Staveley
Town Council

Office 16, Staveley Hall
Staveley Hall Drive, Staveley
Chesterfield S43 3TN
www.staveleytowncouncil.gov.uk
info@staveleytowncouncil.gov.uk
Tel: 01246 473132

13 May 2025

To all members of Staveley Town Council

Dear Councillor

You are hereby summoned to attend the Annual meeting of the Town Council to be held at 6.00 pm on Tuesday, 20 May 2025 at The Speedwell Rooms.

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 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 ELECT THE CHAIRMAN OF THE COUNCIL**

2. **THE DULY ELECTED CHAIRMAN OF THE COUNCIL TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE**

3. **TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL**

4. **TO NOTE APOLOGIES FOR ABSENCE**

5. **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.

6. **TO ELECT THE LEADER OF THE COUNCIL**

7. **TO ELECT THE DEPUTY LEADER OF THE COUNCIL**

8. **MINUTES OF THE PREVIOUS MEETING**
To confirm and sign the minutes of the meeting held on 25 March 2025.

9. **CHAIRMAN'S ANNOUNCEMENTS**

10. **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 they will be put forward to the next meeting.

    If in attendance the PCSO may provide an update on local policing matters.

    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.

11. **APPOINTMENT OF COMMITTEES AND REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE**
To consider the report of the Town Clerk and RFO.

12. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**
To adopt the amended Standing Orders and Financial Regulations.

13. **REVIEW OF REPRESENTATION ON EXTERNAL BODIES**
To consider the report of the Town Clerk and RFO.

14. REVIEW OF THE COUNCIL'S ASSET REGISTER
To consider the report of the Town Clerk and RFO.

15. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS
To consider quotes and select an insurance provider.

16. REVIEW OF SUBSCRIPTIONS TO OTHER BODIES
To consider the report of the Town Clerk and RFO.

17. SCHEDULE OF MEETINGS FOR 2025-27
To consider the report of the Town Clerk and RFO.

18. FINANCE MATTERS

a) To confirm or amend the appointment of two councillors to sign the schedule of payments and conduct the finance checks required in Financial Regulations. Current appointed persons are the Cllrs E Tidd and D Rhodes.
b) To confirm or amend the signatories on the Councils bank accounts:
   - Co-operative Bank: Town Clerk and Cllrs P Mann, E Tidd, D Rhodes, C Jackson and P Wilson.
   - CCLA: Town Clerk and Cllrs P Mann and E Tidd.
c) To approve the schedule of payments to 31 March 2025.
d) To note the budget monitoring reports
e) To note the bank reconciliation to 31 March 2025:
f) To note the reserves report.
g) To note progress on the year-end accounts and preparation for internal audit

19. EXCLUSION OF PRESS AND PUBLIC

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.

20. STAFFING MATTERS
To consider the report of the Town Clerk and RFO.

STAVELEY TOWN COUNCIL

Minutes of an Ordinary meeting of Staveley Town Council held at 6.00 pm on Tuesday, 25 March 2025 at Staveley Hall.

Present:

Councillors	M Bagshaw	S Hartley	D Parsons
	B Bingham	C Jackson	E Tidd (Chair)
	C Chambers	P Jacobs	
	J Collins	P Mann	
	B Dyke	A Ogle	

In attendance: Mrs S Doherty (Town Clerk) and 11 members of the public.

2425-89 TO NOTE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D Rhodes, J Ridgway, K Thornton and P Wilson.

2425-90 TO RECEIVE DECLARATIONS OF INTERESTS

Councillor C Jackson declared a personal interest in agenda item 10 regarding the proposal for siting beehives.

2425-91 MINUTES OF THE PREVIOUS MEETING

A Councillor passed comment on a number of items. It was noted that a recorded vote on the individual events had been requested but had not actually been carried out at the meeting, therefore there was no record of votes in the minutes. It was queried about the remaining money from the events budget being added to the Remembrance Parade budget to extend it. It was clarified that this had been agreed to be looked at but not set in stone as an absolute position as it depended on the RBL being consulted. It was confirmed that the decision regarding the Market was for the market square only but to retain the licence to hold town centre markets.

RESOLVED:

That, subject to the amendment of the words “licence to hold markets in Staveley Town Centre” being replaced with “the market place”, the minutes of the meeting held on 28 January 2025 be approved and signed as a correct record.

2425-92 CHAIRMAN’S ANNOUNCEMENTS

The Chair had no announcements to make.

2425-93 PUBLIC PARTICIPATION SESSION

A member of the public asked why their comments were restricted on the Council’s Facebook page. The Clerk agreed to look into this as she was not aware that individuals could be restricted, it was a blanket ban on all comments but this had to be applied to all individual posts which may sometimes not happen quickly enough on scheduled posts as these could not be amended until after they were published.

In response to a query on the date for the allotment liaison panel meeting a Councillor proposed that this not be held until after the County Council Elections. The Chair requested a vote from Council and this was AGREED. The Clerk would make arrangements in due course.

2425-94 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

Councillor Dyke reported that the work on the Market Square was ongoing and the housebuilding in Middlecroft was now complete.

Councillor Bingham reported on new methods for filling potholes and the progress of the devolution project for the principal tier of local government.

2425-95 GRANT APPLICATIONS

Councillors raised concerns over considering applications within the pre-election period – despite assurances from the Clerk that it was fine to proceed as this was normal business.

Upon considering the first application, Councillors became exercised that documentation was ‘missing’, despite such documents no longer being required to be produced for certain applications in accordance with the new policy adopted at the 19 November 2024 meeting. They therefore felt it was not possible to proceed.

RESOLVED:

That the consideration of grant applications be deferred to the next meeting.

During consideration of the above item Councillor A Ogle left the meeting at 6:30pm.

2425-96 FINANCE MATTERS

RESOLVED:

a) That the schedule of payments to 28 February 2025 be approved.
b) That the Summary of Income and Expenditure to 28 February 2025 be noted.
c) That the bank reconciliation to 28 February 2025 be noted.
d) That the reserves balances report to 28 February 2025 be noted.

2425-97 COMMUNITY DEVELOPMENT PROGRAMME

Councillors considered the report of the Assistant Clerk and the recommendation of the Leisure and Community Working Party.

RESOLVED:

a) That the report be received.
b) That an additional £750 be committed to the Arts Competition to increase the awards available.
c) That the underspent monies from the Events budget be used for the Community Development Programme set out in the appendix to the report to a value of £2,000.

2425-98 CLERKS REPORT

Councillors considered the report of the Town Clerk and RFO which provided an update to some activities undertaken to date and set out some requests from Councillors for Council to consider if it wished to implement.

Councillors asked to look at grit bins and it was requested that all Councillors provide a list of any sites that had been previously provided with a grit bin and it was now no longer there or in a state of disrepair in order to assist the Clerk's office.

RESOLVED:

a) That the three identified benches at Duckmanton be adopted/installed and that Councillors submit proposals for any other benches in the area that they felt needed to be adopted. The Clerk to come back to Council if it was felt that there were too many suggestions to be accommodated.
b) That the Clerk establish need and find appropriate sites for Bleed kits and defibrillators to be installed using CIL money.
c) That the Clerk seek appropriate flood defence equipment to support local residents with flooding issues, using CIL funding.
d) That further information be requested on the proposal to install beehives at Staveley Hall to be brought back to a future meting.
e) That the Clerk arrange for the refurbishment of the noticeboards as set out in the report, using CIL money, and that the Council retain control of all of them.

2425-99 REQUEST FOR EXTENDED LEAVE BY A COUNCILLOR

Councillors considered the request by Councillor K Thornton who's last attendance was the 19 November 2024 meeting.

RESOLVED: That Councillor Thornton's reasons for apologies for a 6 month period be accepted.

2425-100 EXCLUSION OF PRESS AND PUBLIC

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.

2425-101 IT EQUIPMENT AND SUPPORT CONTRACT

Councillors considered the quotes presented and discussed the options.

RESOLVED: That the 3 year support contract and linked quote for laptops be accepted for namespace.

