



Chipping Norton Town Council
The Guildhall, Chipping Norton, Oxfordshire, OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a meeting of the **Finance and Resources Committee** held online by ZOOM video conferencing system on **Tuesday 2nd February, 2021 at 7.15 pm.**

The following members were present:

Cllr Coleman
Cllr Bradley
Cllr Butterworth,
Cllr Heyes,
Cllr Mazower
Cllr Poole
Cllr Tucknell

Also in attendance:

Louise Steele, Locum Clerk
Steve Milton, Locum Clerk
Sonia Murgia, Accounts Clerk

1. Minutes

RESOLVED: that the minutes of the last meeting held on 2nd December, 2020 be approved as a correct record and signed by the Chair at the next available opportunity.

2. Public Participation

No questions or statements were received.

3. Apologies for absence

No apologies were submitted.

4. Declaration of interests

There were no declarations.

5. Staffing Sub Committee

The Committee received the minutes of the Staffing Sub-Committee meeting held on 14 December 2020, there were no recommendations arising.

6. Health and Safety Sub Committee

The Locum Clerk reported that as a result of recent resignations, two additional members needed to be appointed.

RESOLVED: that Councillors Mazower and Bradley be appointed to the Health and Safety Sub-Committee.

7. Financial Regulations:

The Committee reviewed the revised Financial Regulations. In connection with this matter the

members considered new banking arrangements.

RECOMMENDED TO THE COUNCIL:

- (1) that subject to the amendments recommended by the Locum Clerk and those set out below, the Financial Regulations be adopted:
 - a) That the Council's practice of internal control be reviewed to match with process set out in Financial Regulations, particularly with regard to the prior approval of expenditure by the Council;
 - b) That the final line of Para 4.8 be amended to read:

'For this purpose "material" shall be in excess of £100 or 10% of the individual budget code, whichever is the larger.'
 - c) The inclusion of a glossary of terms
- (2) That the Locum Clerk be appointed as a temporary signatory for the purposes of the new Unity Bank account.

8. Expenditure to the end December 2020

The Committee noted the budget monitoring report. The Accounts Clerk explained how the Welfare and Allotments Charities were charged for services provided by the Council and it was agreed that this should be reviewed in 2021-22 for the following financial year. Members noted that the high level of reported miscellaneous expenditure included the locum services provided by the Local Government Resource Centre.

RESOLVED: that the budget monitoring report be approved.

9. Schedule of Payments

The Committee considered the schedule of payments prepared by the Accounts Clerk and reviewed a new format demonstrated by the Locum Clerk.

RESOLVED: that the schedule of payments be approved and the new format be adopted.

10. New Website – Specification for Contract

The Mayor reported discussions held with web developers Zonkey based on the Council's requirements (previously circulated). Zonkey had provided assistance with the specification and the Mayor shared a revised draft and demonstrated the generic council web site design provided by the Company. Members noted that a new website would cost in the region of £5,000 with ongoing hosting, maintenance, gov.uk domain and email hosting. Members thanked the Mayor for her work on the new site and agreed that quotations should now be sought using the amended specification.

RESOLVED: that quotations now be sought from Zonkey and two other companies for the development of the Council's new website.

11. Grants Policy

The Committee considered the draft updated policy prepared by the Locum Clerk (previously circulated)

RESOLVED: that the draft policy be referred to the next meeting of the Communities Committee for consideration.

12. Forward Work Programme

The Committee welcomed progress made on the forward work programme (previously considered).

13. Date of Next Meeting: Wednesday 31st March 2021

The Chair closed the meeting at 9.10pm

Signed as a correct record:

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Chair

Date:

CHIPPING NORTON TOWN COUNCIL
The Minutes of the Staffing Sub-Committee Meeting
held on 8 February 2021

A meeting of the Staffing Sub-Committee meeting was held on 8 February 2021 via Zoom at 7.15 pm

