



POLICY AND RESOURCES COMMITTEE

AGENDA

For a Meeting to be held at 8.00p.m. on
Wednesday 23rd February 2022

At Champions Manor Hall Community Centre

Membership:

Councillor O'Brien (Chairman)
Councillor Massey (Vice-Chairman)

Councillor Thompson
Councillor Eley

Councillor Crosbie
Councillor Roberts

Councillor Humphrey
Councillor Bentley

COVID

Due to covid restrictions any resident wishing to attend the meeting must contact the office by 12pm on the Tuesday prior to the meeting. All attendees to wear masks unless exempt

Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321817. Please join us.

A handwritten signature in black ink, appearing to read "Karen Hawkes", is written over a thin horizontal line.

Karen Hawkes BSc (Hons)
South Woodham Ferrers Town Clerk
17th February 2022

1. Apologies for absence
To RECEIVE and ACCEPT any apologies for absence.
2. Dispensation considerations
To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
3. Declarations of Interest
Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.
4. Code of Conduct
Members are reminded of the Code of Conduct and their behaviour towards fellow Councillors and officers, any member which continuously breaches this will be removed from the meeting.
5. Confirmation of Minutes
To APPROVE the minutes of the meeting held on 8th December 2021 as a true record of the meeting, to be signed at a later date.
6. Public Questions
In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.
7. Summerhouse request from Bowls Club at Champions Manor Hall
Request from the Bowls Club for a summerhouse to be used for refreshments at bowls matches. There is a covenant on the land so if Council wished to support this request permission would have to be obtained from the Elmwood School Governing Body.
8. Grant Application
Members to note that there is currently approximately £13,000 within the grant fund for 2021-2022 Financial year. Members are advised to consider each application inline with Grant Policy as attached to the agenda.
To consider the attached grant applications detailed below :
 - £700 The Station Adopters to cover general maintenance, gardening, updating noticeboards and the planting of a Cherry blossom tree for the Queens Platinum Jubilee Celebrations, please note the amount requested is £200 more as they have requested to plant a Cherry Tree and plaque for the Platinum Jubilee
 - £5,000 Action for Family Carers towards hall hire costs
 - £10,000 South Woodham Ferrers Bowls Club towards a clubhouse
 - £3,000 Swallows Gymnastics towards new gymnastic equipment
 - £2,000 Eyott Saling Club towards flood defense barriers

- £1,000 Swiftsingers towards music and uniform costs for 2022
9. To note that the following grants have been awarded:
Table Tennis £200.00 towards a scheme to encourage young members into the sport.
 10. Hall Hire budget request:
To consider request from Leisure Committee to allow hall hire in the main hall to facilitate a weekly toddler group. £10k grant received from Essex County Councillor Massey towards equipment.
 11. Financial Matters
 - a To receive the budgetary positions as at 31st January 2022 for this Committee and Champions Manor Hall.
 - b To receive and note the Council's bank balances as at 31st January 2022:
 - Current Account £346,965.38
 - Reserve Account £281,130.50
 - c To note financial transactions for November & December 2021, circulated prior to the meeting.
 - d To note that the automated lift works as funded by the RCCE Covid grant will be carried out end of February. Cost of £5,500
 - e To note that the external automated doors at Champions Manor Hall had to have motors changed as they were not safe as the sensors and motors had failed. Cost of this works with Elite £3,582
 - f To consider request from Leisure Committee for £10,000 towards platinum jubilee events and projects.
 12. Review of Policies
 - Financial Regulations
 - To consider the attached Financial Regulations as agreed by Council in March 2021, members to note that there has not been an updated version model issued by NALC
 - Standing Orders
 - To consider the attached Standing Orders as agreed by Council in March 2021, members to note that there has not been any changes recommend by NALC since these were approved.
 - Data Protection Policy
 - To consider the attached Data Protection Policy
 - Internal Control and Internal audit
 - To agree document as circulated with the agenda, one change made which is the removal of the recording of the legislation that enables expenditure being made. As the Town Council has the General Power of Competence this requirement is not needed.
 - 13 Meeting schedule 2022-2023
To note that the meeting schedule for 2022-23 will be circulated once

the new Council structure and Terms of Reference is considered at Council on 9th March.

- 14 Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:
 - a. Essex Association of Local Councils – not being held at this time
 - b. Larger Local Councils Forum – first meeting being held in early March
 - c. Chelmsford Association of Local Councils – No meetings held
- 15 Report to Council
To agree items for report to the next Council meeting anticipated to be 9th March 2022
- 16 Media Contact
To consider whether any items on this Agenda warrant a media release and if so, to agree a Councillor to comment, if applicable.
- 17 Future Meeting Dates
The next meeting of the Policy and Resources Committee will be on 13th April

Any member who is unable to attend the meeting should send their apologies and reason to the Office prior to the meeting.

1. Apologies for absence
To RECEIVE and ACCEPT any apologies for absence.
2. Dispensation considerations
To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
3. Declarations of Interest
Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.
4. Code of Conduct
Members are reminded of the Code of Conduct and their behaviour towards fellow Councillors and officers, any member which continuously breaches this will be removed from the meeting.
5. Confirmation of Minutes
To APPROVE the minutes of the meeting held on 8th December 2021 as a true record of the meeting, to be signed at a later date.
6. Public Questions
In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.
7. Grant Application
Members to note that there is currently approximately £13,000 within the grant fund for 2021-2022 Financial year. Members are advised to consider each application inline with Grant Policy as attached to the agenda.
To consider the attached grant applications detailed below :
 - £700 The Station Adopters to cover general maintenance, gardening, updating noticeboards and the planting of a Cherry blossom tree for the Queens Platinum Jubilee Celebrations, please note the amount requested is £200 more as they have requested to plant a Cherry Tree and plaque for the Platinum Jubilee
 - £5,000 Action for Family Carers towards hall hire costs
 - £10,000 South Woodham Ferrers Bowls Club towards a clubhouse
 - £3,000 Swallows Gymnastics towards new gymnastic equipment
 - £2,000 Eyott Saling Club towards flood defense barriers

8. To note that the following grants have been awarded:
Table Tennis £200.00 towards a scheme to encourage young members into the sport.
 9. Summerhouse request from Bowls Club at Champions Manor Hall
Request from the Bowls Club for a summerhouse to be used for refreshments at bowls matches. There is a covenant on the land so if Council wished to support this request permission would have to be obtained from the Elmwood School Governing Body.
 10. Hall Hire budget request:
To consider request from Leisure Committee to allow hall hire in the main hall to facilitate a weekly toddler group. £10k grant received from Essex County Councillor Massey towards equipment.
 11. Financial Matters
 - a To receive the budgetary positions as at 31st January 2022 for this Committee and Champions Manor Hall.
 - b To receive and note the Council's bank balances as at 31st January 2022:
 - Current Account £346,965.38
 - Reserve Account £281,130.50
 - c To note financial transactions for November & December 2021, circulated prior to the meeting.
 - d To note that the automated lift works as funded by the RCCE Covid grant will be carried out end of February. Cost of £5,500
 - e To note that the external automated doors at Champions Manor Hall had to have motors changed as they were not safe as the sensors and motors had failed. Cost of this works with Elite £3,582
 - f To consider request from Leisure Committee for £10,000 towards platinum jubilee events and projects.
 12. Review of Policies
 - Financial Regulations
 - To consider the attached Financial Regulations as agreed by Council in March 2021, members to note that there has not been an updated version model issued by NALC
 - Standing Orders
 - To consider the attached Standing Orders as agreed by Council in March 2021, members to note that there has not been any changes recommend by NALC since these were approved.
 - Data Protection Policy
 - To consider the attached Data Protection Policy
 - Internal Control and Internal audit
 - To agree document as circulated with the agenda, one change made which is the removal of the recording of the legislation that enables expenditure being made. As the Town Council has the General Power of Competence this requirement is not needed.
-

- 13 Meeting schedule 2022-2023
To note that the meeting schedule for 2022-23 will be circulated once the new Council structure and Terms of Reference is considered at Council on 9th March.
- 14 Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:
a. Essex Association of Local Councils – not being held at this time
b. Larger Local Councils Forum – first meeting being held in early March
c. Chelmsford Association of Local Councils – No meetings held
- 15 Report to Council
To agree items for report to the next Council meeting anticipated to be 9th March 2022
- 16 Media Contact
To consider whether any items on this Agenda warrant a media release and if so, to agree a Councillor to comment, if applicable.
- 17 Future Meeting Dates
The next meeting of the Policy and Resources Committee will be on 13th April

Any member who is unable to attend the meeting should send their apologies and reason to the Office prior to the meeting.

Grants Policy

The South Woodham Ferrers Town Council Grant Fund is a small grants scheme funded by South Woodham Ferrers Town Council. Applications are invited from **organisations or individuals** which are within the administrative area covered by South Woodham Ferrers and are broadly representative of their local community or neighbourhood.

The grant can be used to:

- Create, procure or develop new community assets;
- Enhance existing community assets;
- Enhance/purchase equipment for community groups;
- Enhance or develop initiatives that strengthen a community;
- Help the Towns voluntary groups to improve their effectiveness
- Help to ensure the provision of services needed **by the town's residents via the** voluntary sector.

The Town Council has two grants scheme.

Small grants: For applications of up to £200 in value. These are considered by a panel consisting of the Town Clerk and the Town Mayor or, in their absence, the Deputy Town Mayor and may be submitted at any time.

Large grants: Applications are considered by the Town Council's **Policy and Resources Committee**. The dates of these meetings are advertised on the Town Council Meeting Schedule. Completed applications must be received two weeks prior to the meeting where the application will be considered. Applicants are encouraged to attend the meeting to answer any questions the committee may have.

Who can apply?

Applications are invited from bodies which are active within the administrative area covered by South Woodham Ferrers Town Council and are broadly representative of the local community e.g. local voluntary organisations, community groups and sports/recreational clubs based in the town that operate on a not-for-profit basis are eligible to apply. This includes preschools, youth clubs, community associations, community event groups, senior citizen social clubs, gardening clubs, conservation groups, sports clubs etc. This list is not exhaustive but all groups must be open to the whole community.

The grant fund has been designed to be as flexible and responsive as possible to the needs of the community. Applications will be judged on their merits and on **the evidence of strong community support and need**, so it is vital that you provide this information. Any previous applications received will be considered in the decision-making process.

What will not be funded?

- Organisations or activities which do not substantially benefit the residents of the town;
- Organisations or activities which are primarily commercial in nature;
- Organisations which have a closed or restricted membership;
- Organisations who are raising money for a third party charity;
- Religious or political activities unless unrestricted community benefit can be demonstrated;
- Loan repayment;
- Retrospective applications where the activity or project has already been carried out;
- Groups that are already receiving financial support directly or indirectly from the Town Council;
- Grants will normally only be made to small scale local projects not national or county appeals. However, this does not preclude local branches of national organisations from applying.

Qualifying Criteria

- Applications must be able to provide evidence that the project meets a local need and that there is community support for the project;
- The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is to be spent;
- All projects **should seek** to attract match funding and should provide evidence with the application;
- Applicants must inform the Town Council if they are receiving any other financial contribution from a public body (including a local authority) towards the cost of a project;
- If the applicant is VAT registered then the application can only be made for the NET amount.

Conditions

- Where a grant is offered for a project still in the planning stages, the Town Council may commit funds payable when the project is underway. In this case the offer will apply for a limited period of up to twelve months; the project must commence within twelve months of the offer of financial assistance being made. After this time the offer will have expired;
- Following award of the grant, payment of the funds from the Town Council must be completed within 12 months of the date of the award;
- There is no maximum figure set for grants awarded; however, there is a limit to the Council fund available;
- Applicants will be informed of the outcome of their application after the meeting of the Policy and Resources Committee;

A report must be submitted to the Town Council after six months from the date of the grant approval providing an update on how the grant has been used. Failure to submit this report could jeopardise any future grant applications from that organisation.

Grant Application Information

If you wish to apply for financial assistance from the Town Council please complete the Grants Application Form.

Please complete all sections of the form.

The Town Council will require the following information:

1) For all applications

- Full details of yourself/Organisation/Club;
- What are the aims/purpose of the Organisation/Club?
- Full details of who is involved and number of members;
- Details of all other Organisations/Clubs/Agencies that are working with you;
- Information on the benefits to South Woodham Ferrers residents;
- Information on how many South Woodham Ferrers residents will benefit;
- The actual amount of money requested from the Council;
- Where the rest of the money requested is to be obtained;
- Details of other organisations, clubs or other agencies approached for help;
- Details of previous applications you have applied for, or received, or any other grants from the Town Council will form part of the report presented to the Committee;

- Any other relevant information.

2) For applications over £300

- A full set of last year's accounts relating to your Club/Organisation – unless you are a newly formed group;
- A budget breakdown for the project;
- Evidence that three estimates have been obtained for projects over £1,000.

The Grant application form, accounts and other information will be copied and provided in the public domain for the meeting of the Town Council's Policy and Resources Committee. Please ensure that the information provided is clear and legible.

18 Troubridge Close
South Woodham Ferrers
Essex CM3 5YF
10th January, 2022

Dear Karen,
Yesterday, 9th January, at our regular Sunday morning meet the group decided to buy a cherry blossom tree for the station as our contribution to the Queen's platinum jubilee celebrations. This is in addition to what is mentioned on our formal application form.

Thank you for all your support over the years
— it is much appreciated.

Yours sincerely,

Bob Barnes
(station adopter).



Grant Application Form 2021 - 2022

Please complete the form clearly in black ink and **BLOCK CAPITALS**. Continue on another sheet of paper if necessary.

Q1. You or Your Organisation	
Name of You/Organisation and location	South Woodham Ferrers Railway Station Adopters Group
Summary of aims and objectives	Our overall aim is to maintain and enhance the environment of S.W.F. railway station. Our objectives include: clearing, clearing rubbish, maintaining and developing the gardens, planters, grass areas, keeping the waiting room clean and tidy, the library well stocked plus keeping the community notice boards up-to-date
Age groups specifically catered for, if any	All members of the general public especially those who use the railway.
Are you or the organisation a non-profit making body?	Yes
Are you or the organisation a Registered Charity? If so please give registration number	No
Are you registered for VAT?	No
Number of members	6
Number of members resident in South Woodham Ferrers	6
Is membership restricted in any way? If so please specify	No
Do you charge a membership fee or charge for access to your activities? Please give details	No

Q2. Details of Grant Applied For

Purpose for which the grant is required: As we continue to evolve and expand what we do at the station, for example extending our garden areas, there is a corresponding increase in our on-going maintenance costs for compost and bird feed for example. Another obvious example would be our forthcoming spring and summer planting which we would like to undertake in late February/early March, depending on the weather. This year's planting will be our biggest ever! Therefore we are asking for a £500 maintenance grant now to enable this to happen.

Please give full details, including how the project meets a local need and there is community support for the project, evidence must be provided:

Nowadays our 'good' work at the station is increasingly commended upon by members of the local community and not just by rail travellers!
The projects we undertake clearly meet a local need and generally have very good community support.
In 2017 we won the 'best adopter group' award for the whole of Greater Anglia.

The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit?

The residents of South Woodham Ferrers will have a pleasant and well presented railway station with excellent garden areas and planters.
The station will be welcoming all year round to both residents and visitors to the town, especially those arriving and departing by train.

Total cost of project	£ 500
Fund request from the Town Council	£ 500
Funds available from your/organisation's own resources	£ 0

If we are awarded the grant please make the cheque out to "South Woodham Ferrers Station Adopters".



Funds granted from other bodies: (evidence must be supplied)	£	Pending/Agreed
Essex County Council	£	Pending/Agreed
Chelmsford City Council	£	Pending/Agreed
Fund Raising Organisations	£	Pending/Agreed
Private Sector	£	Pending/Agreed
Others (please specify)		

Currently none

Do you receive any other financial contribution from the Town Council? If so, please provide the details

No: only 'on-going maintenance' grants at present.

