



STAVELEY TOWN COUNCIL

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To: **Members of the Policy, Finance and Publicity Committee of
Staveley Town Council**

19 July 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Policy, Finance and Publicity Committee to be held at 6.00 pm on Tuesday 25 July 2023 in the Frecheville room 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 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, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the 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 Elect the Chair of the Committee for the Municipal Year**
2. **To Elect the Deputy Chair of the Committee for the Municipal Year**
3. **To Note Apologies for Absence**

4. **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.

5. **Minutes of the Previous Meeting**

To confirm and sign the minutes of the Policy, Finance and Publicity Committee of Staveley Town Council held on Tuesday 24 January 2023 as a correct record.

6. **Public Participation Session**

A period of not more than 15 minutes will be made available for members of the public to ask questions or submit comments about Town Council matters on the agenda.

There will be no further public participation after this item. Councillors will not debate the matters raised and no decisions can be made on any items raised in this session, they will be put forward to the next meeting.

7. **To determine which items if any from the remainder of the agenda should be taken with the public and press excluded.**

The following resolution to be passed at the appropriate time should confidential session be required: *That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters, the public and representatives of the press be excluded from this meeting during the discussion thereof.*

8. **Framework for Improvement**

To consider the report of the Town Clerk & RFO

9. **Finance Update**

- a) Quarter 1 Report
- b) Budget Forecast (forecast from 30 June 2023)
- c) Reserves Balance
- d) Staffing Costs Estimates for a full year

Members:

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

STAVELEY TOWN COUNCIL

Minutes of a meeting of the Policy, Finance and Publicity Committee held at 6.45 pm on Tuesday 24 January 2023 at Staveley Hall.

Present:

Councillors

P Mann (Chair)

D Collins

C Ludlow

P Jacobs

P Wilson

In attendance: S Doherty, Town Clerk & RFO, Cllrs C Jackson and D Rhodes and 18 members of the public.

614/SD/22

TO NOTE APOLOGIES FOR ABSENCE

Apologies were received from Councillor J Mann.

615/SD/22

TO RECEIVE DECLARATIONS OF INTERESTS

None.

616/SD/22

MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 18 May 2022 be confirmed and signed as a correct record.

617/SD/22

PUBLIC PARTICIPATION SESSION

Members of the public asked questions about the reported deficit. It was advised that the Council would be looking into having an independent investigation.

618/SD/22

EXCLUSION OF PRESS AND PUBLIC

Councillors considered if there were any items that should be taken in confidential session. The Town Clerk advised that the Draft Budget could be discussed in public session but if any discussion was to be held regarding staffing matters the Committee must move into confidential session.

619/SD/22

DRAFT BUDGET 2023-23

The Town Clerk gave a presentation to introduce the report to Councillors and guide discussion. Members of the committee did not wish to discuss options or make recommendations to Council.

The Leader of the Council advised that he and the Town Clerk had been to a meeting with the Chief Executive and Leader of Chesterfield Borough Council a couple of hours prior to the meeting to discuss a possible financial rescue package. Details would be discussed at an Extraordinary Council meeting.

RESOLVED:

That the Town Clerk bring options relating to the financial rescue package to Council.

The meeting terminated at 8:21pm.

Signed: _____

DRAFT

FRAMEWORK FOR IMPROVEMENT – STAVELEY TOWN COUNCIL

MEETING: ORDINARY MEETING OF FULL COUNCIL

DATE: 25 JULY 2023

REPORT BY: TOWN CLERK AND FINANCIAL OFFICER

1.0 PURPOSE OF REPORT

- 1.1 To seek comments on a proposed Improvement Framework for the Council to follow over the next 2-3 years.

2.0 BACKGROUND AND INTRODUCTION

- 2.1 As part of the review of operations carried out in November 2022, the Town Clerk looked at the policy framework of the council and considered a number of areas which had not been covered or were in need of updating.
- 2.2 The Council has agreed to an Improvement Board being set up to review the financial issues and the associated governance arrangements and to make recommendations for improvement actions to be undertaken. However, the Council has a number of areas where it can start to take action without having to wait for the outcomes of the board. Additional recommendations can be taken into account when they arise and any work carried out now can feed into the Improvement Board, supporting its activities.
- 2.3 Councillors may or may not be aware that the National Association of Councils (NALC) has in place an award scheme (LCAS) which is essentially a quality framework for local councils. There are three levels to the award scheme (Foundation, Quality and Quality Gold).
- 2.4 Whilst it is not suggested that the Council seek to obtain the awards at this stage as there are small cost implications to this, it is suggested that the framework be used as a guide for the council to follow in setting itself up with the necessary policies etc to show that it is complying with accepted practices and standards. A copy of the scheme is attached as Appendix 1.

3.0 LCAS - A PHASED APPROACH

- 3.1 The scheme clearly sets out the required documentation to improve the Council's governance arrangements as well as criteria for its work in the community and what it should have in place for staff and councillor development.
- 3.2 A breakdown of the criteria and the Council's current status of compliance is attached as appendix 2 to the report. It is suggested that this Committee monitor the council's progress against the criteria.

- 3.3 Policies will come via the Policy, Finance and Publicity Committee for review and recommendation to Council for approval. The Committee will then be responsible for reviewing policies on a cyclical basis or as and when legal updates arise, whichever is soonest.

