



QUOTATION

Wicksteed Leisure Ltd
 Digby Street
 Kettering
 Northants
 NN16 8YJ
 Tel: 01536 517028
 Fax: 01536 410633
 VAT No: GB 119 1066 90

Margaret Weston
 Lyndhurst Parish Council
 13 High Street,
 Lyndhurst
 Hampshire
 SO43 7BB

Quotation number: 120382

Document Date: 27/06/2019

Lyndhurst Parish Council

Total Excluding VAT: £23,301.00

QUOTATION FOR THE SUPPLY AND INSTALLATION OF PLAY EQUIPMENT ONTO ECOTUMBLE SURFACING FOR GREAT MEAD

Quotation number: 120382 Document Date: 27/06/2019

Qty	Code	Description	Unit Price	Total
<u>Supply and Install the following Play Equipment onto EcoTumble Surfacing</u>				
1	6040-1031F1C	Viking Swing - 2.4M - 1 Bay 1 Flat and 1 Cradle Seat Like the Vikings of old this swing is sturdy and strong having been value engineered whilst retaining all of Wicksteed's core quality values. Over its lifetime this durable swing has the potential to provide more than one generation with as much swinging fun as they would like.	1,783.00	1,783.00
1	L-Installation	Installation Charges	638.00	638.00
21	EcoTum40Mix	Ecotumble Surfacing - Dark Green and Brown - 40mm Thick	102.00	2,142.00
1	L-Installation	Ground Prep	252.00	252.00
1	640-UNIC	Mystical World Multi-Play System - Unicorn's Lair "Mystical World is a range designed to fuel the imaginations of children over 3 years of age, enabling them to create fantasy lands whilst they are playing and exercising. With Magical Universe, who needs television to conjure up magical places? Here, youngsters will be allowed to test out not only their skills of dexterity but also spatial awareness and decision making, whilst also enabling them to act out the imaginary roles and characters they create in the universe they choose."Play value - Interactive Imagination Educational Inclusive Climbing Balancing Sliding Agility Coordination	7,402.00	7,402.00
1	L-Installation	Installation Charges	895.00	895.00
22.5	EcoTum40Mix	Ecotumble Surfacing - Dark Green and Brown - 40mm Thick	102.00	2,295.00
1	L-Installation	Ground Prep	270.00	270.00



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1	6020-089	Toddler Comet Roundabout (Low Handrail, HDPE Panel Deck) Four segments with hand grips designed to encourage multi user interaction, means the Comet is sure to excite as children spin around with their friends allowing their imaginations to take them to the stars. With no obstructions to movement over the base, this roundabout maximises its play value allowing users to sit, stand, or lie down during their ride.	2,055.00	2,055.00
1	L-Installation	Installation Charges	522.00	522.00
22	EcoTum40Mix	Ecotumble Surfacing - Dark Green and Brown - 40mm Thick	102.00	2,244.00
1	L-Installation	Ground Prep	264.00	264.00
1	6060-109	Glow Worm (with Suspension unit) Glow-Worm is an ideal small see-saw for children between the ages of 3 to 8 years. This novel rocker is an attractive alternative to traditionally designed see-saws and is great fun for toddlers. Play value - Interactive Balancing Rocking Coordination	1,517.00	1,517.00
1	L-Installation	Installation Charges	478.00	478.00
16	EcoTum40Mix	Ecotumble Surfacing - Dark Green and Brown - 40mm Thick	102.00	1,632.00
1	L-Installation	Ground Prep	192.00	192.00
1	♥ 6060-058	Sit-In Spring Mobile - Holly Hedgehog "This attractive and sturdy spring mobile in the guise of a Hedgehog is made of high density polyethylene, with non-slip rubber-surfaced seats, and is ideal for toddlers in the age range of 2 to 5 years. This sit-in mobile has side and back supports, as well as good hand and foot holds, to ensure its suitability for toddlers of varying abilities."	964.00	964.00
1	L-Installation	Installation Charges	271.00	271.00
8.5	EcoTum40Mix	Ecotumble Surfacing - Dark Green and Brown - 40mm Thick	102.00	867.00
1	L-Installation	Ground Prep	102.00	102.00
1	♥ 6060-057	Sit-In Spring Mobile - Freddie Frog "This attractive and sturdy spring mobile in the guise of a Frog is made of high density polyethylene, with non-slip rubber-surfaced seats, and is ideal for toddlers in the age range of 2 to 5 years. This sit-in mobile has side and back supports, as well as good hand and foot holds, to ensure its suitability for toddlers of varying abilities." Play value - Imagination Inclusive Balancing Rocking Coordination	964.00	964.00
1	L-Installation	Installation Charges	271.00	271.00



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8.5	EcoTum40Mix	Ecotumble Surfacing - Dark Green and Brown - 40mm Thick	102.00	867.00
1	L-Installation	Ground Prep	102.00	102.00
<u>Final Costs, Carriage and Discount</u>				
1	Fencing	Temporary Security Fence Hire	400.00	400.00
1	Storage	Secure storage on/off site	350.00	350.00
1	Welfare	Temporary Hire of Welfare Facilities	350.00	350.00
Subtotal				30,089.00
1	Carriage	Carriage	734.25	734.25
-1	Discount		7,522.25	-7,522.25
Total Excluding VAT:				<u><u>£23,301.00</u></u>



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Our quotation includes 'EcoTumble' Surfacing which has been tested by 'Centre for Sports Technology' which resulted in reports to understand it's Critical Fall Heights (CFH). The samples were tested laid onto an area of established grass. If asked for, Wicksteed can provide these reports which show that laid onto natural turf, 40mm thick achieved 2.1m CFH. 50mm thick achieved 2.5m CFH and 60mm achieved 2.7m CFH. If the site conditions do not meet the requirements stated, there could be further costs for additional groundworks or extra surfacing.

Wicksteed Ecotumble Surfacing is laid by Wicksteed's fully trained and approved personnel and has been tested in accordance with and certified to both BS EN 1177:1998 and BS 7188:1998. A copy of the Test Certificate is attached. We confirm that we will guarantee our Ecotumble Surfacing for a period of two years (excluding normal wear and tear, accidental damage and acts of vandalism).

Wicksteed manufactured steel products are coated externally with Zinc Metal Thermal Spray Pre-treatment - applied in accordance with BS5493, prior to polyester powder painting (unless otherwise stated). Wicksteed is the only major playground equipment manufacturer to provide this zinc pre-treatment. We work closely with our paint suppliers to ensure we adhere to or surpass all legislation regarding Lead and Cadmium levels in our powder coating process. We are able to supply a copy of the Safety Data Sheet upon request.