Please give details of any fund raising event that you are undertaking for this project:

Not applicable

Please state if the grant is awarded how publication of the grant will be made: ie logo on uniform / equipment / press release etc

Q3. Financial Information Required

Details of all costs. Please provide copies of appropriate estimates or price lists	Attached	Yes/No
Evidence that at least three estimates have been obtained for projects over £1,000	Attached	Yes/No/Not applicable
A copy of your year end audited accounts Please give reasons if not available	Attached	Yes/No/Not applicable
Please supply a budget for the event.	Attached	Yes/No/Not applicable

Name of person making application	Mr. Bob Barnes (R.N. Barnes)
Address for correspondence	18, Troubridge Close, South Woodham Ferrers, Essex, CM3 5YF
Post code	CM3 5YF
Daytime Telephone Number	01245 323401
Email address	barnes1812@aol.com

Q4. Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q3.)**

I confirm, on behalf of The S.W.F. Station Adopters (insert name of organisation).

That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate.

I confirm that I have read the Town Council's Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.

Post held in organisation Chairperson

Title: Mrs First Name: Angela Surname: Kellett

Organisation address: 11, Coburg Place,

South Woodham Ferrers,

Essex Post Code: CM3 5LY

Telephone: 01246 322308

Signed: A. Kellett Date: 7th January, 2022.

Q5. Signature of Person Completing the Application

This must be the signature of the person named in Q3 as the main contact and **not be the same person who has signed in Q4.**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed	<u>R.P. Barnes</u>
Date	<u>7th January, 2022.</u>



Please return your completed form to:

Town Clerk
South Woodham Ferrers Town Council,
Champions Manor Hall Community Centre,
Hullbridge Road,
South Woodham Ferrers,
Essex CM3 5LJ

Email:
karen@southwoodhamferrerstc.gov.uk

We will acknowledge receipt of your application and let you know the date of the Committee meeting when your application will be discussed.

Grant Application Form 2021 - 2022

Please complete the form clearly in black ink and BLOCK CAPITALS. Continue on another sheet of paper if necessary.

Q1. You or Your Organisation	
Name of You/Organisation and location	Action for Family Carers
Summary of aims and objectives	Action for Family Carers is a non-profit charity supporting unpaid carers within local communities across Essex. As part of our support service we offer a day centre respite service for the 'Cared For'. These days give the carer some respite from their caring role.
Age groups specifically catered for, if any	All ages, groups over 18
Are you or the organisation a non-profit making body?	Yes
Are you or the organisation a Registered Charity? If so please give registration number	1127164
Are you registered for VAT?	NO
Number of members	77
Number of members resident in South Woodham Ferrers	3
Is membership restricted in any way? If so please specify	Open to all carers and Cared for.
Do you charge a membership fee or charge for access to your activities? Please give details	The clients pay an amount per session to cover daily overheads such as food, activities and staff.



Q2. Details of Grant Applied For

Purpose for which the grant is required:

Action for Family Carers, runs an Outreach day centre at Champtons Manor hall. This centre runs every Friday. The centre is a very valuable service for our carers, giving them a break from their caring role.

We would like to apply for funding to cover some of the hall costs please.

Please give full details, including how the project meets a local need and there is community support for the project, evidence must be provided:

The Day Centre has been running since 13/1/2017 and has been busy. Some of the carers that use the service have said that is valuable to them as it provides them with time away from their caring role that they would otherwise not have. Since coronavirus hit, people have been more nervous about coming out, so it has been a difficult time as numbers improve, this shows its still a valuable service for the local community.

The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit?

The day centre actively improves the health and wellbeing of its users and their families. We provide social interaction for the clients as well as a healthy nutritious lunch in a safe place with fully trained staff. We provide clients to take part in activities which help to stimulate the brain and physical activities while having fun and socialising. We provide social interaction for other local people who kindly

Total cost of project	£ ^{Volunteer} 34369-00
Fund request from the Town Council	£ 5000
Funds available from your/organisation's own resources	£ 1500

Funds granted from other bodies: (evidence must be supplied)	£ 0	Pending/Agreed
Essex County Council	£ 0	Pending/Agreed
Chelmsford City Council	£ 0	Pending/Agreed
Fund Raising Organisations	£ 0	Pending/Agreed
Private Sector	£ 0	Pending/Agreed
Others (please specify)	£ 0	Pending/Agreed
Do you receive any other financial contribution from the Town Council? If so, please provide the details <i>We have had a grant previously to help with hall costs.</i>		
Please give details of any fund raising event that you are undertaking for this project: <i>None planned for the foreseeable future.</i>		
Please state if the grant is awarded how publication of the grant will be made: ie logo on uniform / equipment / press release etc <i>Press release, social media and logo on paperwork for the local area.</i>		

Q3. Financial Information Required	
Details of all costs. Please provide copies of appropriate estimates or price lists	Attached Yes/No <input checked="" type="radio"/> Estimate made from invoices.
Evidence that at least three estimates have been obtained for projects over £1,000	Attached Yes/No <input checked="" type="radio"/> Not applicable
A copy of your year end audited accounts Please give reasons if not available	<input checked="" type="radio"/> Attached Yes/No/Not applicable
Please supply a budget for the event.	Attached Yes/No <input checked="" type="radio"/> Not applicable

Name of person making application	LISA WHITELEY
Address for correspondence	Brickhouse Farm Poulton Close Malden Essex
Post code	CM9 6NG
Daytime Telephone Number	01621 851640
Email address	Lisa.Whiteley@zffc.org.uk



Q4. Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q3.)**

I confirm, on behalf of Action for Family Care.....(insert name of organisation).

That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate.

I confirm that I have read the Town Council's Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.

Post held in organisation Day Care Supervisor.....

Title MISS..... First Name: LISA..... Surname: WHITLEY.....

Organisation address: Brickhouse Farm, Polton close
Malden, ESSEX.....

Post Code: CM9 6NG.....

Telephone: 01621 851640.....

Signed: [Signature]..... Date: 25/11/22.....

Q5. Signature of Person Completing the Application

This must be the signature of the person named in Q3 as the main contact and **not be the same person who has signed in Q4.**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed -	<u>[Signature]</u>
Date	<u>25/11/22</u>



Please return your completed form to:

Town Clerk
South Woodham Ferrers Town Council,
Champions Manor Hall Community Centre,
Hullbridge Road,
South Woodham Ferrers,
Essex CM3 5LJ

Email:
karen@southwoodhamferrerstc.gov.uk

We will acknowledge receipt of your application and let you know the date of the Committee meeting when your application will be discussed.

ACTION FOR FAMILY CARERS

Registered charity number: 1127164

Registered in England and Wales: 06680960

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

ACTION FOR FAMILY CARERS

CONTENTS YEAR ENDED 31 MARCH 2021

	Page
Legal and administrative information	1
Trustees' annual report	2-16
Independent examiners report	17
Statement of financial activities	18
Balance sheet	19
Notes to the financial statements	20-28

ACTION FOR FAMILY CARERS

LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 31 MARCH 2021

Company number:	06680960 (England and Wales)
Date of incorporation:	26 August 2008
Charity number:	1127164
Registered office:	Brickhouse Farm Community Centre Poulton Close Maldon Essex CM9 6NG
Auditors:	Larking Gowen LLP 8 The Courtyard, Wyncolls Road Colchester Essex CO4 9PE
Bankers:	Lloyds Bank Plc Chelmsford Branch PO Box 1000 Essex BX1 1LT
Solicitors:	Birkett Long LLP Essex House, 42 Crouch Street Colchester Essex CO3 3HH

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

The Trustees, who are also Directors for the purposes of company law, have pleasure in presenting their Report and the Financial Statements of the Charity for the year ended 31 March 2021. This is also the Directors' Report, as required by s415 of the Companies Act 2006.

Legal and administrative information set out on Page 1 forms part of this Report. The Financial Statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practices applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102) (effective 1 January 2019).

Action for Family Carers follows and applies key guidance principles as recommended by the Charity Commission for organisations that provide services for public benefit. The Board ensures that all intended activities support the Charity's Aims and agreed Strategic Objectives by using robust reporting standards which support all decision making.

The Trustees

The Directors of the Charitable Company ("the Charity") are its Trustees for the purposes of charity law. Action for Family Carers has a strong, robust, and effective Board of Trustees made up of individuals with a range of qualifications, skills, knowledge, experience, expertise, and current practice that enable a positive contribution to the governance of the Charity and business. The Board annually reviews the Charity's strategic direction ensuring the focus remains on Carers, and that it delivers on the agreed priorities with the range and quality of support and services meeting need now and for the future. At each Board meeting, Trustees receive and consider Business Objectives and Progress Reports, Carer Services Reports and Financial Reports which highlight the performance and progress against the Delivery Plan and agreed Business Priorities to ensure that the Charity is on target and working to the agreed standard and outcomes for Carers.

An annual Skills Audit identifies any gaps on the Board with an active search to recruit new Trustees that can address these and become Lead Trustees in key areas. In 2020/21 the Board retained all existing Trustees. The Board continues to recognise the value of Co-options in addressing skill gaps and specific requirements. In all cases, there is a rigorous selection process and Trustees are appointed by the Board and formally elected at the Annual General Meeting. All Trustees undergo formal training in relation to trusteeship in general and of the Charity's activities with a thorough induction as well as learning development, formal training, and support opportunities to enable them to carry out their role. During 2020/21 Trustees embraced technology meeting regularly on Zoom and using online training and resources to update their knowledge and skills e.g. 'How best to manage in a Pandemic', Safeguarding, Marketing and the use of Social Media.

The Board is mindful at all times of its governance role and the duties and responsibilities of Trustees. In 2020/21 the work of the Search, Review and Development Group together with the Policy Task Group continued to develop policies, systems, and the schedule of reports to further strengthen governance.

In 2020/21 the Charity strengthened its commitment to Equality, Diversity and Inclusion identifying 'accessibility' as one of its Objectives thus improving its communication and in particular that of the website. The Board continues to recognise the value of diversity and the importance of being

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

representative of the communities that the Charity serves supporting Carers across Essex. The Board of Trustees was particularly pleased to note the diversity of its Volunteers in its Annual Equality and Diversity Report. The Charity will improve its data collection and analysis particularly with regard to Carers to further its Equality and Diversity Objective in order to meet need and address gaps.

The Board of Trustees meets 5 times per year and operates a Remuneration Committee to oversee the Chief Executive Officer's remuneration. Trustees also chair and actively participate in a variety of Working Groups and Task Groups. In 2020/21 the Board continued to operate its 2 significant Groups focused on strategy and driving forward key priorities: Business Continuity and Development Group and Services, People and Quality Group.

The Board of Trustees delegates authority for the day-to-day operation of the Charity to the Chief Executive Officer. The Board has agreed a Scheme of Delegation which sets out the decision-making responsibility of the Board and that of the Chief Executive Officer. The Board annually reviews and approves the Scheme of Delegation including those actions in relation to the Senior Leadership Team.

The Trustees who served the Charity during the period were as follows:

Chair of Trustees

Rebecca Loader

Vice Chair of Trustees

Colin Philpott (until 16th July 2021)

Treasurer

Pauline Haggerty

Company Secretary

Denise Fielding

Other Trustees

Sue Bailey

Colin Bennett

Tony Dixon

Duncan Lumley

Paul Osman

Judy Spiceley

Chief Executive Officer (non-Trustee)

James Clarke

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

Senior Executive Remuneration

A Remuneration Committee of Trustees makes recommendations on the Chief Executive Officer's pay. These are based on Appraisal and Performance Review in the context of the Strategic Objectives and Business Priorities, meeting financial and achievement targets and objectives, demonstrating leadership and management, maintaining differentials and the successful leadership, management, and delivery of the Charity's programmes. The Chief Executive Officer is responsible and accountable to the Board of Trustees for the Appraisal and Performance Review of the Senior Leadership Team in order to inform the Board's decision on the remuneration of these posts.

Objects of the Charity

The Charity's Objects are to promote the relief of persons who are ill, disabled, incapacitated or elderly by the provision of information, education, support, respite care, recreation, and advocacy for their Carers.

Our Mission

Action for Family Carers makes a positive difference to the lives of Carers including Young Carers.

Our Vision

Action for Family Carers will be recognised as a Centre of Excellence which campaigns for and achieves positive outcomes for Carers.

Our Values

Carer-Centred - We will engage with Carers at every opportunity, listening to their feedback and input so that our actions and decision-making focus on the service, support, and benefits for unpaid Carers.

Integrity - We will apply this personally, professionally and in all aspects of the Charity and its business operations.

Quality - We will aim for excellence and do the best that we can do in all that we do at all times.

Our Strategic Aims

- 1) To have a positive impact on improved outcomes for Carers
- 2) To ensure the sustainability of the organisation
- 3) To build upon and promote awareness, profile and recognition of Carers and the organisation

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

INTRODUCTION

Rising to the Challenge for Carers across Essex

2020/21 was not only a year in which to celebrate the 30th Year and Anniversary of the Charity formerly known as Maldon Carers but a year in which Action for Family Carers supporting unpaid Carers across Essex faced a huge challenge – COVID-19 and lockdown. Most Carers would say they normally face a challenge and aspects of lockdown however in 2020/21 not only were we all in lockdown or forms of it, there was no such thing as 'normal' and the Charity faced one of its biggest challenges – how to continue to help Carers throughout the difficult period and times of the Pandemic.

Carers and the people they were supporting told us they were suffering and even more so with complex issues such as mental health, social isolation, digital exclusion, financial and employment concerns, reduced income yet higher bills as well as real concerns for their health and wellbeing including keeping them and their loved ones safe from the virus.

Action for Family Carers listened, heard their voices, and rose to the challenge. The Charity responded with urgency to ensure that Carers knew we were open and there for them, we would help and support them working within government guidelines, we would meet need even if that meant doing things differently looking for innovative solutions, and we would change our methods of communication and approach so they could be in touch and stay in touch.

As the needs of Carers escalated, the Charity experienced more demand for services and in particular for Information and Advice as well as Befriending. It became especially difficult to deliver services directly and face to face to our Activity Groups, our Day Centres and to Young Carers as venues such as community centres, schools and clubs were closed.

2020/21 saw the Charity therefore also face additional financial challenges as not only was there an impact on funding and fundraising but we could not derive income from running some face to face services. In line therefore with the Funding Strategy and to meet the additional needs that we were facing, the Charity applied for several grants including specific funds related to the pandemic e.g. to fund laptops for Young Carers, sought donations from various different sources and continued to seek a contribution from those able to self-fund for services such as Day Care. The Charity in line with its budget set in March 2020 agreed the planned use of some of its reserves where essential services for Carers were identified and which were not supported by grants. However, with prudent management of the Charity's resources, successful grant applications and the benefit of the Government Job Retention Scheme the use of those reserves was not necessary in the 2020/21 financial year.

Grant income has allowed the Charity to continue to work with education providers and staff in primary and secondary schools across Essex to identify and support Young Carers. Action for Family Carers strongly believes in the value of providing regular breaks e.g. Club Nights for Young Carers to take a break from their caring role, to be a young person and to enjoy themselves in the company of other Young Carers. Unfortunately, these Clubs had to be suspended during the Pandemic and staff found innovative ways including using technology to continue to keep in touch and support Young Carers and their families. The Charity reopened the Clubs as soon as possible and continues providing them in 5 Districts through fundraising and donations from groups such as Braintree Golf Club and Rotary Clubs.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

During the year, the Charity received funding from Essex County Council to build upon and enhance its much-needed Volunteer-led provision enabling Action for Family Carers to deliver a countywide managed Counselling Service. Action for Family Carers also continued to lead a Consortium of other Charities in providing an 'Essex Befriends' Service across the county.

The Charity had to find innovative ways to operate during the pandemic e.g. photography courses, online coffee and chat sessions and socially distanced activities. We were pleased then to receive positive feedback from Carers and families that we were there for them during the first lockdown when others were not.

The importance of Carers' wellbeing, the quality of care, campaigning, and awareness of and for Carers with the need to end the postcode lottery across Essex is at the heart of everything we do. The Charity continues to strive to achieve this at every opportunity.

The Charity continued with the challenge, process and work necessary to be assessed for the Trusted Charity Quality Award and was delighted to achieve the highest-level award - Level 2. Our ambition is now to achieve the Carers Trust Centre for Excellence Award.

