# OCKBROOK & BORROWASH PARISH COUNCIL

The Parish Hall, Church Street, Ockbrook, Derby DE72 3SL

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# June 2024 PARISH COUNCIL MEETING.

29th May 2024

To the Chair and Councillors of Ockbrook and Borrowash Parish Council,

You are summoned to attend the ordinary meeting of Ockbrook and Borrowash Parish Council on Wednesday 5th June 2024 at 19:00, to be held at the Ashbrook Centre, Borrowash.



Sarah Kitchener

Clerk and RFO

Ockbrook and Borrowash Parish Council

# Agenda.

## Public Speaking.

A period of 30 minutes will be made available at the beginning of the meeting to hear comments from:

* Public.
* Derbyshire County Council submitted Report.
* Erewash Borough Council submitted Report .
* Derbyshire Constabulary – see appendix 1.
* Ashbrook Youth Group.

## To Receive Apologies for Absence.

## Declaration of Members Interests.

To enable members to declare the existence and nature of any personal or disclosable pecuniary interests they have in agenda items, in accordance with the Parish Councils Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.

## Dispensations.

To consider any dispensation requests received.

## Variation of Order of Business.

## To Approve the Minutes of the Annual Parish Council Meeting and The Ordinary Parish Council Meeting, Held on the 1st May 2024.

## Items to be Taken in Private Session.

## Report of the Parish Clerk /RFO.

## Report of the Chair.

## Finance, HR, Contractors and General Purposes.

* Accept Accounts for Payment - See appendix 2.
* Accept the bank statement reconciliations – see appendix 3.
	+ HSBC account, April 2024
	+ Unity Trust account, April 2024.
* Accept the amended memorial seat policies for the cemetery and the parish – see appendix 4.
* Accept the model financial regulations tailored to the Parish Council – see appendix 5.
* Accept the amended lease agreement for the Borrowash public toilets – information forwarded to Councillors separately.
* Consider and accept the grant request for the Borrowash Blues Festival – see appendix 6.

## Recreation

## Cemeteries.

* Note the committee meeting minutes held on the 8th May 2024.

## Halls.

* To accept the charge of £414.00 inc VAT to replace the Old School House sign.
* Consider and accept a quote for the repair of the parish hall car park -see appendix 7.

## Allotment.

## Planning and Environment.

* Agree to support Erewash Borough Council with their rewilding.

## Correspondence Received.

Letters of correspondence – see appendix 8.

## Date and Time of Next Meeting.

3rd July 2024 at 19:00 at the Parish Hall, Ockbrook.

## Exclusion of Press and Public

### **Appendix 1 -** Derbyshire Constabulary Report.

|  |  |  |
| --- | --- | --- |
| - | February | March |
| Violence and sexual offences | 12 | 20 |
| Anti-social behaviour | 2 | 3 |
| Criminal damage and arson | - | 3 |
| Burglary | 2 | - |
| All other crime | 4 | 3 |

### **Appendix 2–** June 2024 payment list – to follow.

### **Appendix 3 –** Bank Reconciliation

**April 2024 Bank Reconciliation - HSBC Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/24 | - | 24,778.50 | - |
| + total cash book receipts | - | 93,688.00 | - |
| - total Cashbook payments | - | 8.00 | - |
| **Cashbook Closing Balance** | - | **118,458.50** | - |
| - | - | - | - |
| **Bank Balance at 04/05/24** | - | **118,458.50** | - |
| - outstanding payments | - | 0.00 | - |
| + outstanding receipts | - | 0.00 | - |
| **Net Balance** | - | **118,458.50** | - |
| - | - | - | - |
| **-** | - | **-** | **Difference: 0.00** |