4.0 RECOMMENDATIONS

- 4.1 That Council be recommended to adopt the LCAS as its improvement framework, pending additional recommendations from the Improvement Board.

Sabrina Doherty
Town Clerk and Financial Officer

Post No & Job Title: STC02 Assistant Town Clerk

Hours of Work: 16 hours per week (inclusive of evening work)

Salary Scale: LC2 substantive range (scp 24-28) £31,099 - £34,723 per annum pro rata for part-time hours (£xxxx - £xxxx)

Responsible to: The Town Clerk & RFO

Responsible for: Volunteers (events and projects)

Main purpose: To support the Town Clerk to ensure that decisions of the Town Council are carried out with particular responsibility for communications, marketing, arts and heritage projects and tourism.

Main Duties and Responsibilities:

1. Assist the Town Clerk in implementing the decisions of the Council and its committees, specifically:
 - a. ensuring that the statutory and other provisions of governing or affecting the running of the Council are observed.
 - b. to maintain and monitor the Council's policy framework
 - c. to assist in the design and promotion of policies of the Council that respond to community need and expectation.
 - d. collate information to assist Councillors where necessary, including representation on outside bodies
 - e. to carry such research and projects as directed by the Town Clerk
2. Attend Town Council and other meetings as required, inclusive of minute taking in the absence of the Town Clerk and agenda preparation for assigned committees/working parties.
3. Deal with enquiries from members of public and Town Councillors
4. Assist with the organisation and delivery of public and civic events
5. To assist with managing and updating the Council's websites and social media
6. To ensure the efficient running of the Town Clerk's office, reviewing and monitoring systems, processes and procedures and updating where appropriate to ensure best practices are exercised and maintained.
7. To assist the Town Clerk with the production and maintenance of a communications strategy and planner
8. To lead on creation of appropriate communications and art work for publication through the Council's various channels.

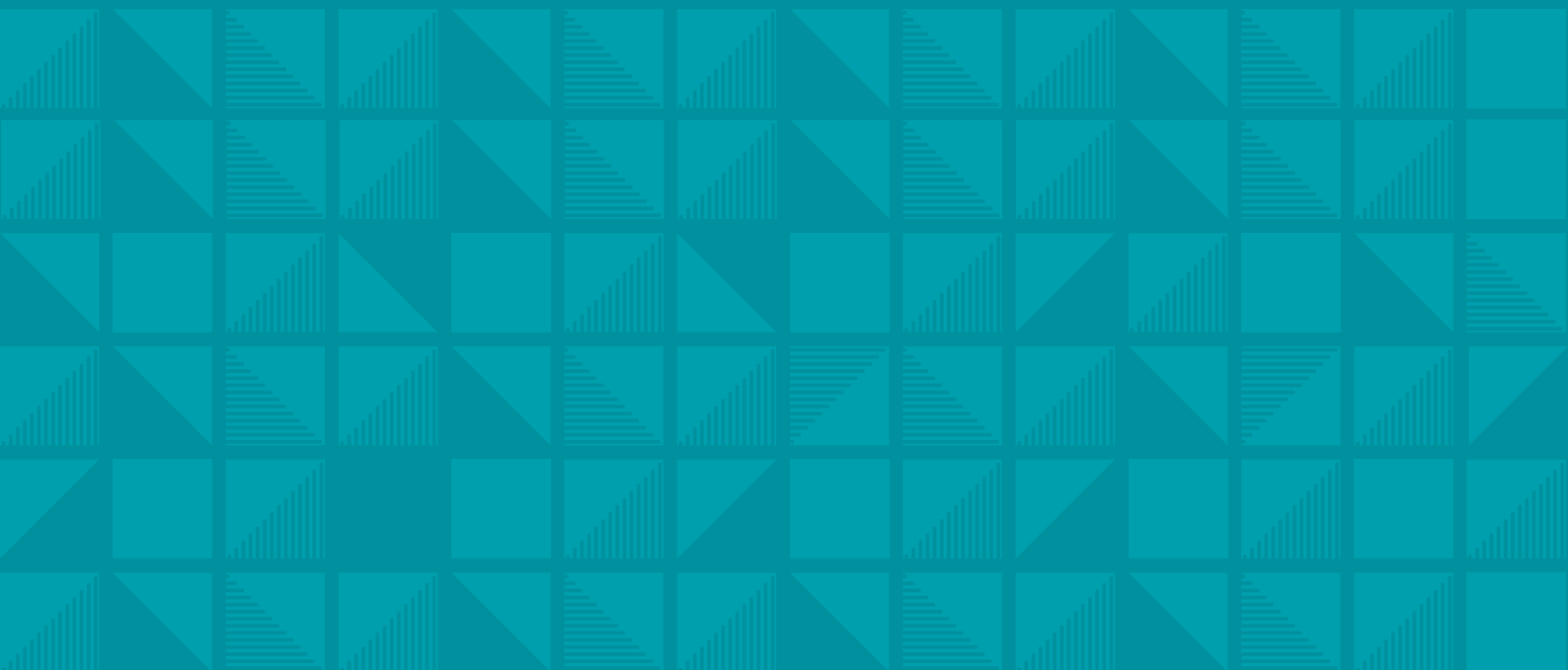
9. To form a relationship with the Borough Council's Economic Development Team and other partners in order to promote the Staveley Township as a destination.
10. To lead on the creation of a Heritage and Tourist information centre at Staveley Hall.
11. To lead and develop the Council's Arts and Heritage programme/projects
12. To design promotional materials and campaigns to promote the Council's venues and market
13. To act as a keyholder for the Council's buildings and assist with opening for lettings or contractors as necessary. There may be a requirement to work evenings on occasion.
14. To attend training courses relevant to the role as required by the Council.
15. To undertake other duties, tasks and projects as required by the Town Clerk, commensurate with the level of the post and to provide cover for other staff as necessary.