Wicksteed's paintwork is guaranteed against corrosion for a period of 7 years, whilst the metalwork is guaranteed against structural failure for 25 years. (These guarantees exclude normal wear and tear, accidental damage and acts of vandalism.)

Wicksteed can commence works on site within 6-8 weeks from order. Lead times can be subject to fluctuation, please speak to your sales manager for a project specific estimate.

Our quotation is based on the assumption that the site is flat, of grass or soft earth, allows easy access for commercial vehicles and presents no unusual obstacles. Should the ground conditions necessitate the provision of temporary roads/tracks, additional costs may apply. Our quotation is also based on the assumption that underground conditions which cannot easily be identified during the site survey do not impede the construction works detailed. Should unexpected underground conditions be encountered further works may be required at an additional cost, the price is to be confirmed by our Installation Contracts Manager.

These prices are valid for a period of 90 days from the date of this quotation.

All prices are subject to a site visit from our Installation Contracts Manager.

LPC SLR Siting and Costings (Report from Dave Donawa)

What LPC want to do may depend upon whether Kevin Bennett does the moving of your SLR and how he charges you for his time/work? Whether he charges for his time taken at each visit or for every visit or an annual fee?

Bearing in mind that at present, with the SSE authorisation to use a lamp column in Chapel Lane, Bournemouth and Southampton Roads, which only allows for one battery to be used because of the weight restriction of 20kgs. With the present configuration of the SLR it needs at least one change of batteries (two batteries) each fortnight. This will be at least doubled in Southampton Road, possibly four visits in the fortnight. Install/remove and at least two battery changes. There are extended pole options in Southampton Road and Chapel Lane at a cost of £150 each but would allow the SLR to have two batteries fitted, as there will not be any weight restriction. If using a lamp column you cannot have a solar panel fitted because of the extra weight. Bournemouth Road out of the village will be using a lamp column with only one battery but should be fine because of reduced volume of traffic using that route.

So LPC have five sites approved using an existing sign post with no restrictions for weight. Romsey Road, North & South on the same pole. Goose Green/ClayHill, North & South on the same pole. Bournemouth Road for Eastbound (into the village) and Shrubbs Hill Road (North) and Gosport Lane (South) and three sites using approved lamp columns, Chapel Lane, Southampton Road and Bournemouth Road Westbound.

1. So we have the scenario of, using the same mounting bracket & retaining clips and turning the bracket 180° on Romsey Road, Southampton Road and Goose Green. The Goose Green bracket and clips would be the mobile one to move to Chapel Lane, Bournemouth Road and Southampton Road as it stands. So no outlay but time consuming for Kevin's fees.

2. If LPC bought some more (4) Mounting brackets @ £25 each and some clips (12) there would be no moving of bracket & clips from one site to another, so less time involved, maybe less cost. This scenario would cost about £100 (brackets) and £52 (Tamtorque clips) so around £152 or slightly less if LPC reclaim VAT.

3. The absolute ideal situation would be to have additional mounting brackets for Southampton, Romsey roads and Goose Green in addition to No. 2 which would cost an extra £75 (£225) no need for additional clips. If LPC decide to buy another SLR as was muted the unit comes with one mounting bracket so could forgo Bournemouth Road West for now.

The price quoted for the Tamtorque clips is with a 10% discount I got from reviewing the previous order but LPC is mentioned on the receipt so VAT is reclaimable. I'm not sure the price for the mounting brackets includes VAT but can find out this week.

1 square metre = 0.0395 square
rods

Calculations based on real size of plots

Plot	Size	New size	m ²	Rods	Current charges	Blanket increase	Totton (£0.67/R ²)	Poole (£0.74/m ²)	Lyndhurst (£0.20/m ²)	Lyndhurst (£0.175/m ²)	Lyndhurst (£0.15/m ²)	Lyndhurst (£0.12/m ²)	Lyndhurst (£0.115/m ²)
1	L		505	19.95	£ 64.00	£ 80.00	£ 13.36	£ 373.70	£ 101.00	£ 88.38	£ 75.75	£ 60.60	£ 58.08
2	L		548	21.65	£ 64.00	£ 80.00	£ 14.50	£ 405.52	£ 109.60	£ 95.90	£ 82.20	£ 65.76	£ 63.02
3a	S	M	225	8.89	£ 16.00	£ 40.00	£ 5.95	£ 166.50	£ 45.00	£ 39.38	£ 33.75	£ 27.00	£ 25.88
3b	S	M	238	9.40	£ 16.00	£ 40.00	£ 6.30	£ 176.12	£ 47.60	£ 41.65	£ 35.70	£ 28.56	£ 27.37
4	S	M	335	13.23	£ 16.00	£ 40.00	£ 8.87	£ 247.90	£ 67.00	£ 58.63	£ 50.25	£ 40.20	£ 38.53
5	L		471	18.60	£ 64.00	£ 80.00	£ 12.47	£ 348.54	£ 94.20	£ 82.43	£ 70.65	£ 56.52	£ 54.17
6	M	L	300	11.85	£ 32.00	£ 80.00	£ 7.94	£ 222.00	£ 60.00	£ 52.50	£ 45.00	£ 36.00	£ 34.50
7	S	M	289	11.42	£ 16.00	£ 40.00	£ 7.65	£ 213.86	£ 57.80	£ 50.58	£ 43.35	£ 34.68	£ 33.24
8	M		248	9.80	£ 32.00	£ 40.00	£ 6.56	£ 183.52	£ 49.60	£ 43.40	£ 37.20	£ 29.76	£ 28.52
9	M		192	7.58	£ 32.00	£ 40.00	£ 5.08	£ 142.08	£ 38.40	£ 33.60	£ 28.80	£ 23.04	£ 22.08
10	L		521	20.58	£ 64.00	£ 80.00	£ 13.79	£ 385.54	£ 104.20	£ 91.18	£ 78.15	£ 62.52	£ 59.92
11	L		515	20.34	£ 64.00	£ 80.00	£ 13.63	£ 381.10	£ 103.00	£ 90.13	£ 77.25	£ 61.80	£ 59.23
12	L		495	19.55	£ 64.00	£ 80.00	£ 13.10	£ 366.30	£ 99.00	£ 86.63	£ 74.25	£ 59.40	£ 56.93
13	L		506	19.99	£ 64.00	£ 80.00	£ 13.39	£ 374.44	£ 101.20	£ 88.55	£ 75.90	£ 60.72	£ 58.19
14	L		508	20.07	£ 64.00	£ 80.00	£ 13.44	£ 375.92	£ 101.60	£ 88.90	£ 76.20	£ 60.96	£ 58.42
15	M		308	12.17	£ 32.00	£ 40.00	£ 8.15	£ 227.92	£ 61.60	£ 53.90	£ 46.20	£ 36.96	£ 35.42
16	M		320	12.64	£ 32.00	£ 40.00	£ 8.47	£ 236.80	£ 64.00	£ 56.00	£ 48.00	£ 38.40	£ 36.80
17	M		362	14.30	£ 32.00	£ 40.00	£ 9.58	£ 267.88	£ 72.40	£ 63.35	£ 54.30	£ 43.44	£ 41.63
18	M		367	14.50	£ 32.00	£ 40.00	£ 9.71	£ 271.58	£ 73.40	£ 64.23	£ 55.05	£ 44.04	£ 42.21
19	M		346	13.67	£ 32.00	£ 40.00	£ 9.16	£ 256.04	£ 69.20	£ 60.55	£ 51.90	£ 41.52	£ 39.79
20	M		340	13.43	£ 32.00	£ 40.00	£ 9.00	£ 251.60	£ 68.00	£ 59.50	£ 51.00	£ 40.80	£ 39.10