The following members were present: -

Cllr R Poole (Chair)
Cllr S Coleman
Cllr J Graves
Cllr D Heyes
Cllr G Mazower

In attendance Cllr C Butterworth
Louise Steele Locum Town Clerk

1. **Minutes** meeting held on 14 December 2020.
2. **Apologies for absence** There were none.
3. **Declaration of interests** There were none.
4. **The NALC model employment contract** The Sub-Committee considered the NALC model employment contract and agreed that, in principle it should, with appropriate amendments, be used for all the Town Council's staff. The amendments would include updating the paragraph on pensions to refer to auto-enrolment, changing the notice period for the Town Clerk to two months and where alternatives are given removing the paragraphs that do not reflect practice at Chipping Norton Town Council. If an appointment is made to the vacant Town Clerk post then that contract will be used; for existing staff the Locum Town Clerk will consult with staff about whether they are content to have the new contract substituted for their old one. The matter will be voluntary and considered again by this Sub-Committee before onward recommendation. It was also agreed that the steps necessary to induct a new Town Clerk and handover the role shall be documented
5. **To consider elements of a draft Staff Handbook** The Sub-Committee reviewed the NALC templates for the following policies:
 - Disciplinary and Grievance Arrangements
 - Equality & Diversity Policy
 - Data Protection Policy
 - Information Technology Policy

It was agreed that these policies should be customised to the Town Council and that the Locum Town Clerk should initiate consultation with staff about the policies before bringing them back to the next meeting of the Sub-Committee.

The Sub-Committee also considered a draft policy on the acceptable use of social media. It relates specifically to the use of social media by Town Council staff and again the Locum Clerk was asked to share the policy with the Town Council's staff and consult them upon it.

It was agreed that the Locum Clerk would bring a further set of draft policies back to the next meeting of the Sub-Committee and that the following policies should be prioritised, Appraisal, Training & Development and Loneworking.

6. **Confidential Session** The Sub-Committee resolved to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. There were no public and press present and therefore no one was required to leave the meeting during the consideration of the next item.
7. **Review of job descriptions and employment contract paperwork** The Sub-Committee considered the paperwork that had been circulated immediately before the meeting and agreed that the necessary review was a substantive piece of work. It was agreed that the review of the Deputy Town Clerk's job description was a priority and that a full draft should be brought back to the next meeting of the Sub-Committee. Mindful of the fact that continued delay to the review was disappointing and demoralising to staff the Sub-Committee agreed to recommend *ex gratia* payments to all staff as a goodwill gesture. The Locum Staff to calculate the payments, consult members of the Sub-Committee, and place the matter on the agenda for the Full Council meeting on 15 February 2021.

It was further agreed that, pending a review of all staff job descriptions, the Accounts Assistant's increased hours would continue for an additional three months to the end of May.

8. **Er4Staffing Matters** The Sub-Committee received a confidential oral report from the Locum Town Clerk

Detailed Income & Expenditure by Budget Heading 24/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration								
3210 Admin Charges	7,457	0	6,000	6,000			0.0%	
3211 C N History Trail	110	2	0	(2)			0.0%	
3290 Miscellaneous Income	1,890	6,405	0	(6,405)			0.0%	
3291 Tourist Information	80	0	50	50			0.0%	
Administration :- Income	9,536	6,407	6,050	(357)			105.9%	0
4100 Salaries/Superann/Nl	81,341	58,742	83,000	24,258		24,258	70.8%	
5110 Stationery	890	413	1,000	587		587	41.3%	
5120 Photocopying Costs	2,276	2,128	2,600	472		472	81.8%	
5125 Tourist Information	292	0	500	500		500	0.0%	
5200 Postage	431	440	750	310		310	58.6%	
5210 Telephone	2,000	2,283	1,200	(1,083)		(1,083)	190.2%	
5310 Office Equipment	0	162	0	(162)		(162)	0.0%	
5340 Website Costs	0	260	2,500	2,240		2,240	10.4%	
5360 Computer Hardware	3,411	2,106	2,000	(106)		(106)	105.3%	
6200 Rent	2,572	1,467	4,000	2,533		2,533	36.7%	
6210 Rates	0	2,731	0	(2,731)		(2,731)	0.0%	
7100 Travel & Subsistance	495	29	200	171		171	14.6%	
7200 Hospitality & Entertaining	0	0	100	100		100	0.0%	
7300 Staff Training	1,381	701	2,500	1,799		1,799	28.0%	
7500 Legal & Professional	1,540	0	1,500	1,500		1,500	0.0%	
7510 Audit Fees	2,691	2,250	2,500	250		250	90.0%	
7600 Subscriptions	599	2,837	1,000	(1,837)		(1,837)	283.7%	
7650 Insurance	1,650	2,007	1,750	(257)		(257)	114.7%	
7710 Election Expenses	0	3,945	3,945	(0)		(0)	100.0%	
7720 Other Miscellaneous Expenses	1,594	43,559	2,000	(41,559)		(41,559)	2177.9%	
Administration :- Indirect Expenditure	103,164	126,059	113,045	(13,014)	0	(13,014)	111.5%	0
Net Income over Expenditure	(93,628)	(119,653)	(106,995)	12,658				
101 Grants								
7670 Grants-Voluntary Organisations	35,900	26,900	26,000	(900)		(900)	103.5%	
7680 Youth Council	0	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	35,900	26,900	27,000	100	0	100	99.6%	0
Net Expenditure	(35,900)	(26,900)	(27,000)	(100)				
102 Miscellaneous								
3100 Precept Income	297,491	312,188	312,188	0			100.0%	
3101 Precept Support Grant	6,211	6,762	6,762	0			100.0%	