Person Specification

	Essential	Desirable
Qualifications and Experience	<p>Experience of working in local government</p> <p>Qualified to A-level standard as a minimum</p> <p>iLCA certificate</p> <p>Good working knowledge of IT systems including MS365</p> <p>Experience of staff supervision</p> <p>Driving licence incl use of a vehicle for business purposes</p>	<p>Experience of working in a Town Council</p> <p>Experience of managing budgets</p> <p>Art/graphics qualifications</p> <p>Experience in marketing and/or public relations</p> <p>Degree level qualification</p> <p>Experience of leading on and delivering arts and/or heritage projects</p>
Knowledge and Skills	<p>Experienced in making successful funding applications</p> <p>Highly organised and methodical</p> <p>Excellent communication skills, including report, agenda and minute writing (or equivalent experience)</p> <p>Knowledge of and ability to use wordpress</p> <p>Well-developed interpersonal skills</p> <p>Logical, clear thinking, diplomatic and patient approach</p> <p>Excellent administration and IT skills</p> <p>A proven track record of successful project/event delivery</p> <p>Ability to work alone or as part of a small team</p>	<p>Understanding of the procedures, roles, duties and responsibilities of the Town Council and Councillors</p> <p>Practical experience of servicing committees/working parties, report writing and implementation of decisions in a timely manner</p> <p>Knowledge of civic protocol</p> <p>Knowledge of statutory procedures and requirements</p> <p>Graphic design skills using appropriate software</p> <p>Photography skills</p>

	Ability to work within a political and local government framework and be sensitive to political and community issues	
Personal qualities	Professional and personable with the ability to build teams/relationships Reasoned decision maker Enthusiastic with a positive 'can do' attitude and willing to take the initiative Ability to work under pressure Team player	

A guide to the Local Council Award Scheme



THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

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06 AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

18 ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

21 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

22 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

A COUNCIL CAN REGISTER TO TAKE PART IN THE LOCAL COUNCIL AWARD SCHEME BY VISITING WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme

THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS SECTION ON PAGE 18.

THE CRITERIA IN THIS BOOKLET APPLY TO COUNCILS SUBMITTING THEIR APPLICATIONS TO THEIR LOCAL ACCREDITATION PANEL. THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME ARE REVIEWED ANNUALLY.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council confirms by resolution at a full council meeting that all documentation and information is in place for the Foundation award and where applicable, is published on its website. The council also needs to evidence it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Staff contracts		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation award and all documentation and information is in place for the Quality award and where applicable, is published.

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also needs to evidence it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
	An annual report that is actively shared with the community	A formal appraisal process for all staff
	Evidence of a customer service in how the council handles correspondence with the public	A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council’s commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan.
The council’s budget shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council’s website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

- The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors’ surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.
- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats

5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

Two thirds

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
- The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the councils commitment to customer service.
- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development Points points every year. The CPD guidance on how points are allocated can be downloaded from NALC’s or SLCC’s websites.

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation/Quality awards and that all documentation and information is in place for the Quality Gold award and if applicable, is published.

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none"> — Engaging with diverse groups in the community using a variety of methods — Community engagement influencing council activity and priorities — A wide range of council activities, including innovative projects, that produce positive outcomes for the community — Co-operating constructively with other organisations 	

The council needs to evidence all criteria in the first section and also provide statements (of no more than one page each) showing the accreditation panel how it:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
	Engages with the community on issues related to the environment and climate change	Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online, and the prepared statements.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Quality Gold level. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.

- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.

- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.

- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.

- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.

- The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.

- The panel seeks evidence that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.

- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.

- Finally, the statements on performance management explain the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statements also include confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.

A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

REGISTRATION

1. The council registers its intention to apply for a specified award online at www.nalc.gov.uk/localcouncilawardscheme
2. Contact NALC at lcas@nalc.gov.uk or on 020 7637 1865.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.
7. The council pays the accreditation fee which covers the costs administering the local service.
8. The local panel co-ordinator keeps a record of all applications and monitors their progress.
9. When the accreditation panel makes its decision it informs the council. It also completes an online form to allow NALC to update national records.

ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application

to an appropriate neighbouring or regional panel.

County Associations may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines

how often an accreditation process occurs,

or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion

over the detail of how they organise the accreditation process.

In consultation with the panel co-ordinators, NALC will provide regularly updated guidance and support for accreditation panels.

THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator. The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council’s activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieved the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards. A council may appeal to the IDB (with an additional fee) if it feels that the panel’s decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB’s decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council’s poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.¹

The accreditation fee² varies according to:

- The award applied for
- The income of the council
- The council’s accreditation history.

