

CLOUGHTON PARISH COUNCIL

Mrs J. Marley, Clerk to the Parish Council,
Annan, 41 Scalby Road, Burniston, Scarborough, YO13 0HN
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PARISH COUNCIL ANNUAL MEETING

Monday 3rd May 2021 at 19.05pm

Public welcome

or on completion of the Annual Parish Assembly if that is later

**To be held online – go to zoom.us and enter the
Meeting ID 878 0527 4048 Passcode: 735426**

For those with poor or no internet connection, access the meeting (audio only) by ringing 0131 460 1196 and enter the meeting ID and password given above.

PARISH COUNCIL ANNUAL MEETING AGENDA

NOTE: outgoing Chairman (P Couch) presides over election of new Chairman.

1. Election of Parish Council Chairman for forthcoming year.
2. To receive: Chairman's Declaration of Acceptance of Office.
3. Apologies to receive and accept (to hand from Cllr. Loy)
4. To receive member's declarations of interest in items of business on this agenda.
5. Election of Vice Chairman.
6. Election of representatives/officers:-

YLCA
Coastal Forum
Heritage Coast
Scarborough & District Sports Council
Burniston & Cloughton Village Hall
Cloughton Relief in Need Charity
Friends of the Railway

CURRENTLY

Clerk
Cllrs. Baker & Mrs Readman
Cllrs. Mrs Loy & Mrs Readman
Cllr. Couch
Cllr. Mrs Loy
Cllr. Couch & Mrs Readman
Cllr. Couch

7. Minutes of Council meeting of 12th April 2021 (*enclosed*) to approve and sign.

Meeting to be suspended by Chairman to allow for next item.

8. Public Open Forum (not to exceed 5 minutes).

Meeting to be re-convened to continue with business on the agenda.

9. To consider & agree action as appropriate on matters raised at the Parish Assembly or in the Public Open Forum.
10. Reports to receive (as available) & agree action as appropriate – Police, County, Borough, Parish, Clerk - not to exceed 30 minutes in total.
11. Correspondence:-
 - a) Correspondence received after 24/4/21 & requiring a response before next meeting.

*******CONTINUED OVERLEAF*******

CLOUGHTON PARISH COUNCIL

12. Planning Matters:-

- a) Applications Received – none at preparation of agenda;
- b) Decisions received to note:-
 - 1) NYM/2021/0072/FL Retain agricultural storage building not built in accordance with NYM/2018/0002/AGRP at Linglands Farm, Gowland Lane - granted;
 - 2) NYM/2021/0093/FL Erect agricultural storage building (retrospective) at Linglands Farm, Gowland Lane – granted;
- c) To agree comments/note any planning matters/decisions received after 24/4/21.

13. Finance & Regulatory Matters:-

- a) 2020/21 Annual Return (*enclosed*) – 1] to receive & note the Annual Internal Audit Report; 2] to complete & approve the Annual Governance Statement (Section 1); 3] to approve the Accounting Statements (Section 2); 4] to approve the Certificate of Exemption.
- b) Changes to Financial Regulations – to receive RFO's report (*enclosed*) & agree action.

14. Accounts to certify: R. Carey (internal audit 2020/21) £30; Came & Company (21/22 insurance) invoice awaited, last year was £740-57; St. Mary's Church Cloughton (contribution to churchyard maintenance 21/22) £227-75; Burniston & Cloughton Village Hall (contribution to ground maintenance) 21/22 £700-00.

15. To agree the date of the next meeting – would normally be 7th June 2021.

16. Playground [*Minute 14/21 refers*] To receive update from Clerk and preferred contractor and agree action as appropriate.

J. Marley

J. Marley (Mrs)

Clerk to the Parish Council

25th April 2021

**MINUTES OF ORDINARY MEETING OF CLOUGHTON PARISH COUNCIL HELD
VIRTUALLY ON Zoom PLATFORM ON MONDAY 12th APRIL 2021 AT 7.30PM**

Present: Councillor P Couch (Chairman)
Councillor D Baker
Councillor J Brace
Councillor D Ford
Councillor Mrs K Loy
Councillor Mrs D Readman
Councillor Mrs S Staveley

County Cllr. D Bastiman (left 8.53pm)
10 members of public, Mrs J. Marley (Clerk).

