

EARNLEY PARISH COUNCIL SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), and Standing Committees to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer

The Clerk to the Council shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

2.1 The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office
- 2.1.2 Receive and record Members' Registers of Interest
- 2.1.3 Receive and grant Disclosable Pecuniary Interest (DPI) dispensations; details of all dispensations received and granted to be reported to the Council, at the next available meeting.
- 2.1.4 Receive and retain plans and documents
- 2.1.5 Sign Notices or other documents on behalf of the Council
- 2.1.6 Receive copies of By-laws made by a Primary local authority
- 2.1.7 Certify copies of By-laws made by the Council
- 2.1.8 Sign summons to attend meetings of the Council.

2.2 In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:

- 2.2.1 Day to day administration of services, together with routine inspection and control
- 2.2.2 Day to day supervision and control of all staff employed by the Council
- 2.2.3 Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council, and/or the Chairman of the appropriate Committee
- 2.2.4 Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees
- 2.2.5 Authorisation of routine recurring expenditure within the agreed budget
- 2.2.6 Emergency expenditure up to £500 outside of the agreed budget (Financial Regulation 4.5)

2.3 Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

3. Council

3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

3.1.1 Setting the Precept

3.1.2 Borrowing money

3.1.3 Approval of the Council's Annual Accounts and completion of the Annual Return

3.1.4 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation

3.1.5 Making, amending or revoking By-laws

3.1.6 Making of Orders under any statutory powers

3.1.7 Matters of principle or policy

3.1.8 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings)

3.1.9 Any proposed new undertakings

3.1.10 Prosecution or defence in a court of law

3.1.11 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.

3.2 Urgent matters:

3.2.1 In the event of any matter arising which requires an urgent decision the Clerk to the Council shall forthwith consult with the Chairman and Vice-Chairman of the Council, and the appropriate Portfolio Holder if the matter involves expenditure not provided for in the annual budget, and not covered by Finance Regulation 4.5, before acting on behalf of the Council in respect of the particular matter under consideration.

3.2.2 Before the Clerk exercises the delegated powers granted by paragraph 3.2.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the Council or of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

3.2.3 Before exercising the delegated power granted by paragraph 3.2.2 above, the Committee concerned shall consider whether the matter is of sufficient import to justify

recommending to the Chairman of the Council that a Special Meeting of the Council should be called in accordance with Standing Order 3(a).

3.2.4 Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next appropriate meeting of the Council.

4. Committees

4.1 The **Planning Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of its Minutes as true and correct records
- Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget
- To comment on planning applications received from the Planning Authority, Chichester District Council and West Sussex County Council
- Street Naming, depending on deadlines
- Licensing Matters
- Any other matter which may be delegated to it by the Council from time to time
- To comment on behalf of the Council on Local Development Framework Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate
- To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines.

The following matters are reserved to the Council for decision but the Committee may make recommendations:

- Recommendation of the Committee's budget each financial year
- Any funding required outside of, or above, the set budget in any given financial year
- Any other matter which may be delegated to it by the Council from time to time

The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.2 The **Employment Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of its Minutes as true and correct records
- Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.

- All matters relating to Staff, based on recommendations made or in line with contractual arrangements. This Committee may decide that it wishes to refer such matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.
- To carry out the Annual Staff Development Review, and to finalise and approve action plans resulting from that review, prior to report to Council that review has been completed
- Hearings for Grievance, Disciplinary and Capability matters in accordance with the Council's Grievance and Disciplinary Procedure
- Dealing with any Grievance, Disciplinary and Capability matters to a final conclusion, only reporting to Council when the time for any Appeal has passed
- Appointment of an Appeals Sub Committee, if necessary

Policy on the following matters is reserved to the Council for decision but the Employment Committee may also make Policy recommendations relating to:

- Conditions of Service
- Staff levels.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

It is vital that the Employment Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.

In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all Members of the Employment Committee must agree to undertake training in these matters.

4.2.1 The Appeals Sub-committee is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by the Employment Committee in Grievance, Disciplinary and Capability matters
- Dealing with Appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all Members of the Appeals Sub-committee must agree to undertake training in these matters.