2425-102 HR AND HEALTH AND SAFETY SUPPORT CONTRACT

Councillors considered the quotes presented and discussed the options.

RESOLVED: The quote for a 3 year contract with WorkNest be accepted.

The Chairman declared the meeting closed at 7:53pm.

Signed: ______________________________________ (Chairman)

AGENDA ITEM NO: XX

STAVELEY TOWN COUNCIL ANNUAL MEETING – 20 MAY 2025

Report title	APPOINTMENT OF COMMITTEES AND REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE
Purpose of report	o To review the standing committees and delegation arrangements to committees, sub-committees, staff and other local authorities. o To review the terms of reference for committees o To appoint members to existing committees o To appoint new committees as required
Summary Implications:	
Financial/Staff	Council needs to be mindful of the additional workload that Committees represent to the Town Clerk. The cost implications are that each committee meeting will cost the Council approximately £1,400 in administration time. Whilst the Clerk is preparing for meetings, essential project work will be delayed.
Risk Management	The Council has a duty of care to employees and must mitigate stress to ensure mental well-being.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	There are no implications arising from this report.
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.

Recommendations	a) That Council consider if it will run Committees alongside Full Council meetings this year. b) Subject to the above determination, that Council appoint the Committees as set out in section 2 of the report and approve the political balance structure. c) That Council appoint named Councillors to each of the Committees. d) That Council re-adopt the Scheme of Delegation as set out at Appendix 1 of the report.

1.0 Introduction

1.1 As part of its recovery plan the Council agreed to reduce the number of meetings it has traditionally held in order to save on staffing costs and free up time for the Town Clerk to manage the excessive workload that she would need to deal with in order to get the Council back into a solvent position.

1.2 At the last Annual Meeting the Council decided to reduce maintain the reduced Council meetings and to appoint several committees and a working party. However the Committees were given no delegated powers to take decisions. The workload was such that the Clerk had little to no time to call these additional meetings and there was only one PFP committee, one HR Committee and 2 Leisure and Community Working Party meetings called during the year.

1.3 Although the Planning Committee was established, no meetings were called as Councillors did not have comments to make on any of the applications circulated.

1.4 Towards the end of the year the Council also established an Allotments Liaison Panel and it agreed that this would not be politically balanced to allow Councillors who held an interest in the topic to be allowed to join.

1.5 The Council continued to operate on a political balance basis. Assuming the council approves the structure set out in the report, the proportion of seats will be split as follows:

Community Independents – 29%
Labour – 29%
Lib Dems – 29%
Staveley Matters – 12%

1.6 Given that the staffing situation in the office is not much improved, Council will need to seriously consider if it will hold committee meetings at all this year. Feedback has been that the PFP Committee was not especially fruitful and if there are no decision making powers afforded to it there seems little point in holding them when everything can just go through Council.

1.7 However, if Council is minded to continue with, or increase, the number of committees it is recommended that each committee has its own budget to work within and is able to decide what it will spend on, within the confines of parameters agreed by the Council.

2.0 PROPOSED COMMITTEE STRUCTURE

2.1 Given the Town Council's approved Delivery Plan Structure it is suggested that the Council could set up a structure based on the core themes so each Committee has a defined work programme.

2.2 The Council must have an HR Committee to review and discuss HR specific policies and be involved where necessary in employee matters. Councillors putting themselves forward on this committee must be prepared to attend specialised training. This Committee should be limited in numbers to afford privacy to employees.

2.3 Based on 4 Committees with a total of 27 seats available, the seating allocations could be as follows:

Committee	Labour	Liberal Democrats	Community Independents	Staveley Matters	Total
PFP (7)	2	2	2	1	7
Leisure (7)	2	2	2	1	7
Planning & Env (7)	2	2	2	1	7
HR (6)	2	2	2	0	6
Total	8	8	8	3	27

2.4 Councillors are asked to make nominations to each committee.

3.0 SCHEME OF DELEGATION

3.1 The Scheme of Delegation was approved at the Council meeting held on 19th November 2024. It is not due for a review and there are no recommended changes at this time, unless Council decides to grant delegated budgets to the Committees. The Clerk can then be instructed to update the document and re-publish it with the necessary wording changed.

STAVELEY TOWN COUNCIL

STANDING ORDERS 2025 (ENGLAND)

These Standing Orders were adopted by the Council at its meeting held on 21 March 2023. Last amendments and adoption May 2024. Next Review and adoption May 2025

1. **RULES OF DEBATE AT MEETINGS**

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or
v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:
i. to amend the motion;
ii. to proceed to the next business;
iii. to adjourn the debate;
iv. to put the motion to a vote;
v. to ask a person to be no longer heard or to leave the meeting;
vi. to refer a motion to a committee or sub-committee for consideration;
vii. to exclude the public and press;
viii. to adjourn the meeting; or
ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

Full Council meetings •

Committee meetings	●
Sub-committee meetings	●

●	a	**Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
●	b	**The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
●	c	**The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
● ●	d	**Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
	e	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
	f	The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
	g	Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
	h	In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
	i	A person shall raise his hand when requesting to speak.
	j	A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
	k	Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

	l	**Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
	m	**A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
	n	**The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

	o	**Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-**
		Chairman of the Council (if there is one).
	p	**The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
	q	**Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
	r	**The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.** *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
	s	**Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

	t	Voting for Co-option of a new Councillor will be conducted by a paper ballot, the clerk will count the votes. In the event of an equality of votes, the chairman will exercise his casting vote whether or not he gave the original vote.
	u	The minutes of a meeting shall include an accurate record of the following: i. the time and place of the meeting; ii. the names of councillors who are present and the names of councillors who are absent; iii. interests that have been declared by councillors and noncouncillors with voting rights; iv. the grant of dispensations (if any) to councillors and noncouncillors with voting rights; v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; and vii. the resolutions made.
● ● ●	v	**A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
●	w	**No business may be transacted at a meeting unless at least onethird of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
		See standing order 4d(viii) for the quorum of a committee or subcommittee meeting.
● ● ●	x	**If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
	y	A meeting shall not exceed a period of 2 hours.

4. **COMMITTEES AND SUB-COMMITTEES**

a **Unless the Council determines otherwise, a committee may appoint a subcommittee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be noncouncillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;
ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
ix. shall determine if the public may participate at a meeting of a committee;
x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
xi. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and
xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**

f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

i In an election year, if the current Chairman of the Council has been reelected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

~~ii.~~ ~~Election of the Leader of the Council~~

~~iii.~~ii. ~~Election of the Deputy Leader of the Council~~

~~iv.~~iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

~~v.~~iv. Receipt of the minutes of the last meeting of a committee;

~~vi.~~v. Consideration of the recommendations made by a committee;

~~vii.~~vi. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

~~viii.~~vii. Review of the terms of reference for committees;

~~ix.~~viii. Appointment of members to existing committees;

~~x.~~ix. Appointment of any new committees in accordance with standing order 4

~~xi.~~x. Review and adoption of appropriate standing orders and financial regulations;

~~xii.~~xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses in October each year;

~~xiii.~~xii. Review of representation on or work with external bodies and arrangements for reporting back;

~~xiv.~~xiii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

~~xv.~~xiv. Review of inventory of land and other assets including buildings and office equipment;

~~xvi.~~xv. Confirmation of arrangements for insurance cover in respect of all insurable

~~xvii.~~xvi. risks;

~~xviii.~~xvii. Review of the Council's and/or staff subscriptions to other bodies;

~~xix. Review of the Council's complaints procedure in October each year;~~

~~xx. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21) in October each year;~~

~~xxi. Review of the Council's policy for dealing with the press/media in October each year;~~

~~xix. Review of the Council's employment policies and procedures in October each year;~~

~~xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.~~

~~xxi.~~xix. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUBCOMMITTEES

a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time. If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

b The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

c If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the subcommittee may convene an extraordinary meeting of the committee or a subcommittee.

