



STAVELEY TOWN COUNCIL

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Staveley Hall
Hall Drive
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17 January 2024

To all members of Staveley Town Council

Dear Councillor

You are hereby summoned to attend a meeting of the Town Council to be held at 6.00 pm on Tuesday, 23 January 2024 at Staveley Hall.

Members are asked to sign the attendance sheet for the meeting, available in the room.

In the interests of the smooth running of the meeting, queries or clarification about any of the items on the agenda are requested to be submitted 2 days prior to the meeting, to enable the Clerk to provide a comprehensive response.

Please ensure that confidential papers are kept secure prior to, and not left in the meeting room following, the meeting.

Yours sincerely

Sabrina Doherty
Town Clerk and Financial Officer

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting.

Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. The Clerk will record meetings for the purposes of the minutes.

AGENDA

1. TO NOTE APOLOGIES FOR ABSENCE

2. TO RECEIVE DECLARATIONS OF INTERESTS

Members are invited to declare disclosable pecuniary interests and other interests in items on the Agenda as required by the Staveley Town Council Code of Conduct for Members and by the Localism Act 2011.

3. MINUTES OF PREVIOUS MEETING

To confirm and sign the minutes of the annual meeting held on 28 November 2023.

4. CHAIRMAN'S ANNOUNCEMENTS

5. PUBLIC PARTICIPATION SESSION

This provides an opportunity for members of the public to make representations to the Council in relation to items on the agenda. Time for this item is limited to **15 minutes**.

Councillors will not debate the matters raised and no decisions can be made on any items raised in this session.

If in attendance the PCSO/Fire Service may provide an update on local matters.

6. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

If in attendance, Borough and County Councillors are invited to provide a short update to the Town Council on matters affecting the Town from their respective authorities.

7. MINUTES OF STANDING COMMITTEES

To receive the minutes of the following committee meetings for noting:
a) Policy, Finance and Publicity – 12 December 2023

8. CIVILITY AND RESPECT PLEDGE

To receive the report of the Town Clerk and RFO.

9. APPOINTMENT OF INTERNAL AUDITOR

To appoint Mrs Belina Boyer as the Council's internal auditor.

10. APPROVAL TO AFFIX THE TOWN COUNCIL SEAL

To grant approval for the affixing of the Council's Seal to the lease documents for the third floor of Staveley Hall.

11. DRAFT BUDGET AND PRECEPT SETTING 2024-25

To consider the report of the Town Clerk and RFO.

12. FINANCE MATTERS

a) To approve and sign the schedule of payments to 31 December 2023.

- b) To note the Summary of Income and Expenditure to 31 December 2023
- c) To note the bank balances as at 17 January 2024:
 - i. Co-op current account: £10557.38
 - ii. Co-op 14 day account: £0.00
 - iii. Co-op Savings account: £41,733.92
 - iv. CCLA PSDF account: £260,316.03
 - v. Petty Cash/Floats: £1069.95

Total Funds held: £313,677.28
- d) To note the earmarked reserves report to 31 December 2023.

13. EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To consider if any of the following items should be considered in confidential session and, if required, to pass a resolution stating the reasons for exclusion in the following terms:

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

14. STAFFING MATTERS

To consider the confidential report of the Town Clerk and RFO.

STAVELEY TOWN COUNCIL

Minutes of an Ordinary meeting of Staveley Town Council held at 6.15 pm on Tuesday, 28 November 2023 at Staveley Hall.

Present:

| | | | |
|-------------|------------|------------|----------------|
| Councillors | B Bingham | P Jacobs | E Tidd (Chair) |
| | J Bingham | P Mann | |
| | C Chambers | A Ogle | |
| | J Collins | D Parsons | |
| | B Dyke | D Rhodes | |
| | C Jackson | K Thornton | |

In attendance: Mrs S Doherty (Town Clerk), Mr N Taylor (Chair of the Staveley Town Council Improvement Board) and 5 members of public.

2324-56 TO NOTE APOLOGIES FOR ABSENCE

Apologies had been received from Councillors S Bean, J Ridgway and P Wilson.

2324-57 TO RECEIVE DECLARATIONS OF INTERESTS

Councillor D Rhodes declared a non-pecuniary interest in agenda item 13b, Edge Ministries CIL application, as he worked with them closely on community activities.

2324-58 MINUTES OF PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on 26 September 2023 be confirmed and signed as a correct record.

2324-59 CHAIRMAN'S ANNOUNCEMENTS

The Chair announced that she had attended the festival of Remembrance at the Winding Wheel and extended a thanks to the organiser.

She had also attended the Staveley Town Council Remembrance Sunday Service event and was pleased to see that there seemed to be more in attendance this year than last year.

Councillor B Dyke had attended the Chesterfield Service and laid the wreath on behalf of the Town Council as a past Chairman.

Councillor P Jacobs had laid a wreath on behalf of the Town Council at the Woodthorpe Memorial and commented that there had been a good turnout there too.

Councillor Mann had laid the wreath on behalf of the Council at the Hollingwood memorial.

2324-60 PUBLIC PARTICIPATION SESSION

A member of the public asked a question about the investigation report. It was confirmed that this would be discussed later on the agenda.

2324-61 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

Councillor A Hayes had provided a detailed report (copy circulated prior to the meeting).

Councillor B Bingham updated on financial position of the county council and noted that a full report would be provided at the next meeting as the County Council was due to meet tomorrow. He further notified Council that Alderman June Beckingham had recently passed away and requested a minutes silence.

A minute silence was held.

2324-62 MINUTES OF STANDING COMMITTEES

RESOLVED:

That the minutes of the meetings of the Policy, Finance and Publicity Committee held on 25 July 2023 and 17 October 2023 be noted.

2324-63 REPORT OF THE STAVELEY TOWN COUNCIL IMPROVEMENT BOARD

The Chairman of the Improvement Board presented the Board's report and findings. He commented that the Council was now in a far more stable position than it had been in previously and impressed upon members that working together and sticking to the plans that it had created were paramount to the Council's future success.

In response to the earlier question in public session the Town Clerk confirmed that member behaviour was a matter for the Monitoring Officer to deal with and that the Council could not issue its own reprimands or sanctions as this was not within its remit.

RESOLVED:

That the report and recommendations be accepted and adopted in full.

2324-64 STAVELEY TOWN COUNCIL IMPROVEMENT PLAN

Councillors considered the report of the Town Clerk & RFO.

RESOLVED:

That the Improvement Plan be adopted, subject to the inclusion of additional recommendations from the Improvement Board.

2324-65 DRAFT COUNCIL DELIVERY PLAN

Councillors considered the draft plan and the Town Clerk's report. It was confirmed that the feedback received so far would be analysed and fed into future reviews of the plan. The consultation questionnaire would be extended a further month.

RESOLVED:

That the Council Delivery Plan be approved and adopted.

2324-66

DRAFT BIODIVERSITY POLICY STATEMENT

Councillors considered part of the report of the Town Clerk and RFO. It was confirmed that the Council would seek to engage with local groups for any activities agreed as part of an action plan.

RESOLVED:

That the Biodiversity Policy Statement be approved and adopted and a Biodiversity Action Plan be produced in the new year.

2324-67

FINANCE MATTERS

- a) To approve the schedule of payments to 31 October 2023.

RESOLVED:

That the schedule of payments to 31 October 2023 be approved.

- b) To note the Summary of Income and Expenditure to 31 October 2023.

RESOLVED:

That the summary be noted.

- c) To note the bank balances as at 22 November 2023:

- i. Co-op current account: £8,301.83
- ii. Co-op 14 day account: £147,103.82
- iii. Co-op Savings account: £124,630.10
- iv. Petty Cash/Floats: £797.58

Total Funds held: £340,833.33

- d) To note the earmarked reserves report to 31 October 2023
In response to a query the Town Clerk confirmed that the 'general reserve was just what was left in the council's bank accounts that was not allocated via earmarked reserves and that the Council needed to build up the pot over time. By year end it was expected that there would be approximately £60,000 left in the general reserves. However, if Councillors wished for it to be so, a new earmarked reserve named 'Emergency Contingency' could be created and the money transferred in the accounts to show it more clearly.

RESOLVED:

That the report be noted.

2324-68

CIL EXPENDITURE REQUEST

- a) Chesterfield Canal Trust – Aviva Appeal

The Town Clerk explained that an email had been received with an appeal for creating a new canalside environment around the new Trans-Pennine trail bridge at Hartington as part of the restoration of

the Chesterfield Canal. As the canal and improvement of biodiversity had been identified as part of the Council Delivery Plan it was believed that this was a suitable project to bring forward as something to support with CIL monies as it would provide community infrastructure whilst supporting the Council's wider aims.

RESOLVED:

That the project be granted £3,000 of CIL money.

- b) Edge Ministries – Building repairs and food for food bank
Councillors considered the application and raised concerns over the building ownership. It was also agreed that, whilst it was a noble cause, food was not eligible expenditure under the CIL regulations and this was the wrong fund for that element of the application.

During discussion it was agreed to move the remainder of the item to confidential session due to some information which a Councillor felt was necessary to impart.

RESOLVED:

That consideration of this application be deferred pending receipt of a revised application which fits the criteria of the CIL fund.

2324-69 CASUAL VACANCY

RESOLVED:

That the resignation of Councillor D Wheeldon be noted and that a casual vacancy be formally declared.

2324-70 EXCLUSION OF PRESS AND PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED:

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

2324-71 STAFFING MATTERS

Councillors considered the update from the Town Clerk & RFO.

RESOLVED:

That the Town Clerk draft a new job description and person specification to bring to the next Council meeting for approval.

2324-72 TENANT MATTERS

Councillors considered the verbal report of the Town Clerk and RFO. A full discussion ensued.

RESOLVED:

That the tenant be advised that whilst the Council has every sympathy for the current economic circumstances that everyone is facing, a rent reduction cannot be agreed and that they are responsible for the costs of seeking a change of use planning application.

The Chair closed the meeting at 7:35pm.

Signed: _____

DRAFT

STAVELEY TOWN COUNCIL

Minutes a meeting of the Policy, Finance and Publicity Committee held at 6.00 pm on Tuesday 12 December 2023 in the Devonshire room at Staveley Hall.

Present:

| | |
|-----------------|----------------|
| Cllr B Bingham | Cllr P Jacobs |
| Cllr C Chambers | Cllr P Mann |
| Cllr B Dyke | Cllr J Ridgway |
| Cllr C Jackson | Cllr E Tidd |

PFP2324/19 To Note Apologies for Absence
None.

PFP2324/20 To Receive Declarations of Interests
No declarations made.

PFP2324/21 Minutes of the Previous Meeting
RESOLVED: That the minutes of the meeting held on Tuesday, 17 October 2023 be confirmed and signed as a correct record.

PFP2324/22 Public Participation Session
There were no members of the public present.

PFP2324/23 To determine which items if any from the remainder of the agenda should be taken with the public and press excluded.
There were no confidential matters to be discussed.

PFP2324/24 Civility and Respect Pledge
Councillors considered the report of the Town Clerk and RFO.

It was agreed that all Councillors should sign the pledge individually to make it more meaningful and that all Councillors should receive and sign copies of the relevant policies to show that they are agreed and will be abided by.

It was confirmed that the Council did not have powers to sanction Councillors and that any enforcement of behaviours would be dealt with via the Monitoring Officer.

RECOMMENDED:

- a) That the Council adopt the following policies:
- Dignity at Work
 - Model Councillor-Officer Protocol
 - LGA Model Code of Conduct

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- b) That Council adopt and sign the Civility and Respect Pledge, all councillors to sign.

PFP2324/25

Social Media Performance Brief

Councillors considered the report of the Town Clerk and RFO.

The significant change in positive engagement for the period against the same period last year was noted.

It was commented that alternative communication channels should be explored to engage those who weren't on Facebook. The Town Clerk confirmed that this was part of the Assistant Clerk's remit and she would bring reports to future meetings.