**April 2024 Bank Reconciliation - Unity Trust Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/24 | - | 39,302.63 | - |
| Less items related to 23/24 | - | 8,334.33 | - |
| - | - | 30,968.30 | - |
| + total cash book receipts | - | 149,841.33 | - |
| - total Cashbook payments | - | 109,354.97 | - |
| **Cashbook Closing Balance** | - | **71,454.66** | - |
| - | - | - | - |
| **Bank Balance at 01/05/24** | - | **85,545.18** | - |
| - outstanding payments | - | 14,542.63 | - |
| + outstanding receipts | - | 452.11 | - |
| **Net Balance** | - | **71,454.66** | - |
| - | - | - | - |
| **Balance per Cashbook** | - | **71,454.66** | **Difference: 0.00** |
| - | - | - | - |
| Charity Accounts included in bank total: | - | - | - |
| William James | 2,281.09 | - | - |
| B/W Burial Ground | 48.61 | - | - |

### **Appendix 4 –** Ockbrook and Borrowash Parish Council Memorial Seat Policy for our Cemeteries.

INTRODUCTION

Ockbrook and Borrowash Parish Council supports the needs and principles of allowing memorial Seats within the parish cemeteries and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

POLICY – Terms & Conditions

1. All applications for Memorial Seats should be completed on the official request form and be signed by the applicant.

2. All Memorial Seats installation must be paid for by the applicant before installation at a cost of £270.00.

3. The Parish Council will limit the number of Memorial Seats in particular areas.

4. The Parish Council will notify the applicant in the event that the Memorial Seat is damaged. The applicant should ensure that the Parish council is in possession of current contact details.

5. The Parish Council reserves the right to remove any Memorial Seats that have been damaged and are in the view of the Cemeteries Committee beyond economical repair.

6. The Parish Council accepts no liability for damage to any Memorial Seat from vandals, third parties or whilst the Parish Council carries out routine maintenance.

7. Seats are required to be substantial and tasteful and prior to installation, the specification will be determined by the Clerk and/or the Council. The applicant will pay upon placing the order the costs to install the Memorial Seat.

8. The applicant of the memorial bench will retain ownership of the bench throughout its life span, and it is their responsibility to maintain the bench.

9. The Parish Council accepts no replacement liability for the plaque or the Seat at the end of its useful life and will dispose of any such Seat in an appropriate environmental way. Any replacements of Seats or plaques will be the responsibility of the original applicant at the current cost.

10. The Memorial Seat must be clear of floral / tributes or further personalisation.

11. The location of the Memorial Seat is to be agreed and approved by the Clerk.

Cemetery Memorial Seat Application Form.

Please complete, print and return with a photograph of the bench and its dimensions to: The Clerk, Ockbrook and Borrowash Parish Council, Village Hall, Church Street, Ockbrook, Derby DE72 3SL.

**Your contact details** (Please supply your contact details below)

Name……………………………………………………………………………

Address……………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………..

Telephone ……………………………………………………. E-mail: ………………………………………………………….

**Location of the Memorial Seat**

I would like my Seat to be placed in the following location.

……………………………………………………………………………….……………………………………….

Location approved by The Clerk and/or the Cemeteries Committee

…………………………………………………………………………………………………………………………

Dimensions of the bench: Width …………………………………

 Length ……………………………….

Agreement for a Memorial Seat to be placed in a Public Area for the natural life expectancy of the Seat between Ockbrook and Borrowash Parish Council and

 (Insert Name)………...........................................……

This letter sets out the agreement that a new Memorial Seat will be placed at ………………………………………………

Once installed, ownership of the seat stays with yourself and you will be responsible for the Seat for the period of its natural life (approximately 15 years). Once the Seat has reached the end of its natural life, the Seat will be removed. A request to purchase a new replacement Seat can be made at the appropriate time. The Council cannot guarantee against theft or vandalism and will not be able to replace either the Seat or plaque in this event.

 I understand and agree to all the conditions above and enclose my payment for £………….

Signed..................................................................

Date.................................

Ockbrook and Borrowash Parish Council Memorial Seat Policy.

INTRODUCTION

Ockbrook and Borrowash Parish Council supports the needs and principles of allowing memorial Seats within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

POLICY – Terms & Conditions

1. All applications for Memorial Seats should be completed on the official request form and be signed by the applicant.

2. All Memorial Seats installation must be paid for by the applicant prior to the seat being ordered at a cost of £270.00

3. The Parish Council will limit the number of Memorial Seats in particular areas.

4. The Parish Council will notify the applicant in the event that the Memorial Seat is damaged. The applicant should ensure that the Parish council is in possession of current contact details.