¹ All figures quoted are excluding VAT.
² The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Foundation Standard	£50	£80
Quality Standard	£80	£100
Quality Gold	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council’s website. The findings will not affect a council’s award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved. One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year. These reviews will alternate between:







- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.

Staveley Town Council Improvement Plan

This plan is based on the Local Council Award Scheme Quality Framework and seeks to demonstrate the Council's compliance with its statutory duties and fulfilment of its role within the community.

Governance

Criteria demonstrating good governance in managing the business and finances of a council

Level	Criteria	Current Status	Action Required	Notes/Updates
F	Standing Orders		Need adding to the Website	Current website difficult to update with documents, new website under construction
F	Financial Regulations		Need adding to the Website	Current website difficult to update with documents, new website under construction
F	Code of Conduct and link to Councillors' registers of interests		Requires updating, following LGA review New registers require uploading to website.	Awaiting CBC's MO to review Code of Conduct. Registers will be added to new website.
F	A Publication Scheme		Adoption of a scheme and area to be set up on website	Website currently under construction and specific pages will be built to show the required information.
F	Last Annual Return		Specific area to be created on new website so easy to find	Currently posted as a news article.
F	Transparent information about council payments		New website required (currently under construction).	Unable to upload reports to current website, however reports can be sent to members of public upon request.

F	Calendar of all meetings including the annual meeting of electors (Annual Assembly)	☹️	Area for Annual Assembly required on website. Schedule to be posted on noticeboards.	Calendar for the year agreed at Council and schedules updated where they exist on the current website – unfortunately no area for the Annual Assembly – will be addressed on the new website
F	Minutes for at least one full year of Council meetings and (if relevant) all committee and sub-committee meetings	😊		
F	Current agendas	😊		
F	Budget and precept information for the current or next financial year	☹️	Specific area on website required so its easy to find.	Papers were uploaded with the agenda as far as was possible. Public can contact the Clerk to request information.
F	Complaints procedure	☹️	Requires drafting and adoption by Council	Although there is a webform to allow people to submit complaints, there does not appear to be a policy or a procedure adopted to explain how the council will deal with complaints.
F	Accessibility statement	☹️	Requires drafting and adoption by Council	The current website is not compliant with accessibility regulations and there is no statement adopted as is required. This will be addressed as part of the new website construction tasks.
F	Privacy notice	😊		
F	Risk Management Policy	☹️	Publish on website in dedicated area.	The Council has a corporate risk register which requires review. Uncertain if there is an associated

				policy
F	Register of assets	😊		Requires updating. Cllr is assisting the Clerk to review past minutes to identify additional assets/information for inclusion
F	Staff contracts	😊		
F	Up-to-date insurance policies that mitigate risk to public money	😊	Building valuations require updating	
Q	Draft minutes of all council and committee meetings published within four weeks of the last meeting	😊		
Q	A Health and Safety Policy	😐	Review existing documentation and draft a policy	Not clear if a formal policy was adopted – should have had a written policy with having had more than 5 employees.
Q	Equality Policy	😊	Review required	
Q	Scheme of Delegation	😐	Adoption required at Council	Scheme drafted and sent to Council but not discussed at the meeting and consequently not adopted.
QG	A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and its community	😐	Further development with CIL and corporate planning workshops	In progress, 5 year high level plan adopted – refinement now required
QG	Ensures that the Council delivers value for money	😐	Further development required	New focus on the finances and procurement processes now in place.

Community

Criteria representing a council's role in the community and how it engages with the community

Level	Criteria	Current Status	Action Required	Notes/Updates
F	Council contact details and councillor information in line with the Transparency Code	😊	New emails need to be added to website.	
F	Action plan for the current year	😞	Workshops to be held in September 2023 to develop new Corporate Plan.	If adopted this action list could be the interim plan.
F	Evidence of consulting the community	😐	Consultation on CIL and Corporate Plan due this year.	Looking through the current website there does not appear to have been much in the way of consultation from the Town Council.
F	Publicity advertising council activities	😊		Regular posting on the website and facebook.
F	Evidence of participating in town and country planning	😊		Notifications are circulated to Cllrs for comment, Planning Committee established and meets for large/controversial applications.
Q	A community engagement policy involving two-way communication between council and community	😞		
Q	Councillor profiles	😞		
Q	A grant awarding policy	😐	Requires review and development	There is evidence of a grant procedure and a new CIL policy was adopted in 2022 – however these need review.
Q	Evidence showing how electors	😞		

	contribute to the Annual Assembly			
Q	Action plan and related budget responding to community engagement and setting out a timetable for action and review	☹️	Requires development	The previous plan has expired and now a revised one is to be drawn up in Sept 2023.
Q	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	☹️	Requires development	
Q	Evidence of helping the community plan for its future	☹️		
Q	At least two-thirds of councillors who stood for election	😊		
Q	An annual report that is actively shared with the community	☹️		
Q	Evidence of customer service in how the council handles correspondence with the public	😐	Performance Indicators need to be developed	Correspondence is dealt with as quickly as possible, however staffing issues limit timeliness on occasion.
QG	Evidence of engaging with diverse groups in the community using a variety of methods	☹️		Whilst many activities undertaken no formal records have been kept.
QG	Community engagement influencing council activities and priorities	😐	Formal capture of influence required	Community input has been valued and had an effect on Council activities but not formally captured.
QG	A wide range of activities including innovative projects which produce positive outcomes for the community	☹️		
QG	Co-operating constructively with other organisations	😐	Formal capture required	