The Charity continues to evaluate ways to ensure that our services can continue and that we maintain the quality of those services. We have looked at better and more consistent ways to ensure people are aware of what we can offer by continuously improving our awareness raising campaigns, the website and our use of social media alongside information provided at GP surgeries and via other community groups. This year has seen the Charity decide to invest in further marketing / awareness resources and campaigns including some new films.

The positive feedback from Carers during 2020/21 has spurred Action for Family Carers on to meet the challenge and its Mission of making a positive difference to the lives of Carers including Young Carers. That means making sure we are always there no matter what - even in a Pandemic! Our challenge for Carers continues so that across Essex know who a Carer is, what are the gaps and unmet need, what do Carers tell us and what do they need now and in the future.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

ACTIVITIES AND ACHIEVEMENTS

All face to face Carer services have been impacted by the Covid pandemic in 2020/21. All at the Charity rose to the challenge and sought ways to ensure that Carers and their families continued to feel supported and to know that Action for Family Carers' services were still accessible.

In line with government guidance we suspended our Day Care, Activity Groups and other face to face services in March 2020. Although a large proportion of our staff were furloughed, we kept in contact with our clients using telephone, email, text and online platforms such as Zoom. When restrictions eased in the summer of 2020 we invested in measures and processes to ensure a return to face to face Carer activity could be achieved safely for both staff, Volunteers and Carers.

Adult Carers

In total we supported 660 Adult Carers during the year across all of our projects. In addition to the Adult Carers who received practical and emotional support, we responded to a large number of Carers who contacted us for advice related to Covid guidance and regulations, access to vaccinations with many realising for the first time that they were family Carers. We were able to provide practical support as well in the form of timely individual grants of up to £300 from Carers Trust.

Connecting Carers

In the Autumn of 2020 a grant from Carers Trust enabled us to set up a weekly online Carers Café and to introduce an online chat facility on our website with the aim of reaching out to a wider group of Carers across Essex who were feeling increasingly isolated. This has proved a popular and effective way of reaching out to Carers and for them to engage with and support others in the same situation without needing to travel or leave the person they look after. We have committed to maintaining the regular online Café beyond the life of the grant for Carers as many find this a convenient and accessible way of keeping in touch.

Feeling Good, Caring Well

Funded by the National Lottery Community Fund, our Carer wellbeing programme 'Feeling Good, Caring Well' very quickly moved online in April 2020. The programme consisted of a range of online sessions with strategies and techniques for Carers to help them manage their own health and wellbeing, thereby supporting them to continue in their caring role for longer. A series of films was uploaded to our website so that Carers can access and practise those strategies and techniques at any time of the day or night that suits them best. Many Carers have told us that these sessions have been a "life-saver" during this difficult time. In total, there have been 348 Carers supported by this programme over the last year. As soon as it

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

was safe to do so, we restarted outdoor sessions such as walks, to encourage Carers to get out in the fresh air, to take exercise and connect socially with others.

New Work Challenge

We started a new project funded by the European Social Fund in July 2020 to support Carers into education and employment. Despite this being a very challenging time to start a new project and to access training and employment, we were able to support 24 Carers to identify and work through barriers that might prevent them re-entering the workplace. A grant from Ford Britain enabled us to purchase laptops for some Carers to enable them to participate in the programme, to search online for jobs or even to attend online training.

Carer Friendly GP Project

This project seeks to develop best practice by GP surgeries across Essex in identifying and responding to the needs of people with caring responsibilities. Due to Covid restrictions, from March 2020 we were forced to suspend the project which involved visiting GP Practices to help them identify Carers within their practice population. Later in the summer when restrictions were easing, we were able to reach out to a number of practices via their online multi-disciplinary meetings. This has proved an effective way of working with a number of different practices and health, social care and voluntary sector professionals, helping them to identify Carers and offer early support.

Our Carer Friendly GP project worker found that Carers experienced different degrees of difficulty in accessing their Covid Vaccinations in March/ April 2020 when unpaid Carers were allowed to come forward as part of the Joint Committee on Vaccination and Immunisation prioritisation schedule. Many Carers struggled to become registered as Carers with their practices and this highlighted the challenges often faced when a Carer is trying to navigate through the health system. Action for Family Carers continues to advocate for improvement in this area including through active participation in the Essex Carers Partnership alongside Essex County Council and NHS partners.

Carer and Family Support Project

We started a significant and exciting new project during 2020/21 to provide support for Carers and their families who live in the Chelmsford District area through a grant from the Pudney Fund managed by Essex Community Foundation. The project aims to work closely with families to identify issues and concerns and secure solutions using a holistic, whole family approach.

Despite the challenges of launching a new project at this time, we have been able to support a number of families with problems that are often complex and involve multi-agency collaboration. 13 Carers and their families were supported in the first six months of this project.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

Befriending

Action for Family Carers is the Lead Partner of Essex Befriends working in a partnership with Mind in West Essex, Independent Age and Hamelin Trust. The service supports Carers, older people and people with mental health issues or a learning disability and provides a Volunteer-led telephone and visiting service. The Essex Befriends Service is delivered by our Essex Befriends Manager and 4 Befriending Facilitators with the support of 183 Volunteers across the 4 partner organisations.

The Essex Befriends programme continues to develop and support more people which was particularly important at the start of the pandemic when we were receiving double the usual amount of referrals. At the end of March 2021 over 1100 clients had received support with 256 current Volunteers providing befriending. It was hugely important and positive that so many Volunteers stepped forward during the pandemic, realising the impact of the lockdown on vulnerable, lonely and isolated people and wanting to help them.

Client feedback has been extremely positive both in terms of the value of the service as well as recognising the standard and quality of all staff and Volunteers involved in delivering support. This initiative aims to help reduce loneliness and isolation, e.g. by introducing people to groups and clubs so they can build other connections.

Counselling

Our Counselling Service continues to provide an invaluable service to Carers who tell us that this provision supports them emotionally and helps them to achieve a better balance in their caring role. This service is delivered by Volunteers who have professional Counselling qualifications. Last year we provided 538 counselling sessions to 76 Carers.

In March 2021 we received new funding from Essex County Council to enable us to expand and better resource the Carer Counselling Service across Essex.

Young Carers

We continued to support Young Carers throughout the pandemic and lockdown. Our Young Carer Clubs in Colchester, Epping Forest, Harlow, Maldon and Uttlesford had to be suspended due to the venues being closed at the start of the pandemic, however we maintained regular contact with Young Carers and their families by telephone, email and text. Many of the parents of Young Carers were very concerned and needed our support; concerned about home schooling, lack of access to online lessons and with financial worries.

We were able to restart some Clubs in the Autumn of 2020 where we were able to do this safely and with reduced numbers. However, subsequent increases in restrictions meant that Clubs moved online. Whilst Young Carers did attend the online Clubs, young people consistently tell us how important the face to face Clubs are for helping them to build friendships and reduce social isolation. It is also important to note that not all Young Carers are able to access online sessions due to lack of technology or opportunity.

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

Similarly, we were unable to visit schools from March 2020 due to the national lockdown restrictions and contact with schools was limited during the period that schools were closed. We maintained contact with Young Carers and their families throughout in order to help them with family health concerns, social isolation and other issues. As soon as it was safe to do so, we resumed our visits to primary and secondary schools across Essex.

Young Carers often did not have appropriate or sufficient access to the technology or resources that were needed to study at home. We were fortunate to be given funding to help Young Carers join in online learning via donations from the High Sheriff and also Carers Trust grants which funded laptops for many Young Carers.

Day Care

Day Care Services

Day Care services provide an opportunity for vulnerable people to mix socially with others in a safe environment and engage in stimulating activities. They also provide a vital break for their Carers. Sadly, we had to temporarily cease our Day Care services in March 2020 in line with government requirements. We kept in regular telephone contact with our clients and their Carers during the lockdown identifying and responding to need including through local voluntary sector Covid-response partnerships.

From August 2020 we were able to support our Day Care clients with walks and garden visits to promote activity and exercise in a safe and sociable way.

We were able to reopen some Day Care sessions in September 2020 however this was with reduced numbers attending, operating a more structured day, using Personal Protective Equipment, social distancing and other measures to keep clients, Volunteers and staff safe. 92 clients attended Day Care sessions between September and December 2020.

The necessity to have reduced attendance at our Centres meant that we were unable to resume sessions in Tiptree and Chelmsford as it was not financially viable. We reduced the number of sessions in Maldon to 3 per week and to run 1 per week at South Woodham Ferrers.

Unfortunately, we had to suspend sessions again in late December 2020 in line with national and local government requirements, reopening in April 2021.

Action for Family Carers implements all the recommended infection control measures. All staff have been vaccinated and regularly test for Covid-19 so that we can continue to run Day Care for the benefit of both the service users and Carers who need and greatly value the respite break Day Care provides.

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

Activity Groups

Our Activity Groups in West Essex provide physically and mentally stimulating activities for people with memory problems or dementia. In line with other services, our Activity Groups were suspended during the lockdowns. Volunteers kept in frequent contact with the clients and their Carers during this time which was particularly challenging for people with dementia and their families.

We were able to open our Groups for a short period in the Autumn, operating on reduced attendance and implementing infection control measures. There were a total 524 attendances at the Activity Groups in the period from October 2020 to December 2020.

In April 2021 we were able to reopen the Groups following the further lockdown. Over 40 clients attend the Keeping Active and Active Minds sessions across the localities of Epping, Great Dunmow and Harlow. Responding to local demand, we have opened a new Activity Group in Witham with support from East of England Co-Op.

REVIEW OF FINANCIAL ACTIVITIES

Action for Family Carers receives funding from a range of sources including grants and donations plus monies from a wide range of fundraising activity. The Charity submits applications and bids via its Funding Coordinator in line with the strategy agreed by the Board of Trustees to diversify our income and reduce the overreliance on a large or single funder thus reducing risk and increasing the capacity, capability and sustainability of the Charity for the benefit of unpaid Carers.

In response to the pandemic the Charity actively sought and secured Covid-response grants including to provide support remotely and to cover core costs. This enabled the Charity to continue meeting the needs of local Carers and families throughout the pandemic in different ways, using digital technology and using innovative approaches to maintain contact and support.

All figures below are correct to the nearest £k.

Income

Income during 2020/21 was £807k (2019/20 £762k) which is £45k higher than the previous year. The increase in income was largely due to grants, including a new grant from the National Lottery to ensure the charity's activities were Covid-compliant. Not included in this figure is income which we have deferred to 2021/22 by agreement with the funders; this relates to income for activity which we were unable to deliver due to the Covid-19 restrictions in place at the time.

ACTION FOR FAMILY CARERS TRUSTEES' ANNUAL REPORT YEAR ENDED 31 MARCH 2021

Expenditure

Expenditure was £789k (2019/20 £824k) which is £35k lower than the previous year. This reduction was due to the temporary suspension of many face to face services during the lockdown and a consequent reduction in costs such as mileage.

Funds

Total funds at the end of the year were £414k (2019/20 £397k) which is £17k higher than the previous year. Action for Family Carers increased its unrestricted funds by £20k to £297k (2019/20 £277k) which remains in line with The Board of Trustees' Financial Reserves Policy.

Reserves Policy

The Board of Trustees is cognisant of the importance of its reserves to ensure the sustainability and resilience of the Charity for unforeseen circumstances and uncertain events in the future.

The Board of Trustees has reviewed and updated its Reserves Policy which states that the Charity will manage and maintain reserves at a minimum level of total liabilities plus a minimum of 25% and a maximum of 50% of annual budgeted overhead costs. For clarification this would include infrastructure costs and core salaries where these are not funded from income for a period of between 3 to 6 months.

Current unrestricted funds at 31st March 2021 are £297k, which is in line with the Reserves Policy.

Investment Policy

The purpose of The Investment Policy is to ensure that any investments prioritise the safety of the principal investment while maximizing the after-tax investment return and maintaining adequate liquidity. The Charity will ensure that at least 50% of unrestricted reserves are immediately available and that all investments are risk assessed and covered by the Financial Conduct Authority and Financial Services Compensation Scheme.

Future Plans

The Charity receives funding from a number of different organisations for bespoke services and unrestricted funding to spend where the organisation sees it as most effective in meeting need and with positive outcomes for Carers. The Charity has secured funding from a range of funders for at least a further one-year period in line with our Strategic Plan. This includes grants from the National Lottery Community Fund and a contract with Essex County Council.

In response to the changing environment we are having to review our Day Care and Activity Group services. These are a vitally important element of the Charity's provision for Carers and their families however we need to ensure that they are financially sustainable.

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

We are committed to continuing to support Young Carers in schools and through provision of Young Carer Clubs as demonstrated through our commitment to the use of restricted reserves together with grants and fundraising.

We will continue to focus our Adult Carer services on activities that support Carers' health and wellbeing including Counselling, Befriending and the Feeling Good Caring Well programme. This includes delivering activities from grants that were received during 2020/21 which were deferred to 2021/22 due to the pandemic and lockdown restrictions. We are grateful to many of our funders for their support and flexibility to enable this for the benefit of unpaid Carers across Essex.

The Charity remains a robust organisation that demonstrates quality, strong leadership and management, sound financial discipline and puts Carers needs at the centre of everything it does. We will continue to apply for funding, diversify income streams and ensure future sustainability in line with our Funding Strategy and for the benefit of unpaid Carers across Essex.

Fundraising

Action for Family Carers welcomes donations and other fundraising support and seeks to respect the wishes of donors and fundraisers in terms of how funds raised are spent. The continuation of our current services and addressing the unmet needs of Carers is central to everything we do.

The Board of Trustees having made the decision to directly employ a member of staff to lead on fundraising supported as always by our core staff team and Volunteers including Trustees hoped to do more to raise monies and awareness to benefit the cause of unpaid Carers. However, the challenge of the pandemic for all charities on all fundraising activity has had a significant impact in 2020/21. Technological solutions were sought using social media, the website and Quiz Nights alongside COVID compliant outdoor table sales however these have not been sufficient to fill the gap in our social, fundraising and awareness raising calendar of activities.

The Board of Trustees continues to recognise the need to diversify income and to that end has an agreed Fundraising Plan that aims to engage others and extend the support of the Charity plus an Action Plan to increase donations, gifts and legacies. The Board of Trustees has designated a Lead Trustee Role for Fundraising.

Action for Family Carers complies with all relevant statutory regulations, including the Charities Act 2011, the Data Protection Act 2018, General Data Protection Regulation and Privacy and Electronic Communications Regulations. We always seek to act in ways that are legal, open, honest and respectful, striving for best practice in fundraising by complying with a range of codes of practice including the Fundraising Regulator's Code of Fundraising Practice. We are careful to monitor our fundraising activities and to provide supporters with

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

help and information via our website, by email or post. The Charity does not employ professional telephone or street funders, or commercial participators to carry out our fundraising.

We have a Complaints Policy and record and respond to all formal complaints. We did not receive any complaints during 2020/21.

Our Funders

Carers Trust	Harlow Council
Mid Essex Clinical Commissioning Group	Harlow Recreation Trust
The National Lottery	Edward Gosling
The Henry Smith Charity	The Clothworkers' Foundation
Uttlesford District Council	Mrs Smith and Mount Trust
Essex Community Foundation	CXK Ltd / SELEP
The Charity of William John Cook	The Braintree District and Greenfields Community Fund
Garfield Weston Foundation	The High Sheriff of Essex/Countryside Properties
Children in Need	William and Gladys Pudney Memorial Fund
Essex County Council	John Laing Trust
Mulberry Trust	Fowler Smith and Jones
Colchester Catalyst Charity	Turncole Wind Farm Community Benefit Fund
Groundwork UK	#iwill Fund
East of England Co-Op	Colchester Borough Homes
Triangle Trust	Charles S French Charitable Trust
Jack Petchey Foundation	
Sport England/Active Essex	
Ford Britain Trust	

Our grateful thanks go to all of the above, to Maldon District Council for the provision of premises at Brickhouse Farm Community Centre, and to all those that contributed through donations or fundraising events.

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

Risk Review

The Board of Trustees has reviewed the major risks to which the Charity is exposed and systems have been identified to mitigate those risks. External risks regarding the continuation and continuity of voluntary funding have resulted in a Strategic Plan which promotes the diversification of funding and activities. Internal risks are minimised by the implementation of financial control and regulation procedures. These procedures are regularly reviewed to ensure that they still meet the needs of the Charity.

