

CHRISTCHURCH PARISH COUNCIL

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Clerk: Dave Gibbs

To Members of the Public and Press

6 May 2024

You are invited to attend the Annual meeting of Christchurch Parish Council
to be held in Christchurch Community Centre
for the purpose of transacting the following business.

On Monday 13 May 2024 at 7.30pm

**Members of the public and press are invited to address the Council
at its Public Time from 7.35pm to 7.50pm**

Yours truly

Dave Gibbs

(Clerk/Proper Officer)

AGENDA

**Members are reminded that they need to declare any personal or prejudicial interest
and reason before an item discussed at this meeting, under the
Model Code of Conduct Order 2001 No 3576**

001/24-25 Apologies for Absence

002/24-25 Election of Chairman for the Municipal Year 2024/25

To elect the Chairman for the forthcoming year and to witness the signing of the
declaration of acceptance of office

003/24-25 Election of Vice Chairman for the Municipal Year 2024/25

To elect the Vice Chairman for the forthcoming year and to witness the signing
of the declaration of acceptance of office

004/24-25 Chairman's Announcements

To receive such announcements as the Chairman may wish to make to the
Council

005/24-25 Public Time

To receive representations from members of the public regarding issues
pertinent to the Council

006/24-25 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 8 April 2024

007/24-25 Matters Outstanding

- a) Pavement outside Field Lodge, Upwell Road
- b) Affordable housing proposal
- c) Household items outside property in Upwell Road
- d) Wayside Estate pedestrian safety

008/24-25 Annual Meeting of the Parish Council

To consider and resolve on the following matters:

- a) Adoption of new standing orders and financial regulations
- b) Confirmation of insurance arrangements
- c) Review of the Council's subscriptions to other bodies
- d) Appointment of an Armed Forces Champion
- e) Confirmation of the Council's register of assets as at 31 March 2024
- f) Confirmation of meeting dates and times for the municipal year. The following are suggested - 10 June, 8 July, 12 August, 9 September, 14 October, 11 November, 9 December, 13 January 2025, 10 February, 10 March, 14 April, 12 May

009/24-25 Police Report

To receive a report on policing matters in the area over the last month

010/24-25 County & District Councillors Reports

To receive reports from Cllrs Count, French, Roy and Summers

011/24-25 Clerk's Report

To receive a report on correspondence received

012/24-25 Members and Residents Issues

To consider any matters raised by Members of the Council and local residents

- a) Bus shelter
- b) Electric vehicle charging points

013/24-25 Recreation Ground Extension

To receive a report on progress since the last meeting

014/24-25 Communications Working Group

To receive a report on the work of the Group

015/24-25 Annual Parish Meeting

To consider feedback from the meeting and discuss ideas for future meetings

016/24-25 Play Equipment Inspection

To receive the report from the recent annual inspection of the play equipment and to consider the recommendations for remedial action

017/24-25 Finance

To consider and resolve on the following matters:

- a) To receive and approve the management accounts for the year ended 31.3.24
- b) To review and approve the Governance and Management Risk Assessment
- c) To approve the Internal Audit Report and agree an action plan to address issues raised (if any)
- d) To approve and sign the Annual Governance Statement 2023/24
- e) To approve and sign the Accounting Statements 2023/24
- f) To confirm the dates of the period for the exercise of public rights
- g) To consider the appointment of an internal auditor for the 2024/25 financial year
- h) To agree the format and content of the annual report to residents
- i) To receive an updated financial statement for the period to the end of April

- j) To note the following sums received:
- | | |
|---|------------|
| Fenland District Council (precept instalment) | £ 9,250.00 |
| Barclays Bank (interest) | £ 17.48 |
- k) To ratify the following payments issued since the last meeting:
- | | |
|---|---------|
| Land Registry (title deeds) | £ 3.00 |
| Fenland Leisure Products Ltd (play equipment inspection)..... | £ 90.00 |
- l) To approve the following payments:
- | | |
|--|----------|
| Clerk salary and home office allowance | £ 467.13 |
| I Cooper (audit fee) | £ 150.00 |

018/24-25 Matters for Next Meeting

To discuss future agenda items from Councillors

019/24-25 Date of Next Meeting

To confirm the date of the next meeting of the Council as Monday 10 June

CHRISTCHURCH PARISH COUNCIL

Minutes of a Meeting of Christchurch Parish Council held in the Community Centre on Monday 8 April 2024 at 7.30pm

Present: Cllrs A Sparrow (in the Chair), J Bliss, B Burfield, S Potter, D Gibbs (Clerk), two parishioners

158/23-24 Apologies for Absence

Cllrs R Feeney, J Hayes, J Hughes, Cllr D Roy (FDC), Cllr M Summers (FDC)

159/23-24 Chairman's Announcements

None.

