



Chairman: Cllr. George McGarr OBE

Monday, 16 September 2024

Dear Councillor

You are summoned to attend the **Scaleby Parish Council Meeting** that will be held at Scaleby Village Hall on **Tuesday 24 September 2024** at 7.30 PM. The Public and Press are invited to attend.

A handwritten signature in black ink, appearing to read 'Nick Phillips'. The signature is fluid and cursive, written in a professional style.

Clerk

AGENDA

65. **APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence
66. **MINUTES OF THE COUNCIL MEETING held on 23 July 2024** - To authorise the chair to sign, as a correct record, the minutes of the meeting held on 23 July 2024 (attached).
67. **DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests
 - b. To declare any personal interests in items on the agenda and their nature
 - c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
 - d. To make any requests for dispensation
68. **Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**
To decide whether there are any items of business which require exclusion of the press and public
69. **PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision. Comments limited to 5 minutes per person.
70. **CUMBERLAND COUNCILLOR REPORTS– to receive** items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)
71. **POLICE MATTERS – to resolve** whether to submit any matters to the Local Focus Hub.



72. PLANNING APPLICATIONS - You may view the details on the Planning Authority website (Cumberland.gov.uk) where parishioners can submit their own observations directly

a. To resolve whether to submit any observations on the following applications

24/0539	Stoneknowe Villa, Scaleby, Carlisle, CA6 4LS	Erection Of Two Storey Extension To Provide Lift Enclosure; Associated Alterations
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b. To Note the following applications were granted approval

24/0305	Scaleby Village Hall, Scaleby, Carlisle CA6 4LJ	Proposed Refurbishment Of Village Hall Comprising Demolition Of Existing Extensions; Erection Of Replacement Extension To Side And Rear To Provide New Entrance With Access Ramp, Kitchen, Store Room, Toilets And Plant Room
22/0171	West Highberries Farm, Scaleby, Carlisle, CA6 4LD	Variation Of Condition 2 (Approved Documents) Of Previously Approved Application 22/0171 (Change Of Use Of Barns To 2no. Dwellings) To Amend The Approved House Designs
24/0423	Barclose Farm, Barclose, Scaleby, Carlisle, CA6 4LH	Conversion Of End Barn To Living Annexe Together With Balcony & External Steps

73. FINANCE

a. **Payments-** to authorise schedule of payments totalling £890.70 (VN 25-34)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
25	24/09/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
26	24/09/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80
29	24/09/2024	Starboard Systems Ltd	6977	Subscription	15.00	3.00	18.00
28	24/09/2024	Scaleby Village Hall	0	Room Rental	30.00	0.00	30.00
27	24/09/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
34	25/09/2024	Nick Phillips	(Postage)	Expenses	2.70	0.00	2.70
30	25/09/2024	Scaleby Village Hall	0419	Room Rental (Holiday Club)	180.00	0.00	180.00



Chairman: Cllr. George McGarr OBE

33	21/10/2024	Starboard Systems Ltd	0	Subscription	15.00	3.00	18.00
31	21/10/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
32	21/10/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80

- b. **Monthly reconciliation (July and August) – to receive and note** the reconciliation and balances checked by Cllr McGarr.
 - c. **Monthly budget update- to receive and note**
 - d. **Transfer to Unity Trust Bank – to receive an update on bank transfer**
 - e. **Closure of HSBC account – to resolve to close the account with HSBC and transfer the remaining balance to Unity Trust Bank and authorise the Chair to sign correspondence with the bank.**
 - f. **To resolve whether to put the following in place**
 - i. **Standing orders for Clerk’s Salary and HMRC payments**
 - ii. **Direct debit for Scribe accounting software**
74. **HIGHWAY MATTERS:** To receive, for information, any items relating to the highway and **Resolve** which to ask the Clerk to report to the Highways Authority.
75. Asset Register – to receive and discuss
76. Hallburn Wind Farm project funding – to receive an update
77. Polling District and place review – to resolve whether to submit any feedback.
78. NALC Model Financial regulations – to resolve whether to adopt the model regulations (attached)
79. Flags at Village Hall – to authorise the purchase of 3 flags as per the attached document with different options.
- 80. Clerk’s verbal report:** to receive feedback on the following items
- a. Speed Indicator Devices
- 81. Councillors’ reports and items for future agenda**
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 82. Date of next meeting**
The next meeting of the Parish Council will take place on Tuesday November 26 2024 in Scaleby Village Hall at 7.30.
Agenda items to be submitted to the Clerk by 12 noon on Friday 15 November 2024.

