



**Full Council**  
**Meeting of Burford Town Council Meeting**  
**Wednesday 7<sup>th</sup> August 2024, 7pm**  
**Council Chamber, The Tolsey, 126 High Street, Burford**

To members of the Full Council – Cllr P. Higgs, Cllr J. Craven, Cllr M. Taubenheim, Cllr S. Palmer, Cllr J. Rushton, Cllr J. Tunnell-Westmacott, Cllr P. Bruce, Cllr J. White, Cllr D. Cotterill, Cllr C. Silvester.

You are hereby summoned to attend the above meeting held at the Council Chamber, Burford, for the transaction of the business stated in the agenda below.

**ADMISSION TO MEETINGS**

All Council meetings are open to the public and press unless otherwise stated.

Public participation will be held during the formal meeting. Please email the Clerk at [town.clerk@burford-tc.gov.uk](mailto:town.clerk@burford-tc.gov.uk) if you wish to attend. Signed *C. Edgar Hiatt*, Town Clerk 31.07.2024.

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

Councillors who are unable to attend the meeting should notify the clerk prior to the meeting, stating the reason for absence.

**2. DECLARATIONS OF INTERESTS**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

**3. MINUTES**

To approve and adopt the minutes of the council meeting held on 3<sup>rd</sup> July 2024 in accordance with Standing Order 12.

**4. PUBLIC PARTICIPATION**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of 3 minutes each during the period of public participation.

**5. OXFORDSHIRE COUNTY COUNCIL REPORT**

To receive a report from Burford's County Councillor, Cllr Field-Johnson, from Oxfordshire County Council.

**6. WEST OXFORDSHIRE DISTRICT COUNCIL REPORT**

To receive a report from Burford's Ward Councillor, Cllr Ashton, from West Oxfordshire District Council.

**7. MINUTES AND REPORTS OF COMMITTEES**

To receive and Note the Resolutions in the minutes of the meetings held below and agree the recommendations therein.

a) **Climate Change Committee** – 24 July 2024

b) **Planning Committee** – 10 July 2024

To receive further reports from the following committees.

c) **Recreation Ground Committee**

d) **Environmental Committee**

e) **Cemetery Committee**

f) **Traffic Committee**

**8. APPOINTMENT OF MEMBERS TO COMMITTEES**

To appoint new member to Climate Change Committee.

- 9. 121 HIGH STREET (Minutes Ref. July 24 24.52)**  
To receive a verbal update on WODC's action in regard to the dilapidated building.
- 10. WODC LOCAL PLAN & CONSULTATION (Minutes Ref. July 24 24.53)**  
Subject to agreement of report from Planning Committee meeting 10 July 2024 – agree in principle to the submission of Burford's planning recommendations to WODC Local Plan consultation.  
  
The report attached to agenda.
- 11. PAVILION, RECREATION GROUND (Minute Ref. July 24 24.54)**  
To receive an update on the safety of the building, with a motion to close the building to the public.  
A further motion will be put forward on holding a resident survey.
- 12. BONFIRE AND FIREWORKS EVENT, 5<sup>TH</sup> NOVEMBER, 6PM (Minute Ref. July 24 24.55)**  
To receive a verbal update from the Clerk on the event planning.  
To agree the fireworks payment.
- 13. LAND REGISTRY (Minute Ref. July 24 24.56)**  
To receive an update on the council's land registry applications.  
To receive an update on unregistered land.
- 14. S137 DONATIONS (Minute Ref. July 24 24.57)**  
To approve council's new Grant Giving Policy.
- 15. OCC BUS STOP REQUEST**  
To decide if council will respond to OCC's request for bus stop marking.
- 16. DISABILITY ACCESS, MEETINGS**  
To discuss ways in which full council meetings can be made more accessible.
- 17. TRO FOR TOWN**  
To discuss and approve the TRO and process of payment for signage.
- 18. MAYOR'S CIVIC REPORT**  
To receive a report from the Mayor on civic engagement and activities.
- 19. CLERK & RESPONSIBLE FINANCIAL OFFICER REPORT**  
To receive and consider the report of the Town Clerk/RFO.  
To adopt new Financial Regulations 2024.  
To approve additional bank signatories as recommended in the updated council's Financial Regulations.  
To approve the valuation of regalia (Cheatle Collection).  
To approve the change of meeting date to 11<sup>th</sup> September 2024.  
To review and approve bus stop repaint and maintenance, A40.
- 20. HEALTH & SAFETY**  
To receive a verbal update on health and safety issues, if appropriate.  
To receive a Risk Report for Project Pavilion.
- 21. CORRESPONDENCE**  
To receive and note any correspondence.
- 22. CO-OPTION OF NEW MEMBER COUNCILLOR**
- 23. QUESTIONS TO THE CHAIR OF THE COUNCIL**  
Questions to the chair concerning the business of the council.
- 24. SEALING OF DOCUMENTS**  
To receive details of documents sealed by the council, if applicable.