5. The Parish Council reserves the right to remove any Memorial Seats that have been damaged and are in the view of the Clerk and/or the Parish Council beyond economical repair.

6. The Parish Council accepts no liability for damage to any Memorial Seat from vandals, third parties or whilst the Parish Council carries out routine maintenance.

7. Prior to installation, the specification will be determined by the Clerk and/or the Council. The applicant will pay upon placing the order, the costs to install the Memorial Seat, once installed, the ownership of the Seat will transfer to Ockbrook and Borrowash Parish Council.

8. The Parish Council accepts no replacement liability for the plaque or the Seat at the end of its useful life and will dispose of any such Seat in an appropriate environmental way. Any replacements of Seats or plaques will be the responsibility of the original applicant at the current cost.

9. The Memorial Seat must be clear of floral / tributes or further personalisation.

10. The location of the Memorial Seat is to be agreed and approved by the Clerk.

Memorial Seat Application Form.

Please complete, print and return with a photograph of the bench and its dimensions to: The Clerk, Ockbrook and Borrowash Parish Council, Village Hall, Church Street, Ockbrook, Derby DE72 3SL.

**Your contact details** (Please supply your contact details below)

Name……………………………………………………………………………

Address……………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………

Telephone ……………………………………………………. E-mail: ………………………………………………………….

**Location of the Memorial Seat**

I would like my Seat to be placed in the following location.

……………………………………………………………………………….……………………………………….

Location approved by the Clerk.

…………………………………………………………………………………………………………………………

Bench Dimensions: Width …………………………………………………………..

 Length…………………………………………………………..

Agreement for a Memorial Seat to be placed in a Public Area for the natural life expectancy of the Seat between Ockbrook and Borrowash Parish Council and

 (Insert Name)………...........................................……

This letter sets out the agreement that a new Memorial Seat will be placed at ………………………………………………

Once installed, ownership of the seat will be passed onto Ockbrook and Borrowash Parish Council. They will be responsible for the Seat for the period of its natural life (approximately 15 years). Once the Seat has reached the end of its natural life, the Seat will be removed. A request to purchase a new replacement Seat can be made at the appropriate time. The Council cannot guarantee against theft or vandalism and will not be able to replace either the Seat or plaque in this event.

 I understand and agree to all the conditions above and enclose my payment for £………….

Signed..................................................................

Date.................................

### **Appendix 5 –** New financial regulations.

**Ockbrook and Borrowash Parish Council**

**Financial Regulations**

OCKBROOK AND BORROWASH PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 5th June 2024.

