

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD BY ZOOM ON TUESDAY 24 NOVEMBER 2020
AT 7.15 PM

Present: Councillors G Reeve (Chairman), G Bisson, T Dunning, B Preddy, C Read and Chairman of the Council C Willsher (in an ex officio capacity).

In Attendance: Mrs M Weston, Clerk to the Council

1. Public Participation other than regarding planning applications on the Agenda

None.

2. Apologies for Absence

An apology for absence due to ill health was received from the Vice Chairman S Se-Upara. An apology for absence was not received from Councillor Stratford.

3. Declarations of Interest

None.

4. Minutes of the Previous Meeting:

RESOLVED: That the minutes of the meeting held on 27 October are approved as a true and accurate record.

5. Matters Arising

NFNPA Status

[Application 00804](#) – Ormonde House Hotel, Southampton Road
Retention of shed

No decision

[Application No 00596](#) – Forest Gate, Westwood Road
Single storey extension

Granted

[Application No 00641](#) – 95 The Meadows
Two storey side extension incorporating garage; demolition of existing attached garage

Granted

[Application No 00616](#) – 58 Wellands Road
Single storey side and rear extensions; decking; pergola (demolition of existing Conservatory)

Granted

[Application No 00682](#) – Brambles, Chapel Lane
Single storey extension to outbuilding

No decision

[Application No 00710](#) - 8 Haskells Close
First floor extension; single storey extension; external staircase; low level chimney; entrance canopy

No decision

[Application No 00721](#) – Lyndhurst Park Hotel, 78 High Street
Application for screening opinion under Town and Country Planning (Environmental Impact Assessment) Regulation 20 redevelopment of hotel to mixed use scheme of 79 dwellings and 3 commercial (Use Class E) units

No decision

6. Planning Applications considered by the Planning Committee

[Application No 00778 - Magnolias, Elcombes Close](#)

Single storey extension; attached car port and garden store; alterations to doors and windows; front porch; terrace; driveway alterations

RESOLVED: To recommend that permission be granted provided the conditions in the Tree Officer's report were adhered to. It was noted that the application complies with Policies SP17, DP2 and DP36 in that there would be no detrimental effect to the street scene or neighbouring properties. It was noted that the roof tiles would be changed to clay tiles. The need for two entrances was questioned although this was considered appropriate in view of the roadside parking issues.

[Application No 00780 – Land r/o 25-27 High Street](#)

Retention of replacement outbuilding

Councillor Dunning declared an interest in this application and took no part in the discussion or the recommendation making process.

RESOLVED: To recommend that permission be refused but to leave the decision to the NFNPA Officers under delegated powers. The building was felt, at 3M to be high for an ancillary building and consequently not an incidental use to the dwelling. It was not considered to be proportionate to the area or the dwelling and therefore does not comply with DP37.

[Application No 00783 – Matley Cottage, Beaulieu Road](#)

Erection of replacement dwelling; landscaping; replacement sewage treatment plant; demolition of existing building; removal of artificial features

RESOLVED: To recommend that permission be granted. The application complies with DP35 in that, although originally built as a small dwelling, the roof space has been used as habitable floor space and a conservatory has been added since the original permission was granted. It is considered important to encourage sustainability and innovation and the proposals are considered sympathetic to the plot and surrounding forest.

[Application No 00785 – Weavers Cottage, Emery Down](#)

Replacement storage building (demolition of existing)

It was considered that the Green Notice had not be displayed in an appropriate and visible position although the applicant had indicated that this was the position instructed by the Planning Officer.

RESOLVED: To recommend that permission be refused. There had been seven objections to the application on the date of the meeting. It was considered that the application did not comply with DP2 (general development principles), SP7 in that it was too large for the location, SP17 (affecting local distinctiveness), DP18 as the design and size were considered inappropriate, DP51 as the land was insufficient and the gradient too steep for recreational horse keeping and DP52 whereby a smaller, open sided field shelter would be more appropriate. In order to keep agricultural animals consideration would need to be given to a smaller shed/shelter and provision of water/disposal of effluent.

It was noted that several concrete pads had been added in recent years and the Parish Council would like to see these removed and plans submitted for a smaller shed, of similar size to the existing outbuilding.

7. Tree Work Applications lodged since the date of the last meeting:

Application No CONS/20/0645 – Beechen House, Goose Green

Lime – pollard; Holm Oak – prune; Beech – prune; Sycamore – fell

Application No TPO/20/0644 – The Oak Inn, Pinkney Lane, Bank

Yew - fell

8. Tree work applications decided since the date of the last meeting:

Application No CONS/20/0560 – Yew Tree Cottage, Pinkney Lane, Bank

Eucalyptus – prune

Raise no objections

Application No CONS/20/0551 – 22 Princes Crescent

Leyland Cypress = fell; Leyland Cypress – prune

Raise no objections

Application No CONS/20/0548 – The Old Lodge, Chapel Lane

Beech – prune

Raise no objections

9. Date of next meeting

15 December 2020.

The Planning Committee Chairman indicated that it was likely that the new application for the former Lyndhurst Park Hotel was likely to have been registered by this date.

