



# Wickham and Knowle Parish Council

## Policy and Finance Committee

(**Chair:** Cllr Craig Manuel **Members:** Cllr Nic Holladay, Cllr Kathryn Holladay, Cllr Sandy Phillips-Lee, Cllr Loraine Rappé)

Dear Councillors

I hereby give you notice that a meeting of the Policy and Finance Committee will be held at **Knowle Village Hall, PO17 5GR on Thursday 14<sup>th</sup> November 2024 at 8.00pm**. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

*The meeting will be open to the public unless the Council directs otherwise. Meeting Papers are available on request from the Clerk unless classified as Confidential*

Agenda item	Title	Lead	Page
1.	To receive apologies for absence	Chair	-
2.	To receive declarations of interest on agenda items	Chair	-
3.	Public Session	Chair	-
4.	To approve the minutes of the meeting held on 12 <sup>th</sup> September 2024	Chair	3-5
5.	To receive an update from the Clerk on matters arising	Clerk	6
6.	To review the new model Financial Regulations and recommend them for adoption to the Full Council	Clerk	7-26
7.	To receive a budget monitoring report for Q2 2024-25	Clerk	27-32
8.	To approve the payments list for August and September 2024	Clerk	33-34
9.	To receive the draft budget for 2025-26 and recommend it for adoption to the Full Council	Chair	To follow
10.	To consider the precept demand for 2025-26 and make a recommendation to the Full Council	Chair	To follow
11.	To review the Tennis Club lease for 2024/25 financial year	Chair	35
12.	To extend the appointment of Lightatouch as the Council's Internal Auditor for the 2024/25 financial year	Chair	35
13.	To approve submission of Wickham Recreation Pavilion for planning permission, to be funded by from the Wickham CIL earmarked reserve	Chair	36-39
14.	To approve the quote with Axis Architecture Ltd for moving the Wickham Recreation Pavilion project to RIBA stage 4, to be funded from the Wickham CIL earmarked reserve	Chair	36-39
15.	To approve the quote from Axis Architecture Ltd for moving the Knowle Village Hall extension project to RIBA stage 4, to be funded from the Knowle Village Hall earmarked reserve	Chair	40-43
16.	To recommend to Full Council to add Victoria Glenister to the Lloyds bank mandate as a viewer	Chair	44



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17.	Motion for confidential business The following motion will be moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving sensitive business, the public and the press be temporarily excluded, and they are instructed to withdraw."	Chair	-
18.	To consider the Boston's rent	Chair	To follow

**Sophie Thorogood**  
**Clerk and RFO to Wickham & Knowle Parish Council**  
**[clerk@wickhamparishcouncil.org](mailto:clerk@wickhamparishcouncil.org)**  
**10<sup>th</sup> November 2024**



# Wickham and Knowle Parish Council

## Policy and Finance Committee

Minutes of the Policy and Finance Committee held at Knowle Village Hall

Thursday 12<sup>th</sup> September 2024 at 8:19pm

**Committee members present:** Cllr Craig Manuel (Chair), Cllr K Holladay, Cllr N Holladay, Cllr Rappé, Cllr Phillips-Lee (Vice-Chair)

**In Attendance:** Sophie Thorogood, Parish Clerk & RFO  
Tracey Molloy, Locum Clerk  
Cllr Malc Burt  
Cllr Sheila Chambers  
Cllr Ben Sawyers

**Members of Public:** 5

1. **Apologies for absence:** None
2. **Declarations of interest on agenda items:** None declared
3. **Public Session:** 5 members of public were in attendance to discuss their grant applications.
4. **Minutes of the meeting held on the 13<sup>th</sup> June 2024**  
**RESOLVED:** Minutes of the meeting having been circulated were approved and signed by the Chair, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.
5. **Clerk's update**  
The Clerk's update had been circulated with the document pack and was noted.

### 6. To consider grant applications

#### 6.1 Winchester Citizen's Advice Bureau (CAB)

A CAB hub was created in Wickham Community Centre in December 2023. It has served 125 Wickham residents in that time, with each client having 7.8 issues on average needing help. There is 1 paid member of staff but is mainly a volunteer-based organisation. There is a paid project for a power hub initiative, which provides energy advice and fuel vouchers and is very heavily based on Wickham clients and the surrounding areas. The CAB work closely with the foodbank and opens on a Tuesday to work with both the Pantry and the foodbank.

Demand is growing in the last 3 months. There is one drop-in day a week which sees 12 clients a day, and they book a room within the Community Centre to offer a confidential space.

Cllrs were given the opportunity to ask the CAB representative a few questions around funding and their high level of reserves.



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## 6.2 Homestart Hampshire

Homestart have supported 5 families from the Parish within the last year, at an average cost of £1,300 per family. It is a predominantly volunteer led organisation, and receives referrals from Health Visitors, GPS, friends and the School. The organisation look to support the families to be in a better place. Sometimes this is through financial resources, othertimes it is just friendship support. There are some paid case workers.

The income target is around £350,000 per year, with two-thirds from national supporters, and one-third from local supporters. Cllr Phillips-Lee have asked if they are approaching large national organisations such as National Lottery or Children in Need; the representative replied there is a grant application due to be submitted to National Lottery soon.

## 6.3 1<sup>st</sup> Wickham Scouts

There are 120 young people each week who are involved in the 1<sup>st</sup> Wickham Scout Group each week, aged from 4-18 years old. It is a purely a volunteer-led organisation with a packed programme including teaching life skills to the children. The building is now 13 years old and the fire doors are now rotten.

There are increased numbers of children who are classed as vulnerable; high numbers with mental health issues and physical disabilities. Two-thirds of the subscriptions paid go straight to Scouts Head Office for annual subscription; the Scout Group tries to keep the subscription low so that local families are not prevented from coming. Some families are offered financial support.

Councillors were given the opportunity to ask questions of the representative: 90% of the children on roll are from the Parish, some come from Fareham. There are 30 children on the waiting list. The Scout Group have not applied for a grant before but do a lot of fund-raising each year such as holding the annual duck race which pays for their ground rent, and the successful fireworks event that covers the cost of the running the building and have spent money making the toilets gender neutral. Cllr Rappé suggested they also approach Hampshire County Council for some grant funding.

## 6.4 Meon Valley Food Bank

There is now 1 paid employee of the food bank – the operations manager. The food bank is based at Wickham Community Centre along with the Wickham Pantry and covers from Droxford down through to Whiteley. They have seen a 21% increase in demand from 2023 to 2024, with 15 referrals a week, which covers up to 40 individuals depending on the families, and this demand will increase over Christmas period.

In November/December 2022 60 households were helped, the same period in 2023 this had increased to 140 households.

The grant application is to cover the cost of purchasing 2 new laptops to run bespoke software which would enable them to improve stock control and manage clients as well.



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Cllrs were again given opportunity to ask questions of the representative which were based around the reserves – the food bank are not allowed to use their reserves on capital projects only on stock and the paid member of staff. The food bank does not geographically limit their support but redirect referrals if not for their area.

All organisation representatives left, and Councillors discussed the grant applications and amounts to be recommended to Full Council for approval.

*5 members of public left the meeting at 8:57pm*

**RESOLVED: To recommend to Full Council to aware the following grants:**

**Citizen's Advice Bureau - £250**

**Homestart Hampshire - £250**

**1<sup>st</sup> Wickham Scouts – £2,000**

**Meon Valley Food Bank - £500**

**as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried with Cllr N Holladay voting against.**

7. **Taste of Wickham Grant update:** Due to successful grant applications to both Winchester City Council and Hampshire County Council, the extra amount needed was £683.64 from the ringfenced amount of £2,300. Noted.
8. **Overdue invoices relating to public convenience at Wickham:** There was no evidence of these invoices ever having been received by the Parish Council in previous years nor any evidence of debtors department chasing payment. The WCC Strategic Director is now involved in the issue. District Councillor Neil Cutler has offered to help through Cllr Manuel.  
**ACTION:** The Clerk to send all details of the invoices to Cllr Cutler.
9. **Budget monitoring for Q1 2024-25:** The first 3 months of transactions have now been loaded into Edge and the first look budget monitoring report was circulated to the Councillors with the document pack. Monitoring report noted.
10. **Financial Risk Assessment:** As this document was not reviewed during 2023-24 financial year, the Council had ticked NO to one of the assertions on the Annual Return. The draft risk assessment was circulated with the document pack. Minor amendments were made with regards to the publishing of the annual report. Subject to these minor amendments, the document was approved.

