



Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck

Tel: 01508 530524

Email: Becky.buck@longstrattontowncouncil.gov.uk

Website: www.longstrattoncouncil.info

AGENDA AND NOTICE OF MEETING

Councillors are summoned to attend a meeting of Long Stratton Town Council meeting which is to be held on

Monday 11th March 2024 at 7pm at the Pavilion, club room.

1. To receive apologies for absence
2. To receive disclosures of interest and dispensations
3. To allow members of the public and district and county councillors to speak - max 20 Minutes
4. To approve the minutes of the meeting held on 12th February 2024
5. To note the Clerks report.
6. Finance and Governance
 - a. To note and authorise income and expenditure through Unity Trust Bank since 12th February 2024
 - b. To note all credit card payments since 12th February 2024
7. To discuss and decide on purchasing flood defence barriers.
8. To receive a verbal update on 1800 home and development.
9. Big litter pick
 - a. For Council to run an event
 - b. To invite village groups to run an event
10. To discuss and decide on these annual policies due by 31 March 2024
 - a. Financial Regulations
 - b. Data Protection Privacy Notice
 - c. Investment
 - d. Reserves
11. To note minutes from the following committee meetings.
 - a. Events
 - b. Staffing
12. To note the upcoming meeting dates
 - a. Planning, 18th March @ 6pm
 - b. Action Group, 18th March @ 7pm
 - c. Full Council, 8th April @ 7pm
 - d. Finance, 15th April @ 7pm
13. AOB (not for discussion)
14. To close the meeting to public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)
15. Staffing committee recommendations.



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness

Town Clerk: Mrs Becky Buck

Email: Office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

MINUTES OF THE STAFFING COMMITTEE MEETING HELD 26th FEBRUARY 2024 AT 6pm IN THE PAVILION COMMUNITY ROOM

IN ATTENDANCE: Councillors Baker, Willis, Mundford and Lunness
Town Clerk: Becky Buck

1. To consider apologies for absence

Councillors Pochin and Morimont gave apologies for absence due to work reasons, these were accepted by the Committee. Councillor Lunness chaired the meeting in the absence of Councillor Pochin.

2. To receive declarations of interest and dispensation

There were no declarations of interest or dispensation received.

3. To adopt the minutes of the meeting held on the 19th June 2023 as a true record.

The minutes of the meeting held on 19th June 2023 were approved by the Committee and signed by the Chairman as a true record.

4. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)

Members of the press and public were excluded.

5. Staffing Matters

a. Appraisals

Councillor Lunness gave a verbal report of the appraisals held.

b. To discuss and decide on recommendations from appraisals.

Following a lengthy discussion the following recommendations were approved for recommendation to Council.

Town Clerk

- To register for community governance if appropriate – to be determined in November (already approved).
- To have a 6 monthly 1:1
- Review of workload and working practices for all
- To conduct 1:1 in 6 months for apprentice.
- Implement a booking software for pavilion.

Direct Services Officer

- Welding course (already booked)
- New work phone (ordered)

Signed by the Chairman.....Date.....



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness

Town Clerk: Mrs Becky Buck

Email: Office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

Community Engagement Officer

- Training of interactive booking calendar
- Pay rise to SCP 18-24
- Review of Job Description
- Overtime to support the Town Clerk of up to 5 hours per week.

Apprentice

- 6 monthly 1:1 with Town Clerk
- Familiarise with Long Stratton using maps
- Excel training
- ILCA once completed college course
- Completion of training manuals.

c. Any other matters (for information only)

There was no any other matters to discuss.

With there being no other business; the Chairman closed the meeting at 18:32.

Signed by the Chairman.....Date.....



Long Stratton Town Council

MINUTES OF FULL COUNCIL MEETING HELD ON 12th FEBRUARY 2024 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors, Judith Baker, Kelly Lunness, Louise Mundford, Helen Dickerson, Katrina Thompson (19:05), Diane Woodham, Justin Harris, Florence Morimont, Andrew Lansdell and David Willis

County Councillor Alison Thomas, District Councillor Jonathan Carver

5 Members of the Public

Clerk Becky Buck, Town Council Apprentice Molly Hallett

- 1. To receive applications for co-option for those that have previously attended a Council meeting.**
There was one member of the public who was eligible for co-option and the Council approved her co-option.
- 2. To sign the declaration of co-opted office in the presence of the proper officer.**
Councillor Katrina Thompson joined the Council and signed the declaration of co-opted office was signed in the presence of the proper officer.
- 3. To allow Bonnie Wade to provide a footpath report.**
Bonnie presented the footpath report, the Council thanked her for her time and work.
- 4. To receive an introduction from Anastasia Twigg – Long Stratton Youth Worker.**
Anastasia gave a verbal introduction on her role as a youth worker in Long Stratton. She discussed the connections she has made with local groups and schools as well as the expectations of setting up groups for young people. The Council welcomed her to the team.
- 5. To receive apologies for absence**
Apologies of absence were received from Councillors Smith for ill health and Ciorra for work purposes, these were accepted by the Council.
- 6. To receive disclosures of interest and dispensations**
There were no disclosures of interest or dispensations.
- 7. To allow members of the public and district and county councillors to speak - max 20 Minutes**
County Councillor Alison Thomas reported the following. There is a charitable organization for mental health and wellbeing in schools that will be working with teachers to provide them with a toolbox to allow them to manage pupils' mental health and wellbeing. Trauma based PE is starting this year. Norfolk Fire and Rescue are signposting to a bespoke service for those that have witnessed road traffic accidents. Fire stations have also been updated with Heron Bridge in Great Yarmouth now reopened.