A Significant Risk Register and Annual Management Plan as part of the Disaster Management and Business Continuity Plan is maintained and regularly reviewed. Areas of potentially significant risk identified include Carer Services, Finance, Funding, Governance – Leadership and Management, Health and Safety, HR, Insurance, IT, Partnerships, Premises, Quality, Reputation and Safeguarding. Actions and Interventions and Contingency Positions are identified for each of these areas and the level of risk then rated as High, Medium or Low. A Scoping Task Group oversees this aspect of the Charity's work. The key risk to the continued delivery of the Charitable Objects is considered to be funding which is being addressed as described in the Future Funding section of this report. Specific and detailed attention has focused on the impact of the pandemic, lockdown and government changes in arrangements with regard to Health and Safety and Infection Control Measures ensuring compliance with all associated regulations and guidance.

RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also the Directors of Action for Family Carers for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

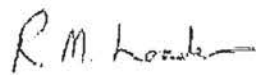
Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charitable Company and of the incoming resources and application of resources, including the income and expenditure, of the Charitable Company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in operation.

**ACTION FOR FAMILY CARERS
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2021**

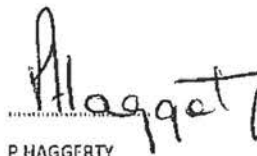
The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charitable Company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the Charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by The Board of Trustees on 9 September 2021 and signed on its behalf.



R. LOADER

Chair



P. HAGGERTY

Treasurer

ACTION FOR FAMILY CARERS INDEPENDENT EXAMINERS REPORT YEAR ENDED 31 MARCH 2021

Independent Examiner's Report to the Trustees of Action for Family Carers

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2021 which consist of the Statement of Financial Activities, Balance Sheet, Statement of Cashflows and associated notes.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not except or assume responsibility to anyone other than the company and the company's Trustees, as a body, for my work or for this report.

Responsibilities and basis of report

As the Trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 2 November 2021

Giles Kerkham FCA DChA

Larking Gowen LLP
Chartered Accountants
Statutory Auditors
Colchester

ACTION FOR FAMILY CARERS

STATEMENT OF FINANCIAL ACTIVITIES (including income and expenditure account) YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income from:					
Donations and legacies	4	24,419	10,281	34,700	67,634
Charitable activities	5	221,441	548,281	769,722	682,995
Income from Investments		245	-	245	5,553
Other trading activities		1,879	-	1,879	5,340
Total income		<u>247,984</u>	<u>558,562</u>	<u>806,546</u>	<u>761,522</u>
Expenditure on:					
Raising funds		11	-	11	2,627
Charitable activities	6	194,553	594,856	789,409	821,856
Total expenditure		<u>194,564</u>	<u>594,856</u>	<u>789,420</u>	<u>824,483</u>
Net expenditure		<u>53,420</u>	<u>(36,294)</u>	<u>17,126</u>	<u>(62,961)</u>
Transfer between funds		(33,442)	33,442		
Funds as at 1 April 2020		277,361	119,513	396,874	459,835
Funds as at 31 March 2021		<u>297,339</u>	<u>116,661</u>	<u>414,000</u>	<u>396,874</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.

The notes on pages 20-27 form part of these financial statements

ACTION FOR FAMILY CARERS

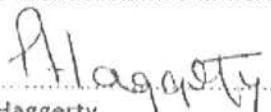
BALANCE SHEET AS AT 31 MARCH 2021

	Note	Total 2021 £	Total 2020 £
Fixed assets			
Tangible fixed assets	11	-	383
Current assets			
Debtors	12	87,638	28,008
Cash at bank and in hand	13	639,749	504,251
		<u>727,387</u>	<u>532,259</u>
Current liabilities			
Creditors: amounts falling due within one year	14	<u>313,387</u>	<u>135,767</u>
Net current assets		414,000	396,491
Net assets		<u>414,000</u>	<u>396,874</u>
Accumulated funds			
Unrestricted funds	17	297,339	277,361
Restricted funds	17	116,661	119,513
Total Funds		<u>414,000</u>	<u>396,874</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the act. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 9 September 2021 and signed on their behalf, by:


P Haggerty


R Loader

Company Number 06680960

The notes on pages 20-27 form part of these financial statements.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

1. Accounting policies

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Charity constitutes a public benefit entity as defined by FRS 102.

Assets and liabilities are initially recognised at historical cost of transaction value unless otherwise stated in the relevant accounting policy.

1 Going Concern

In their review of the charity's going concern, the trustees noted the following:

- The Charity maintains strong financial management processes and oversight with overhead costs carefully managed
- The Charity's financial performance at end of 2020/21 was better than budget
- A healthy level of unrestricted reserves has been maintained in line with the Reserves Policy
- Income generating services (Day Care, Activity Groups) are resuming following suspension due to Covid-19 restrictions
- Fundraising activity is resuming for the same reason
- The budget for 2021-22 forecasts a manageable deficit and subsequently a grant has been secured which contributes to core funding costs

Based on this review, the trustees have concluded that the charity has adequate resources to continue in operational existence for the foreseeable future, being not less than 12 months from the date of approval of these financial statements. They therefore continue to adopt the going concern basis of accounting in preparing the financial statements.

1 Income and expenditure

Donations and similar incoming resources

Income is recognised and included in the accounts when all of the following criteria are met:

- (a) The Charity has entitlement to the funds;
- (b) Any performance conditions attached to the items(s) of income have been met or are fully within the control of the Charity; and
- (c) There is sufficient certainty that receipt of the income is considered probable;
- (d) The amount can be measured reliably.

Grants and fees receivable

These are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable. Receipts from Service Level Agreements are recognised as income as the Charity becomes entitled through performance of services. Deferred income is released to income in the period in which it has been applied.

Investment income

Income from investments is included in the SOFA in the year in which it is receivable.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for the expenditure, and it is probable that settlement will be required and the amount of the obligation can be measured reliably. All costs have been directly attributed to one of the categories of resources expended in the SOFA. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

1 Tangible fixed assets and depreciation

These are stated at cost or valuation less depreciation.

Only individual assets costing more than £1,000 are capitalised to the fixed asset register.

Depreciation is provided at rates calculated to write off the cost of valuation of assets, less their estimated residual value, over their expected useful lives on the following basis:

Computer equipment	25%/33% Straight line
Fixtures and fittings	20% Straight line

2 Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2 Funds

Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the Charitable Objects.

Restricted funds are funds which have been given for particular purposes.

2 Operating Lease

Rentals in respect of operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged to the Statement Of Financial Activities as incurred.

2. Income

In this period, all of the Charity's income was derived from charitable activities performed within the UK.

3. Taxation

The Charity is exempt from tax on income and gains to the extent that such income and gains are applied to its Charitable Objects. No corporation tax charge arises for the year.

4. Donations and legacies

	Total 2021 £	Total 2020 £
General	8,712	19,273
Respite Services	2,677	8,887
Adult	200	-
Young Carer Services	23,111	39,474
	<u>34,700</u>	<u>67,634</u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

5. Income from charitable activities	Total 2021 £	Total 2020 £
General	510,070	305,238
CJRS Grant	127,700	-
Respite services	51,827	214,956
Adult Carer Services	3,150	2,000
Young Carer Services	76,975	160,801
	<u>769,722</u>	<u>682,995</u>

Coronavirus Job Retention Scheme (CJRS) grants represent income received from central government to cover some of the costs of employing certain members of staff placed on furlough leave, in response to the coronavirus pandemic.

6. Expenditure on charitable activities	Total 2021 £	Total 2020 £
Staff costs	580,539	554,346
Staff expenses (travelling, DBS's)	6,069	26,238
Volunteer Expenses	1,198	4,814
Food, transport and direct costs	80,036	75,465
Telephone, postage and stationery	24,508	22,883
Rent of halls	4,292	19,677
Bookkeeping and accountancy fees	11,088	9,390
Consultant	3,407	4,344
Legal and professional fees	-	300
Insurance	4,859	4,553
Advertising	1,136	5,147
Printing	1,835	2,999
Cleaning	548	5,372
Payments to partners	46,854	50,185
Miscellaneous Office Costs	20,555	25,401
Depreciation	383	2,041
Grant repayment	-	6,241
Governance	2,100	2,460
	<u>789,408</u>	<u>821,856</u>

Miscellaneous office costs include storage, office refurbishment and general running costs.
Governance costs include Independent Examination fees.

7. Expenditure on charitable activities (continued)	Total 2021 £	Total 2020 £
General	554,542	440,792
Respite Services	105,823	227,140
Adult Carer Services	10,189	16,416
Young Carer Services	118,854	137,508
	<u>789,408</u>	<u>821,856</u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

8. Net income/(expenditure) for the year	2021 £	2020 £
This is stated after charging:		
Depreciation	383	2,041
Independent Examination Fees	2,100	2,460
	<u>2,483</u>	<u>4,501</u>

9. Expenditure on charitable activities (continued)	Total 2021 £	Total 2020 £
Staff costs		
Gross salaries	538,409	515,289
Employers NIC	27,088	25,683
Self Employed Staff	-	324
Pensions	15,042	13,050
	<u>580,539</u>	<u>554,346</u>
Average number of employees	<u>53</u>	<u>50</u>

No staff member was paid in excess of £60,000 per annum.

The Average headcount expressed as full-time equivalents was:

	2021 no.	2020 No.
Operational staff	16	16
Office (including management)	5	5
	<u>21</u>	<u>21</u>

10. Key Management Personnel disclosure	Total 2021 £	Total 2020 £
	<u>84,322</u>	<u>84,350</u>

The key management personnel of Action for Family Carers are the Chief Executive Officer and the Head of Carer Services.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

11. Tangible fixed assets	Computers, equipment & furniture £	Fixtures & Fittings £	Total £
Cost			
As at 1 April 2020	57,537	15,406	72,943
Additions	-	-	-
As at 31st March 2021	<u>57,537</u>	<u>15,406</u>	<u>72,943</u>
Depreciation			
As at 1 April 2020	57,155	15,406	72,560
Charge for the year	382	-	382
As at 31st March 2021	<u>57,537</u>	<u>15,406</u>	<u>72,942</u>
Net Book Value			
As at 31 March 2021	-	-	-
	<u> </u>	<u> </u>	<u> </u>
As at 31st March 2020	<u>382</u>	<u>-</u>	<u>382</u>
	<u> </u>	<u> </u>	<u> </u>
12. Debtors		2021	2020
		£	£
Accounts receivable		87,638	14,715
Accrued income		-	10,317
Prepayments		-	2,976
		<u>87,638</u>	<u>28,008</u>
13. Cash and cash equivalents		2021	2020
		£	£
Current account		244,850	110,140
Deposit account		393,190	392,945
Petty cash		1,710	1,166
		<u>639,749</u>	<u>504,251</u>
14. Creditors: amounts falling due within one year		2021	2020
Deferred income		295,458	119,424
Taxes and social security		7,068	8,341
Other creditors and accruals		10,862	8,002
		<u>313,387</u>	<u>135,767</u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

Deferred income analysis	Total 2021 £	Total 2020 £
Balance at 31 March 2020	119,424	115,330
Amount released to incoming resources	(119,424)	(115,330)
Amount deferred in the year	296,988	119,424
Balance at 31 March 2021	<u>296,988</u>	<u>119,424</u>

Deferred income comprises of Grant payments for Essex Community Foundation, Jack Petchy, Children in Need, the Big Lottery & Carers trust.

15. Reconciliation of net movement in funds to net cash flow from operating activities

	Total 2021 £	Total 2020 £
Net movement in funds for the reporting period (as per the statement of financial activities)	17,126	(62,961)
<i>Adjustments for:</i>		
Depreciation charges	382	2,042
Dividends, interest and rents from investments	(245)	(5,553)
(Increase) / decrease in debtors	(59,631)	(665)
Increase / (decrease) in creditors	177,620	(7,075)
Net cash provided by / (used in) operating activities	<u>135,252</u>	<u>(74,211)</u>

Analysis of Net Debt

	At 1 April 2020	Cash flows	At 31 March 2021
Cash at bank and in hand	504,251	135,497	639,748
	<u>504,251</u>	<u>135,497</u>	<u>639,748</u>

16. Gift in kind

The premises at Maldon occupied by the Charity are kindly provided free of rent and certain overhead costs. These costs are not included within the numbers of the accounts.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

17. Reconciliation of funds	As at 01/04/20	Incoming resources	Outgoing resources	Transfer between funds	As at 31/03/21
Unrestricted funds	<u>277,361</u>	<u>247,984</u>	<u>(194,564)</u>	<u>(33,442)</u>	<u>297,339</u>
Restricted funds					
General	24,236	262,156	(259,813)	10,265	36,844
Adult services	6,773	3,350	(10,189)	66	-
Young carer services	88,505	87,056	(118,854)	23,111	79,817
National Lottery Community Fund		97,000	(97,000)	-	-
Big Lottery Grant		109,000	(109,000)	-	-
	<u>119,513</u>	<u>558,562</u>	<u>(594,856)</u>	<u>33,442</u>	<u>116,661</u>
Total funds	<u>396,874</u>	<u>806,546</u>	<u>(789,420)</u>		<u>414,000</u>

The transfer between unrestricted funds and restricted funds represents employment costs within restricted fund projects that have been supported by CJRS grants.

18. Comparative note of reconciliation of funds 2019	As at 01/04/19	Incoming resources	Outgoing resources	As at 31/03/20
Unrestricted funds	<u>340,268</u>	<u>261,148</u>	<u>(324,055)</u>	<u>277,361</u>
Restricted funds				
General	39,775	298,099	(313,638)	24,236
Adult Carer Services	21,189	2,000	(16,416)	6,773
Young Carer Services	58,604	200,275	(170,374)	88,505
	<u>119,568</u>	<u>500,373</u>	<u>(500,428)</u>	<u>119,513</u>
Total funds	<u>459,836</u>	<u>761,521</u>	<u>(824,483)</u>	<u>396,874</u>
19. Analysis of net assets between funds		Unrestricted funds £	Restricted funds £	Total 2021 £
Fixed assets		-	-	-
Current assets		87,548	90	87,638
Cash at bank and in hand		209,790	429,959	639,749
Current liabilities		-	(313,387)	(313,387)
		<u>297,339</u>	<u>116,661</u>	<u>414,000</u>

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

Comparative of analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2020 £
Fixed assets	383	-	383
Current assets	27,887	121	28,008
Cash at bank and in hand	249,091	255,159	504,251
Current liabilities	-	(135,767)	(135,767)
	<u>277,361</u>	<u>119,513</u>	<u>396,874</u>

20. Operating lease commitments

As at 31st March 2020 the charity had future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Within 1 year	778	778
Operating lease ending 2 to 5 years	<u>2,334</u>	<u>3,112</u>
	<u>3,112</u>	<u>3,890</u>

21. Related party transactions

0 Trustee in 2021 (2020: 0) was reimbursed £0 (2020: £0) in respect of travel costs.

No emoluments or any other transactions (2020: no emoluments) were paid to any Trustees during the year.

There are no further related party transactions which are required to be disclosed (2020: None)

22. Pension commitments

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independent administered fund. The pension cost charge represents contributions payable by the Charity to fund the amount to £15,042 (2020: £13,050). Contributions of £0 (2020: £0) were payable to the fund at the year end.

ACTION FOR FAMILY CARERS

NOTES TO THE FINANCIAL STATEMENTS (including income and expenditure account) YEAR ENDED 31 MARCH 2021

23. Prior year comparison note

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £
Income from:				
Donations and legacies		28,060	39,574	67,634
Charitable activities		222,195	460,800	682,995
Income from Investments		5,553	-	5,553
Other trading activities		5,340	-	5,340
Total income		<u>261,148</u>	<u>500,374</u>	<u>761,522</u>
Expenditure on:				
Raising funds		2,627	-	2,627
Charitable activities		321,428	500,428	821,856
Total expenditure		<u>324,055</u>	<u>500,428</u>	<u>824,483</u>
Net expenditure		<u>(62,907)</u>	<u>(54)</u>	<u>(62,961)</u>
Funds as at 1 April 2019		340,268	119,567	459,835
Funds as at 31 March 2020		<u><u>277,361</u></u>	<u><u>119,513</u></u>	<u><u>396,874</u></u>

Grant Application Form 2021 - 2022

Please complete the form clearly in black ink and BLOCK CAPITALS. Continue on another sheet of paper if necessary.