Scaleby Parish Council



Clerk: Nick Phillips
14 Twickenham Court
Carlisle
CA1 3TW
Tel: 0750 800 1602
clerk@scaleby.org.uk
www.scaleby.org.uk

Chairman: Cllr. George McGarr OBE

Minutes of the Scaleby Parish Council meeting held on Tuesday 23 July 2024 at 7.30pm in Scaleby Village Hall.

Present: G McGarr OBE (Chair), S Brown, M Grant, G Little, R Marston, T Moore, L Thompson

Also Present: N Phillips (Clerk/RFO)

16. **APOLOGIES FOR ABSENCE** - received apologies and approved reasons for absence from Cllr Hogg
17. **MINUTES OF THE COUNCIL MEETING held on 15 May 2024** - authorised the chair to sign, as a correct record, the minutes of the meeting held on 15 May 2024.
18. **DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION - none**
- Register of Interests: Councillors are reminded of the need to update their register of interests
 - To declare any personal interests in items on the agenda and their nature
 - To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
 - To make any requests for dispensation
19. **Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**
To decide whether there are any items of business which require exclusion of the press and public none
20. **PUBLIC PARTICIPATION (20 MINUTES ALLOWED) – none present**
21. **CUMBERLAND COUNCILLOR REPORTS–none present.**
22. **PLANNING APPLICATIONS -**
- resolved to submit observations on the following applications as detailed

24/0423	Barclose Farm, Barclose, Scaleby, Carlisle, CA6 4LH	Conversion Of End Barn To Living Annexe Together With Balcony & External Steps
No observations		
24/0415	West Highberries Farm, Scaleby, Carlisle, CA6 4LD	Variation Of Condition 2 (Approved Documents) Of Previously Approved Application 22/0171 (Change Of Use Of Barns To 2no. Dwellings) To Amend The Approved House Designs
No observations		



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- b. noted the following applications that were delegated to the Clerk for decision following consultation with councillors and the comments below made online.

24/0305	Scaleby Village Hall, Scaleby, Carlisle CA6 4LJ	Proposed Refurbishment Of Village Hall Comprising Demolition Of Existing Extensions; Erection Of Replacement Extension To Side And Rear To Provide New Entrance With Access Ramp, Kitchen, Store Room, Toilets And Plant Room	Support
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23. FINANCE

- a. **Payments- authorised** schedule of payments totalling £1617.80 (VN 05-21)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
Payments already made							
5	21/04/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
7	21/05/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
8	31/05/2024	Zurich Municipal	0	Insurance	304.00	0.00	304.00
9	13/06/2024	Starboard Systems Ltd	INV-6224	Subscription	99.00	19.80	118.80
10	17/06/2024	Nick Phillips	Salary	Salary	332.80	0.00	332.80
11	17/06/2024	HMRC	475PW00174663	PAYE	83.20	0.00	83.20
14	21/06/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
Payments to be made							
12	03/07/2024	Scaleby Village Hall	INV-0411	Room Rental	30.00	0.00	30.00
13	15/07/2024	Starboard Systems Ltd	INV-6225	Subscription	15.00	3.00	18.00
15	21/07/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
16	24/07/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
17	24/07/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80
18	24/07/2024	Scaleby Village Hall	INV-0413	Room Rental	30.00	0.00	30.00
19	21/08/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
20	21/08/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80
21	28/07/2024	Information Commissioner's Office	ICO fee	Subscription	35.00	0.00	35.00