160/23-24 Public Time

Mr Benjamin asked who is responsible for the maintenance of the Village Sign. It has been suggested that it might need repainting soon. Members noted that there is a WI plaque on the sign. Cllr Sparrow will seek clarification from the WI regarding their involvement.

161/23-24 Confirmation of Minutes

The minutes of the meeting held on 11 March were correctly recorded and signed as being a true record.

162/23-24 Matters Outstanding

- a) Pavement outside Field Lodge, Upwell Road - No further update.
- b) Affordable housing proposal - No further update.
- c) Household items outside property in Upwell Road - Members noted that the rear of the site on Crown Road has been improved, but the Upwell Road frontage is becoming increasingly overgrown.
- d) Wayside Estate pedestrian safety - The Clerk invited Members to a meeting with the Local Highways Officer in Wayside Estate at 9.30am on 15 April to discuss options.
- e) Santa Run - The Clerk will try to contact the organiser, but if unsuccessful, no further action will be taken.
- f) Bowls Club donation - Cllr Sparrow contacted the Club to discuss options and is awaiting a response.

163/23-24 Police Report

The Clerk reported that no meetings have taken place.

164/23-24 County & District Councillors Reports

In Cllr Roy's absence, the Clerk reported that a new bus service is proposed to connect Christchurch with Manea Station, as well as other destinations, hopefully including Wisbech and Downham Market. The Combined Authority is responsible for bus services, so no further details are available at present.

165/23-24 Clerk's Report

The Clerk reported on correspondence received, including the County Council's Local Nature Recovery Strategy survey, a closure of Fifty Road until 10 May, a closure of A1101 Bates Drove to 31 May, Fenland District Council's free Tea Dances, including one in Christchurch on 24 May, and the Public Health Team's Healthy Places survey.

166/23-24 Members and Residents Issues

- a) Sixteen Foot Bank resurfacing - Mr Benjamin asked about the cost of the work being undertaken. The Clerk responded that the works form part of a wider scheme trialling a new method of patching, so no individual costs are available.
- b) Bin outside the former village shop - The Clerk reported that he had visited the area to look for alternative locations, but there is no easy solution.

167/23-24 Recreation Ground Extension

The Clerk reminded members of the project team that they must discuss all aspects of the project with the Council as the decision maker and the fundholder. A costed master plan is needed to enable funds to be monitored.

168/23-24 Communications Working Group

Cllr Sparrow provided a brief update on the work of the Group. Better communication is required, including wider use of Facebook. More good news stories about the Council's achievements. Short profiles of individual councillors. More clarity about what we do and don't do. Quick win environmental improvements, bulb planting, bus shelter, working with Street Pride and the Gardening Club where appropriate. An informal Parish Council notice board is to be installed in the Community Centre, with a feedback option. Another meeting will take place shortly.

169/23-24 Annual Parish Meeting

The Police have confirmed their attendance. The agenda was agreed. Members volunteered to undertake various roles to welcome the public and present information.

170/23-24 Planning

Members considered the following application:

F/YR24/0252/F - Erect a single-storey extension to rear and replace conservatory to side of existing dwelling - Annies Cottage, Padgetts Road, Christchurch

They resolved to support the application.

171/23-24 Finance

- a) The management accounts as at 31.3.24 showed income of £28,328.23 and expenditure of £27,226.66, resulting in a surplus of £1,101.57 and total funds held of £42,419.83.
- b) Members noted the following sum received:
 - Barclays Bank (interest).....£ 11.51
- c) Members ratified the following payments issued since the last meeting:
 - T A Blackamore Ltd (grass cutting)£ 2,184.00
 - NPS Fencing & Countryside Management Ltd (fencing)£ 2,400.00
- d) Members approved the following accounts for payment:
 - Clerk salary and home office allowance£ 467.13
 - CAPALC Ltd (subscription)£ 441.74

172/23-24 Matters for Next Meeting

None

173/23-24 Date of Next Meeting

The date of the Annual Meeting of the Parish Council will be Monday 13 May.



CHRISTCHURCH PARISH COUNCIL STANDING ORDERS

Adopted by the Council on 13 May 2024

**National Association of Local Councils (NALC)
109 Great Russell Street
London
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Index

1.	Rules Of Debate At Meetings.....	4
2.	Disorderly Conduct At Meetings	6
3.	Meetings Generally	6
4.	Committees And Sub-Committees.....	9
5.	Ordinary Council Meetings	10
6.	Extraordinary Meetings Of The Council, Committees And Sub-Committees	11
7.	Previous Resolutions.....	12
8.	Voting On Appointments	12
9.	Motions For A Meeting That Require Written Notice To Be Given To The Proper Officer	12
10.	Motions At A Meeting That Do Not Require Written Notice.....	13
11.	Management Of Information	14
12.	Draft Minutes	14
13.	Code Of Conduct And Dispensations.....	15
14.	Code Of Conduct Complaints.....	16
15.	Proper Officer	17
16.	Responsible Financial Officer	18
17.	Accounts And Accounting Statements	18
18.	Financial Controls And Procurement	19
19.	Handling Staff Matters	20
20.	Responsibilities To Provide Information	21
21.	Responsibilities Under Data Protection Legislation	21
22.	Relations With The Press/Media	21
23.	Execution And Sealing Of Legal Deeds.....	22
24.	Communicating With District And County Councillors	22
25.	Restrictions On Councillor Activities	22
26.	Standing Orders Generally	22

1. Rules of Debate at Meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

2. Disorderly Conduct at Meetings

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

3. Meetings Generally

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than five minutes.

- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall not exceed a period of two hours.

4. Committees and Sub-Committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. Ordinary Council Meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary Meetings of the Council, Committees and Sub-Committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting**

shall be signed by the two councillors.

- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

7. Previous Resolutions

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

8. Voting on Appointments

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

9. Motions for a Meeting that Require Written Notice to be Given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least four clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least four clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may

be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a Meeting that Do Not Require Written Notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. Management of Information

See also standing order 20.

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

12. Draft Minutes

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

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

“The chairman of this meeting does not believe that the minutes of the meeting of the [council or committee] held on [date] in respect of [item number or description] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and Dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. Code of Conduct Complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.**
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).**
- c The Council may:**
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;**
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;**
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

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

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

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

- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or the Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

(see also standing order 23).

16. Responsible Financial Officer

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

17. Accounts and Accounting Statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial

Officer shall provide:

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

18. Financial Controls and Procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of

works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling Staff Matters

- a. A matter personal to a member of staff that is being considered by a meeting of the Council is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c. The chairman of the Council or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to Provide Information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities Under Data Protection Legislation

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the Press/Media

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

23. Execution and Sealing of Legal Deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with District and County Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on Councillor Activities

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

26. Standing Orders Generally

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

THE SCHEDULE: Attaching to and forming part of the policy bearing the number below and written upon policy form FA67 0721.
 Subject to the terms and conditions of the policy the insurance is for the period shown.

Agent

James Hallam Insurance (CAS)
 Spargo House
 10 Budshead Way
 Crownhill, Plymouth
 PL6 5FE

Phone: 01752 670440
 UK 6171

Policyholder

Christchurch Parish Council
 358 High Road
 Newton-in-the-Isle
 Wisbech
 PE13 5HS

525651

Policy number	ACY 2389070	Reason	Renewal
Policy type	Charity and Community (Essentials)		
Period of insurance from	0:01 Hrs 1/10/23	Premium	£1,143.43
	to Midnight 30/09/24	Insurance Premium Tax (IPT)	£137.21 at 12.0%
		Total premium	£1,280.64

DESCRIPTION OF THE ORGANISATION:
 Council (town, parish or community)

CHARITABLE ACTIVITIES OF THE INSURED:

- a) We cover the following activities:
- * Allotments
 - * Clean-Ups and Litter Picks
 - * Clerical and Other Non-Manual Work
 - * Committee Activities
 - * Conferences, Trade Shows and Exhibitions
 - * Delivery And/Or Collection Of Goods
 - * Domestic Duties
 - * Fire Safety Or Theft Prevention Advice
 - * Fireworks Display or Bonfire Event up to 100 Attendees
 - * Fundraising Events (ex. Fireworks & Bonfires) up to 1000 people
 - * Gardening (Domestic)
 - * Gritting of pavements and paths
 - * Meetings, coaching and mentoring
 - * Provision and maintenance of municipal infrastructure
 - * Provision and maintenance of parks, open spaces and playgrounds

Policy number ACY 2389070

ADDITIONAL RISK INFORMATION

* Talks, Presentations And Seminars

Provided any activity above is not otherwise more specifically excluded in any section of this policy or by any endorsement forming part of this schedule or otherwise by us in writing.

DECLARED INCOME, WAGES AND VOLUNTEERS

You have declared to us your:

- a) income as £25,300
- b) wage roll as £4,500
- c) number of volunteers as 7

Policy number ACY 2389070

SCHEDULE

General Cover

The cover provided under the following sections (if shown as operative) applies to all locations specified under this policy.