RESOLVED:

That the report be noted.

PFP2324/26

Draft Budget 2024-25

Councillors considered the report of the Town Clerk and RFO.

Comments were made in regard to the proposed subscriptions. Councillors considered some ideas for possible events for the coming year. The Town Clerk advised that a working group to consider details of events would be beneficial, this meeting needed to consider the budget allocation that Council should set aside for all events before those decisions could then be made.

A councillor commented that the Council's main objective was to build its finances back up.

As there were no recommendations put forward, the Town Clerk advised that she would continue to refine the figures as quotes were received leading into the Council's Meeting in January.

The Chair declared the meeting closed at 7:13pm.

Signed: _____

CIVILITY AND RESPECT PLEDGE – STAVELEY TOWN COUNCIL

MEETING: ORDINARY MEETING OF STAVELEY TOWN COUNCIL

DATE: 23 JANUARY 2024

REPORT BY: TOWN CLERK AND FINANCIAL OFFICER

1.0 PURPOSE OF REPORT

- 1.1 To approve signing up to the Civility and Respect Pledge as recommended by the Improvement Board.
- 1.2 To approve the policies attached as appendices to the report as part of the pledge requirements.

2.0 BACKGROUND AND INTRODUCTION

- 2.1 Council received and accepted the investigation report of the Improvement Board at its meeting on 28 November 2023.
- 2.2 A key issue noted in the report was the poor relationships between members and sometimes officers and employees. It was therefore recommended that a training programme be put in place and the Council sign up to the Civility and Respect Pledge to show its commitment to improving relationships and behaviours in order that the Council can move forward with its ambitious plans for Staveley.
- 2.3 As Councillors will see, there are a number of policies that the pledge requires the Council to have in place as part of its commitment to the pledge. Some of the policies, the council does already have in place as a result of the issues in 2013/14, however these have not been reviewed and updated recently.
- 2.4 As part of the project new template policies have been developed and the committee is asked to consider these for recommendation to Council in replacement of any existing policies. These have been written by sector professionals and are attached as appendix 1 to the report as follows:
 - a) Dignity at Work Policy
 - b) Model Councillor-Officer Protocol
 - c) LGA Model Code of Conduct for Councillors

- 2.5 The pledge project is a joint project between the two professional sector bodies, the Society for Local Council Clerks (SLCC) and The National Association of Local Councils (NALC). It is set out below:

| Definition of Civility and Respect |
|---|
| Civility means politeness and courtesy in behaviour, speech, and in the written word. |
| Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind. |

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

| Statement | Tick to agree |
|---|---------------|
| Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. | |
| Our council has put in place a training programme for councillors and staff | |
| Our council has signed up to Code of Conduct for councillors | |
| Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy. | |
| Our council will commit to seeking professional help in the early stages should civility and respect issues arise. | |
| Our council will commit to calling out bullying and harassment when it happens. | |
| Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme | |

| | |
|--|--|
| Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate. | |
|--|--|

- 2.6 The Policy, Finance and Publicity Committee has considered the policies at its meeting held on 12 December 2023 and recommends them to Council for approval and that the Council signs up to the Civility and Respect pledge. It was agreed that all councillors should sign an official pledge to show that all take the pledge seriously.
- 2.7 The Council has previously committed to providing training for Councillors and staff and sets budgets for these activities. Training is being provided/undertaken as time allows, at present, and a full programme for Councillors is being devised.

3.0 RECOMMENDATIONS

- 3.1 That the policies listed at paragraph 2.4 be approved for adoption.
- 3.2 That the Council sign up to the Civility and Respect Pledge.

S Doherty
Town Clerk and RFO

DIGNITY AT WORK POLICY

Staveley Town Council believes that civility and respect are important in the working environment, and expect all Staveley Town Councillors, officers and the public to be polite and courteous when working for, and with the Staveley Town Council.

Purpose

Staveley Town Council is committed to creating a working environment where all Staveley Town Council employees, Staveley Town Councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Staveley Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at Staveley Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Staveley Town Council this should be raised to their nominated contact, manager, or the Chair of the Staveley Town Council, in the first instance. Should the complaint be about the chair of the Staveley Town Council the complaint should be raised to the deputy chair / Staveley Town Council's personnel / staffing committee.

Agency staff, or contractors are equally expected to treat Staveley Town Council colleagues, and other representatives and stakeholders with dignity and respect, and the Council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Staveley Town Councillor), however, the Council will take appropriate action if any of its employees are bullied or harassed by employees, Staveley Town Councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and Staveley Town Council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Staveley Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the Staveley Town Council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Staveley Town Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the Council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equality and Diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Staveley Town Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the Council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a Staveley Town Councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a Staveley Town Councillor: If you are being bullied or harassed by a Staveley Town Councillor, please raise this with the clerk/chief officer or the chair of the Staveley Town Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Staveley Town Councillors Code of Conduct must be investigated by the Monitoring Officer.

The Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a Staveley Town Councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Staveley Town Council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the Staveley Town Council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the Staveley Town Council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the Council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the Council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Staveley Town Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The Council will consider any adjustments to support you in your work and to manage the relationship with the Staveley Town Councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a Council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with Council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a Council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all Staveley Town Council representatives to create workplaces that allow people to maintain their dignity at all times. If your Council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A Council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and

civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the Council enables employees with different backgrounds and beliefs to share ideas and shape how the Council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The Council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The Council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the Council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the Council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and Councillors jointly determine the working culture, Councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how Councillors behave with each other in Council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All Council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the Council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the Council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that Councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the Council, or a Councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for Council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the Council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders –Councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a Councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small Council it is likely that it will be clear that the accused will know where the accusation has come from. The Council representative (clerk/chief officer/Councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a Council to consider an anonymous complaint, however if the concerns are significant and compromise the Council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the Council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Staveley Town Councillors

Following the Ledbury case, the law is clear that any formal complaint about a Staveley Town Councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the Council has made the complaint, that the Council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the Council as a whole due to lack of support related to Councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the Council, or require exploration of the Councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any Councillor(s) where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the Council and can therefore be dealt with by the Council's grievance procedure or against a Councillor and can only be dealt with by the Monitoring Officer.

MODEL COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority."

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In

turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy

- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private

- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy

the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed. Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice

for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code -

<https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

| Subject | Description |
|--|---|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the |

| | |
|----------------------------|---|
| | <p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| Land and Property | <p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p> |
| Licenses | <p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p> |
| Corporate tenancies | <p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p> |
| Securities | <p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p> |

| | |
|--|--|
| | spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class. |
|--|--|

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

DRAFT BUDGET 2024-25 – STAVELEY TOWN COUNCIL

MEETING: ORDINARY MEETING OF STAVELEY TOWN COUNCIL

DATE: 23 JANUARY 2024

REPORT BY: TOWN CLERK AND FINANCIAL OFFICER

1.0 PURPOSE OF REPORT

- 1.1 To provide Council with the Draft Budget for 2024-25 (Appendix 1) for approval.
- 1.2 To provide Council with the necessary information to enable the Precept for 2024-25 to be set.

2.0 BACKGROUND AND INTRODUCTION

- 2.1 In February 2023 the Council set an austere budget for 2023-24 based on balancing the books in order to pay off outstanding revenue account debts from previous years and to commence rebuilding of the general reserve funds. The budget was supported by taking a revenue loan from Chesterfield Borough Council.
- 2.2 As part of the process the Council set a 5 year financial plan to enable it to rebuild the general reserves to an acceptable operating level and to develop earmarked reserves so that known future expenditures eg building repairs could be saved for without requiring a significant impact on one or two years of precept. This plan had been based on the assumptions of a 10% increase in precept income for 2024-25 and an expected 11.1% expenditure increase each year. Across all of the options presented a minimum 5% increase on the precept was recommended.
- 2.3 At its 28 November 2023 meeting, the council approved the Council's Corporate Delivery Plan which sets out the Council's programme of activities over the next three years. This was the first step in developing the draft budget for the coming year.
- 2.4 Based on information that the Council received from a professional advisor this time last year, the Committee should note that the inflation rate used in determining budget increases is taken from September each year. This September the inflation percentage was 6.7%. For comparison purposes, at the time of writing this report the inflation rate is now 3.9% compared to 4.6% last month.
- 2.5 The estimated Council Tax Base has been received and a 'calculator' has been attached to the report as Appendix 2 showing the impact of different options.

- 2.6 The 5 year plan has been updated and also shows the impact of the different options upon the reserves based on expenditure assumptions each year. This is attached as Appendix 3.

3.0 DRAFT BUDGET 2024-25

- 3.1 Councillors are referred to Appendix 1 of the report to view the draft budget figures. As per standard practice, these new figures are compared to the previous financial year and the current financial year actuals, and forecast expenditure.
- 3.2 The current financial year is expected to end with a small surplus for the general fund of approximately £60,000 with a healthy sum of CIL money held in earmarked reserves of approximately £150,000.
- 3.3 There is a section for Contributions to Earmarked Reserves showing what could be allocated in order to start off the Council's savings towards known future expenditures. As per the request from members of the Policy, Finance and Publicity Committee, a line has been added for an 'Emergency Contingency', however this is not normally necessary as the General Reserves (aka General Fund or Contingency) fulfils this requirement when it is kept at an acceptable level ie a surplus over and above the budgeted expenditure.
- 3.4 As noted in the Improvement Board Report, the budget for next year is not one of expansion, but consolidating what the council already has in place and putting in place the relevant support mechanisms to ensure that it does not fail in delivering existing services.
- 3.5 There has been a necessary contraction in the provision of events this year due to the lack of staffing, as well as funds, and this is a theme that should be carried forward into the new financial year. There are many local groups that provide entertainments for the community and the council should look to support these over trying to do too much too quickly. The key events for the Council to focus on are the Remembrance Sunday service and parade and the Christmas Lights Switch-on and lantern parade.
- 3.6 Specific lines to note where there is a significant increase in proposed expenditure compared to this year are as follows:

Professional Fees/charges – the Council has been recommended by the Improvement Board to revive the idea of a charity to manage Staveley Hall. This will require specialist detailed advice from a Solicitor. At the present time the cost of this is not known. Additionally, the Council's insurer is requiring a professional valuation of its buildings for 'rebuild' value and this will cost the council approximately £2,000 per site. It is important that this is done to make sure that the buildings are not under/over insured.

Subscriptions – the Council should ideally be a member of NALC and can only do this through the County Association DALC. It also subscribes to the SLCC on behalf of the Town Clerk. It is unknown what these costs will be for next year but based on the existing year's costs it is estimated that £3,000 will cover it.

Potentially the Council may also wish to consider subscribing to the National Allotment Association and the NABMA for markets.

Civic Costs

- An allowance for the Chairman has been re-introduced to enable re-imbursements of costs for the office. It is proposed that the Chairman be more active in future years to lift the profile of the Council. This will likely incur travel and ticket costs.
- Additionally, a sum has been set aside for civic functions in order to cover the costs of the Remembrance Sunday parade and service.
- Elections – the Council should save over 4 years to prepare for the next term's elections – these will be contributions to reserves.

Community Services

- Community Grants – this is a renaming of the previous s137 grants. S137 is no longer applicable as the Town Council has adopted the General Power of Competence. These grants were not possible to give this year but can be reintroduced for 2024-25.
- Events/Entertainment – this budget will enable the Council to consider putting on small events for school holidays that do not involve a lot of staff time – eg Summer activities or Extreme Wheels
- Christmas Lights – this budget will support the lighting scheme currently in operation and enable the council to put on the lantern parade and workshops again.
- Hanging baskets – this will provide the scheme from 2022-23 plus watering (previously the caretakers did the watering but the capacity is not now available in-house)
- CIL receipts – this is an estimate – update awaited from CBC.

Market Place - a new line has been added to enable promotion of the market – this year was done with no budget, however proper signs and banners which can go out in the wider area may help with promotion. Ideas can be considered at a later date, the establishment of a new budget line will enable options to be looked at.