- b. **Monthly reconciliation (May and June 2024) –received and noted** the reconciliation and balances checked by Cllr McGarr.
- c. **Monthly budget update- received and noted**

Scaleby Parish Council



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- d. **Receipt –noted** receipt from Cumberland Council R02 Bus Shelter grant, £2300.
24. **HIGHWAY MATTERS:** Noted that there is likely to be disruption in the parish with broadband installation.
25. Scaleby Village Hall –
 - a. received and noted the communication from Hellen Aitken regarding the relationship between the Village Hall Committee and the Parish Council.
 - b. resolved to award a grant to the Village Hall Committee for payment of the insurance and authorised the clerk to make the payment.
26. Banking –resolved to accept the Clerk’s recommendation to move to Unity Trust Bank with the following as signatories: N Phillips, Cllr Moore, Cllr Brown to be signatories with only one needed to counter authorise.
27. Speed indicator devices – Discussed the issues with speeding and resolved to go ahead with the proposal and identify the potential sites.
28. **Councillors’ reports and items for future agenda**
 - Asset register**
 - Hallburn Wind Farm**
 - Cllr Moore will be refurbishing the last heritage finger post**
29. **Date of next meeting**

The next meeting of the Parish Council will take place on Tuesday 24 September 2024 in Scaleby Village Hall at 7.30pm. Agenda items to be submitted to the Clerk by 12 noon on Friday 13 September 2024.
Meeting closed at 20.25

SCALEBY PARISH COUNCIL MEETING SEPTEMBER 2024 – FINANCIAL OFFICER’S REPORT

ACCOUNTS FOR PAYMENT

I present for approval the following accounts for payment – Vouchers No.25 to 34 amounting to £890.70

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
25	24/09/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
26	24/09/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80
29	24/09/2024	Starboard Systems Ltd	6977	Subscription	15.00	3.00	18.00
28	24/09/2024	Scaleby Village Hall	0	Room Rental	30.00	0.00	30.00
27	24/09/2024	HSBC	0	Bank Charges	8.00	0.00	8.00
34	25/09/2024	Nick Phillips	(Postage)	Expenses	2.70	0.00	2.70
30	25/09/2024	Scaleby Village Hall	0419	Room Rental (Holiday Club)	180.00	0.00	180.00
33	21/10/2024	Starboard Systems Ltd	0	Subscription	15.00	3.00	18.00
31	21/10/2024	Nick Phillips	Salary	Salary	257.20	0.00	257.20
32	21/10/2024	HMRC	475PW00174663	PAYE	59.80	0.00	59.80

Approved - Minute No.	73a
Chair signature	
Date	24 September 2024

Your Statement

Mr Allan Dawes
 Scaleby Parish Council
 Hillcrest
 Cannon Field
 Roadhead
 Carlisle
 CA6 6NB



Account Summary	
Opening Balance	13,429.77
Payments In	0.00
Payments Out	1,421.95
Closing Balance	12,007.82

1 July to 31 July 2024

International Bank Account Number
 GB95HBUK40162290724939
Branch Identifier Code
 HBUKGB4113L

Account Name
 Scaleby Parish Council

Sortcode **Account Number** **Sheet Number**
 40-16-22 90724939 497

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
30 Jun 24	BALANCE BROUGHT FORWARD			13,429.77
03 Jul 24	BP Scaleby Village Ha INV-0411 VN12	30.00		13,399.77
15 Jul 24	BP Starboard Systems INV-6225 VN13	18.00		13,381.77
21 Jul 24	DR TOTAL CHARGES TO 29JUN2024 VN15	8.00		13,373.77
24 Jul 24	BP Nicholas Phillips Salary VN16	257.20		
	BP HMRC PAYE/NIC CUMB 475PW00174663 VN17	59.80		
	BP Scaleby Village Ha INV-0413 VN18	30.00		
	BP Scaleby Village Ha Hall Insurance VN22	983.95		12,042.82
26 Jul 24	DD ICO	35.00		12,007.82
31 Jul 24	BALANCE CARRIED FORWARD			12,007.82

