



AGENDA FOR THE MEETING OF COUNCIL MATTERS MONDAY 11TH JULY 2022 AT 6.30PM IN THE GUILDHALL

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the lower Guildhall.

You are hereby SUMMONED to attend the **Council Matters Committee** on **Monday 11th July 2022 at 6.30pm** in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors B Piper (Chair), M Adams, J Hodgson, P Paine, E Price.

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

This meeting is limited to 90 minutes and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

To receive apologies and to confirm that any absence has the approval of the Council.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 13th June 2022 and update on any matters arising. Document attached.

3. BUDGET MONITOR

To consider the Budget Monitor and to vote on revising the budget to the predicted year end figures. Document attached.

4. FINANCIAL REGULATIONS

To review the Financial Regulations. Document attached.

5. INVESTMENT ACCOUNTS

To consider:

- a. The criteria for investment accounts for the Council, including the type of account, interest rate, sectors that will/won't be invested in (document attached); and
- b. Granting the Clerk delegated authority to select the account based on the best value at the time and the decision in a. (above).

6. ARTS AND EVENTS WORKING GROUP

To consider:

- a. The actions from the Arts and Events Working Group held on 15th June 2022. Document attached;
- b. The Arts and Events budget monitor, including the allocation of funds to the Orange Races (document attached at item 3); and
- c. The allocation of funds for an artist to run workshops to create decorations for the Civic Hall pillars.

7. GREEN TRAVEL AND CLIMATE CHANGE BUDGETS

To consider an update on the Green Travel/Climate Change budget, including the timeline for the Totnes Traffic Strategy Stakeholder session. Document attached.

8. REMEMBRANCE SUNDAY

To consider the arrangements required for the annual Remembrance Sunday event. Document attached.

9. COMMUNITY CO-ORDINATOR RECRUITMENT TIMELINE

To consider the recruitment timeline for the Community Co-ordinator. Document attached.

10. CHRISTMAS LIGHTS

To note the arrangements for the town's Christmas lights in 2022. Verbal update.

11. VISIT TOTNES REPORT

To note the Visit Totnes report covering April to June 2022. Document attached.

12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 12th September 2022 at 6.30pm in the Guildhall. No document.

*The Committee will be asked to **RESOLVE** to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations. Document to follow.

14. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors. No documents.

- a. To consider the revised salary scales for adoption from 20th September 2022.

15. STAFF APPOINTMENT

To ratify the appointment of the Town Maintenance Officer vacancy. Verbal update.

Catherine Marlton

Town Clerk

5th July 2022

The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 13TH JUNE 2022 AT 6.30PM IN THE GUILDHALL

Present: Councillors B Piper (Chair), M Adams (joined at 6.36pm), J Hodgson (joined at 6.35pm), P Paine, and E Price.

Apologies: Councillor G Allen.

In Attendance: Two members of the public, C Marlton (Town Clerk) & C Bewley (Finance, HR and Lettings Manager).

1. APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Committee.

Cllr Piper read out a statement about how the meeting would be conducted and recorded.

The apologies were accepted. Cllr Allen's resignation from the Committee will go to Full Council in July.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

A member of the public raised: the need for a bus stop in Bridge Road, Follaton as accessibility ramps cannot unload passengers if the pavement area is blocked; a pedestrian crossing required near Follaton Gate to link the pavements on either side of the road and to help slow traffic; needing clarity from TRESOC on how many solar panels will produce the 250kwatt required for the 'Energy Local Totnes' scheme based on average PV panel output.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 16th May 2022 and update on any matters arising.

The minutes were approved as an accurate record of proceedings. There were no matters arising.

3. ELECTION OF DEPUTY CHAIR

To elect a deputy chair for the Council Matters Committee.

Cllr M Adams was elected as deputy chair.

4. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk updated that there has been a significant increase in the insurance premium this year which is widespread across town councils and is exacerbated by the number of insurers no longer offering cover to parish and town councils. It was **AGREED** to accept the document. To **RECOMMEND** to Full Council that a 3-year fixed price contract for insurance is considered if following further officer investigation it is possible to do so on the current insurance policy.

5. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since March 2022 and the current budget.

It was **AGREED** to accept the Mayor's engagements and the budget.

6. VEXATIOUS BEHAVIOUR POLICY

To review the Vexatious Behaviour Policy.

It was **AGREED** to accept the revised Vexatious Behaviour Policy subject to amendments to be checked with DALC to see if wording can be extended to include reference to Councillors (in their Councillor role) as well as officers, and also for those who disrupt meetings.

7. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

To consider the actions from the Council Assets and Public Realm Working Group held on 17th May 2022.

The following actions were considered:

Item 5. To consider the grass cutting and maintenance of Castle Meadow inc. the issue of dog littering. It was **AGREED** to cut back grass once a year, with general maintenance like strimming of paths carried out by TMO, get costs for 3 picnic benches and the 'No Dogs' signs to remain as part of Phase One.

Item 6. To consider applying to the Community Payback scheme for weed clearance along St Mary's wall. It was **AGREED** that the Council applies for the project to be considered by the Community Payback scheme as detailed.

It was **AGREED** to contact the structural survey engineers to ask about drainage issues in the churchyard in extreme weather and the potential effects on the wall, and any advice for the removal of vegetation from the wall.

It was **AGREED** to include an item on the next Working Group agenda for ideas for the A381 roundabout.

8. TOWN MAINTENANCE OFFICER RECRUITMENT

To consider the recruitment timeline for the Town Maintenance Officer.

The recruitment timeline for the Town Maintenance Officer was **AGREED**.

9. COMMUNITY GRANTS

To note an update from the Community Fundraiser.

Noted.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 11th July 2022 at 6.30pm.