Staffing costs – these will be considered in confidential session – please see confidential appendix 4 to the report for details.

Staveley Hall and Stables – A budget for Grounds Maintenance has been added in as this year we were fortunate to be given maintenance support for free. A proper contract will need to be procured over the coming months.

4.0 RESERVES

- 4.1 The Council will finish the year with a small surplus on the general reserve, assuming nothing unforeseen occurs, of approximately £60,000. The final tranche of the loan drawdown will enable an additional £30,000 to be held in reserves but this is allocated in anticipation of an additional invoice relating to the cancelled Town Deal project.
- 4.2 On top of this small reserve it will hold a sum of approximately £150,000 of CIL money. £50,000 of this has been allocated towards a refurbishment of the

Speedwell Rooms to act as match funding to assist with accessing grant funding. There will likely be a minimum of approximately £100,000 of expenditure on the horizon for the Council relating to issues with the three buildings and the listed wall. It is imperative therefore that the Council is able to develop reserves to save towards these.

- 4.3 The Improvement Board's Report recommended that the Council hold a target 10% of its precept as a General Reserve which would support it with any emergency occurrences. At the current precept this would amount to just under £50,000. This advice is at odds with the advice from NALC and the Joint Practitioner's Accounting Guide which recommends that 30-100% of the net revenue expenditure is held, with the higher the precept the lower end of the scale required. The Council agreed in February 2023 that it would aim to hold 30%.
- 4.4 In the grand scheme of everything that could happen with the Council's current activities and financial position, £50,000 is too little a general reserve to hold and it is recommended that the Council continue to strive for the 30% position, recognising that this year-end will not get the Council to its target (although the 10% target is likely to be achieved). The 5 year plan shows when the Council can achieve its target position per precept increase option.
- 4.5 It is important to clarify that the General Reserves/Contingency Fund is meant to enable the Council to continue operating in the event of the precept not being paid or if a key member of staff is taken ill, for example. It would also cover anything that was not insured as standard. It is not meant to be used for planned repairs and maintenance (although it could be if the earmarked reserve had not been built up high enough to cover the expenditure, which had now become urgent, so long as it was topped back up asap). Looking ahead to upcoming expenditure the Council will need to develop an earmarked reserve of approximately £139,000 to spread across the different project pots over the next 5 years.
- 4.6 The 5 year plans show what the fluctuation of the general reserve could be based on the level of precept increases selected. Alongside the plans is a separate working showing how much 'surplus' is generated to use towards building up earmarked reserves after securing the general reserve 'contingency' element each year. Please note that this is not cumulative. None of the options which deviate from the originally approved plan produce a surplus for 2024/25. All of them regress back to a negative position if they are maintained across the years in the plan. Of course this doesn't take into account any increases in Council Tax Base across the period but some of the options drop off so dramatically that this slight change wouldn't have the relevant impact to mitigate the decline.
- 4.7 Alongside the additional figures there are suggestions for the minimum increases that would be required to ensure that the Council maintained its 30% reserves, and generated a small amount which could be put towards earmarked reserves. Again, the surplus starts to get eaten into in order to support the revenue budget position. So these small amounts are not able to be set aside for earmarked reserves for any length of time. If the earmarked reserves had to be spent in that particular year then the position of the following year would worsen again.

- 4.8 As members will see from the percentages, year to year there will have to be some large hikes to maintain the status quo. Anything below 6.7% leads to erratic reserves and odd years with a significant percentage increase. The most stable position is obtained with a 10% increase for 2024-25 and enables the Council to reduce down to a lower rate in subsequent years, whilst maintaining its targets and ensuring that it has enough to cover its obligations and future planned maintenance and repairs.

5.0 SETTING THE PRECEPT

- 5.1 Further to the PFP Committee and a meeting with the leaders, the budget requirement has been reduced to what would equate to a 4% increase on the precept, taken in isolation. However, given the information regarding reserves at section 4 of the report, the Council needs to recover its reserves position to stabilise properly before it can move forward and be confident that it is not going to regress backwards to a negative reserves position.
- 5.2 The 5 year plan shows that the Council can both recover its position and operate more favourably towards Council Tax payers in subsequent years by setting a 10% increase this year. In real terms this equates to an increase of 14p per week for a Band A property and 22p per week for a Band D property. The total cost per month increasing by 75p for a Band A property or £1.12 per month for a Band D property (split across 10 months, rounded).
- 5.3 The table below shows that Staveley Town Council's Band D equivalent is below the average across the local 'high-precepting' local councils. With a 10% increase on this year's precept it will remain below the average charge across the local area.

| Council name | Tax base 23-24 | Precept 23-24 | Average Band D 23-24 | % inc from 2022-23* |
|--------------|-------------------|------------------|----------------------------|---------------------------|
| Belper | 7526.7 | £649,064 | £89.44 | 10.0 |
| Clay Cross | 2913.6 | £265,228 | £91.03 | 10.74 |
| Clowne | 2553.90 | £381,941 | £149.55 | 5.82 |
| Dronfield | 7184.0 | £876,593 | £122.02 | 5.0 |
| Eckington | 3456.7 | £343,394 | £99.34 | 5.57 |
| Killamarsh | 2550.4 | £440,314 | £172.65 | -9.89 |
| Matlock | 3669.5 | £356,070 | £97.04 | 0.31 |
| Old Bolsover | 3564.4 | £550,314 | £154.39 | 5.08 |
| Shirebrook | 2557.9 | £800,000 | £312.76 | 18.52 |
| Staveley | 4435.0 | £497,565 | £112.19 | 11.9 |
| Ripley | 6606.6 | £355,368 | £53.79 | 3.91 |

Mean average = 6.09% increase, £132.20 Band D

*includes any Council Tax Base adjustments

6.0 RECOMMENDATIONS

- 6.1 That the draft budget for 2024-25 as set out in appendix 1 of the report be approved.

- 6.2 That the Council continue to target a 30% general reserve to net revenue expenditure ratio.
- 6.3 That the updated 5 Year financial plan be noted.
- 6.4 That the Council set the precept at £555,401 for 2024-25.

Sabrina Doherty
Town Clerk and Financial Officer

Staveley Town Council

17 October 2023 (2023 - 2024)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

| | | Last Year | | | | Current Year 2023 - 2024 | | | | | Next Year | | |
|-----------|---------------------------|-----------|---------|----------|--------|--------------------------|------------|-----------|--------|--------|-----------|------------|--------|
| Income | | Receipts | | Payments | | Receipts | | Payments | | | Receipts | Payments | |
| Code | Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 1 | Precept | 444502 | 444502 | | | 497,565.00 | 497,565.00 | | | | | | |
| 2 | Council Tax Support Grant | 5000 | 11788 | | | 5,000.00 | | | | | | | |
| 3 | Grants Received | 5000 | | | | 5,000.00 | 13,301.84 | | | 3.27 | | 5000 | |
| 4 | Hall and Stables Leases | 70520 | 80838 | | | 100,000.00 | 43,099.46 | 43,099.46 | | | | 86000 | |
| 5 | Hall Room Bookings | 18920 | | | | 8,000.00 | 3,615.67 | 3,615.67 | | | | 5000 | |
| 6 | Speedwell Room Hire | 26316 | 26305 | | | 34,380.00 | 10,089.17 | 10,089.17 | | | | 30000 | |
| 7 | Market rents | 2080 | 1353 | | | 1,400.00 | 872.53 | 872.53 | | | | 2800 | |
| 8 | Allotment rents | 0 | 0 | | | 173.24 | 173.67 | | | | | 173.24 | |
| 9 | Bar Income | 10234 | 11325 | | | 10,234.00 | 855.71 | 855.71 | | | | 2500 | |
| 10 | Bank Interest | 50 | 27 | | | | 62.61 | 62.61 | | | | 1500 | |
| 11 | Donations Received | 0 | 6988 | | | | 10.00 | 10.00 | | | | | |
| 12 | Functions Income | 0 | 7987 | | | 5,000.00 | | | | | | 2500 | |
| 13 | Misc Income | 33480 | 178761 | 17448 | 203892 | 1,000.00 | 12,400.15 | 12,400.15 | | | | 1000 | |
| 86 | CIL Receipts | 10000 | 4778 | 28872 | | 50,000.00 | 102,062.03 | 25,000.00 | | | | 50000 | |
| 94 | Outstanding Debtors | 0 | | | | 13,083.00 | 2,549.10 | | | | | | |
| 99 | Loan Drawdown | 0 | 342765 | | 59779 | | 40,000.00 | | | | | | |
| 100 | VAT Rebate | 0 | | | | | | | | | | | |
| SUB TOTAL | | 626,102 | 1117417 | 46,320 | 263671 | 730,835.24 | 726,656.94 | 96,005.30 | | 3.27 | | 186,473.24 | |

[illegible]

| | | | | | | | | | | |
|-----------|--|--------|--------|--|--|-----------|-----------|-----------|--|-----------|
| SUB TOTAL | | 79,850 | 79,649 | | | 55,678.95 | 13,961.64 | 13,416.64 | | 57,700.00 |
|-----------|--|--------|--------|--|--|-----------|-----------|-----------|--|-----------|

| Allotments | | Last Year | | | | Current Year 2023 - 2024 | | | | | | Next Year | |
|------------|------------|-----------|--------|----------|--------|--------------------------|--------|----------|--------|--------|----------|-----------|----------|
| | | Receipts | | Payments | | Receipts | | Payments | | | | Receipts | Payments |
| | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 49 | Legal Fees | | | 0 | | | | | 250.00 | | | | 250 |
| 50 | Land Rent | | | 0 | | | | | 3.00 | 4.00 | | | 4 |
| SUB TOTAL | | | | 0 | | | | | 253.00 | 4.00 | | | 254 |

| Civic Costs | | Last Year | | | | Current Year 2023 - 2024 | | | | | | Next Year | |
|-------------|----------------------|-----------|--------|----------|--------|--------------------------|--------|----------|-----------|-----------|----------|-----------|-----------|
| | | Receipts | | Payments | | Receipts | | Payments | | | | Receipts | Payments |
| | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 55 | Chairman's Allowance | | | 800 | 235 | | | | | | | | 500 |
| 56 | Civic functions | | | 1000 | | | | | | | | | 2500 |
| 57 | Elections | | | 4000 | | | | | 16,000.00 | 11,275.22 | | | 4000 |
| 58 | By-Elections | | | 0 | | | | | | | | | 4000 |
| SUB TOTAL | | | | 5,800 | 235 | | | | 16,000.00 | 11,275.22 | | | 11,000.00 |

| Community Services | | Last Year | | | | Current Year 2023 - 2024 | | | | | | Next Year | |
|--------------------|----------------------|-----------|--------|----------|--------|--------------------------|--------|----------|--------|--------|----------|-----------|-----------|
| | | Receipts | | Payments | | Receipts | | Payments | | | | Receipts | Payments |
| | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 51 | Community Grants | | | 5500 | 5300 | | | | | | | | 5000 |
| 52 | Events/Entertainment | | | 20750 | 36704 | | | | | | | | 5000 |
| 53 | Christmas Lights | | | 10000 | | | | | | | | | 15000 |
| 54 | Hanging Baskets | | | 0 | | | | | | | | | 5560 |
| SUB TOTAL | | | | 36,250 | 42,004 | | | | | | | | 30,560.00 |

| Loans | | Last Year | | | | Current Year 2023 - 2024 | | | | | | Next Year | |
|-----------|------------|-----------|--------|----------|--------|--------------------------|--------|----------|------------|-----------|-----------|-----------|------------|
| | | Receipts | | Payments | | Receipts | | Payments | | | | Receipts | Payments |
| | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 69 | PWLB | | | 55000 | 68902 | | | | 55,000.00 | 27,285.67 | 27,285.67 | | 54571.34 |
| 70 | CBC Loan 1 | | | 18000 | 24838 | | | | 16,072.76 | 16,072.76 | | | 15682.77 |
| 71 | CBC Loan 2 | | | 0 | | | | | 45,000.00 | 35,998.29 | | | 80996.16 |
| SUB TOTAL | | | | 73,000 | 93,739 | | | | 116,072.76 | 79,356.72 | 27,285.67 | | 151,250.27 |