1. **General**
	1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council’s governing documents and shall be observed in conjunction with the council’s Standing Orders.
	2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
	3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
	4. In these Financial Regulations:
		* ‘Accounts and Audit Regulations’ means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
		* “Approve” refers to an online action, allowing an electronic transaction to take place.
		* “Authorise” refers to a decision by the council, or a committee or an officer, to allow something to happen.
		* ‘Proper practices’ means those set out in *The Practitioners’ Guide*
		* *Practitioners’ Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
		* ‘Must’ and **bold text** refer to a statutory obligation the council cannot change.
		* ‘Shall’ refers to a non-statutory instruction by the council to its members and staff.
	5. The Clerk / Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk/RFO;
		* acts under the policy direction of the council;
		* administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
		* determines on behalf of the council its accounting records and control systems;
		* ensures the accounting control systems are observed;
		* ensures the accounting records are kept up to date;
		* seeks economy, efficiency and effectiveness in the use of council resources; and
		* produces financial management information as required by the council.
	6. **The council must not delegate any decision regarding:**
		* **setting the final budget or the precept (council tax requirement);**
		* **the outcome of a review of the effectiveness of its internal controls**
		* **approving accounting statements;**
		* **approving an annual governance statement;**
		* **borrowing;**
		* **declaring eligibility for the General Power of Competence; and**
		* **addressing recommendations from the internal or external auditors**
	7. In addition, the council shall:
		* determine and regularly review the bank mandate for all council bank accounts;
		* authorise any grant or single commitment in excess of £3,000; and
2. **Risk management and internal control.**
	1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
	2. The Clerk/RFO shall prepare, for approval by the Finance, HR, General Purposes and Contractors Committee or the full Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
	3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
	4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
	5. **The accounting control systems determined by the RFO must include measures to:**
		* **ensure that risk is appropriately managed;**
		* **ensure the prompt, accurate recording of financial transactions;**
		* **prevent and detect inaccuracy or fraud; and**
		* **allow the reconstitution of any lost records;**
		* **identify the duties of officers dealing with transactions and**
		* **ensure division of responsibilities.**
	6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk/RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
	7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.
3. **Accounts and audit**
	1. All accounting procedures and financial records of the council shall be determined by the Clerk/RFO in accordance with the Accounts and Audit Regulations.
	2. **The accounting records determined by the Clerk/RFO must be sufficient to explain the council’s transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
		* **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
		* **a record of the assets and liabilities of the council;**
	3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
	4. The Clerk/RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk/RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
	5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.
	6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Clerk/RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
	7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council’s risk management, control and governance processes in accordance with proper practices specified in the Practitioners’ Guide.
	8. The council shall ensure that the internal auditor:
		* is competent and independent of the financial operations of the council;
		* reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
		* can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
		* has no involvement in the management or control of the council.
	9. Internal or external auditors may not under any circumstances:
		* perform any operational duties for the council;
		* initiate or approve accounting transactions;
		* provide financial, legal or other advice including in relation to any future transactions; or
		* direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
	10. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as described in The Practitioners Guide.
	11. The Clerk/RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
	12. The Clerk/RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.
4. **Budget and precept**
	1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
	2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Parish Council at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The Clerk/RFO will inform committees of any salary implications before they consider their draft budgets.
	3. No later than September each year, the Clerk/RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
	4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
	5. Each committee shall review its draft budget and submit any proposed amendments to the Finance, HR, General Purposes and Contractors committee not later than the end of October each year.
	6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance, HR, General Purposes and Contractors committee and a recommendation made to the council.
	7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December for the ensuing financial year.
	8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
	9. The Clerk/RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
	10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
	11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.
5. **Procurement**
	1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
	2. The Clerk/RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
	3. Every contract shall comply with the council’s Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
	4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of**

**The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**

* 1. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
	2. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
	3. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation1 regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

1 The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

* 1. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed price quotes;
	2. where the value is between £500 and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
	3. For smaller purchases, the clerk shall seek to achieve value for money.
	4. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
	5. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
	+ specialist services, such as legal professionals acting in disputes;
	+ repairs to, or parts for, existing machinery or equipment;
	+ works, goods or services that constitute an extension of an existing contract;
	+ goods or services that are only available from one supplier or are sold at a fixed price.
	1. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
	2. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
	3. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
		+ the Clerk/RFO, under delegated authority, for any items below £500 excluding VAT.
		+ the Clerk/RFO, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
		+ a duly delegated committee of the council for all items of expenditure within

their delegated budgets for items under £3,000 excluding VAT

* + - the council for all items over £3,000.

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

* 1. No individual member, or informal group of members may issue an official order.
	2. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
	3. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk/RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
	4. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
	5. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
	6. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.
1. **Banking and payments**
	1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk/RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust (Current account) and HSBC (Savings account).
	2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council’s bank.
	3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been ‘examined, verified and certified’ by the Clerk/RFO.
	4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
	5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or a delegated decision by the Clerk/RFO, unless the council resolves to use a different payment method.
	6. For each financial year the Clerk/RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
	7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
	8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
	9. The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances:
	* any payments of up to £500 excluding VAT, within an agreed budget.
	* payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
	* any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/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.
	* 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 the council.
	1. The Clerk/ RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.
2. **Electronic payments**
	1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
	2. All authorised signatories shall have access to view the council’s bank accounts online.
	3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
	4. The Service Administrator shall set up all items due for payment online. A list of payments for approval shall be sent by email to the authorised signatories.
	5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
	6. The authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
	7. Evidence shall be retained showing which members approved the payment online.
	8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
	9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
	10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
	11. If thought appropriate by the council, regular payments of fixed sums may be made by banker’s standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker’s standing order shall be reviewed by the council at least every two years.
	12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers against the invoices supplied.
	13. Members and officers shall ensure that any computer used for the council’s financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
	14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.
3. **Cheque payments**
	1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk/RFO
	2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
	3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
	4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.
4. **Payment cards**
	1. Any Debit Card issued for use will be specifically restricted to the Clerk/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.
	2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
	3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month.
	4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.
5. **Petty Cash**
	1. The council will not maintain any form of cash float. All cash received must be banked intact
6. **Payment of salaries and allowances**