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;
ii. to move to a vote;
iii. to defer consideration of a motion;
iv. to refer a motion to a particular committee or sub-committee;
v. to appoint a person to preside at a meeting;
vi. to change the order of business on the agenda;
vii. to proceed to the next business on the agenda;
viii. to require a written report;
ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;
xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
xii. to not hear further from a councillor or a member of the public;
xiii. to exclude a councillor or member of the public for disorderly conduct;
xiv. to temporarily suspend the meeting;
xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
xvi. to adjourn the meeting; or
xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

e Councillors' access to information and to council documents

I. The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.
II. 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.
III. The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary 'need to know'.
IV. Mere curiosity is not sufficient. The crucial question is the determination of the 'need to know'. This question must be determined by the proper officer.
V. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about a third party) a councillor will be expected to justify the request in specific terms.

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

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect: "The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● ● ● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

i **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer;

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the

xii. Limitation Act 1980);

xiii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to all Councillors via email within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (s*ee also standing order 23).*

16. **RESPONSIBLE FINANCIAL OFFICER**

a The Council shall appoint an appropriate person to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

a. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

b. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
   i. the keeping of accounting records and systems of internal controls;
   ii. the assessment and management of financial risks faced by the Council;
   iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
   iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
   v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. ~~**A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**~~ **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

~~c.~~

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
   i. a specification for the goods, materials, services or the execution of works shall be drawn up;
   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders

(iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. ~~Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.~~ For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

~~f.~~

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if he is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.

c The chairman or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk / RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.

d Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the chairman or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of Council.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

a **The Council ~~shall~~ may appoint a Data Protection Officer.**

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

   i. inspect any land and/or premises which the Council has a right or duty to inspect; or

   ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
5) Specific areas that may need adapting:
    a) In 1.5 – is the Clerk the RFO?
    b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
    c) In section 4, does the council have committees and how many years are forecast?
    d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
    e) In 5.9, are online prices acceptable evidence?
    f) In 5.13, 5.15 and 5.17, does the council have committees?
    g) In 5.16, will a councillor ever be instructed to place an order?
    h) In 5.20, is there a minimum level for official orders?
    i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
    j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
    k) Section 10 gives two alternatives, with or without petty cash.
    l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
    m) 13.7 and 13.8 are removable if they don't apply to the council.

n) Much of Section 16 can be deleted if not applicable.

o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.

   a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

   b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

   a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

   b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

   c) In 5.9, at what level can smaller purchases be made without competition?

   d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

   e) In 5.18, how much can the clerk commit to spending in an emergency?

   f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

   g) In Section 9, what are the limits for card payments?

   h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.

10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council’s website.

~~[ENTER COUNCIL NAME]~~STAVELEY TOWN COUNCIL FINANCIAL REGULATIONS

Contents

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England~~ or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales~~.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. ~~[~~The Clerk has been appointed as RFO and these regulations apply accordingly.~~]~~ The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of ~~[~~£5,000~~]~~;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk ~~[with the RFO]~~ shall prepare, for approval by ~~[~~the council~~]~~, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk ~~[with the RFO]~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least ~~[~~once in each quarter~~]~~, and at each financial year end, a member other than the Chair ~~{~~or a cheque signatory~~}~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Policy, Finance and Publicity Committee}.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by {the council} and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its ~~[~~council tax ~~(England)/budget (Wales)]~~ requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by ~~[~~the ~~council]~~HR Committee at least annually in ~~[October]~~Quarter 3 for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the ~~[~~Chair of the Council or relevant committee~~]~~. ~~{~~The RFO will inform committees of any salary implications before they consider their draft budgets.~~}~~

4.3. No later than ~~[month]~~ November each year, the RFO shall prepare a draft budget with detailed estimates of all ~~[receipts and payments/~~income and expenditure~~]~~ for the following financial year ~~{~~along with a forecast for the following ~~[~~three financial years~~]}~~, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. ~~{~~Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.~~}~~

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council ~~{finance committee}~~ not later than the end of ~~[~~November~~]~~ each year.

4.6. The draft budget ~~{~~with any committee proposals and ~~[~~three-year~~]}~~ forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~{finance committee and a recommendation made to the}~~ council or duly delegated committee.

4.7. Having considered the proposed budget and ~~[~~three-year~~]~~ forecast, the council shall determine its ~~[~~council tax ~~(England)/budget (Wales)]~~ requirement by setting a budget. The council shall set a precept for this amount no later than ~~[~~the end of January~~]~~ for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~{~~or relevant duly delegated committee~~}~~.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council~~} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}.~~ Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk ~~[or RFO]~~ shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk ~~[or RFO]~~ shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

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

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

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

- the Clerk, under delegated authority, for any items below £3~~5~~000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £5~~2~~,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items ~~under~~ over £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

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

5.16. No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council ~~{~~or a duly delegated committee acting within its Terms of Reference~~}~~ except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to ~~[~~£~~2~~5,000~~]~~ excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to ~~[~~the council~~]~~ as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless ~~[~~the council~~]~~ is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services ~~{~~above ~~[~~£~~250~~500~~]~~ excluding VAT~~}~~ unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by ~~[~~the RFO~~]~~.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with ~~[name bank]~~The Co-operative Bank Plc. The arrangements shall be reviewed ~~[~~annually~~]~~ for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by ~~[~~the RFO~~]~~. ~~{~~Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO~~}~~.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by ~~[~~online banking~~/cheque]~~, in accordance with a resolution of the council ~~{~~or duly delegated committee~~}{~~or a delegated decision by an officer~~}~~, unless ~~[~~the council~~]~~ resolves to use a different payment method.

~~6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.~~

~~6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}~~

~~6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.~~

~~6.9.~~6.6. The Clerk and RFO shall have delegated authority to authorise ~~payments {only} in the following circumstances:~~

~~i. {any payments of up to [£500] excluding VAT, within an agreed budget}.~~

~~ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.~~

~~iii.~~i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms~~}~~, ~~where the due date for payment is before the next scheduled meeting of [the council],~~ where the ~~[~~Clerk and RFO~~]~~ certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee}~~.

~~iv.~~ii. Fund transfers within the councils banking arrangements to ensure the relevant sums are available to meet the Council's obligations and to generate maximum returns from interest bearing accounts,~~up to the sum of [£10,000]~~, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~[or finance committee]~~.

~~6.10.~~6.7. The RFO shall present a schedule of payments made ~~requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices,~~ to the council ~~{or finance committee}~~. The council ~~{or committee}~~ shall review the schedule for compliance and, having satisfied itself, ~~shall authorise payment by resolution. The authorised~~ the schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed ~~within or~~ as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, ~~[~~the RFO~~]~~ shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify ~~[a number of]~~five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{~~The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.~~}~~

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council~~ or a duly delegated committee~~.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent ~~[by email]~~electronically to ~~[~~two~~]~~ authorised signatories.

7.5. In the prolonged absence of the Service Administrator ~~[~~an authorised signatory~~]~~ shall set up any payments due before the return of the Service Administrator.

7.6. Two ~~[~~councillors who are~~]~~ authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}~~.

7.8. A full list of all payments made in a month shall be provided to the next ~~[~~council] meeting ~~{~~and appended to the minutes~~}~~.