Absent: None.

1/21 **APOLOGIES FOR ABSENCE:** None.

2/21 **DECLARATIONS OF INTEREST:** Cllr. Staveley, agenda item 8b) as she was an employee of NYCC.

3/21 **MINUTES** Minute 123/20 was amended to read "Cllrs. Baker, Ford and Couch to look at the shortlisted tenders". The amended minutes of the meeting of 1st March 2021 and the minutes of the meeting of 29th March 2021 were **approved** as an accurate record and Cllr. Couch was authorised to sign them as Chairman of the meeting.

4/21 **PROCEDURAL MATTER** Standing Orders suspended at 7.35pm for the Public Open Forum.

5/21 **PUBLIC OPEN FORUM** Matters raised included 1] continuing problems with the speed of vehicles in and around the village; 2] the narrowness of the pavement in some places which resulted in pedestrians being within a couple of feet of heavy goods vehicles; 3] the Pelican crossing and the place where the school bus stopped not being close enough; 4] a letter about the playground; 5] concerns re. the proposed removal of the phone box; 6] question as to why Burniston and Scalby has flashing speed signs but Cloughton didn't.

6/21 **PROCEDURAL MATTER** Standing Orders were resumed at 7.58pm.

7/21 **MATTERS RAISED IN PUBLIC OPEN FORUM** Matters 1]-3] were all discussed but no simple solution was arrived at; 4] letter had been received by the Clerk at 6.15 that evening and emailed to councillors – it would be considered at agenda item 8e); 5] phone box on agenda for discussion at agenda item 8d); 6] Cllr. Bastiman explained those Parish Councils had received some funding from him and the AJ1 Fund but a majority had been from local sponsorship or the Parish Council.

8/21 **REPORTS**

- a) **Police:** report emailed to councillors 29/3/21 was **received & noted**.
- b) **County:** County Cllr. Bastiman reported NYCC had brought its Annual Meeting forward to the morning of 5th May. He suggested 1] Council asked Highways if it would be possible to move the Pelican crossing and 2] the Police were asked to use the speed camera motorbike.
- c) **Borough:** Borough Cllr. Bastiman reported SBC were also holding their Annual Meeting on 5th May (in the afternoon).
- d) **Parish:** Cllr. Baker reported he would be attending the next online meeting with the Police and would ask for the bike camera to be used in the parish. Cllr. Mrs Loy referred to the problems with 1] speeding vehicles on Saltpans (including the one which had demolished the fence), 2] litter in the car park at Saltpans, 3] the increasing amount of bagged dog poo which was left everywhere. Clerk to ask SBC if litter picking could be done on cinder track and Saltpans. Cllr. Mrs Staveley asked if the request for double yellow lines on the Cober/Springfield corner had made any progress (Clerk to check). Cllr. Mrs Readman reported the guttering (and some of the tiles) on the bus shelter near 51 High Street needed repair. Cllr. Brace reported the decision on the planning application at Cloughton Woods had been deferred to allow for a site visit to take place. Cllr. Baker reported he would be attending the

next Police meeting and the Coastal Forum meeting on 22nd April. Cllr. Couch reported part of the wall in the Blacksmith's car park had been knocked down in order to gain access to the paddock behind the Old Forge (a container had also been placed in there for a short while) – Clerk to refer this to the Duchy as it was believed the wall could be their property.

- e) **Clerk:** No matters to report.