Q1. You or Your Organisation	
Name of You/Organisation and location	South Woodham Ferrers Bowls Club Champions Manor
Summary of aims and objectives	Provision of essential facilities for the local community-focused Bowls club
Age groups specifically catered for, if any	All age ranges are welcome
Are you or the organisation a non-profit making body?	NO
Are you or the organisation a Registered Charity? If so please give registration number	NO
Are you registered for VAT?	NO
Number of members	58 in 2021 but additional recruitment plans in place For 2022
Number of members resident in South Woodham Ferrers	The great majority of members (54) are resident in South Woodham Ferrers with a small minority (4) being resident in the surrounding areas
Is membership restricted in any way? If so please specify	NO
Do you charge a membership fee or charge for access to your activities? Please give details	During 2021 the annual membership fee was £85 – this will be raised to £95 for 2022

Q2. Details of Grant Applied For

Purpose for which the grant is required:

The grant is required as a major contribution towards the provision of a clubhouse for the Bowls Club. When the bowls green was established in 2005, the only facilities provided were a cupboard for storing equipment and shared usage of changing rooms and toilet facilities. Bowls is a sociable game and most clubs (if not all) have a clubhouse adjacent to their bowls green where members, and their families, can sit and chat and watch the bowls matches on the green as well as sheltering from the rain. Additionally, members of other clubs can be provided with hospitality, in the clubhouse, when playing against the home club.

Please give full details, including how the project meets a local need and there is community support for the project, evidence must be provided:

Recent recruitment efforts by the Bowls Club have seen the number of Club members increase threefold to 58 and a further increase is anticipated during 2022. The Bowls Club are now looking to upgrade their facilities to make them commensurate with the overall membership numbers. A clubhouse would:

- Permit other clubs to be provided with refreshments after matches. The increase in membership numbers means more leagues can now be entered – it is a requirement of most leagues that post-match hospitality is provided
- Provide somewhere for members and players from opposing teams to shelter from inclement weather – the artificial green is an ‘all-weather’ surface and members play bowls throughout the year
- Allow the Bowls Club to continue to play it’s part within the community by hosting more practice sessions for local groups such as Cubs/Scouts/Guides and schools etc.
- Assist the Club in recruiting more members by providing a suitable place for members (+families and friends) to sit, chat and watch the bowls matches in comfort – it has been noticed that many potential Club members are dissuaded from joining due to the lack of facilities at SWF Bowls Club
- Provide team captains with a place to sit and prepare the necessary paperwork prior to league matches – this is currently undertaken outside

The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit?

As a community-based club, membership of South Woodham Ferrers Bowls Club is available to everyone in SWF and surrounding areas. Previous bowling experience is not required as full training is always available from existing experienced members. The physical exercise (playing bowls) and the social interaction between members make bowling at the club an ideal combination for SWF residents of all ages. The Club firmly believes that the provision of a clubhouse would attract more people from South Woodham Ferrers to become involved in the Club.

Total cost of project	£15,000
Fund request from the Town Council	£10,000
Funds available from your/organisation's own resources	£5,000

Funds granted from other bodies: (evidence must be supplied)	£0
Essex County Council	£0
Chelmsford City Council	£0
Fund Raising Organisations	£0
Private Sector	£0
Others (please specify)	£0

Do you receive any other financial contribution from the Town Council? If so, please provide the details NO

Please give details of any fund raising event that you are undertaking for this project: The Bowls Club raise money by holding many fund-raising events including quizzes, bingo nights etc. + sell items at local boot sales, raise money at open days and the Town Fayre. More events are planned for 2022.

Please state if the grant is awarded how publication of the grant will be made: ie logo on uniform / equipment / press release etc

Q3. Financial Information Required	
Details of all costs. Please provide copies of appropriate estimates or price lists	Attached Yes/No

Evidence that at least three estimates have been obtained for projects over £1,000	Attached Yes/No/Not applicable
A copy of your year end audited accounts Please give reasons if not available	Attached Yes/No/Not applicable
Please supply a budget for the event.	Attached Yes/No/Not applicable

Name of person making application	IAN CARTER
Address for correspondence	2 Southern Drive SWF
Post code	CM3 5NY
Daytime Telephone Number	01245 767198
Email address	icarter2000@yahoo.co.uk

Q4. Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. (This must not be the main contact name in Q3.)

I confirm, on behalf of South Woodham Ferrers Bowls Club.....

That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate.

I confirm that I have read the Town Council's Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.

Post held in organisation ... Treasurer/Club Captain

Title.....MR..... First Name:IAN..... Surname:CARTER.....

Organisation address:c/o Champions Manor.....

.....

..... Post Code:

Telephone:01245 767198.....

Signed:I.Carter..... Date:02/02/2022.....

Q5. Signature of Person Completing the Application

This must be the signature of the person named in Q3 as the main contact and not be the same person who has signed in Q4.

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed	D.Lewis
---------------	---------

Date	02/02/2022
-------------	------------

Please return your completed form to:

Town Clerk
South Woodham Ferrers Town Council,
Champions Manor Hall Community Centre,
Hullbridge Road,
South Woodham Ferrers,
Essex CM3 5LJ

Email:
karen@southwoodhamferrerstc.gov.uk

We will acknowledge receipt of your application and let you know the date of the Committee meeting when your application will be discussed.

Grant Application Form 2021 - 2022

Please complete the form clearly in black ink and BLOCK CAPITALS. Continue on another sheet of paper if necessary.

Q1. You or Your Organisation	
Name of You/Organisation and location	Swallows Gymnastics
Summary of aims and objectives	We are a gymnastic club offering coaching for recreational and competition.
Age groups specifically catered for, if any	5-18
Are you or the organisation a non-profit making body?	Yes
Are you or the organisation a Registered Charity? If so please give registration number	No
Are you registered for VAT?	No
Number of members	432
Number of members resident in South Woodham Ferrers	311
Is membership restricted in any way? If so please specify	No
Do you charge a membership fee or charge for access to your activities? Please give details	The charges are based on the amount of sessions committed to, the rates are £5.94 per hour.



Q2. Details of Grant Applied For

Purpose for which the grant is required:

The club continually reinvests all surplus revenue into new apparatus and improving general conditions within the club. An area where the club needs to reinvest presently is the foam for the pit used for the gymnasts to practice without fear of landing awkwardly and hurting themselves. Over a number of years the foam has started to crumble and needs to be replaced. To prolong the life of the foam exponentially we propose to place the blocks in 'socks'.

Please give full details, including how the project meets a local need and there is community support for the project, evidence must be provided:

We remain focused on keeping the cost of using the club as low as possible. Currently the rates are the lowest within 25 miles yet the facilities are among the best. Any essential costs that cannot be met through existing lines of funding will inevitably lead to an increase in charges which would result in a number of families being unable to afford to continue sending their children to the club. Evidence is very difficult to provide but a visit to the club in order to justify this application would be welcomed.

The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit?

As the majority of the children are residents of the town and/or attend local schools the benefits will be direct. The function of the sport and club provides a safe and disciplined environment within which children thrive.

Total cost of project	£25,000
Fund request from the Town Council	£3,000
Funds available from your/organisation's own resources	£22,000

Funds granted from other bodies: (evidence must be supplied)	£ 0
Essex County Council	£ 0
Chelmsford City Council	£ 0
Fund Raising Organisations	£ 0
Private Sector	£ 0
Others (please specify)	£500 Mr Gees foundation
Do you receive any other financial contribution from the Town Council? If so, please provide the details	
No.	
Please give details of any fund raising event that you are undertaking for this project: Throughout the last few years we have raised money through fete appearances, film showings, snackshop, wall sponsorship (parents buy a block for personalization) and sponsored flips, jumps & walks. All managed by volunteers. Covid has reduced funding through these sources to practically zero but we are hopeful of a full programme from Spring.	

Q3. Financial Information Required

Details of all costs. Please provide copies of appropriate estimates or price lists	Attached Yes
Evidence that at least three estimates have been obtained for projects over £1,000	Attached Yes
A copy of your year end audited accounts Please give reasons if not available	Accounts are not audited
Please supply a budget for the event.	The budget is dictated by the actual cost as the pit is essential.

Name of person making application	David Moyse
Address for correspondence	Swallows Gymnastic, 25 Redhills Road, South Woodham Ferrers, Chelmsford
Post code	CM3 8RG
Daytime Telephone Number	07770 421189
Email address	djmoyse@gmail.co.uk



Q4. Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q3.)**

I confirm, on behalf of Swallows Gymnastics

That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate.

I confirm that I have read the Town Council's Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.

Post held in organization: Club Manager

Title...Ms First Lauren: Surname: Elwood

Organisation address: 25-27 Redhills Road

South Woodham Ferrers

Chelmsford Post Code: CM3 8RG

Telephone: 01245 321317

Signed: Date: 28.1.2022

Q5. Signature of Person Completing the Application

This must be the signature of the person named in Q3 as the main contact and **not be the same person who has signed in Q4.**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed

Date

28th January 2022

Please return your completed form to:

Town Clerk
South Woodham Ferrers Town Council,
Champions Manor Hall Community Centre,
Hullbridge Road,
South Woodham Ferrers,
Essex CM3 5LJ

Email:
karen@southwoodhamferrerstc.gov.uk

We will acknowledge receipt of your application and let you know the date of the Committee meeting when your application will be discussed.



Unit 1 Highway Farm
Horsley Road
Downside
Cobham
Surrey KT11 3JZ
0800 917 2212
www.pgfoam.co.uk
enquiries@pgfoam.co.uk

Estimate for Dave Moyse			
Description	Unit Cost	Qty	Total
Pit Foam Logs – 50 x 10 x 10cm	£1.25	8000	£10000.00
Pit Socks for Logs – 50 x 10 x 10cm	£1.95	8000	£15600.00
Delivery to Chelmsford			£120.00
Total:			£25720.00
Vat @ 20%			£5144.00
Total:			£30864.00

We are pleased to announce that PG Foam Supplies Ltd are now fully insured to carry out Maintenance Checks on all gymnastics equipment. Please contact us for details.

All our products are bespoke and handmade to order; therefore sometimes there may be a delay in delivery. We always do our best to meet our customer's timescales.

Estimate Date : 26th January 2022
Valid Until : 26th February 2022

Textile Array Limited
58 Matlock Crescent
Sutton
Surrey
SM39SN
07828 440 340
www.textilearrayltd.com
VAT Registration No.: 316959959



Quote

ADDRESS
Dave Moyse

QUOTE NO. 1011
DATE 26/01/2022
EXPIRATION DATE 25/02/2022

LEAD TIME
9 weeks

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Pit Foam covers FR	"Sportex Safety First" 500mm x 100mm x 100mm FR pit foam covers (SSF100PPS)	20.0% S	8,000	1.99	15,920.00
	Pit Foam Blocks	Gray Foam Logs GB28HFR (flame-retardant) 500mm x 100mm x 100mm	20.0% S	8,000	1.20	9,600.00

Pit Foam Covers COLORS - to be confirmed.
Minimum quantity per color - 1200.

SUBTOTAL 25,520.00
VAT TOTAL 5,104.00
TOTAL **GBP 30,624.00**

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	5,104.00	25,520.00

Accepted By

Accepted Date

Textile Array Ltd
Natwest Bank
s.c. 55-50-39
Acc. 68682468

Quotation

Quotation No.: QUO-DMC001
Validity: 30 days
Date: 27th January 2022

Contact Address:

Hill Farm
 The Street
 Woodham Ferrers
 Chelmsford, Essex
 CM3 8RG

Contact: Dave Moyse

Telephone: n/a

Mobile: 07770 421189

Email: djmoyse@gmail.com

Dear Dave,

Thank you for your enquiry. Please find details, pricing, quantities etc. for the items you requested. Could you clarify the items, quantities and delivery/contact information are correct and let me know if there are any changes to be made. Please note, all prices quoted are inclusive. Please let me know if you would like to proceed with the order and I will send you an invoice with payment instructions.

Line No.	Product Code	Product Description	Quantity	Unit Price	Total Price
1	FLFL001	<p>Foam Logs Size – 50cm by 50cm by 10cm Grade – Standard 25kg/m3 Spec. – Fire Retardant, BS 5852 part 2 1982 Colour – Dark grey For full specification view here</p>	8000	£1.11	£8,880.00
2	PSL101	<p>Pit Foam Socks Size – 50cm by 50cm by 10cm Spec. – Fire Retardant, BS 5851 part 3 1991, BS 5857 part type 2 parts b and c, BS 7175 section 3 source 7 1989 Colour – TBC For full specification view here</p>	8000	£2.55	£20,400.00

Comments	Subtotal	£29,280.00
Order will be processed once payment has been received Manufacturing and delivery lead times are approximately 3-4 weeks on line 1 and 4-6 weeks on line 2	Delivery	£550.00
	Total	£29,830.00
	Grand Total	£29,830.00

Please contact me if you have any queries or questions regarding this quotation.

Kind regards,

Simon Wright



EYOTT SAILING CLUB

Whitetree Court
South Woodham Ferrers
Essex CM3 7AL

Liesl.hadley@gmail.com

01st February 2022

Town Clerk
South Woodham Ferrers Town Council
Champions Manor Hall Community Centre
Hullbridge Road
South Woodham Ferrers
Essex
CM3 5LJ

Ref Application for a grant to stop flood damage to Eyott Sailing Club

Dear Ms Hawkes

I attach a completed form to request a grant to stop the damage, that the collapse of the sea wall along Fenn Creek, being caused to our dinghy park at Eyott Sailing Club.

I attach our accounts which show a healthy bank balance as at the end of December 2021 but does not reflect outstanding costs that we have incurred and will have to pay in the current financial year. Repairs to the east wall of the club house were due to have taken place last year but because of the pandemic the work was not able to be undertaken so we have had to ringfence £2,700.

We also must ringfence £1500 to cover our trustees if, in the unlikely event we were to wind up the club, the trustees would be protected from any costs that may be incurred.

I believe Mr Alan Brunning is keeping you up to date with the agreements from the various authorities who have a vested interest in our land. The Flood team are the final authority we are waiting for the go ahead. He can be contacted on alan@markbruning.plus.com or 01245 322282 if you require any further information regarding permissions.

Please feel free to contact me if you have any further questions that you may feel would help with our application.

Yours sincerely

Liesl Hadley
Treasurer Eyott Sailing club

Grant Application Form 2021 - 2022

**Please complete the form clearly in black ink and BLOCK CAPITALS.
Continue on another sheet of paper if necessary.**

Your Organisation	
Name of You/Organisation and location	<p style="text-align: center;">EYOTT SAILING CLUB WHITE TREE COURT SWF CM3 7AL</p>
Summary of aims and objectives	<p style="text-align: center;">TO PROVIDE AFFORDABLE SAILING TO ALL AGES, ENCOURAGE FAMILIES AND YOUNG PEOPLE TO SAIL IN A SAFE LOCATION CLOSE TO THEIR HOMES</p>
Age groups specifically catered for, if any	0-90
Are you or the organisation a non-profit making body?	Yes
Are you or the organisation a Registered Charity? If so please give registration number	No
Are you registered for VAT?	No
Number of members	124 INDIVIDUALS
Number of members resident in South Woodham Ferrers	34 FAMILIES
Is membership restricted in any way? If so please specify	No
Do you charge a membership fee or charge for access to your activities? Please give details	<p>£90 MEMBERSHIP FEE £15 JUNIOR FEE - UNDER 18 £20 SOCIAL MEMBER</p>



Q2. Details of Grant Applied For

Purpose for which the grant is required:

TO HELP FUND THE COST OF FLOOD PROOFING THE DINGHY PARK
The dinghy park is suffering from flooding ~~as~~ because of the sea wall breach that occurred late 2021. This is going to impact on our ability to launch our dinghys.