SECTION	EXCESS (Unless another amount is stated by endorsement or in the policy wording)	COVER		
1 PUBLIC AND PRODUCTS LIABILITY Indemnity Limit	£100			OPERATIVE £10,000,000
2 EMPLOYERS' LIABILITY Indemnity Limit				OPERATIVE £10,000,000
3 TRUSTEES' AND DIRECTORS' INDEMNITY Indemnity Limit	£250			OPERATIVE £1,000,000
4 PROFESSIONAL INDEMNITY				NOT OPERATIVE
5 PERSONAL ACCIDENT Deferment period 14 days				OPERATIVE
Person(s) insured:		Death Benefit	Permanent Total Disablement	Temporary Total Disablement (per week)
Employees/volunteers aged 16-65 years		£20,000	£20,000	£200
Employees/volunteers aged 66-75 years		£10,000	£10,000	£50
Employees/volunteers aged 76-80 years		£5,000	£5,000	£25
6 FIDELITY GUARANTEE Indemnity Limit Retroactive date - 1/11/2019	£250			OPERATIVE £25,000
7 REPUTATIONAL RISKS 1. Libel and slander 2. PR crisis - any incident	£250			OPERATIVE £100,000 £5,000
8 LEGAL EXPENSES Indemnity Limit				OPERATIVE £250,000
9 CYBER				NOT OPERATIVE
10 ALL RISKS Unspecified items with a single item limit of £1,000 and within the geographical limits of the United Kingdom	£75			OPERATIVE £2,500
11 MONEY				NOT OPERATIVE
12 GOODS IN TRANSIT				NOT OPERATIVE
13 MOTOR POLICY COMPENSATION				NOT OPERATIVE

Policy number ACY 2389070

SCHEDULE

Endorsements

215 - Activities

333 - Parish Council Scheme Endorsement

330 - Infectious Disease, Cyber and Data Protection

340 - Territorial Exclusion (Property)General Exclusions

Policy number ACY 2389070

SCHEDULE

Location: Christchurch Community Centre Upwell Road, Christchurch Wisbech PE14 9LL

SECTION	EXCESS (Unless another amount is stated by endorsement or in the policy wording)	COVER
14 PROPERTY DAMAGE	£100	OPERATIVE
including Accidental Damage		
including Subsidence	£1,000	
Buildings sum insured		£547,648
Day one item - declared value		£476,216
15 BUSINESS INTERRUPTION		NOT OPERATIVE
16 LOSS OF LICENCE		NOT OPERATIVE
17 EQUIPMENT BREAKDOWN	£250	OPERATIVE
18 TERRORISM		NOT OPERATIVE

Endorsements

049 - Day One Non-Adjustable (Property Damage)	330 - Infectious Disease, Cyber and Data Protection
333 - Parish Council Scheme Endorsement	340 - Territorial Exclusion (Property)General Exclusions

Policy number ACY 2389070

SCHEDULE

Location: Municipal Infrastructure Christchurch Wisbech PE14 9PQ

SECTION	EXCESS (Unless another amount is stated by endorsement or in the policy wording)	COVER
14 PROPERTY DAMAGE including Accidental Damage	£100	OPERATIVE
Malicious people	£250	
Buildings sum insured		£84,364
Day one item - declared value		£73,360
15 BUSINESS INTERRUPTION		NOT OPERATIVE
16 LOSS OF LICENCE		NOT OPERATIVE
17 EQUIPMENT BREAKDOWN		NOT OPERATIVE
18 TERRORISM		NOT OPERATIVE

Endorsements

049 - Day One Non-Adjustable (Property Damage)

333 - Parish Council Scheme Endorsement

330 - Infectious Disease, Cyber and Data Protection

340 - Territorial Exclusion (Property)General Exclusions

Christchurch Parish Council Asset Register

March 2024

Asset	Value	Date Purchased	Notes
31 Street Lights	6,875.00	Various	
War Memorial	17,654.00		
War Memorial Renovation	354.00	July 2019	
Bus Shelter	2,767.00		
Village Sign	2,300.00	April 2011	
Community Centre	384,152.00	March 2016	Build cost
Community Centre Solar Panels	12,700.00	December 2019	
Community Centre Canopy	23,750.00	April 2021	
Recreation Ground	1.00		Nominal value
4 Acre Field, Upwell Road	11,000.00	1999	1.25 acres sold for development in 2014
5 Dog Bins	739.40	2 in March 2007 1 in June 2008 1 in December 2016 1 in October 2019	
Litter bin	304.74	April 2021	
Steel Container	1,015.00	July 2017	
HP Pavilion Laptop Computer	400.00	November 2016	
Lexmark CX310dn Laser Printer	108.32	September 2016	
Defibrillator and Cabinet	1,595.00	December 2017	
Play Equipment (see schedule)	34,881.00	Various	All Risks
Street Light FPC7 Church Road	574.76	April 2019	
Street Light PC2 Upwell Road	1,447.27	September 2022	
MVAS Sign	3,300.00	May 2019	
MVAS Sign	447.59	October 2020	LHI
2 Picnic Benches	1,172.00	September 2022	
Street Light PC2A Crown Road	235.86	April 2022	
Soft Play Surface (Benches)	1,870.00	December 2023	
Air Walker	845.00	February 2024	

Cross Trainer	1,000.00	February 2024	
Soft Play Surface (Gym)	1,120.00	February 2024	
	512,608.94		