QG	Provides leadership in planning for the future of the community	☹️	Explore the creation of a neighbourhood plan	
QG	Engages with the community on issues related to the environment and climate change	☹️	<p>Consider declaring a climate emergency and adopting environmental policies.</p> <p>Calculate the Council's carbon footprint and actively monitor reductions.</p> <p>Engage community in environmental projects</p>	

Development

Criteria representing council improvement through the management and development of staff and councillors

Level	Criteria	Current Status	Action Required	Notes/Updates
F	Disciplinary and grievance procedures	☺️	Requires Review	
F	Policy for training and development of staff and councillors	☹️	Requires development and adoption by Council	
F	Record of all training undertaken by staff and councillors in the last year	☺️	Records for Cllrs to be established	Staff records held.
F	A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year	☺️		The Council has a qualified Clerk who holds Principal membership of the SLCC which requires 18 CPD points to be achieved each year.
Q	A qualified Clerk	☺️		

Q	A formal appraisal process for all staff	😊	Requires review	
QG	Manages the performance of the council as a corporate body	😞	Requires development	
QG	Manages the performance of each individual staff member to achieve its business plan	😞	Requires development	

Staveley Town Council - Quarter 1
(01/04/2023 to 30/06/2023 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
aalIncome						
1 Precept	248,782.50	248,783.00	0.50 (0%)			(N/A)
2 Council Tax Support Grant	2,500.00		-2,500.00 (N/A)			(N/A)
3 Grants Received		1,500.00	1,500.00 (N/A)			(N/A)
4 Hall and Stables Leases	25,000.03	22,736.57	-2,263.46 (-9%)			(N/A)
5 Hall Room Bookings	1,999.97	3,005.83	1,005.86 (50%)			(N/A)
6 Speedwell Room Hire	8,595.00	4,864.67	-3,730.33 (-43%)			(N/A)
7 Market rents	349.97	208.33	-141.64 (-40%)			(N/A)
8 Allotment rents	173.24	116.13	-57.11 (-32%)			(N/A)
9 Bar Income	2,558.53	350.00	-2,208.53 (-86%)			(N/A)
10 Bank Interest		62.61	62.61 (N/A)			(N/A)
11 Donations Received			(N/A)			(N/A)
12 Functions Income	1,249.97		-1,249.97 (N/A)			(N/A)
13 Misc Income	250.03	1,724.91	1,474.88 (589%)			(N/A)
86 CIL Receipts	25,000.00	102,062.03	77,062.03 (308%)			(N/A)
94 Outstanding Debtors	3,270.75	2,549.10	-721.65 (-22%)			(N/A)
Sub Total for aalIncome	319,729.99	387,963.18	68,233.19 (21%)			(N/A)
Administration						
14 Bank Charges			(N/A)	75.00	30.00	45.00(60%)
15 Insurance			(N/A)	8,200.00	4,177.60	4,022.40(49%)
16 Postage			(N/A)	375.00	194.87	180.13(48%)
17 Stationery			(N/A)	124.97	69.26	55.71(44%)
18 Subscriptions			(N/A)	124.97	35.00	89.97(71%)
19 Websites			(N/A)	105.00	25.69	79.31(75%)
20 Professional Advice/fees			(N/A)	1,500.00		1,500.00(N/A)
21 Accountancy/book-keeping			(N/A)	1,761.00	1,761.00	(0%)
22 Audit			(N/A)	557.53		557.53(N/A)
23 Refreshments			(N/A)	37.50	10.18	27.32(72%)
24 IT/Software licences			(N/A)	387.60	365.54	22.06(5%)
25 Late/Non DD Payment Fees/charges			(N/A)	2,500.03	2,624.38	-124.35(-4%)
26 Office Equipment			(N/A)	1,000.03	334.40	665.63(66%)
27 Advertising & Publicity			(N/A)			(N/A)
28 Office-NNDR			(N/A)	829.41	1,041.27	-211.86(-25%)
29 Councillor Training			(N/A)	62.53		62.53(N/A)
72 Contingency			(N/A)	3,750.00		3,750.00(N/A)
Sub Total for Administration			(N/A)	21,390.57	10,669.19	10,721.38(50%)
Allotments						
49 Legal Fees			(N/A)	62.53		62.53(N/A)
50 Land Rent			(N/A)	3.00	3.00	(0%)
Sub Total for Allotments			(N/A)	65.53	3.00	62.53(95%)
Civic Costs						
55 Chairman's Allowance			(N/A)			(N/A)
56 Civic functions			(N/A)			(N/A)
57 Elections			(N/A)			(N/A)
58 By-Elections			(N/A)			(N/A)
Sub Total for Civic Costs			(N/A)			(N/A)
Community Services						
51 Community Grants			(N/A)			(N/A)
52 Events/Entertainment			(N/A)			(N/A)
53 Christmas Lights			(N/A)			(N/A)
54 Hanging Baskets			(N/A)			(N/A)
Sub Total for Community Services			(N/A)			(N/A)
Loans						
69 PWLB			(N/A)	27,500.00	27,285.67	214.33(0%)
70 CBC Loan 1			(N/A)	8,086.60	8,086.60	(0%)