**RESOLVED: To recommend to Full Council adoption of the Financial Risk Assessment as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.**

11. **New Model Financial Regulations:** This item was deferred to the next meeting.

Meeting Closed, 9:43pm

Signed.....

Date.....

## **Policy & Finance Committee meeting – 14<sup>th</sup> November 2024**

### **Agenda Item 5 -**

#### **To receive an update from the Clerk on matters arising**

The Clerk and Cllr Manuel are meeting with Officers from WCC regarding the overdue invoices for the public convenience on 19<sup>th</sup> November and will report any updates to Full Council if needed. District Cllr Cutler is also helping with the issue.

The grants that were previously recommended to Full Council for awarding have been paid.

The VAT return for Q2 2024/25 was made and refund received into the Council's bank account within 7 days.

## MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCIL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committees}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
  - c) In section 4, does the council have committees and how many years are forecast?
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - e) In 5.9, are online prices acceptable evidence?
  - f) In 5.13, 5.15 and 5.17, does the council have committees?
  - g) In 5.16, will a council or ever be instructed to place an order?
  - h) In 5.20, is there a minimum level for official orders?
  - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.

- j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the ~~clerkClerk~~ is a signatory. These are intended to allow a ~~councilCouncil~~'s financial regulations to fit what they actually do, not to force any ~~councilCouncil~~ to change what they do.
- k) Section 10 gives two alternatives, with or without petty cash.
- l) 13.6 has alternatives for VAT-registered and unregistered ~~councilCouncil~~s – only use one.
- m) 13.7 and 13.8 are removable if they don't apply to the ~~councilCouncil~~.
- n) Much of Section 16 can be deleted if not applicable.
- o) 17.3, is the ~~ClerkClerk~~ the RFO or will the RFO consult the ~~ClerkClerk~~?
- 6) Square brackets indicate where the ~~councilCouncil~~ needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the ~~councilCouncil~~] might need to say the Policy and Resources ~~CommitteeCommittee~~.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
- b) In Section 4, the ~~councilCouncil~~ needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A ~~councilCouncil~~ spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each ~~councilCouncil~~ needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
  - a) In 5.6, at what limit will the ~~councilCouncil~~ require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small ~~councilCouncil~~s might only use formal tenders once every few years.
  - b) In 5.8, at what limit will the ~~councilCouncil~~ require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the ~~clerkClerk~~ commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking ~~councilCouncil~~ approval?



- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the ~~council~~Council's needs, the resulting Financial Regulations (with the insertion of the ~~council~~Council's name at the top) should be adopted at a meeting of the ~~full~~Full ~~council~~Council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the ~~full~~Full ~~council~~Council.
- 11) The ~~council~~Council should keep abreast of developments in legislation that affect the local ~~council~~Council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the ~~council~~Council's website.

WICKHAM AND KNOWLE PARISH COUNCIL[ENTER COUNCIL COUNCIL-NAME]  
FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on 26<sup>th</sup> September 2024[enter-date].

Formatted: Superscript

## 1. General

- 1.1. These Financial Regulations govern the financial management of the ~~council~~Council and may only be amended or varied by resolution of the ~~council~~Council. They are one of the ~~council~~Council's governing documents and shall be observed in conjunction with the ~~council~~Council's Standing Orders.
- 1.2. ~~Council~~Councilors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of ~~council~~Councilor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. 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~~Council, or a ~~committee~~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 ~~Council~~Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local ~~Council~~Council ClerkClerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the ~~council~~Council cannot change.
  - 'Shall' refers to a non-statutory instruction by the ~~council~~Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the ~~council~~Council. [The ~~Clerk~~Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;
  - acts under the policy direction of the ~~council~~Council;
  - administers the ~~council~~Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the ~~council~~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~~Council resources; and
  - produces financial management information as required by the ~~council~~Council.

- 1.6. The ~~council~~Council must not delegate any decision regarding:
- setting the final budget or the precept (~~council~~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
- 1.7. In addition, the ~~council~~Council shall:
- determine and regularly review the bank mandate for all ~~council~~Council bank accounts;
  - authorise any grant or single commitment in excess of £5,000; and

## 2. Risk management and internal control

- 2.1. The ~~council~~Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.
- 2.2. The ~~Clerk~~Clerk [with the RFO] shall prepare, for approval by ~~Finance Committee~~[the ~~council~~Council], a risk management policy covering all activities of the ~~council~~Council. This policy and consequential risk management arrangements shall be reviewed by the ~~Committee~~-~~council~~Council at least annually.
- 2.3. When considering any new activity, the ~~Clerk~~Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the ~~council~~Council.
- 2.4. At least once a year, the ~~council~~Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.
- 2.5. 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.
- 2.6. 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 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~~Council ~~{Finance Committee}~~Committee.

- 2.7. Regular back-up copies shall be made of the records on any ~~council~~Council computer and stored either online or in a separate location from the computer. The ~~council~~Council shall put measures in place to ensure that the ability to access any ~~council~~Council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the ~~council~~Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the ~~council~~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~~Council and the matters to which they relate;**
  - **a record of the assets and liabilities of the ~~council~~Council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual ~~{Governance and Accountability}~~ Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the ~~council~~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 RFO shall submit them (with any related documents) to the ~~council~~Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The ~~council~~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.**
- 3.6. **Any officer or member of the ~~council~~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~~Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the ~~council~~Council considers necessary.
- 3.7. The internal auditor shall be appointed by ~~the Policy and Finance Committee-{the council}~~ and shall carry out their work to evaluate the effectiveness of the ~~council~~Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The ~~council~~Council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the ~~council~~Council;

- reports to ~~council~~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~~Council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the ~~council~~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~~Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. 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.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all ~~council~~Councillors any correspondence or report from internal or external auditors.

#### 4. Budget and precept

- 4.1. **Before setting a precept, the ~~council~~Council must calculate its ~~[council~~Council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by ~~the HR Committee~~~~the council~~Council at least annually in ~~[October]~~ for the following financial year and the final version shall be ~~approved by Full Council evidenced by a hard copy schedule signed by the Clerk~~Clerk of the ~~and the [Chair of the Council~~Council or relevant committeeCommittee]. ~~(The RFO will inform committeeCommittees of any salary implications before they consider their draft their budgets.)~~
- 4.3. No later than ~~December~~~~[month]~~ each year, the RFO shall prepare a draft budget with detailed estimates of all ~~[receipts and payments]~~income and expenditure] 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.

- 4.4. 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 fullFull councilCouncil.}~~
- 4.5. Each ~~committeeCommittee~~ (if any) shall review its draft budget and submit any proposed amendments to the ~~councilCouncil~~ ~~{finance-committeeCommittee}~~ not later than the end of ~~{November}~~ each year.
- 4.6. The draft budget ~~{with any committeeCommittee proposals and {three-year}}~~ forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~{finance committeeCommittee}~~ and a recommendation made to the ~~councilCouncil~~.
- 4.7. Having considered the proposed budget and ~~{three-year}~~ forecast, the ~~councilCouncil~~ shall determine its ~~{councilCouncil tax (England)/budget (Wales)}~~ requirement by setting a budget. The ~~councilCouncil~~ shall set a precept for this amount no later than ~~{the end of January}~~ for the ensuing financial year.
- 4.8. **Any member with ~~councilCouncil~~ 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.**
- 4.9. The 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.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the ~~council {or-relevant-committeeCommittee}~~.

## 5. Procurement

- 5.1. **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.
- ~~5.2. The 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.~~
- ~~5.3-5.2.~~ Every contract shall comply with these the ~~councilCouncil~~'s Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- ~~5.4-5.3.~~ **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**

**Commented [ST1]:** This is removed as the work involved to list every single power behind every single transaction would be onerous - e.g buying some stationery, or cleaning products for KVH, or a replacement padlock for outdoor space

legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.

**5-5-5.4.** Where the estimated value is below the Government threshold, the ~~council~~Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

**5-6-5.5.** For contracts estimated to exceed [£960,000] including VAT, the ~~Clerk~~Clerk shall ~~{seek formal tenders from at least {three} suppliers agreed by {the council/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.

**5-7-5.6.** For contracts estimated to be over £30,000 including VAT, the ~~council~~Council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

**5-8-5.7.** For contracts greater than [£35,000] excluding VAT the ~~Clerk~~Clerk [or RFO] shall seek at least [3] fixed-price quotes;

**5-9-5.8.** where the value is between [£500] and [£53,000] excluding VAT, the ~~Clerk~~Clerk ~~[or RFO]~~ shall try to obtain 3 estimates ~~{which might include evidence of online prices, or recent prices from regular suppliers.}~~

**5-10-5.9.** For smaller purchases, ~~{the clerk}~~Clerk shall seek to achieve value for money.

**5-11-5.10.** Contracts must not be split into smaller lots to avoid compliance with these rules.

**5-12-5.11.** The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

**5-13-5.12.** 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~~Council ~~{or relevant committee/Committee}~~. Avoidance of competition is not a valid reason.