Long Stratton Town Council

South of Long Stratton and at Hall Lane bypass preparation works are being undertaken to move utilities out of the way. Highways are aware of the large pothole that is currently there. Secretary of State has recently visited the food enterprise which was relocated from London to Norfolk. Concrete blocks are being considered at Shotesham Ford on grounds of Health and Safety. District Councillor Jonathan Carver apologised for not attending previous meetings and stated this was due to work commitments.

1 Member of the public raised concerns regarding the condition of St Mary's Churchyard, the delivery of the bypass and the risk of flooding that Long Stratton faces with heavy rainfall.

8. To approve the minutes of the meeting held on 8th January 2024

The minutes of the meeting held on 8th January 2024 were approved by the Council and signed by the Chairman as a true record.

9. To note the Clerks report.

The clerks report was noted and the Council asked questions pertinent to the report which the Clerk answered.

10. Finance and Governance

a. To note and authorise income and expenditure through Unity Trust Bank since 11th December 2023

The Council noted and authorised income and expenditure since 11th December 2023, the Chairman signed the payment list.

b. To note all credit card payments since 11th December 2023

The Council noted the credit card payments since 11th December 2023, the Chairman signed the payment list.

11. To discuss and decide on the budget for 2023-24 as per Finance Committee recommendation.

Following a lengthy discussion, the Council approved the final budget following the recommendation from the finance committee.

12. To discuss and decide on volunteer basis for youth work

Councillors Willis, Mundford and Dickerson volunteered to be available for youth work. The Clerk advised that DBS checks will need to be completed.

13. To receive a verbal report regarding Public Realm meeting held with SNDC by Councillor Lunness.

Councillor Lunness provided a verbal report regarding a meeting held with South Norfolk District Council officers regarding improving the infrastructure of Long Stratton Town Council.



Long Stratton Town Council

14. To discuss and decide on the transferring of St Mary's Churchyard.

The Clerk provided an update on transferring of St Mary's Church. The Council decided that the previous resolution passed to transfer the churchyard over to the District Council still stood. The Clerk advised that if new information was provided by the PCC or the District Council prior to the transfer deadline date.

15. To discuss and decide on co-opting Robert Mackenzie to the action group committee as a member of the public.

The Council approved to co-opt Robert Mackenzie to the action group committee.

16. To discuss and decide on committee members for

a. Planning & Highways

Councillors Lansdell, Baker, Woodham, Smith, Willis, Ciora and Dickerson were approved for planning and highways.

b. Finance and Policy Management

Councillors Pochin, Lunness, Willis, Smith and Harris were approved for finance and policy management.

c. Staffing

Councillors Morimont, Pochin, Baker, Willis and Mundford were approved for staffing.

d. Leisure & Pavilion

Councillors Lunness, Baker, Thompson, Willis, Mundford, Pochin and Woodham were approved for leisure and pavilion.

e. Events

Councillors Lunness, Pochin, Thompson, Mundford, Dickerson and Smith were approved for events.

f. Action Group.

Councillors Harris, Morimont, Ciora, Lunness and Woodham, and Robert Mackenzie were approved for the action group.

17. To note minutes from the following committee meetings.

a. Planning

The minutes of the planning meeting were noted.

b. Finance and Policy Management.

The minutes of the finance and policy management meeting were noted.



Long Stratton Town Council

18. To discuss and decide recommendations from the following Committee meeting.

a. Finance and Policy Management.

The following policies were recommended by the finance and policy management committee and were approved by Council.

- a. Social Media Policy
- b. Customer Service
- c. Lost Property
- d. Member – Officer Protocol
- e. Gifts & Hospitality

19. To note the upcoming meeting dates.

a. Staffing @ 6pm Monday 26th February

Noted.

b. Events @ 7pm Monday 26th February

Noted

c. Full Council @ 7pm 11th March

Noted

d. Action Group @ 7pm 18th March

Noted

20. AOB (not for discussion)

A member of public requested support in a project that was being run to support a bereavement charity. As there were no finances involved the Clerk was able to make the decision under delegated authority. The Council provided a view that the subject was potentially too emotive which the Clerk took on board. The Clerk advised that due to the tablets beginning to come to end of life under delegated authority it had been agreed with the Chairman to purchase 4 chromebooks to allow essential Council work to be undertaken. 2 overgrown hedges were reported.