*C. Edgar Hiatt*

**Town Clerk**

## Planning Applications

July 2024

APPLICATION NO: PROPOSAL: 24/01666/HHD  
PROPOSAL: Alterations of existing vehicular access and increased hardstanding area.  
Town and Country Planning Act  
LOCATION: Arnridge Barns Lane Burford Mr Richard Hanlon  
DATE: 12th July 2024

APPLICATION NO: PROPOSAL: 24/01665/HHD  
LOCATION: Alteration of Existing Vehicular Access and increased hardstanding area  
Town and Country Planning Act  
APPLICANT: Winston Barns Lane Burford Mr Michael Robinson  
DATE: 11th July 2024

APPLICATION NO:24/01742/LBC 24/01741/FUL  
PROPOSAL: Installation of kitchen extract equipment.  
Planning (Listed Building and Conservation Areas) Act  
Installation of kitchen extract equipment.  
Town and Country Planning Act  
LOCATION: Mermaid Inn 78 High Street Burford Greene King Ltd  
APPLICANT:  
DATE 11th July 2024

Appeal Ref: APP/D3125/W/23/3329201  
Land North East of Lantern House, 15 Shilton Road, Burford, Oxfordshire OX14 4PQ  
The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant outline planning permission.  
The appeal is made by Mr & Mrs Richard and Barbara Allen against the decision of West Oxfordshire District Council.  
The application Ref is 23/00002/OUT.  
The development proposed is for the provision of two self-build/custom housebuilding plots with new access from the A40/Oxford Road and provision for pedestrian crossing.  
**Decision**  
The appeal is dismissed.

APPLICATION NO:24/01618/HHD  
PROPOSAL: Installation of a new window to north elevation.  
Town and Country Planning Act  
APPLICATION NO: 24/01619/LBC  
PROPOSAL: Internal and external alterations to install a new window to north elevation.  
Planning (Listed Building and Conservation Areas) Act  
LOCATION: The Lodge Pytts Lane Burford  
APPLICANT: Mr H Ashton  
REGISTERED: 22nd July 2024

APPLICATION NO: 24/01801/HHD  
PROPOSAL: Replacement roof and frames on existing conservatory  
Town and Country Planning Act  
LOCATION: Orchard Cottage 80 Witney Street Burford  
APPLICANT: Mrs J James  
REGISTERED: 26th July 2024

APPLICATION NO: 24/01851/LBC  
PROPOSAL: Installation of kitchen extract equipment including alterations to ground floor rear kitchen window to allow installation of an air intake vent.  
Planning (Listed Building and Conservation Areas) Act  
APPLICATION NO: 24/01850/FUL  
PROPOSAL: Installation of kitchen extract equipment.  
Town and Country Planning Act  
LOCATION: Golden Pheasant Hotel 91 High Street Burford  
APPLICANT: Greene King Ltd  
REGISTERED: 15th July 2024  
Comments: 21 August 2024



## **Burford Town Council Planning Committee Meeting**

**Wednesday 10<sup>th</sup> July 2024, 11am**

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### **Present:**

Mayor:	Cllr P Higgs
Deputy Mayor:	Cllr J Craven
Councillors:	Cllr J Tunnell-Westmacott, Cllr J White, Cllr D Cotterill.
Town Clerk and RFO:	C Edgar-Hiatt

### **1. APOLOGIES**

Cllr M. Taubenheim sent his apologies.

### **2. MINUTES**

There were no minutes to be approved.

### **3. REVIEW LAND PARCELS FROM WODC LOCAL PLAN**

Councillors reviewed the land parcels put forward for Burford in the WODC Local Plan. Councillors agreed to recommendations on the sites and actioned a report to be written that, once approved by full council, will be sent to WODC.

The meeting ended at 12pm.

# BURFORD TOWN COUNCIL



## **West Oxfordshire Housing and Employment Land Availability Assessment (HELAA)**

### **BURFORD TOWN COUNCIL FEEDBACK ON 2021-2041 LOCAL PLAN**

The Tolsey, 126 High Street, Burford, Oxfordshire OX18 4QU

Telephone: 01993 823647 Email: town.clerk@burford-tc.gov.uk

#### **Purpose**

The following is a summary of the position from Burford Town Council (BTC) on the screening of parcels of land for potential locations within Burford generated by the call for sites as part of the early Section 18 consultation on the emerging 2021-2041 Local Plan. This is intended to be pre-emptive feedback from BTC, that we want West Oxfordshire strategic planners to take into consideration when assessing the sites.

#### **Site assessment context**

The Call for Sites, which was part of the early consultation on the local plan objectives and broad spatial strategies, generated a large number of sites, many of which are very speculative. West Oxfordshire District Council (WODC) has published a list of these sites and is now beginning a screening process to prepare a West Oxfordshire Housing and Employment Land Availability Assessment (HELAA). This screening process will take account of the sites' development potential, suitability, availability and achievability.

The HELAA will be subject to consultation, probably at the same time as the first draft of the Local Plan. It is therefore advisable for the Town Council to write in to the Strategic Planner to provide input into this screening process.

#### **Type of Housing required**

The main types of housing required in Burford are:

- houses for young families and
- those retiring who want to downsize.

Plus, the need to ensure 40-50% of housing are affordable. The considerations that are needed and have been checked:

- Surgery has capacity and could be extended,
- Burford Secondary and Primary schools have capacity to take more pupils from the Burford catchment, but this would mean taking fewer pupils from further away.

