

# Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE

**Meeting held on Wednesday April 14th 2021, at 7.00 p.m. online.**

**PRESENT:** Cllr M Attridge (Committee Chair), B Barker, A Bush, M Colvey, A Huggins, K Korenevsky, K Morgan, P Webb and Mr T Watton (Parish Clerk).

No members of the public were in attendance.

**PUBLIC PARTICIPATION:** There was none.

## 1. Apologies:

Cllrs Abbott, Carswell and Cottman.

## 2. Declarations of Pecuniary Interest - and consideration of requests for Special Dispensations under Section 33 of the Localism Act 2011.

There were none.

## 3. To receive and approve minutes of the Finance & Policy Committee meeting held on 10th March 2021.

The minutes were **ACCEPTED** as a true record. They will be forwarded to the meeting chair to sign and return.

## 4. To receive and consider reports of past subject matters.

The following matters were included in the Clerk’s report of past subject matters. [nb: comments made or decisions taken at the meeting are shown *in italics]*

1. **F&GP Cttee 14 October 2020, Minute 7. Allotments hedge trimming (inside).** As agreed at the March F&GP meeting, this item has been added to the draft agenda of the September F&GP Cttee meeting. **DEFERRED.**
2. **F&GP Cttee 14 October 2020, Minute 8. Parish Clerk to speak to the Gardening Contactor about undertaking 2 days pavement clearing with weed brush machine.** At the January meeting it had been agreed to put this initiative on hold. *At the April 2021 meeting the Parish Clerk was asked to contact the Gardening Contractor to request that he now makes a further attempt to hire a weed brush machine.* ***Action: Parish Clerk to contact the Gardening Contractor accordingly.***
3. **F&GP Cttee 14 October 2020, Minute 9. Possible art project by Lytchett Minster School students to eliminate graffiti on Skate Park.** This project had been shelved during Covid lockdown. *At the April 2021 meeting Cllr Attridge indicated that he would approach the school again during week commencing 19th April.*
4. **F&GP Cttee 10th Feb 2021, Minute 7 – proposal to re-lay and repair Astro near joint end-to-end and undertake pitch assessment.** An assessment visit was undertaken by Replay Maintenance. *It was noted that the agreed repair work by Replay Maintenance Ltd had been completed on Monday 12 and Tuesday 13th April 2021. It is likely to remain unclear how successful this has been until the playing surface has been in use for a few weeks.*

*An unrelated matter to the above were remarks made by members about the amount of litter left on the ground and pitch area at the Astro. The Parish Clerk was asked to order a large sign reminding users to put their litter in the bin provided.* ***Action: Parish Clerk to order the sign accordingly.***

1. **F&GP Cttee 21 March 2021, Minute 21 – Use of grant by Lytchett Matravers Angels.** As agreed the Parish Clerk write to the LM Angels Treasurer to request an update on the detail of how the grant award has been spent. The response was forwarded to the LMPC Chairman for information. A proportion of the grant has not yet been spent, but the Council has been advised that it will be spent as intended and set out on the application. *The Parish Clerk reported that he remains in correspondence with the Lytchett Matravers Angels Treasurer about this matter.*
2. **F&GP Cttee 21 March 2021, Minute 21 – report on condition of the Allotments.**

As requested, the Parish Clerk has included the matter of restoration of currently disused plot 31 into the report presented to members for their information in connection with item 12 on the F&GP meeting of 14th April 2021.

1. **F&GP Cttee Planning application responses sent to the DC Planning Team:**

**Planning application 6/2019/0530 Lewis Wyatt (Construction) Limited. Land off Flowers Drove, Lytchett Matravers.** Change of use of land to Suitable Alternative Natural Greenspace (SANG) & associated car park. DC planning portal shows that this application has still not yet been determined. Mr Collins (Planning Officer) advised that the Section 106 legal agreement is being drawn up. When this agreement has been signed the application can be issued.