With there being no further business, the Chairman closed the meeting at 20:54



Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road
Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck
Tel: 01508 530524 Email: clerk@longstrattoncouncil.info

Clerks report – 12 March 2024

Clerks report is designed to keep all members in the 'loop' regarding operational decisions made by officers as per scheme of delegation and to feedback on strategic decisions made by the Council. This is a more detailed report on areas of work. A short report will be available on the day of the meeting.

St Mary's Churchyard.

I have officially written to South Norfolk District Council again to confirm the handing over of St Mary's Churchyard to the District Council. Councillor Lunness and I attended a meeting with an officer from the District Council and representatives from the PCC where the condition of the boundary wall was discussed at length. Structural reports have suggested that it requires several thousand pounds to be spent in repairing the wall. The PCC has said that they do not have the funds to complete this project. Other considerations to consider are the proximity of the wall to the A140 and the disruption this could have on traffic management on the A140. I understand that because of these difficulties other possibilities are being explored with cheaper options such as planting a hedgerow or installing a low holding wall. As LSTC are no longer officially involved we will await any updates, and this will be communicated with you as and when we are made aware. Both the District Council officer and the PCC are currently keeping myself informed of updates via email.

Flooding

Following the recent flooding, several discussions have taken place regarding preventative measures that the Council can put in place. Councillor Harris contacted the Assistant Director of Highways with the concerns regarding the drains and gullies with the amount of silt that sits within them preventing water flow. Much of the fault however resides with Anglian Water. I have asked Anglian Water for a site visit and the schematics of the sewer works with the size of the drains. Anglian Water are happy to attend a site visit, however they have advised they do not have schematics and we would need to employ a contractor to do the measurements for us. Local Lead Flood Authority officers have been on a site visit but are also happy to walk round the village with representatives of the Town Council. A MOP has been vocal regarding the flooding and that the root cause is down to storm drains historically been filled in illegally. I have advised the MOP that this is outside of our remit and without evidence the Town Council's hands are tied. The MOP would like to attend the walk around with the LLFA officer and the Chairman. This is ongoing with different communication streams while we get the full picture of the sewer works. The immediate cause of the flooding was the Beck full of debris which Anglian Water was asked to clear, which didn't occur for several days.

Telephone

The Council office moved over to SCG and VOIP phones which was authorized at a Full Council meeting with the result having all the Councils IT under one umbrella with Adept. This, however, has not been a smooth transition with the Council not having telephone lines for over a month. Adept IT has made several site visits and fault is still unfound. We have had 2 different sets of handsets neither of which work. As work around the council's phone line has been diverted to my mobile, however this is far from convenient and not the service that was agreed. Adept IT have not charged us for any of the site visits and I have challenged the invoice from SCG on the grounds of non-service and a credit has been applied to the account. This is ongoing with equipment needing to be delivered to Adept so they can carry out further checks.

Additional work carried out will be bullet pointed for Monday's meeting.

Talk to the team : **0808 239 0036**

Search product name or model number



Sign In or Register | Help & Contact

Return To Product List |

Home Facilities Management Severe Weather Flood Protection Flood Barriers

FloodFence Water and Flood Diversion Sy

FloodFence Water and Flood Diversion System

Starting at **£168.75**

3 variants available

View Options

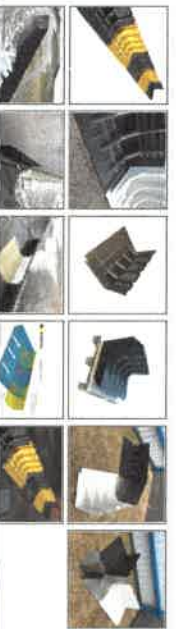
CALL THE TEAM
0808 239 0036

FREE DELIVERY
Available on this product



FloodFence water and flood diversion system for quick deployment and reaction to unwanted water flows. Lightweight units with slim line base gaskets that seal to ground terrain can be connected quickly to build diversionary walls and control surface water run off.

- Choose from Black or Yellow Straight Units
- Units are designed to be neatly stackable for space saving storage
- System uses force of flowing water to stay in place
- Overall straight unit size: 0.45m high x 1m long
- When connected to other units, effective linear length of each unit is 0.91m
- Corner units available to turn the barrier wall - 1 x corner unit required for an inward turn or angle, 2 x corner units can be bolted together to construct an outward turn or angle



... read more

Type here to search



Contact Us

Becky Buck

From: ContractsOfficer <ContractsOfficer@southnorfolkandbroadland.gov.uk>
Sent: 20 February 2024 16:03
To: ContractsOfficer
Subject: The Big South Norfolk Litter Pick 2024
Attachments: Litter Pick_SN_Info Sheet.pdf; Prize Draw Details and Terms and Conditions.doc; Completion Confirmation Form.doc; Litter Pick Guidance SNC.doc

Dear Litter Pickers,

I am pleased to announce that The Big South Norfolk Litter Pick scheme is returning for 2024, running parallel to the Great British Spring Clean scheme ran by Keep Britain Tidy. The scheme will commence on **1st March and run until 31st May 2024**. The Big South Norfolk Litter Pick aims to encourage community groups to take part in maintaining and improving the appearance of their local area. South Norfolk District Council will provide the necessary equipment (litter pickers, hi-vis vests and rubbish sacks), guidance on health and safety, and promotional material for the event. There will be a £20 reward to groups that take part as well as entry into a prize draw for the chance to win £200! In order to do this, please make sure you fill in the Completion Confirmation Form attached after the event and return it to me. Please note if you do not return this form, you will not receive any rewards.