Noted.

The Committee will be asked to **RESOLVE** to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)

11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

12. STAFFING REVIEW

To consider the Terms and Conditions of the Green Travel Co-ordinator and Community Co-ordinator positions (personnel).

It was **RECOMMENDED** to Full Council that consideration is given to a report from the Town Clerk including the following staffing amendments:

- Increase the Green Travel Co-ordinator's hours from 15 to 24 hours a week and change it from fixed term to permanent;
- Trial a Community and Sustainability Manager role (change from Community Co-ordinator) for 30 hours a week on a probationary basis; and
- Commission South-West Councils to review the Council's officer staffing and pay structure.

13. TOTNES MUSEUM

To consider a verbal update on the museum lease and vote on any action required (legal).

It was **AGREED** to instruct the solicitor to draft a lease with minor amendments regarding security and fire alarm monitoring.

14. CIVIC HALL LEASE

To consider a verbal update on the Civic Hall lease and vote on any action required (legal).

It was **AGREED** to instruct the solicitor to liaise with SHDC on a Deed of Variation to the Civic Hall lease regarding the office conversion.

15. CASTLE MEADOW ACCESS

To note a verbal update on Castle Meadow access, boundary and insurance (legal).

Noted.

16. STAFF ATTENDANCE

To note sickness and overtime balances.

Noted.

ITEM 3

Comments

Budget Monitor - Council Matters 11th July 2022

	19/20 YEAR END	20/21 YEAR END	21/22 YEAR END	Original Budget	Current Agreed Budget	ACTUAL as of 30th June 2022	Expected year end	
Administration	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed Budget	ACTUAL as of 30th June 2022	Expected year end	
Salaries and pensions for all staff	224062	246894	294138	357365	357365	85498	360000	Slight increase to accommodate salary structure review agreed by July Full Council
Staff Training, Travel and Expenses	3296	2287	4244	4500	4500	957	4500	
Deleted - Staff Eye Tests	50	0	0	2500	2500	0	2500	
Staff Recruitment	1558	2575	1930	3200	3200	670	3200	
Phone and Broadband	2870	2343	2932	3200	3200	179	3200	
Office Supplies	545	1564	1100	1750	1600	389	1600	
Photocopier	1592	1496	1536	1600	1600	2523	1600	
Subscriptions			4463	4000	4000		4000	
Professional Fees			53812	6500	6500	4422	10000	ESTIMATED INCREASED ALLOCATION May be over given legal fees on projects and the requirement for a buildings reinstatement survey for insurance purposes.
Insurance	7365	7431	7514	8000	8000	22850	25000	Significant increase in premium this year due to the impact of the pandemic on the economy. In addition a survey of buildings reinstatement values has been commissioned and may increase the premium further.
Website and IT			3696	5000	5000	614	5000	
Office Equipment	864	5082	1999	5000	5000	77	5000	
Van Maintenance			258	750	750	0	750	
ITMO Tools and Consumables			1322	1500	1500	487	1500	
Miscellaneous income			-40	0	0	0	0	
Car park permits income and green socks	-40							
SUB TOTAL	242162	269672	378904	401665	401665	118666	424800	
Civic and Democratic	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed Budget	ACTUAL as of 30th June 2022	Expected year end	
Mayoral Allowance	394	0	557	410	410	0	410	
Civic and Mayoral Events (expenditure)	4196	743	959	5750	5750	723	5750	
Civic Events (Income)	-1127	0	0	0	0	142	200	
Civic Regalia	344	0	110	200	200	125	200	
Mayoral Travel	146	0	7	200	200	14	1500	
Councillor TT equipment	1281	2069	356	1500	1500	262	800	
Councillor Training and Travel	352	1085	210	800	800	0	6000	
Elections	161	0	9524	6000	6000	126	8450	See proposed breakdown below
Community Outreach/Christmas	4133	2436	4747	8450	8450	0	6560	
Councillor Allowances	2623	3152	2644	6560	6560	0	6560	
MOVED TO ADMIN Professional Fees	3908	11092	0					
MOVED TO ADMIN Subscriptions	2558	3009	0					
MOVED TO ADMIN Website and IT	11312	293	0					
SUB TOTAL	30281	23819	19114	29870	29870	1392	29870	
Tourism	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed Budget	ACTUAL as of 30th June 2022	Expected year end	
Visit Tothnes Marketing and event sponsorship	4710	6108	18966	25000	25000	6421	25000	
Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	553	275	306	250	250	83	250	
Bank Charges/Paypal fees	20	0	33	200	200	0	200	
Visit Tothnes Guide and Website	14219	3135	12308	12000	12000	298	12000	
Pension costs	12636			-8000	-8000	-295	-8000	
Tothnes Guide and Website Income	-16844	-468	-12283	-2000	-2000	-740	-2000	
Advertising				27450	27450	5767	27450	
SUB TOTAL	15294	9050	16041	27450	27450	5767	27450	
Cleaning	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed Budget	ACTUAL as of 30th June 2022	Expected year end	
Guilthall	1545	2456	2644	3000	3000	408	3000	

