

Finance Committee – 6 February 2023
Item 4.2 Matters Outstanding/Updates from last meeting

Outstanding items not on this agenda

Page No	Who	Action	Update
Pg. 2002	Clerk	Pursue free opportunities for advertising the meeting rooms	
Pg. 2002	F&A	Review meeting room hire when hirings resume	
Pg. 2257	Clerk	Newly repaired Cooks Corner noticeboard to be relocated to Blackham Village Hall	
Pg. 2413	Clerk	Ask other Wealden Clerks which streetlighting contractor they use	
Pg. 2286	Clerk	Source and set up a third bank account	In progress – signatures required on mandate
Pg. 2287	Clerk	Set up the bank mandate for the third bank account	In progress – signatures required on mandate
Pg. 2330	Clerk	Proceed tree surgeon works at Blackham/A264 fingerpost and Blackham bus shelter	
Pg. 2333	Clerk	Obtain fencing quotes for Reading Room for agreement at next Finance meeting	Agreed under Clerks' delegated authority (£100)
Pg. 2588	Clerk	Maintenance contractor to rake over the woodchips at Groombridge playground	No longer applicable
Pg. 2588	Clerk	Maintenance contractor to secure surface under swings at Balls Green with cable ties	
Pg. 2588	Glf-Anderson Clerk	Enquire what funds GSGA has	See item 9
Pg. 2588	Clerk	Before signing a contract with grass contractor, costs to be clarified at the Tanyard and revised spec for the Newton Willows to be notified	See item 9
Pg. 2590	Clerk	Provide a two year budget once 2023/24 budget/Precept setting process complete	See item 12.4

Actions from this meeting

Page No	Who	Action	Update
002394	Clerk	Recommend to Council a subsidy of £18,000 for 2023/24 for WPCIC	Done

Pg. 2623	Clerk	CIC's Strategic Plan to next meeting	See item 8
Pg. 2623	Clerk	CIC's up to date cashflows to every meeting	See item 8
Pg. 2623	Clerk	Allocate time to seeking other funding alternatives to Precept	
002395	Clerk	Recommend 2023/24 budget and Precept of £170,834 to Council	Done
Pg. 2624	Clerks	Consider how 2023/24 Precept will be communicated to residents	Has been communicated in church and village magazines, will also go in Newsletter
Pg. 2624	Clerk	Recommend Ear-marked Reserves for 2023/24 to Council	Done
Pg. 2625	Clerk	Notify Groombridge Men's Sheds that WPC will not be undertaking works to adjacent Oak	Done
Pg. 2625	Clerk	Notify resident that WPC will not be undertaking works to bay tree at Phoenix House	Done
Pg. 2625	GOSL Working Group	Consider having a measured plan of the Old Station building drawn up to assist lease renewal	Completed
002397	Clerk	Imburse the Phoenix House tenant the £400 Energy support in monthly increments	In progress
Pg. 2626	Clerks	Post a sign in the Withyham bus shelter asking users to respond to a brief survey	See item 7
002398	Clerk	Journal £180 expenditure from 4003 to 4407	Done
Pg. 2626	Clerk	Updated 2023/34 Grant paperwork to be circulated to local groups and organisations	Done
002399	Clerk	Recommend the Child Protection Policy to Council	Done
Pg. 2626	Clerk	Next Committee agenda to include kitchen ceiling/roof, CIC cashflow and strategic plan, Old station lease update	Item 8 - CIC cashflow and strategic plan Item 5 - Old station lease update

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
Debbie Siddle	Finance	6.2.23	5

Confidential	Not Confidential	Exempt	Not Exempt
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GROOMBRIDGE OLD STATION LEASE – updates and to authorise Clerk to instruct solicitors

Background

The current 10 year lease that WPC has for Groombridge Old Station is due to expire 31 March 2023.

The November 2022 Finance Committee agreed the Terms of Reference for the Groombridge Old Station Lease Working Group comprising of Cllrs Gordon-James, Kelly and Watkins.

On 9 December, the Clerk and the Groombridge Old Station Lease Working Group met with the Landlords (appendix 1 – notes of that meeting). In summary:

- A renewed lease would be for 5 years
- The rent would be £16K per annum (an increase of 6.67%)
- In order to grant a new lease term, the Landlords need to get the building to an Energy Performance Certificate 'E' rating by 1 April 2023 and so are installing solar panels and more loft insulation

The Landlords have instructed their solicitor and a draft lease has been provided to the Clerk.

Due to Cllr Lawne's professional background, the Clerk sought her advice as to whether WPC should instruct solicitors to act on its behalf. She responded: *"the draft lease would need to be looked at carefully to ensure that it is the same. Will it be registrable at the land registry? (I suspect not - usually only leases for more than 7 years are, so the current 10 year lease presumably is). Even so, it should be noted on the landlord's title. Presumably the landlord's solicitor will do that but need to confirm. The lease will presumably be excluded from protection under the Landlord & Tenant Act 1954 Part 2 and the formalities to ensure this dealt with by the landlord's solicitors, as it is in their client's interest to do this. Stamp duty-is there a liability and if so it will have to be paid. So on balance, in my view, I think it would be prudent to use solicitors to ensure nothing is missed."*

The Clerk has flagged up to SVR about the potential renewal of the underlease. Next steps would be for the Groombridge Old Station Lease Working Group to meet with SVR to confirm terms before instructing solicitors for the underlease.

Recommendations

Finance Committee is asked to:

- Note the update
- Authorise the Clerk to instruct a solicitor to act for WPC in both the new Lease and the Underlease with SVR

Reasons for recommendations

The new leases should be in place by 1 April 2023.

Staffing Implications

Clerk – communications with Landlords, solicitors, Working Group and Finance Committee/Council

Councillor Involvement

Members of Groombridge Old Station Lease Working Group – meetings and communications with the Clerk as required

Budgetary Implications

The Clerk understands that WPC will be responsible for its own and the Landlords' legal costs for the Head Lease
SVR would be responsible for its, WPC's and the Landlords' legal costs for the Underlease
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Carbon/Environmental impact/mitigations

In order to grant a new lease term, the Landlords need to get the building to an Energy Performance Certificate 'E' rating by 1 April 2023 and so are installing solar panels and more loft insulation

How does the proposed action reduce crime and disorder?

n/a

How does the proposed action seek to eliminate discrimination and advance equalities

n/a

Health & Safety Implications

n/a

Persons consulted

Cllr Lawne (retired solicitor)

Appendix 1

Notes to Meeting Between Withyham Parish Council and the Landlords of Groombridge Old Station on 19 December 2022

Present: Nigel Houghton & Terry Newman (Landlords)
Cllrs Diana Kelly, Robert Gordon-James, Paul Watkins (WPC)
Debbie Siddle (Clerk, WPC)

Lease

NH and TN explained that they would prefer to not undertake a whole new lease, and instead have a side agreement for the renewed term. They have asked their Pension company if this is possible and they await a response.