We are really keen for you to share the outstanding work you do on social media! Please tag **@SNorfolkCouncil** or use the hashtag **#BigLitterPick2024** and we will share your post on our social media pages.

For anyone who is interested in taking part, please see the attached information to help you with organising, promoting and undertaking the pick itself.

- Litter Pick ToDo List – This is to help you organise the event
- Reward and Prize draw details and terms and conditions
- Promotional Poster
- Guidance – You **must** read this document before you organise any event. This document has been recently updated so please make sure you read it even if you have taken part in previous years.
- Completion Confirmation Form – This **must** be filled in and returned to me after the event to receive the £20 reward, or to be entered into the £200 prize draw.

Once you have an organised date, chosen an area and got some willing volunteers, please reply to this email, or contact me on ContractsOfficer@SouthNorfolkandBroadland.gov.uk with the following details:

- Confirmation you have read the Guidance document
- Your parish/town
- Your name and contact details (as the lead litter picker – Email address & Mobile number)
- The group that you represent (i.e. School, scouts, community individuals etc)
- The date of the litter pick
- The number of volunteers and equipment you may need to borrow (litter pickers, hi-vis vests and waste sacks)
- The proposed collection point for the waste collected
- Your initial ideas for what you would choose to spend the money on, should you be successful in the prize draw.

When we have received these details, we will contact you with the arrangements for the collection of the equipment if required. Equipment must be collected and returned to the **South Norfolk Depot – Ketteringham Depot, Station Lane, Hethersett, NR9 3AZ**. The collection of equipment will need to be the day/week prior to the event and the return will need to be the day/week after the event.

If you have any further queries about the event please don't hesitate to contact me. Otherwise, I look forward to hearing from you with the above requested details!

If you no longer wish to receive emails regarding the Big Litter Pick scheme, please just let me know.

Kind regards,

James Riseborough (He/Him)

Assistant Contracts Officer

t 01603 430609 e Contractsofficer@southnorfolkandbroadland.gov.uk

Our Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the Horizon Centre. Find out how you can access our services by visiting our website or by calling us on 01508 533633



This email and any attachments are intended for the addressee only and may be confidential. If they come to you in error you must take no action based on them, nor must you copy or show them to anyone. Please advise the sender by replying to this email immediately and then delete the original from your computer. Unless this email relates to Broadland District Council or South Norfolk Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the councils. The sender will have sole responsibility for any legal actions or disputes that may arise. We have taken steps to ensure that this email and any attachments are free from known viruses but in keeping with good computing practice, you should ensure they are virus free. Emails sent from and received by members and employees of Broadland District Council and South Norfolk Council may be monitored.



Join us for our litter pick

Help to keep your local community clean and tidy.



Where:

Date:

Time:

Meeting point:

If you are interested contact:

Email:

Phone:

To set up your own litter pick visit:

southnorfolkandbroadland.gov.uk/litter-picks
or call 01603 430609

*T's and C's apply, see website for details.

 southnorfolkouncil

 SNorfolkCouncil

**South Norfolk**
COUNCIL

Long Stratton Town Council

Financial Regulations

1. GENERAL

1.1 These financial regulations govern the conduct of financial management by 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. Financial regulations must be observed in conjunction with the Council's standing orders.

1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.] The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The accounting control systems must include measures:

- for the timely production of accounts
- that provide for the safe and efficient safeguarding of public money
- to prevent and detect inaccuracy and fraud and
- identify the duties of officers

The accounting records must include:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate.
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.

1.3 The RFO shall produce financial management information as required by the council.

1.4 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.

1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

1.7 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements.
- approving an annual governance statement.

Long Stratton Town Council

Financial Regulations

- borrowing.
- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.8 In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts.
- approve any grant or a single commitment in excess of £1,500 subject to clause 3.4 below; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- Where salaries are determined by NALC/SLCC salary scale points (SCP), where national increases are made to the SCP these will automatically be applied as per contract of employment. The Council determines which SCP is attributed to each employee as per contract of employment.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the council.
- 2.3 The Council shall review 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 the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets 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 three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

3 BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure without Council's approval. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
- 3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.
- 3.4 The 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

Long Stratton Town Council

Financial Regulations

not there is any budgetary provision for the expenditure, subject to a limit of £2000 per item, £5000 in conjunction with the Chairman/ Vice-Chair in the event of an emergency. The Clerk shall report the action to the Council as soon as practicable thereafter. The Clerk has the power to spend up to £2000 per calendar month to keep the Council operating.

- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 3.8 Salaries are to be reviewed at least annually (no later than November) for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee.
- 3.9 Changes in ear-marked reserves shall be approved by the Council as part of the budgetary control process.
- 3.10 Committees can incur expenditure of up to £1,500 per item unless the power to spend above £1,500 has been delegated by Full Council, any expenditure over £1,500 per item must be approved by Full Council. All expenditure made must be reported to the full Council at the next full Council meeting.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. 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 Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.

Long Stratton Town Council

Financial Regulations

- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 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.
- 4.8 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].
- 4.9 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency and monetary risk
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting to present to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information Please see 6.5 for invoice authorisation.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council.
- 5.4 To indicate agreement of the details shown on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 5.5 A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, or be the recipient of a payment (expenses), should not, under normal circumstances, be a signatory to the payment in question subject to 6.5 below.
- 5.6 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and Council officers and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff or Councillors should not be used to pay for Council expenditure except in circumstances that have been authorised by the Clerk/RFO. Any expenditure will be evidenced with a receipt and reimbursed via the Town Council's banking arrangements.

For officers that use a credit card, the following operational procedures must be in force.

Long Stratton Town Council

Financial Regulations

1. Unless it is a regular expenditure which the Council has recognised e.g Fuel as an on going business expenditure to keep the Council running, all expenditure has to be approved by the Town Clerk/ RFO or the Chairman and/or vice- chairman.
2. Unless approved by a Committee of the Council of the Full Council any expenditure over £500 must be approved by the Chair, Vice Chair and Clerk.
3. Where expenditure has occurred due to Health and Safety, no prior approval will be required, however the Clerk/ RFO and Chairman and Vice Chairman must be informed immediately and the Council as soon as practically possible.
4. All expenditure must be evidenced with a receipt, where appropriate 3 quotes in line with Financial regulations and an explanation of the expenditure e.g envelopes purchased to send hedge letters.
5. Credit Cards must be kept in a secure location at all times.

5.7 The council will maintain a petty cash account in order to pay local suppliers and to allow pavilion hirers to pay cash should they wish to do so. The petty cash account will also provide a float for Council events. Petty cash will be at all times be kept in a safe at a secure location in the Pavilion and will hold no more than £1000. Any income that exceed that amount must be banked in accordance with the Council's petty cash policy. Petty cash will be monitored through the Council's accounting software and will be subject to the same scrutiny currently in place for the Council's other accounts. All petty cash will be counted and verified by a minimum of 2 people, one to be an officer of the Council. Please see the petty cash policy for further guidance.

6 PAYMENT OF ACCOUNTS

6.1 All payments shall be affected by cheque or other order drawn on the Council's bankers (including electronic payment with dual authorisation)

6.2 All invoices for payment shall be examined, verified, and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods, or services to which the invoice relates shall have been received, carried out, examined and approved. Invoices over £1000 to a new supplier will be verified with a phone call to confirm correct bank details.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding 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 Council.

6.5 All invoices will be uploaded onto the Council's preferred ICT system for Councillor's to confirm accuracy of payments and appropriate use of funds. The payment list provided to full Council will be signed (wet signature) to confirm accuracy by the Chairman presiding at the Council meeting. BACS payments will be processed by the Community Engagement Officer and will be initially approved by the Town Clerk before a Councillor dual authorises all BACS payments.

6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone, and water) may be made by variable Direct Debit and provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years. Direct debit and payments once approved will not require monthly signatures however payments will be noted by the Council via the list of monthly

Long Stratton Town Council

Financial Regulations

payments attached to the minutes and will be subject to spot checking by the Council's internal scrutineer.

- 6.7 Credit card payments will be checked monthly at the Town Council meeting and a payment list signed by the Chair presiding at the meeting. Invoices and receipts paid by Credit Card will not require a wet signature however will be subject to spot checking by the Council's internal scrutineer.
- 6.8 All grant requests will be considered by the full Council.
- 6.9 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years. All standing orders will be subject to spot checking by the Council's internal scrutineer.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all 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 from 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 stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.
- 7.3 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know.
 - b) by the internal auditor.
 - c) the appointed internal scrutineer
 - d) by the external auditor; or
 - e) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
 - f) by the Constabulary's Crime Economic Unit.

The RFO will present the confidential cash book for review bi-annually by a minimum of 2 Councillors, the Chairman of the Finance and Policy Management Committee and the Chair or Vice Chair of the Council.

8 LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

Long Stratton Town Council

Financial Regulations

- 8.2 The council shall abide by the Investment Policy which shall be in accordance with relevant regulations, proper practices and guidance. The Investment Policy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 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 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in accordance with the Council's bad debt policy.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 The RFO will at the end of every quarter will submit any VAT due on income received via Manor Road Playing Fields and buildings in accordance with VAT Act 1994.
- 9.10 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to the Council's accounting software and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for always obtaining value for money. An officer issuing an official order shall 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* provisions in Regulation 11 (I) below.