Staveley Town Council - Quarter 1
(01/04/2023 to 30/06/2023 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
71 CBC Loan 2			(N/A)			(N/A)
Sub Total for Loans			(N/A)	35,586.60	35,372.27	214.33(0%)
Market Place						
59 CBC Electric charges			(N/A)	124.97		124.97(N/A)
60 Market-NNDR			(N/A)	586.34	342.70	243.64(41%)
87 CBC Insurance			(N/A)	500.00		500.00(N/A)
Sub Total for Market Place			(N/A)	1,211.31	342.70	868.61(71%)
Speedwell Rooms						
61 Bldg Maint - Speedwell			(N/A)	625.03	629.47	-4.44(-0%)
62 SWell - Licences/permits			(N/A)	424.03	1,256.43	-832.40(-196%)
63 Bar Stock			(N/A)	1,875.00		1,875.00(N/A)
64 Gas/Electric - Speedwell			(N/A)	2,500.03	1,421.43	1,078.60(43%)
65 SWell-Water Rates			(N/A)	375.00	140.95	234.05(62%)
66 Speedwell - NNDR			(N/A)	1,902.40	2,626.21	-723.81(-38%)
67 SWell - EPOS			(N/A)	425.34	150.73	274.61(64%)
68 SWell - Telephone/BBand			(N/A)	906.78	149.46	757.32(83%)
97 Waste Removal			(N/A)		795.00	-795.00(N/A)
Sub Total for Speedwell Rooms			(N/A)	9,033.61	7,169.68	1,863.93(20%)
Staffing Costs						
73 Salaries/Wages Gross			(N/A)	22,107.62	16,862.67	5,244.95(23%)
74 Employer NI			(N/A)	1,597.80	1,214.66	383.14(23%)
75 Employer Pension			(N/A)	3,971.97	2,102.61	1,869.36(47%)
76 Mileage Claims			(N/A)	25.03		25.03(N/A)
77 Uniforms/PPE			(N/A)	37.50		37.50(N/A)
78 Staff Training			(N/A)	124.97		124.97(N/A)
79 Staff Expenses			(N/A)	37.50		37.50(N/A)
80 Recruitment Advertising			(N/A)			(N/A)
81 Conference fees			(N/A)	75.00		75.00(N/A)
82 Conference Expenses			(N/A)	75.00		75.00(N/A)
98 Redundancy Cost			(N/A)		4,927.35	-4,927.35(N/A)
Sub Total for Staffing Costs			(N/A)	28,052.39	25,107.29	2,945.10(10%)
Staveley Hall & Stables						
30 Telephone/Broadband			(N/A)	2,406.54	3,164.77	-758.23(-31%)
31 Other phone lines			(N/A)	150.00	22.50	127.50(85%)
32 Cleaning Contract			(N/A)	7,385.27	6,551.85	833.42(11%)
33 Building Maintenance			(N/A)	4,999.97	5,731.67	-731.70(-14%)
34 Grounds Maintenance			(N/A)			(N/A)
35 Security Alarm - Hall			(N/A)	1,500.00	817.50	682.50(45%)
36 Fire Alarm - Hall			(N/A)	625.03	152.00	473.03(75%)
37 Licences/Permits-Hall			(N/A)	625.03		625.03(N/A)
38 Gas/Electric-Hall/Stables			(N/A)	7,500.00	34,634.75	-27,134.75(-361%)
39 Water Rates - Hall/Stables			(N/A)	1,249.97	398.24	851.73(68%)
40 Equipment Purchase			(N/A)			(N/A)
41 Equipment Maintenance			(N/A)	1,000.03	5.39	994.64(99%)
42 Carpark-NNDR			(N/A)	311.86	372.50	-60.64(-19%)
43 Reception-NNDR			(N/A)	227.67	284.22	-56.55(-24%)
44 Air Hall-NNDR			(N/A)	380.48	478.05	-97.57(-25%)
45 Devonshire-Frecheville NNDR			(N/A)	898.20	1,517.37	-619.17(-68%)
46 Waste Collection			(N/A)	3,786.00	1,115.00	2,671.00(70%)
47 Working Budget			(N/A)	1,500.00	229.90	1,270.10(84%)
48 Bad Debt Provision			(N/A)	2,500.03		2,500.03(N/A)
88 Cleaning Supplies			(N/A)		117.00	-117.00(N/A)
Sub Total for Staveley Hall & Stables			(N/A)	37,046.08	55,592.71	-18,546.63(-50%)
Vehicle						
83 Van Maintenance			(N/A)	250.03		250.03(N/A)
84 Van Tax/Insurance			(N/A)			(N/A)

Staveley Town Council - Quarter 1
(01/04/2023 to 30/06/2023 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
85 Fuel and Oil (Van)			(N/A)	625.03	16.68	608.35(97%)
Sub Total for Vehicle			(N/A)	875.06	16.68	858.38(98%)
zOutstanding bills						
89 2020-21			(N/A)		7,602.18	-7,602.18(N/A)
90 2021-22			(N/A)		32,229.08	-32,229.08(N/A)
91 2022-23			(N/A)	357,339.00	253,376.74	103,962.26(29%)
92 2019-20			(N/A)		290.00	-290.00(N/A)
Sub Total for zOutstanding bills			(N/A)	357,339.00	293,498.00	63,841.00(17%)
TOTALS.....	319,729.99	387,963.18	68,233.19(21%)	490,600.15	427,771.52	62,828.63(12%)
NET Variance Quarter 1						131,061.82