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Building Maintenance	4160	191	6554	5000	5000	-3574	5000
Business Rates	6015	6113	6113	6500	6500	6113	6500
Water	120	333	269	200	200	0	200
Utilities	3046	3894	4801	5000	5000	1367	5000
Equipment Maintenance	1281	1291	5966	1200	1200	-735	1200
Wedding Licence renewals and marketing	71	0	2434	1000	1000	80	1000
Admissions Income	-2394	0	0	-3000	-3000	-600	-3000
Weddings & Hire Income	-2566	-832	-4478	-2750	-2750	-750	-2750
SUB TOTAL	10678	13446	24333	16150	16150	2309	16150
Civic Hall	Actual 31st March 2020	Actual 31st March 2021	Actual 31st March 2022	Original Budget	Current Agreed budget	ACTUAL as of 30th June 2022	Expected year end
Cleaning and supplies	4362	1226	4605	5500	5500	1026	5500
Feed in Tariff	2156	2762	2501	2000	2000	854	2000
Water	1389	1361	1055	1500	1500	0	1500
Utilities	3617	3044	4000	4000	4000	687	4000
Building Maintenance	10771	2969	13955	200000	200000	1700	200000
Licences	70	70	70	100	100	0	100
Marketing Civic Hall	515	0	26	750	750	0	750
Equipment Maintenance	6433	3320	4299	5000	5000	342	5000
Paige Adams Grant towards Caretaking, Cleaning and Management costs	-31500	-7500	-30000	-33500	-33500	0	-33500
Feed in tariff Income and Water refund income	-4899	-6728	-6504	-5200	-5200	-1252	-5200
Equipment sales			-1000				
SUB TOTAL	-7086	-758	-7749	180150	180150	3357	180150
Property Maintenance	Actual 31st March 2020	Actual 31st March 2021	Actual 31st March 2022	Original Budget	Current Agreed budget	ACTUAL as of 30th June 2022	Expected year end
Guilthall Cottage Maintenance	65	361	588	1000	1000	0	1000
Flat 5a Loan repay	9148	9148	9148	9150	9150	0	9150
Flat 5a Maintenance	9	275	1853	1000	1000	222	1000
Guilthall Office Maintenance	579	309	13				
Rental Property Management Fees	1962	2089	2001	2000	2000	499	2000
Town Clocks	1543	3127	1437	2250	2250	27	2250
Museum Maintenance	6122	-3230	198	5000	5000	0	5000
Museum Rent Income	-1	-1	-1	-1	-1	0	-1
Fostgate Clock Rental	-1	-3	-3	-3	-3	0	-3
MOVED TO CWIC HALL - Civic Water Supply to shop	-200						
Guilthall Cottage Income (£75 a month)	-10200	-10200	-10756	-11700	-11700	-2925	-11700
Flat 5a Rental Income (£775 per month)	-8340	-8340	-8660	-9300	-9300	-2325	-9300
SUB TOTAL	686	-6465	-4182	-604	-604	-4502	-604
Cemetery	Actual 31st March 2020	Actual 31st March 2021	Actual 31st March 2022	Original Budget	Current Agreed budget	ACTUAL as of 30th June 2022	Expected year end
Business Rates	4069	4441	4441	4750	4750	4441	4750
Water	127	144	173	150	150	0	150
Waste collection			706	550	550	74	550
Grounds Maintenance (Grass cutting and tree work)	21179	18009	20613	23000	23000	2863	23000
Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	1495	1357	-32	1000	1000	0	1000
Chapel	0	150	0	1000	1000	0	1000
Cemetery Fees Income	-11375	-11435	-12000	-8000	-8000	-3325	-8000
SUB TOTAL	15495	12666	13901	22450	22450	4053	22450
Open Spaces	Actual 31st March 2020	Actual 31st March 2021	Actual 31st March 2022	Original Budget	Current Agreed budget	ACTUAL as of 30th June 2022	Expected year end
General Maintenance	0	80	162	500	500	15	500
St Marys Churchyard (Walls and trees)	414	322	857	500	500	-35	500
Castle Meadow Maintenance and Water	57	800	108	100	100	9	100
Castle Meadow and allotments income	-210	-208	-200	-200	-200	0	-200
SUB TOTAL	261	994	927	900	900	-11	900

	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th June 2022	Expected year end	
Precept and Income								
Bank Charges	150	98	104	100	100	38	100	
Precept and Income	-494000	-535280	-543986	-545986	-545986	-272993	-545986	
Charity of Police Adams RATE ABATEMENT	-20040	-10020	0	-105000	-105000	0	-105000	
SUB TOTAL	-513890	-545202	-543882	-650886	-650886	-272955	-650886	
Community Development	Actual 31st March 2020 YEAR END	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Original Budget	Current Agreed budget	ACTUAL as of 30th June 2022	Expected year end	
Community Grants(Incl. S137 Funding)	0	44168	52508	50000	50000	24129	50000	
Community Projects (Skate Park)	0	0	0	13200	13200	0	13200	
Neighbourhood Plan/Planning	9232	see below	3720	1000	1000	-1220	1000	
Arts and Culture and Events	6185	see below	9500	25500	25500	12450	31950	NEW BREAKDOWNS BELOW AND NEW TOTALS
Public Realm and Community Assets Projects	see below	see below	see below	225000	225000	-3117	227865	NEW BREAKDOWNS BELOW AND NEW TOTALS
Climate Change/Green Travel	0	3986	2312	10000	10000	-881	10000	
Public Toilets	SEE COMMUNITY PROJECTS		0					
Caring Town/Tothas Caring services	SEE COMMUNITY PROJECTS		0					
Citizens Advice Service	SEE COMMUNITY PROJECTS		0					
Neighbourhood Plan/Planning	see above	71413	22938					
Community projects SHARED SPACE and public realm	76024							
Community Grants Scheme/COVID 19	0		0					
Arts and Culture and Events	see above		see above					
Heritage Support	0	0	0					
Heritage Support	-1845	-84500	-34370			-19585	-19585	Baltic Wharf S106 funding from DCC
Grant Funding/Projects Income	£91,461	£35,067	£56,608	£324,700	£324,700	£11,776	£314,430	
SUB TOTAL	-£116,501	-£187,710	-£47,985	£331,845	£331,845	-£130,148	£364,710	
TOTAL								-£12,865 Over original budget for the year