Detailed Income & Expenditure by Budget Heading 24/03/2021

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3180 Interest Receivable	1,773	766	1,000	234			76.6%	
3230 Manorial Land (Pace Petroleum)	15,000	15,000	15,000	0			100.0%	
3290 Miscellaneous Income	1,960	0	0	0			0.0%	
Miscellaneous :- Income	322,435	334,716	334,950	234			99.9%	0
3294 Skate Park Expenditure	3,227	0	2,365	2,365		2,365	0.0%	
4100 Salaries/Superann/Nl	17,107	13,878	21,000	7,122		7,122	66.1%	
6405 Christmas Late Night Shopping	0	0	1,000	1,000		1,000	0.0%	
6407 Xmas Lights/Trees	3,251	1,247	2,500	1,253		1,253	49.9%	
6418 Equipment	0	784	2,500	1,716		1,716	31.4%	
6460 Streetscene	711	3,723	5,000	1,277		1,277	74.5%	
6462 Grit Bins/Snow	0	30	1,000	970		970	3.0%	
6490 Trees/Flower Beds Middle Row	594	465	2,500	2,036		2,036	18.6%	
6495 Seats,Bus Shelter,Notice Board	2,640	408	3,000	2,592		2,592	13.6%	
6498 Contingency Fund	49,709	25,413	46,055	20,642		20,642	55.2%	
7720 Other Miscellaneous Expenses	1,600	1,952	1,550	(402)		(402)	125.9%	
Miscellaneous :- Indirect Expenditure	78,838	47,901	88,470	40,569	0	40,569	54.1%	0
Net Income over Expenditure	243,597	286,815	246,480	(40,335)				
104 Youth								
5321 Equipment	495	0	0	0		0	0.0%	
Youth :- Indirect Expenditure	495	0	0	0	0	0		0
Net Expenditure	(495)	0	0	0				
110 Town Hall								
3115 Lettings Income	16,250	242	23,000	22,758			1.1%	
3140 WODC Water Rates Contrib	115	110	200	90			54.9%	
3290 Miscellaneous Income	5,550	0	100	100			0.0%	
Town Hall :- Income	21,914	352	23,300	22,948			1.5%	0
4100 Salaries/Superann/Nl	17,411	9,343	23,000	13,657		13,657	40.6%	
5140 Advertising	0	0	500	500		500	0.0%	
5210 Telephone	186	120	300	180		180	40.0%	
6110 Heat and Light	5,017	4,721	7,500	2,779		2,779	63.0%	
6130 Water & Sewerage	272	201	650	449		449	30.9%	
6210 Rates	10,066	10,230	10,000	(230)		(230)	102.3%	
6220 Premises Insurance	6,307	2,777	3,750	973		973	74.0%	
6230 Window Cleaning	420	525	800	275		275	65.6%	
6240 Alarm/Fire Extinguisher Insp	1,520	1,435	1,500	65		65	95.6%	
6310 Cleaning / Sanitary Expenses	887	570	1,000	430		430	57.0%	