**Planning application 6/2020/0213 Selbys Yard, Huntick Road, Lytchett Matravers, Poole, BH16 6BB.** Change of use of site to light industrial (use class B1), general industrial (use class B2) and storage and distribution (use class B8). Erect 15 industrial and storage units and a 'welfare unit' to serve the site. DC planning portal shows that this application has been refused.

**Planning application 6/2020/0422 Harbour View, Middle Road, Lytchett Matravers, Poole, BH16 6HJ.** Erect 2 storey front extension with first floor terrace. Construct rear dormers & new chimneys. DC planning portal shows that this application has now been approved.

**Planning application 6/2020/0459 Land off Eddy Green Road, Lytchett Matravers, Poole, BH16 6HL. 6/2020/0459** Demolish existing outbuildings & erect a new dwelling with associated parking and access.DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2020/0576 13 Gibbs Green, Lytchett Matravers, Poole, BH16 6ND.** Extend roof and form rooms in roof-space. DC planning portal shows that this application has now been refused.

**Planning application 6/2020/0592 10 Spy Close, Lytchett Matravers, BH16 6DQ.** Demolish conservatory and erect new rear extension. DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2020/0514 10 Hopmans Close, Lytchett Matravers, Poole, BH16 6AY.** Proposed first floor front extension over existing integral garage & convert garage to form habitable accommodation. DC planning portal shows that this application has still not yet been determined.

**Planning application 6/2020/0578 12 Foxhills Crescent, Lytchett Matravers, BH16 6BE.** Demolish rear conservatory, erect two storey rear extension and convert loft to habitable accommodation. DC planning portal shows no status at all against this application. DC Planning Admin have been reminded to correct this failing which was first reported to them last month.

**Planning application 6/2020/0642 113 Wareham Road, Lytchett Matravers, Poole, BH16 6DZ.** Construction of dwelling with associated access, parking and landscaping. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2020/0610 42 Charborough Close, Lytchett Matravers, Poole, BH16 6DH.** Erect two storey side extension. DC planning portal shows that this application has now been approved.

**Planning application 6/2020/0374 (Revised Proposal). The Cottage, Foxhills Road, Lytchett Matravers, Poole, BH16 6BD.** Sever plot and erect 2 detached houses with access & parking. DC planning portal shows that this application for the revised proposal has not yet been determined.

**Planning application 6/2020/0555. Castle Farm House, Castle Farm Road, Lytchett Matravers, Poole, BH16 6BZ.** Provision for renewable energy & alterations & repairs. DC planning portal shows that this application has not yet been determined.

**Planning application 6/2020/0556. Castle Farm House, Castle Farm Road, Lytchett Matravers, BH16 6BZ.** Provision for renewable energy, doors, windows & new conservatory roof. DC planning portal shows no status at all against this application. DC Planning Admin have been asked to correct this failing.

**Planning application 6/2020/ 0614 10 Old Chapel Drive, Lytchett Matravers, Poole, BH16 6HA.** Build retaining wall along part of boundary to provide parking to side of house. DC planning portal shows that this application has not yet been determined.

## 5. To receive and note the 2020-21 YEAR END bank reconciliation (for purposes of report only).

A copy of the bank reconciliation is attached at Appendix 1 to these minutes. Members had also been sent copies of the relevant bank statements. It was **RESOLVED** to accept and approve this reconciliation.

## 6. To receive and consider a report covering 2020-21 year end council income and expenditure (for purposes of report only).

The report was circulated to all members by the Parish Clerk. It was **RESOLVED** to accept and approve this***.*** The income and expenditure report is included in Appendix 1 to these minutes.

## 7. To receive and note the statement of fixed assets as at 31st March 2021.

The Parish Clerk referred to the statement of Fixed Assets and Long Term Investments which he had made available to all members ahead of the meeting. He explained that, for the purposes of the Annual Governance and Accountability Return and in line with regulations in The Practitioners Guide, fixed assets are recorded at original purchase cost. This is the prime purpose of the presented Asset Register. The council noted the content of this statement, and no adjustments were required. A copy of the statement is included at Appendix 2 to these minutes.