| Market Place | | Last Year | | | | Current Year 2023 - 2024 | | | | | | Next Year | |
|--------------|----------------------|-----------|--------|----------|--------|--------------------------|--------|----------|----------|--------|----------|-----------|----------|
| | | Receipts | | Payments | | Receipts | | Payments | | | | Receipts | Payments |
| | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 59 | CBC Electric charges | | | 0 | | | | | 500.00 | | | | 500 |
| 60 | Market-NNDR | | | 0 | | | | | 2,345.30 | 687.70 | 687.70 | | 1400 |
| 87 | CBC Insurance | | | 0 | | | | | 500.00 | | 500.00 | | 500 |
| N | Market Promotion | | | 0 | | | | | | | | | 500 |
| SUB TOTAL | | | | 0 | | | | | 3,345.30 | 687.70 | 1,187.70 | | 2,900.00 |

| Speedwell Rooms | | Last Year | | | | Current Year 2023 - 2024 | | | | | Next Year | | |
|-----------------|--------------------------|-----------|--------|----------|--------|--------------------------|--------|----------|-----------|-----------|-----------|----------|-----------|
| | | Receipts | | Payments | | Receipts | | Payments | | | Receipts | Payments | |
| | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 61 | Bldg Maint - Speedwell | | | 2500 | 110 | | | | 2,500.00 | 1,393.09 | 1,249.98 | | 3000 |
| 62 | SWell - Licences/permits | | | 0 | 384 | | | | 1,696.00 | 1,256.43 | | | 1500 |
| 63 | Bar Stock | | | 7500 | 5625 | | | | 7,500.00 | 6.68 | 6.68 | | 2000 |
| 64 | Gas/Electric - Speedwell | | | 0 | | | | | 10,000.00 | 2,730.40 | 4,999.98 | | 10000 |
| 65 | SWell-Water Rates | | | 0 | | | | | 1,500.00 | 492.12 | 492.12 | | 1500 |
| 66 | Speedwell - NNDR | | | 0 | | | | | 7,609.75 | 5,251.21 | 5,251.21 | | 11000 |
| 67 | SWell - EPOS | | | 0 | 2644 | | | | 1,701.36 | 236.28 | 236.28 | | 500 |
| 68 | SWell - Telephone/BBand | | | 0 | | | | | 3,627.12 | 305.79 | 305.79 | | 1000 |
| 97 | Waste Removal | | | 0 | | | | | | 795.00 | | | 1100 |
| SUB TOTAL | | | | 10,000 | 8763 | | | | 36,134.23 | 12,467.00 | 12,542.04 | | 31,600.00 |

| Staffing Costs | | Last Year | | | | Current Year 2023 - 2024 | | | | | Next Year | | |
|----------------|-------------------------|-----------|--------|----------|-----------|--------------------------|--------|----------|------------|-----------|-----------|----------|------------|
| | | Receipts | | Payments | | Receipts | | Payments | | | Receipts | Payments | |
| | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 73 | Salaries/Wages Gross | | | 219807 | 320461.81 | | | | 88,430.33 | 38,298.42 | 38,298.42 | | 156687.08 |
| 74 | Employer NI | | | 25074 | 24684.45 | | | | 6,391.20 | 2,911.20 | 2,911.20 | | 9634 |
| 75 | Employer Pension | | | 38352 | 41385.33 | | | | 15,887.88 | 4,719.87 | 4,719.87 | | 28306.63 |
| 76 | Mileage Claims | | | 0 | 72 | | | | 100.00 | | | | 150 |
| 77 | Uniforms/PPE | | | 400 | 251 | | | | 150.00 | | | | 250 |
| 78 | Staff Training | | | 500 | 2564 | | | | 500.00 | | | | 1000 |
| 79 | Staff Expenses | | | 300 | 25 | | | | 150.00 | | | | 150 |
| 80 | Recruitment Advertising | | | 250 | | | | | | | | | |
| 81 | Conference fees | | | 300 | | | | | 300.00 | | | | 350 |
| 82 | Conference Expenses | | | 300 | | | | | 300.00 | | | | 350 |
| 98 | Redundancy Cost | | | 0 | | | | | | 4,927.35 | | | |
| SUB TOTAL | | | | 285,283 | 389444 | | | | 112,209.41 | 50,856.84 | 45,929.49 | | 196,877.71 |

| Staveley Hall & Stables | | Last Year | | | | Current Year 2023 - 2024 | | | | | Next Year | | |
|-------------------------|----------------------------|-----------|--------|----------|--------|--------------------------|--------|----------|-----------|-----------|-----------|----------|---------------------------|
| | | Receipts | | Payments | | Receipts | | Payments | | | Receipts | Payments | |
| | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 30 | Telephone/Broadband | | | 16000 | 12456 | | | | 9,626.16 | 8,399.69 | 8,399.69 | | 12000 |
| 31 | Other phone lines | | | 0 | | | | | 600.00 | 45.00 | 45.00 | | 340 move to admin code |
| 32 | Cleaning Contract | | | | | | | | 29,541.20 | 13,605.00 | 13,605.00 | | 31550 |
| 33 | Building Maintenance | | | 0 | 20936 | | | | 20,000.00 | 9,058.84 | 9,058.84 | | 20000 |
| 34 | Grounds Maintenance | | | 0 | 10990 | | | | | | | | 10000 |
| 35 | Security Alarm - Hall | | | 1500 | 2025 | | | | 1,500.00 | 817.50 | | | 1600 |
| 36 | Fire Alarm - Hall | | | 1500 | 4112 | | | | 2,500.00 | 152.00 | 890.00 | | 1600 |
| 37 | Licences/Permits-Hall | | | 2000 | | | | | 2,500.00 | 23.00 | 23.00 | | 3500 |
| 38 | Gas/Electric-Hall/Stables | | | 38500 | 68581 | | | | 30,000.00 | 29,179.91 | 15,000.00 | | 45000 |
| 39 | Water Rates - Hall/Stables | | | 5000 | 4952 | | | | 5,000.00 | 1,166.12 | 1,166.12 | | 3000 |
| 40 | Equipment Purchase/Hire | | | 3000 | 7458 | | | | | 200.00 | 200.00 | | 2000 |
| 41 | Equipment Maintenance | | | 4000 | 3119 | | | | 4,000.00 | 5.39 | 5.39 | | 2000 |
| 42 | Carpark-NNDR | | | | | | | | 1,247.50 | 747.50 | 747.50 | | 1500 |
| 43 | Reception-NNDR | | | | | | | | 910.68 | 572.22 | 572.22 | | 1200 |
| 44 | Air Hall-NNDR | | | | | | | | 1,521.95 | 958.05 | 958.05 | | |
| 45 | Devonshire-Frecheville NNI | | | | | | | | 3,592.80 | 3,032.37 | 3,032.37 | | 6100 |

| | | | | | | | |
|-----------|--------------------|--------|--------|------------|-----------|-----------|------------|
| 46 | Waste Collection | 0 | | 3,786.00 | 1,115.00 | | 1200 |
| 47 | Working Budget | 6000 | | 6,000.00 | 284.81 | 284.81 | 6000 |
| 48 | Bad Debt Provision | | | 10,000.00 | | | 5000 |
| 88 | Cleaning Supplies | 5000 | 2877 | | 117.00 | | 2500 |
| SUB TOTAL | | 82,500 | 137506 | 132,326.29 | 69,479.40 | 53,987.99 | 156,090.00 |

| Vehicle | | Last Year | | | | Current Year 2023 - 2024 | | | | | | Next Year | |
|-----------|--------------------|-----------|--------|----------|--------|--------------------------|--------|----------|----------|--------|----------|-----------|----------|
| | | Receipts | | Payments | | Receipts | | Payments | | | | Receipts | Payments |
| | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 83 | Van Maintenance | | | 1000 | 337 | | | | 1,000.00 | 93.26 | 93.26 | | 1000 |
| 84 | Van Tax/Insurance | | | 0 | 290 | | | | 300.00 | 320.00 | | | 350 |
| 85 | Fuel and Oil (Van) | | | 0 | 1665 | | | | 2,500.00 | 25.02 | 25.02 | | 1500 |
| SUB TOTAL | | | | 1,000 | 2292 | | | | 3,800.00 | 438.28 | 118.28 | | 2,850.00 |

| zOutstanding bills | | Last Year | | | | Current Year 2023 - 2024 | | | | | | Next Year | |
|--------------------|---------|-----------|--------|----------|--------|--------------------------|------------|-----------|------------|------------|------------|------------|------------|
| | | Receipts | | Payments | | Receipts | | Payments | | | | Receipts | Payments |
| | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 89 | 2020-21 | | | | | | | | | 8,283.52 | | | |
| 90 | 2021-22 | | | | | | | | | 42,818.07 | | | |
| 91 | 2022-23 | | | | | | | | 357,339.00 | 276,290.64 | | | |
| 92 | 2019-20 | | | | | | | | | 797.97 | | | |
| SUB TOTAL | | | | | | | | | 357,339.00 | 328,190.20 | | | |
| BUDGET SUB TOTAL | | | | | | 730,835.24 | 726,656.94 | 96,005.30 | 833,158.94 | 566,720.27 | 154,467.81 | 186,473.24 | 641,081.98 |

Contributions to Reserves

| | | | | | | | | | | | | | |
|------------------------------|---------|---------|---------|-----------|------------|------------|-----------|------------|------------|------------|------------|---|-------|
| Emergency Contingency | | | | | | | | | | | 60000 | | |
| Hall & Stables Maintenance | | | | | | | | | | | | | 15000 |
| Speedwell Maintenance | | | | | | | | | | | | | 1000 |
| Van Replacement | | | | | | | | | | | | | 500 |
| Staveley Market Improvements | | | | | | | | | | | | | 3000 |
| Computer Replacement | | | | | | | | | | | | | 500 |
| Special Projects | | | | | | | | | | | 40000 | | 500 |
| CIL | | | | | | | | | | | 150000 | | 50000 |
| Summary | | | | | | | | | | | | | |
| TOTAL | 626,102 | 1117417 | 620,003 | 1,017,303 | 730,835.24 | 726,656.94 | 96,005.30 | 833,158.94 | 566,720.27 | 364,467.81 | 186,473.24 | 711,581.98 | |
| Budget requirement | | | | | | | | | | | 525108.74 | (4% increase) | |
| Reserves carried forward | | | | | | | | | | | 250000 | (All allocated - no contribution to revenue budget) | |
| General Reserves shortfall | | | | | | | | | | | -28181 | (derived following the 4% model) | |
| Precept requirement | | | | | | | | | | | 553289.74 | (8.7% increase) | |

Draft Budget 2024-25 - High level summary

| Cost Centre | Expenditure |
|--|---|
| Administration | 57700 |
| Allotments | 254 |
| Civic Costs | 11000 |
| Community Services | 30560 |
| Loans | 151250 |
| Market Place | 2900 |
| Speedwell Rooms | 31600 |
| Staffing costs | 196878 |
| Staveley Hall & Stables | 156090 |
| Vehicle | 2850 |
| Total Expenditure | 641082 |
| Less predicted income | 186473 |
| +/- contributions to/from EMR | 70500 |
| Budget requirement | 525109 |
| Plus General Reserves target shortfall | 28181 (based on 4% model - see 5 yr plan for details) |
| Total precept requirement | 553290 (8.7% increase - minimum requirement) |