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Your Statement

Mr Allan Dawes
Scaleby Parish Council
Hillcrest
Cannon Field
Roadhead
Carlisle
CA6 6NB



Account Summary

Opening Balance	12,007.82
Payments In	0.00
Payments Out	4,843.00
Closing Balance	7,164.82

1 August to 31 August 2024

International Bank Account Number

GB95HBUK40162290724939

Branch Identifier Code

HBUKGB4113L

Account Name

Scaleby Parish Council

Sortcode

40-16-22

Account Number Sheet Number

90724939 498

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
31 Jul 24	BALANCE BROUGHT FORWARD			12,007.82
21 Aug 24	DR TOTAL CHARGES VN24 TO 30JUL2024	8.00		
	BP Nicholas Phillips VN19 Salary	257.20		
	BP HMRC PAYE/NIC CUMB VN20 475PW00174663	59.80		11,682.82
27 Aug 24	BP Starboard Systems VN23 INV-6623	18.00		
	BP Scaleby Parish Cou Opening Balance		500.00	11,164.82
28 Aug 24	BP Scaleby Parish Cou Balance Transfer	1,000.00		10,164.82
29 Aug 24	BP Scaleby Parish Cou Balance transfer	1,500.00		8,664.82
30 Aug 24	BP Scaleby Parish Cou Balance transfer	1,500.00		7,164.82
31 Aug 24	BALANCE CARRIED FORWARD			7,164.82

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at [fscs.org.uk](https://www.fscs.org.uk), call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website ([hsbc.co.uk/fscs/](https://www.hsbc.co.uk/fscs/)).

Scaleby Parish Council

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Income															
Precept															
VAT															
Bus Shelter Grant															
Core Expenditure															
Salaries				332.80	257.20	257.20	257.20	257.20			257.20			1,361.60	-1,361.60
PAYE		148.80		83.20	59.80	59.80	59.80	59.80			59.80			471.20	-471.20
Audit Fees															
Travel															
Office costs		16.15						2.70						18.85	-18.85
Training															
Room Rental		60.00				60.00		210.00						330.00	-330.00
Subscriptions		175.47			99.00	50.00	15.00	15.00			15.00			369.47	-369.47
Bank Charges		8.00	8.00	8.00	8.00	8.00	8.00	8.00						48.00	-48.00
Insurance			304.00											304.00	-304.00
Website															
Other expenditure															
Grants														983.95	-983.95
	408.42	312.00	523.00	1,418.95	340.00	552.70	332.00								
														Total:	3,887.07
														Variance:	-3,887.07

Scaleby Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Bench	01/08/2021	413.00		Longpark			
Bench	01/08/2021	413.00		Scaleby Hill			
Bench	2022	378.00		Land in front of Church			
Book cabinet & bracket	01/10/2021	331.00		Village Hall			
Bus Shelter	2023	2,300.00		Main road			
Common Land		1.00		Hunley Moss CL161			
Defibrillator and Cabinet	01/01/2014	1,000.00		Village Hall			
Flag Pole	01/03/2015	185.00		Village Hall			
Grit Bins	01/03/2015	520.00		Various			
Laptop	01/05/2023	488.00		Clerk's house			
Later Picking Equipment	01/10/2015	77.00		Village Hall			
Map Board	14/7/2011	1,213.84		Village Hall			
Notice Board	20/12/2001	256.15		Village Hall			
Notice Board	20/12/2001	256.15		Barclose			
Notice Board	20/12/2001	256.15		Scaleby Hill			
Signs	1/03/2015	75.00		Various			
Village Green		1.00		Scaleby Hall Village Gree			
Village Green		1.00		StoneKnowe (VG41)			
Village Hall	Unknown			Village Hall Committee			
War Memorial	Unknown	1.00	1.00	Village Hall			
		8,166.29	1.00				
Grand Total:		8,166.29	1.00				