Detailed Income & Expenditure by Budget Heading 24/03/2021

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6330 Waste Disposal	516	529	650	121		121	81.4%	
6400 Repairs	5,771	3,756	7,500	3,744		3,744	50.1%	
6408 New Equipment	512	52	3,500	3,448		3,448	1.5%	
7610 Licences	805	941	755	(186)		(186)	124.7%	
7650 Insurance	(2,777)	0	0	0		0	0.0%	
7720 Other Miscellaneous Expenses	716	652	1,250	598		598	52.1%	
Town Hall :- Indirect Expenditure	47,629	35,852	62,655	26,803	0	26,803	57.2%	0
Net Income over Expenditure	(25,715)	(35,501)	(39,355)	(3,854)				
120 Greystones								
3110 Rents Receivable	2,040	2,040	2,040	0			100.0%	
3111 Rugby Club Right Of Access	175	175	175	0			100.0%	
3290 Miscellaneous Income	720	0	0	0			0.0%	
Greystones :- Income	2,935	2,215	2,215	0			100.0%	0
6210 Rates	373	37	350	313		313	10.6%	
6400 Repairs	5,480	1,568	7,500	5,932		5,932	20.9%	
7650 Insurance	300	300	300	0		0	100.0%	
Greystones :- Indirect Expenditure	6,153	1,905	8,150	6,245	0	6,245	23.4%	0
Net Income over Expenditure	(3,218)	310	(5,935)	(6,245)				
130 Cemetery								
3190 Interments & Memorials	10,253	10,927	9,000	(1,927)			121.4%	
3191 Grave Purchase	3,267	4,161	2,000	(2,161)			208.1%	
Cemetery :- Income	13,520	15,088	11,000	(4,088)			137.2%	0
3192 Over Norton Contribution	0	(52)	0	52		52	0.0%	
6130 Water & Sewerage	14	27	60	33		33	45.3%	
6210 Rates	937	1,094	800	(294)		(294)	136.8%	
6400 Repairs	2,490	0	1,000	1,000		1,000	0.0%	
6465 Contract	10,930	10,836	12,500	1,664		1,664	86.7%	
6471 Skips for cemetery	510	340	600	260		260	56.7%	
7650 Insurance	550	600	600	0		0	100.0%	
7720 Other Miscellaneous Expenses	141	492	2,500	2,008		2,008	19.7%	
Cemetery :- Indirect Expenditure	15,571	13,337	18,060	4,723	0	4,723	73.9%	0
Net Income over Expenditure	(2,051)	1,751	(7,060)	(8,811)				

Detailed Income & Expenditure by Budget Heading 24/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140</u> <u>Closed Churchyard</u>								
6400 Repairs	1,346	1,127	1,000	(127)		(127)	112.7%	
6468 Maintenance incl. drains	612	3,530	1,000	(2,530)		(2,530)	352.9%	
Closed Churchyard :- Indirect Expenditure	1,958	4,657	2,000	(2,657)	0	(2,657)	232.8%	0
Net Expenditure	(1,958)	(4,657)	(2,000)	2,657				
<u>151</u> <u>Recreation</u>								
3294 Skate Park Expenditure	0	0	2,365	2,365		2,365	0.0%	
6200 Rent	1,000	1,000	1,000	0		0	100.0%	
6400 Repairs	3,363	789	4,000	3,211		3,211	19.7%	
6410 New Equipment	20	24,104	30,000	5,896		5,896	80.3%	
6413 Sports Awards	421	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	2,457	4,319	5,750	1,431		1,431	75.1%	
6465 Contract	4,116	6,529	5,200	(1,329)		(1,329)	125.6%	
7100 Travel & Subsistance	20	0	0	0		0	0.0%	
7650 Insurance	2,477	2,600	2,600	0		0	100.0%	
7720 Other Miscellaneous Expenses	1,337	5,691	1,000	(4,691)		(4,691)	569.1%	
Recreation :- Indirect Expenditure	15,211	45,033	52,415	7,382	0	7,382	85.9%	0
Net Expenditure	(15,211)	(45,033)	(52,415)	(7,382)				
<u>180</u> <u>Pool Meadow</u>								
6417 Maintenance	0	1,603	2,000	397		397	80.2%	
Pool Meadow :- Indirect Expenditure	0	1,603	2,000	397	0	397	80.2%	0
Net Expenditure	0	(1,603)	(2,000)	(397)				
<u>185</u> <u>Millenium Garden</u>								
6465 Contract	1,512	1,098	2,200	1,102		1,102	49.9%	
Millenium Garden :- Indirect Expenditure	1,512	1,098	2,200	1,102	0	1,102	49.9%	0
Net Expenditure	(1,512)	(1,098)	(2,200)	(1,102)				
<u>186</u> <u>War Memorial</u>								
6470 War Memorial	18	0	500	500		500	0.0%	
War Memorial :- Indirect Expenditure	18	0	500	500	0	500	0.0%	0
Net Expenditure	(18)	0	(500)	(500)				