RESOLVED: That an Extraordinary Parish Council meeting be held to which all Councillors would be invited to attend and participate. The monthly Planning Committee meeting would also be held on the same evening.

In the absence of any other business the Planning Committee Chairman thanked those present for attending and closed the meeting.

Chairman _____

Date _____

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD BY ZOOM ON TUESDAY 15 DECEMBER 2020
AT 7.15 PM

Present: Councillors G Reeve (Chairman), G Bisson, T Dunning, B Preddy, C Read, Se-Upara, Stratford and Chairman of the Council C Willsher (in an ex officio capacity).

In Attendance: Mrs M Weston, Clerk to the Council

1. Public Participation other than regarding planning applications on the Agenda

None.

2. Apologies for Absence

None – All present.

3. Declarations of Interest

Councillor Read declared an interest in Agenda Item 6, Application No 00846 and took not part in the discussion or making a decision.

4. Minutes of the Previous Meeting:

RESOLVED: That the minutes of the meeting held on 24 November are approved as a true and accurate record with additional information regarding Application No 00785 that it be noted that the Green Notice had in fact been displayed at the entrance to the paddock area and, although not visible from the road – only the open Forest at the rear of the property – could be considered to be correct.

5. Matters Arising

NFNPA Status

[Application 00804](#) – Ormonde House Hotel, Southampton Road
Retention of shed

No decision

[Application No 00682](#) – Brambles, Chapel Lane
Single storey extension to outbuilding

Granted

[Application No 00710](#) - 8 Haskells Close
First floor extension; single storey extension; external staircase; low level chimney; entrance canopy

Granted

[Application No 00721](#) – Lyndhurst Park Hotel, 78 High Street
Application for screening opinion under Town and Country Planning (Environmental Impact Assessment) Regulation 20 redevelopment of hotel to mixed use scheme of 79 dwellings and 3 commercial (Use Class E) units

No decision

[Application No 00778](#) - Magnolias, Elcombes Close
Single storey extension; attached car port and garden store; alterations to doors and windows; front porch; terrace; driveway alterations

No decision

[Application No 00780](#) – Land r/o 25-27 High Street
Retention of replacement outbuilding

No decision

[Application No 00783 – Matley Cottage, Beaulieu Road](#) No decision
Erection of replacement dwelling; landscaping; replacement sewage treatment plant;
demolition of existing building; removal of artificial features

[Application No 00785 – Weavers Cottage, Emery Down](#) No decision
Replacement storage building (demolition of existing)

6. Planning Applications considered by the Planning Committee

[Application No 00795 – 12 Haskells Close](#)
Single storey rear extension

RESOLVED: To recommend that permission be granted (unanimous). The existing property is not a small dwelling and lies within the village envelope. There would be no adverse effect on the street scene or neighbouring properties and the proposals are in keeping with the existing property.

[Application No 00840 – Budgens Supermarket, 43-47 High Street](#)
Alterations to shop front

RESOLVED: To recommend that permission be granted (7:1). General agreement that this would enhance the front of the building street scene in the High Street in the Conservation Area where there were also historic buildings. It was considered that there would not be an impact on the amenities of neighbouring properties.

[Application No 00841 – Budgens Supermarket, 43-47 High Street](#)
Installation of ATM bollards and associated structures within existing shopfront

RESOLVED: To recommend that permission be granted (7:1). It was noted that the application lay in a Conservation Area. The need for a further ATM (albeit externally) was questioned although it was mainly considered to be appropriate. The removal of the trolley park was commended.

[Application No 00842 – Budgens Supermarket, 43 – 47 High Street](#)
Alteration to rear of unit

RESOLVED: To recommend that permission be granted (5:3). Concern was expressed at the loss of the rear entrance although it was noted that it had previously led to shoplifting. It was felt that the car parking area should remain with at least one disabled parking bay although the pedestrian route to the shop entrance would now be much longer.

[Application No 00843 – Budgens Supermarket, 43 – 47 High Street](#)
Installation of plant, enclosure, air conditioning units and barrier to rear of existing unit.

RESOLVED: To recommend that permission be granted (4:4 with Chairman using his casting vote in favour). It was felt that the air conditioning should be fenced and there was some concern regarding the barrier.