7.9. With the approval of ~~[~~the council~~]~~ in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are ~~[~~signed/approved online~~]~~ by ~~[two authorised members~~The Clerk & RFO~~]~~. ~~The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.~~

7.10. Payment may be made by BACS or CHAPS by resolution of ~~[~~the council~~]~~ provided that each payment is approved online by ~~[~~two authorised bank signatories~~]~~, evidence is retained and any payments are reported to ~~[~~the council~~]~~ at the next meeting. ~~The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.~~

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order~~, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years~~. The RFO shall review such payments periodically to ensure that they are still valid and up to date.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~[two of]~~ the Clerk and ~~[the~~ RFO~~]~~ ~~[a member]~~. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every ~~[~~two years~~]~~.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities ~~{~~other than secure password stores requiring separate identity verification~~}~~ should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by ~~[~~two members~~][~~and countersigned by the Clerk~~}~~.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

~~8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.~~

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to ~~[~~the Clerk and the RFO~~]~~ and will also be restricted to a single transaction maximum value of ~~[~~£5000~~]~~ unless authorised by council or ~~finance~~ relevant duly delegated committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by~~ [~~the RFO ~~council]~~. Transactions and purchases made will be reported to ~~[~~the council~~]~~ and authority for topping-up shall be at the discretion of ~~[the council].~~the RFO.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk ~~{~~and RFO~~}~~ ~~{specify other officers}~~or duly delegated employee, provided that the delegation shall be recorded in writing and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used ~~{under any circumstances.} OR {~~except for expenses of up to ~~[~~£250~~]~~ including VAT, incurred in accordance with council policy.~~}~~

10. Petty Cash

10.1. ~~{~~The council will not maintain any form of petty cash float. All cash received must be banked intact and will be tracked through the Council's accounting software. Any payments made in cash by the Clerk ~~[or~~and RFO~~]~~ (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.~~}~~ ~~**OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~

~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~

~~b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~

~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}~~

10.2 The RFO may arrange for a cash float for the bar and café operations as required. These will be maintained at £350 and £100 respectively. Floats will be signed out and signed back in. Floats must be separated from the cash income before returning both to the RFO. Cash must be checked and verified with two persons present and stored in the safe until ready to be banked in line with other provisions within these regulations.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council~~, or a duly delegated committee~~. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council~~ {or relevant committee}~~.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by ~~[the finance committee]~~two duly delegated Councillors to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the ~~[~~Secretary of State~~/Welsh Assembly Government]~~ (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. ~~{~~The RFO~~}~~ shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by ~~{~~the RFO~~}~~ and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. ~~{~~The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date~~}~~. ~~OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13.7. ~~{~~Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to [the insurer ~~RFO~~] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers ~~[in consultation with the Clerk]~~.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

AGENDA ITEM NO: 13

STAVELEY TOWN COUNCIL ANNUAL MEETING – 20 MAY 2025

Report title	REVIEW OF REPRESENTATION ON EXTERNAL BODIES
Purpose of report	To review and agree the Council's representatives on external bodies for the 2025-26 year.
Summary Implications:	
Financial/Staff	There are no implications arising from this report.
Risk Management	There are no implications arising from this report.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	There are no implications arising from this report.
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.
Recommendations	That the Council agree the representatives for the 2025-26 year

1.0 Introduction

1.1 The Council has provided representatives on external bodies as and when invited to do so.

1.2 Some organisations that were updated with the new rep details last year have changed their structure and so the Council cannot just appoint members anymore – people have to apply direct to be directors or trustees. They have therefore been removed from the list.

1.3 The current (amended) list agreed at the last annual meeting is as follows:

Chesterfield Borough Council Audit & Standards Committee
Councillor E Tidd

Hartington Liaison Committee
Councillor B Bingham
Councillor J Collins

Chesterfield Borough Council Parish Liaison Committee
Councillor S Bean

Markham Vale Liaison Group
Councillor J Ridgway

Viridor Liaison Group
Councillor S Bean

Health and Wellbeing (Staveley)
Councillor E Tidd

Netherthorpe Endowment Governors
Councillor E Tidd
Councillor P Jacobs

Staveley Parochial Charities and Woodthorpe Relief
Councillors P Jacobs and E Tidd

Staveley Towns Board
Councillor E Tidd

Staveley Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Administration							
4 x PCs in office	Sep-16	1,000.00		Staveley Hall			
Laptop	01/06/2022	1,097.17			3 years		
Laptop 1	Mar-17	500.00		Staveley Hall			
Laptop 2	Mar-17	500.00		Staveley Hall			
Laptop and screen	09/12/2022	1,562.05		Town Clerk's office	4 years		
Laptops	Sep-20	3,150.00		Staveley Hall			
Projector	Jul-19	450.00		Staveley Hall			
Wreath Frames	Nov-19	1,200.00		Staveley Hall			
		9,459.22					
Allotments							
Hartington Allotments	18/09/1980	1,250.00		Rear of Franklin Drive			
Mastin Moor Allotments		1.00		Bolsover Road, Mastin M			
Middlecroft Allotments		1.00		Middlecroft Road, Stavele			
Staveley Town Allotments		1.00		Rear of Frechville Street			
		1,253.00					
Civic Costs							
Chairman's Chain			6,000.00	Safe - Staveley Hall			
Vice-Chairman's Jewel				Safe - Staveley Hall			
			6,000.00				
Community Services							
10 x Street benches	11/03/2024	10.00	10.00	Various - see CBC agree			
3 x Street Benches	30/07/2024	2,121.60	2,121.60	1x Woodthorpe and 2xLo	10 years		
7 x Noticeboards	14/10/2018	7.00		Various - see separate sc			
8 x Grit bins		8.00		Various - see separate sc			

Staveley Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Christmas Lights	13/11/2024	400.00		Staveley Hall	3 years		
Christmas Lights	06/10/2023	5,044.00		Held by Civic Pride	5 years		
Site Office Welfare Cabin	01/07/2024	4,000.00		Middlecroft Allotments	10 years		
		11,590.60	**2,131.60**				
Speedwell Rooms							
187824 Front Row Furniture	30/04/2019	269.80		Inkersall Road, S43 3JL			
Bar refridgeratiors x 2				Inkersall Road, S43 3JL			
Beer Cooler		700.00		Inkersall Road, S43 3JL			
Building and car park	01/02/2011	350,000.00	350,000.00	Inkersall Road, S43 3JL			
CCTV System		500.00		Inkersall Road, S43 3JL			
Computer		150.00		Inkersall Road, S43 3JL			
Container for storage - from Tool Hire & Sales	11/04/2016	1,250.00		Inkersall Road, S43 3JL			
Drinks machine		120.00		Inkersall Road, S43 3JL			
In house entertainment system		250.00		Inkersall Road, S43 3JL			
Kitchen freezer		788.22		Inkersall Road, S43 3JL			
Kitchen fridge		300.00		Inkersall Road, S43 3JL			
Large kitchen cooker		3,499.00		Inkersall Road, S43 3JL			
New boiler & Flues	01/05/2019	15,703.82		Inkersall Road, S43 3JL			
PA System	01/03/2019	1,050.92		Inkersall Road, S43 3JL			
Portable PA system		250.00		Inkersall Road, S43 3JL			
Till		500.00		Inkersall Road, S43 3JL			
		375,331.76	**350,000.00**				
Staveley Hall & Stables							
Angle Grinder	18/10/2021	20.83		Staveley Hall			
Banner stands and storage	2017/18	1,000.00		Staveley Hall			
Bar Cooler	09/04/2021	874.99		Staveley Hall			

Staveley Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
BOARD ROOM FURNITURE	2017/18	4,987.00		Staveley Hall			
Bowling Green and outdoor furniture	2017/18	5,690.00		Staveley Hall			
Cafe cooking equipment	30/07/2021	21.67		Staveley Hall			
Cafe equipment	2017/18	27,909.43		Staveley Hall			
Cafe tables	12/05/2021	2,416.56		Staveley Hall			
Carvery unit	01/08/2018	1,800.00		Staveley Hall			
Chain	14/10/2021	32.20		Staveley Hall			
Chandaliers / large lights	2017/18	6,000.00		Staveley Hall			
Coffee Machine	01/09/2020	2,600.00		Staveley Hall			
Coffee Maker	11/01/2019	231.22		Staveley Hall			
Coffee Stirrer, wrapmaster	09/09/2021	50.36		Staveley Hall			
Container for storage	31/12/2018	1,584.97		Staveley Hall			
Crepe Machine & Freezer	01/05/2018	950.00		Staveley Hall			
Crockery & Cutlery	01/04/2021	920.76		Staveley Hall			
Cups and Saucers	31/10/2018	559.20		Staveley Hall			
Dance Floor	01/10/2020	500.00		Staveley Hall			
Devonshire Room furniture	2017/18	1,674.00		Staveley Hall			
Dishes, Ice cream scoops, Glasses	01/09/2018	123.21		Staveley Hall			
Dishwasher- April Invoice	01/05/2021	1,499.99		Staveley Hall			
Display cabinet and desk	01/10/2018	130.00		Staveley Hall			
Equipment stored in cellar	2017/18	1,263.98		Staveley Hall			
Event furniture	2017/18	5,091.60		Staveley Hall			
Extension Cable	03/03/2022	6.66		Staveley Hall			
Fan Heaters	28/02/2022	43.71		Staveley Hall			
Fan Heaters	02/03/2022	34.97		Staveley Hall			
Fire Extinguishers	26/06/2018	301.07		Staveley Hall			
Fire extinguishers	2017/18	4,688.08		Staveley Hall			
Flymo power vac	12/10/2021	55.83		Staveley Hall			