**5-14-5.13.** The ~~council~~Council shall not be obliged to accept the lowest or any tender, quote or estimate.

**5-15-5.14.** Individual purchases within an agreed budget for that type of expenditure may be authorised by:

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<sup>1</sup> The Regulations require ~~council~~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.



- ~~the Clerk~~Clerk, under delegated authority, for any items below ~~£500~~ excluding VAT.
- ~~the Clerk~~Clerk, in consultation with the Chair of the Council~~Council~~ ~~for Chair of the appropriate committee~~Committee, for any items below ~~£2,000~~ excluding VAT.
- {a duly delegated ~~committee~~Committee of the ~~council~~Council for all items of expenditure within their delegated budgets for items under ~~£5,000~~ excluding VAT}
- ~~{in respect of grants, a duly authorised committee~~Committee within any limits set by council~~Council~~ and in accordance with any policy statement agreed by the council~~Council~~.}
- ~~the council~~Council for all items over ~~£5,000~~;

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

~~5.16.5.15.~~ No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council~~Council} or make any contract on behalf of the ~~council~~Council.

~~5.17.5.16.~~ No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the ~~council~~Council ~~{or a duly delegated committee~~Committee acting within its Terms of Reference} except in an emergency.

~~5.18.5.17.~~ In cases of serious risk to the delivery of ~~council~~Council services or to public safety on ~~council~~Council premises, the ~~clerk~~Clerk may authorise expenditure of up to ~~£52,000~~ 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~~Clerk shall report such action to the Chair as soon as possible and to ~~{the council~~Council} as soon as practicable thereafter.

~~5.19.5.18.~~ No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless ~~{the council~~Council} is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

~~5.20.5.19.~~ An official order or letter shall be issued for all work, goods and services ~~{above £5250} 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.

~~5.21.5.20.~~ Any ordering system can be misused and access to them shall be controlled by ~~{the RFO}~~.

## 6. Banking and payments

- 6.1. The ~~council~~Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the ~~council~~Council; banking arrangements shall not be delegated to a ~~committee~~Committee. The ~~council~~Council has resolved

- to bank with Lloyds~~[name]~~ bank]. The arrangements shall be reviewed ~~[annually]~~ for security and efficiency.
- 6.2. The ~~council~~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~~Council's bank.
- 6.3. 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~~Council before being certified by ~~[the 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 RFO}.~~
- 6.4. 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.
- 6.5. ~~Where possible~~All payments shall be made by ~~[online banking/cheque]~~, in accordance with a resolution of the ~~council~~Council ~~{or duly delegated committee~~Committee~~}{or a delegated decision by an officer}~~, unless ~~[the council~~Council~~]~~ resolves to use a different payment method.
- 6.6. ~~{For each financial year [the 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~~Council ~~{or a duly delegated committee~~Committee~~}~~ may authorise in advance for the year}.
- 6.7. ~~{A copy of this schedule of Rregular payments will be shown on the payments approvals listshall be signed by [two members] on each and every occasion when payment is made—to reduce the risk of duplicate payments.}~~
- 6.8. ~~{A list of such payments shall be reported to the next appropriate meeting of the council~~Council ~~or Finance Committee~~Committee~~}~~ for information only.
- 6.9. The ~~Clerk~~Clerk and RFO shall have delegated authority to authorise payments ~~{only}~~ in the following circumstances:
- i. ~~{any payments of up to [£500] excluding VAT, within an agreed budget}.~~
  - ii. payments of up to ~~[£2,000]~~ excluding VAT in cases of serious risk to the delivery of ~~council~~Council services or to public safety on ~~council~~Council premises.
  - iii. 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~~Council~~]~~, where the ~~[Clerk~~Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such

payments shall be submitted to the next appropriate meeting of ~~council~~Council ~~{or finance committee}~~Committee.

- iv. Fund transfers within the ~~council~~Council's banking arrangements up to the sum of [£240,000], provided that a list of such payments shall be submitted to the next appropriate meeting of ~~council~~Council ~~{or finance committee}~~Committee.

6.10. The 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~~Council ~~{or finance committee}~~Committee. The ~~council~~Council ~~{or committee}~~Committee 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.

## 7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, ~~{the RFO}~~ shall be appointed as the Service Administrator. The bank mandate agreed by the ~~council~~Council shall identify ~~{a number of}~~ ~~council~~Councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk}~~Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the ~~council~~Council's bank accounts online.
- 7.3. No employee or ~~council~~Councillor shall disclose any PIN or password, relevant to the ~~council~~Council or its banking, to anyone not authorised in writing by the ~~council~~Council or a duly delegated ~~committee~~Committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent ~~{by email}~~ to ~~one~~two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator ~~{an authorised signatory}~~ shall set up any payments due before the return of the Service Administrator.
- 7.6. ~~At two~~ ~~{council~~Councillors who is ~~an~~are} authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system. This may be retrospective and should change on a regular basis.
- 7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}~~.
- 7.8. A ~~full~~Full list of all payments made in a month shall be provided to the next ~~{council~~Council} meeting ~~{and appended to the minutes}~~.

- 7.9. With the approval of ~~[the council]~~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]~~Council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of ~~[the council]~~Council provided that each payment is approved online by ~~[two authorised bank signatories]~~, evidence is retained and any payments are reported to ~~[the council]~~Council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the ~~council~~Council at least every two years.
- 7.11. If thought appropriate by the ~~council~~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~~Council when made. The approval of the use of a banker's standing order shall be reviewed by ~~[the council]~~Council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~[two of]~~ the ~~Clerk~~Clerk and ~~RFO~~~~[the RFO]~~ ~~{a member}~~. 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 every ~~[two years]~~.
- 7.13. Members and officers shall ensure that any computer used for the ~~council~~Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities ~~{other than secure password stores requiring separate identity verification}~~ should not be used on any computer used for ~~council~~Council banking.

## 8. Cheque payments

- 8.1. ~~Cheques or orders for payment in accordance~~ ~~in accordance~~ with a resolution or delegated decision shall be signed by ~~[two members]~~~~{and countersigned by the Clerk}~~.
- 8.2. 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.
- 8.3. 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.
- 8.4. ~~{Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a~~ ~~council~~Council ~~{or committee}~~Committee meeting~~}~~. Any signatures obtained away from ~~council~~Council meetings shall be reported to the ~~council~~Council ~~{or Finance Committee}~~Committee at the next convenient meeting.

## 9. Payment cards

**Commented [ST2]:** If online payments are Clerk + 1 Cllr approval, should cheques be the same? Or should it be 2 Cllrs to sign?

- 9.1. Any Debit Card issued for use will be specifically restricted to [the ~~ClerkClerk~~ and ~~RFOthe RFO~~] and will also be restricted to a single transaction maximum value of [£~~2,500~~] unless authorised by ~~councilCouncil~~ or ~~Policy and Financefinance~~ ~~committeeCommittee~~ in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the ~~councilCouncil~~]. Transactions and purchases made will be reported to [the ~~councilCouncil~~] and authority for topping-up shall be at the discretion of [the ~~councilCouncil~~].
- 9.3. Any corporate credit card or trade card account opened by the ~~councilCouncil~~ will be specifically restricted to use by the ~~ClerkClerk~~ {and RFO} {specify other officers} and any balance shall be paid in ~~fullFull~~ each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with councilCouncil policy.}

## 10. Petty Cash

- ~~10.1. The councilCouncil will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the ClerkClerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} OR {The RFO shall maintain a petty cash float/imprest account of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~
- a) ~~Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~
  - b) ~~Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
  - c) ~~10.1. Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.~~

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## 11. Payment of salaries and allowances

- 11.1. As an employer, the ~~councilCouncil~~ must make arrangements to comply with the statutory requirements of PAYE legislation.
- 11.2. ~~CouncilCouncil~~ors 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 ~~councilCouncil~~, or a duly delegated ~~committeeCommittee~~. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the ~~councilCouncil~~ {or relevant committee}.
- 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 as part of the monthly payment checks by a member of the Policy and Finance ~~[the finance committeeCommittee]~~ to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the ~~councilCouncil~~, setting out a clear business case. Termination payments shall only be authorised by the ~~fullFull councilCouncil~~.
- 11.8. Before employing interim staff, the ~~councilCouncil~~ 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 ~~fullFull councilCouncil~~ and recorded in the minutes. All borrowing shall be in the name of the ~~councilCouncil~~, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the ~~[Secretary of State/Welsh Assembly Government]~~ (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the ~~fullFull councilCouncil~~, following a written report on the value for money of the proposed transaction.
- 12.3. The ~~councilCouncil~~ 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 ~~councilCouncil~~ at least annually.
- 12.4. All investment of money under the control of the ~~councilCouncil~~ shall be in the name of the ~~councilCouncil~~.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the 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 ~~councilCouncil~~ shall be the responsibility of and under the supervision of the RFO.
- 13.2. The ~~Recreation Committeeecouncil~~ 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 ~~ClerkClerk~~. ~~[The RFO]~~ shall be responsible for the collection of all amounts due to the ~~councilCouncil~~.