Existing headlease, para 1.7 currently refers to D1 use, however in 2020 the designation was changed to E. NH and TN noted this and would see if this could be incorporated into a side agreement.

WPC has had a new floorplan drawn up which clarifies the sq. footage of the property. Having looked at rental on other commercial properties, and considering there has been no rent increase for the previous 10 years, £16K per annum (an increase of 6.67%) seems reasonable.

Solar Panels

NH and TN explained that the recent EPC had shown an F rating and, in order to be able to agree a new lease term, they will need to get the building to an E rating by 1 April 2023. They have considered the 4 options (loft insulation, wall insulation, solar panels, new windows) and will add loft insulation but this does not do enough to take it to a D. New windows in addition to the loft insulation would not take it to a D, only wall insulation or solar panels would. Wall insulation would be very disruptive as it would require significant internal works.

NH and TN had therefore decided to proceed with solar panels, with the majority on the rear of the building and 6 on the canopy at the front, and they expect them to match well with the slate tiles. There will be a box sited next to the consumer board in the Station Master's office. NH would send the report by the solar panel company to DS for information.

The works are planned for February 2023. The solar panel company has to first confirm with UKPN that it has the capacity to take the power that will be generated. After the works are complete an EPC needs to be undertaken again and a new certificate issued

NH and TN expect WPC to benefit from electricity savings of around £2,000 per year, based on the solar panel company's figures for how long the capital outlay would take to recoup. They pointed out that this will financially benefit WPC from the time of installation.

NH confirmed that there is an air brick that may need unblocking in the loft space above the kitchen to alleviate condensation/staining on the kitchen ceiling. This needs consideration alongside the installation of the loft insulation in that part of the building.

EPC/Lease renewal

NH and TN hope that the loft insulation and solar panels will get the EPC rating to E, which will allow them to renew the lease with WPC from 1 April 2023. If this does

not happen they will need to consult their solicitors about whether WPC can continue to occupy the building.

Sublease

WPC does not know whether SVR wishes to continue their sublease. DS will contact them to find out.

The sublease is currently unclear about what parts of the building are included in the sublease, and rights over the shared hallway. WPC would like to add the floorplan recently commissioned to both leases, with clarity over which part of the building forms the sublease. If this would have financial implications to produce a new sublease rather than a side agreement (if the pension's company is in agreement) then this would not be updated.

WPC will look to apply the same 6.67% increase to SVR's sublease.

**Withyham Parish Council
Quote/Report for consideration**

Report By	For Committee	Date	Agenda Item
Debbie Siddle	Finance	6.2.23	6

Confidential	Not Confidential	Exempt	Not Exempt
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OLD STATION MEETING ROOM HIRE RATES – review

Background

Each year WPC reviews its fees and charges, in 2022 the following meeting room hire rates were agreed for the Old Station:

Large Meeting Room	Small Meeting Room	Both rooms
Full day £90 Half day £50 Per hour £8.50	Per hour £6	Full day £130 Half day £65 Per hour £10

On re-looking at the large meeting room rates, the half day rate is equivalent to 5.8 hours at the hourly rate and the full day to 10.5 hours.

The query is whether the half day and full day rates should be slightly lower than the equivalent hourly rate or are they set high to discourage long hires?

Recommendations

Finance Committee to consider lowering the half day and full day rates for the large meeting room and both rooms as follows:

Large Meeting Room	Both rooms
Full day (8 hrs) £60 Half day (4 hrs) £30 Per hour £8.50	Full day (8 hrs) £80 Half day (4 hrs) £40 Per hour £12

Reasons for recommendations

Full day and half day rates amended so that they are lower than the equivalent hourly rate.

This may make the meeting rooms more attractive to hirers.

Staffing Implications

None

Budgetary Implications

None

Carbon/Environmental impact/mitigations

n/a

How does the proposed action reduce crime and disorder?
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n/a

How does the proposed action seek to eliminate discrimination and advance equalities

n/a

Health & Safety Implications

n/a

Persons consulted

none

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
Debbie Siddle	Finance	6.2.23	7

Confidential	Not Confidential	Exempt	Not Exempt
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Withyham Bus Shelter – Update on Usage Surveys

Background

At its November 2022 meeting, Finance Committee received two quotes for £2,900 and £1,332 for a new roof and slat repairs to the walls of Withyham bus shelter. The Committee noted that this shelter is on the 291 route which is well used but queried how many people use the shelter. It was agreed that a sign should be posted in the shelter asking users to respond to a brief survey.

The poster went up in the bus shelter during the first week of January asking people to log on to the online survey, or call the office to answer the survey over the 'phone. The idea was to get a true picture of the usage of the bus shelter by only having the sign there and not in other places which could encourage responses from people who don't use the shelter.

One response has been received from someone who uses it several times a week for their journey to school.

Recommendations

The Clerk suggests that:

- the poster remains in the bus shelter to allow the opportunity for further responses until the next Finance Committee meeting
- Should Finance wish to widen the consultees, it could be added to the WPC newsletter which will be distributed over the next few weeks

Reasons for recommendations

To give more opportunity for additional responses.

Staffing Implications

No significant implications at this time.

Budgetary Implications

No significant implications at this time.

Carbon/Environmental impact/mitigations

No significant implications at this time.

How does the proposed action reduce crime and disorder?
n/a

How does the proposed action seek to eliminate discrimination and advance equalities
n/a

Health & Safety Implications
n/a
Persons consulted
Users of Withyham bus shelter

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
Debbie Siddle	Finance	6.2.23	9

Confidential	Not Confidential	Exempt	Not Exempt
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Grass Cutting Contract – GSGA's Accounts with reference to the Tanyard cuts

Background

At Finance Committee's September meeting, where the next 3 year Grass Cutting contract was considered, it was felt that it would be helpful to find out what funds Groombridge Sports Ground Association has. This is because the Tanyard is the only piece of land that WPC cuts that is not owned/leased by WPC. This was to be reviewed/clarified before signing a contract with the contractor.

The Clerk requested the most recent accounts and GSGA have provided the most recent audited accounts (to December 2021) – Appendix 1.

GSGA clarified that:

"We are in the process of converting GSGA to a charity and we had assumed this would be done by June last year. So the committee accepted we could have an 18 month accounting period from 1st January 2021 to 30th June 2022.