Agenda Item No.	011/24-25	Christchurch Parish Council
Meeting Date	13 May 2024	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Report

Meetings attended:

Local Highways Officer re Wayside Estate - 15 April
Tour of Christchurch with Cllr Roy - 29 April
Electric Vehicle Charging webinar - 9 May

Correspondence received:

Cambridgeshire County Council

Closure of Padgetts Road 22 July to 26 August
Cambridgeshire Matters newsletter
Roadworks and events bulletins

Fenland District Council

New Planning Team members
Fly-tippers fined
New Home Improvement Agency to enhance support for vulnerable residents
Love to Move exercise classes for people with dementia
The Fenlander newsletter

CAPALC - Training courses, Monthly bulletin

NALC - Events update, Newsletter, Chief Executive's bulletin

Cambridgeshire ACRE - Water Care newsletter, Staying in Touch newsletter

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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County offer for EV Infrastructure in Cambridgeshire Parishes

Background

With the UK Government planning to end the sale of new petrol and diesel cars and vans by 2035, and the increasing need to take action on climate change and air pollution, Cambridgeshire County Council is looking to expand our electric vehicle (EV) charging point provision, particularly for those residents who do not have access to off street parking.

The governments Local Electric Vehicle Infrastructure (LEVI) funding supports Local Authorities in England to plan and deliver a charging infrastructure to benefit residents without off-street parking. The fund has two main objectives;

The LEVI Fund has 2 main objectives:

- deliver a step-change in the deployment of local, primarily low power, on-street charging infrastructure across England
- accelerate the commercialisation of, and investment in, the local charging infrastructure sector

The funding comprises of:

- capability funding to ensure that local authorities have the staff and capability to plan and deliver charging infrastructure
- capital funding to support chargepoint delivery

Cambridgeshire County Council, Peterborough City Council and The CPCA (Sponsoring Group) have already been successful in securing the capability funding. Current work is focussed around developing a County EV Strategy and an application for the Capital funding to bring in £5million to deliver a 15-year infrastructure plan. The bid will be submitted in mid-July 2024.

The Offer

Ensuring that all residents are within an accessible walking distance to a charge point is going to require a holistic approach with a number of innovative solutions to meet demand. The council is offering a fully funded opportunity for the installation of 7kW chargers only in car parks which are either owned or leased by the Parish council (with the permission of the landowner). The offer is intended to provide charging facilities to residents who do not have access to off street parking and to promote the uptake of electric vehicles whilst also ensuring equitable access to EV charging facilities. It is expected that residents would charge their vehicles for a lengthy period (often overnight) hence the need to install 7kW chargers as opposed to rapid or ultra rapid chargers, furthermore the LEVI fund guidelines state that the vast majority of chargers should be 7kW therefore requests for rapid or ultra rapid chargers can not be facilitated.

The offer is dependant on you allowing residents access to charge with free parking at a minimum overnight.

The offer would see the installation of up to a maximum of six sockets (3 charge points), this will be subject to space and grid capacity. There are no financial implications for the Parish Council as the installation costs will be covered by the LEVI fund. To clarify there would be no cost to the Parish council nor would this offer result in any revenue share for the Parish.

The chargers would utilise the existing grid connection at the Parish premises however there will be no cost implication to the Parish and the cost of electricity will be paid for by the Council to ensure that these costs are covered there are two options which will be dependant on the site, the chargers would either use a new electricity connection (with a new meter) or we would look to add a sub meter from the existing connection.

This offer is subject to a site audit to ensure the site meets the LEVI funding criteria and has sufficient grid capacity. We are keen to work with you to provide much needed access to electric vehicle charging infrastructure for the residents in your vicinity, providing equitable access to charging infrastructure thus encouraging the uptake of electric vehicles and helping Cambridgeshire achieve it's net zero targets.

Your commitment

- The offer is subject to a long- term agreement with a minimum of 15 years therefore if you are leasing the land and the lease is less than 15 years this offer would not be suitable for your Parish.
- The offer is dependent on you allowing residents access to charge with free parking at a minimum overnight.

Are you interested?

If you are interested in this offer, please complete the attached form

<https://forms.office.com/e/y07HPzU96Z>

Criteria Checklist

The following requirements are a prerequisite to accessing the County Council offer;

- A Parish Council owned/controlled car park
- Space to install **up to** 6 EV sockets
- Site audit to ensure the site meets the LEVI funding criteria
- Free overnight parking for local residence to access the EV chargers
- Long-term agreement (15+ years) that County Council will own and run the EV chargers on Parish assets.

FAQ's for CCC Parish Council EV chargepoints

Q1 What is the cost to the Parish councils for installing chargepoints under this scheme?

The funding will cover all capital installations of the chargepoints and any associated infrastructure. The chargepoint operator will reimburse the Parish for any electrical costs.