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

13.4. All sums received on behalf of the ~~council~~Council shall be deposited intact with the ~~council~~Council's bankers, with such frequency as the 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~~Council.

13.6. ~~{The RFO shall ensure that VAT is correctly recorded in the ~~council~~Council's accounting software ~~software~~ and that any VAT Return required is submitted ~~for~~from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [~~£100~~] and} at least annually at the end of the financial year.}~~

~~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 ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}~~

~~13.8.~~13.7. ~~{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~~Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any ~~council~~Council meeting.}~~

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

14.1. Where contracts provide for payment by instalments the 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~~Clerk to the contractor in writing, with the ~~council~~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 officer in charge of each section}~~ shall be responsible for the care and custody of stores and equipment ~~{in that section}~~.

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 RFO shall be responsible for periodic checks of stocks and stores, at least annually.}~~

## **16. Assets, properties and estates**

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

16.2. The 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~~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~~Council, together with any other consents required by law. In each case a written report shall be provided to ~~council~~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~~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~~Council with a full business case.

## **17. Insurance**

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

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

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

17.4. All appropriate members and employees of the ~~council~~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~~Council, or duly delegated ~~committee~~Committee.

## **18. ~~{Charities}~~**



18.1. Where the ~~council~~Council is sole managing trustee of a charitable body the ~~Clerk~~Clerk and 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~~Clerk and 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~~Council shall review these Financial Regulations [~~annually~~] and following any change of ~~clerk~~Clerk or RFO. The ~~Clerk~~Clerk shall monitor changes in legislation or proper practices and advise the ~~council~~Council of any need to amend these Financial Regulations.

19.2. The ~~council~~Council may, by resolution duly notified prior to the relevant meeting of ~~council~~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~~Council to act unlawfully.

19.3. The ~~council~~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~~Clerk 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~~Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the ~~council~~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~~Clerk in the presence of at least one member of ~~council~~Council.
- 4) Where an electronic tendering process is used, the ~~council~~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 ~~18d[insert reference of the council's relevant standing order]~~ and shall refer to the terms of the Bribery Act 2010.
- 6) Where the ~~council~~Council, or duly delegated ~~committee~~Committee, does not accept any tender, quote or estimate, the work is not allocated and the ~~council~~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.

# Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
<b>INCOME</b>						
<b>Finance &amp; Administration</b>						
100	Precept	£287,196.00	£323,208.00	£323,208.00	£0.00	£0.00
110	Interest	£16,544.83	£0.00	£9,626.11	£9,626.11	£0.00
120	Other income	£1,408.50	£0.00	£0.00	£0.00	£0.00
<b>Total Finance &amp; Administration</b>		£305,149.33	£323,208.00	£332,834.11	£9,626.11	£0.00
<b>Council</b>						
200	Insurance claim	£698.00	£0.00	£0.00	£0.00	£0.00
<b>Total Council</b>		£698.00	£0.00	£0.00	£0.00	£0.00
<b>Recreation</b>						
300	Football pitch income	£1,145.00	£0.00	£400.00	£400.00	£0.00
310	Wickham Pavilion income	£0.00	£0.00	£0.00	£0.00	£0.00
320	Wickham car park hire income	£3,447.50	£0.00	£3,610.00	£3,610.00	£0.00
330	Tennis court income	£0.00	£0.00	£4,095.00	£4,095.00	£0.00
340	Wickham MUGA income	£3,889.50	£0.00	£822.50	£822.50	£0.00
<b>Total Recreation</b>		£8,482.00	£0.00	£8,927.50	£8,927.50	£0.00
<b>Community</b>						
500	Grants	£1,302.00	£0.00	£0.00	£0.00	£0.00
510	Christmas Lights donation	£1,700.00	£0.00	£0.00	£0.00	£0.00
<b>Total Community</b>		£3,002.00	£0.00	£0.00	£0.00	£0.00
<b>Planning</b>						
600	CIL	£22,334.68	£0.00	£0.00	£0.00	£0.00
610	Lengthsman	£1,000.00	£0.00	£1,000.00	£1,000.00	£0.00
<b>Total Planning</b>		£23,334.68	£0.00	£1,000.00	£1,000.00	£0.00
<b>Knowle Village Hall</b>						
800	Hiring Income	£26,836.23	£12,000.00	£10,668.25	-£1,331.75	£0.00
801	Private function deposits	£0.00	£0.00	£200.00	£200.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		<b>Previous Year's Net</b>	<b>2024/25</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2025/26</b>
810	Café Income	£0.00	£0.00	£2,730.67	£2,730.67	£0.00
820	Event Income	£0.00	£0.00	£99.68	£99.68	£0.00
830	Village green income	£340.75	£0.00	£0.00	£0.00	£0.00
840	Sports pitch income	£0.00	£0.00	£1,088.00	£1,088.00	£0.00
850	MUGA income	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Knowle Village Hall</b>		£27,176.98	£12,000.00	£14,786.60	£2,786.60	£0.00
<b>Total Income</b>		£367,842.99	£335,208.00	£357,548.21	£22,340.21	£0.00

# Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
<b>EXPENDITURE</b>						
<b>Finance &amp; Administration</b>						
1001	Salaries	£24,506.70	£73,674.00	£26,927.49	£46,746.51	£0.00
1002	Employer's NIC	£4,820.51	£3,005.00	£2,891.29	£113.71	£0.00
1003	Employer's Pension	£4,251.00	£2,342.44	£3,516.87	-£1,174.43	£0.00
1010	Staff mobiles	£338.62	£500.00	£277.88	£222.12	£0.00
1020	Staff expenses	£474.48	£765.00	£4.83	£760.17	£0.00
1030	Staff Training	£163.00	£710.00	£113.00	£597.00	£0.00
1100	Office phone & broadband	£1,127.42	£1,490.00	£586.83	£903.17	£0.00
1200	Office Supplies	£42.79	£500.00	£1,054.35	-£554.35	£0.00
1300	IT software	£2,396.33	£2,202.00	£4,944.16	-£2,742.16	£0.00
1310	IT equipment purchase	£1,890.01	£0.00	£2,056.30	-£2,056.30	£0.00
1400	Bank charges	£98.45	£162.00	£49.70	£112.30	£0.00
1500	Other Administration services	£8,887.44	£0.00	£5,842.98	-£5,842.98	£0.00
1600	Misc Office costs	£13.20	£50.00	£293.18	-£243.18	£0.00
<b>Total Finance &amp; Administration</b>		£49,009.95	£85,400.44	£48,558.86	£36,841.58	£0.00
<b>Council</b>						
2000	Audit Fees	£2,255.83	£2,400.00	£67.33	£2,332.67	£0.00
2010	Insurance	£2,944.13	£4,000.00	£0.00	£4,000.00	£0.00
2020	Professional Memberships	£925.60	£1,015.00	£1,082.00	-£67.00	£0.00
2030	Legal fees	£0.00	£0.00	£3,140.00	-£3,140.00	£0.00
2100	Councillor training	£1,077.00	£500.00	£357.36	£142.64	£0.00
2110	Councillor expenses	£124.35	£400.00	£91.22	£308.78	£0.00
2120	Chair's allowance	£555.91	£500.00	£50.00	£450.00	£0.00
2200	Room hire	£599.87	£1,200.00	£67.50	£1,132.50	£0.00
2300	By-election	£478.07	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
<b>Total Council</b>		£8,960.76	£10,015.00	£4,855.41	£5,159.59	£0.00
<b>Recreation</b>						
3000	Wickham Pavilion Utilities Gas	£182.41	£1,000.00	£75.97	£924.03	£0.00
3010	Wickham Pavilion Utilities Electricity	£79.98	£0.00	£170.46	-£170.46	£0.00
3020	Wickham Pavilion Utilities Water	£696.29	£0.00	£29.26	-£29.26	£0.00
3100	Wickham Pavilion maintenance	£726.00	£920.00	£235.00	£685.00	£0.00
3200	Wickham Pavilion rent	£0.00	£20.00	£0.00	£20.00	£0.00
3300	Tennis courts electricity	£686.71	£0.00	£390.89	-£390.89	£0.00
3310	Tennis Clubhouse maintenance	£0.00	£0.00	£350.00	-£350.00	£0.00
3400	Wickham MUGA utilities	£952.86	£1,000.00	£469.59	£530.41	£0.00
3410	Wickham MUGA maintenance	£4,052.50	£4,000.00	£5,486.87	-£1,486.87	£0.00
<b>Total Recreation</b>		£7,376.75	£6,940.00	£7,208.04	-£268.04	£0.00
<b>Play Area &amp; Open Space</b>						
4000	Grounds Maintenance Contract	£91,344.82	£72,191.00	£28,726.10	£43,464.90	£0.00
4010	Additional Grounds Maintenance	£0.00	£30,000.00	£14,192.25	£15,807.75	£0.00
4020	Knowle Cemetery Maintenance	£0.00	£1,500.00	£0.00	£1,500.00	£0.00
4100	Tree Surveys	£0.00	£2,000.00	£550.00	£1,450.00	£0.00
4200	Tree Work	£7,225.00	£9,000.00	£1,250.00	£7,750.00	£0.00
4300	Play Equipment Purchase	£0.00	£22,000.00	£0.00	£22,000.00	£0.00
4310	Play Equipment Maintenance	£116.76	£0.00	£2,184.00	-£2,184.00	£0.00
4400	Street Furniture Purchase	£863.00	£0.00	£0.00	£0.00	£0.00
4410	Street Furniture Maintenance	£0.00	£0.00	£35.00	-£35.00	£0.00
4500	Open Space Maintenance	£0.00	£0.00	£3,446.82	-£3,446.82	£0.00
<b>Total Play Area &amp; Open Space</b>		£99,549.58	£136,691.00	£50,384.17	£86,306.83	£0.00
<b>Community</b>						
5000	Grants	£13,697.00	£20,000.00	£10,161.24	£9,838.76	£0.00

# Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
5010	Annual Parish Assembly	£1,396.49	£1,550.00	£1,506.16	£43.84	£0.00
5100	Christmas event	£7,640.50	£5,500.00	£0.00	£5,500.00	£0.00
5200	Knowle Christmas Tree	£2,259.00	£3,000.00	£0.00	£3,000.00	£0.00
5210	Knowle Post	£2,817.00	£2,000.00	£1,817.00	£183.00	£0.00
5300	Bus Shelter Maintenance	£0.00	£240.00	£0.00	£240.00	£0.00
5400	Contribution towards public loos	£0.00	£2,000.00	£0.00	£2,000.00	£0.00
5500	Litter collection equipment	£190.71	£250.00	£0.00	£250.00	£0.00
5600	Flagpole, raising & lowering of flags	£1,118.38	£1,000.00	£0.00	£1,000.00	£0.00
5700	Wickham Events	£4,367.99	£5,000.00	£0.00	£5,000.00	£0.00
5710	Knowle Events	£1,290.00	£3,000.00	£0.00	£3,000.00	£0.00
5800	Parish plans	£125.00	£0.00	£0.00	£0.00	£0.00
<b>Total Community</b>		£34,902.07	£43,540.00	£13,484.40	£30,055.60	£0.00
<b>Planning</b>						
6000	Street Lighting	£4,239.42	£5,600.00	£2,008.50	£3,591.50	£0.00
6100	Lengthsmen	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Planning</b>		£4,239.42	£5,600.00	£2,008.50	£3,591.50	£0.00
<b>Projects</b>						
7000	Wickham	£0.00	£4,000.00	£200.00	£3,800.00	£0.00
7010	Knowle	£0.00	£4,000.00	£0.00	£4,000.00	£0.00
7020	Knowle Village Hall	£0.00	£8,800.00	£7,751.00	£1,049.00	£0.00
7030	Tennis Court Sinking Fund	£0.00	£17,050.00	£0.00	£17,050.00	£0.00
7100	Wickham Tennis Court Lights	£13,495.00	£0.00	£0.00	£0.00	£0.00
7110	CIL Project - Wickham Rec Path	£11,630.00	£0.00	£0.00	£0.00	£0.00
7120	Knowle Village Hall Guttering	£5,829.17	£0.00	£0.00	£0.00	£0.00
7130	Mill Lane	£3,625.00	£0.00	£5,125.00	-£5,125.00	£0.00
7140	Warm Hub Grant	£4,335.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
7150	Knowle Village Hall Car Park Lighting	£13,457.04	£0.00	£0.00	£0.00	£0.00
7160	Wickham Rec Outdoor Gym	£10,829.68	£0.00	£0.00	£0.00	£0.00
7170	Neighbourhood Plan	£0.00	£0.00	£500.00	-£500.00	£0.00
7180	Wickham Recreation Pavilion	£0.00	£0.00	£3,710.00	-£3,710.00	£0.00
<b>Total Projects</b>		£63,200.89	£33,850.00	£17,286.00	£16,564.00	£0.00
<b>Knowle Village Hall</b>						
8000	Rates	£0.00	£0.00	£360.00	-£360.00	£0.00
8100	Gas	£1,111.85	£1,036.00	£44.40	£991.60	£0.00
8110	Electricity	£3,456.48	£0.00	£2,086.60	-£2,086.60	£0.00
8120	Water	£286.48	£2,684.00	£411.22	£2,272.78	£0.00
8200	Cleaning	£1,023.57	£1,638.00	£988.00	£650.00	£0.00
8210	Supplies	£0.00	£0.00	£347.54	-£347.54	£0.00
8300	Inspections	£1,182.83	£1,500.00	£889.67	£610.33	£0.00
8400	Bin collection	£1,122.64	£1,064.00	£967.74	£96.26	£0.00
8500	Licences	£0.00	£150.00	£203.00	-£53.00	£0.00
8600	Repairs and maintenance	£406.25	£5,000.00	£6,184.27	-£1,184.27	£0.00
8700	Advertising	£40.00	£100.00	£0.00	£100.00	£0.00
8800	Furniture	£896.67	£0.00	£0.00	£0.00	£0.00
<b>Total Knowle Village Hall</b>		£9,526.77	£13,172.00	£12,482.44	£689.56	£0.00
<b>Total Expenditure</b>		£276,766.19	£335,208.44	£156,267.82	£178,940.62	£0.00
Total Income		£367,842.99	£335,208.00	£357,548.21	£22,340.21	£0.00
Total Expenditure		£276,766.19	£335,208.44	£156,267.82	£178,940.62	£0.00
<b>Total Net Balance</b>		<b>£91,076.80</b>	<b>-£0.44</b>	<b>£201,280.39</b>		<b>£0.00</b>



# Wickham and Knowle Parish Council

## Finance Committee - 14th November 2024

### Payments (August 2024)

#### Direct Debit payments

Invoice Date	Payee	Description	Coding	Net	VAT	Gross
06/08/2024	EDF Energy	Wickham Recreation Pavilion Electricity (Jul 24)	3300	£ 26.99	£ 3.01	£ 30.00
06/08/2024	EDF Energy	Wickham Tennis Courts Electricity (Jul 24)	3010	£ 8.28	£ 69.72	£ 78.00
18/07/2024	4com	Office broadband & telephone (Jun 24)	1100	£ 184.22	£ 36.84	£ 221.06
31/07/2024	Google EMEA	13 email accounts (Jul 24)	1300	£ 75.66	£ -	£ 75.66
21/07/2024	British Gas	KVH Gas (Jul 24)	8100	£ 19.40	£ 0.97	£ 20.37
24/07/2024	British Gas	Wickham MUGA Electricity (Jul 24)	3400	£ 17.04	£ 0.85	£ 17.89
24/07/2024	British Gas	KVH Electricity (Jul 24)	8110	£ 347.01	£ 69.40	£ 416.41
27/07/2024	British Gas	Wickham Recreation Pavilion Gas (Jul 24)	3000	£ 9.88	£ 0.49	£ 10.37
25/07/2024	Ionos	Mail business mailbox (Aug 24 - Oct 24)	1300	£ 14.97	£ 2.99	£ 17.96
28/08/2024	Lloyds	Service charges (Aug 24)	1400	£ 11.45	£ -	£ 11.45
15/08/2024	O2	BM staff mobile (Aug 24)	1010/2	£ 32.15	£ 6.43	£ 38.58

#### Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross
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#### BACS payments

DBS payments

Invoice Date	Payee	Description	Net	VAT	Gross	
26/06/2024	Hampshire County Supplies	Paper towel dispenser KVH kitchen	8210 £	32.01 £	6.40 £	38.41 £
05/08/2024	Wickham Festival	Grant	5000 £	5,000.00 £	- £	5,000.00 £
29/08/2024	Taran Microsystems	New external lights KVH	8600 £	107.00 £	21.40 £	128.40 £
23/08/2024	Biffa Waste Services	Recycling Waste collection Jul-Aug	8400 £	43.19 £	8.64 £	51.83 £
01/07/2024	Mark Hilton	Window cleaning KVH	8200 £	80.00 £	- £	80.00 £
31/07/2024	1st Klas Cleaning	KVH Cleaning (Jul 24)	8200 £	136.00 £	27.20 £	163.20 £
31/07/2024	1st Klas Cleaning	Deep clean Wickham Rec Pavilion	3100 £	170.00 £	34.00 £	204.00 £
31/07/2024	Brantwood Associates	HR Professional Advice	2030 £	640.00 £	128.00 £	768.00 £
08/08/2024	South Coast Shutters	Call out charge to repair Tennis Club shutter	3310 £	110.00 £	22.00 £	132.00 £
15/08/2024	South Coast Shutters	Repairs to Tennis Club Shutter	3310 £	240.00 £	48.00 £	288.00 £
18/08/2024	P Stubbington Land Survey	Topographic Survey KVH	7020 £	525.00 £	105.00 £	630.00 £
07/08/2024	Castle Water	Wickham Recreation Pavilion water (July 24)	3020 £	9.44 £	- £	9.44 £
11/08/2024	Geosphere Ltd	Parish Online subscription	1300 £	176.00 £	35.20 £	211.20 £
20/08/2024	Knowle Resident's Association	Grant for Picnic on the Green	5000 £	360.43 £	- £	360.43 £
29/08/2024	Mrs T Molloy	Locum Clerk work (Aug 24)	1500 £	647.81 £	- £	647.81 £
22/08/2024	Axis Architecture	RIBA stages 1 & 2 Wickham Pavilion	7180 £	2,100.00 £	420.00 £	2,520.00 £
23/08/2024	Biffa Waste Services	Trade waste (Sep - Dec 24)	8400 £	294.31 £	58.86 £	353.17 £
23/08/2024	Biffa Waste Services	Recycling Waste collection (Sep-Oct 24)	8400 £	26.40 £	5.28 £	31.68 £
23/08/2024	Biffa Waste Services	Overpayment on 2 invoices	8400 £	262.96 £	- £	262.96 £
		Expenses - office equipment, youth club DBS and training, pickleball grant	Various £	832.39 £	55.48 £	887.87 £
29/08/2024	Mrs S Thorogood		Various £	832.39 £	55.48 £	887.87 £
23/08/2024	Siam Landscapes	Grounds Maintenance (Aug 24)	4000/2 £	1,989.86 £	397.97 £	2,387.83 £
23/08/2024	Siam Landscapes	Wickham memorial planter watering (Aug 24)	4010/1 £	260.00 £	52.00 £	312.00 £
23/08/2024	Siam Landscapes	Wickham Square watering (Aug 24)	4010/1 £	910.00 £	182.00 £	1,092.00 £
25/08/2024	Siam Landscapes	Play Area inspections (Aug 24)	4010/1 £	574.56 £	114.91 £	689.47 £
30/08/2024	Staff	Salary	Various £	4,012.78 £	- £	4,012.78 £
30/08/2024	HMRC	Tax / NI	Various £	1,477.88 £	- £	1,477.88 £
30/08/2024	LGPS/Nest	Pension	Various £	1,081.99 £	- £	1,081.99 £

#### Total payments

£ 22,847.06 £ 1,913.04 £ 24,760.10

# Wickham and Knowle Parish Council

## Finance Committee - 14th November 2024

### Payments (September 2024)

#### Direct Debit payments

Invoice Date	Payee	Description	Coding	Net	VAT	Gross
02/09/2024	EDF Energy	Wickham Recreation Pavilion Electricity (Aug 24)	3300	£ 28.68	£ 1.32	£ 30.00
02/09/2024	EDF Energy	Wickham Tennis Courts Electricity (Aug 24)	3010	£ 74.55	£ 3.45	£ 78.00
16/08/2024	4com	Office broadband & telephone (Jul 24)	1100	£ 119.54	£ 23.91	£ 143.45
31/08/2024	Google EMEA	13 email accounts (Aug 24)	1300	£ 90.00	£ -	£ 90.00
21/08/2024	British Gas	KVH Gas (Aug 24)	8100	£ 25.00	£ 1.25	£ 26.25
25/08/2024	British Gas	Wickham MUGA Electricity (Aug 24)	3400	£ 107.48	£ 5.37	£ 112.85
24/08/2024	British Gas	KVH Electricity (Jul 24)	8110	£ 357.06	£ 71.41	£ 428.47
27/08/2024	British Gas	Wickham Recreation Pavilion Gas (Aug 24)	3000	£ 9.73	£ 0.49	£ 10.22
27/09/2024	Lloyds	Service charges (Sep 24)	1400	£ 7.00	£ -	£ 7.00
15/06/2024	O2	BM staff mobile (Sep 24)	1010/2	£ 32.89	£ 6.58	£ 39.47

#### Staff Debit Card payments

Invoice Date		Payee	Description	Net	VAT	Gross	
11/09/2024	Tesco		Superglue	1200 £	3.20 £	- £	3.20 £
10/09/2024	Amazon		KVH locks and A4 card	8600 £	34.30 £	6.87 £	41.17 £
05/09/2024	Microsoft		Microsoft Licence (Aug 24)	1300 £	35.30 £	7.06 £	42.36 £
12/09/2024	WCC Brooks		Parking WCC meeting (ST)	1020/1 £	2.75 £	0.55 £	3.30 £
13/09/2024	Adobe		Adobe Licence (Sep 24)	1300 £	16.64 £	3.33 £	19.97 £
17/09/2024	Taran Microsystems		2 new light sensors - KVH bulkhead	8600 £	32.95 £	6.59 £	39.54 £
19/09/2024	Visunext.co.uk		Projector Bag	1200 £	36.65 £	7.33 £	43.98 £
24/09/2024	Amazon		Refund on KVH locks	8600 -£	27.96 -£	5.60 -£	33.56 -£
24/09/2024	Amazon		cabinet locks for KVH storage	8600 £	25.54 £		25.54 £
24/09/2024	Amazon		Carbon monoxide detector, fire action notices, fire safety log book, extension lead	8600 £	68.59 £	9.79 £	78.38 £

#### BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross	
01/09/2024	Axis Architecture Ltd	Extra costs for KVH extension planning resubmission car park	7020 £	900.00 £	180.00 £	1,080.00 £
01/09/2024	Axis Architecture Ltd	RIBA stages 2, 3 & 4 Wickham Rec Pavilion	7180 £	1,610.00 £	322.00 £	1,932.00 £
11/09/2024	Lorraine Rappé	Councillor expenses - parking & mileage	2110 £	45.05 £	0.55 £	45.60 £
03/09/2024	Wickham Community Centre	Main Hall hire for youth club fun day	5000 £	183.75 £	- £	183.75 £
03/09/2024	Wickham Community Centre	Room hire for youth club sessions Aug/Sep	5000 £	137.50 £	- £	137.50 £
03/09/2024	Wickham Community Centre	Extra room hire for youth club sessions Aug/Sep	5000 £	27.50 £	- £	27.50 £
08/09/2024	Katherine Lemon Youth Work	Youth Support sessions for Jul/Aug and safeguarding training	5000 £	800.00 £	- £	800.00 £
06/09/2024	Arbor-Eco Consultancy	Tree Survey Knowle Village Green	4200/2 £	550.00 £	- £	550.00 £
09/09/2024	Arbor-Eco Consultancy	Arboricultural work for KVH extension planning permission	7020 £	550.00 £	- £	550.00 £
29/08/2024	Team Able Plumbing	Repairs to Wickham Recreation Pavilion toilet	3100 £	65.00 £	- £	65.00 £
31/08/2024	1st Klas Cleaning	KVH Cleaning (Aug 24)	8200 £	170.00 £	34.00 £	204.00 £
11/09/2024	Mrs E Rowe	Youth Club expenses	5000 £	56.37 £	- £	56.37 £
06/09/2024	JN Tree Care	Tree work to Knowle Village Green	4200/2 £	1,250.00 £	250.00 £	1,500.00 £
		Handyman work to KVH - boundary fence repairs, handrail repairs, new lights installation	8600 £	247.28 £	- £	247.28 £
04/07/2024	Edge IT Systems	Finance, Facilities & Asset Manager Modules 17/08/24-16/08/25	1300 £	1,729.30 £	345.86 £	2,075.16 £
01/07/2024	Axis Architecture Ltd	KVH Extension RIBA stages 1 & 2 & 3	7020 £	1,025.00 £	205.00 £	1,230.00 £
02/09/2024	Luminance Pro Lighting	Repairs to damaged floodlight Wickham MUGA	3410 £	1,228.50 £	245.70 £	1,474.20 £
29/07/2024	Widley Landscapes	Grounds Maintenance	4010/2 £	43.33 £	8.67 £	52.00 £
16/09/2024	Taste of Wickham	Grant	5000 £	683.64 £	- £	683.64 £
20/09/2024	Mid Hants Fire Protection	Fire Risk Assessment KVH	8300 £	200.00 £	40.00 £	240.00 £
26/09/2024	Mrs S Thorogood	Expenses - security signs, Land registry, Cllr training session	various £	149.69 £	25.12 £	174.81 £
01/06/2024	Widley Landscapes	Grounds Maintenance	4010/2 £	43.33 £	8.67 £	52.00 £
25/06/2024	HALC	Introduction to planning course - Clerk	1030/1 £	48.00 £	9.60 £	57.60 £
17/09/2024	HALC	Knowledge & Core Skills - parts 1 & 2 - Cllrs Evans/Sawyers	2100 £	196.00 £	39.20 £	235.20 £
24/09/2024	HALC	Budgeting for Councillors - Cllr Sawyers	2100 £	48.00 £	9.60 £	57.60 £
18/09/2024	Hampshire County Supplies	Hand towels and rubbish sacks KVH	8210 £	30.99 £	6.20 £	37.19 £
25/09/2024	Idverde	Emptying 10 bins weekly basis Jul-Sep 24	4010/1 £	1,178.68 £	235.74 £	1,414.42 £
17/07/2024	Loguin	Extra CCTV camer KVH car park	8600 £	525.00 £	105.00 £	630.00 £
29/04/2024	HB Sports Surface	Decompaction service (Apr 24)	3410 £	495.00 £	99.00 £	594.00 £
12/09/2024	LW Gas	Gas boiler service KVH	8300 £	80.00 £	16.00 £	96.00 £
05/08/2024	PC Garden Contracts	Wickham Grounds Maintenance (Jul 24) + mark for start of seasc	4000/1 £	3,364.00 £	- £	3,364.00 £
25/09/2024	Siam Landscapes	Grounds Maintenance (Sep 24)	4000/2 £	1,977.74 £	395.54 £	2,373.28 £
17/09/2024	Siam Landscapes	Wickham Square watering (Sep 24)	4010/1 £	257.00 £	51.40 £	308.40 £
26/09/2024	Siam Landscapes	Play Area inspections (Sep 24)	4010/1 £	383.04 £	76.60 £	459.64 £
25/09/2024	Siam Landscapes	Repairs to W Comm Centre play area wetpour	4310/1 £	200.00 £	40.00 £	240.00 £
17/09/2024	Siam Landscapes	Wickham Skate park grass cutting (Sep 24)	4010/1 £	40.00 £	8.00 £	48.00 £
17/09/2024	Siam Landscapes	Annual cut conservation area KVH green	4010/2 £	250.00 £	50.00 £	300.00 £
30/09/2024	Mrs T Molloy	Locum Clerk work (Sep 24)	1500 £	638.50 £	- £	638.50 £
30/09/2024	Staff	Salary	Various £	4,012.78 £	- £	4,012.78 £
30/09/2024	HMRC	Tax / NI	Various £	1,427.98 £	- £	1,427.98 £
30/09/2024	LGPS/Nest	Pension	Various £	1,081.99 £	- £	1,081.99 £

Total payments

£ 29,009.83 £ 2,957.15 £ 31,966.98

## Agenda Item 11 –

### To review the Tennis Club lease for 2024/25 financial year

The lease was signed in September 2017 stating “to contribute an annual rent to WPC of £3,600 + annual inflation at an agreed percentage to cover a sinking fund for the courts beginning two years after court completion”

Using the Bank of England website to calculate (<https://www.bankofengland.co.uk/monetary-policy/inflation/inflation-calculator>)

£3,600 in 2017 would be worth £4,675 in September 2024.

Below is a brief analysis of income/expenditure

	2023/24 Actual	2024/25 Forecast	2025/26 Budget
<u>Income</u>			
Rent (paid in June 24)	£4,095.00	TBC	TBC
<u>Expenditure</u>			
Electricity	£721.00	£791.00	£800.00
Clubhouse			
Maintenance		£550.00	
Court repainting			£1,500.00
Lights	£13,495.00		
PAT testing		£40.00	£40.00
	£14,216.00	£1,381.00	£2,340.00

This doesn't include a share of the insurance costs paid by WKPC

*Currently in Tennis Court sinking fund* £21,823

The Policy & Finance Committee is asked to agree the annual increase for the rent to Wickham Community Tennis Club.

## Agenda Item 12 –

### To extend the appointment of Lightatouch as the Council's Internal Auditor for the 2024/25 financial year

Lightatouch were appointed as the Council's Internal Auditor for 2023/24 financial year and carried out a forensic accounting exercise in the period following the resignation of previous Clerk.

Lightatouch are due to retire at the end of 2024/25 so it is recommended to extend the appointment of Lightatouch as the Council's Internal Auditor, so they see the Council through the difficult transition year and completion of outstanding issues found during the forensic accounting exercise and audit of the 2023/24 accounts, and into a smoother year for 2024/25 accounts. The Clerk & RFO will seek quotes for a new Internal Auditor for the 2025/26 financial year and bring to a future meeting of the Policy & Finance Committee for discussion.

**Agenda Item 13 –**

**To approve submission of Wickham Recreation Pavilion for planning permission, to be funded by from the Wickham CIL earmarked reserve**

It has been suggested that prior to going out to tender for the project, that the submission of the project is made for planning permission.

Approval is required for the following:

- A quote of £4,250 for Axis to act as Principal Designer for the project
- A quote of £900 for Axis to prepare the planning application to WCC
- A estimate of £1,200 for the Planning Portal Fees
- A estimate of £1,000 for a topographical survey of the Recreation Ground.

These extra costs, totalling £7,350, are requested for approval. They have not been taken into account from the original £25,000 requested from WCC for the S106 staged payment and will be funded from the earmarked reserve until 2025/26 when the balance of the S106 will be released to the Parish Council.

***Recommendation: To recommend to Full Council to approve submission of the Wickham Recreation Pavilion project for planning permission and approve all associate planning submission costs***

**Agenda Item 14 –**

**To approve the quote with Axis Architecture Ltd for moving the Wickham Recreation Pavilion project to RIBA stage 4, to be funded from the Wickham CIL earmarked reserve**

The original quote from Axis was for £4,550 for RIBA stages 1-3, which has now almost all been invoiced (£400 remains outstanding to be invoiced for stage 3).

To move the Pavilion Project to stage 4, a further £11,300 is required for stages 4A, 4B and 4C.

***Recommendation: To recommend to Full Council to accept a quote of £11,300 to move the Wickham Recreation Pavilion project to RIBA stage 4***

This total is £15,850 which will be initially be covered by the Wickham CIL earmarked reserve and will be re-imbursed when the S106 funding from WCC begins to be released in stages, as previously approved by Full Council

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Wickham, PO17 5JA  
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W: [axisarchitecture.co.uk](http://axisarchitecture.co.uk)



26 June 2024

LTR/24-050/C/1/GB

Craig Manuel  
Wickham and Knowle Parish Council  
Parish Office, Knowle Village Hall  
Knowle Avenue  
Knowle  
Fareham  
PO17 5GR

Dear Craig Manuel

Wickham Recreation Ground, Fareham Rd, Wickham, PO17 5DE

### Architectural Services

Thank you for giving Axis the opportunity to price for architectural services and I can confirm that we would be delighted to offer you our services on this interesting project.