NOTICE OF REVIEW OF POLLING DISTRICTS & POLLING PLACES 2024



1. Notice is hereby given that in accordance with Section 18C of the Representation of the People Act 1983 and Section 17 of the Electoral Registration and Administration Act 2013, Cumberland Council is undertaking a review of the suitability of polling districts and polling places. The review will cover those polling districts and polling places within the boundaries of Cumberland Council.
2. Cumberland is split between the four Parliamentary constituency boundaries of: Barrow and Furness, Carlisle, Penrith and Solway and Whitehaven and Workington. The Acting Returning Officers for these Parliamentary constituencies that fall wholly or partially within Cumberland will be consulted directly. All comments received will be published on our website.
3. Any registered elector within the Cumberland Council area or from within a UK Parliamentary constituency, which has any part in the authority may comment on the proposals.
4. All comments received as part of the consultation will be made available for public inspection. The consultation period for this review will commence on Monday 9 September 2024 and conclude at 5pm on Monday 7 October 2024.
5. The Council would welcome the views of all residents, or any person or body with expertise in access for persons with any type of disability, on the proposed polling districts and polling places or any other related matters. The Council will consult with local political parties, MPs, councillors, parish and town councils. Persons or bodies making representation should, if possible, give alternative places that may be used as polling places.
6. Comments and representations may be submitted as follows:
 - Online:** Complete our online survey
<https://consult.cumberland.gov.uk/communications-and-marketing/polling-district-review-2024>
 - By Post:** Electoral Services, Civic Centre, Rickergate, Carlisle, CA3 8QG
 - By Email:** elections@cumberland.gov.uk
7. Documents relating to the review can be inspected on the Council's website at www.cumberland.gov.uk or at one of the following offices, Civic Centre Carlisle, Allerdale House, Workington or Market Hall, Whitehaven.
8. The final proposals will be considered by the meeting of the Council on Tuesday 5 November 2024 and the outcome of the review will then be published on the Council's website.

9 September 2024

Andrew Seekings
Electoral Registration Officer & (Acting) Returning Officer

Schedule of Polling Districts and Polling Places by Ward

WARD	Houghton and Irthington	
ELECTORATE	4496	
POSTALS	809	

POLLING DISTRICT	PARLIAMENTARY CONSTITUENCY	POLLING PLACE ELECTORATE	POLLING PLACE
CA_JA	Carlisle	224	Hethersgill Parish Hall, Hethersgill, Carlisle, CA6 6EH
CA_JB	Carlisle	441	Public Hall, Newtown, Irthington, CA6 4NX
CA_JE	Carlisle	248	Skitby Restaurant, Kirklington, Carlisle, CA6 6DL
CA_JH	Carlisle	228	Village Hall, Scaleyby, Carlisle, CA6 4LJ
CA_JK	Carlisle	58	Public Hall, Newtown, Irthington, CA6 4NX
CA_JL	Carlisle	163	Stapleton Public Hall, Stapleton, Carlisle, CA6 6LA
CA_JM	Carlisle	183	Walton Reading Room, Walton, CA8 2DJ
CA_MF	Carlisle	284	Crosby on Eden Parish Hall, Crosby-on-Eden, Carlisle, CA6 4PN
CA_MG	Carlisle	1,114	Houghton Village Hall, Houghton, Carlisle, CA3 0NF
CA_MH	Carlisle	81	Houghton Village Hall, Houghton, Carlisle, CA3 0NF
CA_MJ	Carlisle	230	Womens Institute, Linstock, Carlisle, CA6 4PZ
CA_ML	Carlisle	141	Portable Cabin, Gosling Bridge Inn Car Park, Kingstown Road, CA3 0AT
CA_NJ	Carlisle	133	Warwick on Eden Memorial Hall, Tithebarn Hill, Warwick-on-Eden, CA4 8PG
CA_NL	Carlisle	159	Portable Cabin, The Strand, Aglionby, CA4 8AQ

Returning Officer Comments:

No Changes - Current arrangements are considered satisfactory.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

SCALEBY PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 24 September 2024.