It was noted that for its own internal management purposes the council may also wish to maintain a record of the costs of assets for insurance purposes, and also to track their depreciation values as an aid to planning for their eventual replacement.

## 8. To receive and consider the summary financial position as of March 31, 2021 including a review of Earmarked Reserves.

Cllr Bush drew members’ attention to the “Earmarked Reserves” report which had been made available ahead of this meeting, a copy of which is included at Appendix 3 to these minutes. He also referred to the PC Summary Cash Analysis report included at Appendix 4.

He explained that the council chose to use its Prudential Investment to serve as its reserves. Cllr Bush pointed out that the valuation of the investment with Prudential International immediately before the pandemic was around £300K, but it dropped due to the pandemic to 270K at 31/03/2020. However the latest statement issued at 31 March 2021 shows a value of £261K, despite a withdrawal of £40K in January 2021.

Regarding the Earmarked Reserves, Cllr Bush explained that for certain key facilities / assets it was recognised that there was a need to build up sinking funds for their eventual replacement – initially over ten years so that it matches the depreciation period for those facilities / assets. During 2020-21, due to the lowered performance of the investment and the resultant lack of funds however, some adjustment was needed to that approach. He pointed out that this is reflected in the “reduced transfers” for 31 Mar 2020 shown on the report at Appendix 3. This will need to be borne in mind at the time and where any of these facilities / Assets need to be replaced.

Cllr Bush commented particularly on the Foxhills open space reserve, which contains the bulk of the money. He reminded members that the council is about to have a major expenditure on the open space in order to renew the paths. This work is going out to tender now. He pointed out that the decision will need to be taken within the next couple of weeks whether to take the funding for this work directly from the Foxhills reserve, which will then need to be topped back up over the next few years in order to protect the council’s obligation to maintain the open space in perpetuity, or to pay for this work directly out of the council’s cash reserves. If the latter approach is taken this will involve a trade-off because it will mean that the cash will then not be available for other purposes.

Referring to the PC Summary Cash Analysis April 21 (see Appendix 4) he explained that the precept of £90K for 2021/22 is sufficient to cover normal “business as usual” expenses and to make the £20K contribution to the sinking funds. Consequently the £64K carried forward from 2020/21 may be used towards the capital projects identified by the Working Groups – Although this will not be sufficient to cover everything. It is for this reason that the **three RECOMMENDATIONS** have been included in the PC Summary Cash Analysis April 21 paper at Appendix 4, **for consideration of full council at its meeting of 28th of April, 2021.**

Cllr Bush urged all members to consider these carefully in preparation for that meeting and the review of the Working Groups’ reports into planned expenditure for 2021/22.

## 9. To receive a report back on the Annual review of insurance cover.

Cllr Huggins referred to the report which had been made available to members ahead of the meeting, a copy of which is included at Appendix 5 to these minutes. After some clarification regarding the further steps by the insurers concerning the surfaces of the new car park, Pond Walk and School Walk, it was **AGREED** that there were no omissions from this list or any requirement for further adjustments to it. The response from the insurers regarding the premium adjustment for the new car park, Pond Walk and School Walk will be fed back to the council for decision prior to the renewal date of 1st June 2021.

It was confirmed that the Sports Club will arrange for insurance of the Sports Pavilion.

## 10. To receive and consider the timetable of council meetings for 2021-22.

After brief discussion it was **RESOLVED** to approve the timetable of meetings as set out in appendix 6 to these minutes. This includes an adjustment to the meetings initially proposed for December so that they also take place on the 2nd and 4th Wednesdays of the month. ***Action: Parish Clerk to make this adjustment and publish the timetable accordingly.***

## 11. To review the Council’s current “Scheme of Delegation”, with the intention of ensuring that it enables urgent and / or essential business to be transacted in the event of the council being unable to hold meetings due to circumstances beyond its control

The Parish Clerk referred to the Council’s Scheme of Delegation which had previously been reviewed in March / April 2020. After brief discussion it was confirmed that there were no amendments to make, and so it was **RESOLVED** to re-adopt the current scheme. A copy is associated at Appendix 7 to these minutes.