[Application No 00845 – Bracken Cottage, Allum Green](#)
Replacement conservatory

RESOLVED: To recommend that permission be granted (unanimous). The proposals replace an existing conservatory and will enhance the existing property and have no detrimental effect on the area.

Application No 00846 – 11 Cedar Mount

Erection of 1no additional dwelling; associated hardstanding and landscaping; removal of conservatory from existing dwelling

RESOLVED: To recommend that permission be granted (5:2, one abstention). The Committee recommended that permitted development rights be removed from both properties (if granted) and that existing trees remain protected. The proposals do not lie within a Conservation Area and will not have a major impact of existing properties or the street scene but will provide another small property.

Application No 00865 – 25 Northerwood Avenue

Ancillary outbuilding

RESOLVED: To recommend that permission be refused (unanimous). The proposals lie outside the village envelope and are non compliant as they are not subservient with the existing house. They are not considered incidental to the main house and are non compliant as they provide habitable accommodation

7. Tree Work Applications lodged since the date of the last meeting:

Application No CONS/20/0687 – 26 Queens Road

Ornamental apple crab tree – fell

Application No CONS/20/0691 – Springwood, Emery Down

Ash – fell; Laburnum – fell; Rowan – fell

8. Tree applications decided since the date of the last meeting:

Application No TPO/20/0604 – 8 Cedar Mount

Pine – fell

Permission granted

Application No TPO/20/0605 – 9 Cedar Mount

Pine – fell

Permission granted

9. Date of next meeting

26 January 2021.

It was noted that the Planning Application relating to the former Lyndhurst Park Hotel had been registered but was not yet available for consideration by the Committee at today's date.

In the absence of any other business the Planning Committee Chairman thanked those present for attending and closed the meeting.

Chairman _____

Date _____

Lyndhurst Parish Council Monthly Budget Report - December 2020/21

BUDGET TO MONTH 9 % = 75%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 75	Budget vs. forecast
INCOME							
A0 - Reserves carried over	118,434.75	118,434.75	-	118,434.75	118,434.75	100.00 %	
A1 - HMRC VAT refund	4,176.14	4,000.00	(176.14)	8,000.00	18,000.00	23.20 %	Based on 19-20 will claim October & March & 1 x large project
A2 - Precept	100,000.00	100,000.00	-	100,000.00	100,000.00	100.00 %	April and October
A3 - HCC Lengthsman scheme	1,100.00	1,100.00	-	1,000.00	1,100.00	100.00 %	matched funding
A4 - Burials & grave purchases	20,469.10	18,750.00	(1,719.10)	23,000.00	25,000.00	81.88 %	Estimate
A5 - Allotment rents	3,394.50	3,890.00	495.50	2,500.00	3,890.00	87.26 %	Updated prices - due October - payments outstanding
A6 - Admin income	1,274.00	1,166.00	(108.00)	4,300.00	27,000.00	4.72 %	Calendar sales; £25K grant from INEOS for office modifications; remove picnic on pitch grant
Total INCOME	248,848.49	247,340.75	(1,507.74)	257,234.75	293,424.75	84.81 %	£36K increase - £25K grant for capital project + VAT reclaim + increase in allotment rent less picnic on pitch income; greater burial income
EXPENDITURE							
B Admin Costs							
B1 - HALC - Fee/NALC Levy	746.14	750.00	3.86	750.00	750.00	99.49 %	Due May 2020 annual payment
B2 - LCDA room hire, adverts, etc	240.00	300.00	60.00	1,600.00	400.00	60.00 %	Lockdown - no bookings
B3 - Lengthsman	320.00	750.00	430.00	2,000.00	1,000.00	32.00 %	£1K funded by HCC grant
B4 - Payroll costs	18,596.66	18,750.00	153.34	25,000.00	25,000.00	74.39 %	Up to date
B5 - Grant allocations	-	-	-	2,500.00	27,500.00	0.00 %	donations for local causes; office modifications £25K
B6 - Office costs	16,185.33	14,625.00	(1,560.33)	18,595.00	19,500.00	83.00 %	costs of running the office - additional cleaning costs; new IT Contract
B7 - Misc/Expenses/HMRC/Audit	10,403.04	12,000.00	1,596.96	16,600.00	16,000.00	65.02 %	HMRC payment x 4; audit charges due Spring 21
Total Admin Expenditure	46,491.17	47,175.00	683.83	67,045.00	90,150.00	51.57 %	office costs (1K), one off grant (£25K), savings on lengthsman, Misc & room hire (£3K) - £23K
C Cemetery Costs							
C1 - Electricity	1,140.78	1,087.50	(53.28)	750.00	1,450.00	78.67 %	Electricity - high due to actual reading
C2 - Grounds maintenance	12,806.00	14,250.00	1,444.00	21,000.00	19,000.00	67.40 %	Mint Gardens Limited includes increase to £20 ph - slightly lower than prior year
C3 - NFDC rates	1,981.24	1,980.00	(1.24)	2,125.00	2,640.00	75.05 %	includes 3% increase - actual rates now received - revised forecast