1. General

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

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £2,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements or similar document as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

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

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

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

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

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

4. Budget and precept

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

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

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

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of October each year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

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

contract opportunities and the publication of notices about the award of contracts.

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
 - in respect of grants, the council will agree grants within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary,

whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £1000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

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

- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000]excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

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

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

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

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

10. Petty Cash

- a) The council will not maintain any form of cash float. No cash transactions will be carried out.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

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

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

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

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

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

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

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

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

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

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

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one

item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Scaleby Parish Council



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Chairman: Cllr. George McGarr OBE

Replacement Union Flag

I have been asked to provide 3 replacement flags for the flagpole at the Village Hall. There are a variety of options and materials. I would suggest that a printed Polyester flag with rings at the top and bottom matching the current size of 5'x3'.

Company	Price (Each ex vat)
Hampshire Flag Company	£53.17
Flags and Flagpoles (2yd)	£37.95
Flags and Flagpoles (1.5yd)	£34.95



INVOICE

Scaleby Parish Council

Invoice Date
1 Aug 2024

Invoice Number
INV-6623

Reference
Invoice 2 for subscription
Service period: August 1, 2024 – September 1, 2024

VAT Number
941 7451 20

Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Accounts Subscription (2024)	1.00	15.00	20%	15.00
			Subtotal	15.00
			TOTAL VAT 20%	3.00
			TOTAL GBP	18.00

Due Date: 31 Aug 2024

For BACS Payments :
Account Name: Starboard Systems Limited
Sort Code - 20-62-68
Account No. 33077306
Please see our website www.scribeaccounts.com for Terms and Conditions



[View and pay online now](#)

PAYMENT ADVICE

To: Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Customer Scaleby Parish Council
Invoice Number INV-6623

Amount Due **18.00**
Due Date 31 Aug 2024


Amount Enclosed _____

Enter the amount you are paying above

Nicholas Phillips Month Ending 30 Sep 2024

Scaleby Parish Council

Employee Details

Works number	2
Tax code	BR
National Insurance number	
National Insurance table	A

Payments

Monthly pay	£299.00
Office Allowance	£18.00
<i>Total</i>	<i>£317.00</i>

Deductions

Tax	£59.80
National Insurance	£0.00
<i>Total</i>	<i>£59.80</i>

This Month

Taxable gross pay	£299.00
Net pay	£239.20

Year to Date

Taxable gross pay	£1,313.00
Tax	£262.60
Employee National Insurance	£0.00
Employer National Insurance	£0.00

Payment

£257.20
Paid 30/09/2024

P30

Employer's Payslip 2024/25

MONTH 6 (ENDING 5 OCTOBER, 2024)

Employer Details

Employer name	Scaleby Parish Council
Employer PAYE reference	475 / MA56316
Accounts Office reference	475PW00174663

Income Tax

Gross tax	£59.80
Received from HMRC to refund tax	£0.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
Gross Student + Postgraduate Loan deductions	£0.00
Net Income Tax	1 £59.80

National Insurance Contributions

Employee National Insurance Contributions	£0.00
Employer National Insurance Contributions	£0.00
Statutory Maternity Pay recovered	£0.00
Statutory Maternity Pay NIC compensation	£0.00
Statutory Paternity Pay recovered	£0.00
Statutory Paternity Pay NIC compensation	£0.00
Statutory Adoption Pay recovered	£0.00
Statutory Adoption Pay NIC compensation	£0.00
Statutory Shared Parental Pay recovered	£0.00
Statutory Shared Parental Pay NIC compensation	£0.00
Statutory Parental Bereavement Pay recovered	£0.00
Statutory Parental Bereavement Pay NIC compensation	£0.00
Received from HMRC to pay Statutory Pay	£0.00
Employment Allowance claim	£0.00
Apprenticeship levy	£0.00
Net National Insurance Contributions	2 £0.00

Year to Date

Amount due in previous periods	£202.80
Amount paid in previous periods	£0.00
Adjustment	£0.00
Shortfall amount carried forward to this period	3 £0.00