We now have approval from the Charity Commission to set up a charity but there have been delays in the set up. Therefore I decided to stick to a 12 month accounting period ending on 31st December 2021 and get these audited.

This is why the accounts were not audited until January this year. We are hoping to have the charity operational in a few months' time."

Recommendations

Finance Committee to review the accounts and instruct the Clerk to proceed with the grass cutting contract, or provide alternative instructions.

Reasons for recommendations

The WPC parish grass cutting contract needs to be signed in order to start, likely in March.

Staffing Implications

None.

Budgetary Implications

WPC's contribution by paying for the 21 cuts at the Tanyard is as follows:

2023 £1016.97

2024 £1047.47

2025 £1068.41

Carbon/Environmental impact/mitigations
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N/A

How does the proposed action reduce crime and disorder?
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n/a

How does the proposed action seek to eliminate discrimination and advance equalities

n/a

Health & Safety Implications

n/a

Persons consulted

Treasurer for GSGA

**GROOMBRIDGE SPORTS GROUND ASSOCIATION
AUDITED INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 DECEMBER 2021**

	31.12.21	31.12.20
	£	£
INCOME		
Membership, lease and land fees	5,190	5,305
Grants	2,293	2,293
Donations	60	0
Donation from WPC for grass mowing	957	620
Other income	428	10,682
Sports Day	0	0
Interest received	4	4
	<u>8,932</u>	<u>18,904</u>
EXPENDITURE		
Shed Expenses	38	0
Ground Maintenance	110	871
Grass Mowing	957	620
Water Rates and Electricity	313	445
Waste Disposal	310	305
Insurance	791	756
Pavilion Maintenance	2,125	795
Depreciation	6,498	6,879
Other	398	0
	<u>11,540</u>	<u>10,671</u>
SURPLUS/(DEFICIT) FOR THE YEAR	<u>(2,608)</u>	<u>8,233</u>
BALANCE SHEET AT 31 DECEMBER	31.12.21	31.12.20
	£	£
Fixed Assets	81,250	87,748
Bank Balances	16,738	18,223
Cash reserve for pavilion maintenance	9,000	6,000
	<u>106,988</u>	<u>111,971</u>
Current Assets and Liabilities		
Debtors	0	0
Less: Creditors	(4,044)	(6,419)
Net	<u>(4,044)</u>	<u>(6,419)</u>
	<u>102,944</u>	<u>105,552</u>
INCOME AND EXPENDITURE ACCOUNT		
Balance at the beginning of the year	105,552	97,319
Surplus/(Deficit) in the year	(2,608)	8,233
Balance at the end of the year	<u>102,944</u>	<u>105,552</u>

I have audited the accounts of Groombridge Sports Ground Association for the year ended 31 December 2021 and it is my opinion that they properly reflect and are in accordance with the underlying records and other information and explanations supplied to me

Graham Wilson

Graham Wilson FGA
Honorary Auditor
10 January 2023

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**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
Debbie Siddle	Finance	6.2.23	10

Confidential	Not Confidential	Exempt	Not Exempt
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GRANTS – Withyham Kings' Hall Dementia Café update

Background

In September 2022 Finance Committee awarded a grant of £450 to Withyham Kings' Hall towards a weekly Dementia friendly session for 6 months.

The Clerk has received the following update from the grant recipient:

"We were awarded £450 to cover the costs of hall hire for the 'Quiet Time Tuesday' session that we had decided to set up. This was designed to support the needs of some of the people who attend our Friday Cafe, which caters for all but is dementia friendly. Attendees had suggested that they would welcome quiet time to complete activities in a safe place. However, we never managed more than 2 people and we felt we could not find enough people to run the group.

The group was run from the end of September until 20th December, 13 sessions. In the meantime, we gained funding to support a whole day, Thursday, Warm Hub session. The people supporting that are the same volunteers as for the Quiet Time Tuesday activity but has had at least 10 people in attendance.

The dilemma is that we were granted £450 and have only accounted for half of that money as there will be no Quiet Time Tuesday sessions from January to March.

We continue to support the community with our weekly Thursday Warm Hub (January to March), our monthly Community lunches and our monthly Friday Cafe. We understand if the committee requires us to return £250, but we could happily direct that to helping fund the Cafe especially for the consumables bought to be used for the activities."

Recommendations

Finance Committee to consider whether to allow Withyham Kings' Hall to retain the £250 to help towards the costs of the dementia friendly Friday café.

Reasons for recommendations

The weekly community event that the funds would be diverted to might be felt to have a similar outcome to the original grant.

Staffing Implications

Communication with the grant recipient on the outcome.

Budgetary Implications

The £450 grant has already been made in full to Withyham Kings' Hall

Carbon/Environmental impact/mitigations

N/A

How does the proposed action reduce crime and disorder?

n/a

How does the proposed action seek to eliminate discrimination and advance equalities

The Friday café is also dementia friendly

Health & Safety Implications

n/a

Persons consulted

Chair of Withyham Kings' Hall

**Withyham Parish Council
Quote for consideration**

Report By	For Committee	Date	Agenda Item
Debbie Siddle	Finance	6.2.23	11.1

Confidential	Not Confidential	Exempt	Not Exempt
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QUOTE – Phoenix House Window

Background

Martin & Co (our agents for Phoenix House on a pro bono basis) notified the Clerk that there is excessive condensation in the hallway at Phoenix House.

The current window by the front door is single glazed and does not open, which is felt to be exacerbating the problem.

A quote has been obtained for a new replacement window (double glazed with an opening casement in Upvc) in the entrance hall at £965. The Clerk has not had the opportunity to source any further quotes.

Recommendations

Finance Committee to agree this quote.

Reasons for recommendations

The replacement window should help alleviate the condensation issue

Staffing Implications

Should Finance wish the Clerk to obtain further quotes

Budgetary Implications

There is currently no remaining budget in this financial year so General Reserves would be utilised.

Should an invoice arrive to be paid after March there is £4,500 in the Phoenix House budget for repairs, utilities etc.

Carbon/Environmental impact/mitigations

A double glazed window would be more energy efficient in terms of heat loss, but would be a new product which has an environmental impact in terms of materials and production.