4.3.1 The Code of Conduct Committee is delegated to make decisions on the behalf of the Council in the following matters:

- Approval of its Minutes as true and correct records
- Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting
- investigate, prepare and collate evidence required for the investigation
- obtain information from Chichester District Council on the progress of the case
- deal with complaints that cannot be dealt with via the usual complaints procedure

It is vital that the Code of Conduct Committee keeps confidential its deliberations and decisions in cases of Code of Conduct Hearings, in the interests of fairness.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

4.4.1 The Complaints Committee is delegated to make decisions on the behalf of the Council in the following matters:

- Approval of its Minutes as true and correct records
- Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting
- investigate, prepare and collate evidence required for the investigation
- meet with the complainant
- notify the complainant of the result and outcome of the investigation

It is vital that the Complaints Committee keeps confidential its deliberations and decisions in cases of Complaints, legally and in the interests of fairness, as the matter may result in disciplinary action.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

5. Sub-committees

5.1 The Council's Standing Committees do not currently appoint any Sub-Committees, but may do so, if a Committee believes that it would be relevant to appoint a Sub-Committee (Standing Order 12(a)). Any powers to be delegated to such a Sub-Committee may be detailed at the time the Sub-Committee is formed by means of a Minute detailing the Terms of Reference but such delegated powers must be approved by the Council.

6. Working Groups/Parties

6.1 Working Groups/Parties may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or the Committee that formed it.

7. Delegation - Limitations

7.1 Committees and Sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

Signed _____ Chairman Earnley Parish Council

Dated _____ Minute No _____

EARNLEY PARISH COUNCIL RETENTION OF DOCUMENTS POLICY

The Parish Council recognised that efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

SCOPE OF THE POLICY

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, the Clerk is required to manage the Council's records in such a way as to promote compliances with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the recorded series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The Clerk is expected to manage the current record keeping system using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to records series regardless of the media in which they are stored.

RETENTION OF DOCUMENTS	MINIMUM RETENTION PERIOD	REASON
Minute Book	Indefinite	Archive
Scales of fees & charges	6 years	Management
Receipt & Payment Accounts	6 years	Audit
Receipts book of all kinds	6 years	VAT
Bank Statement, including deposit/savings accounts	6 years	Audit

Cheque book stubs	6 years	Limitations Act 1980 (as amended) Audit
Bank paying-in book	6 years	Audit
Quotation & Tenders	6 years	Limitations Act 1980 (as amended)
Paid Invoices	6 years	VAT
VAT records	6 years	VAT
Petty Cash, postage, telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Time sheets	6 years	Audit
Wage Book	12 years	Superannuation
Insurance Policies	While valid	Management
Public Liability Certificate	40 years from date on which insurance commenced or renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2735), Management
Investments	Indefinite	Audit, Management
Title Deeds, Leases, Agreements & Contracts	Indefinite	Audit, Management
Members Allowance Register	6 years	Tax, Limitation Act 1980 (as amended)
Declaration of Acceptance of Office	Term of Office	Management
Members register of Interest	Term of Office	Management
Complaints	1 year	Management
General Information	3 months	Management
Routine correspondence/emails	6 months	Management

Planning Applications

All planning applications and relevant decision notices are available at Chichester District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely.

Disposal procedures

All documents that are no longer required for administrative reasons should be shredded and disposed of.

Signed: _____ Chairman Earnley Parish Council

Dated: _____ Minute No: _____

EARNLEY PARISH COUNCIL DATA PROTECTION POLICY

Introduction

Earnley Parish Council is fully committed to compliance with the requirements of the Data Protection Act 1998("the Act"), which came into force on the 1st March 2000.

The Council will therefore follow procedures that aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servant of the Council who have access to any personal data held by or on behalf of the Council, are fully aware of and abide by their duties and responsibilities under the Act.

Statement of Policy

In order to operate efficiently, the Parish Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with requirements of central government. This personal information must be handled and dealt with properly, however, it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means.

The Parish Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business. The Council will ensure that it treats personal information lawfully and correctly. To this end the Council fully endorses and adheres to the Principles of Data Protection as set out in the Data Protection Act 1998.

The Principles of Data Protection

The Act stipulates that anyone processing personal data must comply with the **Eight Principles** of good practice. These principles are legally enforceable.

The Principles require that personal information;

1. Shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met;
2. Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
4. Shall be accurate and where necessary, kept up to date;
5. Shall not be kept for longer than necessary for that purpose or those purposes;
6. Shall be processed in accordance with the rights of data subjects under the Act;
7. Shall be kept secure i.e. protected by an appropriate degree of security;
8. Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection

The Act provides conditions for the processing of any personal data. It also makes a distinction between **personal data** and "**sensitive**" **personal data**.