Q2 How do the public pay for the electricity?

The payment processing is completed by the chargepoint operator. So, what you get installed is a unit that has 2 sockets, that two cars can plug into. There will either be the ability to touch your credit card onto the actual chargepoint to start and stop your charging event and take the fees or the option for you to use your mobile phone via the chargepoint operators app. A reimbursement mechanism will be established to ensure the Parish Council is reimbursed for the electricity used. The chargepoint operator will then pay the County Council any excess revenue from that. The County Council can then use that funding to put more chargepoints in across the county.

Q3 There are a number of offerings out there by different companies, what the potential charge per kilowatt unit is going to be?

Price will depend on who wins that procurement process, so we can't confirm that yet. We will work with the chargepoint operator to have it on par with similar types of chargepoints nationally. But we are exploring other options; preferential rates for residents, time of use, tariffs, that can drive down those costs. Within the procurement contract, we will be putting in place some quite stringent parameters around how the pricing is set because the last thing we want is for our communities having installed a chargepoint to be priced out of using them.

Q4 My parish council would need to know pricing charges before committing to any projects.

Unfortunately, the council would not be able to provide that. The process we must go through in order to get this grant funding means that we haven't undertaken a procurement yet, so we don't yet have a chargepoint operator. Part of the process of the procurement will be asking them about how they think they will set the pricing and then we will negotiate position between us and what we need to see as Cambridgeshire and them. One of the things we're trying to do, is to get that private sector partner to invest into the chargepoint, so the public purse isn't footing the whole bill. It means we won't know those pricing charges ahead of time. We will be doing everything within our gift to manage and maintain those prices as low as can practically be achieved. Different pricing mechanisms to support residents, will also be explored as part of that process. It should also be noted that electricity prices vary over time so it would not be possible to commit to a per kwh price now and this will vary over the 15-year period.

Q5 Is there any get out clause if the Parish decides the kWh rate is too high?

No. The reason for that is because the chargepoint operator and the grant funder will have invested in the site by the time the pricing is established and there will be an expectation that the site is maintained throughout the term of the contract. The County Council will make sure that the pricing is within parameters that we feel are suitable based on what the wider market is saying.

Q6 We don't have any Parish Carparks, would a pub/café car park be suitable? Is a community owned car park such as a village hall suitable?

Community owned car parks may be suitable subject to ownership arrangements. Private car parks such as pubs, shops and cafes are not suitable.

Q7 Can chargepoints be installed at other locations such as creating new parking space on County Council or Parish owned land such as verges?

Not as part of this project. On street chargepoints may also be delivered separately by the Council.

Q8 We are unsure of our existing electricity connection - will there be capacity for adding in chargepoints?

All installations are subject to technical electrical surveys. If required and subject to the technical feasibility a new electricity connection may be possible. Please note this connection would be owned by Cambridgeshire County Council.

Q9 Could we get a new connection to the electricity grid as we don't have one near the car park?

Yes, Subject to the technical feasibility a new electricity connection may be possible. Please note this connection would be owned by Cambridgeshire County Council.

Q10 Who will be the provider of the chargepoints?

Yet to be confirmed. We will be going through a procurement process following the submission of the bid. The provider and chargepoint operator will be in a contract with Cambridgeshire County Council through which strict performance and delivery measures will be monitored.

Q11 Will the infrastructure be future proofed so that if you decide to go for faster charging down the line, the points can easily be changed over?

This would be built into our procurement process. We will ensure that future proofing is covered within that process.

Q12 In our village carpark we already have cabling for standard and fast chargers. Will the LEVI fund will only cover standard chargers? Is there any way that we could through negotiation with the chargepoint operator maybe have one standard charge and one fast charger?

The basic offer is for the seven kilowatts only. However, there is scope on a limited number of sites to potentially do things slightly differently. That is the sort of thing we can explore on a case-by-case basis on the principle that you've already got the underground infrastructure in place. Alternatively, there are other grants available that some of the parishes can access that may also support you to get a get a faster chargepoint. We cannot say yes now, but we can certainly factor it into our thinking.

Q13 If we were to put chargepoints in our village hall carpark, would it include the costs include digging up the tarmac in the car park from the electricity point to where we want the charging points?

Yes. All capital costs associated with the installation of the chargepoint would be included.

Q14 All our car parks are owned and managed by the District Council - can they apply for this programme?

We are working with the district councils on this project too. Where the district council owns a car park it will be for them to decide whether to allow the installation to take place. If you have a site in mind, please do suggest those sites in the Agreement in Principle form that has been circulated.

Q14 Our village hall has a parking area in front of it, which we've used for many years. It is not clear who owns it. Would that be an appropriate place for us to put some of these chargepoints?