Detailed Income & Expenditure by Budget Heading 24/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	2,800	0	3,000	3,000		3,000	0.0%	
7690 Mayors Allowance	2,699	125	2,750	2,625		2,625	4.5%	
Mayors Allowance :- Indirect Expenditure	<u>5,499</u>	<u>125</u>	<u>5,750</u>	<u>5,625</u>	<u>0</u>	<u>5,625</u>	<u>2.2%</u>	<u>0</u>
Net Expenditure	<u>(5,499)</u>	<u>(125)</u>	<u>(5,750)</u>	<u>(5,625)</u>				
Grand Totals:- Income	370,340	358,777	377,515	18,738			95.0%	
Expenditure	311,948	304,470	382,245	77,775	0	77,775	79.7%	
Net Income over Expenditure	<u>58,393</u>	<u>54,307</u>	<u>(4,730)</u>	<u>(59,037)</u>				
Movement to/(from) Gen Reserve	<u>58,393</u>	<u>54,307</u>						

List of Payments made between 28/01/2021 and 24/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/01/2021	D Hayday	BILLPAY	500.00		Greenhouse-WF payment
02/02/2021	██████████	BILLPAY	96.54		Dog area signs-Rec
03/02/2021	Viking	Online	37.42		Stationery
03/02/2021	Broadsword	Online1	157.20		CCTV Maintenance - T/H
03/02/2021	Newsquest Media Gorup	Online2	1,380.00		Advert
03/02/2021	██████████	BILLPAY	29.00		Fuel-Snow tractor
03/02/2021	J English Window Cleaning	BILLPAY	105.00		Window Cleaning- T/H
04/02/2021	British Gas	Online	640.23		Gas - T/H
05/02/2021	██████████	ONLINE	242.16	CB & DH	Gardening WF
12/02/2021	S Watts	ONLINE	665.00	CB & DH	Wall repair-Closed Churchyard
12/02/2021	C/N School	ONLINE	1,700.00	CB & DH	Grant - Table Tennis Tables
12/02/2021	WODC	ONLINE	546.00	CB & DH	Rates - Guildhall
12/02/2021	██████████	ONLINE	72.45	CB & DH	Mileage-Jan/Feb
12/02/2021	HSBC Imprest A/c	Online	5,000.00		Transfer
12/02/2021	Viking	Online	40.50		Stationery
12/02/2021	Travis Perkins	Online	39.48		Gravel/Shingle - Rec
12/02/2021	Topiarus Horticulture Ltd	Online1	504.00		Gardening work
12/02/2021	West Oxfordshire District Coun	Online2	180.00		Premises Licence - T/H
13/02/2021	LGRC Associates Ltd	Online3	7,452.60		Locum Clerks Fees-January
22/02/2021	Cotswold Computers	Online	35.00		Service charge - Windows
22/02/2021	Systems and Solutions	ONLINE	1,190.00	CB/DH	Laptop - KL
23/02/2021	BT	Online1	636.35		Telephone-Admin
24/02/2021	Swift Digital Services	Online2	6.00		Photocopier-Environmental levy
24/02/2021	Sutcliffe Play (South West) Li	Online3	36.40		Screws etc. - Rec
24/02/2021	SSE Southern Electric	Online4	933.78		Electricity Nov-Feb - T/H
25/02/2021	Window Cleaning Warehouse Ltd	Online	243.13		Pole washer
26/02/2021	BT Broadband	DD	13.20		Broadband
26/02/2021	██████████	ONLINE	369.99	CB/DH	Pressure washer
26/02/2021	██████████	ONLINE	-369.99		Pressure washer
26/02/2021	██████████	ONLINE	369.99	CB/DH	Pressure washer
02/03/2021	Andrew Ogilvy	ONLINE	125.00	CB/DH	Town Hall Christmas Card Image
08/03/2021	Travis Perkins	Online	9.83		Screws/Saw- Rec
09/03/2021	S Watts	ONLINE	80.00	JG/DH	Rapair to stone wall
09/03/2021	██████████	ONLINE	29.25	DH/JG	Mileage - February 2021
09/03/2021	██████████	ONLINE	15.42		WF Expense
09/03/2021	Viking	Online	249.68		Stationery/Stamps
09/03/2021	Stockwell-Davies Ltd	Online1	4,536.00		Tree work New Street Rec
11/03/2021	British Gas	DD1	558.15		Gas-T/H
17/03/2021	LGRC Associates Ltd	Online	7,794.00		Locum Clerks Services
18/03/2021	Gill & Co (Ironmongers) Limite	Online	7.95		Tape
18/03/2021	Oxford Planters	Online	2,151.00		Middle Row Planters
22/03/2021	Zurich	ONLINE	539.97		WF Insurance
Total Payments			38,947.68		