You have asked us to provide services to design the new pavilion to serve the football needs of Wickham community, and we are in a position to price up to and including RIBA Work Stage 4.

The brief submitted for the proposal is as follows:

- Demolish the existing pavilion at Wickham Recreation Park.
- FA compliant Football facilities (to include changing rooms, with toilet and shower facilities, along with 2 official's rooms each to include their own shower such as are necessary to meet FA regulations for Step 7 and 6 of the National League System, disabled toilet facilities, dedicated kitchen facilities).
- Toilets for hall users, to include facilities for disabled users.
- Storage facility.



- Meeting room area.
- Cleaning cupboard/equipment storage.
- Plant Room.
- Strong consideration should be given to the design of the pavilion, to be in keeping with the rustic settings.
- The building should be of cheap construction, off-the-shelf if possible, leaving the Contractors in a position to put forward cheaper alternatives.

The following is our terms and conditions and description of the services we can offer and the fees that we would require for this service.

### **RIBA Work Stages:**

#### **RIBA Stage 1**

- Purchase of a 12-month license of an OS site location plan.
- Architectural survey of the existing Pavilion.
- Existing drawings.

#### **RIBA Stage 2**

- Proposed site plans.
- Proposed floor plans, roof plans, elevations and B&W 3D renderings.
- Attend meeting with Client to finalise concept design.

#### **RIBA Stage 3**

- Includes providing feasibility sketches for two options with 3D renders to aid interpretation; scheme drawings.
- Finalise drawings and prepare and 3Ds of preferred design. Submit drawings and documents for a Pre-Application Consultation with the Planning Office.

#### **RIBA Stage 4**

- New technical drawings ready for a Building Regulation Submission. Liaise with Building Inspector to address any expected conditions.
- Compile tender documentation.
- Analyse tender submitted.



Whichever level of service you choose we would recommend that a formal agreement between us could consist of the RIBA Concise Professional Services Contract 2020. I have attached a draft version for your information.

## Fees

We can offer lump sum fee requirements for completing Stage 3 and Stages 4 to 6. The detail of our fee requirement will be set out in the Schedules (Fees and Expenses).

As promised we have based our fees on the same reduced rates applied to previous quotes. Based on a construction cost of £200,000 our fee requirement will be as follows:

<b>Stage 1</b> - Briefing	Fixed Fee - <b>£1,050 + VAT</b>
<b>Stage 2</b> - Concept Design – Proposed Design	Fixed Fee - <b>£1,500 + VAT</b>
<b>Stage 3</b> – Spatial Coordination - Pre-Application Advice	Fixed Fee - <b>£2,000 + VAT</b>
<b>Stage 4A</b> - Technical Design - Building Regulations	Fixed Fee - <b>£3,800 + VAT</b>
<b>Stage 4B</b> - Technical Design - Production Info including NBS Specification, Prelims, Scope of Work & Tender Issue	Fixed Fee - <b>£5,500 + VAT</b>
<b>Stage 4C</b> - Technical Design - Tender Analysis and support to negotiate price and contract	Fixed Fee - <b>£2,000 + VAT</b>
<b>Total = £15,850 + VAT</b>	

Our fee would include normal expenses including supplying drawings and documents for the various presentations, including travel costs and the cost of an ordnance survey plan.

## **Agenda Item 15 –**

**To approve the quote from Axis Architecture Ltd for moving the Knowle Village Hall extension project to RIBA stage 4, to be funded from the Knowle Village Hall earmarked reserve**

The original quote from Axis was for £4,550 for RIBA stages 1-3, which has been fully invoiced. Planning Permission has been granted.

To move the Pavilion Project to stage 4, a further £12,810 is required for stages 4A, 4B and 4C.

Approval is required for the following:

- A quote of £4,900 for Axis to act as Principal Designer for the Knowle Village Hall extension project
- A quote of £12,810 for Axis to move the Knowle Village Hall extension project to RIBA Stage 4

***Recommendation: For the Committee to recommend approval of these costs, to be funded from the Knowle Village Hall earmarked reserve, to Full Council.***





19 September 2024  
LTR/24-004/C/6/GB

Craig Manuel  
Wickham Parish Council  
Heatherdene  
Turkey Island  
Shedfield  
Hampshire  
SO32 2JE

Dear Craig Manuel,

### **Extension and remodelling at Knowle Village Hall, Knowle Avenue, Fareham PO17 5GR**

Thank you for giving Axis the opportunity to price for further architectural services and I can confirm that we would be delighted to continue supporting you on this interesting project.

I understand that you wish to start on the next phase of the project, since it is looking like planning permission might be granted shortly.

Please see below a breakdown to produce the necessary drawings that will enable you to apply for a planning permission.

### **Services**

#### **RIBA Stage 4**

- New technical drawings ready for a Building Regulation Submission. Liaise with Building Inspector to address any expected conditions.
- Compile tender documentation.
- Analyse tender submitted.

We would recommend that a formal agreement between us could consist of the RIBA Concise Professional Services Contract 2018. I have attached a draft version for your information.

### **Fees**

We can offer lump sum fee requirements for completing Stage 4. The detail of our fee requirement will be set out in the Schedules (Fees and Expenses).

As promised we have based our fees on the same reduced rates applied to previous quotes.



Our fee requirement will be as follows:

<b>Stage 4A</b> - Technical Design - Building Regulations	Fixed Fee - <b>£4,560 + VAT</b>
<b>Stage 4B</b> - Technical Design - Production Info including NBS Specification, Prelims, Scope of Work & Tender Issue	Fixed Fee - <b>£6,050 + VAT</b>
<b>Stage 4C</b> - Technical Design - Tender Analysis and support to negotiate price and contract	Fixed Fee - <b>£2,200 + VAT</b>

**Total = £12,810 + VAT**

Our fee would include normal expenses including supplying drawings and documents, including travel costs.

Our fee does not include any statutory fees such as the building control fee if required.

Our fee does not allow for the fees of other consultants that might be required such as a structural engineer, ecologist etc.

Before implementing any changes required to the Services or an approved design, the basis for any consequential change to the fees or expenses will be agreed with you.

Accounts will be submitted monthly based on progress, and you will be invoiced a percentage of the agreed fee and other amounts due. Please note that payment is due on receipt, and any sum remaining unpaid after 28 days will bear interest plus reasonable debt recovery costs.

### **CDM Regulations**

With regard to CDM, we can act as the Principal Designer and provide a 'Designers Risk Assessment' and issue when we are at the relevant RIBA stage of the project.

The fee to act as Principal Designers for RIBA Stages 4 is **£4,900 plus VAT**.

#### **Notes:**

- Any additional CDM Site inspections required will be for a chargeable rate of £375.00 per day.
- Any other duties related to Principal Designer responsibilities required outside the scope of works, which is detailed above, will equate to £120.00 per hour.



Our fee includes for site visits for up to two meetings to make our presentations at feasibility stage and scheme design stage.

We would also liaise with the RFA and National league System over the preferred design.

Our fee does not include any statutory fees such as the planning fee if required.

Our fee does not allow for the fees of other consultants that might be required such as a structural engineer, ecologist etc.

Before implementing any changes required to the Services or an approved design, the basis for any consequential change to the fees or expenses will be agreed with you.

Accounts will be submitted monthly based on progress, and you will be invoiced a percentage of the agreed fee and other amounts due. Please note that any sums remaining unpaid after 28 days will bear interest plus reasonable debt recovery costs.

Our practice is registered for VAT, which is chargeable on all fees and expenses.

### Other Services Required

With regard to CDM, we can act as the Principal Designer and provide a 'Designers Risk Assessment' and issue when we are at the relevant RIBA stage of the project.

The fee to act as Principal Designers for RIBA Stages 2 & 3 is **£4,250 plus VAT**.

Should you require a principal Designer quote beyond RIBA Stage 3, please do let us know as we would be glad to assist you further.

We anticipate a full topographical survey being required (by others) and we can support approaching and gaining quotations from trusted surveyors.

**Agenda Item 16 –**

**To recommend to Full Council to add Victoria Glenister to the Lloyds bank mandate as a viewer**

Now that the new bank mandate with Lloyds is in place, it would be beneficial for the Business Manager to have viewer access to the Lloyds accounts in order to be able to check receipts of invoices relating to Knowle Village Hall and sports bookings.

***Recommendation: To recommend to Full Council to add Victoria Glenister to the Lloyds Bank Mandate as a viewer***