## 12. To receive and consider a report on the current uptake, waiting list and upkeep of the allotments (for purposes of report only), and to consider proposed actions for plots 31 and 44.

The Parish Clerk referred to a report which he had made available to all members ahead of this meeting. The contents of this report were noted, including that emails or letters had been sent to ten plot holders where little or no activity had been noted so far this year, reminding them that this represents a breach of the terms of their annual rental agreement and encouraging them to take urgent action.

Regarding plot 31 and 44, it was **RESOLVED** to approve the recommendation in the report that a local contractor’s estimate is accepted to remove the tree stumps / roots from plot 44, and to remove the rubbish and level plot 31, so that both plots can be brought up to a standard where they may be re-let. It was also **RESOLVED** to put up notices on both plots to make it clear that the plots are under restoration and no rubbish should be dumped on them. ***Actions: Parish Clerk to contact the contractor to book this work, and to order the signage accordingly.***

## 13. To consider items for the next Parish Magazine

Discussion took place concerning the next Parish Magazine article. It was agreed that the article would include the following:

Planned litter pick on Sunday 9th May

Litter in general, and the litter problem at Lytchett Astro

Planned restoration of the pond at Eldons Drove

## 14. To note correspondence received.

Cllr Barker referred to an email stating that St Marys Church would be open between 13:45-14:45 on Saturday 17th April when candles would be lit in memory of HRH The Duke of Edinburgh. Cllr Bush added that the union flag was being flown at half-mast at the war memorial in the days leading up to the funeral on 17th April.

The Parish Clerk reported on the following items of correspondence:

An email from Joe Allen, Principal Technician (Data) DC Highways offering SID deployment renewal for a further 12 month period for a reduced fee of £750. It was **RESOLVED** to accept this offer. ***Action: Parish Clerk to respond accordingly.***

Correspondence from the Vicar of St Mary’s Church regarding water supply to Row Park Cemetery. He is liaising with the new owner of the Walled Garden about this.

The meeting closed at 20:28

Annotated by/on ………………………….Approved by/on ………………………

## Appendix 1

Bank reconciliation and 2020/21 year-end report covering income and expenditure.

See separate report.

## Appendix 2

**Statement of Fixed Assets as at 31 March 2021.**

See separate report.

## Appendix 3

**Earmarked Reserves statement as at 31 Mar 2021.**

See separate report.

## Appendix 4

**Parish Council Cash flow analysis as of 31 March 2021.**

Update to November 2020 Review

**Prudential Investment Fund:**

The investment fund account in the Prudential are essentially the Parish Council’s general reserves. The fund value suffered a dip last year because of the pandemic but has since recovered.

As recommended in November 2020, a withdrawal of £40k was made to facilitate cashflow. This proved to be a very protracted process and the funds were not received until February 8, 2021 (see recommendation below).

The Parish Council has used the investment fund account to hold Earmarked Reserves principally for future commitments in replacing key assets. These assets are:

* Foxhills Open Space Maintenance Fund – to provide maintenance funds in perpetuity
* Skate Park
* Foxhills Play Area
* Rocket Park Play Area
* Lytchett Astro

Technically, the expenses of maintaining Foxhills Open Space should result in a withdrawal from the fund account but, because it is relatively small, we have absorbed that cost as a normal expense.

**Summary Cash Position April 2021**

As of March 31, 2021, the Parish Council has a total of £64k in bank accounts.

The first part of the 2021/22 precept is due and, has been previously reviewed, the precept is budgeted to cover BAU costs of around £70k. This leaves a budgeted surplus of approximately £20k p.a. for non-BAU costs.

For 2021/22, the Parish Council has approximately £84k over and above the Earmarked Reserves for capital projects. This is not sufficient for everything we wish to do.