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

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

 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. Changes shall be made to any employee’s gross pay, emoluments, or terms and conditions of employment with the prior consent of the council, the Finance, HR, General Purposes and Contractors committee or as per the employment contract.

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

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

 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance, HR, General Purposes and Contractors committee if deemed necessary to ensure that the correct payments have been made.

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

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

**12 Loans and investments**

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

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

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

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

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

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

**13 Income**

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

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

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

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

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

13.6. The Clerk/RFO shall ensure that VAT is correctly recorded in the council’s accounting software and any repayment claim under section 33 of the VAT Act 1994 shall be made twice a year, coinciding with the financial year end.

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

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

**14. Payments under contracts for building or other construction works**

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

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

**15. Stores and equipment**

15.1. The Clerk/RFO shall be responsible for the care and custody of stores and equipment.

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

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

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

**16. Assets, properties and estates**

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

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

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

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

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

**17. Insurance**

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

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

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

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

**18. Charities**

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

**19. Suspension and revision of Financial Regulations**

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

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

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

**Appendix 1 - Tender process**

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2. The invitation shall in addition state that tenders must be addressed to the Clerk/RFO in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3. Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk/FRO in the presence of at least one member of council.
4. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5. Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
6. Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

### **Appendix 6 –** grant request.

|  |  |
| --- | --- |
| Name and address of organisation | Borrowash Blues Festival 2024  |
| Contact name. role of contact. | Iain Pendry |
| Telephone number of contactEmail address of contact | 07432153172 |
| Is the organisation a registered charity? | no |
| Aims and objectives of your organisation. What does your organisation do and how does it benefit the residents of Ockbrook and Borrowash? | To provide blues music to the public in different public spaces. All performances are FREE for everyone to attend. We are also promoting local musicians from the Parish and closer afield.Benefit – free live music for everyone in different public spaces around the parish |
| Amount of Grant requested.Please make sure you give a full breakdown of what the funding will be spent on | £300.00LIVE MUSIC PROGRAMME.**Thu 4th July** – Roadkill Blues Dudes at Harrington Court 4.30pm-7.30pm **(£50.00)****Fri 7th July** – Piano Man Blues @ Coop 4.30pm-6.30pm (weather dependant) **(FREE)****Fri 5th July** – Gypsy Blues at Café Torta 7pm-9.30pm **(£100.00)****Sat 6th July** – Roadkill Blues Dudes at The Royal Oak, Ockbrook 2pm-4pm **(£50.00)****Sat 6th July** – Ding & John at The Nags Head 7.30pm-9.30pm **(£100)****Sun 7th July** – Piano Man Blues @ Priorway Shops 12pm-2pm (weather dependant) **(FREE)** |
| For what purpose or project is the grant required for? | Pay musicians. There are 6 musicians involved and each will receive £50 per service except for one of the musicians who is Greg Maskalick. He is playing complimentary for obvious reasons, and he wants to do so as well.We would ask that the Parish Clerk pay each musician via bank transfer so that records are transparent.If the grant is approved, we would put on our website and any printed material that the event is sponsored by the Parish Council |
| What will be the total cost of the above project? | £300.00 |
| If the total cost of the project is more than the grant, how will the residue be financed? |  |
| Have you applied for a grant for the same project to another organisation?If so. Which organisation and how much | No |
| How is your organisation normally funded? | This is the first time we have done this. We hope in future years to expand the festival and then get further funding from other sources. |
| Who will benefit from the project? | All the Parish of Ockbrook & Borrowash |
| Approximately how many of those who will benefit are parishioners? | All the Parish of Ockbrook & Borrowash |
| SignedDated | 19/05/24 |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account ……………………..……………………………………….