9/21 **UPDATES ON ITEMS RAISED AT LAST MEETING**

- a) Raising of kerb outside old school [*Minute 117/20b) refers*] – Council thanked Cllr. Bastiman for his offer to contribute £1,925 from his Locality Grant Allocation to this scheme and after considerable debate **agreed** Parish Council also to contribute £1,925 to cost. Clerk to liaise with Cllr. Bastiman.
- b) Track at Ripleys blocked off [*Minute 118/20c) refers*] **noted** it had now been established this was one of the Unsurfaced Unclassified Roads (UURs) transferred over from Highways to the Countryside Access Service in 2018 in recognition of the fact that they are generally more in keeping with the public rights of way network. NYCC unlikely to act unless gate padlocked and therefore obstructing highway. Clerk to go back to NYCC and explain yet again that gate was padlocked and ask for padlock to be removed or access to the road be made available by other means.
- c) Ivy overhanging wall on Mill Lane near The Old Forge [*Minute 118/20a) refers*] **noted** this had been trimmed back slightly, but not removed from the wall.

10/21 **CORRESPONDENCE**

- a) Deferred from March meeting - SBC Local Plan Review & sites submitted for housing allocation [*emailed to councillors 12/2/21 & two new sites circulated with agenda*]. **Agreed** councillors to submit their views to Clerk by 26th April, Clerk to collate responses and submit to SBC;
- b) Devolution – **agreed** the east/west split model was preferred, Clerk to submit response;
- c) The future of remote meetings and annual meetings in May 2021 due to government's refusal to extend beyond 6th May the power to hold virtual meetings [*emailed to councillors 31/3/21. Clerk recommends bringing May meeting forward to a date between 1 and 6th May. Delegation of full executive powers to Clerk in consultation with Chairman or Vice Chairman already in place*] – **received and noted. Agreed** May meeting (Annual Meeting) be brought forward a week to 3rd May. Parish Assembly to be held on same date;
- d) Proposal by BT to remove phone box on High Street – a parishioner had suggested the box be adopted by the Council and put to a community use. Adoption cost £1. **Agreed** Clerk to investigate possible longer term costs such as electricity and removing the electric supply and report to future meeting;
- e) Correspondence received after 6/4/21 requiring a response before next meeting. A letter from a Burniston parishioner regarding the proposed designs of the new playground at Cloughton had been hand delivered to the Clerk that evening. It had been emailed to councillors and was also displayed on Clerk's screen for all present to read. Council **received & noted** the letter and **agreed** to take it into account at agenda item 12 (playground).

11/21 **PLANNING MATTERS**

- a) Applications Received (to agree comments):-
1. 21/00536/HS Erect single storey rear extension at 8 Church Beck Cottages – **agreed** no objections but very near Cloughton Beck so likely to flood and existing property built on raft as trench foundations were unsuitable due to the ground conditions;
- b) Decisions Received (to note):- none at preparation of agenda
- c) Planning matters received after 6/4/21- to agree action as appropriate – 20/02672/FL Demolish stone building and erect detached dwelling, land behind Red Lion, High Street – **agreed** no objections, will tidy site.

12/ 21 **FINANCE MATTERS**

- a) **2020/21 Accounts** (*circulated with agenda*) – **received, approved & Chairman authorised to sign;**
- b) **Variation of financial Regulation 19.2** - in order to enable bills etc to be paid if Council was unable to hold virtual meetings or face to face meetings it was **agreed**

to vary Financial Regulation 19.2 with immediate effect for a period of 6 months. The variation was **FROM** "19.2 With the agreement of the Chairman or Vice Chairman of Council, urgent expenditure exceeding £500 which is specifically for the purpose of ensuring Council meets its legal or contractual obligations" **TO** "19.2 With the agreement of the Chairman or Vice Chairman of Council, expenditure exceeding £500".

- c) **Accounts to Authorise for online payment:-** Having been previously notified, the following were approved for payment via online banking (Cllrs. Brace and Mrs Staveley to do the online authorisations within 24 hours):- YLCA (annual sub) £305-00.

13/21 **NEXT MEETING** – **Agreed** to be held 3rd May starting with the Parish Assembly at 7.00pm, followed by the Annual Meeting of Council (all on zoom).