For infrastructure, there is a continual issue with highway capacity at the Windrush Bridge and with car parking capacity. For water and sewerage capacity we need to rely on Thames Water's assessment. Any houses should be developed considering eco forms of energy such as solar panels, air or ground source heat pumps instead of oil. Plus, considerations for usage of grey water etc and where feasible to offset so carbon neutral developments.

**Site 1: Burford Wysdom Caravan Park (Caravan Park off A361 on OCC-owned land)**

This site is near to the Burford Secondary School car park entrance on A361 road. Currently, this is a Caravan Park, that is extremely well used with tourists visiting the local area throughout the year. It is owned by OCC and leased to Burford School. The Headteacher has said that if it is turned into housing then the school would want to allocate the affordable housing to teachers.



Pros	Cons	Comments/Considerations
<ul style="list-style-type: none"> <li>The location will provide up to 10-12 houses.</li> </ul>	<ul style="list-style-type: none"> <li>The school owns a bungalow adjacent to the site which might need to be demolished for optimum development of the site.</li> </ul>	<p>The caretaker would need to be provided accommodation in the vicinity of the school.</p>
	<ul style="list-style-type: none"> <li>Would lose the tourism business of caravan site.</li> </ul>	<p>It is a valuable and well used affordable option for tourism for Burford area.</p>
<ul style="list-style-type: none"> <li>Transport and other infrastructure i.e. access in place.</li> </ul>	<ul style="list-style-type: none"> <li>The current proposed access is through the school entrance which would be difficult during peak periods.</li> <li>May need another entrance, and if so, would lose part of the parking layby that is well used.</li> </ul>	<p>Entrance from A361 is next to Burford Secondary school. The option of changing that would mean knocking down the caretaker’s cottage.</p>
<ul style="list-style-type: none"> <li>Potentially affordable housing for teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Difficulty to allocate to teachers as would have to go on open market.</li> </ul>	<p>County covenant would not be suitable option as difficult to break contract.</p>
<ul style="list-style-type: none"> <li>Adjacent to school for families.</li> </ul>	<ul style="list-style-type: none"> <li>Would be exceptionally busy at school start/finish times.</li> </ul>	<p>So may not be able to arrive/ depart at busy school times even with separate entrance.</p>

<b>BTC Recommendation</b>	<ul style="list-style-type: none"> <li>Achievability – Difficulty with bungalow in place, access.</li> <li>Appropriateness – Not appropriate usage as probably cannot be allocated exclusively to teachers, better to continue as is.</li> <li><b>Overall – SITE NOT RECOMMENDED</b></li> </ul>
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**Site 2: On corner of A40 and Tanners Lane**

This is a very small plot of land, opposite the allotments. There are no considered positives to this site.

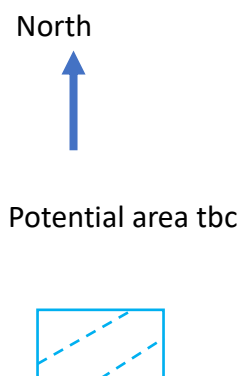
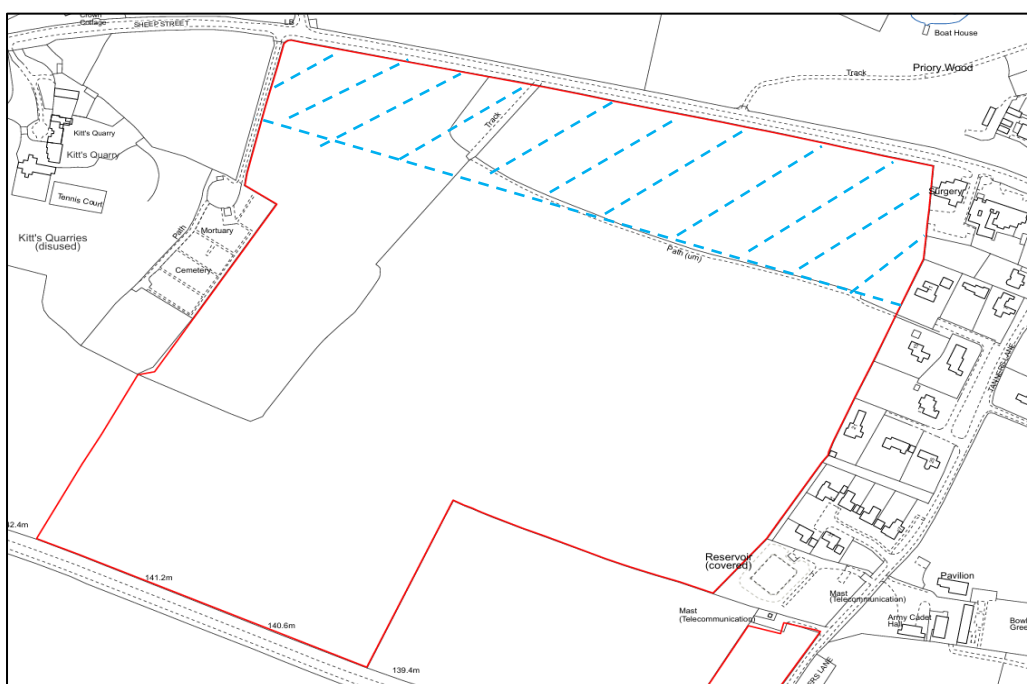


Pros	Cons	Comments/Considerations
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Not suitable or large enough to build significant housing.</li> </ul>	Site was considered previously for affordable housing (approx. 2005) and deemed unsuitable.
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Remote location, not good access.</li> </ul>	Remote to Burford Town centre.