C4 - Miscellaneous	640.00	408.00	(232.00)	2,000.00	15,000.00	4.27 %	Flowers, chapel painting, lychgate, benches (£5.5K); glass window £4K; toilet £5K, cemetery gate repairs £500
Total Cemetery Expenditure	16,568.02	17,725.50	1,157.48	25,875.00	38,090.00	43.50 %	£700 inc electricity, £2K savings grnds maint, £500 inc, rates, £13K inc. capital projects - Overall £12K increase

BUDGET TO MONTH 9 % = 75%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 75	Budget vs. forecast
EXPENDITURE							
D Allotment Costs							
D1 - Utilities	701.97	600.00	(101.97)	520.00	800.00	87.75 %	water costs
D2- Grounds maintenance	3,220.56	2,775.00	(445.56)	3,200.00	3,700.00	87.04 %	Mint Gardens including lengthsman - additional cost incurred clearing area
D3 - Miscellaneous	681.33	750.00	68.67	550.00	1,000.00	68.13 %	ie Ground rent,
Total Allotments Expenditure	4,603.86	4,125.00	(478.86)	4,270.00	5,500.00	83.71 %	£1300 increase due to water charges, plot clearance & plumbing repairs
E Recreation Costs							
E1 - Forestry Commission rent	693.00	650.00	(43.00)	650.00	650.00	106.62 %	uplift in rent
E2- Grounds maintenance	2,840.00	4,500.00	1,660.00	7,000.00	6,000.00	47.33 %	
E3 - Miscellaneous	100.00	262.50	162.50	350.00	350.00	28.57 %	annual inspections
E4 - Playground	-	-	-	27,000.00	52,000.00	0.00 %	One off payment for Coles Mead playground - take from reserves
E5 - Football ground	1,300.00	1,300.00	-	6,000.00	6,000.00	21.67 %	Legal costs and fencing
Total Recreation Expenditure	4,933.00	6,712.50	1,779.50	41,000.00	65,000.00	7.59 %	£1K saving on grnds maint, £25K extra for Coles Mead capital project,
F Amenities Costs							
F1 - Grounds maintenance	1,725.20	2,250.00	524.80	3,520.00	3,000.00	57.51 %	Mint Gardens Limited includes increase to £20 ph
F2- Village Walks	-	150.00	150.00	200.00	200.00	0.00 %	
F3 - NFDC dog bins	626.28	465.00	(161.28)	620.00	620.00	101.01 %	
F4 - Miscellaneous	3,286.00	4,875.00	1,589.00	500.00	6,500.00	50.55 %	Increase forecast for tree works; footpath at Emery Down; £500 wildflower meadows

Total Amenities Expenditure	5,637.48	7,740.00	2,102.52	4,840.00	10,320.00	54.63 %	<i>Extra £5.5K for tree works, footpath & wildflower meadow</i>
G - VAT to be reclaimed	5,489.09			-	18,000.00		
Total VAT	5,489.09				18,000.00		<i>based on one large project tbc</i>
Total EXPENDITURE	83,722.62	83,478.00	(244.62)	143,030.00	227,060.00	36.87 %	
Surplus balance				114,204.75	66,364.75		

Lyndhurst Parish Council Nov/Dec 2020 payments approved January 2021			
Includes on line payments via bank and cheques			
Accounts due for payment	Amount	VAT	Total
ADH Window Cleaning			
Window cleaning services Feb 2020	£ 66.00	£ -	£ 66.00
Mint Gardens Limited			
Garden services October	£ 1,860.56	£ 372.11	£ 2,232.67
Lyndhurst Community Centre			
Hall hire October 2020	£ 50.00		£ 50.00
Lyndhurst Village Decorations			
Contribution to xmas decorations	£ 60.00		£ 60.00
Digitoolbox Limited			
IT migration and monthly service contract	£ 136.00	£ 27.20	£ 163.20
PKF Littlejohn			
Audit costs for 2019-20	£ 400.00	£ 80.00	£ 480.00
M C Whelan			
Office cleaning 14/28 Oct & 4 Nov	£ 76.00	£ -	£ 76.00
M Weston			
Expenses - zoom licence & stamps	£ 124.10		£ 124.10
ClIr G Reeve			
Reimbursement for window film for post office	£ 54.30		£ 54.30
Forestry England			
Rent Uplift following review	£ 43.00		£ 43.00
M C Whelan			
Office cleaning 18.11.20	£ 30.00		£ 30.00
TLC Online			
Website maintenance Sept - Nov 2020	£ 100.00		£ 100.00
ADH Window Cleaning			
8 & 22 October window clean	£ 16.00		£ 16.00
November Sals			
M Weston	£ 1,736.88		£ 1,736.88
C Gibbs	£ 321.97		£ 321.97
NFDC			
GIS mapping	£ 104.17	£ 20.83	£ 125.00
NFDC			
Grounds Maintenance	£ 385.20		£ 385.20
M C Whelan			
Office cleaning 1.12.2020	£ 30.00		£ 30.00
Lyndhurst Community Centre			
Whats on booklet	£ 24.00		£ 24.00
G Reeve			
Reimbursement for councillor badges	£ 117.15	£ 23.43	£ 140.58