21	M	L	425	16.79	£ 32.00	£ 80.00	£ 11.25	£ 314.50	£ 85.00	£ 74.38	£ 63.75	£ 51.00	£ 48.88
22	M		297	11.73	£ 32.00	£ 40.00	£ 7.86	£ 219.78	£ 59.40	£ 51.98	£ 44.55	£ 35.64	£ 34.16
23	S		104	4.11	£ 16.00	£ 20.00	£ 2.75	£ 76.96	£ 20.80	£ 18.20	£ 15.60	£ 12.48	£ 11.96
24	S		155	6.12	£ 16.00	£ 20.00	£ 4.10	£ 114.70	£ 31.00	£ 27.13	£ 23.25	£ 18.60	£ 17.83
25	L		532	21.01	£ 64.00	£ 80.00	£ 14.08	£ 393.68	£ 106.40	£ 93.10	£ 79.80	£ 63.84	£ 61.18
26	M		331	13.07	£ 32.00	£ 40.00	£ 8.76	£ 244.94	£ 66.20	£ 57.93	£ 49.65	£ 39.72	£ 38.07
27	M		268	10.59	£ 32.00	£ 40.00	£ 7.09	£ 198.32	£ 53.60	£ 46.90	£ 40.20	£ 32.16	£ 30.82
28	M		305	12.05	£ 32.00	£ 40.00	£ 8.07	£ 225.70	£ 61.00	£ 53.38	£ 45.75	£ 36.60	£ 35.08
29	M		356	14.06	£ 32.00	£ 40.00	£ 9.42	£ 263.44	£ 71.20	£ 62.30	£ 53.40	£ 42.72	£ 40.94
30	M		300	11.85	£ 32.00	£ 40.00	£ 7.94	£ 222.00	£ 60.00	£ 52.50	£ 45.00	£ 36.00	£ 34.50
31	M		232	9.16	£ 32.00	£ 40.00	£ 6.14	£ 171.68	£ 46.40	£ 40.60	£ 34.80	£ 27.84	£ 26.68
32	M		300	11.85	£ 32.00	£ 40.00	£ 7.94	£ 222.00	£ 60.00	£ 52.50	£ 45.00	£ 36.00	£ 34.50
33	M		244	9.64	£ 32.00	£ 40.00	£ 6.46	£ 180.56	£ 48.80	£ 42.70	£ 36.60	£ 29.28	£ 28.06
34	S		128	5.06	£ 16.00	£ 20.00	£ 3.39	£ 94.72	£ 25.60	£ 22.40	£ 19.20	£ 15.36	£ 14.72
35	M	S	136	5.37	£ 32.00	£ 20.00	£ 3.60	£ 100.64	£ 27.20	£ 23.80	£ 20.40	£ 16.32	£ 15.64
36	M		297	11.73	£ 32.00	£ 40.00	£ 7.86	£ 219.78	£ 59.40	£ 51.98	£ 44.55	£ 35.64	£ 34.16
37	M		258	10.19	£ 32.00	£ 40.00	£ 6.83	£ 190.92	£ 51.60	£ 45.15	£ 38.70	£ 30.96	£ 29.67
38	M		264	10.43	£ 32.00	£ 40.00	£ 6.99	£ 195.36	£ 52.80	£ 46.20	£ 39.60	£ 31.68	£ 30.36
39	M		306	12.09	£ 32.00	£ 40.00	£ 8.10	£ 226.44	£ 61.20	£ 53.55	£ 45.90	£ 36.72	£ 35.19
40	S		126	4.98	£ 16.00	£ 20.00	£ 3.33	£ 93.24	£ 25.20	£ 22.05	£ 18.90	£ 15.12	£ 14.49
41	S		165	6.52	£ 16.00	£ 20.00	£ 4.37	£ 122.10	£ 33.00	£ 28.88	£ 24.75	£ 19.80	£ 18.98
42	M		240	9.48	£ 32.00	£ 40.00	£ 6.35	£ 177.60	£ 48.00	£ 42.00	£ 36.00	£ 28.80	£ 27.60
43	M		319	12.60	£ 32.00	£ 40.00	£ 8.44	£ 236.06	£ 63.80	£ 55.83	£ 47.85	£ 38.28	£ 36.69
44	L		552	21.80	£ 64.00	£ 80.00	£ 14.61	£ 408.48	£ 110.40	£ 96.60	£ 82.80	£ 66.24	£ 63.48
45	M		297	11.73	£ 32.00	£ 40.00	£ 7.86	£ 219.78	£ 59.40	£ 51.98	£ 44.55	£ 35.64	£ 34.16