How does the proposed action reduce crime and disorder?

n/a

How does the proposed action seek to eliminate discrimination and advance equalities
n/a

Health & Safety Implications
n/a
Persons consulted
Martin & Co

Detailed Receipts & Payments by Budget Heading 01/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1000 Misc Receipts	541	1,000	459			54.1%	
1010 Wealden Rail/SVR rent	3,375	4,500	1,125			75.0%	
1011 WRC/SVR rebate utilities	1,720	900	(820)			191.1%	
1020 Meeting room income	502	400	(102)			125.4%	
1040 Community Cafe receipts	254	240	(14)			105.8%	
1050 Groombridge Play area fundrais	69,825	100,000	30,175			69.8%	68,325
1062 Gbridge PO Rent	18,873	19,200	327			98.3%	
1063 Post office/Phoenix Hse Rebate	1,085	0	(1,085)			0.0%	
1076 Precept	163,253	163,253	0			100.0%	
1090 Bank Interest	5	100	95			4.6%	
101 Administration							
4000 Staff Salary	(38,006)	(40,506)	2,500		2,500	93.8%	
4001 Staff on-costs	(10,044)	(9,845)	(199)		(199)	102.0%	
4003 Parish Maintenance Contract	0	(3,650)	3,650		3,650	0.0%	
4005 Clerical Support & overtime	0	(3,750)	3,750		3,750	0.0%	
4006 Neighbourhood Plan expenditure	0	(500)	500		500	0.0%	
4007 Training	(1,810)	(2,500)	691		691	72.4%	
4008 Annual Subs inc SALC/NALC	(1,039)	(1,400)	361		361	74.2%	
4009 Conferences& Networking	(12)	(100)	88		88	11.7%	
4010 Chairman's Allowance	(1,370)	(1,300)	(70)		(70)	105.4%	
4011 Councillors' Allowances	(621)	(1,300)	679		679	47.8%	
4012 Parish Office rent	(12,500)	(15,000)	2,500		2,500	83.3%	
4013 Telephone/Broadband	(937)	(1,200)	263		263	78.1%	
4015 Stationery & non-electric equi	(1,198)	(1,500)	302		302	79.8%	
4016 Computer Software/Hardware	(462)	(1,000)	538		538	46.2%	
4017 Photocopier Lease/Maintenance	(594)	(1,200)	606		606	49.5%	
4018 Website	(250)	(250)	0		0	100.0%	
4019 Community Communication	(844)	(1,500)	656		656	56.2%	
4020 APA expenditure	(323)	(750)	427		427	43.1%	
4021 IT Support	(2,188)	(2,400)	212		212	91.2%	
4030 Hire of Halls	0	(400)	400		400	0.0%	
4038 Insurance	(2,118)	(1,400)	(718)		(718)	151.3%	
4040 Payroll, audit & legal Fees	(2,509)	(1,500)	(1,009)		(1,009)	167.3%	
4041 Staff Committee	(550)	(900)	350		350	61.1%	
4051 Community Resilience	0	(400)	400		400	0.0%	
4060 Election Expenses	0	(1,000)	1,000		1,000	0.0%	
4062 Withyham Parish Volunteers	(22)	(500)	478		478	4.3%	
4063 Community Warden	(1,080)	(2,000)	920		920	54.0%	
4064 Community Cafe expenditure	(349)	(240)	(109)		(109)	145.5%	

Detailed Receipts & Payments by Budget Heading 01/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Office associated repairs	(3,700)	(2,000)	(1,700)		(1,700)	185.0%	1,700
4501 New Office equipment electroni	(27)	(200)	173		173	13.5%	
4502 Office utilities	(6,635)	(2,000)	(4,635)		(4,635)	331.8%	
4503 Office maintenance contracts &	(889)	(1,000)	111		111	88.9%	
4506 Office waste	(836)	(800)	(36)		(36)	104.6%	
4510 Meeting Room catering	(123)	(150)	28		28	81.7%	
4600 Bank charges	(86)	(100)	14		14	86.0%	
<u>102 Grants & Donations</u>							
4101 Grants	(10,000)	(10,000)	(0)		(0)	100.0%	
4102 Kings Coronation celebrations	(416)	(800)	384		384	52.0%	
<u>201 Groombridge</u>							
4200 Recreation Ground Rent	(302)	(310)	8		8	97.5%	
4201 Recreation Ground Purchases	(10)	(200)	190		190	5.0%	
4202 Recreation Ground Repairs	(102)	(500)	398		398	20.4%	
4205 Mowing Groombridge Rec & Newto	(5,040)	(6,230)	1,190		1,190	80.9%	
4211 Waste Collection Service	(780)	(1,000)	220		220	78.0%	
4213 Dog Waste Collection	(1,365)	(1,850)	485		485	73.8%	
4220 Groombridge Play Area maintena	(40)	(200)	160		160	20.0%	
4221 Playground purchases	(30,876)	(100,000)	69,124		69,124	30.9%	30,876
4222 Groombridge Playground - inspe	(70)	(100)	30		30	70.0%	
4225 Park Corner Pond	0	(100)	100		100	0.0%	
4230 Trees	(1,753)	(1,500)	(253)		(253)	116.9%	
<u>202 St Johns</u>							
4240 Maintenance of Reading Rm Land	(607)	(607)	0		0	100.0%	
4241 Maintenance of Manor Pound	0	(500)	500		500	0.0%	
<u>203 Withyham/Blackham</u>							
4260 Mowing & hedge Teasley Mead	(607)	(1,300)	693		693	46.7%	
4261 Mowing Balls Green	(323)	(400)	77		77	80.6%	
4265 Rental Teasley Mead	(53)	(50)	(3)		(3)	106.0%	
4266 Rental Balls Green	(53)	(50)	(3)		(3)	106.0%	
4268 BG Playground - Repairs	0	(100)	100		100	0.0%	
4270 Play Inspection BGm & TMea	(140)	(200)	60		60	70.0%	
<u>401 Highways/Footways/Transport</u>							
4226 ESCC Devolution (grass)	(957)	(957)	0		0	100.0%	
4401 Wealdlink Bus Service	(411)	(548)	137		137	75.0%	
4402 External Furniture Repairs	0	(200)	200		200	0.0%	
4403 Roadside Shelters	0	(200)	200		200	0.0%	
4405 Telephone boxes (adopted)	(117)	(100)	(17)		(17)	117.5%	
4406 Defibrillators	(18)	(300)	282		282	6.0%	