We can have a look at who owns the land. Once that's clear we will be able to make a decision as to whether this is going to be suitable or not. Please contact us on electricvehicles@cambridgeshire.gov.uk if you are unsure who owns the carpark(s) in your Parish.

Q15 Is it more advantageous if we go along with this scheme, than going independently with our own supplier and obtaining government grants?

As far as we are aware, there are not currently any grants for electric vehicle chargepoints available to a Parish Council. At the turn of the financial year, the previously available On-Street residential chargepoint scheme was ceased.

Q16 To get the best deal, what numbers of Parish Councils do you need on board?

There is no minimum threshold of numbers of parishes we need to take part in this. This offer is forming a small subset of a much larger project that the Council's running. So we will take all who want to take part and have suitable, eligible locations.

Any further questions please contact us on: electricvehicles@cambridgeshire.gov.uk

Christchurch Parish Council - Receipts & Payments Summary as at 31.3.24

Income	Year to Date	Budget	%
FDC Precept	£ 18,500.00	£ 18,500.00	100.00
FDC Concurrent Functions Grant	£ 2,567.00	£ 2,567.00	100.00
Allotment Rents	£ -	£ -	0.00
Allotment Rates	£ -	£ -	0.00
Community Centre	£ -	£ -	0.00
Grants	£ -	£ -	0.00
Donations	£ 4,856.21	£ -	#####
Recycling Credits	£ 132.37	£ -	#####
Bank Interest	£ 137.10	£ 20.00	685.50
VAT Refunds	£ 1,710.55	£ 1,700.00	100.62
Miscellaneous	£ 425.00	£ -	#####
Total Income	£ 28,328.23	£ 22,787.00	124.32

Expenditure

Clerk's Salary	£ 5,605.56	£ 5,350.00	104.78
Fees	£ 175.00	£ 400.00	43.75
Subscriptions	£ 477.17	£ 500.00	95.43
Admin Expenses	£ 821.73	£ 700.00	117.39
Insurance	£ 1,280.64	£ 700.00	182.95
Drainage Rates	£ 92.57	£ 85.00	108.89
Recreation Ground	£ 10,917.16	£ 11,800.00	92.52
Churchyard	£ 245.00	£ 745.00	32.89
Community Centre	£ -	£ 2,000.00	0.00
Street Lights	£ 2,465.56	£ 3,500.00	70.44
Section 137 Payments	£ 1,582.50	£ 1,000.00	158.25
Highways	£ -	£ 2,000.00	0.00
Recoverable VAT	£ 2,741.40	£ -	#####
Tree Works	£ -	£ 1,000.00	0.00
Miscellaneous	£ 822.37	£ -	#####
Total Expenditure	£ 27,226.66	£ 29,780.00	91.43

Summary

Total Income	£ 28,328.23
LESS Total Expenditure	£ 27,226.66
Net Surplus or Deficit	£ 1,101.57

Balance Sheet

Balance B/fwd	£ 41,318.26
Surplus or Deficit	£ 1,101.57
Balance C/fwd	£ 42,419.83

Represented by

Barclays Community Account	£ 4,433.23
Barclays Business Premium Account	£ 20,011.51
NatWest Current Account	£ 17,975.09
Cash / Cheques	£ -
	£ 42,419.83

CHRISTCHURCH PARISH COUNCIL GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews.	Quarterly	Unexpected expense	Clerk
2	Poor reporting to Council	Poor quality decision making. Council becomes ill informed.	M	H	Timely and accurate financial reporting.	Quarterly	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls. Correspondence backlog.	M	H	Clear office procedures. Clear budgetary procedures.	Annually	Loss of staff member	Council
4	Failure to respond to electors wish to right of inspection	Loss of confidence. Loss of reputation.	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public.	Annually	Approach by elector to Auditor	Clerk
5	Poor document control	Information not passed on in a timely manner. Deadlines missed.	M	M	Clear Standing Orders.	Annually	Major incident complaints	Clerk

CHRISTCHURCH PARISH COUNCIL GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
6	Ensure Council complies with law in particular Health and Safety Equal Opportunities Data Protection Human Rights Disability And Discrimination Employment Law	Fines and penalties from regulation bodies. Employee action for negligence or grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk
7	Ensuring all business activities are within legal power	Illegal expenditure.	L	H	Recording in the minutes the precise power under which expenditure is being approved.	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council.	L	H	Clear Standing Orders regarding conduct of meeting and conflict of interests.	Annually	Complaints Incidents at meetings	Chairman
9	Councillors benefiting from being on the Council	Affect reputation. Conflicts of interest.	L	M	Clear Standing Orders. Open system of payment.	Annually All meetings	Complaints from public	Council
10	Failure to register members interests	Member could make inappropriate gains.	L	M	Procedures in place for recording and monitoring Members Interests.	All meetings	Complaints about members	Councillors