BTC Recommendation	
	<ul style="list-style-type: none"> <li>Achievability – Remote and not good access.</li> <li>Appropriateness – Not appropriate due to small size of plot.</li> <li><b>Overall – SITE NOT RECOMMENDED</b></li> </ul>

**Site 3: Land South of Sheep Street (Large plot between Sheep Street and A40)**

This is a very large plot of land. BTC understands that for the plot to be viable, there needs to be at least 80 houses. Half of these would need to be affordable housing. Due to the nature of the land and being in the Cotswolds National Landscape, the only part of this land that is being considered as viable is the **northern most part next to Sheep Street**, so that it does not affect the view or landscape. It has also been discussed with the landowner to include a car park and it could possibly incorporate a coach park too. These will all need to be screened by trees/bushes in keeping with landscape. The dotted lines in northern most part of land is for indication purposes only. The exact location would need to be identified and confirmed.





Pros	Cons	Comments/Considerations
<ul style="list-style-type: none"> <li>• Good sized plot of land.</li> </ul>	<ul style="list-style-type: none"> <li>• Only northern part of plot can be used, due to not affecting views.</li> </ul>	Only northern most part right next to Sheep Street and bounded by footpath is deemed appropriate.
<ul style="list-style-type: none"> <li>• To be viable needs to have 80 houses.</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure will be dramatically impacted with this number of houses.</li> </ul>	Burford Surgery and both schools have capacity.
<ul style="list-style-type: none"> <li>• Central location is good, ideal for schools, surgery and town centre.</li> </ul>	<ul style="list-style-type: none"> <li>• Sheep street would become much busier on a road sensitive to traffic.</li> </ul>	As well as the houses having sufficient off-road parking will also need to have a car park for town.

<b>BTC Recommendation</b>	<ul style="list-style-type: none"> <li>• Achievability – Land-owner states it needs 80 houses built to be viable, which is a significant number for Burford, maybe there could be a discussion on the number of houses and other options such as car/coach park plus an example of eco-friendly housing etc.</li> <li>• Appropriateness – Location is good being central to town and to schools, surgery, shops etc. BTC want condition to have car and coach parks as condition for development.</li> <li>• <b><u>Overall – SITE RECOMMENDED (northern section only)</u></b></li> </ul>
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**Site 4: Land North of Burford School (opposite Westwell Road)**

This site is a rectangular parcel of land owned by OCC, which is north of A40. If houses are built here, the condition could be that there is a layover for coaches, i.e. they complete a drop off in Burford High Street/ Priory Lane and then this is used as layover for coaches whilst waiting for tourists with an entrance and exit.



Pros	Cons	Comments/Considerations
<ul style="list-style-type: none"> <li>• None.</li> </ul>	<ul style="list-style-type: none"> <li>• Land is located quite a distance from the Town centre and amenities.</li> </ul>	
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Exposed land which is visible.</li> </ul>	Due to high visibility from the north this is not suitable housing.

**BTC Recommendation**

- Achievability – Not viable as exposed land to north.
- Appropriateness – Not close to Town centre.
- **Overall – SITE NOT RECOMMENDED**

**Site 5: Burford Laundry, Tannery Yard, off Witney Street (Business/ Commercial offices)**

Currently this is an area used for commercial usage with the Burford Laundry company and other businesses. BTC know how difficult it is to change the policy (Policy E1 of the Local Plan 2031 prohibits non-employment uses) from business/commercial use to residential. It is important to keep employment opportunities in local businesses for local residents. For this reason, BTC are against this as potential residential site.



Pros	Cons	Comments/Considerations
<ul style="list-style-type: none"> <li>• Reasonably central location in Burford.</li> </ul>	<ul style="list-style-type: none"> <li>• Access would be ok and potential for parking next to housing.</li> </ul>	
<ul style="list-style-type: none"> <li>• Potentially provide of 8 - 10 houses.</li> </ul>	<ul style="list-style-type: none"> <li>• This would be the maximum number of houses on plot.</li> </ul>	BTC want to keep this site for employment with local businesses.
<ul style="list-style-type: none"> <li>• Buildings could be changed for usage as housing.</li> </ul>	<ul style="list-style-type: none"> <li>• Would mean a change of use from business to residential.</li> </ul>	It is difficult to make a change of use from business to residential.

**BTC Recommendation**

- Achievability – buildings could be changed to housing.
- Appropriateness – not appropriate as site for commercial use.
- **Overall – SITE NOT RECOMMENDED**

## **Summary**

Of the five sites identified in Burford through the call for sites, four of the sites are not recommended by Burford Town Council.

This is due to the lack of appropriateness and inability to achieve objectives for housing. There is only one site that BTC support which is the: **northern most part of the large plot between Sheep Street and A40.** BTC provide their full support and co-operation in the site recommended.