Amount Due

1 + 2 + 3**£59.80**



INVOICE

Scaleby Parish Council

Invoice Date
1 Sep 2024

Invoice Number
INV-6977

Reference
Invoice 3 for subscription
Service period: September 1, 2024 – September 30, 2024

VAT Number
941 7451 20

Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

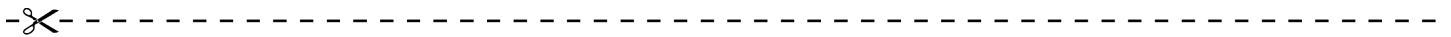
Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Accounts Subscription (2024)	1.00	15.00	20%	15.00
			Subtotal	15.00
			TOTAL VAT 20%	3.00
			TOTAL GBP	18.00

Due Date: 1 Oct 2024

For BACS Payments :
Account Name: Starboard Systems Limited
Sort Code - 20-62-68
Account No. 33077306
Please see our website www.scribeaccounts.com for Terms and Conditions



[View and pay online now](#)



PAYMENT ADVICE

To: Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Customer	Scaleby Parish Council
Invoice Number	INV-6977
Amount Due	18.00
Due Date	1 Oct 2024
Amount Enclosed	_____
	Enter the amount you are paying above

Scaleby Village Hall

INVOICE

Scaleby Parish Council
14 Twickenham Court
Carlisle
CA1 3TW

Invoice Date
11 Sep 2024

Invoice Number
INV-0419

Louise Utting (Treasurer)
Scaleby Mill
Scaleby
CARLISLE
Cumbria
CA6 4LF

Description	Quantity	Unit Price	Amount GBP
Hire of hall for Summer Play Scheme;	3.00	60.00	180.00
		Subtotal	180.00
		TOTAL NO VAT	0.00
		TOTAL GBP	180.00

Due Date: 11 Sep 2024

Please make cheques payable to "Scaleby Parish Hall"

For direct credit payments please use the following bank details: Scaleby Parish Hall, Cumberland Building Society 16-52-21 54238642.

Alternatively, payments can be left in the black postbox in the hall marked "Post for Village Hall Committee".

For any queries please telephone 01228 675121.

Scaleby Village Hall Registered Charity Number: 229364

From: Royal Mail Support no-reply@royalmail.com
Subject: Royal Mail - Postage Confirmation for WP-1326-1751-002
Date: 30 July 2024 at 09:53
To: Scalebyparishcouncil@gmail.com



Thank you for your order.

You have made a payment of £2.70 to the Royal Mail Group Ltd.

Reference: WP-1326-1751-002

Date & time: Tuesday, 30 July 2024 09:53

You have confirmed that you are not sending any item which is [prohibited or restricted](#) in the UK.

A summary of your purchase is set out below, and details of this purchase - along with links to re-download your documents and view your QR codes, and request refunds - will remain available for you to view for up to 21 days on the [payment confirmation page](#).

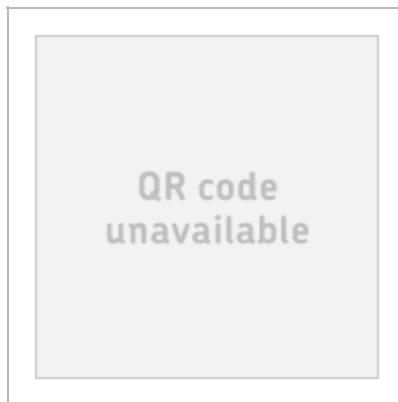
Purchased postage

Destination: Mr A Brown, Moss Side House, Scaleby Hill, Carlisle, Cumbria, CA6 4LY

Postage service: Royal Mail 1st Class

Postage cost: £1.35

Item must be posted by: Tuesday, 06 August 2024



Destination: Nick Phillips, 14 Twickenham Court, Carlisle, Cumbria, CA1 3TW

Postage service: Royal Mail 1st Class

Postage cost: £1.35

Item must be posted by: Tuesday, 06 August 2024