46	M		277	10.94	£ 32.00	£ 40.00	£ 7.33	£ 204.98	£ 55.40	£ 48.48	£ 41.55	£ 33.24	£ 31.86
47	S		165	6.52	£ 16.00	£ 20.00	£ 4.37	£ 122.10	£ 33.00	£ 28.88	£ 24.75	£ 19.80	£ 18.98
48	M		265	10.47	£ 32.00	£ 40.00	£ 7.01	£ 196.10	£ 53.00	£ 46.38	£ 39.75	£ 31.80	£ 30.48
49	M		238	9.40	£ 32.00	£ 40.00	£ 6.30	£ 176.12	£ 47.60	£ 41.65	£ 35.70	£ 28.56	£ 27.37
50	S		147	5.81	£ 16.00	£ 20.00	£ 3.89	£ 108.78	£ 29.40	£ 25.73	£ 22.05	£ 17.64	£ 16.91
51	S		122	4.82	£ 16.00	£ 20.00	£ 3.23	£ 90.28	£ 24.40	£ 21.35	£ 18.30	£ 14.64	£ 14.03
52	M		296	11.69	£ 32.00	£ 40.00	£ 7.83	£ 219.04	£ 59.20	£ 51.80	£ 44.40	£ 35.52	£ 34.04
53	M		236	9.32	£ 32.00	£ 40.00	£ 6.25	£ 174.64	£ 47.20	£ 41.30	£ 35.40	£ 28.32	£ 27.14
54	M		268	10.59	£ 32.00	£ 40.00	£ 7.09	£ 198.32	£ 53.60	£ 46.90	£ 40.20	£ 32.16	£ 30.82
55	M		261	10.31	£ 32.00	£ 40.00	£ 6.91	£ 193.14	£ 52.20	£ 45.68	£ 39.15	£ 31.32	£ 30.02
56	M		257	10.15	£ 32.00	£ 40.00	£ 6.80	£ 190.18	£ 51.40	£ 44.98	£ 38.55	£ 30.84	£ 29.56
57	M		277	10.94	£ 32.00	£ 40.00	£ 7.33	£ 204.98	£ 55.40	£ 48.48	£ 41.55	£ 33.24	£ 31.86
58	S		116	4.58	£ 16.00	£ 20.00	£ 3.07	£ 85.84	£ 23.20	£ 20.30	£ 17.40	£ 13.92	£ 13.34
59	S		125	4.94	£ 16.00	£ 20.00	£ 3.31	£ 92.50	£ 25.00	£ 21.88	£ 18.75	£ 15.00	£ 14.38
60	S	M	226	8.93	£ 16.00	£ 40.00	£ 5.98	£ 167.24	£ 45.20	£ 39.55	£ 33.90	£ 27.12	£ 25.99
61	S		154	6.08	£ 16.00	£ 20.00	£ 4.08	£ 113.96	£ 30.80	£ 26.95	£ 23.10	£ 18.48	£ 17.71
62	S		169	6.68	£ 16.00	£ 20.00	£ 4.47	£ 125.06	£ 33.80	£ 29.58	£ 25.35	£ 20.28	£ 19.44
63	L		513	20.26	£ 64.00	£ 80.00	£ 13.58	£ 379.62	£ 102.60	£ 89.78	£ 76.95	£ 61.56	£ 59.00
64	L		509	20.11	£ 64.00	£ 80.00	£ 13.47	£ 376.66	£ 101.80	£ 89.08	£ 76.35	£ 61.08	£ 58.54
65	L	M	254	10.03	£ 64.00	£ 40.00	£ 6.72	£ 187.96	£ 50.80	£ 44.45	£ 38.10	£ 30.48	£ 29.21
66	L	M	286	11.30	£ 64.00	£ 40.00	£ 7.57	£ 211.64	£ 57.20	£ 50.05	£ 42.90	£ 34.32	£ 32.89
67	L		531	20.97	£ 64.00	£ 80.00	£ 14.05	£ 392.94	£ 106.20	£ 92.93	£ 79.65	£ 63.72	£ 61.07
68	M		248	9.80	£ 32.00	£ 40.00	£ 6.56	£ 183.52	£ 49.60	£ 43.40	£ 37.20	£ 29.76	£ 28.52
69	M		260	10.27	£ 32.00	£ 40.00	£ 6.88	£ 192.40	£ 52.00	£ 45.50	£ 39.00	£ 31.20	£ 29.90
70	M		303	11.97	£ 32.00	£ 40.00	£ 8.02	£ 224.22	£ 60.60	£ 53.03	£ 45.45	£ 36.36	£ 34.85

71	S		162	6.40	£ 16.00	£ 20.00	£ 4.29	£ 119.88	£ 32.40	£ 28.35	£ 24.30	£ 19.44	£ 18.63
72	S		127	5.02	£ 16.00	£ 20.00	£ 3.36	£ 93.98	£ 25.40	£ 22.23	£ 19.05	£ 15.24	£ 14.61
73	S		130	5.14	£ 16.00	£ 20.00	£ 3.44	£ 96.20	£ 26.00	£ 22.75	£ 19.50	£ 15.60	£ 14.95
74	S		105	4.15	£ 16.00	£ 20.00	£ 2.78	£ 77.70	£ 21.00	£ 18.38	£ 15.75	£ 12.60	£ 12.08
75	M		264	10.43	£ 32.00	£ 40.00	£ 6.99	£ 195.36	£ 52.80	£ 46.20	£ 39.60	£ 31.68	£ 30.36
76	M		306	12.09	£ 32.00	£ 40.00	£ 8.10	£ 226.44	£ 61.20	£ 53.55	£ 45.90	£ 36.72	£ 35.19
77	L		603	23.82	£ 64.00	£ 80.00	£ 15.96	£ 446.22	£ 120.60	£ 105.53	£ 90.45	£ 72.36	£ 69.35
78	L	M	320	12.64	£ 64.00	£ 40.00	£ 8.47	£ 236.80	£ 64.00	£ 56.00	£ 48.00	£ 38.40	£ 36.80
79	M	L	390	15.41	£ 32.00	£ 80.00	£ 10.32	£ 288.60	£ 78.00	£ 68.25	£ 58.50	£ 46.80	£ 44.85
80	L		607	23.98	£ 64.00	£ 80.00	£ 16.06	£ 449.18	£ 121.40	£ 106.23	£ 91.05	£ 72.84	£ 69.81
81	L		473	18.68	£ 64.00	£ 80.00	£ 12.52	£ 350.02	£ 94.60	£ 82.78	£ 70.95	£ 56.76	£ 54.40
82	L		477	18.84	£ 64.00	£ 80.00	£ 12.62	£ 352.98	£ 95.40	£ 83.48	£ 71.55	£ 57.24	£ 54.86
83	M		262	10.35	£ 32.00	£ 40.00	£ 6.93	£ 193.88	£ 52.40	£ 45.85	£ 39.30	£ 31.44	£ 30.13
84	M		217	8.57	£ 32.00	£ 40.00	£ 5.74	£ 160.58	£ 43.40	£ 37.98	£ 32.55	£ 26.04	£ 24.96
85	M		251	9.91	£ 32.00	£ 40.00	£ 6.64	£ 185.74	£ 50.20	£ 43.93	£ 37.65	£ 30.12	£ 28.87
86	M		233	9.20	£ 32.00	£ 40.00	£ 6.17	£ 172.42	£ 46.60	£ 40.78	£ 34.95	£ 27.96	£ 26.80
87	M		320	12.64	£ 32.00	£ 40.00	£ 8.47	£ 236.80	£ 64.00	£ 56.00	£ 48.00	£ 38.40	£ 36.80
88	M		301	11.89	£ 32.00	£ 40.00	£ 7.97	£ 222.74	£ 60.20	£ 52.68	£ 45.15	£ 36.12	£ 34.62
89	L		509	20.11	£ 64.00	£ 80.00	£ 13.47	£ 376.66	£ 101.80	£ 89.08	£ 76.35	£ 61.08	£ 58.54
90	M		265	10.47	£ 32.00	£ 40.00	£ 7.01	£ 196.10	£ 53.00	£ 46.38	£ 39.75	£ 31.80	£ 30.48
91	M		230	9.09	£ 32.00	£ 40.00	£ 6.09	£ 170.20	£ 46.00	£ 40.25	£ 34.50	£ 27.60	£ 26.45
92	M		297	11.73	£ 32.00	£ 40.00	£ 7.86	£ 219.78	£ 59.40	£ 51.98	£ 44.55	£ 35.64	£ 34.16
93	M		307	12.13	£ 32.00	£ 40.00	£ 8.12	£ 227.18	£ 61.40	£ 53.73	£ 46.05	£ 36.84	£ 35.31
94	M		256	10.11	£ 32.00	£ 40.00	£ 6.78	£ 189.44	£ 51.20	£ 44.80	£ 38.40	£ 30.72	£ 29.44
95	M	L	418	16.51	£ 32.00	£ 80.00	£ 11.06	£ 309.32	£ 83.60	£ 73.15	£ 62.70	£ 50.16	£ 48.07