Precept Calculator

Actual Amount billed 2023/24 (24/25 fig represents 'frozen' precept)

| | Total Precept | Council Tax Base | Annual @ Band A | Annual @ Band B | Annual @ Band C | Annual @ Band D | Annual @ Band E | Annual @ Band F | Annual @ Band G | Annual @ Band H | Monthly @ Band A | Monthly @ Band B | Monthly @ Band C | Monthly @ Band D | Monthly @ Band E | Monthly @ Band F | Monthly @ Band G | Monthly @ Band H | Total cost per week Band A | Total cost per week Band D |
|---------|---------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------------------|----------------------------|
| 2023/24 | £497,565 | 4434.99 | £74.79 | £87.26 | £99.73 | £112.19 | £137.12 | £162.05 | £186.98 | £224.38 | £6.23 | £7.27 | £8.31 | £9.35 | £11.43 | £13.50 | £15.58 | £18.70 | £1.44 | £2.16 |
| 2024/25 | £504,910 | 4500.49 | £74.79 | £87.26 | £99.72 | £112.19 | £137.12 | £162.05 | £186.98 | £224.38 | £6.23 | £7.27 | £8.31 | £9.35 | £11.43 | £13.50 | £15.58 | £18.70 | £1.44 | £2.16 |

Proposed Amount to be billed 2024/25 - Options

| Option ref | Total Precept | Council Tax Base | Annual @ Band A | Annual @ Band B | Annual @ Band C | Annual @ Band D | Annual @ Band E | Annual @ Band F | Annual @ Band G | Annual @ Band H | Monthly @ Band A | Monthly @ Band B | Monthly @ Band C | Monthly @ Band D | Monthly @ Band E | Monthly @ Band F | Monthly @ Band G | Monthly @ Band H | Total cost per week Band A | Total cost per week Band D |
|------------|---------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------------------|----------------------------|
| 10% | £555,401 | 4500.49 | £82.27 | £95.98 | £109.70 | £123.41 | £150.83 | £178.26 | £205.68 | £246.82 | £6.86 | £8.00 | £9.14 | £10.28 | £12.57 | £14.85 | £17.14 | £20.57 | £1.58 | £2.37 |
| 8.4% | £547,321 | 4500.49 | £81.08 | £94.59 | £108.10 | £121.61 | £148.64 | £175.66 | £202.69 | £243.23 | £6.76 | £7.88 | £9.01 | £10.13 | £12.39 | £14.64 | £16.89 | £20.27 | £1.56 | £2.34 |
| 6.7% | £538,738 | 4500.49 | £79.80 | £93.11 | £106.41 | £119.71 | £146.31 | £172.91 | £199.51 | £239.41 | £6.65 | £7.76 | £8.87 | £9.98 | £12.19 | £14.41 | £16.63 | £19.95 | £1.53 | £2.30 |
| 5% | £530,156 | 4500.49 | £78.53 | £91.62 | £104.71 | £117.80 | £143.98 | £170.15 | £196.33 | £235.60 | £6.54 | £7.64 | £8.73 | £9.82 | £12.00 | £14.18 | £16.36 | £19.63 | £1.51 | £2.27 |
| 4% | £525,109 | 4500.49 | £77.79 | £90.75 | £103.71 | £116.68 | £142.61 | £168.54 | £194.46 | £233.36 | £6.48 | £7.56 | £8.64 | £9.72 | £11.88 | £14.04 | £16.21 | £19.45 | £1.50 | £2.24 |
| 2.5% | £517,533 | 4500.49 | £76.66 | £89.44 | £102.22 | £114.99 | £140.55 | £166.10 | £191.66 | £229.99 | £6.39 | £7.45 | £8.52 | £9.58 | £11.71 | £13.84 | £15.97 | £19.17 | £1.47 | £2.21 |

Meets approved 5yr financial plan

Inflation as at Sept 23

Actual Amount of Rise 2024/25 per option

| % incr | Total Precept Increase | Council Tax Base | Annual @ Band A | Annual @ Band B | Annual @ Band C | Annual @ Band D | Annual @ Band E | Annual @ Band F | Annual @ Band G | Annual @ Band H | Monthly @ Band A | Monthly @ Band B | Monthly @ Band C | Monthly @ Band D | Monthly @ Band E | Monthly @ Band F | Monthly @ Band G | Monthly @ Band H | Increase per week Band A | Increase per week Band D |
|--------|------------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------------|--------------------------|
| 10% | £50,491 | 4500.49 | £7.48 | £8.73 | £9.97 | £11.22 | £13.71 | £16.21 | £18.70 | £22.44 | £0.62 | £0.73 | £0.83 | £0.93 | £1.14 | £1.35 | £1.56 | £1.87 | £0.14 | £0.22 |
| 8.4% | £42,411 | 4500.49 | £6.28 | £7.33 | £8.38 | £9.42 | £11.52 | £13.61 | £15.71 | £18.85 | £0.52 | £0.61 | £0.70 | £0.79 | £0.96 | £1.13 | £1.31 | £1.57 | £0.12 | £0.18 |
| 6.7% | £33,828 | 4500.49 | £5.01 | £5.85 | £6.68 | £7.52 | £9.19 | £10.86 | £12.53 | £15.03 | £0.42 | £0.49 | £0.56 | £0.63 | £0.77 | £0.90 | £1.04 | £1.25 | £0.10 | £0.14 |
| 5% | £25,246 | 4500.49 | £3.74 | £4.36 | £4.99 | £5.61 | £6.86 | £8.10 | £9.35 | £11.22 | £0.31 | £0.36 | £0.42 | £0.47 | £0.57 | £0.68 | £0.78 | £0.93 | £0.07 | £0.11 |
| 4% | £20,199 | 4500.49 | £2.99 | £3.49 | £3.99 | £4.49 | £5.49 | £6.48 | £7.48 | £8.98 | £0.25 | £0.29 | £0.33 | £0.37 | £0.46 | £0.54 | £0.62 | £0.75 | £0.06 | £0.09 |
| 2.5% | £12,623 | 4500.49 | £1.87 | £2.18 | £2.49 | £2.80 | £3.43 | £4.05 | £4.67 | £5.61 | £0.16 | £0.18 | £0.21 | £0.23 | £0.29 | £0.34 | £0.39 | £0.47 | £0.04 | £0.05 |

NB figures rounded to nearest whole

Meets approved 5yr financial plan

Inflation as at Sept 23

1. Approved 5yr Plan as at 14 February 2023**If CBC loan taken and requires repayment over 5 years plus asset sale - 10.5% increase 2023-24**

Assume total loan of £400000 received before year-end 22-23

Then 10% increase on precept 2024/25 and each year thereafter to maintain contingency reserves and start EMR for

big spends - eg election costs, roof repairs, speedwell refurb/roof etc

Staffing budget is cut right back to minimal and maintained across the 5 years with an assumed 11.1% increase on expenditure

| Budget description | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | |
|----------------------------------|---------|---------|-----------|-----------|-----------|-----------|-------------|
| brght forward | -£ | 141,614 | £ 55,818 | £ 204,691 | £ 357,063 | £ 528,720 | £ 726,140 |
| Precept | £ | 497,565 | £ 547,321 | £ 602,054 | £ 662,259 | £ 728,485 | £ 801,333 |
| Other income | £ | 220,187 | £ 220,187 | £ 220,187 | £ 220,187 | £ 220,187 | £ 220,187 |
| Expenditure | £ | 480,320 | £ 533,635 | £ 584,869 | £ 625,789 | £ 671,252 | £ 721,761 |
| Minus CBC additional loan intere | £ | 10,000 | £ 10,000 | £ 10,000 | £ 10,000 | £ 10,000 | £ 10,000 |
| Surplus/Deficit | £ | 100,818 | £ 294,691 | £ 447,063 | £ 618,720 | £ 811,140 | £ 1,030,899 |
| Target General Reserves (30%) | £ | 149,269 | £ 164,196 | £ 180,616 | £ 198,678 | £ 218,545 | £ 240,400 |
| Loan repayment | £ | 45,000 | £ 90,000 | £ 90,000 | £ 90,000 | £ 85,000 | |
| Available for EMR/spend | -£ | 93,451 | £ 40,495 | £ 176,447 | £ 420,042 | £ 592,595 | £ 790,499 |

Approved MTFS - Updated for latest estimates

| Budget description | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | |
|-------------------------------|-----------|----------------|------------------|------------------|------------------|------------------|------------------|
| brght forward | -£ | 164,872 | £ 239,293 | £ 344,085 | £ 441,701 | £ 546,734 | £ 659,334 |
| Precept | £ | 497,565 | £ 555,401 | £ 610,941 | £ 672,035 | £ 739,239 | £ 813,163 |
| Other income | £ | 346,649 | £ 186,473 | £ 186,473 | £ 186,473 | £ 186,473 | £ 186,473 |
| Expenditure | £ | 440,049 | £ 637,082 | £ 699,798 | £ 753,476 | £ 813,111 | £ 879,367 |
| Surplus/Deficit | £ | 239,293 | £ 344,085 | £ 441,701 | £ 546,734 | £ 659,334 | £ 779,602 |
| Target General Reserves (30%) | £ | 149,270 | £ 166,620 | £ 183,282 | £ 201,611 | £ 221,772 | £ 243,949 |
| CIL funds held (estimated) | £ | 150,847 | £ 150,847 | £ 100,847 | £ 100,847 | £ 50,000 | £ 50,000 |
| Est. Actual General Reserves | £ | 88,446 | £ 193,238 | £ 340,854 | £ 445,887 | £ 609,334 | £ 729,602 |
| Available for EMR/spend | £ | 90,024 | £ 177,465 | £ 258,419 | £ 345,123 | £ 437,562 | £ 535,654 |

Percentage increases required to maintain general reserves target

| 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | |
|----------|-----------|-----------|-----------|-----------|---|
| 10% | 5% | 2.5% | 2.50% | 3.50% | Percentage increase |
| £ 26,618 | £ 138,133 | £ 164,506 | £ 196,926 | £ 127,448 | General Reserves surplus available for EMR/Spend |
| £ 26,618 | £ 157,572 | £ 244,276 | £ 387,562 | £ 485,654 | GR Surplus/deficit if 10% maintained across 5 year plan |

2. Options for alternative precept increases shown below to demonstrate impact on reserves recovery plan long term**2a. Assumptions:** inflation increase of 8.4% on precept 2024-25, 5% increase each year thereafter. Expenditure increase of 10% each year.

| Budget description | 2023-24 Est outturn | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | |
|-------------------------------|---------------------|---------|-----------|-----------|-----------|-----------|-----------|
| Brought Forward | -£ | 164,872 | £ 239,293 | £ 336,006 | £ 396,378 | £ 415,405 | £ 387,516 |
| Precept | £ | 497,565 | £ 547,322 | £ 574,689 | £ 603,423 | £ 633,594 | £ 696,954 |
| Other income | £ | 346,649 | £ 186,473 | £ 186,473 | £ 186,473 | £ 186,473 | £ 186,473 |
| Expenditure | £ | 440,049 | £ 637,082 | £ 700,790 | £ 770,869 | £ 847,956 | £ 932,752 |
| Surplus/deficit | £ | 239,293 | £ 336,006 | £ 396,378 | £ 415,405 | £ 387,516 | £ 338,190 |
| Target General reserves (30%) | £ | 132,015 | £ 191,125 | £ 210,237 | £ 231,261 | £ 254,387 | £ 279,826 |
| CIL funds held (estimated) | £ | 150,847 | £ 150,847 | £ 100,847 | £ 100,847 | £ 50,000 | £ 50,000 |
| Est. Actual General Reserves | £ | 88,446 | £ 185,159 | £ 295,531 | £ 314,558 | £ 337,516 | £ 288,190 |
| Available for EMR/respend | £ | 150,847 | £ 150,847 | £ 186,141 | £ 184,144 | £ 133,129 | £ 58,365 |

