the Council's requirements with a value in excess of £1000 shall not be disposed of except by sale on the authority of the Council. Efforts to transfer stock to other departments will be explored before disposal.

### **14 Properties and Estates**

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of the properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details,

nature of the interest, tenancies granted, rents payable and purpose for which help in accordance with Regulation 4(3)(b) of Accounts and Audit (England) Regulations 2011 or as amended.

- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents by law, save where the estimated value of any one item of tangible movable property does not exceed £1000, in which case the Town Clerk may make the decision to dispose.

## **15 Insurance**

- 15.1 Following an annual risk assessment, the RFO shall effect insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss, liability, damage or any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.4 All appropriate members, volunteers and employees of the Council shall be included in a suitable Fidelity Guarantee insurance which shall cover the maximum risk exposure as determined by the council

## **16 Charities**

- 16.1 Where the Council is the sole Trustee of a Charitable body the 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 RFO shall arrange for any Audit of Independent Examination as may be required by Charity Law or any Governing Document.

## **17 Risk Management**

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The RFO shall carry out Risk Assessment and Management using a robust, proportionate and appropriate method across all activities of the Council together with Risk Management Policy. Risk assessments and the Risk Register Action plan shall be reviewed by the Council at least annually.
- 17.2 All reports prepared for a decision by the Town Council shall include sections on "Financial Implications" and "Risk Assessments".

**19 Revision of Financial Regulations**

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.

## REPORT TO THE TOWN COUNCIL - 15<sup>th</sup> JULY 2019

### PROCUREMENT OF CHRISTMAS LIGHTS – SELECTION PANEL

---

As per committee authority in February 2019 the Town Council is undertaking a procurement process for a new Christmas Lights Contract for 3 years from Christmas 2019 - 21, with an option to extend for a further 2 years. In order to seek the best choices and value for money and as agreed at the Group Leaders' meeting the opportunity was advertised for open competition rather than 5 companies as in the past.

Accordingly 9 expressions of interest were assessed by the Council's Surveyor and the majority of these companies are expected to put in tender submissions. Tenders will be assessed on both price and quality. In order to assess the tenders it is recommended that a Selection Panel of 3 (or a maximum of 4) councillors be set up, advised by the Town Clerk and the Surveyor, to assess the tender submissions and select the chosen provider.

In the past selection panels have sometimes been asked to report up to a main committee for ratification of their choice. A suitable committee would be Policy and Finance Committee on 19<sup>th</sup> August. While this is not too late, the manufacture and supply of Christmas lighting takes up to 2 months. The lighting would be installed from early November so time would be achievable but a little tight and an earlier decision would be helpful. Experience shows that in these types of procurement the Panel's decision is invariably ratified and this is really just a piece of bureaucracy that could be streamlined. It is therefore recommended that the Selection Panel be authorised to make the final decision and let the contract.

#### **Recommendation**

1. Nominations are requested of three (or four) councillors to form a Selection Panel to consider tenders.
2. The Selection Panel be authorised to make the decision to select the winning tender and let the contract.
3. The Council's substitution scheme to apply to the Panel in case of a member not being available.

Malcolm L Nicholson LLB DMS PSLCC  
Town Clerk  
5<sup>th</sup> July 2019