Personal data is defined as, data relating to a living individual who can be identified from:

- That data;
- That data and other information which is in the possession of, or is likely to come into the possession of the data controller and includes an expression of opinion about the individual and any indication of the intentions of the data controller, or any other person in the respect of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

- Racial or ethnic origin;
- Political opinion;
- Religious or other beliefs;
- Trade union membership;
- Physical or mental health condition;
- Sexual life;
- Criminal proceedings or convictions.

Handling of personal/sensitive information

The Parish Council will through appropriate management and the use of strict criteria and controls: -

- Observe fully conditions regarding the fair collection and use of personal information
- Meet its legal obligations to specify the purpose for which the information is used.
- Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality of the information used;
- Apply strict checks to determine the length of time information is held;
- Take appropriated technical and organisational security measures to safeguard personal information;
- Ensure that personal information is not transferred abroad without suitable safeguards;
- Ensure that the rights of people about whom the information is held can be fully exercised under the Act;

These include:

- The right to be informed that processing is being undertaken;
- The right of access to one's personal information within the statutory 40 days;
- The right to prevent processing in certain circumstances;
- The right to correct, rectify, block or erase information regarded as wrong information.

- A fee to cover photocopying and postage charges will be charged to the person requesting the personal information. This fee will be 20p per sheet and the cost of second class postage.

In addition, the Parish Council will ensure that:

- There is someone with specific responsibility for data protection in the organisation;
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practices;
- Queries about handling personal information are promptly and courteously dealt with;
- Methods of handling personal information are regularly assessed and evaluated;
- Data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of personal data will be in compliance with approved procedures.
- All elected members are to made fully aware of this policy and of their duties and responsibilities under the Act.

The Clerk will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that:

- Paper files and other records or documents containing personal/sensitive data are kept in a secure environment;
- Personal data held on computers is protected by the use of secure passwords, which where possible are changed periodically;
- Individual passwords should be such that they are not easily compromise.

All contractors, consultants, partners or other servants or agents of the Council must:

- Ensure that they and all their staff who have access to personal data held or processed for or on behalf of the Council, are aware of this policy and are aware of their duties and responsibilities under the Act. Any breach of any provision of the Act will be deemed as a breach of any contract between the Council and that individual, company, partner or firm;
- All data protection audits by the Council of data held on its behalf (if requested);
- Indemnify the Council against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation.

All contractors who are users of personal information supplied by the Council will be required to confirm that they will abide by the requirements of the Act with regard to the information supplied by the Council.

Implementation

The Council has appointed an Information Officer who will be responsible for ensuring that the Policy is implemented. Implementation will be led and monitored by the Information Officer. The Information Officer will also have overall responsibility for:

For carrying out compliance checks to ensure adherence, throughout the Council, with the Data Protection Act.

Notification to the Information Commissioner

The Information Commissioner maintains a public register of data controllers. The Parish Council is registered as such.

The Data Protection Act 1998 requires every data controller who is processing personal data, to notify and renew their notification, on an annual basis. Failure to do so is a criminal offence.

The Information Officer will review the Data Protection Register annually, prior to notification to the Information Commissioner.

Any changes to the register must be notified to the Information Commissioner, within 28 days.

To this end, any changes made between reviews will be brought to the attention of the Information Officer immediately.

Signed _____ Chairman Earnley Parish Council

Dated _____ Minute Number _____

EARNLEY PARISH COUNCIL COMMUNICATION POLICY

Introduction

Effective communication is important to achieve and maintain a positive relationship with your community and an essential feature of good governance.

A. Parish Council Correspondence

The point of contact for the Parish Council is the Clerk, and it is to the Clerk that all correspondence for the Parish Council should be addressed.

- i. The Clerk should deal with all correspondence following a meeting.
- ii. No individual Councillor should be the sole custodian of any correspondence or information in the name of the parish council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- iii. All official correspondence should be sent by the Clerk in the name of the council using Council letter headed paper.
- iv. Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to xx).
- v. When a letter or email is received the clerk will action it in one of the following ways:
 - If it is a routine enquiry about a task the Clerk is delegated to deal with without consulting the Council (see scheme of delegation) the clerk will acknowledge receipt of the correspondence, deal with the query and notify the sender within 14 days as to what action has been taken.
 - If a letter or email is received about an issue which is not one of tasks delegated to the Clerk, the Clerk will acknowledge receipt of the correspondence and will notify the sender of the date of the meeting when it will be discussed. The correspondence will be forwarded to all parish councillors. The sender will be invited to attend the open forum at the start of the meeting to discuss his/her query with the Council and to stay for the meeting to hear the Council's discussion. Any decision made at the meeting will be included in the minutes which will be published on the Council's website.
 - The Council will not respond to vexatious, abusive or threatening letters or emails
 - Any letters or emails sent to individual councillors will be forwarded to the Clerk to be included on the next agenda.