Staveley Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Frying pans	09/07/2021	35.00		Staveley Hall			
Furniture	12/04/2018	200.00		Staveley Hall			
Furniture from Town Hall	20/09/2018	220.00		Staveley Hall			
Gazebo	07/08/2018	424.17		Staveley Hall			
Grass Strimmer	30/09/2021	99.17		Staveley Hall			
Hallway furniture	2017/18	2,397.96		Staveley Hall			
Heater	04/05/2021	13.75		Staveley Hall			
Hoover	01/11/2018	72.12		Staveley Hall			
Hoover - CEF	13/04/2021	98.95		Staveley Hall			
Ice Cream Fridge	08/06/2018	250.00		Staveley Hall			
Induction hob	01/05/2018	250.00		Staveley Hall			
Induction hob	28/04/2020	137.99		Staveley Hall			
Master Keys	01/06/2021	13.50		Staveley Hall			
Meeting tables	01/03/2021	229.00		Staveley Hall			
Meeting tables	03/11/2020	264.00		Staveley Hall			
Microwave	12/03/2019	500.00		Staveley Hall			
Napkin dispenser, Hurricane bags	05/05/2021	216.88		Staveley Hall			
New Hoover	08/06/2018	300.00		Staveley Hall			
New Phone System	30/10/2020	2,474.40		Staveley Hall			
Office chair- Mark	27/05/2021	198.00		Staveley Hall			
Outside bench	07/06/2021	75.00		Staveley Hall			
Panini maker	26/08/2021	239.95		Staveley Hall			
Petrol Strimmer	10/05/2018	114.58		Staveley Hall			
Pressure Washer	05/04/2024	126.66	126.66	Staveley Hall	4 years		
Printing Equipment	21/04/2021	13.33		Staveley Hall			
Racking	06/07/2018	142.10		Staveley Hall			
Racking Units	20/06/2018	142.10		Staveley Hall			
Reception furniture	2017/18	1,357.49		Staveley Hall			

Staveley Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Secateurs	04/08/2021	8.95		Staveley Hall			
Slow Cooker- no inv	23/11/2021	100.00		Staveley Hall			
Small items for Cafe - food boxes etc	30/09/2021	259.01		Staveley Hall			
Staveley Hall and Stables complex	20/01/1982	6,400,000.00		Staveley Hall Drive, S43			
Storage Trunk	23/11/2021	35.50		Staveley Hall			
Strimmer	04/08/2020	83.32		Staveley Hall			
Supply portable sink	03/12/2018	200.00		Staveley Hall			
Sweet Cart and accessories	17/09/2023	200.00		Staveley Hall	5+ years		
Toaster	03/07/2021	169.99		Staveley Hall			
Toaster	26/05/2021	29.17		Staveley Hall			
Wine Glasses	02/08/2018	536.92		Staveley Hall			
		6,485,291.25	**126.66**				
Grand Total:		**6,882,925.83**	**358,258.26**				

AGENDA ITEM NO: 16

STAVELEY TOWN COUNCIL ANNUAL MEETING – 20 MAY 2025

Report title	REVIEW OF SUBSCRIPTIONS TO OTHER BODIES
Purpose of report	To review and agree the subscriptions to other bodies for the 2025-26 year.
Summary Implications:	
Financial/Staff	The costs of the subscriptions are covered within existing budgets.
Risk Management	Membership to professional bodies enables better risk management due to access to specialist advice and guidance and training.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	There are no implications arising from this report.
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.
Recommendations	a) That Council renew the National Association of Local Councils subscription. b) That the Council continue the SLCC subscription as part of the Clerk's employment contract. c) That Council re-join the National Allotment Association for this financial year.

1.0 Introduction

1.1 The Council has maintained a number of subscriptions to other bodies for various purposes.

1.2 The Council set a budget of £3,500 or subscriptions.

1.3 The cost of joining NALC is £2296.49 which includes an enhanced training fee of £340.00 which allows Councillors to attend selected courses free of charge throughout the year. If Councillors do not wish to choose that additional fee it can rejoin at a lower cost of £1,956.49.

1.4 The cost of the SLCC subscription is not yet known but it is likely to be in the region of £500 (last year's cost was £473).

1.5 The Council has accessed advice from the National Allotment society and it is suggested that this be continued for the year whilst there is ongoing work in relation to the allotment review. The renewal fee is £70.

1.6 The Council is also legally obliged to pay a registration fee to the Information Commissioner's Office which is discounted by £5 by paying on direct debit. This has recently been increased and with the discount is £42.

1.7 Council is asked to consider if there are any other member organisations it wishes to join or subscriptions it wishes to take up. Given the current re-organisation of local government it might be helpful to connect to organisations such as East Midlands Councils. The Clerk can then investigate costs.

AGENDA ITEM NO: 17

STAVELEY TOWN COUNCIL ANNUAL MEETING – 20 MAY 2025

Report title	SCHEDULE OF MEETINGS FOR 2025-26
Purpose of report	To set the schedule of Council meetings for the 2025-26 municipal year.
Summary Implications:	
Financial/Staff	Council should be mindful of the administrative costs for each meeting held.
Risk Management	The Council is required to hold a minimum of 4 meetings per year inclusive of the annual meeting. There are set points through the year where the Council needs to take specific decisions.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	There are no implications arising from this report.
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.
Recommendations	a) That the Schedule of meetings of the Council be approved. b) That, subject to the decision to appoint committees earlier in the agenda, the Council restrict Committees to quarterly meetings for this year. c) That the Annual Town Assembly meeting be held on 13 May 2025.

1.0 Introduction

1.1 Councillors are referred to item 11 on the agenda for a discourse on the issues of appointing committees and the impact on the Town Clerk's workload.

1.2 Dependent upon what is agreed at an earlier item on the agenda, relating to appointment of committees, if committees are appointed, it is recommended that they do not meet more than quarterly for this municipal year. Dates for these have not been entered at this point, if committees are to meet, they will set their own dates and the schedule will be updated accordingly.

1.3 Councillors are asked to be mindful of the amount of work that is happening over the summer period in relation to events and preparation for the autumn period of events, alongside Internal/External Audit. There is currently not a workforce sufficient in hours to provide everything that the Council has planned and to operate monthly meetings. Therefore the following schedule is proposed based on the current capacity of the Town Clerk.

1.4 The proposed schedule of council meetings for the 2025-26 year is as follows:

Date of Meeting	Key Decisions
3 June 2025	Deferred Grant Applications
24 June 2025	AGAR 2024-25 sign off Appointment of Internal Auditor for 2025-26.
23 September 2025	Receive external audit report Sign off Annual report 2024-25
25 November 2025	Council Delivery Plan 2024-27 refresh Review of Fees and Charges Draft budget 2026-27
27 January 2026	Budget and Precept Setting
24 March 2026	Review of Asset Register Review of Internal Controls and Risk
19 May 2026	Annual Council

2.0 Annual Town Assembly

2.1 The Council is required to set a date for the Annual Assembly as part of the Local Council Award Scheme. Ideally this is held before the Annual Town Council meeting so it is suggested that we set a date of 12 May 2026.