Detailed Receipts & Payments by Budget Heading 01/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4407 Parish maintenance works/equip	(200)	(200)	0		0	99.9%	
4410 Notice Boards	0	(200)	200		200	0.0%	
4415 Rights of Way	(39)	(500)	461		461	7.8%	
4420 Finger Posts and signs	0	(1,500)	1,500		1,500	0.0%	
4421 Highways	(198)	(500)	302		302	39.5%	
4426 GB Village Sign Maintenance	0	(300)	300		300	0.0%	
4428 Grit Bins	(350)	(350)	0		0	100.0%	
4429 Salt Spreaders/Salt	(180)	(500)	320		320	36.0%	
<u>402 Lighting</u>							
4450 Energy & Maintenance 39 lights	(1,550)	(2,000)	450		450	77.5%	
4451 Repairs & Renewals	0	(2,000)	2,000		2,000	0.0%	
4452 New Columns	(2,161)	(3,000)	839		839	72.0%	
<u>500 Post office</u>							
5001 CIC Subsidy/Grant	(19,000)	(13,000)	(6,000)		(6,000)	146.2%	
5100 PO Building Annual PWLB repay	(16,779)	(17,000)	221		221	98.7%	
5101 PO building annual nonPWLB	(5,162)	(1,000)	(4,162)		(4,162)	516.2%	
5200 PO Purchase & convert	(72,613)	(15,000)	(57,613)		(57,613)	484.1%	52,716
<u>999 VAT Data</u>							
115 VAT reclaimed	17,192	10,000	(7,192)			171.9%	
515 VAT on Payments	(12,540)	(10,000)	(2,540)		(2,540)	125.4%	
Grand Totals:- Receipts	276,624	299,593	22,969			92.3%	
Payments	275,932	299,593	23,661	0	23,661	92.1%	
Net Receipts over Payments	692	0	(692)				
plus Transfer from ENR	85,292						
less Transfer to EMR	68,325						
Movement to/(from) Gen Reserve	17,658						

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**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
Debbie Siddle	Finance	6.2.23	12.3

Confidential	Not Confidential	Exempt	Not Exempt
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Accounts & Finance – agree signing of new (third) bank mandate

Background

It was previously agreed that WPC should set up a bank account with a third institution in order that no one institution has more than £85,000 (to remain within the limits of the Financial Services Compensation Scheme).

WPC currently has accounts with HSBC (day to day expenditure) and Nationwide. It was previously agreed that should the HSBC account go over £85,000 (such as when Precept is received) the Clerk would transfer the excess funds to the third account, and back when funds are low in the HSBC account.

The Clerk has set up a bank account with Lloyds, which meets the requirements of the Council's Investment Policy.

Recommendations

Finance Committee members are asked to sign the Lloyds mandate.

Reasons for recommendations

To allow the new Lloyds account to be opened.

Staffing Implications

n/a

Councillor Involvement

All Finance Committee members are signatories on the accounts (2 councillors to sign cheques).

Budgetary Implications

The third account will enable the Clerk to ensure WPC's monies remain within the limits of the Financial Services Compensation Scheme

Carbon/Environmental impact/mitigations

n/a

How does the proposed action reduce crime and disorder?
--

n/a

How does the proposed action seek to eliminate discrimination and advance equalities

n/a

Health & Safety Implications

n/a

Persons consulted

The auditor has recommended the use of a third account in this way.

Withyham Parish Council

Annual Budget - By Combined Account Code

Note: Budget 2023/24 Agreed at COUNCIL

12.4

	<u>Last Year 2021/22</u>		<u>Current Year 2022/23</u>				<u>Next Year 2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Budget Income</u>									
115 VAT reclaimed	7,500	9,897	10,000	17,192	0	0	15,000	0	0
1000 Misc Receipts	1,000	3,433	1,000	541	0	0	1,000	0	0
1010 Wealden Rail/SVR rent	4,500	4,500	4,500	3,375	0	0	4,500	0	0
1011 WRC/SVR rebate utilities	770	1,845	900	1,720	0	0	1,800	0	0
1020 Meeting room income	400	302	400	502	0	0	400	0	0
1030 CIL Receipts	0	17,975	0	0	0	0	0	0	0
1040 Community Cafe receipts	480	0	240	254	0	0	450	0	0
1050 Groombridge Play area fundrais	50,000	10,005	100,000	69,825	0	0	0	0	0
1060 Gbridge Post Office fundrais	0	2,724	0	0	0	0	0	0	0
1061 Gbridge PO Loan PWLB	490,000	489,829	0	0	0	0	0	0	0
1062 Gbridge PO Rent	17,400	7,494	19,200	18,873	0	0	16,800	0	0
1063 Post office/Phoenix Hse Rebate	0	0	0	1,085	0	0	3,500	0	0
1076 Precept	156,053	156,053	163,253	163,253	0	0	170,834	0	0
1090 Bank Interest	100	350	100	5	0	0	100	0	0
Total Income	728,203	704,407	299,593	276,624	0	0	214,384	0	0
<u>Overhead Expenditure</u>									
515 VAT on Payments	7,500	13,295	10,000	12,540	0	0	8,000	0	0
4000 Staff Salary	39,915	40,358	40,506	38,006	0	0	50,400	0	0
4001 Staff on-costs	9,605	13,163	9,845	10,044	0	0	13,000	0	0
4003 Parish Maintenance Contract	3,650	1,277	3,650	0	0	0	0	0	0
4005 Clerical Support & overtime	3,750	3,750	3,750	0	0	0	2,000	0	0
4006 Neighbourhood Plan expenditure	0	0	500	0	0	0	500	0	0

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15:10

Withyham Parish Council
Annual Budget - By Combined Account Code
Note: Budget 2023/24 Agreed at COUNCIL

	<u>Last Year 2021/22</u>		<u>Current Year 2022/23</u>				<u>Next Year 2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4007 Training	3,500	1,661	2,500	1,810	0	0	2,500	0	0
4008 Annual Subs inc SALC/NALC	1,400	1,537	1,400	1,039	0	0	1,500	0	0
4009 Conference& Networking	950	54	100	12	0	0	500	0	0
4010 Chairman's Allowance	1,300	1,435	1,300	1,370	0	0	1,300	0	0
4011 Councillors' Allowances	1,300	1,425	1,300	621	0	0	2,000	0	0
4012 Parish Office rent	15,000	15,081	15,000	12,500	0	0	15,000	0	0
4013 Telephone/Broadband	1,200	1,145	1,200	937	0	0	1,200	0	0
4015 Stationery & non-electric equi	1,500	1,446	1,500	1,198	0	0	1,500	0	0
4016 Computer Software/Hardware	1,000	1,564	1,000	462	0	0	1,000	0	0
4017 Photocopier Lease/Maintenance	1,200	968	1,200	594	0	0	1,200	0	0
4018 Website	250	80	250	250	0	0	290	0	0
4019 Community Communication	1,685	977	1,500	844	0	0	1,500	0	0
4020 APA expenditure	750	0	750	323	0	0	750	0	0
4021 IT Support	2,600	2,263	2,400	2,188	0	0	2,400	0	0
4030 Hire of Halls	0	356	400	0	0	0	200	0	0
4038 Insurance	1,300	1,366	1,400	2,118	0	0	1,400	0	0
4040 Payroll, audit & legal Fees	2,000	2,288	1,500	2,509	0	0	2,000	0	0
4041 Staff Committee	500	400	900	550	0	0	500	0	0
4051 Community Resilience	400	0	400	0	0	0	100	0	0
4060 Election Expenses	1,000	0	1,000	0	0	0	1,200	0	0
4061 Parish Action Plan & Projects	500	0	0	0	0	0	500	0	0
4062 Withyham Parish Volunteers	500	0	500	22	0	0	100	0	0
4063 Community Warden	2,300	1,024	2,000	1,080	0	0	0	0	0
4064 Community Cafe expenditure	480	0	240	349	0	0	450	0	0