96	M	L	423	16.71	£ 32.00	£ 80.00	£ 11.19	£ 313.02	£ 84.60	£ 74.03	£ 63.45	£ 50.76	£ 48.65
97	M		296	11.69	£ 32.00	£ 40.00	£ 7.83	£ 219.04	£ 59.20	£ 51.80	£ 44.40	£ 35.52	£ 34.04
98	M		311	12.28	£ 32.00	£ 40.00	£ 8.23	£ 230.14	£ 62.20	£ 54.43	£ 46.65	£ 37.32	£ 35.77
99	M	L	404	15.96	£ 32.00	£ 80.00	£ 10.69	£ 298.96	£ 80.80	£ 70.70	£ 60.60	£ 48.48	£ 46.46
100	M	L	450	17.78	£ 32.00	£ 80.00	£ 11.91	£ 333.00	£ 90.00	£ 78.75	£ 67.50	£ 54.00	£ 51.75
101	M	L	385	15.21	£ 32.00	£ 80.00	£ 10.19	£ 284.90	£ 77.00	£ 67.38	£ 57.75	£ 46.20	£ 44.28
102	M	L	379	14.97	£ 32.00	£ 80.00	£ 10.03	£ 280.46	£ 75.80	£ 66.33	£ 56.85	£ 45.48	£ 43.59
103	L		542	21.41	£ 64.00	£ 80.00	£ 14.34	£ 401.08	£ 108.40	£ 94.85	£ 81.30	£ 65.04	£ 62.33
104	M		262	10.35	£ 32.00	£ 40.00	£ 6.93	£ 193.88	£ 52.40	£ 45.85	£ 39.30	£ 31.44	£ 30.13
105	M		244	9.64	£ 32.00	£ 40.00	£ 6.46	£ 180.56	£ 48.80	£ 42.70	£ 36.60	£ 29.28	£ 28.06
106	M	L	538	21.25	£ 32.00	£ 80.00	£ 14.24	£ 398.12	£ 107.60	£ 94.15	£ 80.70	£ 64.56	£ 61.87
107	L		537	21.21	£ 64.00	£ 80.00	£ 14.21	£ 397.38	£ 107.40	£ 93.98	£ 80.55	£ 64.44	£ 61.76
					£ 3,856.00	£ 5,180.00	£ 899.28	£ 25,145.20	£ 6,796.00	£ 5,946.50	£ 5,097.00	£ 4,077.60	£ 3,907.70



LYNDHURST PARISH COUNCIL

Draft Action Plan

Lyndhurst Parish Council's Action Plan is a community project that addresses community needs and represents community views.

The Plan will influence Local Authority decision-making, will give focus to medium and long-term plans for the Parish and will seek to influence local matters such as Planning, Leisure and Highways. With a Parish Plan in place, we can apply for funding from sources which would otherwise be unavailable. The Plan is intended to involve all sections of the community and will give momentum to projects that might otherwise be lost.

It is not a tool for political, religious or commercial purpose nor is it a mandatory process. It is not controlled by Local or Central Government.

The planned activities may well change over the year and are likely to increase as other projects are identified. **Items in red font have been completed.**

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
CENTRAL				
Ensure Council complies with all statutory requirements	<ul style="list-style-type: none"> Draft required policies Agree policies 	CAW & MW Full Council	Nil Nil	September 2019 October 2019
Enter NALC Award Scheme to benchmark performance against other top Parish Councils	<ul style="list-style-type: none"> Apply for Foundation Award 	MW and CAW	£50 fee	Summer 2020
Organise training event for all councillors	<ul style="list-style-type: none"> Book trainer and date Secure attendance of LPC councillors Invite members of other councillors at small cost 	MW All MW	Trainer £400 plus room and refreshments	5 November 2019
Ensure effective use of Speed Indicator Device	<ul style="list-style-type: none"> Identify more sites and produce rota Train more people to move SID 	SUS, GR & MW with DD	£500	Sites identified August 2019; training on-going
Promote community safety	<ul style="list-style-type: none"> Explore employing agency PCSO at peak times 	MW and CAW	Agency fees	June 2019
Generate income for Parish Council	<ul style="list-style-type: none"> Apply for grants where possible 	MW and CAW		Ongoing
Provide online access to LPC archives	<ul style="list-style-type: none"> Upload archived Council minutes 	CAW / volunteers	Nil	Ongoing