Account number ……………………………………………..

Sort Code …… - …… - ……

 **Please ensure the following supporting documentation accompanies your application;**

• Your most recent bank account statement & details of any other investments/savings;

 • Details of your organisation’s officers;

• Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Ockbrook and Borrowash Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

 I also understand that Ockbrook and Borrowash Parish Council may pass details onto official organisations where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed ………………………………………………………………………………………….………….

Date …19/05/24……………………………………………………………

### **Appendix 7 –** Carpark repair quotes.

**Quote 1**

* Remove the old crumbling tarmac in the front car park.
* Dig out the affected area of 4.8m x 7.6m to a depth of 150mm.
* Lay type one MoT Road stone.
* Lay new tarmac and seal around.
* Site to be left clean and tidy.

Total for materials and labour for the timber option **£3460.00.**

**Quote 2**

* Saw out existing tarmac to form key and break out damaged tarmac down to formation level cart away to tip.
* Supply and consolidate limestone to form new levels.
* Paint joints with hot bitumen to form bond to existing forecourt.
* Supply lay and roll 50mm of 20mm dense bit base course and 30mm of S.M.A. wearing course to form new surface.
* Seal joint with hot bitumen.

Cost £3045.00

20% VAT £609.00

Total **£3654.00**

### **Appendix 8 –** Correspondence receivedUp 23/05/24.

Emails/letters received from members of public:

* Request for a meeting to discuss the no kerb surround ruling at Balmoral Road Cemetery – A confidential cemeteries committee meeting was held on the 8th. May 2024. (1)
* Confirmation request that the Borrowash male toilet has had its hand washing water supply looked into by the Parish Council – the toilets are still being managed by EBC so I contacted them to look into this. (2)
* Request for information as to when the Parish Council will manage the public toilets – can’t give a date as at this point the lease hadn’t been returned by EBC. (3)
* Numerous emails Complaining about the brook banks running passed their house – I contacted EBC they are awaiting advice from the Environment Agency, told them to contact EBC for any further information. (4)
* Request for information on the ground works to be done within Balmoral Road Cemetery – information forwarded. (5)
* Copied into emails between a resident and DCC regarding a flooding issue in their back garden. (6)
* Copied into emails between a resident and EBC regarding their land. (7)
* Complaint about the grass being left on the headstones in Balmoral Road Cemetery and a request that the team do not mow around their plot – responded that we can’t request them not to mow around certain graves and that Cllr G Markwell will talk to Fox about cleaning the graves after they have mowed. (8)
* Numerous emails received regarding the proposed discontinuation of the allotment rent discount – all emails forwarded to Cllr S Creswell, this was discussed in Mays meeting. (9)
* Request for an internal investigation to be carried out of the Parish Office due to information they requested not being in the office – inspection conducted by Cllr G Maskalick. (10)
* Thank you received for holding the confidential cemeteries committee meeting – forwarded to the committee members. (11)
* Numerous complaints, request for more information and updates regarding the letters sent out about ornaments and wooden crosses in Balmoral Road Cemetery – all responded to and then updated about the consultation on the 4th. June. (12)
* Complaint about the potholes and having problems logging them with DCC – I logged them with DCC. (13)
* Letters received regarding the weight limit campaign – all forwarded to Cllr G Maskalick. (14)
* Copied into an email between a resident and EBC regarding Bare Lane playpark. (15)
* Request for information as to what the Parish Council are doing regarding potholes on Green Lane, Ockbrook – they get logged with DCC and we are running a weight limit campaign. (16)
* Copied into emails between residents and Cllr G Maskalick regarding potholes, speeding and grass verges. (17)
* Request for a grant form – forwarded. (18)
* Copied into emails between a resident and Cllr W Major regarding Green Lane potholes. (19)
* Complaint regarding no mow May – they need to email EBC. (20)
* Numerous complaints and requests for the Parish Council to deal with the grass verges – all responded to. (21)
* Request for weeds/bushes growing from Balmoral Road Cemetery into their garden to be cut back – emailed Cllr G Markwell. (22)
* Update from the scarecrow trail that they have been able to cover this years trail with the insurance the Parish Council funded last year. (23)
* Copied into emails between a resident and Cllr W Major regarding Church Street parking. (24)
* Interest in being a litter picker for the Parish if the Parish Council decide to employ one – kept on file. (25)
* Hall hiring enquiries and updates. (26)
* Allotment enquiries and updates. (27)
* Cemetery enquires. (28)