List of Payments made between 28/01/2021 and 24/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/02/2021	HSBC	ONLINE	4,272.93	CB	Salaries - February
24/02/2021	OCC Pension Fund	ONLINE	1,184.39	CB & DH	LGPS-February
24/02/2021	HMRC	ONLINE	869.70	CB	Tax/NI-February
Total Payments			<u>6,327.02</u>		

FORWARD WORK PROGRAMME: GOVERNANCE for F&R Cttee Meeting 31 March 2021

Shaded areas are top priorities

Governance Area	Document or Process	Checklist	Comment
Constitutional	Standing Orders (SOs)	<ul style="list-style-type: none"> Valid set to be adopted which includes all statutory requirements (ideally based on NALC Model) Reviewed annually and as required for law changes 	Council's adopted updated SOs 15 March 2021 For review March 2022
	Scheme of Delegation	<ul style="list-style-type: none"> Scheme has been adopted and is used The scheme details clearly the delegations to officers and committees as applicable Staff and members are aware of the scheme 	New Scheme of Delegation adopted 21 December 2020 For Review March 2022
	Ethical Framework	<ul style="list-style-type: none"> A code of conduct for members adopted in accordance with the Localism Act and all members have a copy All members have completed a register of members' interests form and it is published on principal authority website and parish/town if they have a website 	Probably adopted when introduced in 2012. Has it been reviewed since?- evidence of some review work in 2020 BUT CNTC mirrors WODC code which has not been renewed since 2012 -
	Transparency Code – Published Info on website	<ul style="list-style-type: none"> Expenditure over £500 Contracts and tender Invitations over £5000 Land and building assets Grants Organisation chart (plus staff over £50K) 	A legal requirement (a good practice requirement?). Not currently on the web site. New web site needed asap – new website agreed by Full Council 15 March 2021.

	Policies, Statements, Protocols & Plans	<ul style="list-style-type: none"> • Anti-fraud, anti-bribery and corruption • Disciplinary and grievance • FOI (2000 act and Model Publication Scheme) • Whistle blowing/raising concerns including internal reporting policy • Complaints policy/procedure • Bullying and Harassment/Dignity at Work • Absence • Homeworking/Flexible working • Expenses – staff and members • Data protection and handling policy (DPA 1998) • H&S Policy • Buildings/Assets Management Plan • Member and staff training policy and development and records kept • Community engagement policy • Communications policy/strategy • Recording meetings policy • Member and Staff conduct and behaviour policy • Member and Staff relationship policy • Press & Media • Investment policy/statement • Document retention policy • Equality • Grant awarding policy • General Data Protection Regulations Policy 	Suggest Council considers adopting a staff handbook which would include many of these. Others need to be drafted and adopted. Staffing policies now part of the Work Programme of the Staffing Sub-Committee – See Minutes of the Sub Committee
Financial	Financial Regulations (FRs)	<ul style="list-style-type: none"> • Valid set adopted which includes all requirements of Accounts and Audit Regs and Governance and Accountability for Local Councils – a Practitioners Guide • Reviewed annually and as required for law changes – check that updated for latest law changes • Spending limits for staff are reasonable and appropriate and increased annually 	Adopted 10 February 2021 for review before 31 March 2022