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
HR (Chris Willsher)				
Identify staffing structure and appointment procedure for Clerk	<ul style="list-style-type: none"> Draft procedure Agree procedure Appoint Responsible Finance Officer 	CAW, SUS & MW Full Council CAW, SUS & MW	Nil Nil Nil	Draft June 2019 Agreed July 2019 November 2019
Review Clerk's salary	<ul style="list-style-type: none"> Compare clerk's salary with other local authority posts Agree Clerk's salary 	CAW, SUS & MW Full Council	Nil £1800	Done June 2019 Done June 2019
Establish appraisal for Clerk	<ul style="list-style-type: none"> Agree and implement approach to appraisal 	CAW, SUS & MW	Nil	July 2019
OFFICE				
Reduce air pollution in Parish office	<ul style="list-style-type: none"> Ask landlord to replace door Purchase air purifier 	MW CAW	Nil £250	June 2019 Done June 2019
Complete statutory risk assessments	<ul style="list-style-type: none"> Undertake Fire Risk Assessment Implement Fire Risk Assessment 	GR GR, CAW, SUS, MW	Nil TBC	Done June 2019 July 2019
Identify permanent location for Parish Office	<ul style="list-style-type: none"> Continue exploring options, especially with current landlord and Community Centre 	CAW, SUS & MW	Nil	Ongoing
Secure reduction in non-domestic rates	<ul style="list-style-type: none"> Secure retrospective planning permission for office use Secure subsequent recalculation of rates 	MW CAW and MW	Nil Nil	Done June 2019 Ongoing
ALLOTMENTS (Adrian Wiltshire)				
Develop community orchard	<ul style="list-style-type: none"> Seek sponsors to plant trees 	CW	Nil	Ongoing
Generate income for Parish Council	<ul style="list-style-type: none"> Investigate allotment other charges elsewhere Consider increasing allotment charges 	MW and CAW Full Council	Nil TBC	August 2019 September 2019
AMENITIES (George Bisson)				
Ensure routine inspections/ monitoring of footpaths, hedgerows, seats and shelters	<ul style="list-style-type: none"> Produce list of areas to be covered Allocate areas to councillors for six-monthly checks Undertake inspections 	MW All All	Nil Nil Nil	Done June 2019 Done June 2019 June/July 2019
Erect bus shelter at Thatched Cottage, Southampton Road	<ul style="list-style-type: none"> Secure land registry Order and erect bus shelter 	MW/CAW, solicitors MW & contractors	Legal fees £20,000	Secured July 2019 Autumn 2019
CEMETERY (Adrian Wiltshire)				
Install toilet facilities in cemetery	<ul style="list-style-type: none"> Secure Diocese faculty permission Secure funding to build facility (Heritage Fund?) 	MW CAW and AW	Nil TBC	Done June 2019 Ongoing
Generate income for Parish Council	<ul style="list-style-type: none"> Investigate burial and other charges elsewhere Consider increasing cemetery charges 	MW and CAW Full Council	Nil TBC	Done June 2019 Agreed July 2019
Hold Cemetery Open Day	<ul style="list-style-type: none"> Incorporate within VE Day celebrations 	Name	Nil	May 2020

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
Create online index to graves	Create database Liaise with TLC re: online accessibility	CAW CAW and TLC	Nil Nil	July 2020 July 2020
RECREATION (Mark Rollé and Trevor Dunning)				
Improve Coles Mead Recreation Ground	<ul style="list-style-type: none"> Seek external funding to replace flooring and life-expired equipment Consider adding running/cycling circuit; partitioned area for dog walking/training; flower beds and duck pond; more fixed outdoor gym equipment; splash park; seat at Meadow End for quiet reflection Obtain quotes for work Investigate access from Fire Station side Consider employing play leaders during summer holiday 	MR/MW/CAW GR/MW/CAW MW MW MRMW/CAW	c. £150,000	Date Done June 2019 Refused June 2019 Done June 2019 Ongoing
Develop football ground site	<ul style="list-style-type: none"> Secure combined lease Identify agreed priorities Seek external funding 		Legal fee (£3K?) Nil TBC	June 2019 Autumn 2019 Winter 2019
Consider installing toddler's play equipment at Great Mead	<ul style="list-style-type: none"> Obtain quotes for work Consider proposal 	CAW/MW/GR Full Council	£25,000	Done June 2019 September 2019
ENVIRONMENT (Caroline Wilkins)				
Explore feasibility or creating orchard and wildflower meadow in Great Mead	<ul style="list-style-type: none"> Explore suitable trees/flowers Investigate required maintenance regime and cost Report back for decision 	CW CW and MW CW / Full Council	NFDC grant TBC	June 2019 June 2019 July 2019
Promote recycling	<ul style="list-style-type: none"> Install more recycling containers in Car Park 	CW	Nil	Ongoing
Reduce atmospheric pollution	<ul style="list-style-type: none"> Secure access to real-time data from air sensors Liaise with NFDC in drafting of 2019 Lyndhurst Plan Actively participate in Forum 	CAW All CW / Full Council	Nil TBC	Done June 2019 December 2019 December 2019
Develop traffic management plan with Minstead Parish Council	<ul style="list-style-type: none"> Attend joint working party meetings with Minstead Parish Council 	GB and CAW	Nil	Ongoing
COMMUNITY SAFETY (Fiona Green)				
Ensure effectiveness of Lyndhurst Neighbourhood Watch groups	<ul style="list-style-type: none"> Create Lyndhurst Neighbourhood Watch support group Recruit more road-based NHW groups Hold frequent meetings of Lyndhurst NHW group 	FG and NHW team All FG	Nil Nil Nil	Done June 2019 Ongoing Ongoing
YOUTH MATTERS (Fiona Green and Barbara Preddy)				
Consider provision of more activities	<ul style="list-style-type: none"> Undertake surveys of children and teenagers 	FG/BP	TBC	Ongoing