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Withyham Parish Council

Annual Budget - By Combined Account Code

Note: Budget 2023/24 Agreed at COUNCIL

Last Year 2021/22			Current Year 2022/23					Next Year 2023/24		
Budget	Actual		Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
10,000	10,000		10,000	10,000			10,000	0	0	
0	0		800	416		0	500	0	0	
302	302		310	302		0	320	0	0	
200	0		200	10		0	200	0	0	
500	433		500	102		0	200	0	0	
5,647	4,380		6,230	5,040		0	5,350	0	0	
0	0		0	0		0	1,017	0	0	
1,150	1,472		1,000	780		0	1,100	0	0	
1,750	1,820		1,850	1,365		0	1,900	0	0	
0	0		0	0		0	5,500	0	0	
200	1,260		200	40		0	200	0	0	
50,000	0		100,000	30,876		0	0	0	0	
100	0		100	70		0	100	0	0	
100	0		100	0		0	100	0	0	
938	938		957	957		0	976	0	0	
2,500	2,287		1,500	1,753		0	1,000	0	0	
0	0		0	0		0	1,500	0	0	
850	584		607	607		0	620	0	0	
500	0		500	0		0	500	0	0	
1,300	781		1,300	607		0	1,450	0	0	
700	164		400	323		0	410	0	0	
50	100		50	53		0	60	0	0	
50	100		50	53		0	60	0	0	
0	0		0	0		0	700	0	0	

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Annual Budget - By Combined Account Code

Note: Budget 2023/24 Agreed at COUNCIL

	<u>Last Year 2021/22</u>		<u>Current Year 2022/23</u>				<u>Next Year 2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4268 BG Playground - Repairs	100	0	100	0	0	0	100	0	0
4270 Play Inspection BGrn & TMead	200	0	200	140	0	0	150	0	0
4401 Wealdlink Bus Service	550	540	548	411	0	0	631	0	0
4402 External Furniture Repairs	200	0	200	0	0	0	200	0	0
4403 Roadside Shelters	200	0	200	0	0	0	200	0	0
4405 Telephone boxes (adopted)	200	0	100	117	0	0	150	0	0
4406 Deffrillators	200	1,333	300	18	0	0	200	0	0
4407 Parish maintenance works/equip	550	223	200	200	0	0	3,000	0	0
4410 Notice Boards	200	0	200	0	0	0	200	0	0
4415 Rights of Way	500	271	500	39	0	0	500	0	0
4420 Finger Posts and signs	500	0	1,500	0	0	0	1,500	0	0
4421 Highways	500	428	500	198	0	0	1,500	0	0
4426 GB Village Sign Maintenance	100	655	300	0	0	0	300	0	0
4428 Grit Bins	0	0	350	350	0	0	350	0	0
4429 Salt Spreaders/Salt	500	450	500	180	0	0	500	0	0
4450 Energy & Maintenance 39 lights	2,100	1,965	2,000	1,550	0	0	2,500	0	0
4451 Repairs & Renewals	2,000	3,779	2,000	0	0	0	2,000	0	0
4452 New Columns	3,000	0	3,000	2,161	0	0	4,000	0	0
4500 Office associated repairs	2,000	0	2,000	3,700	0	0	3,000	0	0
4501 New Office equipment electroni	500	0	200	27	0	0	200	0	0
4502 Office utilities	2,300	1,539	2,000	6,635	0	0	5,000	0	0
4503 Office maintenance contracts &	1,000	1,006	1,000	889	0	0	1,000	0	0
4506 Office waste	750	791	800	836	0	0	900	0	0
4510 Meeting Room catering	200	64	150	123	0	0	150	0	0

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Withyham Parish Council

Annual Budget - By Combined Account Code

Note: Budget 2023/24 Agreed at COUNCIL

	<u>Last Year 2021/22</u>		<u>Current Year 2022/23</u>				<u>Next Year 2023/24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4600 Bank charges	100	117	100	86	0	0	100	0	0
5001 CIC Subsidy/Grant	15,505	15,505	13,000	19,000	0	0	18,000	0	0
5100 PO Building Annual PWLB repay	18,376	8,389	17,000	16,779	0	0	16,800	0	0
5101 PO building annual nonPWLB	2,000	3,147	1,000	5,162	0	0	4,500	0	0
5200 PO Purchase & convert	490,000	535,438	15,000	72,613	0	0	0	0	0
Overhead Expenditure	728,203	707,173	299,593	275,932	0	0	214,384	0	0
Total Budget Income	728,203	704,407	299,593	276,624	0	0	214,384	0	0
Expenditure	728,203	707,173	299,593	275,932	0	0	214,384	0	0
Net Income over Expenditure	0	-2,766	0	692	0	0	0	0	0
plus Transfer from ENR	0	34,296	0	85,292	0	0	0	0	0
less Transfer to EMR	0	30,980	0	68,325	0	0	0	0	0
Movement to/(from) Gen Reserve	0	550	0	17,658	0		0		

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WITHYHAM PARISH COUNCIL

MEMORIAL BENCH POLICY

Responsibility: Finance Committee/Full Council

Review Cycle: Every 3 years or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review

1 INTRODUCTION

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

1.2 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.

1.3 The Council reserves the right to refuse any application which it deems unsuitable. The decision of the Council will be final.

2 LOCATIONS

2.1 Council owned/managed land (specifically Groombridge Recreation Ground, Teasley Mead recreation Ground, Balls Green Community Space and St John's Reading Room land)

3 POLICY – Terms & Conditions

3.1 All applications for memorial benches and plaques should be completed on the official request form and be signed by the applicant for consideration by Finance Committee.