Mint Gardens Limited			
November garden maintenance	£ 2,330.00	£ 466.00	£ 2,796.00
RTS Fencing			
Bench works	£ 100.00	£ 20.00	£ 120.00
WEL Medical			
IPAD batteries	£ 152.00	£ 30.40	£ 182.40
Digitoolbox Limited			
IT monthly service contract	£ 51.00	£ 10.20	£ 61.20
Viking			
Office stationery	£ 60.83	£ 12.16	£ 72.99
Lyndhurst Community Centre			
Hall hire 22.9.2020	£ 25.00		£ 25.00
NFDC			
Dog bins	£ 313.14	£ 62.63	£ 375.77
M C Whelan			
Office cleaning 16.12	£ 30.00	£ -	£ 30.00
RTS Fencing			
Installatiion of new fence	£ 100.00	£ 20.00	£ 120.00
December Payroll			
M Weston	£ 1,736.68	£ -	£ 1,736.68
C Gibbs	£ 322.17	£ -	£ 322.17
Royal Mail			
1st class stamps	£ 19.69		£ 19.69
TOTALS	£ 10,975.84	£ 1,144.96	£ 12,120.80

LYNDHURST PARISH COUNCIL

Bank Reconciliation - 01.12.2020 - 31.12.2020	
Opening Balance - 01.12.2020	£ 170,587.27
New Income	£ 2,309.00
Sub-total	£ 172,896.27
Payments made	£ 7,695.40
Total	£ 165,200.87
Balance at 31.12.2020	£ 165,200.87



Lyndhurst Parish Council Records Retention Policy

Lyndhurst Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationship with existing policies
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Lyndhurst Parish Council while carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Lyndhurst Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Lyndhurst Parish Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

Lyndhurst Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Lyndhurst Parish Council's records management guidelines.

Relationship with existing policies

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection Policy/Publication Scheme

and with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The retention schedule refers to records regardless of the media in which they are stored.

Records	Retention period	Action	Reason
Administrative			
Signed council and committee minutes	Permanent: consider transfer to HCC archives after 20 years	Preserve	Common practice
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas	Until there is no longer an administrative requirement	Destroy	Operational
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement; destroy reports if copies are included with signed minutes	Review	Common practice
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Policy documents	Until there is no longer an administrative requirement	Review	Operational
Title deeds	Consider transfer to HCC archives once inactive	Preserve	Common practice
Maps, plans, & surveys of Council-owned property	Consider transfer to HCC archives once inactive	Preserve	Common practice
General correspondence	6 years after correspondence ends	Destroy	Operational
Complaints	6 years after resolution of complaint	Destroy	Operational
Information Requests	6 years after resolution of request	Destroy	Operational
Village/parish plans, projects and supporting papers	Until there is no longer an administrative requirement	Review	Operational
Leases, agreements, and contracts	Until there is no longer an administrative requirement	Review	Operational

Records	Retention period	Action	Reason
Parish council newsletter and publications	Retain one copy for archive	Preserve	Common practice
Newsletter mailing list	Retain until consent withdrawn or not provided after review	Destroy	Operational
Quotations and tenders (successful)	6 years after contract ends	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine internal correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scale of fees and charges	Until superseded by new charges	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Risk assessments	Once superseded by a new risk assessment or inactive	Destroy	Operational
Personnel files	6 years after termination of service	Destroy	Risk of investigation regarding any future litigation
Personnel files – annual leave	2 years	Destroy	Operational
Recruitment data -- successful	Add to personnel file	Destroy with personnel file	Equalities Act
Recruitment data -- unsuccessful	6 months after recruitment finalised plus current year	Destroy	Equalities Act
Financial			
Receipt and payment books	Transfer to HRO once they become inactive	Preserve	Council financial regulations
Rate books	Transfer to HRO	Preserve	Common practice
Annual audited accounts	6 years	Destroy, but preserve if the receipt and payment books have not survived	Council financial regulations