Long Stratton Town Council

Financial Regulations

- 10.4 The RFO 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.
- 10.5 A member may not issue an official order or make any contract on behalf of the Council.

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage, and telephone services; subject to item c, below
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors, and planning consultants.
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - (v) for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.
- (c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £884,720 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

Long Stratton Town Council

Financial Regulations

- (d) 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 recommendation to the Council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the 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.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council and either the Chairman or Vice-Chairman of the Council together.
- (g) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) When it is to enter into a contract less than [£25,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain a minimum of 2 quotations, 3 quotations is preferred where possible (the RFO must evidence she requested 3 quotations.) (Priced descriptions of the proposed supply); where the value is below [£1,500 and above [£250] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- (i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate, or quote who was present when the original decision-making process was being undertaken.
- (k) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations

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 withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

Long Stratton Town Council

Financial Regulations

13 STORES AND EQUIPMENT

- 13.1 The member of staff in charge of each section shall be responsible for the care and custody of stores 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 6 monthly checks of stocks and stores.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of 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 held in accordance with Accounts and Audit Regulations.
- 14.2 No property (personal, land and asset) shall be sold, leased, or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £100.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. 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. During such inspections of assets, the RFO will confirm that those assets are marked as property of Long Stratton Town Council.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall affect all insurances and negotiate all claims on the Council's insurers [in consultation with the Clerk].
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees and members 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 sole trustee of a Charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

Long Stratton Town Council
Financial Regulations

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18 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. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The council may, by resolution of the council 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 drawn up and presented in advance to all members of council.

Reviewed and adopted 12 February 2018
Reviewed and adopted 11 February 2019
Reviewed and adopted September 2020
Reviewed and adopted 22 March 2022
Reviewed and adopted 13 March 2023
Revised 05 March 2024

* * * *



Long Stratton Town Council

Pavilion, Manor Rd Playing Fields, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck

Tel: 01508 530524 Email: Becky.buck@longstrattontowncouncil.gov.uk

Website: www.longstrattoncouncil.info

Data protection privacy notice

1. Background

This privacy notice lets you know what happens to any personal data that you give to us, or any that you may collect from or about you. It applies to all services and activities where we collect your personal data. This privacy notice applies to personal information processed by or on behalf of the Town Council, as defined by the General Data Protection Regulation (GDPR) 2018.

Changes to this privacy notice

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website.

The Town Council and our Data Protection Officer who is the Town Clerk.

Long Stratton Council is the data controller of your personal data. We have a Data Protection Officer (DPO) who is responsible for the data protection compliance. You can contact the DPO by using the Council email address as above with DPO in the subject line or by using the contact us page on the website as detailed above.

2. What kinds of personal information about you do we process?

Personal information that we process includes

- Personal and contact details (e.g. title, name, addresses, phone numbers)
- Details of family members (only where applicable e.g. parental details for children's accidents)
- Copies of correspondence between you and the council (e.g. emails that you have sent us)
- Services you receive from us, as well as have been interested in and have received, and the associated payment methods used.
- Services and goods you provide to us (e.g. as a sole trader)
- Employment details (if you apply for a job with or are employed by the Council)

3. What is the source of your personal information

We'll collect personal information from the following general sources

- From you directly (e.g. allotment holders, employment information)
- From your family members/ guardians (e.g. in the event of an accident)
- From a third party (if someone asks us to contact you)
- From social media (e.g. website pages for businesses etc)



Long Stratton Town Council

Pavilion, Manor Rd Playing Fields, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck

Tel: 01508 530524 Email: Becky.buck@longstrattontowncouncil.gov.uk

Website: www.longstrattoncouncil.info

4. What do we use your personal data for?

We use your personal data, including any of the personal data listed in section 2 above for the following purposes:

- To respond to a request for a service or manage services that we provide to you (or you provide for us, e.g. as a contractor)
- To monitor and record our communications with you and our staff (see below)
- To comply with legal and regulatory obligations, requirements and guidance
- To assess job applications or to manage existing staff employment
- To process applications for grants, or to become a Councillor
- To carry out our public duties and tasks

We will never use your personal information for purposes other than those for which it was provided or obtained without first obtaining your consent.

5. What are the legal grounds for our processing of your personal information (including when we share it with others)?

We rely on the following legal base to use your personal data:

- Where it is needed to provide you with services, such as processing requests for information or services that you make to the Council, or providing services to you, and at all stages and activities relevant to managing services provided to you.
- To comply with our legal obligations
- For a public task, such as performing a task in the public interest or for our official functions, where the task or function has a clear basis in law.
- With your consent, such as when you have given us clear consent to process your data for a specific purpose.