3.2 All memorial benches, plaques and installation costs should be paid for by the applicant after permission is given and prior to installation.

3.3 Depending on demand the Council will limit the number of memorial benches. Finance Committee will consider whether there is space for an additional bench, or whether an existing bench can be replaced, when considering whether to grant an application.

3.4 The Council will notify the applicant in the event that the memorial bench is damaged and it is the responsibility of the applicant to arrange repairs. The applicant should ensure that the Council is in possession of current contact details

3.5 Any maintenance carried out by a third party will be in strict agreement with the Council and by appointment only.

3.6 The Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Clerk or another member of staff beyond economical repair or have not been repaired within 4 weeks of the notification referred to in (3.4) above.

3.7 The Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Council carries out routine maintenance.

3.8 Benches will be of the type and colour specified by the Council to be in keeping with the intended location.

3.9 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or alternatively agreed by the Council.

3.10 The Council, in line with the current maintenance regime for benches, will maintain the plaque. The Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.

4 STYLE & COST OF BENCH

4.1 Permission will only be given for the following:

- ☐ Hardwood 6ft
- ☐ Recycle Material 6ft

**WITHYHAM PARISH COUNCIL
APPLICATION REQUEST FOR A MEMORIAL BENCH**

Full Name:

Address:

Postcode:

Telephone:

E-mail:

Please notify us of any change of name or address so we can contact you if we need to.

Name of person for dedication:

Style of bench:

- ☐ Hardwood 6ft or
- ☐ Recycled Material 6ft

Preferred location of bench:

- ☐ Groombridge Recreation Ground
- ☐ Teasley Mead recreation Ground (Blackham)
- ☐ Balls Green Community Space (Withyham)
- ☐ St John's Reading Room land

Please provide and install a dedicated seat on my behalf. I agree to donate the required cost, and when the donation has been received, the dedicated seat will be ordered.

Signed:

Date:

Please supply the engraved plaque no larger than 175mm wide x 75 mm high

Please return to

clerk@withyhamparishcouncil.org.uk

The Old Station, Station Road, Groombridge TN3 9RD

01892 864557

COUNCIL USE ONLY:

Date of Installation:

Location:

Dedicated to:

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WITHYHAM PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT 2023

Responsibility: Finance Committee/Full Council
Review Cycle: Annually or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
February 2022	February 2023

Area	Risk	Level	Control (<i>and agreed improvements</i>)	Revised Level
Assets	Protection of physical assets	M	Assets listed and insured (cover of £625,033). Insurance provision tallies (BHIB) and asset register to be reviewed May 2023 as part of annual cycle.	L
	Legal liability resulting from ownership of assets	M	Legal expenses for any claim from public as a result of losses/damage arising from Council's property covered by insurance policy.	L
	Security of buildings, equipment etc	M	Alarm on Parish Offices. Contents insured (see above). Tools and other equipment kept in locked storage with alarm. Container also padlocked.	L
	Maintenance of buildings etc	M	Parish Office lease commenced 1 April 2013. Planned programme of electrical and fire equipment completed 2020 and works undertaken to address damp completed 2019. Phoenix House/Post Office purchased June 2021. Post office refurb undertaken October 2021 and Phoenix House refurb in 2022.	M
Finance	Banking	M	HSBC, Lloyds and Nationwide provide secure online facilities. Invoices are checked by Clerk and Assistant Clerk when making payments	L
	Loss of cash through theft or dishonesty/ fraudulent issue of cheques	M	Fidelity Guarantee currently set at £500,000 (confirmed sufficient). Regular review of internal office procedures by internal auditor.	L

	Financial controls and records	M	Monthly reconciliation carried out by Clerk and countersigned by Chair of Finance Committee. Two councillor signatories on cheques and both Clerks involved in releasing payments for online banking following 2 councillors checking the invoices. Internal and external audits undertaken.	L
	Comply with VAT Regulations	M	VAT payments and claims calculated by Clerk. Internal and external auditor provide double check. Six monthly process in place.	L
	Sound budgeting to underlie annual precept	M	Finance Committee and Council receive detailed budgets and Precept derived directly from this. Expenditure against budget reported to Finance Cttee meetings and Council meetings.	L
	Complying with borrowing restrictions	L	PWLB loan obtained for Phoenix House/Post office and Groombridge Playground. A borrowing policy has been agreed (Investment & Borrowing policy).	L
Liability	Risk to third party, property or individuals	M	Insurance in place. Any contractor to hold at least £5M Public Liability Insurance. Trees investigated when damage reported and professional tree action survey to be undertaken every 18 months as per tree policy. Risk assessments undertaken for Council initiatives and activities.	L
	Legal liability as consequence of asset ownership (especially playgrounds)	M	Insurance in place. Regular checks of playgrounds and youth shelter, written records kept. Annual play ground checks by external body.	L
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies giving advice. All employees have a contract of employment.	L
	Comply with HMRC requirements	M	Quarterly returns to HMRC, as advised by Payroll Service provider. Internal and external auditors carry out annual checks.	L
	Safety of Staff and visitors	M	Lone worker policy in place and reviewed regularly.	L

Legal Liability	Ensuring activities within legal powers	M	Councillors apprised of legal powers and restraints. Clerk to identify legal position on any new proposal. Legal advice to be sought where necessary. Clerks CiLCA qualified.	L
	Proper and timely reporting via the Minutes	M	Council meets monthly and receives and approves Minutes of meetings held in interim. Minutes circulated to members within one week. Minutes made available to press and public at the Parish Office and via the web site.	L
	Proper document control	M	Leases and legal documents in Parish Office (copies). Electronic data backed up to server, including monthly backups of RBS finance package. Document retention and destructions policy reviewed annually. Clerk registered as a data controller with Information Officer.	L
Councillor propriety	Registers of Interests and gifts and hospitality in place	M	Register of interest completed. Councillors should declare any interest where necessary at meetings. Councillors agree to adhere to written Code of Conduct when taking office. Clerks advise Councillors if they have any concerns about breaches	L

Key:

Likelihood of happening	Likelihood of Impacting on WPC		
	L	M	H
Probable	Unlikely	Somewhat Likely	Likely
Possible	Unlikely	Unlikely	Somewhat Likely
Improbable	Unlikely	Unlikely	Unlikely

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Withyham Parish Council
Protocol for payments made via bank transfer or other electronic means

Responsibility: Finance & Administration/Full Council
Review Cycle: 3 yearly/if process changes made

Date of Adoption/Renewal	Date for review
February 2022	February 2025

Where bank account details are provided for payment of an invoice for goods or services provided to the Council, payment by bank transfer or BACS may be made.