CHRISTCHURCH PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
11	Lack of maintenance of Council owned property	High cost of repair. Injury to third party leading to claims. Damage to property.	M	H	Regular routine maintenance. Insurance cover.	Weekly	Unexpected incident	Councillors
12	Damage to third party, property or individual due to Service or Amenity provided	Claim against Council.	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate levels.	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Council
13	Loss of cash through fraud or dishonesty	Reduction in available funds.	L	H	Clear financial procedures. Adequate insurance cover.	Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Clerk
14	Inadequacy of Precept Ensuring the adequacy of the annual precept is within sound budgeting arrangements	Lack of confidence in Council Inability to carry out functions Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event i.e. flooding	Clerk

Adopted March 2023

Re-adopted May 2024

IVAN J COOPER
10 Hansart Court, Robingoodfellows Lane, MARCH, PE15 8JY
Telephone 01354.654398

Members of Christchurch Parish Council
C/o The Clerk to Christchurch Parish Council
Parrock View
358 High Road
Newton-in-the Isle
Wisbech
PE13 5HS

May 2024

Dear Members

Annual Internal Audit Report – Year ended 31st March 2024

I have completed my audit for Christchurch Parish Council for the year to 31st March 2024 as detailed in the Council's Annual Return

- [1] I have tested the key control areas to assess compliance with relevant procedures and controls expected to be in operation during the financial year ended 31st March 2024 and have concluded that in all significant respects the control objectives were achieved.
- [2] There are no matters to which I wish to draw to the attention of members.
- [3] I would like to express my thanks to the Clerk for the excellent standard of presentation of records and clarity of explanations given.
- [4] As I informed Clerks earlier in the year, for various reasons this is the last year I will be undertaking internal audits for parish councils. I have been pleased to do this for more than ten years and will miss the contact and discussions with the parish clerks.
- [5] Guidance on the appointment of an internal auditor can be found in paragraphs 4.6 to 4.14 of the 'Joint Panel on Accountability and Governance Practitioners Guide', published by NALC, which can be viewed online. You will note that a professional qualification is not mandatory, but the appointed person should have relevant experience and understanding of the processes (in my case 55 years in local government finance) and independence from the Council. If you have difficulty in finding a new auditor in time for the 2024/25 audit, CAPALC may be able to assist you.

Yours sincerely



Ivan J Cooper

Annual Internal Audit Report 2023/24

CHRISTCHURCH PARISH COUNCIL

www.christchurchparishcouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

4/5/2024 MM/YYYY DD/MM/YYYY

EMMA J. IN COOPER AUDITOR

Signature of person who carried out the internal audit



Date

5/5/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Christchurch Parish Council - Receipts & Payments Summary as at 30.4.24

Income	Year to Date	Budget	%
FDC Precept	£ 9,250.00	£ 18,500.00	50.00
FDC Concurrent Functions Grant	£ -	£ 2,567.00	0.00
Allotment Rents	£ -	£ -	0.00
Allotment Rates	£ -	£ -	0.00
Community Centre	£ -	£ -	0.00
Grants	£ -	£ -	0.00
Donations	£ -	£ -	0.00
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ 17.48	£ 200.00	8.74
VAT Refunds	£ -	£ 2,711.72	0.00
Miscellaneous	£ -	£ -	0.00
Total Income	£ 9,267.48	£ 23,978.72	38.65

Expenditure

Clerk's Salary	£ 467.13	£ 5,885.00	7.94
Fees	£ -	£ 400.00	0.00
Subscriptions	£ 441.74	£ 550.00	80.31
Admin Expenses	£ 5.45	£ 700.00	0.78
Insurance	£ -	£ 700.00	0.00
Drainage Rates	£ -	£ 100.00	0.00
Recreation Ground	£ 2,075.00	£ 7,025.00	29.54
Churchyard	£ -	£ 745.00	0.00
Community Centre	£ -	£ 2,000.00	0.00
Street Lights	£ -	£ 10,000.00	0.00
Section 137 Payments	£ -	£ 1,500.00	0.00
Highways	£ -	£ 1,000.00	0.00
Recoverable VAT	£ 415.00	£ 400.00	103.75
Tree Works	£ -	£ -	0.00
Miscellaneous	£ -	£ 500.00	0.00
Total Expenditure	£ 3,404.32	£ 31,505.00	10.81

Summary

Total Income	£ 9,267.48
LESS Total Expenditure	£ 3,404.32
Net Surplus or Deficit	£ 5,863.16

Balance Sheet

Balance B/fwd	£ 42,419.83
Surplus or Deficit	£ 5,863.16
Balance C/fwd	£ 48,282.99

Represented by

Barclays Community Account	£ 4,433.23
Barclays Business Premium Account	£ 20,011.51
NatWest Current Account	£ 3,820.77
NatWest Deposit Account	£ 20,017.48
Cash / Cheques	£ -
	£ 48,282.99