Reserves impact

Total actual general reserves as start of 2022/23	£705,308
Based on the current projected 2022/23 budget, year end reserve estimate	£340,598

2022 - 2023 - Proposed	PROPOSED	NOTES
PUBLIC REALM and COMMUNITY ASSETS PROJECTS		
Tothas Gardens	225000	Annual total allocation
Replacement plants and repairs to planters over the year	-2255	
Wayfinding fabrication phase 1	-1200	ESTIMATED
Wayfinding fabrication phase 1	-24400	CONFIRMED
Wayfinding fabrication phase 2	-8000	ESTIMATED lowered from circa £16k
Wayfinding installation phase 2	-24000	ESTIMATED increased from circa £22k
Wayfinding installation phase 2	-8000	ESTIMATED - was previously deferred to 23-24
Collabark Investment	-10000	CONFIRMED as Autumn 2022
Vehicle activated signage and other traffic calming measures	-50000	ESTIMATED
Elimint project/other community assets	-100000	ESTIMATED
TOTAL	-2855	overspend proposed

£227865 proposed budget for year

2022 - 2023 - proposed	PROPOSED	NOTES
ARTS AND CULTURE		
Civic Hall pillar childrens project	25500	Annual total allocation
Arts grant to cover Oranges Races 2022	-5000	New project previously unbudgeted
Arts community grants agreed allocation to date	-1000	Emergency grant
Christmas Festival external facilitation	-12450	Confirmed grants paid
Community Christmas workshops	-11000	increased in line with tenders received
Community Christmas workshops	-2500	ESTIMATED - being planned
TOTAL	-6450	overspend proposed

£31950 proposed budget for year

2022 - 2023 - proposed	PROPOSED	NOTES

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COMMUNITY OUTREACH		8450	Annual total allocation
Civic Square Light and Trees		-3000	
Additional lighting around Christmas		-2000	
Townes Directory Updates		-2000	
Defibrillator Pads/Service		-200	
Facebook/Comms		-250	
Community Consultation events/marketing material as required		-1000	
TOTAL		0	unallocated/contingency

No change

ITEM 4

Amendments to the Financial Regulations – July 2022

Page	Paragraph	Current	Amendment proposed
7	4.5	In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk/RFO shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.	In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Clerk/RFO shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
8	5.2	A schedule of the payments required shall be prepared by the RFO and, together with the relevant invoices, be presented to and signed by two Councillors who are bank signatories.	A schedule of the payments required shall be prepared by the RFO and, together with the relevant invoices, be presented to a Councillors who is a bank signatory to sign the schedule confirming the invoices match the schedule and approving them for payment.
8	5.3	All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.	All invoices for payment that do not have a supporting signed requisition form shall be examined, verified and certified by the RFO or budget holder if less than £1000 , to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
8	5.5	The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances: a. If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before two members are able to sign the invoice, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that two members sign the invoice retrospectively; b. An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that two members sign the invoice retrospectively; or	The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances: a. If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before a member is able to review the invoice, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a member reviews the invoice retrospectively; b. An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a member reviews the invoice retrospectively; or

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		<p>c. Fund transfers within the Council's banking arrangements up to the sum of £2,500.</p> <p>d. A payment for an online/telephone order that is made by debit card in advance of receiving the invoice provided that a member reviews the invoice retrospectively.</p>	<p>c. Fund transfers within the Council's banking arrangements up to the sum of £2,500.</p> <p>d. A payment for an online/telephone order that is made by debit card in advance of receiving the invoice provided that a member reviews the invoice retrospectively.</p>
9	5.7	<p>A record of regular payments made shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.</p>	<p>A record of regular fixed and variable Direct Debits made shall be drawn up and signed by two members annually or when new DDs are added to authorise the regular payments.</p>
10	6.6	<p>If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.</p>	<p>If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided they are included in the record required in Regulation 5.7.</p>
10	6.8	<p>If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made.</p>	<p>If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. As an exception, Payroll payments made by BACS transfer will be authorised by the Clerk/RFO and the Finance Manager.</p>
10	6.9	<p>If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.</p>	<p>Unless an alternative payment method is required by the supplier, invoices will be paid by internet banking transfer provided the requirements of Regulations 5.2 – 5.5 have been adhered to. The bank transfers will be authorised by two members of the Management team.</p>
10	6.10	<p>No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.</p>	<p>No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts. Only the members of the Management Team specified by the Clerk/RFO will be given bank PINs to be able to authorise payments as detailed in Regulation 6.9.</p>

10	6.13	<p>Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.</p>	<p>Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts.</p>
11	6.15	<p>Supplier invoices paid via internet banking facilities will be entered onto the bank payment system by the Finance Manager following signature by two authorised signatories. The Clerk/RFO will then authorise the payments on the internet banking system and carry out a random sample check of the bank account details for suppliers on the internet banking screen against the supplier invoices.</p>	<p>Supplier invoices paid via internet banking facilities will be entered onto the bank payment system by the Finance Manager. The Clerk/RFO or another member of the Management Team will then authorise the payments on the internet banking system and carry out a random sample check of the bank account details for suppliers on the internet banking screen against the supplier invoices.</p>
11	6.16	<p>Any Debit Card issued for use will be in the name of the Clerk/RFO and will be restricted to a single transaction maximum value of £1000 unless authorised by the Full Council or the Council Matters Committee before any order is placed. The card will be securely stored by the Finance Manager. Use of the card shall be restricted to online or telephone purchases and cash withdrawals solely for the purpose of topping up the petty cash balance. Proper VAT invoices must be obtained for all online or telephone purchases and cash withdrawals solely for the purpose of topping up the petty cash balance. Proper VAT invoices must be obtained for all online or telephone purchases. The card can only be used by the Clerk/RFO or Finance Manager. Invoices from all card purchases must be signed retrospectively by two members.</p>	<p>Any Debit Card issued for use will be in the name of the Clerk/RFO and will be restricted to a single transaction maximum value of £1000 unless authorised by the Full Council or the Council Matters Committee before any order is placed. Use of the card for cash withdrawals will be solely for the purpose of topping up the petty cash balance. Proper VAT invoices must be obtained for all purchases made with the debit card. The card will be securely stored by the Finance Manager and will only be provided to staff with the PIN on receipt of a signed requisition form detailing the proposed purchase. The card will be signed out and signed back in and the Finance Manager will, within 24 hrs of the card use, confirm the amount on the requisition form matches the amount paid out of the bank. Invoices from all card purchases must be signed retrospectively by a member.</p>
11	6.18	<p>The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.</p>	<p>The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.</p>