Such payment is to be authorised by the Clerk/RFO using the password protected login details provided by the Council's bank. These login details are not to be shared with any other person. Written details of this login information are to be written and placed in a sealed envelope, sealed with the signature of the Clerk or Council's Chair and placed in a secure location within the Parish Office. Such details are only to be accessed in cases where the RFO is incapacitated or leaves his/her position, and to be accessed in these circumstances by the Chair and Assistant Clerk or another Councillor.

Payments are agreed at Council meetings prior to being paid, Where a payment has to be made outside of the meeting cycle as it would otherwise exceed its payment terms or in an emergency, the payment will be reported to the next available meeting and invoice signed as described here.

An invoice must be initialled as approved for payment by two authorised signatories prior to the transfer being made, and the invoice retained to evidence of such approval. Where physical signatures are not possible (eg COVID restrictions), there must be evidence of email approval.

The Assistant Clerk will set up the payment on the banking system and it will be authorised by the Clerk. A copy of the bank transfer from the bank's online transfer payments page is to be printed and filed with the invoice, such copy to include details of the amount, date, payee and payee's account details in order that the payment can be verified as having been correctly made.

Should there be an emergency where the Clerk becomes unavailable to release payments in a reasonable timeframe, cheques should be substituted for BACS with two members of Finance Committee signing them and initialling the stubs.

This information is available to the Chair of the Finance Committee as part of the monthly bank reconciliation checking procedure, when a sample of 10% of payments should be checked.

Payments made by bank transfer or BACS are to be included in the report to Council as well as cheques, Standing Orders and Direct Debits.

Process for Making Payments

Prior to a Council meeting:

- An invoice is received by the RFO and placed in the red folder
- The RFO stamps the invoice and enters the invoice number, account code to be used and initials beside 'checked by'
- If payment is by cheque the Clerk writes the cheque, inserts the cheque number on the listing for Council and on the stamp.
- Payments are entered on the RBS software and a report is generated for Council showing all payments requiring approval
- The report is circulated to all Councillors on the Thursday or Friday before the Council meeting
- Following agreement to make the payments at the Council meeting, 2 Councillor signatories initial the payment listing, sign the cheques and on the invoices they initial the stamp – this gives the permission to the RFO to release the BACS payments

Following the Council meeting:

- The Assistant Clerk accesses the Internet Banking system and sets up BACS payments for the identified suppliers
- The RFO/Clerk accesses the Internet Banking system and authorises the payments, printing off a copy of each bank transfer from the online transfer page, and attaches it to the invoice
- The RFO copies the cheques and posts them.
- A copy of each cheque is attached to the relevant invoice
- The Clerk signs and dates every invoice to show payment has been made and recorded on Alpha, along with either the cheque number written again to confirm it, or 'BACS..'
- Paperwork is filed

**WITHYHAM PARISH COUNCIL
SALARY/PAY POLICY**

13.4.

Responsibility: Finance Committee/Full Council
Review Cycle: Annually

Date of Adoption/Renewal	Date for review

1. Introduction

1.1 Withyham Parish Council actively promotes equal opportunities in employment and welcomes diversity within its workforce. The council is committed to ensuring a clear and fair pay policy for its staff members. This policy supports those principals in explaining how pay is calculated, reviewed and paid to staff.

2. Legislation

2.1 The relevant legislation concerning equal pay is found within the Equal Pay Act 1970, the Equal Pay (Amendment) Regulations 1983 and the Pensions Act 2011.

2.2 It is included in other United Kingdom legislation, European Community Law, the EU Directive on Fixed Term Work and resultant UK regulations. The legislation applies to all workers or employees regardless of full or part-time status, casual or temporary contract or length of service or any other consideration.

3. Pay scales

3.1 To comply with the legislation, the council will operate a transparent pay system, based on objective criteria and publish pay details of staff in line with the requirements of the Local Government Transparency Code 2015.

3.2 All office staff members pay scales will be determined by their grading, which will align to the National Joint Council for Local Government Services (NJC) published pay scales.

3.3 Staff members will be appointed to either a defined salary scale point, or within a defined salary scale published for their role.

3.4 The starting salary on appointment will normally be at the lower end of the salary scale, subject to negotiation based on the appointee's level of relevant knowledge and experience.

3.5 Subject to satisfactory performance, office staff members will progress automatically through the defined range in salary scale by annual increments until reaching the maximum salary in the range. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

3.6 One salary point will be added to an office staff members salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration (CiLCA)
- The Certificate of Higher Education in Community Engagement and Governance – Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- The Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire

4. Pay reviews

- 4.1 Each staff member will receive an annual appraisal, which will include a review of their salary.
- 4.2 Subject to satisfactory performance, office staff members appointed within a scale will progress automatically through the salary scale by annual increments until they reach the maximum salary in the range.
- 4.3 Increments will be payable on the 1st April. The council may withhold an increment if it is considered that performance fell below the expected level following an annual appraisal, or award additional increments for exemplary performance.
- 4.4 Progression for staff members appointed on a single point salary will depend on Staff Committee recommending a change to salary. Increments for staff members on a single point salary will be payable on a date to be agreed by the Staff Committee.

5. Salary payments

- 5.1 Staff members are paid in arrears, and receive payment by bank transfer on the 28th of each month, or if the 28th is a weekend or bank holiday, the previous working day.
- 5.2 Overtime is paid a month in arrears i.e. the payment made on 28th February would be for overtime worked in January.
- 5.3 In December, should the 28th be a weekend or Bank Holiday, pay day will be moved forwards to the previous working day.

**Withyham Parish Council
Report for consideration**

Report By	For Committee	Date	Agenda Item
Debbie Siddle	Finance	6.2.23	13.5

Confidential	Not Confidential	Exempt	Not Exempt
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Asset Register – to agree lower limit for additions

Background
At the last audit one of the recommendations was that WPC agrees a lower limit for additions to the Asset Register, to prevent it from becoming too long and difficult to update. For example, the current asset register has mugs, waste paper bins and the kettle on it.
Recommendations
Finance Committee to agree: - a lower limit for addition to the asset register (£100?) - to remove the items that are currently on the asset register that are below the lower limit
Reasons for recommendations
To make the Asset Register easier to read and use.

Staffing Implications
Clerk to make the updates to the existing register

Councillor Involvement
n/a

Budgetary Implications
n/a

Carbon/Environmental impact/mitigations
n/a

How does the proposed action reduce crime and disorder?
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n/a

How does the proposed action seek to eliminate discrimination and advance equalities

n/a

Health & Safety Implications

n/a

Persons consulted

Auditor