14/21 **PLAYGROUND** – [*Minute 130/20 refers*] Council considered the presentations and points made at the Extraordinary Meeting of 29th March and the letter received tonight from a Burniston parishioner [*Minute 10/21e refers*]. Councillors had a general preference for the second presentation as while it had less equipment, the play flowed better, guarantee periods were longer and projected maintenance costs lower. It was **agreed** Kompan be the preferred contractor (Clerk to contact all those who submitted bids to make them aware of the decision). The Chairman then invited the members of public to take part in the discussion as to any tweaks needed. It was **agreed** the Clerk would approach Kompan and ask 1] could the Tipi Carousel with top brace be removed from the design and replaced with a wheelchair carousel, 2] could the wetpour area be extended towards the Beck Lane boundary to accommodate a future piece of equipment (possibly a climbing house or monkey bars) which could be crowd-funded or bought with funds raised by parents, 3] if all gates could have solid flooring at both side in order to prevent the surrounding grass turning to mud. Clerk to report to future meeting.

There being no further business, the Chairman declared the meeting closed at 10.45pm.

Annual Internal Audit Report 2020/21

CLOUGHTON PARISH COUNCIL

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During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NO PETTY CASH
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

10/04/2021

Name of person who carried out the internal audit

R.A. CAREY

Signature of person who carried out the internal audit

R.A. Carey

Date

10/04/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

CLOUGHTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

*For any statement to which the response is 'no', an explanation must be published

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

and recorded as minute reference:

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

Chairman

Clerk

Other information required by the Transparency Code (not part of the Annual Governance Statement)

	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.		

www.cloughtonpc.org.uk

Section 2 – Accounting Statements 2020/21 for

CLOUGHTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	29,634	67,948	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	3,000	3,100	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	49,102	8,157	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs ** re-stated to comply with JPAG2020-1, point 2.16	** 2,037	2,074	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments ** re-stated, Box 4 refers	** 11,751	9,579	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	67,948	67,552	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	67,948	67,552	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	327,723	328,243	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

Date

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

as recorded in minute reference:

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

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

CLOUGHTON PARISH COUNCIL

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: £11,257

Total annual gross expenditure for the authority 2020/21: £11,653

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer Date

I confirm that this Certificate of Exemption was approved by this authority on this date:

Signed by Chairman Date

as recorded in minute reference:

Generic email address of Authority
clerk@cloughtonpc.org.uk

Telephone number
01723870299

*Published web address

www.cloughtonpc.org.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT

Advice to Council – agenda item 13b) of Council meeting on 3rd May 2021

The law allowing virtual meetings ends at midnight on 6th May 2021.

We don't know when we will be able to meet face to face (or if we will want to).

We don't know if the law will be changed to allow virtual meetings to continue.

Council tweaked Financial Regulation 19.2 at its meeting of 12/4/21 for a period of 6 months.
In order to avoid anomalies it would be prudent to do the following:-

VARY FINANCIAL REGULATION FROM 4th May 2021 to 12th OCTOBER 2021 (to synchronise with the variation of 19.2 which was done for 6 months on 12/4/21)

FROM

- 3.5 The Clerk and RFO may, subject to the prior agreement of either the Chairman or Vice Chairman of the Council, authorise expenditure in excess of £500 only where it is necessary to do so to ensure that the Council meets its legal and contractual obligations (for example on annual renewal of insurance cover falling to be paid between Council Meetings) and all such expenditure incurred must be reported to the next Council Meeting for approval in accordance with Standing Order SO51(c).

TO

- 3.5 The Clerk and RFO may, subject to the prior agreement of either the Chairman or Vice Chairman of the Council, authorise expenditure in excess of £500. All such expenditure incurred must be reported to the next Council Meeting for approval in accordance with Standing Order SO51(c).

AMEND FINANCIAL REGULATION 6.1 SO IT ALLOWS ONLINE PAYMENTS & STANDING ORDERS

FROM

- 6.1 Apart from petty cash payments all payments shall be effected by cheque or other order drawn on the Council's bankers.

TO

- 6.1 Apart from petty cash payments all payments shall be effected by online banking, cheque or other order drawn on the Council's bankers.

Jools (Clerk/RFO)
25/4/21