Records	Retention period	Action	Reason
Accounts and statements	6 years	Destroy	Council financial regulations
Cash and petty cash books and rent books	6 years	Destroy	Council financial regulations
Receipt books of all kinds	6 years	Destroy	Council financial regulations
Bank statements including deposit / saving accounts	6 years	Destroy	Council financial regulations
Bank paying-in books	Last completed Audit year	Destroy	Council financial regulations
Cheque book stubs	Last completed Audit year	Destroy	Council financial regulations
Paid invoices	6 years	Destroy	Council financial regulations
Paid cheques	6 years	Destroy	Council financial regulations
VAT records	6 years	Destroy	VAT Act 1994
VAT claims	6 years	Destroy	VAT Act 1994
Time sheets	Last completed Audit year	Destroy	Council financial regulations
Salary payments	12 years	Destroy	Statute of Limitation
Members' allowances register	6 years	Destroy	Statute of Limitation
Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued	6 years	Review with the view to destroy	Council financial regulations
Miscellaneous			
Community magazines or newsletters (not created by the parish council)	Until there is no longer an administrative requirement	Review	Operational
Press cuttings book	Until there is no longer an administrative requirement	Review	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational

Records	Retention period	Action	Reason
Any records predating the establishment of Parish Councils (1894) eg burial board, fire brigade, etc	Consider transfer to HRO	Preserve	Common practice
Reports, guides, handbooks etc received from other organisations	Until there is no longer an administrative requirement	Review	Operational



Draft Reserves Policy

1 Purpose

- 1.1 Lyndhurst Parish Council is required to maintain adequate financial reserves to meet its needs. The purpose of this policy is to set out how the Council will determine and review the level of General Reserves. The Council's General Reserves is where all the revenue income and expenditure of the Council is accounted for. It does not include specific funds earmarked for long term projects.
- 1.2 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are key protocols for their establishment and use.

2 Types of reserves

General Reserves

- 2.1 Reserves can be categorised as general (e.g. held to cushion the impact of uneven cash flows or unexpected events) or earmarked (held for a specific purpose).

Earmarked Reserves

- 2.2 Earmarked reserves are held for five main reasons:
 - **Renewals** – to enable Council to plan and finance an effective programme of vehicle and equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
 - **Carry forward of underspend** - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
 - **Trading accounts** – In some instances, surpluses are retained for future investment.
 - **Insurance reserve** – to meet the estimate of future claims to enable the Council to meet the excesses not covered by insurance.
 - Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.
- 2.3 General reserves or working balances are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of significant pressures, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

3 Earmarked reserves

- 3.1 The Governance and Accountability Practitioners' Guide (2018) sets out guidance and audit considerations for Town & Parish Councils.
- 3.2 Earmarked reserves will be established on a "needs" basis, in line with planned or anticipated requirements.

- 3.3 As outlined in the regulations, any decision to set up a reserve must be given by the Council.
- 3.4 Expenditure from reserves can only be authorised by the Council.
- 3.5 If reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.
- 3.6 All earmarked reserves will be recorded on a schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held.
- 3.7 Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

4 Working balances

- 4.1 The level of general reserves or working balances is a matter of judgement. It is the view of Lyndhurst Parish Council that the general reserves should be enough to cover the following costs for at least 12 months:
 - a) all salary costs (including on-costs);
 - b) all rent, rates and utilities costs;
- 4.2 The primary means of building working balances will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.
- 4.3 If, in extreme circumstances, general reserves were exhausted due to unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short-term resources.

5 Opportunity cost of holding reserves

- 5.1 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.
- 5.2 However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else.
- 5.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

6 Governance concerning the Balances and Reserves

- 6.1 Earmarked reserves will be established on a "needs" basis, in line with planned or anticipated requirements.
- 6.2 Lyndhurst Parish Council will review the Reserves Policy as part of the review of Financial Regulations (Section 18) and reported to the Parish Council as part of the budget-setting process.
- 6.3 The Council will have the opportunity to review the levels of Earmarked Reserves held in accordance with the Parish Council's Financial Regulations and make recommendations for the creation of additional Earmarked Reserves as part of the annual budgeting process.
- 6.4 The Council will be required to identify the following when making recommendations for each reserve:
 - The reason for/purpose of the reserve

- How and when the reserve can be used
- Procedures for the reserve's management and control
- A process and timescales for review of the reserve to ensure continuing relevance and adequacy

6.5 General Reserve balances will be reviewed annually. The minimum sum to be held in the Council's General Reserve for the 2020/21 financial year will be £60,000.