This recommendation is on the understanding that the development is built according to planning guidelines for Burford being an historic town within the Cotswolds National Landscape (formerly known as AONB) so long as the following caveats for any carpark development:

- Provision is made for a new off-Street car park for the town, and consideration given to a coach park or drop-off facility.
- Assurance is provided that sufficient sewage treatment capacity is available, and the sewerage capacity is upgraded to prevent further flooding of overloaded sewerage in the Lower High Street

BTC is keen to work with WODC to take this site forward. The council is keen to know the next steps, timeline and dependencies.

**MEETING OF THE  
BURFORD TOWN COUNCIL**

**Held on Wednesday, 3<sup>rd</sup> July 2024  
At 7pm at the Council Chambers Room, The Tolsey, Burford**

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**Present:**

Mayor: Cllr P Higgs  
Deputy Mayor: Cllr J Craven  
Councillors: Cllr M Taubenheim, Cllr J Tunnell-Westmacott, Cllr J White, Cllr S Palmer,  
Cllr J Rushton, Cllr D Cotterill, Cllr P Bruce, Cllr C Sullivan  
Town Clerk and RFO: C Edgar-Hiatt  
Others: No members of the public.

**24.46 WELCOME AND APOLOGIES**

The Mayor welcomed Councillors to the meeting.

Apologies for absence were received from County Cllr Field-Johnson (OCC) and District Councillor H Ashton (WODC).

**24.47 DECLARATION OF INTEREST**

Cllr White declared a personal interest in Item 24.63 regarding reimbursement of £438.80 for catering costs for the Mayor's Reception event.

Cllr Cotterill declared a personal interest in Item 24.64, Planning 24/01476/FUL and 24/01402/S73 through the Councillors involvement in the application.

**24.48 MINUTES**

The minutes of the Full Council meeting held on the 5<sup>th</sup> June 2024 were received.

There were no questions, therefore the Mayor moved their acceptance. Members were unanimous in agreement.

**Resolved:**

That, the minutes of the Full Council meeting held on the 5<sup>th</sup> June 2024 be approved as a correct record of the meeting and signed by the Mayor.

**24.49 PUBLIC PARTICIPATION**

There was no public participation.

**24.50 GULDENFORD CAR PARK**

The Council was disappointed to hear that there had been no response from West Oxfordshire District Council this month on the repair work planned for the car park. Cllr Higgs advised that this was due to the suspension of most major works and communications due to the pre-election period.

**24.51 PRIORY LANE COACH PARK**

The Council has been in communication with both Oxfordshire County Council and Thames Valley Police regarding the dangers of coaches parking illegally in various parts of the town. Little help from either organisation has been offered. The police have stated that they cannot do anything about the inappropriate parking of coaches.

The Clerk has contacted Cotswold Tourism and a preliminary discussion has started.

There has been no response from Oxfordshire County Council on the proposed TRO for the town.

24.52 **121 HIGH STREET**

The Council has received no news on the planned renovation work and it is clear that no action has been taken by the owner.

**Resolved:**

That, Council will now submit a letter of concern to Historic England.

24.53 **WODC LOCAL PLAN**

Councillors were informed that a consultation criteria report will be presented by West Oxfordshire District Council later this month. Councillors agreed to hold a Planning Committee meeting to prepare a report on the suitability of the proposed land parcels presented to WODC as a response to the criteria report.

**Resolved:**

That, a Planning Committee meeting will be held on Wednesday 10<sup>th</sup> July 2024 at 11am at the Council Chambers.

24.54 **PAVILION, RECREATION GROUND**

Councillors are still waiting on the Fire Brigade to do a health and safety check on the Pavilion.

**Resolved:**

That, a health and safety check will be done in July 2024.

24.55 **BONFIRE REVIEW**

Councillors discussed protection measures to keep the bonfire area safe. Discussion was also had as to keeping the area free from fly tipping of treated wood and material that is not appropriate for the bonfire.

**Resolved:**

1. That, the Clerk will put up No Fly Tipping signs around the bonfire.
2. That, the Groundsman source the wood for the bonfire using natural wood from Town Council land.
3. That, new posts and fencing be purchased if needed to replace current barrier fencing.
4. That, wood stored for the bonfire be kept away from the buildings on the recreation ground.

24.56 **LAND REGISTRY**

Cllr White told Councillors that Council has submitted the application to register the cemetery on Land Registry.

Council is investigating parcels of land in the town that are not registered with land registry nor the Town Council.

Councillors discussed the Town Councils potential lease with The Tolsey charity. Councillors approved a grant of proposal to The Tolsey charity, to issue Burford Town Council with a head lease from which a sub lease would be issued by the Council to other users of the building.

**Resolved:**

1. That, Council will endeavour to submit the recreation ground land to Land Registry within the next few months.
2. That, land not registered with the Town Council will be investigated, including Church Green and corresponding car park.
3. That, the Town Council highlight to Trustees of The Tolsey charity the review of the Trust with the proposal of a new head lease for Burford Town Council.

24.57 **S137 DONATION REQUEST**

The Clerk presented Council with a new Donation Request Application Form. Councillors approved the form stating that applications for grants must come from local charities that support the Burford community and its needs.

The Clerk informed Councillors of a request for a donation has been submitted from International Tree Foundation. Councillors asked for an application form to be filled out by the applicants before a decision could be made.