Percentage increases required to maintain general reserves target

| 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | |
|----------|----------|----------|----------|-----------|---|
| 8.40% | 5% | 5% | 5% | 10% | Percentage increase |
| -£ 5,965 | £ 85,294 | £ 83,297 | £ 83,129 | £ 8,365 | General Reserves surplus available for EMR/Spend |
| -£ 5,965 | £ 85,294 | £ 83,297 | £ 83,129 | -£ 23,315 | GR Surplus/deficit if 6.7% yr 1 then 5% maintained across 5 year plan |

2b. Assumptions: inflation increase of 6.7% on precept 2024-25, 5% increase each year thereafter. Expenditure increase of 10% each year.

| Budget description | 2023-24 Est outturn | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | |
|-------------------------------|---------------------|---------|-----------|-----------|-----------|-----------|-----------|
| Brought Forward | -£ | 164,872 | £ 239,293 | £ 327,423 | £ 378,782 | £ 388,345 | £ 350,520 |
| Precept | £ | 497,565 | £ 538,739 | £ 565,676 | £ 593,960 | £ 623,658 | £ 729,680 |
| Other income | £ | 346,649 | £ 186,473 | £ 186,473 | £ 186,473 | £ 186,473 | £ 186,473 |
| Expenditure | £ | 440,049 | £ 637,082 | £ 700,790 | £ 770,869 | £ 847,956 | £ 932,752 |
| Surplus/deficit | £ | 239,293 | £ 327,423 | £ 378,782 | £ 388,345 | £ 350,520 | £ 333,920 |
| Target General reserves (30%) | £ | 132,015 | £ 191,125 | £ 210,237 | £ 231,261 | £ 254,387 | £ 279,826 |
| CIL funds held (estimated) | £ | 150,847 | £ 150,847 | £ 100,847 | £ 100,847 | £ 50,000 | £ 50,000 |
| Est. Actual General Reserves | £ | 88,446 | £ 176,576 | £ 277,935 | £ 287,498 | £ 300,520 | £ 283,920 |
| Available for EMR/spend | £ | 150,847 | £ 150,847 | £ 168,545 | £ 157,084 | £ 96,133 | £ 54,095 |

Percentage increases required to maintain general reserves target

| 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | |
|-----------|----------|----------|----------|-----------|---|
| 5% | 5% | 5% | 5% | 17% | Percentage increase |
| -£ 14,549 | £ 67,698 | £ 56,237 | £ 46,133 | £ 4,095 | General Reserves surplus available for EMR/Spend |
| -£ 14,549 | £ 67,698 | £ 56,237 | £ 46,133 | -£ 70,744 | GR Surplus/deficit if 6.7% yr 1 then 5% maintained across 5 year plan |

2c. Assumptions: increase of 5% on precept 2024-25, 5% increase each year thereafter. Expenditure increase of 10% each year.

| Budget description | 2023-24 Est outturn | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 |
|--------------------|---------------------|-----------|-----------|-----------|-----------|-----------|
| Brought Forward | -£ 164,872 | £ 239,293 | £ 318,840 | £ 361,186 | £ 361,286 | £ 313,524 |

Percentage increases required to maintain general reserves target

| 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | |
|---------|---------|---------|---------|---------|---------------------|
| 5% | 5% | 5% | 5% | 25% | Percentage increase |

| | | | | | | | | | | | | |
|-------------------------------|---|---------|---|---------|---|---------|---|---------|---|---------|---|---------|
| Precept | £ | 497,565 | £ | 530,156 | £ | 556,663 | £ | 584,496 | £ | 613,721 | £ | 767,152 |
| Other income | £ | 346,649 | £ | 186,473 | £ | 186,473 | £ | 186,473 | £ | 186,473 | £ | 186,473 |
| Expenditure | £ | 440,049 | £ | 637,082 | £ | 700,790 | £ | 770,869 | £ | 847,956 | £ | 932,752 |
| Surplus/deficit | £ | 239,293 | £ | 318,840 | £ | 361,186 | £ | 361,286 | £ | 313,524 | £ | 334,397 |
| Target General reserves (30%) | £ | 132,015 | £ | 191,125 | £ | 210,237 | £ | 231,261 | £ | 254,387 | £ | 279,826 |
| CIL funds held (estimated) | £ | 150,847 | £ | 150,847 | £ | 100,847 | £ | 100,847 | £ | 50,000 | £ | 50,000 |
| Est. Actual General Reserves | £ | 88,446 | £ | 167,993 | £ | 260,339 | £ | 260,439 | £ | 263,524 | £ | 284,397 |
| Available for EMR/spend | £ | 150,847 | £ | 150,847 | £ | 150,949 | £ | 130,025 | £ | 59,137 | £ | 54,571 |

2d. Assumptions: increase of 4% on precept 2024-25, 4% increase each year thereafter. Expenditure increase of 10% each year.

| Budget description | 2023-24 Est outturn | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | |
|-------------------------------|---------------------|---------|-----------|-----------|-----------|-----------|------------|
| Brought Forward | -£ | 164,872 | £ 239,293 | £ 313,793 | £ 345,589 | £ 329,151 | £ 258,344 |
| Precept | £ | 497,565 | £ 525,109 | £ 546,113 | £ 567,958 | £ 590,676 | £ 614,303 |
| Other income | £ | 346,649 | £ 186,473 | £ 186,473 | £ 186,473 | £ 186,473 | £ 186,473 |
| Expenditure | £ | 440,049 | £ 637,082 | £ 700,790 | £ 770,869 | £ 847,956 | £ 932,752 |
| Surplus/deficit | £ | 239,293 | £ 313,793 | £ 345,589 | £ 329,151 | £ 258,344 | £ 126,368 |
| Target General reserves (30%) | £ | 132,015 | £ 191,125 | £ 210,237 | £ 231,261 | £ 254,387 | £ 279,826 |
| CIL funds held (estimated) | £ | 150,847 | £ 150,847 | £ 100,847 | £ 100,847 | £ 50,000 | £ 50,000 |
| Est. Actual General Reserves | £ | 88,446 | £ 162,946 | £ 244,742 | £ 228,304 | £ 208,344 | £ 76,368 |
| Available for EMR/spend | £ | 150,847 | £ 150,847 | £ 135,352 | £ 97,890 | £ 3,957 | -£ 153,457 |

2e. Assumptions: increase of 2.5% on precept 2024-25, 2.5% increase each year thereafter. Expenditure increase of 10% each year.

| Budget description | 2023-24 Est outturn | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | |
|-------------------------------|---------------------|---------|-----------|-----------|-----------|-----------|------------|
| Brought Forward | -£ | 164,872 | £ 239,293 | £ 306,217 | £ 322,371 | £ 281,707 | £ 177,550 |
| Precept | £ | 497,565 | £ 517,533 | £ 530,471 | £ 543,733 | £ 557,326 | £ 571,259 |
| Other income | £ | 346,649 | £ 186,473 | £ 186,473 | £ 186,473 | £ 186,473 | £ 186,473 |
| Expenditure | £ | 440,049 | £ 637,082 | £ 700,790 | £ 770,869 | £ 847,956 | £ 932,752 |
| Surplus/deficit | £ | 239,293 | £ 306,217 | £ 322,371 | £ 281,707 | £ 177,550 | £ 2,531 |
| Target General reserves (30%) | £ | 132,015 | £ 191,125 | £ 210,237 | £ 231,261 | £ 254,387 | £ 279,826 |
| CIL funds held (estimated) | £ | 150,847 | £ 150,847 | £ 100,847 | £ 100,847 | £ 50,000 | £ 50,000 |
| Est. Actual General Reserves | £ | 88,446 | £ 155,370 | £ 221,524 | £ 180,860 | £ 127,550 | -£ 47,469 |
| Total Available for EMR/spend | £ | 150,847 | £ 150,847 | £ 112,134 | £ 50,446 | -£ 76,837 | -£ 277,295 |

| | | | | | | | | | | |
|----|--------|---|--------|---|--------|---|-------|----|---------|--|
| -£ | 23,132 | £ | 50,102 | £ | 29,178 | £ | 9,137 | £ | 4,571 | General Reserves surplus available for EMR/Spend |
| -£ | 23,132 | £ | 50,102 | £ | 29,178 | £ | 9,137 | -£ | 118,173 | GR Surplus/deficit if 5% maintained across 5 year plan |

Percentage increases required to maintain general reserves target

| 2024-25 | | 2025-26 | | 2026-27 | | 2027-28 | | 2028-29 | | |
|---------|--------|---------|--------|---------|-------|---------|--------|---------|---------|--|
| 4% | | 4% | | 5% | | 11% | | 22% | | Percentage increase |
| -£ | 28,181 | £ | 34,500 | £ | 2,496 | £ | 5,226 | £ | 10,029 | General Reserves surplus available for EMR/Spend |
| -£ | 28,181 | £ | 34,500 | -£ | 2,965 | -£ | 46,054 | -£ | 203,471 | GR Surplus/deficit if 4% maintained across 5 year plan |

Percentage increases required to maintain general reserves target

| Percentage increases required to maintain general reserves target | | | | | | | | | | |
|---|---------|---|---------|----|---------|----|---------|----|---------|--|
| 2024-25 | 2025-26 | | 2026-27 | | 2027-28 | | 2028-29 | | | |
| | 2.50% | | 2.50% | | 14% | | 8% | | 11% | Percentage increase |
| -£ | 35,755 | £ | 11,287 | £ | 10,604 | £ | 29,957 | £ | 2,792 | General Reserves surplus available for EMR/Spend |
| -£ | 35,755 | £ | 11,287 | -£ | 50,401 | -£ | 126,837 | -£ | 327,295 | GR Surplus/Deficit if 2.5% maintained across 5 year plan |

Staveley Town Council
PAYMENTS LIST 1 Nov - 31 Dec 2023

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|---------------------------|------------|--------|-------------------|--------------------|---------------------------|-------------------------|----------|--------|----------|----------|
| 597 | Telephone/Broadband | 01/11/2023 | | Co-op Current Acc | | Handset Rental | Investec Asset Finance | S | 363.42 | 72.68 | 436.10 |
| 598 | Bldg Maint - Speedwell | 01/11/2023 | | Co-op Current Acc | | Maintenance Supplies | B&Q | S | 11.67 | 2.33 | 14.00 |
| 600 | Bldg Maint - Speedwell | 01/11/2023 | | Co-op Current Acc | | Maintenance Supplies | Poundland | S | 1.67 | 0.33 | 2.00 |
| 601 | Events/Entertainment | 01/11/2023 | | Co-op Current Acc | | Maintenance Supplies | One Beyond | S | 4.17 | 0.83 | 5.00 |
| 602 | Building Maintenance | 01/11/2023 | | Co-op Current Acc | | Maintenance Supplies | BHF Shops Ltd | S | 6.25 | 1.25 | 7.50 |
| 604 | Bldg Maint - Speedwell | 01/11/2023 | | Co-op Current Acc | | Fire Alarm Monitoring and | ADT Fire & Security plc | S | 204.00 | 40.80 | 244.80 |
| 599 | Uniforms/PPE | 01/11/2023 | | Co-op Current Acc | | Maintenance Supplies | Wacky Races | S | 1.25 | 0.25 | 1.50 |
| 603 | Staff Expenses | 01/11/2023 | | Co-op Current Acc | | Eye Test | Oakwood Eyecare | Z | 25.00 | | 25.00 |
| 655 | Office-NNDR | 01/11/2023 | | Co-op Current Acc | 50377259 | NNDR bill | Chesterfield Borough Co | X | 181.00 | | 181.00 |
| 656 | Devonshire-Frecheville N | 01/11/2023 | | Co-op Current Acc | 50336853 | NNDR bill | Chesterfield Borough Co | X | 374.00 | | 374.00 |
| 657 | Air Hall-NNDR | 01/11/2023 | | Co-op Current Acc | 50336817 | NNDR bill | Chesterfield Borough Co | X | 160.00 | | 160.00 |
| 658 | Speedwell - NNDR | 01/11/2023 | | Co-op Current Acc | 50034607 | NNDR bill | Chesterfield Borough Co | X | 875.00 | | 875.00 |
| 659 | Reception-NNDR | 01/11/2023 | | Co-op Current Acc | 50336773 | NNDR bill | Chesterfield Borough Co | X | 96.00 | | 96.00 |
| 660 | Devonshire-Frecheville N | 01/11/2023 | | Co-op Current Acc | 50336728 - cafe | NNDR bill | Chesterfield Borough Co | X | 131.00 | | 131.00 |
| 661 | Office-NNDR | 01/11/2023 | | Co-op Current Acc | 50336808 - Musard | NNDR bill | Chesterfield Borough Co | X | 168.00 | | 168.00 |
| 662 | Market-NNDR | 01/11/2023 | | Co-op Current Acc | 50236349 | NNDR bill | Chesterfield Borough Co | X | 115.00 | | 115.00 |
| 663 | Carpark-NNDR | 01/11/2023 | | Co-op Current Acc | 50336782 | NNDR bill | Chesterfield Borough Co | X | 125.00 | | 125.00 |
| 605 | Water Rates - Hall/Stabl | 03/11/2023 | | Co-op Current Acc | | Stables Water | Scottish Water | Z | 133.93 | | 133.93 |
| 606 | Water Rates - Hall/Stabl | 03/11/2023 | | Co-op Current Acc | | Water Rates | Scottish Water | Z | 353.96 | | 353.96 |
| 607 | Equipment Purchase | 05/11/2023 | | Co-op Current Acc | | Plastic Crates | B&Q | S | 37.50 | 7.50 | 45.00 |
| 609 | IT/Software licences | 05/11/2023 | | Co-op Current Acc | | Software Licence Subscrip | Microsoft Limited | S | 139.34 | 27.90 | 167.24 |
| 610 | 2022-23 | 09/11/2023 | | Co-op Current Acc | Flint Bishop M0191 | Shredding Service | Shred-It | S | 122.49 | 24.50 | 146.99 |
| 610 | 2022-23 | 09/11/2023 | | Co-op Current Acc | Flint Bishop M0191 | Shredding Service | Shred-It | X | 254.22 | | 254.22 |
| 652 | VAT owed | 10/11/2023 | | Co-op Current Acc | | VAT Bill | HMRC | R | | 3,485.08 | 3,485.08 |
| 608 | Gas/Electric-Hall/Stables | 10/11/2023 | | Co-op Current Acc | | Stables Gas | YGP - Yorkshire Gas and | S | 279.73 | 55.95 | 335.68 |
| 611 | SWell - Telephone/BBan | 11/11/2023 | | Co-op Current Acc | | Telephone/Broadband | 1st call.com Limited | S | 52.06 | 10.41 | 62.47 |
| 612 | Events/Entertainment | 12/11/2023 | | Co-op Current Acc | | Refreshments | Staveley News | X | 3.58 | | 3.58 |
| 615 | Gas/Electric-Hall/Stables | 13/11/2023 | | Co-op Current Acc | | Stables Gas | British Gas | L | 33.48 | 1.67 | 35.15 |
| 613 | Gas/Electric-Hall/Stables | 13/11/2023 | | Co-op Current Acc | | Gas Bill | British Gas | S | 566.25 | 113.25 | 679.50 |
| 614 | Gas/Electric - Speedwell | 13/11/2023 | | Co-op Current Acc | | Gas Bill | British Gas | S | 647.82 | 129.56 | 777.38 |
| 618 | Bldg Maint - Speedwell | 15/11/2023 | | Co-op Current Acc | | Boiler Repairs | Edward Serrell Plumbing | S | 94.00 | 18.80 | 112.80 |
| 621 | Gas/Electric - Speedwell | 15/11/2023 | | Co-op Current Acc | | Electricity Bill | Corona Energy Retail | S | 467.11 | 93.42 | 560.53 |
| 622 | Gas/Electric-Hall/Stables | 15/11/2023 | | Co-op Current Acc | | Stables Electric | Corona Energy Retail | S | 496.50 | 99.30 | 595.80 |

| | | | | | | | | | |
|-----|--------------------------|------------|-------------------|-----------------------------|---------------------------|---|----------|--------|----------|
| 616 | Cleaning Contract | 15/11/2023 | Co-op Current Acc | Cleaning Contract | Green Clean (RCCS) | X | 2,332.20 | | 2,332.20 |
| 617 | 2019-20 | 15/11/2023 | Co-op Current Acc | Extreme Wheels Events | Bolsover District Council | X | 1,425.00 | | 1,425.00 |
| 619 | Events/Entertainment | 15/11/2023 | Co-op Current Acc | Printing of Service Booklet | Whittington Moor Printin | Z | 373.00 | | 373.00 |
| 620 | 2021-22 | 15/11/2023 | Co-op Current Acc | Refuse collection | Chesterfield Borough Cou | X | 2,751.68 | | 2,751.68 |
| 623 | Cleaning Contract | 16/11/2023 | Co-op Current Acc | Cleaning Supplies | Green Clean (RCCS) | X | 114.00 | | 114.00 |
| 648 | Pension Contributions | 19/11/2023 | Co-op Current Acc | Staff Salaries | STC | X | 1,258.62 | | 1,258.62 |
| 664 | Events/Entertainment | 20/11/2023 | Co-op Current Acc | Santa's grotto decorations | Amazon | S | 9.99 | 2.00 | 11.99 |
| 664 | Events/Entertainment | 20/11/2023 | Co-op Current Acc | Santa's grotto decorations | Amazon | S | 8.32 | 1.67 | 9.99 |
| 665 | Office Equipment | 20/11/2023 | Co-op Current Acc | Photography backdrop sta | Amazon | S | 34.99 | 7.00 | 41.99 |
| 666 | Water Rates - Hall/Stabl | 22/11/2023 | Co-op Current Acc | Stables Water | Water Plus Payments | Z | 28.15 | | 28.15 |
| 667 | Water Rates - Hall/Stabl | 22/11/2023 | Co-op Current Acc | Water Rates | Water Plus Payments | Z | 78.08 | | 78.08 |
| 632 | Telephone/Broadband | 23/11/2023 | Co-op Current Acc | Telephone/Broadband | Onecom Limited | S | 1,040.67 | 208.13 | 1,248.80 |
| 641 | Equipment Maintenance | 23/11/2023 | Co-op Current Acc | PAT Testing | UK Safety Management | S | 237.64 | 47.53 | 285.17 |
| 642 | Bldg Maint - Speedwell | 23/11/2023 | Co-op Current Acc | PAT Testing | UK Safety Management | S | 99.00 | 19.80 | 118.80 |
| 643 | Events/Entertainment | 23/11/2023 | Co-op Current Acc | First Aid - Event Support | APLus Medical Services ai | S | 120.00 | 24.00 | 144.00 |
| 645 | Events/Entertainment | 23/11/2023 | Co-op Current Acc | Security Stewards | Premier Security 247 UK | S | 589.55 | 117.91 | 707.46 |
| 635 | 2021-22 | 23/11/2023 | Co-op Current Acc | Shredding Service | Shred-It | S | 75.76 | 15.15 | 90.91 |
| 636 | 2021-22 | 23/11/2023 | Co-op Current Acc | Shredding Service | Shred-It | S | 75.76 | 15.15 | 90.91 |
| 637 | 2021-22 | 23/11/2023 | Co-op Current Acc | Shredding Service | Shred-It | S | 76.10 | 15.22 | 91.32 |
| 631 | Cleaning Contract | 23/11/2023 | Co-op Current Acc | Cleaning Supplies | Green Clean (RCCS) | X | 59.80 | | 59.80 |
| 633 | Cleaning Contract | 23/11/2023 | Co-op Current Acc | Cleaning Supplies | Green Clean (RCCS) | X | 81.00 | | 81.00 |
| 634 | 2021-22 | 23/11/2023 | Co-op Current Acc | Shredding Service | Shred-It | X | 90.50 | | 90.50 |
| 638 | 2021-22 | 23/11/2023 | Co-op Current Acc | Shredding Service | Shred-It | X | 91.74 | | 91.74 |
| 639 | 2022-23 | 23/11/2023 | Co-op Current Acc | Shredding Service | Shred-It | X | 108.90 | | 108.90 |
| 640 | 2022-23 | 23/11/2023 | Co-op Current Acc | Shredding Service | Shred-It | X | 99.10 | | 99.10 |
| 644 | Civic functions | 23/11/2023 | Co-op Current Acc | PA Hire - Remembrance | CM Electronics | X | 100.00 | | 100.00 |
| 646 | Christmas Lights | 24/11/2023 | Co-op Current Acc | Catering Supplies | Morrisons | Z | 18.10 | | 18.10 |
| 653 | 2022-23 | 24/11/2023 | Co-op Current Acc | Refund | Lyreco UK Ltd | X | -390.86 | | -390.86 |
| 647 | Christmas Lights | 25/11/2023 | Co-op Current Acc | Catering Supplies | Morrisons | Z | 7.00 | | 7.00 |
| 649 | PAYE | 25/11/2023 | Co-op Current Acc | Staff Salaries | HMRC | X | 1,875.83 | | 1,875.83 |
| 668 | SWell-Water Rates | 27/11/2023 | Co-op Current Acc | Water Rates | Water Plus Payments | Z | 140.95 | | 140.95 |
| 650 | Telephone/Broadband | 28/11/2023 | Co-op Current Acc | Telephone/Broadband | Onecom Limited | S | 988.12 | 197.62 | 1,185.74 |
| 624 | Christmas Lights | 29/11/2023 | Co-op Current Acc | Christmas Stamps and ink | The Range | S | 6.65 | 1.33 | 7.98 |
| 625 | Events/Entertainment | 29/11/2023 | Co-op Current Acc | Security Stewards | C & S Security Services | X | 80.00 | | 80.00 |
| 626 | Events/Entertainment | 29/11/2023 | Co-op Current Acc | Lantern Workshops and Pi | Junction Arts | X | 3,850.00 | | 3,850.00 |
| 628 | Equipment Maintenance | 30/11/2023 | Co-op Current Acc | Fire Extinguisher Checks | Nottinghamshire Fire Saf | S | 66.41 | 13.28 | 79.69 |
| 629 | Equipment Maintenance | 30/11/2023 | Co-op Current Acc | Fire Extinguisher Checks | Nottinghamshire Fire Saf | S | 178.15 | 35.63 | 213.78 |
| 630 | Bldg Maint - Speedwell | 30/11/2023 | Co-op Current Acc | Fire Extinguisher Checks | Nottinghamshire Fire Saf | S | 93.72 | 18.74 | 112.46 |
| 654 | Office Equipment | 30/11/2023 | Co-op Current Acc | Electric Heaters | Tool Station | S | 363.21 | 72.64 | 435.85 |
| 627 | Insurance | 30/11/2023 | Co-op Current Acc | Insurance | Zurich | Z | 3,369.02 | | 3,369.02 |
| 651 | Salaries/Wages Gross | 30/11/2023 | Co-op Current Acc | Staff Salaries | STC | X | 7,490.75 | | 7,490.75 |

| | | | | | | | | | | |
|-----|---------------------------|------------|-------------------|-------------------|---------------------------|----------------------------|---|----------|--------|----------|
| 678 | Telephone/Broadband | 01/12/2023 | Co-op Current Acc | | Handset Rental | Investec Asset Finance | S | 363.42 | 72.68 | 436.10 |
| 669 | Office-NNDR | 01/12/2023 | Co-op Current Acc | 50377259 | NNDR bill | Chesterfield Borough Co | X | 181.00 | | 181.00 |
| 670 | Devonshire-Frecheville N | 01/12/2023 | Co-op Current Acc | 50336853 | NNDR bill | Chesterfield Borough Co | X | 374.00 | | 374.00 |
| 671 | Air Hall-NNDR | 01/12/2023 | Co-op Current Acc | 50336817 | NNDR bill | Chesterfield Borough Co | X | 160.00 | | 160.00 |
| 672 | Speedwell - NNDR | 01/12/2023 | Co-op Current Acc | 50034607 | NNDR bill | Chesterfield Borough Co | X | 875.00 | | 875.00 |
| 673 | Reception-NNDR | 01/12/2023 | Co-op Current Acc | 50336773 | NNDR bill | Chesterfield Borough Co | X | 96.00 | | 96.00 |
| 674 | Devonshire-Frecheville N | 01/12/2023 | Co-op Current Acc | 50336728 - cafe | NNDR bill | Chesterfield Borough Co | X | 131.00 | | 131.00 |
| 675 | Office-NNDR | 01/12/2023 | Co-op Current Acc | 50336808 - Musard | NNDR bill | Chesterfield Borough Co | X | 168.00 | | 168.00 |
| 676 | Market-NNDR | 01/12/2023 | Co-op Current Acc | 50236349 | NNDR bill | Chesterfield Borough Co | X | 115.00 | | 115.00 |
| 677 | Carpark-NNDR | 01/12/2023 | Co-op Current Acc | 50336782 | NNDR bill | Chesterfield Borough Co | X | 125.00 | | 125.00 |
| 679 | Subscriptions | 01/12/2023 | Co-op Current Acc | | SLCC Membership | SLCC Enterprises Ltd | Z | 458.00 | | 458.00 |
| 681 | IT/Software licences | 05/12/2023 | Co-op Current Acc | | Software Licence Subscrip | Microsoft Limited | S | 139.34 | 27.90 | 167.24 |
| 680 | SWell - Licences/permits | 06/12/2023 | Co-op Current Acc | | Premises Licence Renewal | Chesterfield Borough Co | X | 180.00 | | 180.00 |
| 684 | Gas/Electric - Speedwell | 11/12/2023 | Co-op Current Acc | | Gas Bill | British Gas | L | 245.56 | 12.28 | 257.84 |
| 683 | SWell - Telephone/BBan | 11/12/2023 | Co-op Current Acc | | Telephone/Broadband | 1st call.com Limited | S | 52.06 | 10.41 | 62.47 |
| 685 | Cleaning Contract | 11/12/2023 | Co-op Current Acc | | Cleaning Supplies | Green Clean (RCCS) | X | 260.00 | | 260.00 |
| 689 | Equipment Maintenance | 12/12/2023 | Co-op Current Acc | | Door Access Cards | Retail Advertising Service | S | 32.49 | 6.50 | 38.99 |
| 686 | CIL Receipts | 12/12/2023 | Co-op Current Acc | | Grant | Chesterfield Canal Trust | X | 250.00 | | 250.00 |
| 682 | Postage | 13/12/2023 | Co-op Current Acc | | Franking Machine Rent/In | Quadient Finance UK Lirr | S | 87.26 | 17.45 | 104.71 |
| 687 | Gas/Electric-Hall/Stables | 13/12/2023 | Co-op Current Acc | | Gas Bill | British Gas | S | 801.01 | 160.20 | 961.21 |
| 688 | Gas/Electric-Hall/Stables | 13/12/2023 | Co-op Current Acc | | Stables Gas | British Gas | S | 813.00 | 162.60 | 975.60 |
| 690 | Bldg Maint - Speedwell | 13/12/2023 | Co-op Current Acc | | Maintenance Supplies | B&M Retail Ltd | S | 4.17 | 0.83 | 5.00 |
| 691 | Building Maintenance | 13/12/2023 | Co-op Current Acc | | Maintenance Supplies | Wickes | S | 13.33 | 2.67 | 16.00 |
| 693 | Bldg Maint - Speedwell | 13/12/2023 | Co-op Current Acc | | Pest control items | Partsdoc Ltd | S | 31.14 | 6.22 | 37.36 |
| 694 | Bldg Maint - Speedwell | 13/12/2023 | Co-op Current Acc | | Pest control items | EBZON Onestop Solution | S | 16.14 | 3.24 | 19.38 |
| 695 | Bldg Maint - Speedwell | 13/12/2023 | Co-op Current Acc | | Fire Alarm Monitoring and | ADT Fire & Security plc | S | 311.25 | 62.25 | 373.50 |
| 692 | Staff Expenses | 13/12/2023 | Co-op Current Acc | | Employee expense - fuel | Sainsbury's | S | 8.33 | 1.67 | 10.00 |
| 696 | Events/Entertainment | 14/12/2023 | Co-op Current Acc | | Catering Supplies | Baked by Becca | X | 156.31 | | 156.31 |
| 697 | Cleaning Contract | 15/12/2023 | Co-op Current Acc | | Cleaning Supplies | Green Clean (RCCS) | X | 204.00 | | 204.00 |
| 698 | Cleaning Contract | 15/12/2023 | Co-op Current Acc | | Cleaning Contract | Green Clean (RCCS) | X | 2,242.50 | | 2,242.50 |
| 699 | Conference fees | 19/12/2023 | Co-op Current Acc | | Staff Training | SLCC Enterprises Ltd | S | 255.00 | 51.00 | 306.00 |
| 699 | Conference Expenses | 19/12/2023 | Co-op Current Acc | | Staff Training | SLCC Enterprises Ltd | X | 105.00 | | 105.00 |
| 700 | Pension Contributions | 19/12/2023 | Co-op Current Acc | | Staff Salaries | HMRC | X | 1,649.45 | | 1,649.45 |
| 701 | Cleaning Contract | 20/12/2023 | Co-op Current Acc | | Cleaning Supplies | Green Clean (RCCS) | X | 100.00 | | 100.00 |
| 702 | Salaries/Wages Gross | 20/12/2023 | Co-op Current Acc | | Staff Salaries | STC | X | 5,922.68 | | 5,922.68 |
| 703 | Water Rates - Hall/Stabl | 22/12/2023 | Co-op Current Acc | | Stables Water | Water Plus Payments | Z | 26.05 | | 26.05 |
| 704 | PAYE | 27/12/2023 | Co-op Current Acc | | Staff Salaries | STC | X | 2,994.28 | | 2,994.28 |
| 705 | SWell-Water Rates | 28/12/2023 | Co-op Current Acc | | Water Rates | Water Plus Payments | X | 140.95 | | 140.95 |
| 706 | Water Rates - Hall/Stabl | 29/12/2023 | Co-op Current Acc | | Water Rates | Water Plus Payments | X | 75.98 | | 75.98 |
| 707 | Refreshments | 31/12/2023 | Co-op Current Acc | | Printing & Stationery | Lyreco UK Ltd | E | 36.04 | | 36.04 |
| 707 | Stationery | 31/12/2023 | Co-op Current Acc | | Printing & Stationery | Lyreco UK Ltd | S | 14.15 | 2.83 | 16.98 |

| | | | | | | | | | |
|-------|--------------|------------|-------------------|-----------------------|---------------|---|-----------|----------|-----------|
| 707 | Stationery | 31/12/2023 | Co-op Current Acc | Printing & Stationery | Lyreco UK Ltd | S | 11.98 | 2.40 | 14.38 |
| 707 | Stationery | 31/12/2023 | Co-op Current Acc | Printing & Stationery | Lyreco UK Ltd | S | 4.98 | 1.00 | 5.98 |
| 707 | Stationery | 31/12/2023 | Co-op Current Acc | Printing & Stationery | Lyreco UK Ltd | S | 17.96 | 3.59 | 21.55 |
| 707 | Stationery | 31/12/2023 | Co-op Current Acc | Printing & Stationery | Lyreco UK Ltd | S | 24.78 | 4.96 | 29.74 |
| 707 | Stationery | 31/12/2023 | Co-op Current Acc | Printing & Stationery | Lyreco UK Ltd | S | 5.70 | 1.14 | 6.84 |
| 707 | Stationery | 31/12/2023 | Co-op Current Acc | Printing & Stationery | Lyreco UK Ltd | S | 13.99 | 2.80 | 16.79 |
| 707 | Refreshments | 31/12/2023 | Co-op Current Acc | Printing & Stationery | Lyreco UK Ltd | S | 1.46 | 0.28 | 1.74 |
| Total | | | | | | | 56,315.74 | 5,615.51 | 61,931.25 |

Payments approved at the Council meeting held on 23 January 2024

Signed: _____ (Chair)

Signed: _____

Staveley Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2023 and 31/12/2023)

| Cost Centre | Receipts | | | Payments | | | Net Position |
|-------------------------|-------------------|-------------------|------------------------|-------------------|-------------------|-------------------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| Administration | 520,648.00 | 528,952.66 | 8,304.66 (1%) | 55,678.95 | 20,118.86 | 35,560.09 (63%) | 43,864.75 |
| Allotments | 173.24 | 173.67 | 0.43 (0%) | 253.00 | 4.00 | 249.00 (98%) | 249.43 |
| Civic Costs | | | 0.00 (N/A) | 16,000.00 | 11,375.22 | 4,624.78 (28%) | 4,624.78 |
| Community Services | 50,000.00 | 151,239.21 | 101,239.21 (202%) | 18,000.00 | 10,878.08 | 7,121.92 (39%) | 108,361.13 |
| Loans | | 40,000.00 | 40,000.00 (400000%) | 116,072.76 | 106,642.39 | 9,430.37 (8%) | 49,430.37 |
| Market Place | 1,400.00 | 1,440.08 | 40.08 (2%) | 3,345.30 | 1,032.70 | 2,312.60 (69%) | 2,352.68 |
| Speedwell Rooms | 45,614.00 | 22,414.44 | -23,199.56 (-50%) | 36,134.23 | 19,230.37 | 16,903.86 (46%) | -6,295.70 |
| Staffing Costs | | | 0.00 (N/A) | 112,209.41 | 81,364.44 | 30,844.97 (27%) | 30,844.97 |
| Staveley Hall & Stables | 113,000.00 | 73,237.41 | -39,762.59 (-35%) | 132,326.29 | 92,001.57 | 40,324.72 (30%) | 562.13 |
| Vehicle | | | 0.00 (N/A) | 3,800.00 | 438.28 | 3,361.72 (88%) | 3,361.72 |
| zOutstanding bills | | | 0.00 (N/A) | 357,339.00 | 334,594.22 | 22,744.78 (6%) | 22,744.78 |
| zzIncome | | | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| NET TOTAL | 730,835.24 | 817,457.47 | 86,622.23 (11%) | 851,158.94 | 677,680.13 | 173,478.81 (20%) | 260,101.04 |

Total for ALL Cost Centres

817,457.47

677,680.13

V.A.T.

22,383.26

25,039.16

GROSS TOTAL**839,840.73****702,719.29**

Staveley Town Council
Reserves Balance up to 31st Dec 2023
2023 - 2024

| <u>Reserve</u> | <u>OpeningBalance</u> | <u>Transfers</u> | <u>Spend</u> | <u>Receipts</u> | <u>CurrentBalance</u> |
|----------------------------|-----------------------|------------------|---------------|-------------------|-----------------------|
| Capital | | | | | |
| Allotment Capital Fund | | 9,580.00 | | | 9,580.00 |
| Total Capital | 0.00 | 9,580.00 | | | 9,580.00 |
| Earmarked | | | | | |
| CIL | | 17,094.00 | 250.00 | 150,845.70 | 167,689.70 |
| Hall & Stables Maintenance | | | | | 0.00 |
| Speedwell Maintenance | | | | | 0.00 |
| Elections Fund | | | | | 0.00 |
| Van Replacement | | | | | 0.00 |
| Computer Replacement | | | | | 0.00 |
| Special Projects | | 5,200.00 | | | 5,200.00 |
| Total Earmarked | 0.00 | 22,294.00 | 250.00 | 150,845.70 | 172,889.70 |
| TOTAL RESERVE | | 31,874.00 | 250.00 | 150,845.70 | 182,469.70 |
| GENERAL FUND | | | | | 139,659.36 |
| TOTAL FUNDS | | | | | 322,129.06 |