Staveley Town Council

14 May 2025 (2024 - 2025)

PAYMENTS LIST - March 2025

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT T	Net	VAT	Total
647	Building Maintenance	03/03/2025		Co-op Current Ac		Maintenance Supplies	B&Q	S	81.52	16.31	97.83
											97.83
649	Building Maintenance	03/03/2025		Co-op Current Ac		Maintenance Supplies	B&Q	S	123.26	24.67	147.93
											147.93
650	Building Maintenance	03/03/2025		Co-op Current Ac		Maintenance Supplies	B&Q	S	75.26	15.06	90.32
											90.32
646	Equipment Maintenance	03/03/2025		Co-op Current Ac		Handset Rental	Investec Asset Finance	S	363.42	72.68	436.10
											436.10
648	Bldg Maint - Speedwell	03/03/2025		Co-op Current Ac		Maintenance Supplies	B&Q	S	32.95	6.60	39.55
											39.55
651	Uniforms/PPE	03/03/2025		Co-op Current Ac		Maintenance Supplies	Screwfix	S	64.98	5.00	69.98
											69.98
653	IT/Software licences	05/03/2025		Co-op Current Ac		Software Licence Subscript	Microsoft Limited	S	27.88	5.58	33.46
											33.46
652	Working Budget	05/03/2025		Co-op Current Ac		Refreshments	Morrisons	Z	35.00		35.00
											35.00
654	Gas/Electric-Hall/Stables	10/03/2025		Co-op Current Ac		Stables Gas	British Gas	S	513.13	102.63	615.76
											615.76
655	Gas/Electric-Hall/Stables	10/03/2025		Co-op Current Ac		Gas Bill	British Gas	S	536.12	107.23	643.35
											643.35
656	SWell - Telephone/BBand	10/03/2025		Co-op Current Ac		Telephone/Broadband	1st call.com Limited	S	54.06	10.81	64.87
											64.87
645	Telephone/Broadband	12/03/2025		Co-op Current Ac		Refund	Investec Asset Finance	S	-338.93	-67.78	-406.71
											-406.71
657	Building Maintenance	12/03/2025		Co-op Current Ac		Boiler Service and replace	Rod South Yorkshire Lt	S	1,245.52	249.10	1,494.62
											1,494.62
658	Building Maintenance	12/03/2025		Co-op Current Ac		Boiler Service and replace	Rod South Yorkshire Lt	S	1,345.00	269.00	1,614.00
658	SWell-Equip Maint	12/03/2025		Co-op Current Ac		Boiler Service and replace	Rod South Yorkshire Lt	S	385.00	77.00	462.00
											2,076.00
661	Postage	13/03/2025		Co-op Current Ac		Franking Machine Rent/Ins	Quadient Finance UK L	S	80.36	16.07	96.43
											96.43
660	Gas/Electric - Speedwell	13/03/2025		Co-op Current Ac		Gas Bill	British Gas	L	2.04	0.10	2.14
											2.14
659	SWell-Equip Maint	13/03/2025		Co-op Current Ac		Equipment Maintenance	MK Floortec Services Lt	S	150.00	30.00	180.00
											180.00
662	Street Furniture	17/03/2025		Co-op Current Ac		Maintenance Supplies	Aldi Stores	S	16.64	3.33	19.97
											19.97
663	Chairman's Allowance	17/03/2025		Co-op Current Ac		Tickets for civic event	Chesterfield Borough C	X	50.00		50.00
											50.00
664	By-Elections	17/03/2025		Co-op Current Ac		By-election Costs	Chesterfield Borough C	X	2,699.98		2,699.98
											2,699.98
674	Other phone lines	19/03/2025		Co-op Current Ac		Mobile contract	EE Limited	S	43.50	8.70	52.20
											52.20
666	Building Maintenance	19/03/2025		Co-op Current Ac		Roof Repairs	Dalton Roofing and Sor	S	1,799.10	359.82	2,158.92
											2,158.92
665	Staff Training	19/03/2025		Co-op Current Ac		Staff Training	SLCC Enterprises Ltd	S	85.00	17.00	102.00
											102.00
667	Employer Pension	19/03/2025		Co-op Current Ac		Pension payments	Derbyshire County Cou	X	1,973.31		1,973.31
											1,973.31

668	IT/Software licences	20/03/2025	Co-op Current Ac	Software Licence Subscript	Microsoft Limited	S	13.80	2.76	16.56
									16.56
669	Building Maintenance	20/03/2025	Co-op Current Ac	Door replacement	JB Joinery	X	1,890.00		1,890.00
									1,890.00
670	Building Maintenance	20/03/2025	Co-op Current Ac	Door replacement	JB Joinery	X	1,890.00		1,890.00
									1,890.00
671	Stables Boiler	20/03/2025	Co-op Current Ac	Boiler replacement - Stable	Ashton Plumbing and H	S	3,956.81	791.36	4,748.17
									4,748.17
672	Gas/Electric - Speedwell	20/03/2025	Co-op Current Ac	Electricity Bill	Corona Energy Retail	S	1,754.26	350.86	2,105.12
									2,105.12
679	Water Rates - Hall/Stables	21/03/2025	Co-op Current Ac	Water Rates	Water Plus Payments	Z	66.26		66.26
									66.26
673	Professional Advice/fees	22/03/2025	Co-op Current Ac	Data Protection Registratio	Information Commissio	X	47.00		47.00
									47.00
675	Waste Collection	23/03/2025	Co-op Current Ac	Refuse collection	Biffa Waste Services Li	S	64.60	12.92	77.52
									77.52
676	Waste Removal	23/03/2025	Co-op Current Ac	Refuse collection	Biffa Waste Services Li	S	8.28	1.66	9.94
									9.94
677	Waste Removal	23/03/2025	Co-op Current Ac	Refuse collection	Biffa Waste Services Li	S	42.44	8.49	50.93
									50.93
678	IT/Software licences	24/03/2025	Co-op Current Ac	Software Licence Subscript	Microsoft Limited	S	81.12	16.22	97.34
									97.34
682	Building Maintenance	25/03/2025	Co-op Current Ac	Boiler Repairs	Ashton Plumbing and H	S	201.06	40.21	241.27
									241.27
683	Cleaning Contract	25/03/2025	Co-op Current Ac	Cleaning Contract	Green Clean (RCCS)	X	1,067.85		1,067.85
683	Cleaning Contract	25/03/2025	Co-op Current Ac	Cleaning Contract	Green Clean (RCCS)	X	576.30		576.30
									1,644.15
684	Gas/Electric - Speedwell	25/03/2025	Co-op Current Ac	Electricity Bill	Corona Energy Retail	S	1,710.16	342.03	2,052.19
									2,052.19
685	Gas/Electric-Hall/Stables	25/03/2025	Co-op Current Ac	Stables Electric	Corona Energy Retail	S	2,049.66	409.93	2,459.59
									2,459.59
681	Fuel and Oil (Van)	25/03/2025	Co-op Current Ac	Employee expense - fuel	MFG Brimington Servic	S	25.00	5.00	30.00
									30.00
683	Cleaning Contract - SWell	25/03/2025	Co-op Current Ac	Cleaning Contract	Green Clean (RCCS)	X	711.90		711.90
									711.90
686	Fire Alarm - Stables	28/03/2025	Co-op Current Ac	Fire Alarm Repair	PWP Fire Alarm & Secu	S	130.53	26.11	156.64
									156.64
687	Cleaning Supplies	28/03/2025	Co-op Current Ac	Cleaning Supplies	Green Clean (RCCS)	X	160.00		160.00
									160.00
688	Gas/Electric-Hall/Stables	28/03/2025	Co-op Current Ac	Stables Electric	Corona Energy Retail	S	2,071.96	414.39	2,486.35
									2,486.35
689	Gas/Electric-Hall/Stables	28/03/2025	Co-op Current Ac	Stables Electric	Corona Energy Retail	S	2,381.52	476.31	2,857.83
									2,857.83
696	Office-NNDR	31/03/2025	CONTRA ACCT	Office Rental	STC	X	5,029.56		5,029.56
									5,029.56
697	Meeting Room Hire	31/03/2025	CONTRA ACCT	Room Booking	STC	X	752.50		752.50
									752.50
690	Waste Collection	31/03/2025	Co-op Current Ac	Cleaning Supplies	All Green South West L	S	14.74	2.95	17.69
									17.69
691	Waste Collection	31/03/2025	Co-op Current Ac	Cleaning Supplies	Amazon	S	25.27	5.06	30.33
									30.33
692	Waste Collection	31/03/2025	Co-op Current Ac	Cleaning Supplies	Postpack Ltd	S	154.26	30.84	185.10
									185.10
695	Events/Entertainment	31/03/2025	CONTRA ACCT	Room Booking	STC	X	810.00		810.00
									810.00
680	Salaries/Wages Gross	31/03/2025	Co-op Current Ac	PAYE	HMRC	X	2,357.83		2,357.83
680	Employer NI	31/03/2025	Co-op Current Ac	PAYE	HMRC	X	945.46		945.46