The Clerk informed Councillors of the current grant giving budget and the current balance.

**Resolved:**

1. That, Council has implemented a fair application process for the request of funding and approved the BTC Grant Application Form.
2. That, the Clerk will request International Tree Foundation to fill in the application form.
3. That, the Clerk will prepare a Grant Policy for Council within the next month.

24.58 **BANNERS ON TOLSEY**

Cllr Higgs posed the question as to whether banners for commercial and charitable organisations should be publicised on The Tolsey, a public building.

Councillors voted and agreed to approve banners on The Tolsey at the discretion of the Council and decided on each individual application. The banners for approval must be for a cause that benefits the town and is non-political.

**Resolved:**

1. That, the WASP banner requested was not approved.
2. That, banners on The Tolsey could still be put up subject to a case-by-case approval.
3. That, banners on The Tolsey would be up for a maximum of two weeks.

24.59 **BAY TREE SIGN**

A request from The Bay Tree Hotel for a bigger heritage sign to replace their existing sign on the high street was not approved by Councillors.

**Resolved:**

1. That, Council will not be issuing bigger heritage brown signs for hotels in the town.
2. That, Council, on behalf of OCC, will inform The Bay Tree Hotel of its decision.

24.60 **AN UPDATE FROM COUNTY COUNCILLOR AND DISTRICT COUNCILLOR REPORT**

Due to elections, there were no reports given.

24.61 **RISK REGISTER**

Cllr Bruce gave an update on the Risk Register to Council.

**Resolved:**

1. That, the report be noted, and,
2. That, the storage containers on the recreation ground need to be checked. Cllr Rushton will look into this.
3. That, Councillors approved J. Buckland to check all the benches in the town for the asset register.
4. That, noticeboards in the town to be checked by the Groundsman.

24.62 **MAYORS REPORT**

The Council received the Mayor's report which highlighted the civic duties and engagements of the Mayor and Deputy since the last meeting.

The Mayor expressed thanks to his Deputy for representing Burford Town Council at the Lord Lieutenant's reception at Dorchester Abbey.

The Mayor will be presenting the rest of the qualifying Burford Firefighters with their Coronation Medals at Burford Fire Station later this month.

**Resolved:**

That, the report and verbal update be noted.

24.63 **TREASURER'S REPORT**

The RFO gave a report to Council for June's financial records.

**Resolved:**

1. That, the report be noted and,
2. That, Internal Control first quarter has been approved by Cllr Bruce, Internal Control Officer.
3. That, June bank reconciliation has been approved by the Chair of Finance Committee, Cllr Higgs.
4. That, the adoption of the new Financial Regulations be postponed to August 2024 Full Council meeting.
5. That, the June 2024 payments have been reviewed and approved. See Appendix 1.

24.64 **PLANNING**

Cllr Taubenheim gave a report to Council on June 2024 planning applications for Burford.

**Resolved:**

1. That, the report be noted and,
2. That, no objections - 24/01402/S73 Burford Comprehensive School, Burford.
3. That, no objections - 24/01451/HHD Barley Lane Shilton Rd Burford.
4. That, no objections - 24/01444/HHD 154 The Hill Burford.
5. That, no objections - 24/01476/FUL Burford Primary School, Burford.
6. That, no objections - 24/01548/LBC The Old Ropery Cottage, 142B High Street, Burford.
7. That, no objections - 24/01481/HHD The Old Ropery Cottage, 7 Sweeps Lane Burford.

24.65 **RECREATION REPORT**

Cllr Rushton gave a report on the recreation ground to Council.

Councillors acknowledged that the shelter had been vandalised again with graffiti. Cllr Rushton has reported the matter again to Thames Valley Police. They are looking in to installing cameras in the area to have greater surveillance of the area.

The Clerk reminded Council of the options of issuing penalty notices on offenders in accordance with the Anti-social Behaviour Act 2003.

**Resolved:**

1. That, the report be noted and,
2. That, Ava Recreation company have been appointed to carry out 3 x quarterly operational inspections of the playground for the next 3 years starting in October 2024.
3. That, Councillors approved the Oxfordshire County Council declaration requested for the Smoke Free Oxon competition that the Council is partaking in.
4. That, Council has approved a 'Street Art' workshop held at the recreation grounds in the autumn term to help engage local teenagers.
5. That, the Clerk will instruct the Groundsman to repaint the shelter.

24.66 **PAVILION REPORT**

Cllr Taubenheim gave a report on the Pavilion to Council.

**Resolved:**

1. That, the verbal report be noted as in item 24.54.
2. That, Cllr Rushton received a verbal request from the football club that their minimum requirements from the Pavilion building would be toilets, changing room and kitchen facilities to make hot drinks.

24.67 **ENVIRONMENT REPORT**

Cllr Tunnell-Westmacott gave a report on the environment to Council.

Councillors acknowledge the many complaints from residents regarding illegal and inappropriate parking in the town. Council has reported the illegal parking problems to Oxfordshire County Council. Extra visits by parking officers have been promised.

The most effective way of change is to report the incidents to Oxfordshire County Council illegal parking division. Residents are reminded to take down the registration number and type of vehicle when reporting. <https://www.oxfordshire.gov.uk/residents/roads-and-transport/parking/illegal-parking>.

**Resolved:**

1. That, the verbal report be noted, and,
2. That, Cllr Bruce to prepare a map of faded double yellow lines for Clerk to report to OCC as part of a repainting request.

24.68 **CEMETERY REPORT & MEETING 19 JUNE 2024**

Cllr Tunnell-Westmacott gave a report on the cemetery to Council.

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

**Resolved:**

1. That, the verbal report be noted and,
2. That, the minutes of the Cemetery Committee meeting held on 19 June 2024 be received and any recommendations therein be approved.
3. That, an ash tree at the cemetery be looked at by Cllr Tunnell-Westmacott, and if needed, a tree surgeon.
4. That, the Clerk will write to Kits Quarry again regarding the infected ash tree on their property.
5. That, a cemetery clean-up be planned for Monday 15<sup>th</sup> July 2024 at 5.30pm.

24.67 **TRAFFIC REPORT**

A report on Traffic was given by Cllr White which was received and noted.



**Resolved:**

That, the verbal report be noted.

24.68 **STAFFING COMMITTEE**

Councillors approved for the existing Staffing Committee to continue with the same members.

**Resolved:**

That, the Staffing Committee is approved and added to the Committee list.

24.69 **CORRESPONDENCE**

A resident highlighted several things needing attention on lower High Street.

A resident complained regarding the graffiti and messy bins at the recreation ground. Councillors agreed to get WODC to lock 8 litter bins at the recreation ground.

**Resolved:**

1. That, the report be noted and,
2. That, the Clerk request the pollarding of tree in front of Terry Cooks shop to OCC.
3. That, the broken bollards be reported to OCC.
4. That, the need for weeding be reported to the Groundsman.
5. That, the Clerk request WODC to lock the 8 litter bins at the recreation ground.

24.70 **QUESTIONS TO THE CHAIR OF THE COUNCIL**

Cllr Craven wanted to thank those Councillors involved in cleaning The Tolsey market space.

A member wanted to raise the question of whether the Council had considered the needs of disabled persons access to and participation in meetings. Councillors agreed to look into the matter and discuss it further at the next Full Council meeting.

A member noted that there were a lot of dustbins left out around the town and asked if a message could be sent to the Chamber of Trade regarding the matter.

A member requested that the grass damaged on The Hill be made good properly by the people who damaged it.

A member requested that the Clerk write to Burford secondary school, to remind them of removing any signs they put on poles in the village.

24.71 **SEALING OF DOCUMENTS**

There were no items sealed.

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The meeting concluded at 8.55pm.

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Chairperson’s Signature..... Date.....

**Appendix 1.**

<b>Burford Town Council</b>			
<b>Payments June 2024</b>			
08.07.2024	£616.87	HMRC	July 24
07.07.2024	£78.00	BT	July 24
05.07.2024	£153.31	NEST	July 24
04.07.2024	£24.00	J. Buckland	July 24
04.07.2024	£143.70	PATA Payroll	July 24
04.07.2024	£290.00	Windrush Press Ltd.	July 24
04.07.2024	£22.74	Lyreco UK Limited	July 24
04.07.2024	£86.40	Netwise UK	July 24
03.07.2024	£438.80	J. White	July 24
28.06.2024	£2,971.67	Staff	July 24
24.06.2024	£4.18	Castle Water	July 24
19.06.2024	£0.18	Castle Water	July 24
19.06.2024	£166.04	NEST Pension	July 24
17.06.2024	£2,089.15	West Oxfordshire District Council (West Oxfordshire District Council)	July 24
07.06.2024	£2,552.40	McCracken & Sons Ltd	July 24
01.07.2024	£120.00	A. Gortex	Jul-24
19.06.2024	£30.00	OALC	Jul-24
06.06.24	£59.91	Hickmans	Jul-24
03.07.2024	£170.00	Land Registry	Jul-24

<b>Burford Town Council</b>		
<b>Income June 2024</b>		
28.06.2024	£350.00	Peter Smith & Son Funeral Director Ltd
26.06.2024	£150.00	Clanfield FC. Football Club
14.06.2024	£300.00	Peter Smith & Son Funeral Director Ltd
10.06.2024	£95.44	Burford Town Council Interest
10.06.2024	£122.41	Burford Town Council Interest
10.06.2024	£310.91	SERFCA Cadets
05.06.2024	£20.00	Burford Scout Group
03.06.2024	£100.00	Abbey Memorials



## **Burford Town Council Climate Change Committee Meeting**

**Wednesday 24<sup>th</sup> July 2024, 1.30pm**

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### **Present:**

Deputy Mayor: Cllr J Craven  
Councillors: Cllr J Rushton, Cllr P Bruce

### **1. WELCOME AND APOLOGIES**

Cllr Craven welcomed councillors to the meeting.

There were no apologies.

### **2. DECLARATION OF INTERESTS**

There were no declarations of interests made.

### **3. MINUTES**

The minutes of the Climate Change Committee held on the 13<sup>th</sup> May 2024 were received. There were no questions, therefore the Deputy Mayor moved their acceptance. Members were unanimous in agreement.

#### **Resolved**

That, the minutes of the Climate Change Committee meeting held on the 13<sup>th</sup> May 2024 be approved as a correct record of the meeting and signed by the Mayor.