Receipts and Payments Forecast

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

aalIncome

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
1	Precept	497,565.00	248,783.00	248,782.00	497,565.00							
2	Council Tax Support Gi	5,000.00				-5,000.00						-5,000.00
3	Grants Received	5,000.00	1,000.00	5,000.00	6,000.00	1,000.00						1,000.00
4	Hall and Stables Lease	100,000.00	13,116.43	65,582.15	78,698.58	-21,301.42						-21,301.42
5	Hall Room Bookings	8,000.00	668.33	3,341.65	4,009.98	-3,990.02						-3,990.02
6	Speedwell Room Hire	34,380.00	3,475.17	17,375.85	20,851.02	-13,528.98						-13,528.98
7	Market rents	1,400.00	208.33	1,041.65	1,249.98	-150.02						-150.02
8	Allotment rents	173.24	116.13		116.13	-57.11						-57.11
9	Bar Income	10,234.00	350.00	1,750.00	2,100.00	-8,134.00						-8,134.00
10	Bank Interest		62.61	313.05	375.66	375.66						375.66
11	Donations Received											
12	Functions Income	5,000.00				-5,000.00						-5,000.00
13	Misc Income	1,000.00				-1,000.00						-1,000.00
86	CIL Receipts	50,000.00		25,000.00	25,000.00	-25,000.00						-25,000.00
94	Outstanding Debtors	13,083.00	2,011.40		2,011.40	-11,071.60						-11,071.60
SUB TOTAL		730,835.24	269,791.40	368,186.35	637,977.75	-92,857.49						-92,857.49

Administration

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
14	Bank Charges						300.00	30.00	150.00	180.00	120.00	120.00
15	Insurance						8,200.00				8,200.00	8,200.00
16	Postage						1,500.00	191.97	959.85	1,151.82	348.18	348.18
17	Stationery						500.00	43.31	216.55	259.86	240.14	240.14
18	Subscriptions						500.00	35.00	175.00	210.00	290.00	290.00
19	Websites						420.00	25.69	128.45	154.14	265.86	265.86
20	Professional Advice/fee						6,000.00		6,000.00	6,000.00		
21	Accountancy/book-keep						1,761.00	1,761.00		1,761.00		
22	Audit						2,230.00		2,230.00	2,230.00		
23	Refreshments						150.00	10.18	50.90	61.08	88.92	88.92
24	IT/Software licences						1,550.40	226.20	1,131.00	1,357.20	193.20	193.20
25	Late/Non DD Payment						10,000.00	1,472.24	7,361.20	8,833.44	1,166.56	1,166.56
26	Office Equipment						4,000.00	54.50	272.50	327.00	3,673.00	3,673.00
27	Advertising & Publicity											
28	Office-NNDR						3,317.55	692.27	3,461.35	4,153.62	-836.07	-836.07
29	Councillor Training						250.00				250.00	250.00
72	Contingency						15,000.00				15,000.00	15,000.00

Receipts and Payments Forecast

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

SUB TOTAL							55,678.95	4,542.36	22,136.80	26,679.16	28,999.79	28,999.79
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Allotments

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
49	Legal Fees						250.00				250.00	250.00
50	Land Rent						3.00	3.00		3.00		
SUB TOTAL							253.00	3.00		3.00	250.00	250.00

Civic Costs

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
55	Chairman's Allowance											
56	Civic functions											
57	Elections						16,000.00		16,000.00	16,000.00		
58	By-Elections											
SUB TOTAL							16,000.00		16,000.00	16,000.00		

Community Services

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
51	Community Grants											
52	Events/Entertainment											
53	Christmas Lights											
54	Hanging Baskets											
SUB TOTAL												

Loans

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
69	PWLB						55,000.00	27,285.67	27,285.67	54,571.34	428.66	428.66
70	CBC Loan 1						16,072.76	8,086.60	7,986.16	16,072.76		
71	CBC Loan 2						45,000.00		45,000.00	45,000.00		
SUB TOTAL							116,072.76	35,372.27	80,271.83	115,644.10	428.66	428.66

Market Place

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
59	CBC Electric charges						500.00		200.00	200.00	300.00	300.00
60	Market-NNDR						2,345.30	227.70	1,138.50	1,366.20	979.10	979.10