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
for children and young people	<ul style="list-style-type: none"> Report back to enable cost/feasibility study 	Full Council	TBC	Ongoing
COMMUNITY ENGAGEMENT (Brice Stratford)				
Organise village social event to mark VE Day	<ul style="list-style-type: none"> Create subgroup 	BS and all	TBC	
Create Pride of Lyndhurst Awards Scheme	<ul style="list-style-type: none"> Produce and agree proposal Publicise scheme Seek sponsorship Host event 	CAW; all CAW and MW MW; anyone Full Council	Nil Cost of fliers Room hire if not sponsored	Done June 2019
Develop Council website	<ul style="list-style-type: none"> Secure ability to edit/upload content ourselves Re-organise existing content Develop further pages and add new content Ensure compliancy with disability legislation 	MW CAW and MW CAW, MW and all MW / TLC Online	Nil Nil Nil Nil	Ongoing Ongoing Ongoing Summer 2020
Create Welcome Pack for visitors and new residents of Lyndhurst (could be online)	<ul style="list-style-type: none"> Find and Create content Create pack Update village walk leaflets and re-print 	MW and all MW and CAW GB	Nil if online; copying if not NFDC grant	Ongoing Ongoing Ongoing

LYNDHURST PARISH COUNCIL

Bank Reconciliation - 01.07.19 to 31.07.19	
Opening Balance - 01.07.19	127,757.23
New Income	3600.00
Sub-total	131357.23
Payments made	8025.61
Total	123331.62
Balance at 30.07.19	123331.62



Signed _____

Date _____

LYNDHURST PARISH COUNCIL

Bank Reconciliation - 01.08.19 to 31.08.19	
Opening Balance - 01.08.19	123,131.62
New Income	3187.05
Sub-total	126318.67
Payments made	7634.64
Total	118684.03
Balance at 30.08.19	118684.03



Signed _____

Date _____

Lyndhurst Parish Council Accounts Report

2019/20: August (Month 5)

BUDGET TO MONTH 3: JUNE 2019 % = 25%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 25	Budget vs. forecast
INCOME							
A0 - Reserves carried over	102,057.37	102,057.37	-	102,057.37	102,057.37	100.00 %	
A1 - HMRC VAT refund	4299.83	4299.83	-	4299.83	4299.83	100.00 %	
A1 - Precept	45,000.00	45,000.00	-	90,000.00	90,000.00	50.00 %	Second payment due in October
A2 - HCC Lengthsman scheme	1,100.00	1,000.00	(100.00)	1,000.00	1,000.00	110.00 %	Includes £100 payable to Clerk for administration
A3 - Burials & grave purchases	11,122.00	3,750.00	(7,372.00)	11,250.00	11,250.00	98.86 %	Income greater than expected
A4 - Allotment rents	42.00	500.00	458.00	2,000.00	2,000.00	2.10 %	
A5 - Calendar	1,000.00	1,000.00	-	1,000.00	1,000.00	100.00 %	Ineos grant for calendar
Total INCOME	164,621.20	157,607.20	(7,014.00)	211,607.20	211,607.20	77.80 %	above target
EXPENDITURE							
B Staffing Expenditure							
B1 - Clerk's salary	10,237.50	8,190.00	(2,047.50)	24,570.00	24,570.00	41.67 %	Expenditure greater than expected
B2 - Payroll costs	101.50	76.67	(24.83)	230.00	230.00	44.13 %	Expenditure as expected
B3 - Other Staff	-	-	-	-	-	0.00 %	
Total Staffing Expenditure	10,339.00	8,266.67	(2,072.33)	24,800.00	24,800.00	41.69 %	Overall on target
C Office Costs							
C1 - Landlord:	10,151.24	2,875.00	(7,276.24)	11,500.00	11,500.00	88.27 %	Expenditure as expected
C2- NFDC rates (office &	2,987.71	2,741.24	(246.47)	8,223.71	8,223.71	36.33 %	Expenditure as expected
C3 - Telephone	201.29	225.00	23.71	675.00	675.00	29.82 %	Expenditure as expected
C4 - Photocopier	307.16	153.33	(153.83)	460.00	460.00	66.77 %	Expenditure as expected
C5 - Window cleaning	274.00	159.33	(114.67)	478.00	478.00	57.32 %	Expenditure as expected
Total Office Expenditure	13,921.40	6,153.90	(7,767.50)	21,336.71	21,336.71	65.25 %	
D Central Costs							

D1 - HALC - Fee/NALC Levy	712.00	712.00	-	712.00	712.00	100.00 %	<i>Expenditure as expected</i>
D2- LCDA room hire, adverts, etc	486.25	500.00	13.75	1,500.00	1,500.00	32.42 %	<i>Expenditure as expected</i>
D3 - Lengthsman	300.00	666.67	366.67	2,000.00	2,000.00	15.00 %	<i>£1K funded by HCC grant</i>
D4 - MINT Services VAT	2,501.54	2,333.33	(168.21)	7,000.00	7,000.00	35.74 %	
D5 - Miscellaneous	2,124.81	3,333.33	1,208.52	10,000.00	10,000.00	21.25 %	<i>Internal audit and support for planning applic</i>
Total Central Expenditure	6,124.60	7,545.33	1,420.73	21,212.00	21,212.00	28.87 %	
E Cemetery Costs							
E1 - Utilities	188.19	225.00	36.81	900.00	900.00	20.91 %	<i>Expenditure as expected</i>
E2- Grounds maintenance	8,435.77	6,333.33	(2,102.44)	19,000.00	19,000.00	44.40 %	<i>Burial costs difficult to predict; costs largely covered by income</i>
Total Cemetery Expenditure	8,623.96	6,558.33	(2,065.63)	19,900.00	19,900.00	43.34 %	
F Allotment Costs							
F1 - Utilities	161.18	300.00	138.82	900.00	900.00	17.91 %	<i>Expenditure as expected</i>
F2- Grounds maintenance	1,125.00	833.33	(291.67)	2,500.00	2,500.00	45.00 %	
Total Allotments Expenditure	1,286.18	1,133.33	(152.85)	3,400.00	3,400.00	37.83 %	
G Recreation Costs							
G1 - Forestry Commission: rent	325.00	162.50	(162.50)	650.00	650.00	50.00 %	<i>Expenditure as expected</i>
G2- Grounds maintenance	2,368.33	3,500.00	1,131.67	10,500.00	10,500.00	22.56 %	
Total Recreation Expenditure	2,693.33	3,662.50	969.17	11,150.00	11,150.00	24.16 %	
H Amenities Costs							
H1 - Grounds maintenance	290.00	666.67	376.67	2,000.00	2,000.00	14.50 %	<i>Expenditure as expected</i>
H2- Village Walks	54.00	50.00	(4.00)	200.00	200.00	27.00 %	
Total Amenities Expenditure	344.00	716.67	372.67	2,200.00	2,200.00	15.64 %	
Total EXPENDITURE	43,332.47	34,036.74	(9,295.73)	103,998.71	103,998.71	41.67 %	
Expenditure - Income (excl. carry forward)				(5,551.12)	(5,551.12)		

LYNDHURST PARISH COUNCIL

MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

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These Financial Regulations were adopted by the council at its meeting held on 10 September 2019.