13	<p>a. The Finance Manager shall manage the petty cash. Vouchers/receipts for payments made from petty cash shall be kept to substantiate the payment. Petty cash payments will not exceed £25.</p> <p>b. Vouchers/receipts for payments made must be initialled/signed by the Clerk/RFO as authorisation for reimbursement and forwarded to the Finance Manager for reimbursement.</p> <p>c. Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.</p> <p>d. Cash to maintain the petty cash float shall be drawn from the bank using the debit card. The Clerk/RFO will hold the PIN number and the Finance Manager will hold the card. Cash will be collected by both the Clerk/RFO and the Finance Manager who will both sign a cash withdrawal form.</p>	<p>a. The Finance Manager shall manage the petty cash. Vouchers/receipts for payments made from petty cash shall be kept to substantiate the payment. Petty cash payments will not exceed £25.</p> <p>b. Vouchers/receipts for payments made must be initialled/signed by the Clerk/RFO or budget holder as authorisation for reimbursement and forwarded to the Finance Manager for reimbursement.</p> <p>c. Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.</p> <p>d. Cash to maintain the petty cash float shall be drawn from the bank using the debit card. Cash will be collected by Finance Manager using the debit card after the Clerk/RFO has signed a cash withdrawal form.</p>
9.1	The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk/RFO.	The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk/RFO who will ensure an effective debt monitoring process is in place.



Financial Regulations

TOTNES TOWN COUNCIL

AGREED MAY 2021

NEXT REVIEW JULY 2022

These Financial Regulations are produced in accordance with Governance and Accountability for Local Councils and were adopted by the Council at its meeting of 5th May 2021.

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's Standing Orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
- for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. 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 accounting control systems;
 - ensures the accounting control systems are observed;

- maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the Clerk/RFO shall be sufficient to show and explain the Council's transactions and to enable the Clerk/RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the Clerk/RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the Clerk/RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the Clerk/RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,

shall be a matter for the Full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council Matters Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be 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 for that purpose.

- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting 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.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered first by the Council Matters Committee and then approved by the Full Council.
- 3.2. The Council shall consider the annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of

January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £10,000;
 - the Council Matters Committee for items over £5,000; or
 - the RFO for any items below £5,000.
 - members of the management team for specific budget lines as decided by the RFP for any items below £1000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO or member of the management team, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform the Council of any changes impacting on the budget requirements for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Clerk/RFO shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is

satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council Matters Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared for each Council Matters Committee meeting, at least at the end of each financial quarter, and shall show explanations of material variances. For this purpose "material" shall be in excess of £250 on overspends of the budget.
- 4.9. Changes in earmarked reserves shall be considered by the Council Matters Committee and approved by Full Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. A schedule of the payments required shall be prepared by the RFO and, together with the relevant invoices, be presented to a Councillor who is a bank signatory to sign the schedule confirming the invoices match the schedule and approving them for payment.
- 5.3. All invoices for payment that do not have a supporting signed requisition form shall be examined, verified and certified by the RFO or budget holder if under £1000, to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a. If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before a member is able to review the invoice, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a member reviews the invoice retrospectively;
 - b. An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a member reviews the invoice retrospectively; or