Receipts and Payments Forecast

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

87	CBC Insurance				500.00			500.00	500.00		
SUB TOTAL					3,345.30	227.70	1,838.50	2,066.20	1,279.10	1,279.10	

Speedwell Rooms

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
61	Bldg Maint - Speedwell						2,500.00	1,156.60	2,083.30	3,239.90	-739.90	-739.90
62	SWell - Licences/permits						1,696.00	1,256.43		1,256.43	439.57	439.57
63	Bar Stock						7,500.00				7,500.00	7,500.00
64	Gas/Electric - Speedwell						10,000.00	459.72	8,333.30	8,793.02	1,206.98	1,206.98
65	SWell-Water Rates						1,500.00				1,500.00	1,500.00
66	Speedwell - NNDR						7,609.75	1,751.21	8,756.05	10,507.26	-2,897.51	-2,897.51
67	SWell - EPOS						1,701.36	109.99	549.95	659.94	1,041.42	1,041.42
68	SWell - Telephone/BBans						3,627.12	97.31	486.55	583.86	3,043.26	3,043.26
97	Waste Removal							795.00		795.00	-795.00	-795.00
SUB TOTAL							36,134.23	5,626.26	20,209.15	25,835.41	10,298.82	10,298.82

Staffing Costs

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
73	Salaries/Wages Gross						88,430.33	11,169.38	55,846.90	67,016.28	21,414.05	21,414.05
74	Employer NI						6,391.20	677.64	3,388.20	4,065.84	2,325.36	2,325.36
75	Employer Pension						15,887.88	1,230.19	6,150.95	7,381.14	8,506.74	8,506.74
76	Mileage Claims						100.00				100.00	100.00
77	Uniforms/PPE						150.00				150.00	150.00
78	Staff Training						500.00				500.00	500.00
79	Staff Expenses						150.00				150.00	150.00
80	Recruitment Advertising											
81	Conference fees						300.00				300.00	300.00
82	Conference Expenses						300.00				300.00	300.00
98	Redundancy Cost							4,927.35		4,927.35	-4,927.35	-4,927.35
SUB TOTAL							112,209.41	18,004.56	65,386.05	83,390.61	28,818.80	28,818.80

Staveley Hall & Stables

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
30	Telephone/Broadband						9,626.16	2,801.35	14,006.75	16,808.10	-7,181.94	-7,181.94
31	Other phone lines						600.00				600.00	600.00
32	Cleaning Contract						29,541.20	4,173.50	20,867.50	25,041.00	4,500.20	4,500.20
33	Building Maintenance						20,000.00	3,328.04	16,640.20	19,968.24	31.76	31.76
34	Grounds Maintenance											

Staveley Town Council

19 July 2023 (2023 - 2024)

Receipts and Payments Forecast

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

35	Security Alarm - Hall	1,500.00	817.50		817.50	682.50	682.50
36	Fire Alarm - Hall	2,500.00		890.00	890.00	1,610.00	1,610.00
37	Licences/Permits-Hall	2,500.00				2,500.00	2,500.00
38	Gas/Electric-Hall/Stabl	30,000.00	25,516.90	25,000.00	50,516.90	-20,516.90	-20,516.90
39	Water Rates - Hall/Stal	5,000.00	280.92	1,404.60	1,685.52	3,314.48	3,314.48
40	Equipment Purchase						
41	Equipment Maintenanc	4,000.00				4,000.00	4,000.00
42	Carpark-NNDR	1,247.50	247.50	1,237.50	1,485.00	-237.50	-237.50
43	Reception-NNDR	910.68	188.22	941.10	1,129.32	-218.64	-218.64
44	Air Hall-NNDR	1,521.95	318.05	1,590.25	1,908.30	-386.35	-386.35
45	Devonshire-Frecheville	3,592.80	1,012.37	5,061.85	6,074.22	-2,481.42	-2,481.42
46	Waste Collection	3,786.00	1,115.00		1,115.00	2,671.00	2,671.00
47	Working Budget	6,000.00	229.90	1,149.50	1,379.40	4,620.60	4,620.60
48	Bad Debt Provision	10,000.00				10,000.00	10,000.00
88	Cleaning Supplies						
SUB TOTAL		132,326.29	40,029.25	88,789.25	128,818.50	3,507.79	3,507.79

Vehicle

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
83	Van Maintenance						1,000.00				1,000.00	1,000.00
84	Van Tax/Insurance						300.00		300.00	300.00		
85	Fuel and Oil (Van)						2,500.00	16.68	83.40	100.08	2,399.92	2,399.92
SUB TOTAL							3,800.00	16.68	383.40	400.08	3,399.92	3,399.92

Outstanding bills

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
89	2020-21							7,206.04		7,206.04	-7,206.04	-7,206.04
90	2021-22							26,256.17		26,256.17	-26,256.17	-26,256.17
91	2022-23						357,339.00	246,844.48		246,844.48	110,494.52	110,494.52
92	2019-20							192.00		192.00	-192.00	-192.00
SUB TOTAL							357,339.00	280,498.69		280,498.69	76,840.31	76,840.31

Summary

NET TOTAL	730,835.24	269,791.40	368,186.35	637,977.75	-92,857.49	833,158.94	384,320.77	295,014.98	679,335.75	153,823.19	60,965.70
V.A.T.				5,469.73					11,504.75		
GROSS TOTAL				643,447.48					690,840.50		

Staveley Town Council
Reserves Balance
2023 - 2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
CIL		35,094.00			35,094.00
Hall & Stables Maintenance					0.00
Speedwell Maintenance					0.00
Elections Fund					0.00
Van Replacement					0.00
Computer Replacement					0.00
Special Projects					0.00
Total Earmarked	0.00	35,094.00			35,094.00
TOTAL RESERVE		35,094.00			35,094.00
GENERAL FUND					107,249.38
TOTAL FUNDS					142,343.38