B. Agenda Items for Council, Committees, Sub-Committees and Working Parties
In accordance with Paragraph (1)(4)(a) of the Public Bodies (Admission to Meetings) Act 1960, agendas will be published no later than 3 clear days before a meeting (this excludes

the day of publication and the day of the meeting - Saturdays are included within this calculation).

Agenda should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.

- (ii) Items for information should be kept to a minimum on an agenda.
- (iii) Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

C. Communications with the Press and Public

If the Clerk or Councillor is contacted by the Press this should be dealt with under the Council's adopted Media Relations Protocol.

Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.

Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.

If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a council agenda item.

D. Councillor Correspondence to external parties

- (i) As the Clerk should be sending most of the council's correspondence from a Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the Parish Council.
- (ii) A copy of all outgoing correspondence relating to the Council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

E. Communications with Parish Council Staff

- (i) Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the council).
- (ii) No individual Councillor, regardless of whether or not they are the Chair of the Council, the Chair of a Committee or other meeting, may give instructions to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
- (iii) Telephone calls should be appropriate to the work of the Parish Council.
- (iv) E-mails:

- Instant replies should not be expected from the Clerk; reasons for urgency should be stated;
 - Information for Councillors should normally be directed via the Clerk;
 - E-mails from Councillors to external parties should be copied to the Clerk;
 - Councillors should acknowledge their e-mails when requested to do so.
- (v) Meetings with the Clerk or other officers:
- Wherever possible an appointment should be made;
 - Meetings should be relevant to the work of that particular officer;
 - Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

F. The Parish Notice Board

Earnley Parish Council has three notice boards (location plan attached), the notice boards should display:

- The full title of the parish council;
- The name, address, telephone number and email address of the clerk;
- The council's website address;
- A list of Members of the council with contact details (telephone number, email) and their political group, if this is relevant locally;
- Venues, dates and times of meetings for the year;
- Agenda for forthcoming meetings;
- If practicable, minutes of meetings or a summary of recent decisions and;
- Where the minutes, the code of conduct and other public documents may be inspected.

It is essential that the Clerk ensures the notice boards are kept up to date and notices replaced regularly.

G. Council Newsletters

Earnley Parish Council will produce a minimum of two newsletters per year as an effective way of keeping in touch with the community.

H. Website

It is essential that the website is kept up to date on a regular basis and that older documents are archived.

I. Social Media

Social Media includes, but is not limited to, the following:

- Facebook
- Twitter
- YouTube
- Blogs and various discussion forums
- LinkedIn

Earnley Parish Council does not currently subscribe to any social media accounts as a corporate body. Councillors must ensure that when making a comment on their personal social media accounts that they make it clear that they are posting as an individual and not in their capacity as a Councillor, you are still a councillor.

J. Filming of Council Meetings

The Local Audit and Accountability Act 2014 makes provision for the filming of Local Council meetings (or a committee or sub-committee of the Council).