- c. Fund transfers within the Council's banking arrangements up to the sum of £2,500.
 - d. A payment for an online/telephone order that is made by debit card in advance of receiving the invoice provided that a member reviews the invoice retrospectively.
- 5.6. For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation such as but not exclusively Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next meeting of the Council Matters Committee.
- 5.7. A record of regular fixed and variable Direct Debits made shall be drawn up and signed by two members annually or when new DDs are added to authorise the regular payments.
- 5.8. In respect of grants the Council Matters Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk/RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by bank payment or debit card.
- 6.4. Cheques for payment drawn on the bank account shall be signed by two members of Council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided they are included in the record required in Regulation 5.7.
- 6.7. If thought appropriate by the Council, payment for certain items may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made.
- 6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. As an exception, Payroll payments made by BACS transfer will be authorised by the Clerk/RFO and the Finance Manager.
- 6.9. Unless an alternative payment method is required by the supplier, invoices will be paid by internet banking transfer provided the requirements of Regulations 5.2 – 5.5 have been adhered to. The bank transfers will be authorised by two members of the Management team.
- 6.10. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts. Only the members of the Management Team specified by the Clerk/RFO will be given bank PINs to be able to authorise payments as detailed in Regulation 6.9.
- 6.11. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.12. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.13. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts.
- 6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.15. Supplier invoices paid via internet banking facilities will be entered onto the bank payment system by the Finance Manager. The Clerk/RFO or another member of the Management Team will then authorise the payments on the internet banking system and carry out a random sample check of the bank account details for suppliers on the internet banking screen against the supplier invoices.
- 6.16. Any Debit Card issued for use will be in the name of the Clerk/RFO and will be restricted to a single transaction maximum value of £1000 unless authorised by the Full Council or the Council Matters Committee before any order is placed. Use of the card for cash withdrawals will be solely for the purpose of topping up the petty cash balance. Proper VAT invoices must be obtained for all purchases made with the debit card. The card will be securely stored by the Finance Manager and will only be provided to staff with the PIN on receipt of a signed requisition form detailing the proposed purchase. The card will be signed out and signed back in and the Finance Manager will, within 24 hrs of the card use, confirm the amount on the requisition form matches the amount paid out of the bank. Invoices from all card purchases must be signed retrospectively by a member.
- 6.17. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council's Council Matters Committee. Transactions and purchases made will be reported to the Council Matters Committee and authority for topping-up shall be at the discretion of the Council Matters Committee.
- 6.18. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a. The Finance Manager shall manage the petty cash. Vouchers/receipts for payments made from petty cash shall be kept to substantiate the payment. Petty cash payments will not exceed £25.
 - b. Vouchers/receipts for payments made must be initialled/signed by the Clerk/RFO or budget holder as authorisation for reimbursement and forwarded to the Finance Manager for reimbursement.
 - c. Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - d. Cash to maintain the petty cash float shall be drawn from the bank using the debit card. Cash will be collected by Finance Manager using the debit card after the Clerk/RFO has signed a cash withdrawal form.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (Wages file). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a. by any councillor who can demonstrate a need to know;
 - b. by the internal auditor;
 - c. by the external auditor; or
 - d. by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk/RFO who will ensure an effective debt monitoring process is in place.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the Clerk/RFO and the Clerk/RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least biennially, following a report of the Clerk/RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the Clerk/RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Clerk/RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The Clerk/RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the Clerk/RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there

is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10. Any income arising which 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 (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. All members and officers are responsible for obtaining value for money at all times. An officer contracting services shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.2. A member may not make any contract on behalf of the Council.
- 10.3. The Clerk/RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Clerk/RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

- Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations¹.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk/RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk/RFO in the presence of at least one member of Council.
 - g. Any invitation to tender issued under this regulation shall be subject to current Standing Orders, and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.1 above shall apply.
 - i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
 - j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk/RFO upon authorised certificates of the architect or other

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

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

13. ASSETS, PROPERTIES AND ESTATES

- 13.1. The Clerk/RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk/RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. 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, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing 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).
- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case a report in writing 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).
- 13.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council with a full business case.
- 13.6. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. INSURANCE

- 14.1. Following the annual risk assessment (per Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2. The Clerk/RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 14.3. The Clerk/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 14.4. All appropriate 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.

15. CHARITIES

- 15.1. Where the Council is sole managing trustee of a charitable body the Clerk/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/RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16. RISK MANAGEMENT

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

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk/RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that

reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Notes

Correct as at 4th July 2022

FCA reg.	Access	Interest rate	Minimum deposit	Maximum deposit	Annual interest on £100k deposit
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Instant Access Savings Accounts

Aldermore - Easy Access Account	Y	Instant	1.25%	£1k	£1m	£1,250.00	Best instant access business savings account rate
Virgin Money - Business access Account	Y	Instant	1.00%	£1	£2m	£1,000.00	
Charity Bank - Ethical Easy Access Account	Y	Instant	0.51%	£10k	£500k	£510.00	Best ethical account instant access savings rate

35-40 Day Notice Accounts

Redwood Bank - 35 Day Business Savings Account	Y	35 days	1.30%	£10k	£1m	£1,300.00	Best short notice business savings account rate
Unity Trust Bank - Business 40 Day Account	Y	40 days	1.10%	£2m		£1,100.00	Best ethical short notice business savings account rate
Charity Bank - Ethical 40 Day Account	Y	40 days	0.56%	£25k	£500k	£560.00	

90-100 Day Notice Accounts

Allica Bank - 95 day business savings account	Y	95 days	1.70%	£10k	£250k	£1,700.00	Best longer notice business savings account rate
Moneycorp Bank - 90 day notice account	Y	90 days	1.60%	£10k	£1m	£1,600.00	
Charity Bank - Ethical 100 Day Account	Y	100 days	0.86%	£25k	£500k	£860.00	Best ethical longer notice business savings account rate

Ethical banks:

Unity Trust Bank

Unity is a specialist business bank with over 35 years' experience of providing sustainable ethical banking.

Our purpose is to help socially aware businesses prosper as they contribute to positive economic, social and environmental change. As an ethical bank we use our customers' deposits to fund lending to organisations who share our values and support local communities.

Charity Bank

We're entirely owned by charitable foundations, trusts and social purpose organisations.

We were founded to support charities with loans that they couldn't find elsewhere and to show people how their savings could be invested ethically and in ways that would make them happy.

Tridos Bank

No longer offering deposit accounts to Businesses.



Arts Working Group Meeting Minutes

Wednesday 15th June @ 12.00

Committee Members: Cllrs Hannam, Piper and Skinner
Non committee member – Cllr Price.

Invitees: Paul Liengard and Claire Limberg

TTC: Lucy Ferrier, Lesley Nel, Lisa Baumbach,

1. To receive an update on Totnes Festival.

Parade:

Some road closures have been applied for and are expected. Any roads that aren't closed will still be used with a rolling procession.

Police support has been given.

Mayor will offer prizes for best costumes.

Action: Lisa to find prizes by end of June so Paul can let school children know.

Publicising

Banner will be placed on KEVICC bridge, bottom of Fore St and on side of Civic Hall.

Website has whole programme of events but is still being updated.

They are still waiting to hear if the Arts council grant has been given.