**Recommendation:**

1. Commission a review of the Prudential Investment Fund Account performance and alternative options.
2. Obtain updated quotations for the replacement of the key assets in the Earmarked Reserves and review funding options, e.g. retain sinking funds or replace with grant fund sourcing.
3. Each WG to update reports with projected spending for next Full Council and to detail those elements within the plans that could be externally funded.

## Appendix 5

**LMPC Insurance Cover Review for Year 2021/2022**

**April 2021**

**Report subject:**

Insurance Cover Review for year 2021/2022

**Reported by:**

Cllrs Andrew Huggins and Rob Carswell

**Subject status:**

We have reviewed the current policy, conditions and excesses and believe it to be appropriate to our needs, with the exceptions noted below:

1. “Standing Soldier” should be added: Value £300
2. “Bollards and Posts” should be added: Value £9000
3. Street Furniture currently £38038: increase cover to £44000 to include the new bike stands and benches on the rec car park.
4. Planter in Rec car Park: Value £750
5. Remove Wooden Fence cover (the old Rocket Park fence, now replaced and covered under “Gates and Fences”.
6. Subject to cost in premium, we would like to cover the new path surfaces (Pond Walk, School Walk) and Car park tarmac surfaces (the latter to provide against possibility of damage to a burnt out vehicle). NOTE these have to be insured at total replacement cost which might make cost of cover prohibitive.

As per last year’s review we would point out that the excess on all items is just £100 so if there is damage we should consider making claims.

Below are the insured items/values prior to the amendments we propose.

| **Item Description** | **Sum Insured** |
| --- | --- |
| Youth Club Hut | £17713 |
| Office Contents | £2992 |
| General Contents | £1886 |
| Street Furniture | £38038 |
| Gates and Fences | £13269 |
| War Memorials | £9616 |
| Play, Skate Park Equipment, Play Surfaces | £160332 |
| Floodlights | £5627 |
| Natural Surfaces | £3393 |
| Wooden Fence | £4215 |
| 3 x Defibrillators | £4500 |
| MSID Vario Speed Indicator Device and Solar Panels | £3525 |
| Steel Fence | £30000 |

**Financial Impact:**

There will likely change in premium as a result of these changes, particularly if we decide to add the insurances for the surfaces. The cost won’t be known until we agree to request the quote from the insurers. Actual Renewal is due in June so we will make final decision on the quote in a May council meeting.

**Recommendation/Proposal:**

That we request the insurers re-quote for LMPC insurance cover with the amendments 1 to 6 listed above.

## Appendix 6

**TIMETABLE OF PARISH COUNCIL MEETINGS 2021/22**

**Venue – Village Hall, unless marked \***

|  |  |  |
| --- | --- | --- |
|  | **Finance & General purposes**  **Committee**  **(normally 2nd Wed in month)** | **FULL COUNCIL**  **(normally 4th Wed in month)** |
| **April 2021** | **Wednesday 14th \*(online)** | **Wednesday 28th \*(online)** |
| **May 2021** | **Wednesday 5th \* (online)** | **Wednesday 26th (Annual Parish Council meeting)** |
| **June 2021** | **Wednesday 9th** | **Wednesday 23rd** |
| **July 2021** | **Wednesday 14th** | **Wednesday 28th** |
| **August 2021** | **Wednesday 11th** | **Wednesday 25th** |
| **September 2021** | **Wednesday 8th** | **Wednesday 22nd** |
| **October 2021** | **Wednesday 13th** | **Wednesday 27th** |
| **November 2021** | **Wednesday 10th** | **Wednesday 24th** |
| **December 2021** | **Wednesday 8th** | **Wednesday 22nd** |
| **January 2022** | **Wednesday 12th** | **Wednesday 26th** |
| **February 2022** | **Wednesday 9th** | **Wednesday 23rd** |
| **March 2022** | **Wednesday 9th** | **Wednesday 23rd** |
| **April 2022** | **Wednesday 13th** | **Wednesday 27th** |
| **May 2022** | **Wednesday 11th** | **Wednesday 25th** |