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 RFO shall be sufficient to show and explain the council's transactions and to enable the 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 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 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 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 [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance Committee.

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 Parish Council shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to a full council meeting not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than October 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 by the council.

3.3. The council shall consider 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.

3.4. 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.

3.5. 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 £500;
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the 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. The RFO will inform committees of any changes impacting on their budget requirement 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 £500. The Clerk 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 with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

4.9. Changes in earmarked reserves shall be approved by 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. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

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.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and 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 the next scheduled Meeting of 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;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or

c) fund transfers within the councils banking arrangements 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].

5.6. For each financial year the Clerk and 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 appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by three members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised 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.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

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, or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council and by the Clerk, in accordance with a resolution instructing that payment. 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. Cheques or orders for payment shall not normally be presented for signature other than at a council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. 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 and the clerk and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by three members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. 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 three authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. 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.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has

been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. 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.

6.13. 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.

6.14. 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.

6.15. 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.

6.16. 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.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two Councillors and the Clerk/RFO. A programme of regular checks of standing data with suppliers will be followed.

6.18. 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 £500 unless authorised by council or finance committee in writing before any order is placed.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

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, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

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 confidential cash book. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) 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 affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The 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 (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. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. 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.

8.5. 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.

8.6. All investments of money under the control of the council shall be in the name of the council.

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

8.8. 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 RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

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

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least twice a year, one of which should coincide with the financial year end.

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

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

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 legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); 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.

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 (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders (No 18 Financial Controls and Procurement) 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 or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£1000] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

j) Should it occur that the council, 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

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

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

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

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

14.2. 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.

14.3. 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).

14.4. 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).

14.5. 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.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

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

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

15.5. All appropriate 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.

16. Risk management

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

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 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.

Lyndhurst Parish Council
PROPOSAL TO SPLIT ROLES OF PARISH CLERK
AND RESPONSIBLE FINANCIAL OFFICER

1 Existing structure

- 1.1 One Parish Clerk employed for 25 hours per week.

2 Proposed structure

- 2.1 Reduce Parish Clerk's hours to 20 hours per week.
- 2.2 Create separate post as Responsible Financial Officer (RFO) at 5 hours per week at £18 per hour.

3 Recruitment Process

- 3.1 Advertise via next edition of "What's On" (October).
- 3.2 Closing date of 31 October.
- 3.3 A brief outline of all applications to be shared with Parish Council at the November meeting; all Members invited to comment. Full details of applicants can be viewed at the Parish Council offices at 13 High Street, Lyndhurst but will not be copied.
- 3.4 Panel to meet in November to shortlist, interviews in late November / early December.
- 3.5 Interviews to take place as soon as possible thereafter.
- 3.6 Shortlisting/Interview Panel Chairman, plus two others, to include Parish Clerk in advisory, non-voting capacity. Additional panel member should be female.
- 3.7 Job Description and Person Specification attached.

Lyndhurst Parish Council

JOB DESCRIPTION FOR RESPONSIBLE FINANCIAL OFFICER

Under section 151 of the Local Government Act 1972 be the Council's designated Responsible Financial Officer and carry out the following duties.

The Role

- 1 The Responsible Financial Officer (RFO) will
 - a) Manage and administer the Council's financial affairs in accordance with the Accounts and Audit regulations 1996.
 - b) Advise Members on matters relating to the budget, income and expenditure. To include procedures, method and protocol.
 - c) Manage and administer the Council's asset register.

Responsibilities

- 1 To effectively manage and monitor the Council's finances and to advise the Council on its financial strategy and policies, to include investment, cash flow and bank transfers.
- 2 In conjunction with the Clerk, to prepare and advise on the annual estimates of income and expenditure for preparation of the budget.
- 3 To provide Council with regular monitoring statements of income and expenditure incurred under each budget code of the approved annual revenue and capital budgets.
- 4 To review and ensure compliance with the Council's Financial Regulations and recommend any necessary amendments to the Finance Committee. To attend such committee or other as may prove necessary.
- 5 To produce and publish the annual "Statement of Accounts" in accordance with the requirements of the Accounts and Audit Regulations 1996 for larger councils.
- 6 To manage staff payroll and the Local Government Pension Scheme and ensure members are paid by the allotted time according to their contracts.
- 7 To complete all statutory and financial returns including PAYE, NI, VAT, Pension Scheme and Charity returns.
- 8 To maintain a cost centre-based accounting system.
- 9 To manage insurance risk, process claims as necessary and maintain the property and asset register and report annually to the Finance Committee on insurance risk covered.
- 10 To carry out all necessary reports to the Council for consideration.
- 11 To take responsibility for submission of quarterly VAT returns and to deal with VAT inspections
- 12 To comply with the Council's Health and Safety policy at all times.
- 13 To liaise with auditors, banks, HMRC.
- 14 To monitor and collect overdue debtor fees and charges.
- 15 To monitor and pay creditors and suppliers within agreed timetable.
- 16 To submit bids to individuals and organisations for funding to support Council projects and initiatives.
- 17 To attend meetings of the Parish Council as an Officer, without voting rights, reporting to the Parish Council Chairman as necessary.
- 18 To undertake any other duties that may be required by Clerk from time to time appropriate to the grade and designation of the post.

Lyndhurst Parish Council

PERSON SPECIFICATION FOR RESPONSIBLE FINANCIAL OFFICER

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE Level or equivalent with minimum of English and Maths GCSE (Grade C) • Specific qualification in accountancy or financial management 	
Related Experience	<ul style="list-style-type: none"> • Administration and office experience • Evidence of working in a financial environment and of budget management • Evidence of processing of financial system transactions • Experience of working on own initiative and as part of a team • Maintenance of financial records and accounts • Knowledge of bookkeeping 	<ul style="list-style-type: none"> • Experience of attending meetings and minute taking. • Employment in public sector.
Skills and Abilities	<ul style="list-style-type: none"> • Excellent administrative and organisational skills • Accurate writing and numeracy abilities • Fully competent with Microsoft Word, Excel and PowerPoint 	<ul style="list-style-type: none"> •
Other Requirements	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Able to use initiative, prioritise work and be flexible with duties • Methodical and thorough approach • Friendly and positive outlook • Reliable and punctual • Flexible 	<ul style="list-style-type: none"> •