6. When do we share your personal information with other organisations?

We may share information with the following third parties for the purposes listed above:

- Government and regulatory bodies, e.g. the District or County Councils
- Other organisation and businesses who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions.
- Our bank (e.g. for making payments to you)
- Our auditors

7. How and when can you withdraw your consent

Where we rely on your consent to process personal data, you can withdraw this at any time by contacting us using the details at the top of this notice or via the website.



Long Stratton Town Council

Pavilion, Manor Rd Playing Fields, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck

Tel: 01508 530524 Email: Becky.buck@longstrattontowncouncil.gov.uk

Website: www.longstrattoncouncil.info

8. Is your personal information transferred outside the UK or the EEA?

We are based in the UK but sometimes your personal information may be transferred outside the European Economic Area. If we do so we'll make sure that suitable safeguards are in place, for example by using approved contractual agreements, unless certain exceptions apply.

9. What should you do if your personal information changes?

You should tell us so that we can update our record using the contact details above or via our website. We will then update your records if we can.

10. For how long is your personal information retained by us?

Unless we explain otherwise to you we will hold your personal information based on the following criteria:

- For as long as we are required to in line with legal and regulatory requirements or guidance
- For as long as we have reasonable needs, such as managing our relationship with you and managing our work
- For as long as provide services to you

You can refer to our Information Audit for further details on this.

11. What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protections laws. They don't apply in all circumstances. If you wish to use any of them, we will explain at that time if they are appropriate or not.

- The right to be informed about the processing of your personal information
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed.
- The right to object to processing of your personal information
- The right to restrict processing of your personal information
- The right to have your personal information erased (the "right to be forgotten")
- The right to request access to your personal information and to obtain information about how we process it
- The right to move, copy or transfer your personal information ("data Portability")

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <http://ico.org.uk/>

Adopted 13.03.2023

Reviewed 05.03.2024



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

ASSET & INVESTMENT POLICY

Introduction

1. Long Stratton Town Council acknowledges the importance of managing its tangible and intangible assets well and for the benefit of the local community. Two important elements of this management approach are the treatment of fixed assets and cash investments by the Town Council. This policy sets out the Council's approach to managing fixed assets and investments in line with national guidance and advice from the Council's internal auditors.

Fixed Assets Policy

2. Local Councils are required to maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year. The following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:
 - Land and buildings held freehold or on long term lease in the name of the Council
 - Community assets
 - Assets considered to be portable, attractive or of community significance
3. The values indicated in the asset register will inform the 'Total Fixed Asset' section of the Council's Annual Return.
4. The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:
 - Assets rented or loaned to the Council
 - Assets owned by charitable trusts where the Council is the trustee
 - Items held for resale, i.e. stock
 - Consumable items or items with a useful life of less than a year
 - Cash and short term investments - Intangible assets
5. In accordance with good practice, the Council has set a de minimis level of £1,000 below which expenditure will not generally be capitalised. All capital expenditure on assets above the de minimis level will be deemed capital expenditure and added to the fixed asset register.
6. An annual inspection of the fixed asset register will be conducted by the Town Clerk/RFO or other senior managers of the Council to ensure that all items can be physically verified. Discrepancies between the physical verification process and the register will be investigated Asset & Investment Policy promptly by the Town Clerk/RFO. Any assets which cannot be located after investigation will be removed from the asset register and recorded in the schedule of disposals. Any new assets

identified will be added to the register Any such amendments to the Asset Register will be reported to the Council's Finance Committee at the next available meeting.

7. The asset register and schedule of disposals will be reviewed annually by the Resources Committee prior to approval by Council as part of the annual financial processes.
8. Once recorded on the fixed asset register, the value of assets will not change from year to year until disposal. Concepts of depreciation and impairment adjustment are not appropriate for Local Councils (Governance and Accountability for Local councils: A Practitioner's Guide (England) March 2018).
9. Assets will be valued by one of the following means based on available information:
 - Actual purchase price (where known)
 - Proxy (estimated purchase price) value, where actual purchase price is not known
 - Nominal value of £1. This should be used for assets gifted or transferred to the Council
10. The fixed asset register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of the item, not the purchase price or market value.
11. The Council should ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five years to ensure the appropriate level of insurance is held.

Investment Policy

12. Long Stratton Town Council acknowledges the importance of prudently investing any temporary surplus funds held on behalf of the community. In preparing an investment strategy the council is required under Section 15(1) of the Local Government Act 2013 to have regard to such Guidance as the Secretary of State may issue. The current statutory Community and Local Government (CLG) Investments Guidance Note (3rd edn)¹ came into force of the 1st April 2018 and has been used in the preparation of this policy.
13. The Guidance Note makes the distinction between investments that are: a) high security and high liquidity (specified investments); and, b) those with potentially greater risks and lower liquidity (non-specified investments). The guidance note also requires the Council to prioritise investments in the following order of importance:
 - Security – protecting the sum investment from loss;
 - Liquidity – ensuring that the sums invested are available for expenditure when; and
 - Yield – the generation of revenues from the investment.
14. A 'specified investment' is one which is made in sterling, is not long term (less than 12 months), not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a Parish or Community Council. Any other type of

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/678866/Guidance_on_local_government_investments.pdf



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

investment is considered 'Non-Specified Investment' to which there can be greater risk and where professional investment advice might be sought.