**ANNUAL PARISH MEETING \* Date, time and venue to be announced.**

**Members of the public and the press are welcome at the above meetings.**

**Venues may occasionally be subject to change. Please see the relevant agenda published on the Parish Council website and the noticeboard adjacent to the Library in the High Street.**

**All meetings start at 7.00 p.m.**

## Appendix 7

**LYTCHETT MATRAVERS PARISH COUNCIL**

**SCHEME OF DELEGATION**

**Background**

Local Councils may only do what legislation requires or permits them to do. With some particular

exceptions, the Council may delegate functions to committees, sub committees, officers, or other

authorities.

The power to delegate functions by local councils is set out in the Local Government Act 1972

S.101 as follows:

***Local Government Act 1972***

**S. 101 Arrangements for discharge of function by local authorities**

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

(a) by a Committee, a sub-Committee or an officer of the authority, or

(b) by any other local authority

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(3) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

(5) A local authority’s functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

The aim of this document is to clarify the manner in which Lytchett Matravers Parish Council has delegated its powers and the authority to spend.

**Council**

Certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council’s consideration:

* Setting the precept and approval of the Council’s budget
* Approval of the Annual Accounts
* Completion of the Annual Return including the Governance Statement
* Consideration of an Auditor’s report made in the public interest (*within one month of receipt)*.
* The making, amending or revoking of Standing Orders, Financial Regulations and this

Scheme of Delegation

* Adoption or revision of the Council’s Code of Conduct.
* Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise

the General Power of Competence

* Determination and review of the Bank Mandate
* Matters of principle or policy
* Nomination or appointment of representatives of the Council to outside bodies (except

approved conferences or meetings)

* Nomination or appointment of representatives of the Council at any inquiry on matters

affecting the Parish, excluding those matters specific to a committee

* The making, amending or revoking of bye-laws
* Agreement to write off bad debts
* Approval by resolution, before payment, of any grant or single commitment in excess of

£5,000.

* Authorisation as to terms and purpose for any application for Borrowing Approval and

subsequent arrangements for the loan.

* Approval of any financial arrangement which does not require formal borrowing approval

from the Secretary of State (eg hire purchase or leasing of tangible assets)

* Approval of purchase, acquisition by other means, sale, lease or disposal of tangible

moveable property over £1,000.

* Approval of purchase, acquisition by other means, lease, sale or disposal of real property

(interests in land).

* Approval of the virement of unspent and available amounts to other budget headings or

reserves

* Approval of changes in earmarked reserves as part of the budgetary process

The Parish Council recognises that urgent decisions may arise between scheduled meetings and therefore have defined this policy to ensure that the Parish Council is managed effectively.

This policy applies to Parish Councillors and the Clerk.

While the Parish Council creates, implements, monitors and reviews this policy, the Clerk is also responsible for implementing its requirements.

Records Minutes of decisions will be retained in line with the Data Retention Policy

The Parish Council agrees to arrangements being established to deal with any urgent business arising between meetings where they could not be: -

• Foreseen at the preceding meeting

• Arise out of request for further information

• Are time sensitive

• Are outside the general or specific authority delegated to the Clerk

Any decision will require at least three members to be consulted, including the Chairman.

Decisions that may be taken outside of Parish Council Meetings will not require a deviation from policy decisions taken by the Parish Council and should not place any aspect of the Parish Council at considerable risk.

The Clerk will firstly discuss the matter with the Chairman.

The Chairman will make contact a minimum of two other Parish Councillors.

The Clerk will not seek to influence a decision from the Chairman or the other Parish Councillors but shall put the issues clearly and succinctly so as not to prejudice any decision being made.

The Clerk shall only inform the Parish Council of the outcome once the Chairman has relayed the outcome of their deliberations to the members, with a majority decision being acceptable of two members.