### **4. PUBLIC PARTICIPATION**

There was no public participation at the meeting.

### **5. REVIEW OF MINIUTES FROM LAST MEETING HELD ON THE 13<sup>TH</sup> MAY 2024**

Review notes from last meeting, plus meetings with BEAGles, Virtual meetings, Nature recovery and biodiversity actions to add to climate change. Litter picks suggested: 10<sup>th</sup> August, 9<sup>th</sup> Nov, 8<sup>th</sup> Feb, 10<sup>th</sup> May. 9am – 11am meet under the Tolsey. Citizen science projects to be supported and encouraged but this is not something we can take forward.

## **Resolved**

- a. Cllr Craven to check £100 has been paid as there are no hoops. Cllr Rushton to find out where the equipment is stored.
  - b. Re scope of land which is available for biodiversity, could start with map used for grass cutting contract. Cllr Bruce to ask for map.
  - c. Cllr Craven to follow up with Lucy S and Marcus S re tree opportunity maps.
  - d. Cllr Bruce to follow up for access to online map of tree ownership, plus grass cutting contract. Next meeting Wednesday 21<sup>st</sup> August @1.30pm, the Tolsey to focus on grass cutting requirements.
  - e. Next meeting with BEAGles Monday 9<sup>th</sup> Sept 7pm.
  - f. Cllr Craven to contact Rachel C. at OCC re nature recovery strategy.
6. **Climate Change Report**. Review the Climate change report to determine if any updates from climate change & health etc. Discussed pollution and health impacts.

## **Resolved**

Cllr Craven to draft letter to OCC highways about work crews leaving engines running. Cllrs Bruce and Rushton to share points for inclusion.

7. **Burford Climate Change – Action Plan 2024-2026 Plan on a Page (POAP)** with what achievable, in next 3, 6, 9 and 12 months. EVCP project contracts aiming to be issued in 2025 with actions from Sept 2025 to 2026. Nature walk target date to be extended as this will be impacted by grass cutting.

## **Resolved**

- a. Cllr Craven to arrange zoom meeting with OCC project manager for EVCP project.
  - b. Cllr Craven to chase meeting with Hannah K, surveys to be discussed, also which trees would they recommend from an environmental perspective, also FutureFit.
  - c. Cllr Bruce to find names of local farms for Cllr Rushton to invite them to trial use Tolsey market space.
  - d. Cllr Craven to compile list of recycling issues to raise with MP.
  - e. Cllr Bruce to contact OCC re streetlighting.
  - f. Cllr Craven to produce new POAP list, removing any that have been completed, done or out of our scope.
8. **Leaf Compost Review**  
Councillors discussed the request by Groundsman to build a discreet leaf compost at the recreation ground for collecting leaves in the Autumn.

## **Resolved**

- a. Cllr Rushton to discuss further with Lengthsman and produce map of options and details for full BTC meeting, to be included as part of the Rec Report.
- b. Questions to ask the Groundsman included: Would it be hidden and lockable? Fire hazard? Damp? Would need an air gap between it and any building. Maybe have a couple of leaf areas?

## **9. Date for Next Meeting**

Councillors agreed on the 21<sup>st</sup> August 2024 for the next meeting with a focus on areas for rewilding or leaving areas on BTC owned land and leaving grass unmown.

The meeting ended at 3.04pm.



# BURFORD TOWN COUNCIL FINANCIAL REGULATIONS

Version 1 updated 07.08.2024

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These Financial Regulations were adopted by the council at its meeting held on 7<sup>th</sup> August 2024

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
  - authorise any grant or single commitment in excess of £5,000; and
  - 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.

## **2. Risk management and internal control**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk as RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk as acting RFO in collaboration with the Risk Officer, shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the



reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council and Finance Committee.

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

### **3. Accounts and audit**

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

**3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

**3.5. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

**3.6. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

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

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

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax (England) budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year, along with a forecast for the following two financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of September each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax England requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
  - the council for all items over £5,000;
- Such authorisation must be supported by a minute or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

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

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to Council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official purchase order shall be issued for all work, goods and services {above £1000 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with TSB. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council unless the Council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and

similar items), which the Council {or a duly delegated committee} may authorise in advance for the year}.

- 6.7. Regular payments are signed by the chairperson of the Finance Committee every month and the Internal Controls Officer every quarter.
- 6.8. The schedule is noted at the annual Finance Committee meeting and approved.
- 6.9. The Clerk shall have delegated authority to authorise payments {only} in the following circumstances:
  - i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the Council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. Council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of Councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in authorising any payment to themselves.}
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent

by email to one authorised signatory for initial authorisation as well as sending a list of payments to full council for authorisation at the next relevant full council meeting.

- 7.5. In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting {and appended to the minutes}.
- 7.9. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by Council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two signatories. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members {and countersigned by the Clerk}.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 10.1. The RFO shall maintain a petty cash [float/imprest account] of up to £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
  - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**



- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

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

- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

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

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

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

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

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

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

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

## **16. Insurance**

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

16.2. The Clerk shall give prompt notification to Risk Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

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

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

## **17. Charities**

17.1. 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.

## **18. Suspension and revision of Financial Regulations**

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

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the

suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

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

## **Appendix 1 - Tender process**

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