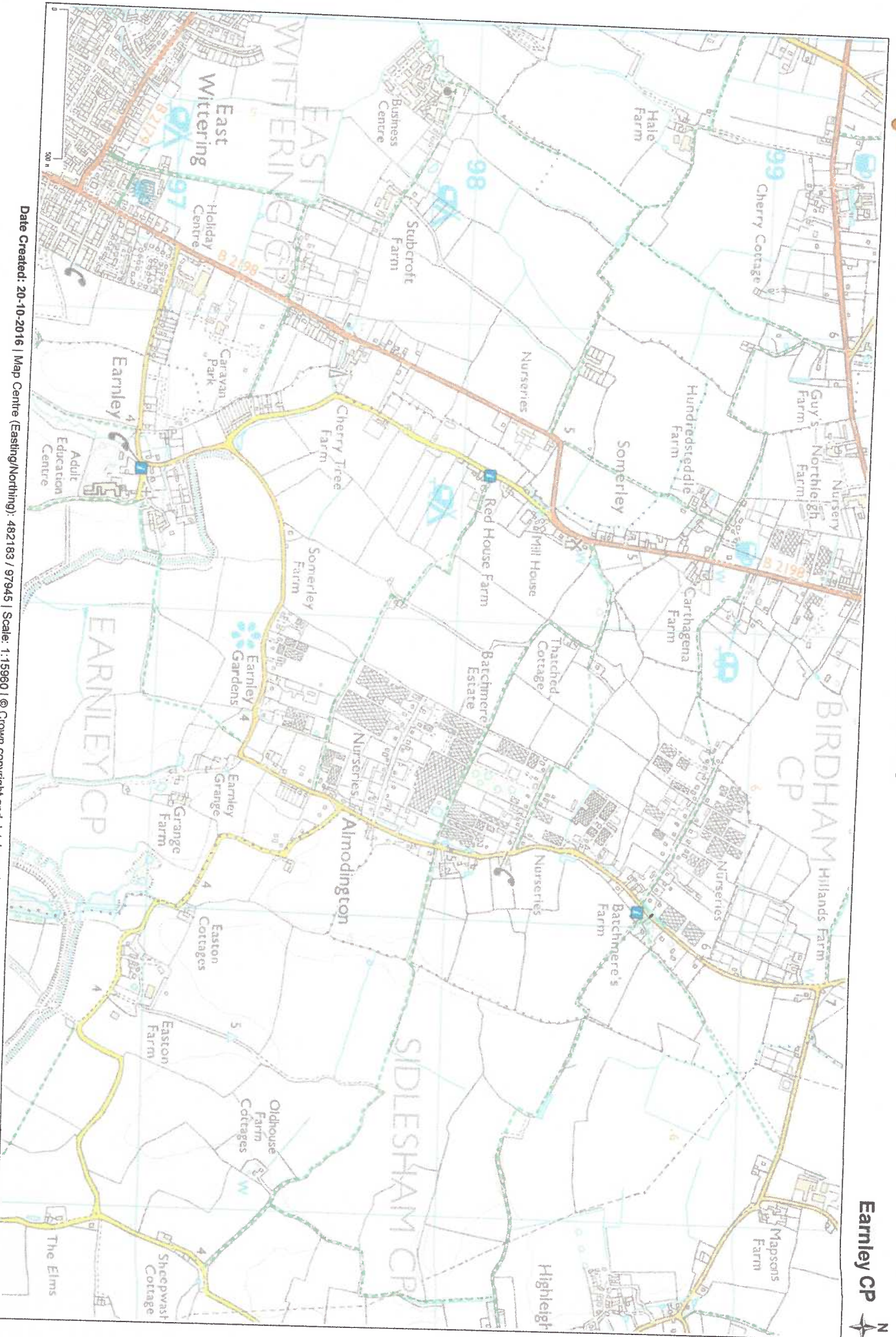
If a Council meeting is filmed by a member of the press or public, or if the Council itself is filming the meeting this should be dealt with under the Council's adopted filming, videoing, photographing, audio recording and broadcasting at Council meeting policy.

- Think image - ensure the meeting demonstrates that the Parish Council is an effective decision making group and demonstrates its worth to the electorates and the public
- Standing Orders - when members of the public are invited to speak - does the member of the public want to be filmed?
- Think copyright - is there anything to be shown which infringes copyright?
- Think advertising - is there anything on show which could be perceived as advertising or demonstrating a preference?

Signed _____ Chairman Earnley Parish Council

Dated _____ Minute Number _____

Location of Noticeboards



Earnley CP 

EARNLEY PARISH COUNCIL

Monthly Statement of Bank Accounts as at 30 September 2016

Balance brought forward 1st April 2016	£10,532.90	
Add Receipts	£17,308.88	£27,841.78
Less Payment (Inc Transfer to Alto Card)	£9,953.83	
Balance		<u>£17,887.95</u>
Bank Accounts	Unity Account	£18,577.20
		£18,577.20
Less unrepresented payments		
300326 SSALC Ltd	66.00	
BP HMRC	490.83	
300324 EWBPC	50.00	
300325 Mrs Louise Chater	82.42	
		<u>689.25</u>
add any monies not cleared		
		<u>0</u>
RECONCILED BALANCE		<u><u>£17,887.95</u></u>

Note: the stated balances include funds set aside for the following :
Reserves:

Office Equipment	461	
Election Reserves	1100	
Noticeboard Replacement	500	
Bus Shelter Maintainance	0	
Road Signs		
		<u>£2,061.00</u>
		<u><u>£15,826.95</u></u>

The balance available for expenditure is therefore

Prepared by 
Signed 

Dated 31.10.16

EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET
As at 30 September 2016

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
General Administration							
Insurance	1	300	300	276	24	8%	
Audit Fees	2	250	225	99	126	60%	
Data Protection	3	35	35	0	35	100%	
Councillors and Clerks training	4	750	500	14	486	98%	78.16(e)(3)
Parish Council Newsletter	5	250	300	64	236	74%	
Office Telephone	6	100	100	59	41	41%	
Printing & Stationery	7	250	350	180	170	28%	
Room Hire & Hospitality	8	400	375	130	245	68%	
Office 365, Website and anti virus protecti	9	250	150	42	108	83%	
SALC & CALC Subscription	10	160	170	140	31	13%	
SLCC and Institute Membership	11	75	90	0	90	100%	
Office Equipment	12	100	200	0	200	100%	
CPRE Subscription	13	35	0	0	0	100%	
		<u>2955</u>	<u>2795</u>	<u>1,004</u>	<u>1,791</u>		
Salaries & Related Expenses							
Clerks Salary (gross)	14	5,350	6554	3,078	3,476	42%	78.16(e)(3)
office rent and broadband	15	276	220	92	128	67%	
pension payment	16	1,100	1423	415	1,008	62%	
Payroll Services	18	60	65	34	31	43%	78.16(e)(3)
Clerk Expenses	19	250	380	86	294	66%	
		<u>7,036</u>	<u>8642</u>	<u>3,705</u>	<u>4,937</u>		
Grants							
Citizen's Advice Bureau LGA 1972 s142	20	100	100	0	100	100%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	21	350	350	350	0	0%	55.16(p)
Youth Club LG (MP) a 1976 s19	22	100	100	0	100	100%	
		<u>550</u>	<u>550</u>	<u>350</u>	<u>200</u>		
Power Of Well Being Grants							
Participatory Funding & Emergent Requests	23	250	130	0	130	100%	78.16(e)(3)
		<u>250</u>	<u>130</u>	<u>0</u>	<u>130</u>		
Public Areas							
Street Lighting	24	200	200	0	200	100%	
Road Signs	25	200	865	433	433	50%	55.16(p)
Bus Shelter Maintenance	26	100	300	0	300	100%	
Bus Shelter Cleaning	27	300	300	0	300	100%	
Notice Boards Replacement	28	500	435	0	435	100%	
Notice Boards Maintenance	29	100	100	0	100	100%	55.16.(p)
		<u>1400</u>	<u>2,200</u>	<u>433</u>	<u>1,768</u>		
Annual Parish Assembly	30	150	40	40	(0)	-0%	78.16(e)(3)
Councillors' Expenses	31	25	100	0	100	100%	
Sundry Expenses	32	200	100	48	52	52%	
Election Reserve Fund	33	500	250	0	250	100%	78.16(e)(3)
Flood Alleviation Scheme Loan (final payment April 2023)	34	568	568	284	284	50%	
		<u>1443</u>	<u>1,058</u>	<u>372</u>	<u>686</u>		
TOTAL EXPENDITURE		<u>13634</u>	<u>15,375</u>	<u>5,864</u>	<u>9,511</u>		
Less overspends - virements from reserves			250.00	transfer from road signs reserve			
			315.00	transfer from general reserves			
Original Approved Budget			<u>14,810.00</u>				

EARNLEY PARISH COUNCIL

Monthly Statement of Bank Accounts as at 31 October 2016

Balance brought forward 1st April 2016	£10,532.90	
Add Receipts	£17,308.88	£27,841.78
Less Payment (Inc Transfer to Alto Card)	£11,587.09	
Balance		<u>£16,254.69</u>
Bank Accounts	Unity Account	£16,254.69
		£16,254.69
Less unrepresented payments		
		<u>0.00</u>
add any monies not cleared		
		<u>0</u>
RECONCILED BALANCE		<u>£16,254.69</u>

Note: the stated balances include funds set aside for the following :
Reserves:

Office Equipment	461
Election Reserves	1100
Noticeboard Replacement	500
Bus Shelter Maintainance	0
Road Signs	0
	<u>£2,061.00</u>

The balance available for expenditure is therefore **£14,193.69**

Prepared by 

Signed _____

Dated _____

EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET
As at 31 October 2016

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
General Administration							
Insurance	1	300	300	276	24	8%	
Audit Fees	2	250	225	199	26	12%	
Data Protection	3	35	35	0	35	100%	
Councillors and Clerks training	4	750	500	69	431	86%	78.16(e)(3)
Parish Council Newsletter	5	250	300	121	179	60%	
Office Telephone	6	100	100	71	29	29%	
Printing & Stationery	7	250	350	287	63	18%	
Room Hire & Hospitality	8	400	375	217	159	42%	
Office 365, Website and anti virus protecti	9	250	150	42	108	72%	
SALC & CALC Subscription	10	160	170	140	31	18%	
SLCC and Institute Membership	11	75	90	0	90	100%	
Office Equipment	12	100	200	24	176	88%	
CPRE Subscription	13	35	0	0	0	#DIV/0!	
		<u>2955</u>	<u>2795</u>	<u>1,446</u>	<u>1,349</u>	48%	
Salaries & Related Expenses							
Clerks Salary (gross)	14	5,350	6554	4,630	1,924	29%	78.16(e)(3)
Transfer Salary to Fete Budget			0.00	(230)	230	#DIV/0!	
office rent and broadband	15	276	220	128	92	42%	
pension payment	16	1,100	1423	820	603	42%	
Payroll Services	18	60	65	34	31	48%	78.16(e)(3)
Clerk Expenses	19	250	380	87	293	77%	
		<u>7,036</u>	<u>8642</u>	<u>5,470</u>	<u>3,172</u>	37%	
Grants							
Citizen's Advice Bureau LGA 1972 s142	20	100	100	0	100	100%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	21	350	350	350	0	0%	55.16(p)
Youth Club LG (MP) a 1976 s19	22	100	100	0	100	100%	
		<u>550</u>	<u>550</u>	<u>350</u>	<u>200</u>	36%	
Power Of Well Being Grants							
Participatory Funding & Emergent Requests	23	250	130	0	130	100%	78.16(e)(3)
		<u>250</u>	<u>130</u>	<u>0</u>	<u>130</u>	100%	
Public Areas							
Street Lighting	24	200	200	0	200	100%	
Road Signs	25	200	865	1,065	(200)	-23%	55.16(p)
Bus Shelter Maintenance	26	100	300	41	259	86%	
Bus Shelter Cleaning	27	300	300	0	300	100%	
Notice Boards Replacement	28	500	435	0	435	100%	55.16.(p)
Notice Boards Maintenance	29	100	100	0	100	100%	
		<u>1400</u>	<u>2,200</u>	<u>1,106</u>	<u>1,094</u>	50%	
Annual Parish Assembly	30	150	40	40	(0)	-0%	78.16(e)(3)
Councillors' Expenses	31	25	100	0	100	100%	
Sundry Expenses	32	200	100	91	9	9%	
Election Reserve Fund	33	500	250	0	250	100%	78.16(e)(3)
Flood Alleviation Scheme Loan (final payment April 2023)	34	568	568	568	(0)	-0%	
		<u>1443</u>	<u>1,058</u>	<u>700</u>	<u>358</u>	34%	
TOTAL EXPENDITURE		<u>13634</u>	<u>15,375</u>	<u>9,071</u>	<u>6,304</u>	41%	
less overspends - virements from reserves			250.00	transfer from road signs reserve			
			315.00	transfer from general reserves			
Original Approved Budget			<u>14,810.00</u>				

EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET 2017/18

	Code	Budget 16/17	Spend to Half Year	Forecast Full Year 16/17	Budget 17/18	% growth Budget on budget	Comments on 17/18 Budget
General Administration							
Insurance	1	300	276	276	300	0%	
Audit Fees	2	225	199	199	125	-44%	
Data Protection	3	35	0	35	35	0%	
Councillors and Clerks training	4	500	69	300	300	-40%	
Parish Council Newsletter	5	300	64	160	250	-17%	
Office Telephone	6	100	59	120	120	20%	
Printing & Stationery	7	350	287	380	400	14%	
Room Hire & Hospitality	8	375	217	400	400	7%	
Office 365, Website and anti virus protection	9	150	42	150	150	0%	
NALC, SALC & CALC Subscription	10	170	140	140	150	-12%	
SLCC and Institute Membership	11	90	0	70	90	0%	
Office Equipment	12	200	0	200	200	0%	
CPRE Subscription	13	0	0			#DIV/0!	Add to reserve
		<u>2,795</u>	<u>1,353</u>	<u>2,430</u>	<u>2,520</u>	-10%	no longer subscribing
Salaries & Related Expenses							
Clerks Salary (gross)	14	6,554	4,060	6,784	6,624	1%	
Trans Salary to Fete Budget			(230)	(230)	0	#DIV/0!	Point 25 = (£22,434*1.01) /37 hrs x10 = 6,124 +contingency
office rent and broadband	15	220	110	220	220	0%	Assume 100% charged to Fete in 17/18
pension payment	16	1,423	841	1,423	1,437	1%	
Payroll Services	18	65	34	68	75	15%	Forecast 21.7% in 17/18
Clerk Expenses	19	380	87	200	250	-34%	
		<u>8,642</u>	<u>4,902</u>	<u>8,465</u>	<u>8,606</u>	-0%	
Grants							
Citizen's Advice Bureau LGA 1972 s142	20	100	0	100	100	0%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	21	350	350	350	350	0%	
Youth Club LG (MP) a 1976 s19	22	100	0	100	100	0%	
Manhood Peninsula Patnership				130	130	#DIV/0!	
		<u>550</u>	<u>350</u>	<u>680</u>	<u>680</u>	24%	
Section 137 Grants							
Participatory Funding & Emergency Requests	23	130	0	130	100	-23%	
		<u>130</u>	<u>0</u>	<u>130</u>	<u>100</u>	-23%	
Public Areas							
Street Lighting	24	200	0	200	100	-50%	
Road Signs	25	865	433	865	250	-71%	
Bus Shelter Maintenance	26	300	0	1,040	300	0%	£250 Add to reserve
Bus Shelter Cleaning	27	300	0	100	150	-50%	
Notice Boards Replacement	28	435	0	435	435	0%	Add to reserve
Notice Boards Maintenance	29	100	0	35	100	0%	
Parish Plan Reserves					900	#DIV/0!	Add to reserve
		<u>2,200</u>	<u>433</u>	<u>2,675</u>	<u>2,235</u>	2%	
Annual Parish Assembly	30	40	40	40	50	25%	
Councillors' Expenses	31	100	0	25	50	-50%	
Sundry Expenses	32	100	91	150	150	50%	
Election Reserve Fund	33	250	0	250	250	0%	Add to reserve
add to cash reserve							
Flood Alleviation Scheme Loan (final payment April 2023)	34	568	284	568	568	0%	
		<u>1,058</u>	<u>415</u>	<u>1,033</u>	<u>1,068</u>	1%	
TOTAL EXPENDITURE							
add to cash reserves		<u>15,375</u>	<u>7,453</u>	<u>15,413</u>	<u>15,209</u>	-1%	
Less overspends - trans from reserves (inc. road sign)		565					
Original approved budget		<u>14,810</u>					
Additions to Reserves included in Budget		1,185	0	885	2,335		
Cash Reserves b/fwd 01/04/16						Precept 16/17	14,810
Plus Precept 16/17		10,704	Reserves b/fwd 01/04/17		10,986	Precept 17/18	15,209
Less Forecasted Expenditure 16/17		14,810	Plus Precept 17/18		15,209	Increase	2.7%
Plus transfer to Designated Reserves		(15,413)	Less Budget Expenditure		(15,209)		
Cash Reserves c/fwd 31/03/17		885	Plus transfer to Des. Reserves		2,335		
		<u>10,986</u>	Reserves c/fwd 31/03/18		<u>13,321</u>		
Breakdown of c/fwd Cash Reserves							
Election Reserves	Actual 31/03/16	At 31/03/17	At 31/03/18				
Noticeboard Replacement	461	711	961				
Bus Shelter Maintenance	1,100	1,535	1,970				
Road Signs	500		300				
Parish Plan Reserve	250	0	250				
Office Equipment (new)			900				
Undesignated General Reserve		200	400				
	<u>8,393</u>	<u>8,540</u>	<u>8,540</u>				
	<u>10,704</u>	<u>10,986</u>	<u>13,321</u>			6.7 months	
						10.5 months	

Note: % of reserves to turnover at end of 17/18 budget year assumes precept = budget for 17/18, i.e. no addition to undesignated reserves.