		<ul style="list-style-type: none"> • Tender process is clearly defined and staff and members are aware of and have knowledge of it • All payments made in accordance with FRs and reported to Council • The process for electronic payments is clearly defined and staff and members are aware of it and have knowledge of the process • Electronic payment process is in line with good practice advice 	
	Annual Return	<ul style="list-style-type: none"> • A Plan is in place to complete the return as required within the legal timeframe • Members are aware of their responsibilities and the governance statement • Outcome from the external auditor is acted upon and reported to Members 	<p>2019/20 completed.</p> <p>2020/21 to be commenced April 2021 (links & documentation received from external auditor by email 22 March 2021)</p>
	Internal Audit	<ul style="list-style-type: none"> • An independent and competent internal auditor is appointed in accordance with Council procedures, and has direct access to the RFO, clerk and members should it be required • Reports go to Council/Committee as appropriate 	Underway. Audit due to take place in February
	Budget Setting Process & Monitoring & Precept	<ul style="list-style-type: none"> • Budget setting process is open and transparent, and the budget headings are clear and appropriate • Budget setting meeting agendas and supporting documents available to members and the public • A report explaining the budget (particularly any increase) is provided along with a funding breakdown showing precept, band D equivalent with any increase/decrease and any other income 	<p>Process 2021/22 was completed at the 21 December 2020 Council mtg.</p> <p>Process 2022/23 to commence Sept/Oct 2021.</p>
	Grants	<ul style="list-style-type: none"> • A grant policy is in place, agreed by Council and widely available to members and the public • The policy is clear and easy to follow and understand • Applications are widely available and the application process is easy to understand with clear guidance to applicants 	Responsibility for Grants policy transferred to Community Committee

		<ul style="list-style-type: none"> • Applicants encouraged to attend the meeting where a decision will be taken and allowed to speak • Clear budgetary provision is made 	
Risk Management	Strategy & Policy	<ul style="list-style-type: none"> • A strategy and policy has been agreed by Council and understood by all staff • The policy includes; <ul style="list-style-type: none"> ▪ Business Continuity Plan ▪ Disaster Recovery Plan including data back-up off site ▪ Health & Safety ▪ Buildings & Assets ▪ Financial issues and appropriate budgetary provision ▪ Legal or any other potential action against the Council 	
	Risk Assessment	<ul style="list-style-type: none"> • An annual risk assessment is completed for all activities and an action plan is completed and agreed by Council • Any new activities are added throughout the year • Staff and members have received appropriate training in risk assessment 	Reviewed in February 2020. Reviewed by Full Council on 15 March 2021.
	Insurance	<ul style="list-style-type: none"> • An annual review is completed in line with Council policy/FRs • Payment process made in line with FRs • Adequate, appropriate and realistic provisions are made within the insurance policy, including fidelity insurance cover 	Reviewed February 2020 & policy renewed March 2021
	GDPR and FOI	<ul style="list-style-type: none"> • The Council has a publication scheme under the FOI which is clear and based on the model public scheme policy issued by the ICO • The Council has met all the requirements of the GDP Regs. • The scheme is publicised widely and all staff and members and aware of it and have knowledge of it • The policy makes it clear and easy to understand how to make a request under the FOI act and how to deal with vexatious and/or multiple requests 	Policies needed

	Social Media	<ul style="list-style-type: none"> • The Council has a social media policy which includes use of Facebook and Twitter and other forms of social media • The policy clearly defines the use of social media and who has day to day responsibility • The policy includes the process for dealing with any vexatious issues or problems that arise 	Policy re staff use considered by Staffing Sub-Committee 8 February 2021 but organisational approach and Cllrs' use still to be addressed.
	Press and media	<ul style="list-style-type: none"> • The Council has a policy for dealing with the press and media, which makes it clear who speaks to the press/media on behalf of the Council • Staff and members are aware of and have knowledge of the policy and receive appropriate training • The policy clearly defines how staff deal with requests from the press/media • The Council makes full use of press/media releases, with clearly defined responsibility for who deals with the releases 	Policy needed