2. To receive update on the Christmas festival nights

Going ahead on 6th, 13th and 20th. TTC have invited tenders to manage the event and have had three expressions of interest so far.

Chamber of Commerce have asked TTC to take on the putting up of Christmas lights. Lucy and Catherine are currently arranging checking safety of rigging points.

3. To receive an update on the Christmas lights switch on.

All in hand awaiting quotes for various things but is currently being arranged by Lisa and Amy.

A note was made to ensure the Mayor's speech will be heard. Last year there was no PA system.

4. To discuss public art under the Civic Hall

Neil is currently painting the area.

Mosaics will be installed but need steel frames.

A longer term art project to involve schools planned for the future.

5. To discuss the phone boxes

Lisa to find out cost of replacing the glass panes and painting of the phone box.

6. Any Other Business

Concern over Orange Races. The Elizabethan Society have been unable to secure the road closure to enable the event to take place. Sara has now applied for the road closure but the Elizabethans need to source and cost the implementation and check insurers would be content. The general feeling from cllrs is that we should try to support the Elizabethan Society with making this happen.

Full Council would need to approve any allocation from the remaining Arts grant allocation too.

Action: Sara to continue to monitor the road closure application but noted the usual 180 day notice period for road closures. And request for Arts Grant funding to be taken to full council.

7. Date of next meeting – Wednesday 10th August @2:30

ITEM 7 – GREEN TRAVEL AND CLIMATE CHANGE BUDGETS

Update on timeline and budget for the Facilitated Stakeholder meeting

This is an invite-only event that Devon County Council (DCC) have requested that Totnes Town Council organise in response to the Fore Street traffic calming survey.

Timeline

- Independent facilitators have been contacted and have agreed to take on the project.
- An invitation list is currently being drafted in collaboration with the facilitators. This will be finalised by 12th July and sent to Cllrs for comment (responses to be given by 18th July).
- Green Travel Coordinator will send the final draft to DCC on 20th July for them to confirm that they consider it comprehensive enough.

Budget

- This process is estimated to cost approx. £1000, awaiting final quote from facilitators
- Overview of Climate Change Fund status:

Climate Change Fund - £10,000 allocation

- £15 on Facebook ads for Fore St consultation
- ££4.39 refreshments for climate change meeting
- £2,500 for e-bike trial (if SHDC bid successful)
- ~£1,000 for stakeholder meeting

Remaining = £6,485

It has been suggested that in order to keep the process as positive and non-contentious as possible, that there should be a number of Cllrs present at the meeting but that it may be best if they are there as observers rather than active participants.

ITEM 8 – REMEMBRANCE SUNDAY

At the request of the Royal British Legion (RBL), in 2021 the Town Council took on the role of issuing invitations to individuals and various community organisations to attend the annual Remembrance Sunday service at the war memorial at St Mary's Church. The responses were collated and passed to the RBL to arrange the wreath laying ceremony on the day. Due to continuing Covid restrictions and measures there was no parade (and many community groups only sent one representative, if any) and no tea/coffee after the church service.

For 2022 it is proposed that the Town Council:

- Continues to issue invitations (including to former Mayors, honoured citizens/honorary freemen) to attend;
- Collates the responses to the RSVPs;
- Allocated seating for former Mayors and honoured citizens/honorary freemen in St Mary's Church;
- Liaises with St Mary's and makes a donation towards the post-service refreshments; and
- Does not take on the organisation of a parade from the Rotherfold or Market Square based on the low response from community organisations (particularly youth groups) last year. Organising the parade means that the Council will need to apply to Devon Highways for a road closure and pay a contractor to handle the road closure on the day given the new requirements now in force (estimated to be between £800-£1,000).

COMMUNITY FUNDRAISER RECRUITMENT TIMELINE

Monday 4th July 2022 - out to advert in local press, Devon jobs, Charity jobs, website, social media, indeed

Monday 11th July 2022 – vacancy and recruitment timeline noted at Council Matters

Tuesday 16th August 2022 – applications closing date at midday

Wednesday 17th August 2022 – shortlisting and invitations to interview sent out

Wednesday 24th August 2022 – Interviews

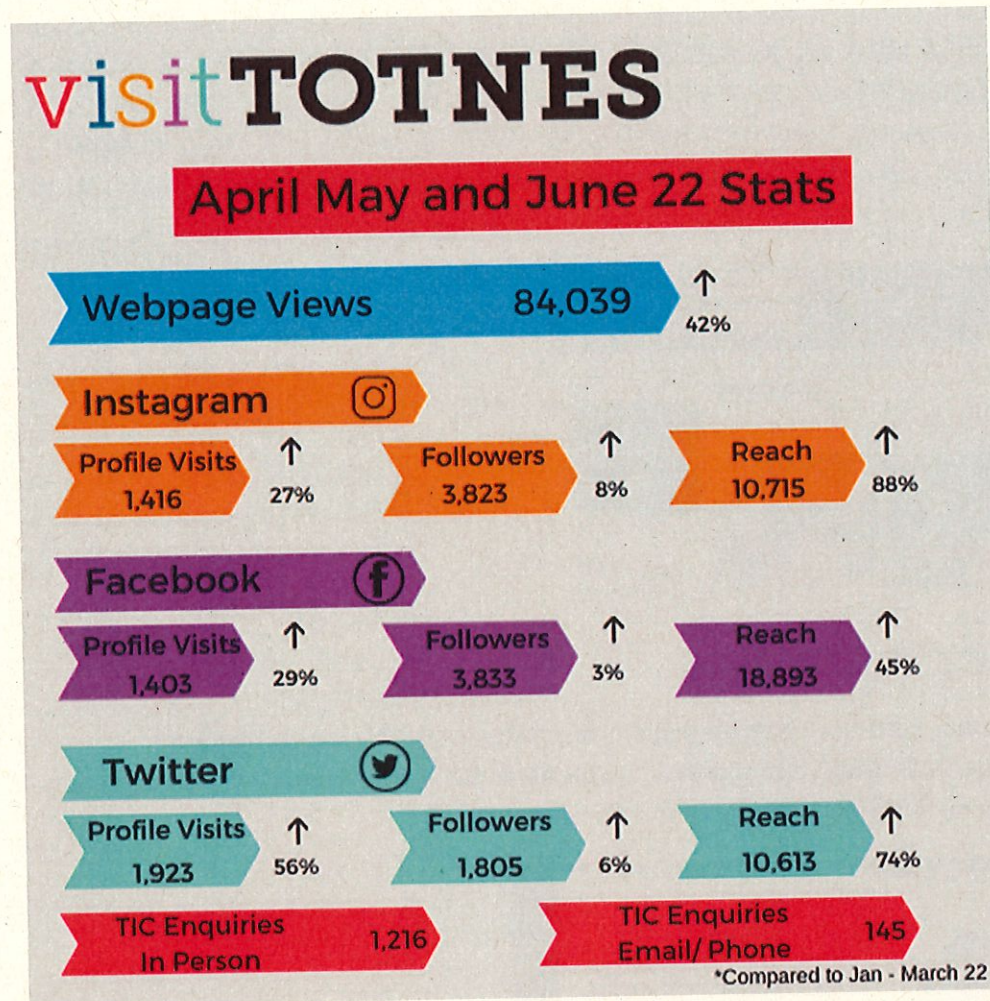
Monday 5^h September 2022 – appointment ratified by Full Council