The Chairman may decide to call an Extraordinary Meeting if required to make a decision.

Any decision taken must be reported to the Parish Council at their next meeting and the decision formally ratified.

**Proper Officer**

The Clerk to the Council shall be the Proper Officer and carry out the functions of the Proper Officer

as provided by the Local Government Act 1972 and as set out in the job description for the post.

The Clerk is specifically authorised to:

* Receive declarations of acceptance of office.
* Receive and publish Members’ Registers of Interest
* Receive and grant Disclosable Pecuniary Interest (DPI) dispensations after consulting with

the District Council’s Monitoring Officer; details of all dispensations received and granted to

be reported to the Council at the next available meeting.

* Sign and serve on councillors a summons with an agenda to attend Council and committee

meetings

* Convene a meeting of the Council if a casual vacancy occurs in the office of the Chairman
* Sign notices or other documents on behalf of the Council
* Receive and hold copies of byelaws made by a principal local authority which affect the

Council’s area

* Receive and retain plans, notices and documents
* Certify copies of byelaws made by the Council

In addition, the Clerk is authorised to undertake the day to day administration of the Council, to

include:

* Calling extra meetings of the Council or any committee or sub-committee as necessary,

having consulted with the appropriate chairman, except those called by the Chairman or

members in accordance with Standing Order 6.

* Issuing press releases and statements to the press on the Council’s known policies, subject

to the provisions of the Council’s Press and Media Policy.

* Updating and managing the content on the Council’s website
* Making arrangements for the maintenance of the office IT system.
* Disposal of Council records according to legal restrictions and an agreed retention and

disposal policy

* Handling requests for information under the Freedom of Information Act 2000 and the Data

Protection Act 1998.

* In the first instance, acknowledging and handling all complaints regarding the council (except where the complaint relates to the clerk);
* Making arrangements for the routine maintenance of the Parish Office
* Purchasing basic office equipment and supplies
* Arranging emergency repairs to the Parish Office or other Council premises (subject to the

council’s standing orders and financial regulations.)

* Taking appropriate action arising from other emergencies (in consultation with the

Chairman/Vice Chairman of Council or committee chairman as appropriate to the

circumstances)

* Making arrangements to pay salaries/wages and expenses to all employees of the Council

(subject to the Council’s financial regulations);

* Dealing with day to day matters in relation to the allotments function, in accordance with any policies and decisions of the Environment and Amenities Committee or full Council to include issuing Allotment Tenancy Agreements and making arrangements for collecting the annual rents.
* Authorising routine recurring expenditure within the agreed budget
* Authorising payment for items below £1,000 in consultation with the Chairman of Council or

the Chairman of the appropriate Committee.

* Emergency expenditure up to £1,000 whether or not there is budgetary provision for the

Expenditure.

* When the Council delegates a specific task or function to the Proper Officer, the action taken must be reported to the next Council meeting.

**Responsible Financial Officer (RFO)**

The Responsible Financial Officer (RFO) to the Council is responsible for the Parish Council’s

accounting procedures and financial records and is accountable for the proper administration of its

finances, in line with the current Account and Audit Regulations and the Council’s adopted Financial

Regulations. The functions and duties of the RFO are set out in the job description for the post.

**Periods of restricted activity**

Council decisions are delegated to the Clerk during any period of restricted activity declared by the Government, such as in respect of the Covid-19 virus. Such delegation is to enable the Council to fulfil its responsibilities to its residents.

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 £1,000. The Clerk shall consult the Chairman on any such action prior to it taking place, and report it to the Council as soon as practicable thereafter.

**Committees**

All Committees are authorised to:

* Elect a chairman from within the membership of that Committee
* Approve the Minutes of the last meeting of the Committee
* Spend money from budget headings under that Committee’s remit up to the limit of the

budget and / or named reserve.

* Make recommendations on the budget requirement for the Committee for the coming

Financial Year.

* Delegate any of their functions to a Sub Committee or officer of the Council.