Other emails received:

* East Midlands Airport community flyer – on Facebook. (29)
* Derbyshire police, request for emails of local groups within the community – due to GDPR I am unable to send the emails but can forward their email to them, heard nothing back. (30)
* Music license, confirmation that the Ashbrook Centre has been removed from our account. (31)
* Update on the timeviewp website. (32)
* Cuttlefish will be updating our website to cover the new accessibility rules for free. (33)
* Email from Paulin Latham regarding an email she received about the Clerk changing the cemetery ruling on headstones – informed her it wasn’t a decision made by the Clerk these have always been in the rules and I was acting on the say so of the Parish Council. (34)
* Email regarding a local choir group – forwarded to Cllr J Fraser-Burton. (35)
* FA report on Deans Drive field. (36)
* Email from Pauline Latham regarding an email she received about the request for the removal of ornaments – informed her the terms and conditions state no memorabilia and that there is a consultation about this on the 4th. June. (37)
* Flood Resilience updated the removal of old Councillors from the flood warden scheme. (38)
* Update on the Commonwealth War Grave Sign to be installed at Balmoral Road Cemetery, should take between 4-12 months. (39)
* Emails regarding a misquoted letter – forwarded to Cllr G Maskalick. (40)
* Emails regarding the National Grid proposal for a new overhead electricity transmission line. (41)
* Defib safety notice – all our defibs are working correctly. (42)

Emails received from EBC:

* Planning applications/amendments/appeal decisions:
	+ ERE/0723/0028 1 The Settlement, Ockbrook – Demolition of existing dwelling and erection of a new dwelling including landscaping, associated external works and creation of new vehicular access. (43)
	+ ERE/0923/0024 Land West of Dale Road, Spondon – amendment to residential development of 259 dwellings, associated landscaping, open space, infrastructure and enabling earthworks. (44)
	+ ERE/1023/0013 Brook Close House, Nottingham Riad, Borrowash – Two storey and single storey side extensions, loft conversion and addition of dormers. (45)
* Home improvement grant information – on Facebook and notice boards. (46)
* Core Strategy review – sent to Councillors. (47)
* Request for unpaid bill to be paid – the bill belongs to the Ashbrook Centre this was removed from our account on the 31/07/23. (48)
* Request for the Parish Council to join the public right of way minor maintenance agreement – declined the request. (49)
* Response to the Clerks email regarding a residents complaint about foliage growing from Bare Lane playpark through their fence – the team have been asked to cut it back and spray it off, updated the resident. (50)
* Media releases: new lampposts to be installed at West Park, refurbishment of the old stable block. (51)
* Planning meeting agenda and minutes. (52)

Emails received from DCC:

* Request to check council contact details – all are correct. (53)
* Response to the Clerks request regarding the dangerous pavement on Green Lane – this is not actionable. (54)
* Confirmation that the DD signs can go onto the lampposts in June. (55)
* Response to the letter sent by the Clerk regarding Briar Close Care Home – it has been recorded for the consultation. (56)
* Community news x 5 – on website and Facebook. (57)

DALC May newsletter – Forwarded to Cllrs (58)

Numerous emails received from NALC - forwarded to Cllrs. (59)

SLCC updates and news bulletins. (60)

ICO updates. (61)

ICCM updates. (62)

Rural action newsletters. (63)

Mentall newsletters. (64)

BRAMM newsletters. (65)

Magazines:

* Clerks and Councils Direct. (66)
* Allotment Gardener. (67)
* The Clerk. (68)