									3,303.29
693	Salaries/Wages Gross	31/03/2025	Co-op Current Ac	Staff Salaries	STC	X	6,614.21		6,614.21
									6,614.21
694	Chairman's Allowance	31/03/2025	Petty Cash	Chairman's Activities	STC	X	5.95		5.95
									5.95
					Total		**49,054.39**	**4,266.01**	**53,320.40**

Staveley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
1	Precept	530,156.00	530,156.00					(0%)
2	Council Tax Support Grant							(N/A)
3	Grants Received	5,000.00	47,354.26	42,354.26				42,354.26 (847%)
10	Bank Interest	1,500.00	21,509.90	20,009.90				20,009.90 (1333%)
11	Donations Received		16.95	16.95				16.95 (N/A)
14	Bank Charges				150.00		150.00	150.00 (100%)
15	Insurance				9,500.00	9,500.00		(0%)
16	Postage				1,500.00	329.86	1,170.14	1,170.14 (78%)
17	Stationery		2.00	2.00	500.00	309.21	190.79	192.79 (38%)
18	Subscriptions				3,000.00	2,314.73	685.27	685.27 (22%)
19	Websites				500.00	255.00	245.00	245.00 (49%)
20	Professional Advice/fees				10,000.00	5,987.00	4,013.00	4,013.00 (40%)
21	Accountancy/book-keeping				2,200.00	1,164.00	1,036.00	1,036.00 (47%)
22	Audit				2,500.00	2,209.16	290.84	290.84 (11%)
23	Refreshments				150.00	44.03	105.97	105.97 (70%)
24	IT/Software licences				3,000.00	2,398.29	601.71	601.71 (20%)
25	Late/Non DD Payment Fees/cha							(N/A)
26	Office Equipment				2,000.00	975.19	1,024.81	1,024.81 (51%)
27	Advertising & Publicity				2,000.00		2,000.00	2,000.00 (100%)
28	Office-NNDR		35.25	35.25	1,500.00	6,227.16	-4,727.16	-4,691.91 (-312%)
29	Councillor Training				1,500.00	484.67	1,015.33	1,015.33 (67%)
31	Other phone lines				340.00	431.22	-91.22	-91.22 (-26%)
72	Contingency				15,000.00	1,010.43	13,989.57	13,989.57 (93%)
94	Outstanding Debtors							(N/A)
100	VAT Rebate							(N/A)
101	VAT owed							(N/A)
102	Asset Disposal		30.00	30.00				30.00 (N/A)
124	Meeting Room Hire					752.50	-752.50	-752.50 (N/A)
	SUB TOTAL	**536,656.00**	**599,104.36**	**62,448.36**	**55,340.00**	**34,392.45**	**20,947.55**	**83,395.91 (14%)**

Allotments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
8	Allotment rents	173.24	233.44	60.20				60.20 (34%)
49	Legal Fees				250.00		250.00	250.00 (100%)
50	Land Rent				4.00	1.00	3.00	3.00 (75%)
110	Keys and Locks					76.82	-76.82	-76.82 (N/A)
114	Security Deposits		150.00	150.00				150.00 (N/A)
115	Key Deposits		100.00	100.00				100.00 (N/A)
117	Allotments Maintenance				1,000.00	579.20	420.80	420.80 (42%)
	SUB TOTAL	**173.24**	**483.44**	**310.20**	**1,254.00**	**657.02**	**596.98**	**907.18 (63%)**

Capital Programme

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend

113	Staveley Hall				15,000.00	16,997.00	-1,997.00	-1,997.00	(-13%)
116	Speedwell Rooms				50,000.00	42,613.87	7,386.13	7,386.13	(14%)
120	Stables								(N/A)
121	Allotment Improvements								(N/A)
	SUB TOTAL				**65,000.00**	**59,610.87**	**5,389.13**	**5,389.13**	**(8%)**

Civic Costs

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
55	Chairman's Allowance				500.00	245.45	254.55	254.55	(50%)
56	Civic functions				2,500.00	2,412.87	87.13	87.13	(3%)
57	Elections				4,000.00		4,000.00	4,000.00	(100%)
58	By-Elections				4,000.00	2,699.98	1,300.02	1,300.02	(32%)
	SUB TOTAL				**11,000.00**	**5,358.30**	**5,641.70**	**5,641.70**	**(51%)**

Community Services

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
51	Community Grants				5,000.00	1,552.00	3,448.00	3,448.00	(68%)
52	Events/Entertainment		204.08	204.08	5,000.00	2,098.40	2,901.60	3,105.68	(62%)
53	Christmas Lights				15,000.00	11,589.70	3,410.30	3,410.30	(22%)
54	Hanging Baskets				5,560.00	6,060.00	-500.00	-500.00	(-8%)
86	CIL Receipts	50,000.00	71,808.11	21,808.11		2,750.00	-2,750.00	19,058.11	(38%)
108	Community Equipment					4,000.00	-4,000.00	-4,000.00	(N/A)
109	Street Furniture				13,000.00	2,212.50	10,787.50	10,787.50	(82%)
118	Grit bins					94.17	-94.17	-94.17	(N/A)
	SUB TOTAL	**50,000.00**	**72,012.19**	**22,012.19**	**43,560.00**	**30,356.77**	**13,203.23**	**35,215.42**	**(37%)**

Loans

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
69	PWLB				54,571.30	54,571.34	-0.04	-0.04	(0%)
70	CBC Loan 1				15,682.80	15,682.77	0.03	0.03	(0%)
71	CBC Loan 2				80,996.20	85,495.04	-4,498.84	-4,498.84	(-5%)
99	Loan Drawdown								(N/A)
	SUB TOTAL				**151,250.30**	**155,749.15**	**-4,498.85**	**-4,498.85**	**(-2%)**

Market Place

		Receipts			Payments			Net Position	
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend	
7	Market rents	2,800.00	206.76	-2,593.24		4.17	-4.17	-2,597.41	(-92%)
59	CBC Electric charges				500.00		500.00	500.00	(100%)
60	Market-NNDR				1,400.00	1,147.70	252.30	252.30	(18%)
87	CBC Insurance				500.00		500.00	500.00	(100%)

105	Market Promotion				500.00		500.00	500.00 (100%)
111	Relocation costs					198.34	-198.34	-198.34 (N/A)
	SUB TOTAL	**2,800.00**	**206.76**	**-2,593.24**	**2,900.00**	**1,350.21**	**1,549.79**	**-1,043.45 (-18%)**

Speedwell Rooms

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
6	Speedwell Room Hire	30,000.00	28,318.52	-1,681.48		33.90	-33.90	-1,715.38 (-5%)
9	Bar Income	2,500.00	450.00	-2,050.00				-2,050.00 (-82%)
13	Misc Income	1,000.00	2,315.33	1,315.33				1,315.33 (131%)
61	Bldg Maint - Speedwell				3,000.00	1,943.29	1,056.71	1,056.71 (35%)
62	SWell - Licences/permits				1,500.00	2,441.26	-941.26	-941.26 (-62%)
63	Bar Stock				2,000.00		2,000.00	2,000.00 (100%)
64	Gas/Electric - Speedwell				10,000.00	10,676.11	-676.11	-676.11 (-6%)
65	SWell-Water Rates				1,500.00	1,294.00	206.00	206.00 (13%)
66	Speedwell - NNDR				11,000.00	10,939.01	60.99	60.99 (0%)
67	SWell - EPOS				500.00		500.00	500.00 (100%)
68	SWell - Telephone/BBand				1,000.00	594.66	405.34	405.34 (40%)
97	Waste Removal				1,100.00	663.35	436.65	436.65 (39%)
103	Cleaning Supplies - SWell				1,000.00	814.01	185.99	185.99 (18%)
104	Cleaning Contract - SWell				10,000.00	9,915.75	84.25	84.25 (0%)
123	SWell-Equip Maint					2,776.78	-2,776.78	-2,776.78 (N/A)
	SUB TOTAL	**33,500.00**	**31,083.85**	**-2,416.15**	**42,600.00**	**42,092.12**	**507.88**	**-1,908.27 (-2%)**

Staffing Costs

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
73	Salaries/Wages Gross				156,687.00	122,671.15	34,015.85	34,015.85 (21%)
74	Employer NI				9,634.00	10,536.22	-902.22	-902.22 (-9%)
75	Employer Pension				28,306.60	12,653.15	15,653.45	15,653.45 (55%)
76	Mileage Claims				150.00		150.00	150.00 (100%)
77	Uniforms/PPE				250.00	217.35	32.65	32.65 (13%)
78	Staff Training				1,000.00	142.00	858.00	858.00 (85%)
79	Staff Expenses				150.00	67.68	82.32	82.32 (54%)
80	Recruitment Advertising							(N/A)
81	Conference fees				350.00	270.00	80.00	80.00 (22%)
82	Conference Expenses				350.00	130.00	220.00	220.00 (62%)
98	Redundancy Cost							(N/A)
	SUB TOTAL				**196,877.60**	**146,687.55**	**50,190.05**	**50,190.05 (25%)**

Staveley Hall & Stables

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
4	Hall and Stables Leases	86,000.00	88,322.57	2,322.57				2,322.57 (2%)
5	Hall Room Bookings	5,000.00	10,834.41	5,834.41				5,834.41 (116%)
12	Functions Income	2,500.00	4,785.13	2,285.13		250.00	-250.00	2,035.13 (81%)
30	Telephone/Broadband				12,000.00	5,328.19	6,671.81	6,671.81 (55%)

32	Cleaning Contract				21,550.00	21,509.55	40.45	40.45 (0%)
33	Building Maintenance				20,000.00	15,291.89	4,708.11	4,708.11 (23%)
34	Grounds Maintenance				10,000.00	607.14	9,392.86	9,392.86 (93%)
35	Security Alarm - Hall				1,600.00	2,519.98	-919.98	-919.98 (-57%)
36	Fire Alarm - Hall				1,600.00	1,757.05	-157.05	-157.05 (-9%)
37	Licences/Permits-Hall				3,500.00	3,434.32	65.68	65.68 (1%)
38	Gas/Electric-Hall/Stables				45,000.00	50,512.58	-5,512.58	-5,512.58 (-12%)
39	Water Rates - Hall/Stables				3,000.00	2,253.04	746.96	746.96 (24%)
40	Equipment Purchase				2,000.00	3,385.02	-1,385.02	-1,385.02 (-69%)
41	Equipment Maintenance				2,000.00	4,908.66	-2,908.66	-2,908.66 (-145%)
42	Carpark-NNDR				1,500.00	1,247.50	252.50	252.50 (16%)
43	Reception-NNDR				1,200.00	960.58	239.42	239.42 (19%)
44	Air Hall-NNDR		1,789.86	1,789.86				1,789.86 (N/A)
45	NNDR-FUNCTION RMS/CAFE				8,800.00	6,761.45	2,038.55	2,038.55 (23%)
46	Waste Collection				1,200.00	1,681.76	-481.76	-481.76 (-40%)
47	Working Budget		273.72	273.72	6,000.00	3,010.42	2,989.58	3,263.30 (54%)
48	Bad Debt Provision				5,000.00		5,000.00	5,000.00 (100%)
88	Cleaning Supplies				1,500.00	1,691.60	-191.60	-191.60 (-12%)
107	Stables NNDR		2,444.30	2,444.30				2,444.30 (N/A)
112	Fire Alarm - Stables					240.78	-240.78	-240.78 (N/A)
119	Security Alarm - Stables					343.19	-343.19	-343.19 (N/A)
122	Stables Boiler					3,956.81	-3,956.81	-3,956.81 (N/A)
	SUB TOTAL	**93,500.00**	**108,449.99**	**14,949.99**	**147,450.00**	**131,651.51**	**15,798.49**	**30,748.48 (12%)**

Vehicle

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
83	Van Maintenance				1,000.00	323.25	676.75	676.75 (67%)
84	Van Tax/Insurance				350.00	27.92	322.08	322.08 (92%)
85	Fuel and Oil (Van)				1,500.00	267.09	1,232.91	1,232.91 (82%)
	SUB TOTAL				**2,850.00**	**618.26**	**2,231.74**	**2,231.74 (78%)**

zOutstanding bills

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
89	2020-21					7,578.73	-7,578.73	-7,578.73 (N/A)
90	2021-22					3.00	-3.00	-3.00 (N/A)
91	2022-23				8,527.47	3,238.16	5,289.31	5,289.31 (62%)
92	2019-20							(N/A)
106	2023-24				16,962.73	14,207.09	2,755.64	2,755.64 (16%)
	SUB TOTAL				**25,490.20**	**25,026.98**	**463.22**	**463.22 (1%)**

Staveley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	**716,629.24**	**811,340.59**	**94,711.35**	**745,572.10**	**633,551.19**	**112,020.91**	**206,732.26 (14%)**
V.A.T.		43,815.02			47,010.63		
GROSS TOTAL		**855,155.61**			**680,561.82**		

Staveley Town Council

Prepared by: S DOHERTY, TOWN CLERK + RFO Date: 9/4/25.

Name and Role (Clerk/RFO etc)

Approved by: E Tidd Date: 28/4/25

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2025			
	Cash in Hand 01/04/2024			309,638.08
	ADD Receipts 01/04/2024 - 31/03/2025			848,563.55
				1,158,201.63
	SUBTRACT Payments 01/04/2024 - 31/03/2025			673,969.76
A	**Cash in Hand 31/03/2025** (per Cash Book)			**484,231.87**
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2025	1,667.96	
	Co-op Current Account	31/03/2025	6,602.07	
	Co-op Sweep Account	31/03/2025	41,489.72	
	Co-op Savings Account	31/03/2025	409.34	
	CONTRA ACCT	31/03/2025	0.00	
	CCLA PSDF	31/03/2025	433,262.78	
				483,431.87
	Less unpresented payments			
				483,431.87
	Plus unpresented receipts			800.00
B	**Adjusted Bank Balance**			**484,231.87**
	A = B Checks out OK			

Staveley Town Council
Reserves Balance
2024 - 2025

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
Capital					
Allotment Capital Fund	9,580.00				9,580.00
Total Capital	**9,580.00**				**9,580.00**
Earmarked					
CIL	167,689.70	-3,889.05	69,152.57	71,808.11	166,456.19
Hall & Stables Maintenance		15,000.00			15,000.00
Speedwell Maintenance		1,000.00			1,000.00
Elections Fund		4,000.00			4,000.00
Van Replacement		500.00			500.00
Computer Replacement		500.00			500.00
Special Projects		500.00			500.00
Staveley Market Improvements		3,000.00			3,000.00
Little Breck Solar Grant Fund		20,609.60			20,609.60
Inkersall Rd Solar Grant Fund		40,000.00			40,000.00
Allotment Key Deposits		100.00			100.00
Allotment Security Deposits		150.00			150.00
Total Earmarked	**167,689.70**	**81,470.55**	**69,152.57**	**71,808.11**	**251,815.79**
TOTAL RESERVE	**177,269.70**	**81,470.55**	**69,152.57**	**71,808.11**	**261,395.79**
GENERAL FUND					216,705.17
TOTAL FUNDS					478,100.96