Investment Objectives

15. Long Stratton Town Council's priorities will be on the security of reserves (protecting the capital sum from loss) and then the liquidity of its investments (keeping cash readily available for expenditure when needed).
16. All investments will be made in Sterling.
17. The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and Long Stratton Town Council will not engage in such activity.
18. If external investment managers are used, they will be contractually required to comply with this policy.

Specified Investments

19. Specified Investments are, by definition in the Guidance Notes, those offering high security and high liquidity, made in sterling and with a maturity date no longer than a year. Such short-term investments made with the UK Government or a Local Authority to Town/Parish Councils will automatically be Specified Investments, as will those with bodies or investment schemes of 'high credit quality'.
20. For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use deposits with UK banks, UK building societies, UK local authorities or other UK public authorities. Long Stratton Town Council will initially hold investments and its day-to-day banking with Unity Trust Bank.

Non-Specified Investments

21. These investments have greater potential risk – examples include investment in the money market, permanent interest bearing shares from building societies and corporate stocks and shares. Given the unpredictability and uncertainties surrounding such investments, the Council will only use this type of investment following a suitability and risk assessment and with the express agreement of full Council.

Liquidity of Investments

22. Subject to retaining no less than three months' average working capital requirement in the current and deposit facilities giving immediate access, the Town Clerk, as the Council's Responsible Financial Officer, will determine the amounts and maximum period for which funds may be prudently

invested, in accordance with paragraph 3 and 10 above, so as not to compromise liquidity. Any material changes to current and deposit facility investments will be reported to the Finance Committee at the next available meeting.

23. All delegations are subject to the safeguard arrangements in place within the Council's Financial Regulations, including payment signatory authorisations, reconciliations and reporting to Council, as appropriate.

Long Term Investments

24. Long term investments are defined in the Guidance Notes as greater than 12 months and require that, should any Council wish to invest for periods greater than 12 months, it must identify procedures for monitoring, assessing and mitigating the risk of loss of invested sums.
25. The Town Council does not currently hold any funds in long-term investments, however the Council will continue to assess the potential for long term investment of funds provided that such investment does not contradict the requirements of this investment policy.

Investment Risks

26. The Financial Services Compensation Scheme (FSCS) only protects the Council to a maximum of £85,000 per Bank. Therefore the Council where possible should look to invest in other banking institutes to prevent the risk of losing capital. The Council will look mitigates the risk by investing in a reputed banking organisation and spreading capital. Please refer to the Council's risk management document.

End of Year report

27. Investment forecasts for the coming financial year will be included in the Council's annual budget setting process. Following the end of the financial year, the Town Clerk will report on investment activity to the Finance Committee or full Council as required.
28. The Investment Policy will be reviewed annually by the Finance Committee, and any amendments will be approved by full Council prior to adoption.
29. Council will be able to amend or make variations to the Strategy at any time.

Freedom of information

30. In accordance with the Freedom of Information Act 2000 this document will be posted on the Council's website under the Policies section.



Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

Long Stratton Town Council

Reserves Policy

Introduction

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organization.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for these three main purposes:

- A **working balance** to help cushion the impact of uneven cash flows, such as the time lag between the start of the new financial year and the receipt of the first precept payment and the upfront payment of VAT prior to reclaiming
- A **contingency** to cushion the impact of unexpected events or emergencies
- **Earmarked reserves:**
 - A means of building up funds, to meet known or predicted requirements
 - Money held for specific purposes such as CIL (Community Infrastructure Levy)
 - Money pledged but payments unmade
- **Capital reserves:**
 - Money for capital projects (the purchase of buildings or land)

Notes to the Annual Accounts will detail the movement of reserves during the financial year.

The Council's specific requirements are detailed in appendix 1

Adopted 13.03.2023
Next review 31.03.2024

Appendix 1

Working Balance

The Council has considered the need for a working balance for 2023/24:

	Use	Budget
Cash Flow	To enable the payment of invoices prior to the receipt of the precept payment	£66,088
VAT payments	The payment of VAT prior to reclaim	£4203.80
Total		£70,291.80

Contingency

The Council has considered the need for a contingency for 2023/24:

	Use	Budget
Parish Council Assets	To cover unexpected maintenance costs	£1,500
Election	The potential cost of a by-election	£4,000
Unexpected costs	To cover the cost of unexpected events such as travellers or other community needs	£1,055.04
Total		£6555.04

Earmarked Reserves

Current any anticipated earmarked reserves at the end of 2023/24: £67,658

CIL receipts - £3,436.82

Any further earmarked reserves identified before the year end will be shown in the end of year accounts.