Please give full details, including how the project meets a local need and there is community support for the project, evidence must be provided:

Our sailing club will not be able to function unless we stop the continual flooding of our dinghy park. We help with local cubs, scouts, brownies and guides and boys brigade groups to try sailing and water sports. All this would have to stop if we can't launch our boats.

The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit?

As noted above local community youth groups can carry on using the facilities to teach water safety and introduce them to water activities.

Total cost of project	£ ESTIMATE 2361-00 2499
Fund request from the Town Council	£ 2000-00
Funds available from your/organisation's own resources	£ 6134-00
Funds granted from other bodies: (evidence must be supplied)	£ P/A Pending/Agreed
Essex County Council	£ Pending/Agreed



Chelmsford City Council	£	Pending/Agreed
Fund Raising Organisations	£	Pending/Agreed
Private Sector	£	N/A
Others (please specify)		Pending/Agreed
<p>If necessary, please supply information on a separate sheet</p> <p>Do you receive any other financial contribution from the Town Council? If so, please provide the details</p> <p style="text-align: center;">No.</p>		
<p>Please give details of any fund raising event that you are undertaking for this project:</p> <p style="text-align: center;">PRESS RELEASE WEBSITE FACEBOOK PAGE</p> <p>Please state if the grant is awarded how publication of the grant will be made: ie logo on uniform / equipment / press release etc</p>		

Details of all costs. Please provide copies of appropriate estimates or price lists	Attached	Yes/No
Evidence that at least three estimates have been obtained for projects over £1,000	Attached	Yes/No/Not applicable
A copy of your year end audited accounts Please give reasons if not available	Attached	Yes/No/Not applicable
Please supply a budget for the event.	Attached	Yes/No/Not applicable

Name of person making application	LIESL HADLEY (TREASURER)
Address for correspondence	16 Shirebourn Vale SWF CM3 5ZL
Post code	
Daytime Telephone Number	0797 4933042
Email address	liesl.hadley@gmail.com



Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q3.)**

I confirm, on behalf of EYOTT SAILING CLUB.....(insert name of organisation).

That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate.

I confirm that I have read the Town Council's Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.

Post held in organisation COMMODORE.....

Title MR..... First Name: MIKE..... Surname: COWAN.....

Organisation address: EYOTT SAILING CLUB.....

WHITE TREE COURT..... SOUTH WOODHAM FERRERS.....

ESSEX..... Post Code: CM3 7AL.....

Telephone: 01245 697487.....

Signed: [Signature] Date: 01/02/2022.....

Q5. Signature of Person Completing the Application

This must be the signature of the person named in Q3 as the main contact and **not be the same person who has signed in Q4.**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed

[Signature]

Date

01/02/2022

Please return your completed form to:

Town Clerk
South Woodham Ferrers Town Council,
Champions Manor Hall Community Centre,
Hullbridge Road,
South Woodham Ferrers,
Essex CM3 5LJ

Email:
karen@southwoodhamferrerstc.gov.uk

We will acknowledge receipt of your application and let you know the date of the Committee meeting when your application will be discussed.

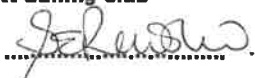
Eyott Sailing Club

Statement of Accounts from 1st January 2021 to 31st December 2021

2020	Income	2021	2020	Expenditure	2021
	Burgees/T-shirts	72.00	1,000.00	Rent (inc back rent)	1,000.00
200.00	Canteen & Social	1,394.25	207.37	Electricity	194.97
150.02	Donations		186.51	Water & Sewerage	200.63
860.00	CHA Fees	740.00	164.03	Crown Estate (Lease)	164.03
6.56	Interest/Dividends	0.47	59.09	Canteen & Social	624.80
	Laying Up Supper	100.00	880.00	CHA Fees	760.00
	Race Fees	216.00	703.12	Club Maintenance (inc east ramp)	1,216.67
4,742.00	Subscriptions	3,790.00		Boathouse	
	Boat Park Fees	1,490.00	1,110.45	Insurance	1,208.45
30.00	Boat Hire	35.00	100.00	Laying Up Supper	
300.00	Dinghy Sales	43.30	23.42	Printing, Postage & Website	6.95
360.00	Refund of 75th Anniversary		151.24	Rescue Boat	376.56
	Natwest Incentive	1,500.00		Purchase of new Mariner Engine	2,284.00
	Sale of Outboard	178.76	130.00	RYA	130.00
			75.00	Ofcom	75.00
			360.00	Trophies	20.00
			120.00	75th Anniversary	
				Fitting Out Supper Refund	
<hr/>			<hr/>		
6,648.58		9,559.78	5,270.23		8,262.06
				Profit	1,297.72
2020	Assets	2021	Accumulated Fund		
8,974.70	Metro Bank	10,334.49		Brought Forward	10,807.90
83.20	Bank Lloyds	0.00		2021 Income	1,297.72
0.00	Petty Cash	21.13		Purchase of Mariner Engine	2,284.00
750.00	White Rescue Boat 1	750.00		Less Sale of Engine one	200.00
200.00	Engine 1 Mariner				
800.00	Blue Rescue Boat 2	800.00			
	Engine 2 Mariner	2,284.00			
<hr/>				Net worth	14,189.62
10,807.90		14,189.62			

Prepared by Liesl Hadley
Treasurer Eyott Sailing club

Agreed



Date

23.1.22

Agreed



Date

20.1.22

Plasti sheet piling

The plastic piling company

[The Plastic Piling Company Plastic Pile Plastic Sheet Piling Vinyl Sheet Piling](http://www.plasticpiling.co.uk)

knife posts 2" height i.e. 1.6 to .4 into ground
2
allowable BM 1 steel tube 2 steel tubes hardwood posts

contact david coley

for .7m water
0.8m

<https://www.plasticpiling.co.uk/products/the-multilock-plastic-sheet-piling/>

3.94 7.91 15.81 7.32 2 off

7.09 24 6.96

Measurements	full width m	position from sea wall post m	depth	post position sea wall	0.00	1.10	2.20	2.48	2.50	3.50	3.55	3.60
assumes - 0.7 height	22.00			height	0.00	-0.35	-0.70	-0.80	-1.08	-1.08	-0.80	-0.71
	south ditch m	1.50	3.00									
	north ditch	1	20									

Plastic piling

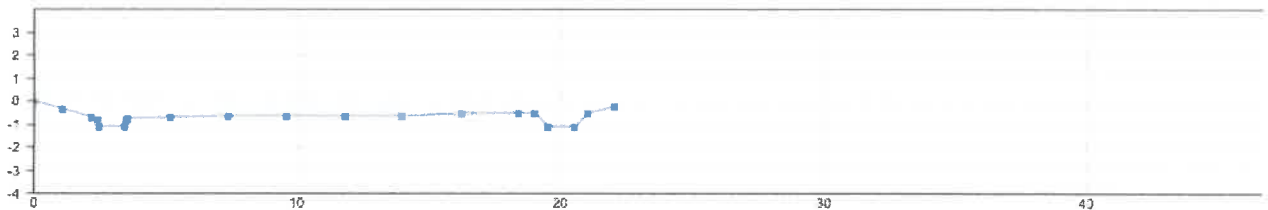
Length of fence m	22	length of pile m	length	order number	0.57225
ditch width	3	6	1.8	6 1.8 m each	0.83712
residual 3 piles per 4m length	19	38	1.20	38 1.2m each	
extra pile	1		56.4		
		Total length			
		cost in vat			
					£1,691.00
4 way connector cost per m	£18	4	2	8	£144.00
sealant gorilla glue					£12.00
cost /m inc vat	£30.00				
cost		per m		50 needed	
scaffold poles	£1 per foot +vat		£3.92		£440.00
one per sheet and 2 per sheet at ditches					
plus					
pipe	floplast 110 OD 3m	8.48	1	£8.48	
valve	capricorn	23.5	2	£47.00	
strainer	vent terminal 110	2.78	2	£5.56	
cement		5.59	2	£11.18	
sand		2.2	12	£26.40	
post driver	week			£100.00	
whackerplate hire	weekend	0	1	£0.00	
Post driver	buy	50	1	£50.00	
					£150.00
					£2,499.04

Need detail survey of levels to see if we can use 1m piles saving £420

see below erect direct Wickford

toolstation
amazon
toolstation
£61.04
Travis
Travis

around height levelled to sea wall



scanning	Foot	price @£1/ft + vat	length m	required
lengths available	8		2.44	38
	10		3.05	12
delivery to swf		£25.00		£25.00
contact Alex				£440.00

Detailed Income & Expenditure by Budget Heading 03/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Champions Manor Hall</u>							
1001 Main Hall Hire	(201)	20,709	22,850	2,141			
1002 Multi Purpose Room Hire	273	14,292	22,850	8,558			
1003 Conference Room Hire	0	3,477	0	(3,477)			
1004 Meeting Room Hire	20	651	0	(651)			
1007 Car park	0	310	0	(310)			
1009 CCC Grant Income	0	12,000	0	(12,000)			
1050 Rent from ESO Depot	0	1,100	1,100	0			
1055 Rent from Office Use	0	17,600	17,600	0			
1450 Miscellaneous Income	0	4,000	0	(4,000)			
Champions Manor Hall :- Income	91	74,138	64,400	(9,738)			0
4000 Electricity	0	3,115	7,000	3,885		3,885	
4005 Gas	0	1,114	1,600	486		486	
4010 Water	0	562	700	138		138	
4015 Sewerage	0	0	350	350		350	
4020 Rates	0	2,506	10,000	7,494		7,494	
4025 Cleaning	0	12,774	15,000	2,226		2,226	
4030 Maintenance	0	10,664	16,740	6,076	301	5,775	3,255
4035 Major Repair Fund	0	0	5,000	5,000		5,000	
4050 PRS Licence	0	379	1,000	621		621	
4110 Photocopier	0	412	600	188		188	
4115 Postage	0	17	200	183		183	
4120 Telephone	0	538	635	97		97	
4125 Sanitary Contract	0	72	300	228		228	
4130 Security	0	51	1,280	1,229		1,229	
4150 Fire Maintenance	0	286	300	14		14	
4275 Insurance	0	1,206	1,476	270		270	
4325 Litter Control	0	0	250	250		250	
4800 Contingencies	0	0	2,000	2,000		2,000	
4900 Covid-19	0	3,003	0	(3,003)		(3,003)	
Champions Manor Hall :- Indirect Expenditure	0	36,701	64,431	27,730	301	27,429	3,255
Net Income over Expenditure	91	37,437	(31)	(37,468)			
6000 plus Transfer from EMR	0	3,255					
Movement to/(from) Gen Reserve	91	40,692					

Detailed Income & Expenditure by Budget Heading 03/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
110 Office Costs							
4000 Electricity	0	2,480	2,000	(480)		(480)	
4001 Rent for Office	0	17,600	17,600	0		0	
4005 Gas	0	670	550	(120)		(120)	
4010 Water	0	316	200	(116)		(116)	
4015 Sewerage	0	0	100	100		100	
4020 Rates	0	1,410	5,200	3,790		3,790	
4025 Cleaning	0	7,185	7,500	315		315	
4030 Maintenance	0	3,525	9,290	5,765	169	5,596	
4050 PRS Licence	0	213	500	287		287	
4100 Equipment	0	7	500	493		493	
4105 Office Supplies	0	262	500	238		238	
4110 Photocopier	0	947	1,500	553		553	
4115 Postage	0	324	900	576		576	
4116 Card Processing	0	744	900	156		156	
4120 Telephone	0	1,183	1,350	167		167	
4125 Sanitary Contract	0	40	200	160		160	
4130 Security	0	0	400	400		400	
4135 Mobiles	0	347	300	(47)		(47)	
4145 IT Work/Support	0	1,112	2,000	888		888	
4150 Fire Maintenance	0	122	0	(122)		(122)	
4800 Contingencies	0	22	0	(22)		(22)	
4900 Covid-19	0	10	0	(10)		(10)	
Office Costs :- Indirect Expenditure	0	38,519	51,490	12,971	169	12,802	0
Net Expenditure	0	(38,519)	(51,490)	(12,971)			

Detailed Income & Expenditure by Budget Heading 03/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
120 Policy & Resources General							
1008 Misc Income	0	1,000	0	(1,000)			
1076 Precept	0	331,716	331,716	0			
1090 Interest Received	0	254	1,000	746			
1095 Leases & Wayleave	300	550	550	0			
1400 CIL Money Received	0	9,509	0	(9,509)			
1500 Furlough Credit	0	2,971	0	(2,971)			
Policy & Resources General :- Income	300	346,001	333,266	(12,735)			0
4116 Card Processing	0	13	0	(13)		(13)	
4200 Salaries	0	94,288	150,000	55,712		55,712	
4205 Employer's NI	0	34,797	42,000	7,203		7,203	
4210 Superannuation	0	31,792	45,000	13,208		13,208	
4230 Payroll Contract	0	1,150	1,000	(150)		(150)	
4240 Staff Uniform & Travel	71	1,012	1,000	(12)		(12)	
4245 Training	0	(13)	5,000	5,013		5,013	
4246 Training - Councillors	0	270	2,000	1,730		1,730	
4250 Recruitment	0	0	450	450		450	
4255 Subscriptions	0	1,756	2,000	244		244	
4265 Marketing	0	1,260	500	(760)		(760)	
4270 Audit	0	2,280	3,000	720		720	
4275 Insurance	0	2,814	3,000	186		186	
4280 Civic Budget	0	100	1,200	1,100		1,100	
4285 Member's Expenses	0	0	300	300		300	
4290 Member's Basic Allowance	0	3,293	10,320	7,027		7,027	
4295 Loan Repayment	0	21,394	22,153	759		759	
4300 IT Contract & Equipment	0	2,785	6,000	3,215		3,215	
4305 Elections	0	0	850	850		850	
4315 Grants	0	2,968	17,000	14,032		14,032	
4325 Litter Control	0	1,100	1,100	0		0	
4326 Defibrillator	0	120	0	(120)		(120)	
4800 Contingencies	0	715	1,500	785		785	
4801 Professional Fees	0	780	2,000	1,220		1,220	
9001 Neighbourhood Plan	0	2,240	0	(2,240)		(2,240)	2,240
Policy & Resources General :- Indirect Expenditure	71	206,911	317,373	110,462	0	110,462	2,240
Net Income over Expenditure	229	139,089	15,893	(123,196)			
6000 plus Transfer from EMR	0	2,240					
Movement to/(from) Gen Reserve	229	141,329					

Detailed Income & Expenditure by Budget Heading 03/02/2022

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	391	420,139	397,666	(22,473)			
Expenditure	71	282,132	433,294	151,162	470	150,692	
Net Income over Expenditure	<u>320</u>	<u>138,007</u>	<u>(35,628)</u>	<u>(173,635)</u>			
plus Transfer from EMR	0	5,495					
Movement to/(from) Gen Reserve	<u>320</u>	<u>143,502</u>					

SOUTH WOODHAM FERRERS TOWN COUNCIL FINANCIAL REGULATIONS 2021

1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	7
6. Instructions for the making of payments	9
7. Payment of salaries	11
8. Loans and investments	12
9. Income	13
10. Orders for work, goods and services	14
11. Contracts	14
12. Payments under contracts for building or other construction works	15
13. Stores and equipment	16
14. Assets, properties and estates	16
15. Insurance	17
16. Charities	17
17. Risk management	18
18. Suspension and revision of Financial Regulations	18

These Financial Regulations were adopted by the Council at its meeting held on 9th March 2021

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

1.9. The Town Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

1.10. The Town Clerk (RFO);

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.11. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.12. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.13. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.14. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.15. In addition, the Policy and Resource Committee must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant over £200

Staffing Committee will:

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.16. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Town Mayor or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the Town Clerk Assistant. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Policy and Resource Committee.

2.3. The Town Clerk shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the Council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The Town Clerk shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee shall review its yearly forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy and Resource Committee no later than the end of November each year including any proposals for revising the forecast.

3.2. The Town Clerk must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy and Resource Committee.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The Town Clerk shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- items over £1000 to be authorised by the relevant Chairman, vice Chairman of the committee, Town Mayor or Deputy.
- a duly delegated committee of the council for items over £3000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Policy and Resource committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually once received by the SLCC for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of the Staffing Committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the Town Clerk may authorise revenue expenditure on behalf of the council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Town Clerk shall report such action to the Town Mayor / Deputy Town Mayor and appropriate committee chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The Town Clerk shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.

4.9 Changes in earmarked reserves shall be approved by Policy and Resources as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the Town Clerk and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2 Council shall appoint up to 4 signatories with each order for payment requiring two signatories.

5.3 The Finance Officer shall prepare a schedule of payments requiring authorisation, and together with the relevant invoices, present the schedule to the appropriate authorised cheque signatories.

5.4. The Policy and Resource committee will note the approved schedule which shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.5 All invoices for payment shall be examined, verified and certified by the Town Clerk to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.6 The Finance Officer shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Finance Officer shall take all steps to pay all invoices submitted, in order at the next or between available council or Committee meetings

5.7. The Town Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Town 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 Policy and Resource Committee;

b) An expenditure item authorised under 5.6 below provided that a list of such payments shall be submitted to the next appropriate meeting of Policy and Resource Committee;

c) fund transfers within the councils banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy and Resource Committee.

5.8. For each financial year the Town Clerk shall draw up a list of due payments which arise on a regular basis as the result of a continuing authorised contract, statutory duty, obligation of Salaries, PAYE and NI, Superannuation Fund.

5.9 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.10 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.11 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.12 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.13 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or orders to pay to the council's bankers, or otherwise, in accordance with a resolution of Policy and Resource Committee.

6.4. Cheques, credit card payments or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Town Clerk or authorising officer, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil. Invoices over £1000 are to be authorised by the relevant committee chairman or vice chairman, before payment

6.6. Cheques or orders for payment shall be presented for signature either at or between council or committee meetings.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which two authorised signatories approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Finance Officer and/or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two Councillors. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the authorised staff and will also be restricted to a single transaction maximum value of £500 unless authorised by council or committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Policy and Resource Committee. Transactions and purchases made will be reported to the Policy and Resource Committee and authority for topping-up shall be at the discretion of the Policy and Resource Committee.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the authorised staff and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will maintain a cash float. All cash received must be banked intact. Any payments made in cash by an officer for example for postage or minor stationery items shall be refunded on a regular basis, at least quarterly.

6.22 The Finance Officer may provide petty cash to officers for the purposes of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Town Clerk with a claim for reimbursement.

a) The Finance Officer shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in the regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Staffing Committee. Termination payments shall only be authorised by Policy and Resource Committee.

7.8. Before employing interim staff, the Staffing Committee must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Town Mayor of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

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

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Town Clerk

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the RFO.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the Town Clerk. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the Town Clerk considers necessary but within ten working days.

9.6. The origin of each receipt shall be entered on the paying-in slip.

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

9.8. The Town Clerk shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. A purchase order or letter shall be issued for all work, goods and services over £500 unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained electronically.

10.2 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three

or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.3 A member may not issue an official order or make any contract on behalf of the council.

10.4 The Town Clerk shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Town Clerk shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for the specialist services such as are provided by legal professionals acting disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk or RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date and time for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one other officer. Disclosure of the tenderers shall not be revealed to Members at this time with a tender report prepared by the Town Clerk or relevant Officer for consideration by the relevant committee.

g) Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph. The Town Clerk shall obtain 3 quotations priced descriptions of the proposed supply; where the value is above £1,000.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)

engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Town Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

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

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

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Town Clerk shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.

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

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning

permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The Town Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the Town Clerk shall effect all insurances and negotiate all claims on the council's insurers.

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

15.3. The Town Clerk shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The Town Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Policy and Resource Committee.

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the 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 and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The Town Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually

17.2. When considering any new activity, the Town Clerk with the appropriate officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the Council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

END



Standing Orders March 2021

From NALC model 2018
Revised at March 2021

Contents

1. RULES OF DEBATE AT MEETINGS.....	3
2. DISORDERLY CONDUCT AT MEETINGS.....	5
3. MEETINGS GENERALLY.....	5
4. COMMITTEES AND SUB-COMMITTEES	8
5. ORDINARY COUNCIL MEETINGS	10
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	12
7. PREVIOUS RESOLUTIONS	13
8. VOTING ON APPOINTMENTS.....	13
9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	13
10. MANAGEMENT OF INFORMATION	14
11. DRAFT MINUTES	15
12. CODE OF CONDUCT AND DISPENSATIONS	16
13. CODE OF CONDUCT COMPLAINTS	17
14. PROPER OFFICER.....	18
15. RESPONSIBLE FINANCIAL OFFICER	20
16. ACCOUNTS AND ACCOUNTING STATEMENTS.....	20
16. FINANCIAL CONTROLS AND PROCUREMENT	21
17. HANDLING STAFF MATTERS	23
18. RESPONSIBILITIES TO PROVIDE INFORMATION.....	24
19. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	24
20. RELATIONS WITH THE PRESS/MEDIA.....	25
21. EXECUTION AND SEALING OF LEGAL DEEDS.....	26
23. RESTRICTIONS ON COUNCILLOR ACTIVITIES	27
24. STANDING ORDERS GENERALLY	27

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.

- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or

- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
 Committee meetings ●
 Sub-committee meetings ●

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day

- of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
 - d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
 - e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or covered by the Committees Terms of Reference.
 - f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
 - g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
 - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given, or the item becomes an agenda item for a future meeting.
 - i A person shall raise his hand when requesting to speak.
 - j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
 - l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about

the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in his absence be done by, the Deputy Town Mayor.
- p The Town Mayor, if present, shall preside at a meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor. If both the Town Mayor and Deputy Town Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;

- ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
 - v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or one of its other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or a sub-committee.
 - xii. The Town Mayor and Deputy Town Mayor of the Council will be the Chairman and Vice-Chairman of the Policy and Resources Committee and they shall not normally be Chairman or Vice-Chairman of any other Committee of the Council with the exception of the Staffing Committee;
 - xiii. A Councillor shall not normally be Chairman or Vice Chairman of

more than one of the Environment, Leisure or Planning Committees.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office. The Annual Meeting shall be held on the second Tuesday, following the fourth day after the ordinary day of elections to the Council.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides. The Annual Meeting shall be held on the second Tuesday in May.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Town Mayor and Deputy Town Mayor of the Council.
- f The Town Mayor of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Deputy Town Mayor of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Town Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Town Mayor of the Council has been elected. The current Town Mayor of the Council shall not have an original vote in respect of the election of the new Town Mayor of the Council but shall give a casting vote in the case of an equality of votes.

- i In an election year, if the current Town Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Town Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Town Mayor of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Town Mayor of the Council and Deputy Town Mayor of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Town Mayor and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of his acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;

Within The Year

- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Town Mayor of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Town Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an

extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

10. MANAGEMENT OF INFORMATION

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

11. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 19(a) and following a

resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

12. CODE OF CONDUCT AND DISPENSATIONS

Guidelines on declaring interests

It is the Councillor's responsibility, in the light of the advice and their knowledge of the extent of their interest, to decide whether an interest should be declared.

Guidelines on the use of e-mail

The Council recognises that the appropriate use of email promotes the efficient operation of Town Council business. To this end e-mail messages will be circulated to all Members of the Council

a) Email discussion of any subject that is proper to a duly convened meeting is in contravention of the Code of Conduct and should not take place. This does not preclude Council Officers, consulting one or more Members between meetings where a further decision from the appropriate meeting is not required or where the issue related to day to day administration.

b) In all cases Members and Officers should avoid circulating emails that could be interpreted as being irrelevant, frivolous, abusive or offensive.

c) The use of 'Reply All' to e-mails should only be used if the reply is meant for ALL those on the original distribution list keeping in mind confidentiality and the detrimental impression any inappropriate external communication can leave.

d) Members must not make public representation in the name of the Council unless authorised.

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest. Online meetings requiring the Councillor's exit and re-

joining of the meeting.

- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 12(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 12(e) if having regard to all relevant circumstances any of the following apply:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

13. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the City Council that it is dealing with a

complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 10, report this to the Council.

- b Where the notification in standing order 13(a) relates to a complaint made by the Proper Officer, the relevant Chairman or Deputy Town Mayor shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 13(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the City Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

14. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall delegate a staff officer:
 - i. at least three clear days before a meeting of the Town Council, a committee or a sub-committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the

Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Town Mayor of the Council, occasioned by a casual vacancy in his office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 22);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning Committee within five working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

15. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Town Clerk when the Town Clerk is absent.

16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Town Clerk shall supply to each councillor at each committee meeting a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Town Clerk shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

16. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Town Clerk, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- b. Financial regulations shall be reviewed regularly and at least annually

for fitness of purpose.

- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk ;
 - v. tenders shall be opened by the Town Clerk in the presence of at least one staff member after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds

determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

17. HANDLING STAFF MATTERS

- a A matter personal to a member of staff is to be reported by a meeting to the staffing committee for consideration.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the staffing committee, if they are not available, the vice-chairman (if there is one) of the staffing committee.
- c The staffing committee or in their absence, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the staffing committee, the vice-chairman of the staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the staffing committee or the staffing sub-committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk or Officer relates to the chairman or vice-chairman of

the staffing committee this shall be communicated to another member of the staffing committee, which shall be reported back and progressed by resolution of staffing committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

18. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 20.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000*, The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

19. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 10.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.

- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

20. RELATIONS WITH THE PRESS/MEDIA

PRESS AND MEDIA POLICY

1. Introduction

The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2. Key Aims

The Council recognises that appropriate use of the media promotes the efficient operation of Town Council business.

3. Contact with the Media

Members may be approached by the media or may wish to comment through them. *Members dealing with the media or using their own social media accounts must remember that they are legally responsible for the content of any messages or comments and that the requirements and principles associated with the adopted Code of Conduct shall remain in force.*

Members must not make public representation in the name of the Council unless authorised.

Members have the right to express personal opinions on local issues using the media but they should make it clear that such comments do not necessarily reflect the views or policies of the Council or its Committees. Members should be mindful to ensure that they do not bring the Council into disrepute.

Be aware that, in practice, any remarks made in the media by Members may be taken as an official statement of the Council.

If a Member is unaware of Council policy on any matter they should seek the advice of the Town Clerk.

Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

Statements made by the Town Mayor and the Town Clerk should reflect the Council's opinion.

Think before you post, is it true, is it necessary, is it kind.

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

21. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 14(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 22(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

The above is applicable to a Council with a common seal.

22. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council and all committees shall be sent, together with the agenda, to the ward councillor(s) of the City and County Council representing the area of the Council.

23. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

24. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a councillor as soon as possible.
- d The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.

END

Data Protection Policy & Information Security Policy

Definitions:

Personal Data

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

Data Controller

A natural or legal person, Public Authority, Agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

South Woodham Ferrers Town Council (SWFTC) is the “data controller” for your data.

Data Subject

The identified (directly or indirectly) person to which the data refers.

Introduction

SWFTC recognises its responsibility to comply with the General Data Protection Regulation (GDPR) 2018 which replaces the EU Data Protection Directive of 1998 and regulates the use of personal data.

Data Protection Principles

As a local authority, SWFTC has a number of procedures in place to ensure that it complies with the GDPR when collecting, using, retaining, transferring, disclosing and destroying personal information.

Staff and Councillors must ensure that they adopt the following principles:

1. Lawfulness, Fairness and Transparency

Personal Data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject. This means, SWFTC must tell the data subject what processing will occur (transparency), the processing must match the description given to the data subject (fairness), and it must be for one of the purposes specified in the applicable data protection regulation (lawfulness).

2. Purpose Limitation

Personal Data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. This means SWFTC must specify exactly what the personal data collected will be used for and limit the processing of that personal data to only what is necessary to meet the specified purpose.

3. Data Minimisation

Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. This means SWFTC must not store any personal data beyond what is strictly required.

4. Accuracy

Personal data shall be accurate and, kept up to date. This means SWFTC must have in place processes for identifying and addressing out-of-date, incorrect and redundant personal data.

5. Storage Limitation

Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed. This means SWFTC must, wherever possible, store personal data in a way that limits or prevents identification of the data subject. The length of time personal data is kept is outlined in the Council's Retention Policy.

6. Integrity & Confidentiality

Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing, and against accidental loss, destruction or damage. SWFTC must use appropriate measures to ensure the integrity and confidentiality of personal data is maintained at all times and that personal data is only accessed by Council staff and Councillors.

7. Accountability

The data controller shall be responsible for all personal data and must be able to demonstrate compliance. This means SWFTC must demonstrate that the principles (outlined above) are met for all personal data for which it is responsible.

Privacy Notices

A 'Privacy Notice' is available on the Town Council website which details who we share personal data with, how we use and store personal data, the purposes for which we use personal data and your rights to your personal data.

Subject Access Requests

SWFTC is aware that people have the right to access any personal information that is held about them. If a person requests to see any data, a procedure is in place to help staff facilitate this.

A response to each request will be provided within 30 days of the receipt of the written request from the Data Subject. Appropriate verification must confirm that the requestor is the Data Subject or their authorised legal representative. Data Subjects shall have the right to require SWFTC to correct or supplement erroneous, misleading, outdated, or incomplete Personal Data. If SWFTC cannot respond fully to the request within 30 days, the Office of Data Protection shall nevertheless provide the following information to the Data Subject, or their authorised legal representative within the specified time:

- An acknowledgement of receipt of the request.
- Any information located to date.
- Details of any requested information or modifications which will not be provided to the Data Subject, the reason(s) for the refusal, and any procedures available for appealing the decision.
- An estimated date by which any remaining responses will be provided.
- An estimate of any costs to be paid by the Data Subject (e.g. where the request is excessive in nature).*
- The name and contact information of the staff member who the Data Subject should contact for follow up.

*No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be unnecessary or excessive in nature.

Data Breaches

Any Town Council staff member or Councillor who suspects that a personal data breach has occurred e.g. due to the theft or exposure of personal data must immediately notify the Information Commissioners Office (ICO) no more than 72 hours after becoming aware of it and provide a detailed description of what occurred. The ICO will then investigate the matter. Procedures are in place for Council staff and councillors to notify and record any data breaches.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

Responsible Officer	Town Clerk	Date effective from	February 2021	Review date	February 2022
---------------------	------------	---------------------	---------------	-------------	---------------

Adequate and effective system of Internal Control and Internal Audit

In line with the Regulation 6 of the Accounts and Audit Regulations 2015

The Council's internal controls include the following:

- Safe and efficient arrangements to safeguard public money
- Regular scrutiny of financial records and proper arrangements for the approval of expenditure
- Recording in the minutes the precise powers under which expenditure is being approved (no longer required as eligible for
- Regular employer returns to HM Revenue and Customs
- Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary
- Regular budget monitoring statements
- Procedures for dealing with and monitoring grants made or received
- Minutes properly numbered and paginated with a master copy kept in safekeeping
- Documented procedures to deal with enquiries from the public
- Documented procedures to deal with responses to consultation requests
- Documented procedures for document receipt, circulation, response, handling and filing
- Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received
- Adoption of codes of conduct for members and employees

Internal Audit Assurance:

Internal audit testing may include:

- Review of the internal controls in place and their documentation
- Review of the minutes to ensure legal powers in place, recorded and correctly applied
- Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions
- Review and testing of arrangements to prevent and detect fraud and corruption
- Testing of disclosures
- Testing of specific internal controls and reporting findings to management

Independence

The present Internal Auditor is Heelis & Lodge.

- they are completely independent of the Town Council
- they play no part in the Council's management, control or decision making.
- they are a professional company with experience of local government and a good understanding of local councils
- they have no input into other Council financial matters e.g. accounting, financial statements, annual return (other than signing Section 4, Annual Internal Audit Report)

Competence

After each visit the Internal Auditor submits a report which is considered by the Policy and Resources Committee, actioned where appropriate and recorded in the minutes. The Town Council has been fully satisfied with the independent services provided by the Internal Auditor.

Responsible Officer	Town Clerk	Date effective from	February 2022	Review date	February 2023
---------------------	------------	---------------------	---------------	-------------	---------------

Health and Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

South Woodham Ferrers Town Council

The Town Clerk

The Town Clerk

Statement of general policy	Responsibility of (Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	The Town Clerk	<p>Risk assessments are completed and actions arising are implemented. Risk assessments and the Town Council's safety policy are reviewed at least every year, or more frequently if working conditions, services or functions are altered. Risk assessments are recorded in writing and are kept in the Town Council's office.</p> <p>Volunteers, contractors or other providing services for the Town Council will be provided with appropriate health and safety information and briefings. Providers of specialist services shall be required to provide details of their work in method statements and provide risk assessments for the activities to be completed and reviewed before commencement will be approved.</p> <p>Fully equipped First Aid box within the office accessible for employees, defibrillator located in ground floor foyer for all hall users, employees and Councillors. Staff have received training for defibrillator use but this is not essential for using the equipment.</p>
To provide adequate training to ensure employees are competent to do their work	The Town Clerk	Staff are provided with appropriate health and safety induction and ongoing training and exercises to maintain and develop competencies. Town Council budget for training requirements of staff and Councillors.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	The Town Clerk	<p>Staff are regularly consulted on health and safety issues when the issues arise and at staff team meetings. Communication methods in place to ensure that all staff are informed and able to communicate concerns or problems.</p> <p>Written detailed policies are provided to staff to provide guidance and support with key health issues.</p>
To implement emergency procedures - evacuation in case of fire or other significant incident.	The Town Clerk	<p>A detailed separate fire risk assessment and fire safety policy are provided and regularly reviewed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</p> <p>Signage, fire fighting equipment and detection/alarm systems are provided</p>

Statement of general policy	Responsibility of (Title)	Action / Arrangements
		and regularly inspected or tested. Evacuation drills are held and staff are provided with written instructions to ensure they are familiar with their roles. Written records of fire drills, false alarms, genuine incidents and equipment/system issues are maintained in a fire safety log kept in the Handyman's store room.
Public and commercial use of council facilities and buildings are to be provided with appropriate information to operate safely and to notify the Town Council of any incidents or accidents	The Town Clerk	Written guidance is provided to users of the Council's facilities including written information on emergencies and health and safety issues. Regular evacuation drills include occasions when hirers of facilities are on site. On site signage is considered carefully to help visitors or users to the site. Emergency contacts are provided on site for reporting of any incidents.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	The Town Clerk in conjunction with staff support	The building was designed and is maintained in a suitable condition with appropriate facilities for toilets, washing and drinking water provided. Visual checks carried out and recorded Monday – Friday morning by staff member, any concerns raised to the office to be addressed. Mechanical and Electrical checks carried out bi-weekly and recorded. Appropriate information and systems are in place for safe handling/use of substances. Limited use of machinery is made. Where appropriate staff are required to inspect equipment and machinery and report any defects or concerns to the Town Clerk. Appropriate specialist training is provided where required. Staff training records are maintained to ensure that adequate records are available. COSHH data is recorded in a written format and maintained in the Town Council offices. Data for the materials used by the cleaning contractor is kept in the locked cleaning cupboard. Regular (at least annual) reviews are completed to ensure the COSHH information is current and up to date.

Note: The Town Council's general policy applies equally to both paid staff, temporary staff, contractors and volunteers.

Health and safety law posters are displayed:	In the Town Council office and the Environmental Services Operatives depot.		
First-aid box and accident book are located within the office:	A First Aid box is maintained in the Town Council office. The Town Clerk is responsible for ensuring that appropriate supplies and materials are maintained in this facility for the use of staff not hirers of Champions Manor Hall facilities. Written records of accidents are maintained by the Town Clerk in the Town Council office. All office staff trained in Emergency First Aid at Work		
Defibrillator located within the main foyer	Regular maintenance checks carried out to ensure unit is ready to be used if required. Staff trained in its use although this is not a requirement		
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)			
Signed: (Employer)		Date:	11/2/2022
Subject to review, monitoring and revision by:	The Town Clerk	Every:	12 Or as work activity or legislation changes

Mrs. Christine Hutson-
Treasurer
Bridge House
Moor Hall Lane
Danbury, Essex CM3 4ER
tel : 01245 225395
email : hutson855@btinternet.com

1st February 2022

Dear Town Clerk,

APPLICATION FOR GRANT

I enclose an application for grant on behalf of our choir and await hearing from you further with the date of the Committee meeting when our application will be considered.

Yours sincerely,



Mrs. Christine S. Hutson
Treasurer

Town Clerk,
South Woodham Ferrers Town Council,
Champions Manor Hall Community Centre,
Hullbridge Road,
South Woodham Ferrers,
Essex CM3 5LJ

Grant Application Form 2021 - 2022

Please complete the form clearly in black ink and BLOCK CAPITALS. Continue on another sheet of paper if necessary.

Q1. You or

Name of You/Organisation and location	Swift Singers. South Woodham Ferrers
Summary of aims and objectives	
Age groups specifically catered for, if any	18+
Are you or the organisation a non-profit making body?	Yes
Are you or the organisation a Registered Charity? If so please give registration number	Registered Charity no. 1085887
Are you registered for VAT?	No
Number of members	Approximately 70
Number of members resident in South Woodham Ferrers	Approximately 40 - the remainder from surrounding area
Is membership restricted in any way? If so please specify	Ladies only age 18+
Do you charge a membership fee or charge for access to your activities? Please give details	Yes. Annual subscription £150 (three terms of £50)

Purpose for which the grant is required:

To assist with our MUSIC and UNIFORM COSTS for 2022.

Owing to the pandemic, our income has been severely limited for the past two years. The enclosed accounts show this :

2019 (pre-pandemic)	Income	£20,125
2020 (pandemic)	"	£ 6,267
2021 (pandemic)	"	£ 1,237

We have re-started the choir which has existed in South Woodham Ferrers for over 30 years and has always been a major community benefit, both for its members and the people of South Woodham Ferrers who have always supported it. We have plans to perform at least three concerts during 2022. We require new music for everybody and new uniforms for the ladies who have joined us.

Please give full details, including how the project meets a local need and there is community support for the project, evidence must be provided:

We ran an advertising campaign prior to returning to choir in September 2021. This was successful and demonstrated the need for people to be involved in singing. We attracted 15 new members and the majority of our existing members also returned to us.

The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit?

The choir provides music entertainment for the residents of South Woodham Ferrers and elsewhere. It also supports local charities. The choir, over the years, has forged links throughout the town and is well recognised there and elsewhere. We strive to improve our standing locally and nationally, entering (and winning) competitions from time to time. Excellence in singing is our aim.

Total cost of project	£ 1,600 (Music)
	£ 500 (Uniforms)
Fund request from the Town Council	£ 1,000
Funds available from your/organisation's own resources	£ 1,100

Funds granted from other bodies: (evidence must be supplied)	None at the present time
Essex County Council	£ Pending/Agreed
Chelmsford City Council	£ Pending/Agreed
Fund Raising Organisations	£ Pending/Agreed
Private Sector	£ Pending/Agreed
Others (please specify)	£ Pending/Agreed
If necessary please supply information on a separate sheet.	£ Pending/Agreed

Do you receive any other financial contribution from the Town Council? If so, please provide the details

No.

Please give details of any fund raising event that you are undertaking for this project:

We fundraise continually with raffles, book sales, quiz nights etc. etc.

Please state if the grant is awarded how publication of the grant will be made: ie logo on uniform / equipment / press release etc

Focus press release

Q3. Financial Information Required

Details of all costs. Please provide copies of appropriate estimates or price lists	Attached	No
Evidence that at least three estimates have been obtained for projects over £1,000	Attached	Not applicable
A copy of your year end audited accounts Please give reasons if not available	Attached	Yes - 3 years enclosed
Please supply a budget for the event.	Attached	Not applicable

Name of person making application Mrs. Christine S. Hutson (Treasurer)

Address for correspondence
Bridge House, Moor Hall Lane, Danbury

Post code CM3 4ER
Daytime Telephone Number 01245 225395
Email address hutson855@btinternet.com

Q4. Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q3.)**

I confirm, on behalf of ...Swift Singers.....(insert name of organisation).

That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate. I confirm that I have read the Town Council's Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.

Post held in organisationSecretary.....

Title.....Mrs..... First Name: ...Janice..... Surname: ...Pearson.....

Organisation address: ...South Woodham Ferrers Village Hall, 25 Hullbridge Road, South Woodham Ferrers.....

..... Post Code: ...CM3 5PL.....

Telephone: ...01245 320071 (Janice Pearson).....

Signed: *J.Pearson* Date: *1-2-2022*

This must be the signature of the person named in Q3 as the main contact and **not be the same person who has signed in Q4.**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed	<i>C. Hutson</i>
Date	<i>1st February 2022</i>

Please return your completed form to:

Town Clerk
South Woodham Ferrers Town Council,
Champions Manor Hall Community Centre,
Hullbridge Road,
South Woodham Ferrers,
Essex CM3 5LJ

Email: karen@southwoodhamferrerstc.gov.uk

We will acknowledge receipt of your application and let you know the date of the Committee meeting when your application will be discussed.

SWIFT SINGERS 2019 - BALANCE SHEET
REG. CHARITY NO. 1085887

INCOME		£	£
Membership Subscriptions			9,425.00
100 Club Subscriptions			1,260.00
Concert Income - See Note 1			6,082.37
Other events - See Note 2			(1,873.20)
Donations received			
	SWF Co-op	250.00	
	Mr. Gees Foundation	1,500.00	
	General	<u>471.40</u>	2,221.40
Fundraising : Raffles		268.00	
	Easyfundraising	163.41	
	Book Sales	<u>52.43</u>	483.84
Uniform			8.00
..land Revenue Gift Aid for 2018			1,710.11
Bank Interest			12.47
Sundry Income			<u>795.85</u>
TOTAL INCOME			20,125.84
ADD BALANCE IN HAND AT 31.12.18 b/f			<u>9,181.53</u>
			29,307.37
LESS EXPENDITURE			
Hire of Practise Rooms		1,290.36	
Musical Director's fees		5,981.72	
Accompanists' fees		3,792.33	
Music Costs		1,204.32	
Concert Costs - See Note 1		4,405.87	
Other events - See Note 2		27.00	
Uniform		708.29	
100 Club Prizes		629.00	
Insurance and Subscriptions		351.43	
Postage/Stationery/Sundries/Website		1,431.37	
Charitable Donations - See Note 3		<u>1,410.00</u>	
TOTAL EXPENDITURE		21,231.69	
ADD BALANCE IN HAND @ 31.12.19 c/f		<u>8,075.68</u>	<u>29,307.37</u>

Prepared by Christine Hutson, Treasurer..... *C. Hutson* Date 8/2/2020
Independently Examined by Julia Henderson..... *J. Henderson* Date 15/2/2020

NOTES TO SWIFT SINGERS BALANCE SHEET - 2019

NOTE 1 - CONCERT INCOME AND COSTS

- * - 6th April '19 Concert at Maldon URC to benefit ACTION FOR FAMILY CARERS Profit £184
- 8th June Concert in Croydon with Croydon MVC. Cost to choir £600 coach hire plus Clive and Derrick's fees.
- 20th July 30th Anniversary Concert at SWF Wm. de Ferrers Centre. Profit for choir £1,045
- 25th Oct. Lunchtime concert at Chelmsford Cathedral. Fee received £175
- * - 7th Dec. Christmas Concert at SWF Wm. de Ferrers with Leigh Orpheus Male Voice Choir. Profit for choir £249. Concert benefitted Barrow Farm RDA.
- * These concerts were performed to benefit charity

Admission to the concerts on 20th July and 7th December was by donation. Those donations qualifying for Gift Aid will be reflected in the 2019 claim and are not itemised here.

NOTE 2 - OTHER EVENTS

- 19th January Choir sang at Christine Hargreaves wedding. Donation received.
- 30th January Choir Christmas Meal at Vita Bella. Paid for by choristers attending.
- 5th May Bingo event at SWF Village Hall
- 28th July Garden Party at Anna Fordham's
- 27-30th Sept. Choir trip to Torrevieja Spain. Two concerts performed. Cost to choir £2,229 (subsidy for choristers and flights/accommodation for Clive and Derrick.
- 10th Nov Remembrance Day Service SWF
- 1st December Wreath making workshop. Donation received from Jane Hyde
- 17th December Clive Smith's last evening with us.

NOTE 3 - CHARITABLE DONATIONS

- January Bloodwise £60
- June Action for Family Carers £250
- December Parkinsons UK £100
- December Barrow Farm RDA £1,000

SWIFT SINGERS 2020 - BALANCE SHEET
REG. CHARITY NO. 1085887

	£	£
INCOME		
Membership Subscriptions		2,835.00
100 Club Subscriptions		624.00
Concert Income		--
Other events		--
Donations received		55.00
Fundraising : Raffles	52.00	
Easyfundraising/Amazon Smile	59.74	
Book Sales	<u>15.10</u>	126.84
Uniform		--
Inland Revenue Gift Aid for 2019		2,621.13
Bank Interest		5.26
Sundry Income		--
TOTAL INCOME		6,267.23
ADD BALANCE IN HAND AT 31.12.19 b/f		<u>8,075.68</u>
		14,342.91
LESS EXPENDITURE		
Hire of Practise Rooms	364.05	
Musical Director's fees	600.00	
Accompanists' fees	830.65	
Music Costs	204.32	
Concert Costs	--	
Other events	--	
Uniform	--	
100 Club Prizes	399.00	
Insurance and Subscriptions	285.43	
Postage/Stationery/Sundries/Website	759.43	
Charitable Donations	<u>--</u>	
TOTAL EXPENDITURE	3,442.88	
ADD BALANCE IN HAND		
@ 31.12.20 c/f	<u>10,900.03</u>	<u>14,342.91</u>

Prepared by Christine Hutson, Treasurer..... *C. Hutson* Date 1/2/21
Independently Examined by Julia Henderson..... *J. Henderson* Date 12/02/2021

NOTE: Owing to the Coronavirus outbreak in 2020, the Choir did not meet up from March to December and the accounts reflect this.

SWIFT SINGERS 2021 - BALANCE SHEET
REG. CHARITY NO. 1085887

INCOME	£	£
Membership Subscriptions		--
100 Club Subscriptions		736.00
Concert Income		--
Other events		--
Donations received		--
Fundraising :		
Amazon Smile	28.72	
Easyfundraising	<u>122.47</u>	151.19
Uniform		--
Inland Revenue Gift Aid for 2020		349.32
Bank Interest		0.72
Sundry Income		<u>-----</u>
TOTAL INCOME		1,237.23
ADD BALANCE IN HAND AT 31.12.20 b/f		<u>10,900.03</u>
		12,137.26
 LESS EXPENDITURE		
Hire of Practise Rooms	313.80	
Musical Director's fees	820.00	
Accompanists' fees	1,220.00	
Music Costs	476.63	
Concert Costs	--	
Other events	--	
Uniform	--	
100 Club Prizes	320.00	
Insurance and Subscriptions	226.43	
Postage/Stationery/Sundries/Website	741.40	
Charitable Donations	<u>550.00</u>	
TOTAL EXPENDITURE	4,668.26	
ADD BALANCE IN HAND		
@ 31.12.21 c/f	<u>7,469.00</u>	<u>12,137.26</u>

Prepared by C. Hutson, Treasurer(sgd).....C.Hutson.....Date 03.1.22
Approved by Committee on 06.01.22

RECONCILIATION AND NOTES TO BALANCE SHEET - 2021

RECONCILIATION

Balance in hand b/f at 3.12.20	10,900.03	
Add Total Credits collected	<u>1,237.23</u>	12,137.26
Represented by :		
No. 1 account	879.58	
No. 2 account	387.00	
Business Premium Account	6,187.65	
Petty Cash	<u>14.77</u>	
Balance in hand c/f at 3.12.21	7,469.00	
Add Total Debits	<u>4,668.26</u>	<u>12,137.26</u>

NOTES

1. Owing to the Coronavirus Pandemic, the Choir did not meet from January to August, nor in December 2021 and no concerts were performed during the year.

2. The Choir returned to rehearsals in September to November 2021 and the Committee decided not to collect subscriptions for that term.

3. The following charitable donations were made during the course of 2021

- January SWF Foodbank £500
- August Barrow Farm RDA £50
(in memory of Charlotte Jessop)