Total reserves at 31.3.2020	£118,435.00
Earmarked Reserves within budget 2020/21	£ 6,720.00 (for treeworks)
Committed reserves for capital projects during 2020/21	£ 52,000.00 (for works to recreation ground)
Total earmarked or committed funds	£ 58,720.00
Projected reserves within 2020-21 financial year	£ 59,715.00 (<i>note other reserves are forecast within the financial year</i>)

LYNDHURST PARISH COUNCIL

FINANCIAL REGULATIONS 2020/21

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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. **These regulations will be reviewed annually.**

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 RFO (RFO) holds a statutory office to be appointed by the council. **The current postholder is not the clerk and was appointed by the council in January 2020.**

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 monthly basis the chair shall 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.

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 approve payments made by a resolution of the council. **The approved schedule shall subsequently be checked against invoices paid and initialled by the Chair and the Clerk after approval at the meeting.** A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which the payments were approved. 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, in a timely manner.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items prior to the next Parish Council meeting to ensure there is no delay of payments to suppliers. The Chair and the Clerk will scrutinise these payments and authorise on a monthly basis.

5.6. For each financial year the 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 two 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. It is the responsibility of the RFO to check the supplier bank details are accurate to ensure the payments are made to the correct supplier.

5.12 Any invoices received with changes of bank details must be verified with the supplier to ensure fraudulent charges are not being applied. A record of the conversation must be maintained by the RFO.

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 bank transfer using Faster Payment method or, if this is not possible, a cheque may be issued.

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 one 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 or bank transfer payment sheet.

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.

6.7. The council has approved payments for certain items by bank transfer methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, and are retained and payments are reported to council as made.

6.8. 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.

6.9. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question.

6.10. 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.

6.11. Where internet banking arrangements are made with any bank, the 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.

6.12. Access to any internet banking accounts will be by the RFO and Clerk only.

6.13. 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. Personal credit or debit cards of members or staff should not be used unless in an emergency.

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. 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. 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 do not currently require an Investment Strategy and Policy however should there be a need for one, it 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 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 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.
- 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 £50,000 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).

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)

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.

FINANCIAL RISK ASSESSMENT POLICY

Subject	Risk(s) identified	H/M/L	Management control of risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to NFDC Amount not received by LPC	L	To determine the precept amount. The Council receives a budget update report from the Responsible Finance Officer (RFO). The report includes actual and projected position to end of year against budget for each budget heading including predicted costs and income for the following year. The Council discusses the required monies for standing costs and projects for the following year and agrees or amends specific figures to budget headings and the total budget. The amount between income and expenditure is the value that needs to be met and the Council makes a resolution as to the amount of precept to request. This figure is submitted by the Clerk in writing to NFDC. The RFO reports monthly when the monies are received (April and October)	Existing procedure adequate.
Councillors	Losing Councillor membership or having more than four vacancies	L	When a vacancy arises there is a legal process to follow. This either leads to a Bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are more than 4 vacancies at any one time on the Council it becomes inquorate. The legal process of New Forest District Council appointing members takes place.	
Bank and Banking	Inadequate checks Bank mistakes Loss Charges Electronic/internet banking	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The RFO reconciles the bank on a weekly basis and in full at the end of each month to ensure no mistakes by the bank and within financial processes. A spreadsheet with all income and expenditure items is maintained and total figures transferred to a monthly budget report which is provided at each meeting The RFO and Clerk both have access to business banking and where possible, all payments are made by bank transfer. These payments are scrutinised by the clerk and the chair or a parish councillor who is a signatory on the account.	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election.
Financial controls	Inadequate records Financial irregularities Cash/Loss		The Council has Financial Regulations. Financial transactions are recorded by the RFO at least monthly and financial reports presented to council on a monthly or two monthly basis. An independent auditor checks the records at least annually ensuring compliance with VAT, tax and NI conditions and accuracy of accounts as part of the internal audit process. Year-end accounts are drawn up by the RFO and submitted along with the annual return.	Existing procedure adequate. Review the Financial Regulations when necessary.