Tuesday 6th September 2022 – offer correspondence sent to successful candidate subject to the usual checks.

Monday 26th September 2022 – preferred start date

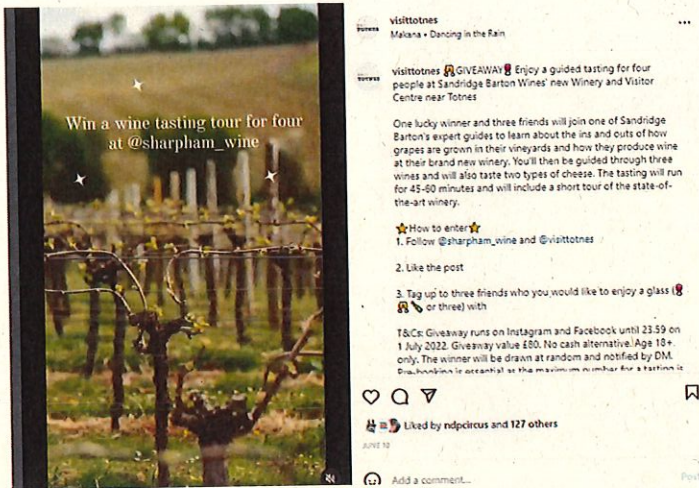
Marketing Report April-June 2022

Lucy Ferrier, Communications and Marketing Manager



How did people find our website?

Channel	April – June 2022	Jan - March 2022
Organic Search - (keywords in search engine)	81%	83%
Direct (typing url going direct to home page or another VT page)	9%	10%
Referrals (traffic redirected from other sites)	9% Including Visit South Devon, Seachange, Visit Devon, Linktr.ee(Instagram) and via our QR code leaflet	5%
Social	1%	2%



In the press

The June issue of *National Geographic Traveller* features an article on Totnes. The article was written after we arranged for the journalist to stay in the town and sample local food and activities. As well as getting a mention for www.visittotnes.co.uk The Old Forge, The Bull Inn, Dartington Estate, Sharpham Estate, Canoe Adventures and Delphini's are also mentioned.



Blogs

Insider guide to Totnes:

- <https://visitdartmoor.co.uk/totnes-your-insider-guide>
- <https://www.visitdevon.co.uk/visitor-information/more-information/news/2022/6/28/an-insider-s-guide-to-totnes-a7379>
- <https://www.visittotnes.co.uk/totnes-your-insider-guide/>

Adverts

Visit Devon - advert for the Totnes Festival (negotiated for free) on two Visit Devon webpages



RHS Garden Rosemoor

RHS Garden Rosemoor is an enchanting garden nestled in the beautiful Torridge Valley



The Paint Hub

The Paint Hub is a pottery painting cafe where you can customise your own piece of



The Devon Hotel

On the edge of the city of Exeter, the Devon Hotel is popular with visitors and



Cities, Towns & Villages

Devon's unique golden coast includes many picturesque towns and villages and a few hidden gems. Whether you are a resident of Devon or here on your holidays, there are beautiful towns and villages in abundance for you to explore. With **two historic cities**, vibrant market towns and enchanting villages full of **culture, history and charm**.

Diverse towns and villages



2022 Visit Totes Guide Distribution

Full leaflet

In 70 outlets across Devon – 7,000 distributed



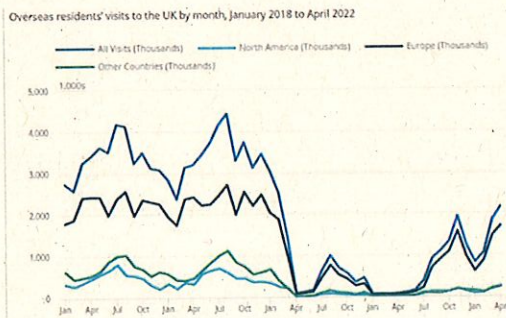
QR code leaflet

In 108 locations - 36,000 distributed. Scanned 102 times



Overseas visitors

The ONS shows nationally overseas visitors are returning to the UK but still not to pre-pandemic levels



48. END.