			Very little cash is received by the council however any cash and cheques received are paid in to the bank by the RFO on a regular basis.	
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L	The Council has Financial Regulations which set out the requirements. The list of invoices awaiting approval is distributed to Councillors at each parish council meeting. These are approved retrospectively and signed off by the chair (or approved signatory) and clerk after the meeting. The Council has minimal stocks, these are checked and monitored by the Clerk/Handyman. Unpaid invoices are pursued and where possible, payment is obtained in advance.	Existing procedure adequate. Review the Financial Regulations when necessary.
Grants receivable and payable	Power to pay Authorisation No formal approval of expenditure against grants awarded	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the Sec137 power of expenditure. One off grants may come with terms and conditions to be satisfied. All grant monies received are discussed at parish council and authorisation is agreed for expenditure items. The RFO will maintain income and expenditure payments made against the project which are approved at the next meeting.	Existing procedure adequate. Review the Financial Regulations when necessary.
Assets	Loss or damage of property	L	The parish council holds an asset register of all property held over a value of £500 along with an inventory list of lesser value property. Items are covered by insurance where individual items are in excess of £250 (except where insurance is required to meet other legal requirements, such as street furniture) Assets are inspected annually and repairs carried out as required. Replacement of assets are discussed at full parish council meeting and costs are agreed and built into the budget	
Charges	Allotment charges not paid	L	Rental of the recreation grounds and facilities - The RFO issues terms and conditions and Invoices during September/October. The payment is received and banked. The RFO will chase non-payment and report these cases to the clerk for follow up. The Parish Council is notified accordingly. Insurance is requested of all users with regular users required to provide a copy to the Parish Council each year. All Parish Council property is covered by Public Liability insurance.	
Best Value	Award of contracts	L	The Council has Financial Regulations which set out the requirements. Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	

Payroll	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue		The Parish Council authorises the appointment of all employees. Salary rates are agreed in contract and any amendment agreed by council and recorded in personnel files. Salary analysis and slips are produced by External Payroll provider on a monthly basis together with a schedule of payments to the Inland Revenue (for Tax and NI) & pension to HCC. These are inspected at council meetings and signed off. Each has a contract of employment and job description. The Clerk and RFO are paid by bank transfer on the last working day of each month.	
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L	The Clerk should be provided with relevant training, reference books, access to professional and legal advice required for undertaking the role. Appraisals are carried out annually.	
Election Costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. An annual budget is set with this in mind.	
VAT	Reclaiming		The Council has Financial Regulations which set out the requirements. VAT is reclaimed by the RFO in September and March.	
Annual return	Not submitted within timescales	L	Annual Return is completed by the RFO and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit. HMRC PAYE return is submitted monthly by the external payroll provider and quarterly along with the payment for the previous quarter.	
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	
Insurance	Adequacy Cost Compliance Fidelity Guarantee Litigation	L/M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious claims which cannot be insured against.	
Audit – Internal	Internal audit not completed within time limits or to required standards	L	Internal auditor is appointed by the Council. RFO provides required information to internal auditor within agreed timescales. RFO ensures internal auditor produces reports and signs forms for the External Auditor within timescales. Reports are shared with Parish Council	
Councillor Allowances			No allowances are allocated to Parish Councillors. If Councillors have to use their own funds to purchase items, a receipt must be provided for the RFO and the payment is	

			recorded in the normal manner and provided at the next full parish council meeting	
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LYNDHURST PARISH COUNCIL

Proposed Acceptable Internet Use Policy

Use of the internet by Councillors or employees using electronic equipment supplied by Lyndhurst Parish Council (“the Council”) is permitted and encouraged where such use supports the goals and objectives of the Council.

However, the Council has a policy for the use of the internet whereby Councillors and employees must ensure that they:

- Comply with current legislation
- Use the internet in an acceptable way
- Do not create unnecessary risk to the Council by their misuse of the internet.

Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by Councillors or employees:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- Using Council supplied electronic equipment to perpetrate any form of fraud, or software, film or music piracy.
- Using the internet to send offensive or harassing material to other users
- Downloading onto Council supplied electronic equipment commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- Hacking into unauthorised areas
- Publishing defamatory and/or knowingly false material about the Council, your colleagues and/or our parishioners on social networking sites, “blogs” (online journals) and any online publishing format.
- Revealing confidential information about the Council in a personal online posting, upload or transmission – including financial information and information relating to exempt item discussions
- Introducing any form of malicious software onto the Council’s computers or network

Please note additional programmes including “Apps” should only be added to Council supplied electronic equipment after their addition has been agreed by the Clerk.

Monitoring

The Council accepts that the use of the internet is a valuable communication tool. However, misuse of this facility can have a negative impact upon the reputation of the Council; its members; or its staff.

The Council maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Sanctions

Where it is believed that a Councillor or employee has failed to comply with this policy, they will face the suspension or loss of the Council property. In severe cases they may face further sanctions up to and including censure and removal from committees in respect of a Councillor and the termination of their contract in respect of an employee.

Agreement

All Councillors and employees who have the use of Council supplied electronic equipment are required to sign this agreement confirming their understanding and acceptance of this policy.

I have read and understand the internet acceptable use policy and agree to comply with it.

Councillor/employee name:

Signature:

Date: