



**Desborough Town Council**  
Town Clerk: Graham Thomson  
High Street, Desborough, NN14 2QS  
01536 628816 clerk@desboroughtowncouncil.gov.uk

**To: All Town Councillors**

You are hereby summoned to attend the Meeting of Desborough Town Council to be held in the **Library, High Street, Desborough** on **Thursday 15 November 2018**, commencing at **7pm** for the purpose of transacting the following business. Members of the press and public are invited to attend.

Signed,

Graham Thomson  
Town Clerk

8 November 2018

**AGENDA**

- 146./18 Chairman's welcome and announcements**
- 147./18 Apologies for absence**  
To consider and if so resolved to approve apologies for absence.
- 148./18 Declarations of interest**  
To note any declarations of interest from Councillors.
- 149./18 Requests for Dispensation**  
To note any requests for dispensation for Councillors with an interest to be allowed to speak which have been approved by the Town Clerk in accordance with Section 33 of Localism Act 2011.
- 150./18 To receive and approve the minutes of the meeting held on 18 October 2018**
- 151./18 To receive a report from the Police**  
PS 783 Robert Offord is unable to attend the meeting but has submitted a report as set out at Appendix A.
- 152./18 To hear representations from Members of the Public**  
Note: no decisions can be made in response to matters raised under this item.
- 153./18 Planning**
- 153.1./18 To receive and note the Planning and Licensing Report**  
In accordance with the views expressed by Councillors, any comments which were uncontentious and uncontested were submitted to the relevant planning or licensing authority as set out in the report attached at Appendix B.
- 153.2./18 [KET/2018/0831](#): Change of use from residential to living accommodation for young adults transitioning into independent living at 7 Thistle Drive, Desborough**  
Details of the application have been made available on the Planning Authority's website. The Council is REQUESTED to consider what comment, if any, should be made.
- 154./18 To approve the Council's Insurance arrangements**  
The Council's insurances expire on 16 November 2018. Four quotations have been received from leading insurers to local authorities (directly from our existing insurers, and through Came & Company local council insurance which sponsors the SLCC). Council's regularly enter into long term agreements for insurance maintaining price stability. If any significant changes occur (such as high claims or additional coverage needed) then the price will be reviewed. It has been necessary to make significant adjustments to the cover because the previous policy underinsured the Council in a number of key areas. This opportunity has also been taken to insure the Christmas decorations which were previously excluded: the additional cost was negligible.  
The Council is RECOMMENDED to accept the quotation from Inspire arranged through Came & Company local council insurance at a cost of £1,746.19 for each of the next three years.
- 155./18 To receive the finance report**  
The Council now has full control of the Barclays Bank accounts and immediately transferred the bulk of the funds into the interest bearing account. In accordance with delegated powers, the Town Clerk will maintain only a working minimum amount in the current account. Accounts are being opened in other financial institutions in accordance with the Financial And Treasury Management Strategy And Reserves Policy.  
The Council is RECOMMENDED to approve the report (Appendix C to follow).

**156./18 To consider and if so resolved to approve accounts for payment**

The report set out at Appendix D details those invoices and payments and the Council is RECOMMENDED to approve payment. Details in the report will be updated before the meeting as information is received.

**157./18 Desborough Library Possible Funding From Desborough Town Council**

At the last meeting, the Council approved a consultation process to take place into the question of the use of Council balances to contribute towards the purchase and running of the Library. A leaflet has been prepared and will be delivered to all residences in the Town, and circulated to business as far as possible. It will also be used at the Gala night (30 November 2018) to help gauge public opinion. The findings will be presented to the December Council meeting.

It was expected that by early November 2018 there would be confirmation of the County Council's decision on the future of Desborough Library. No information has been received, and any further information will be presented to the meeting.

**158./18 Grant towards the cost of Christmas Decorations**

In consultation with the Chair and Vice Chair, the Clerk accepted a grant of £2,450 from Kettering Borough Council towards the cost of providing Christmas decorations in the town and the purchase of new ones. The cost of the erection and connection of the decorations is estimated at £2,900 (plus VAT). Our budget includes £3,100 for the erection and supply of those lights. The contractor (KBC) has been putting up our decorations over the last couple of weeks.

Details of any necessary replacements have been requested. It seems likely that the worst case would be replacements totalling £1,040 which would be added to the shortfall between the grant and the cost of putting them up etc.

The Council is RECOMMENDED to approve:-

i) the purchase of any necessary replacement decorations up to the value of £1,040 (plus VAT);

ii) the appointment of Kettering Borough Council as approved lead contractor for the works.

**159./18 Safeguarding is everyone's responsibility policy**

The Council does not have a policy covering safeguarding issues. However, it is prudent to have such a policy especially given the use of the meeting room, the sharing of space with the library and the proximity of activities with the library, the emergence of the Youth Council, and the potential use of the Council's space during working hours.

The Council is RECOMMENDED to approve the policy set out in Appendix E.

**160./18 Use of meeting rooms**

The Council has previously approved use of the meeting rooms in the Council's offices for the Rothwell North Working Party. Approaches have been received from other organisations requesting use of meeting rooms (e.g. Desborough Library And Community Hub, Ofsted Registered Childminders in Desborough, NHS Health Visitors, Desborough and Rothwell Youth Council, and Scope). The Council's lease prevents sub-letting but does not prevent the use of meeting rooms. According to the lease, the large meeting room needs to be available for use by the library at certain times (by prior arrangement). It is not proposed to change this arrangement. However, there are times when the rooms are not being used. No use approved should conflict with the use of the Council's offices, cause disruption to Council business, or involve additional caretaking costs. It has been suggested that a nominal fee might be charged for use

The Council is RECOMMENDED to authorise the Town Clerk to approve use of the rooms where there is no conflicting use, there being no cost to the Council, and subject to a fee being negotiated (unless the Council has determined that no fee be charged).

**161./18 Freedom of Information Act Publication Scheme**

The policy has been reviewed and updated to incorporate the actual availability of information. The Council is RECOMMENDED to approve the revised policy set out at Appendix F.

**162./18 To approve new Financial Regulations**

In accordance with the work plan, the Financial Regulations have been reviewed and completely rewritten. The previous Regulations were not internally consistent leading to confusion and potential difficulties. In the spirit of transparency and openness, the document has been drafted in plain English.

The Council is RECOMMENDED to approve the revised Financial Regulations set out in Appendix G (to follow).

**163./18 Website review and development**

The existing website provider has two styles and if the Council wishes to change to the other then there is a cost attached. Views have been expressed that the current site is not sufficient

for the Council's needs and is not flexible enough. In seeking alternative options it is necessary to understand what is needed in the finished product. The Council is REQUESTED to give views on specific items of functionality they would like to see in the Council's website.

**164./18 Plans for the coming year, budget ideas**

In preparing the outline draft budgets for 2019/20 and beyond, it is necessary to incorporate the Council's plans for development and projects. A number of schemes have been proposed in previous years which have for various reasons not been completed. Councillors have stated an intention to fund all but necessary, basic, expenditure from balances for the coming year. The Council is REQUESTED to indicate priorities for spending in 2019/20.

**165./18 Expenses and Travel Policy**

The Council does not have a clear policy on how and when to reimburse Councillors and staff who incur costs on behalf of the Council or whilst on Council business. A policy (Appendix H) has been prepared having regard to the desire to keep the cost of expenses as low as possible whilst reimbursing costs or paying necessary and validly incurred expenditure. The policy defines which duties are authorised, methods of travel, professional subscriptions, eye tests, routine small purchases, miscellaneous expenses, and the approval process.

The Council is RECOMMENDED to approve the policy.

**166./18 Employer Pensions Discretions Policy**

Under the Local Government Pension Scheme (Regulation 60 of the LGPS Regulations 2013 and Benefits, Membership and Contributions Regulations 2007), each employer must formulate, publish and keep under review a statement of their policy in relation to the exercise of its functions. The Council does not have such a policy. In general terms, the Council has a number of discretions available to it. The policy is attached at Appendix I and the schedule of proposed responses to discretions at Annexe A.

The Council is RECOMMENDED to approve the policy and responses to discretions.

**167./18 Training Plan**

Investigations have been carried out into appropriate training for the Council. The most appropriate training which will be relevant for the Council is provided by NCALC. It is proposed that a package of three sessions be agreed to be delivered at the Council's offices over a 6 month period. The sessions would cover the following:

Session One: An Overview / Introductory Session.

Session Two: Best Foot Forward delivered two to three months after the first session.

Session Three: The Next Steps - delivered six months after session one

The cost for this package, is £299 per session for each two hour session, with the total cost being £897 for three two-hour sessions.

It is RECOMMENDED that the Council approves the training programme as set out.

**168./18 Vehicle Speeds, Traffic, and CCTV**

A report on meetings held in the last month will be provided.

**169./18 To consider and approve revised proposals and a policy for an Honoured Citizen Award scheme**

Discussions into the proposed scheme have been held. The Council is REQUESTED to reconsider the matter.

**170./18 To note items of information**

The report of the Town Clerk (Appendix J) contains information on the following matters and the Council is recommended to note the information contained in the report. No decisions of a financial nature will be made in relation to this item.

170.1./18 To note a report if received from the County Councillor

170.2./18 To note any reports from Kettering Borough Councillors

170.3./18 Update on the Neighbourhood Plan.

170.4./18 To receive and note updates from Desborough community groups and representatives

170.5./18 Rothwell North Working Party (RNWP) update

170.6./18 To receive a report about the Youth Council

170.7./18 Proposed Dunkirk Avenue bench

170.8./18 Revised work plan for 2018/19

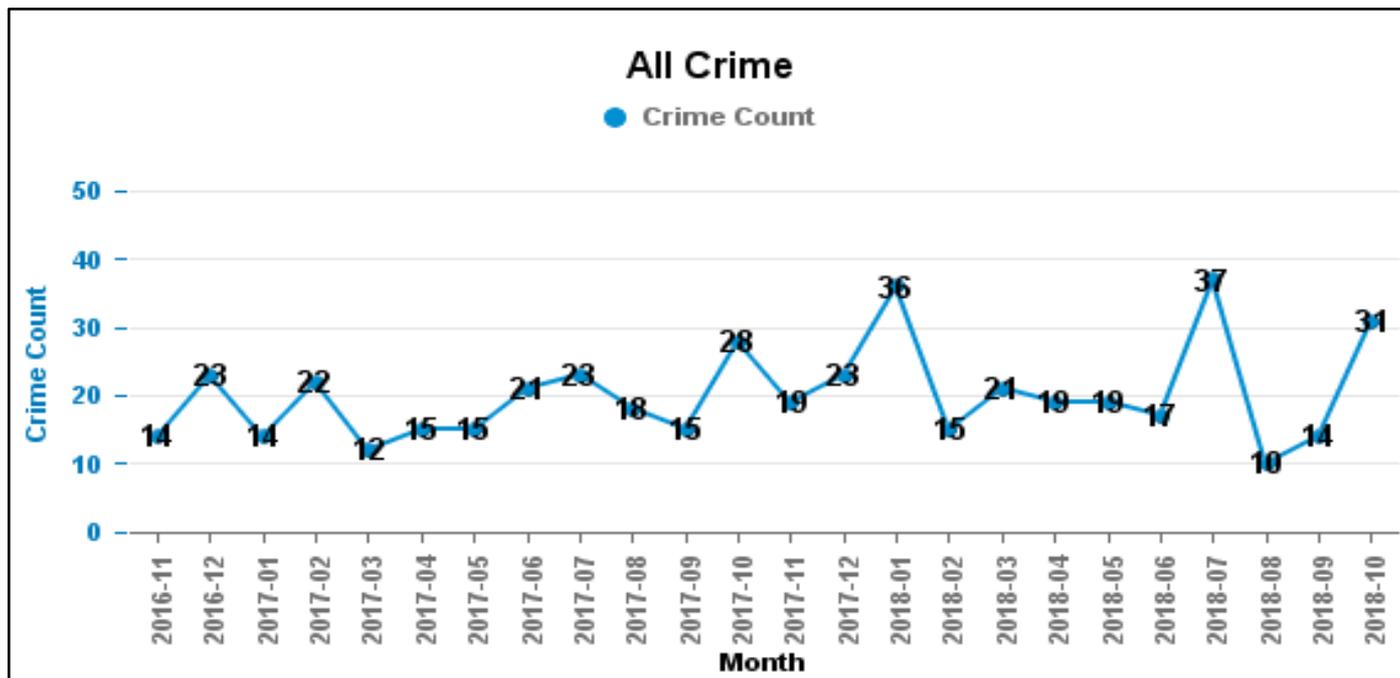
POLICE REPORT

Northamptonshire Police: Locally Identified Priorities

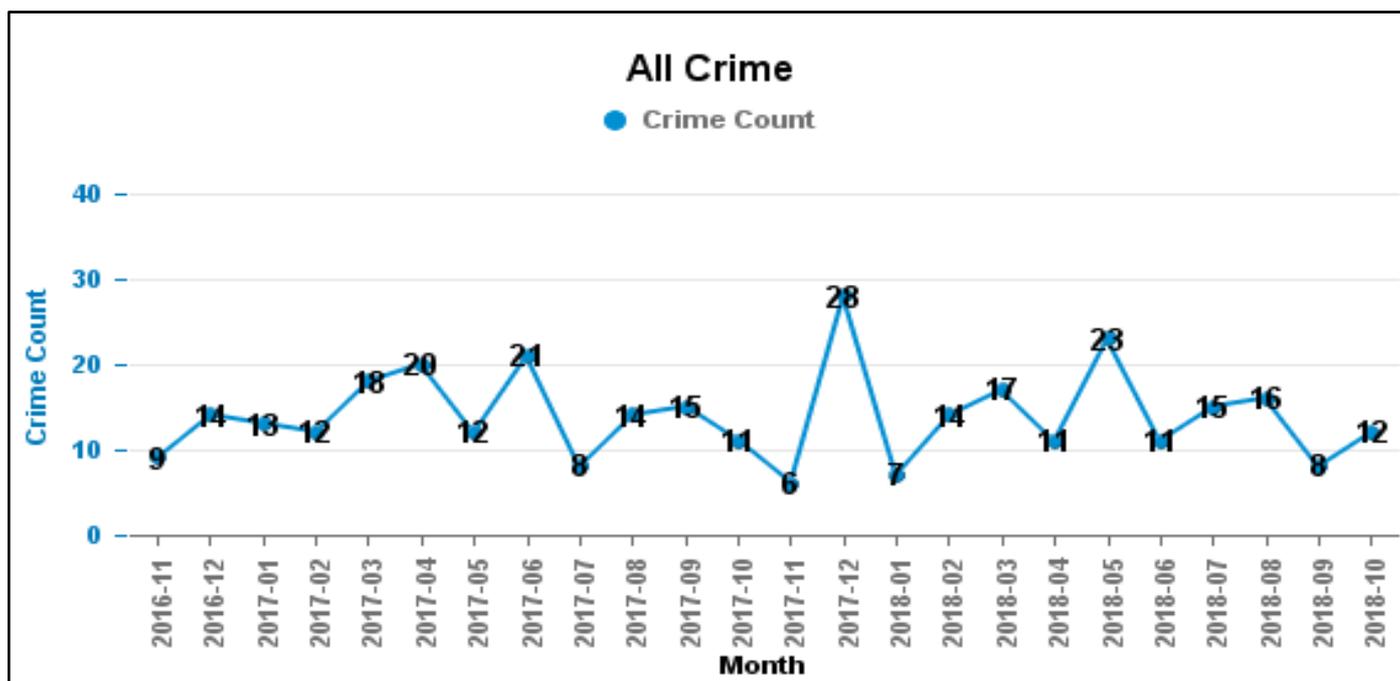
There is a new link for the survey on Locally Identified Priorities

<https://www.surveymonkey.co.uk/r/LocallyIdentifiedPriorities>

Desborough Loatland



Desborough St. Giles



PS 783 Robert Offord  
Kettering and Corby Rural, Neighbourhood Policing  
Northamptonshire Police

Planning Matters

The following applications were noted and no comment made by the Town Council.

[KET/2018/0792](#)

The Nook, 26 Furlong Road,, Desborough

Proposed development: Single storey rear extension and pitched roof over existing flat roof extension

[KET/2018/0793](#)

118 Dunkirk Avenue, Desborough

Proposed development: Garage conversion to habitable room and first floor side extension

[KET/2018/0829](#)

17 Leys Avenue, Desborough

Proposed development: First floor rear extension

Graham Thomson  
Town Clerk

**FINANCE REPORT**

**Monthly Bank Reconciliation**

Bank reconciliation	09/11/2018
Barclays Current	£8,241.04
Barclays Business Saver	£481,603.10
Unpresented cheques	£8,416.95
Reconciled Balance	£481,427.19

Accounts for Payment

Supplier	Reason	Budget	VAT	Total Amount
Talk Talk Business	Internet and telephone	Telephone / Broadband	£9.59	£57.67
Came & Company	Insurance	Insurance	£0.00	£1,746.19
Graham Thomson	Copier paper and toilet tissue	General Administration	No VAT receipt	£6.00
Desborough Pocket Park Volunteer Group	Pocket Park various works	Pocket Park	Not reclaimable	£682.34
Desborough District Guiding	Community Grant	Community Grant	£0.00	£150.00
Desborough in Bloom	Community Grant	Community Grant	£0.00	£1,500.00
Vine Community Trust (Marlow House)	Community Grant	Community Grant	£0.00	£500.00
Citizens Advice Services Corby & Kettering	Community Grant	Community Grant	£0.00	£5,000.00
Graham Thomson	Salary (November 25 hours / week) Overtime (October 48 hours)	Salaries	£0.00	£1,926.14
HMRC	PAYE / NI (employee's and employer's contributions) November (to be paid in December)	Salaries	£0.00	£786.07
LGSS Pensions	Pension (employee's and employer's contributions) November	Salaries	£0.00	£884.93

Graham Thomson  
Town Clerk

## DESBOROUGH TOWN COUNCIL SAFEGUARDING IS EVERYONE'S RESPONSIBILITY POLICY

### Declaration

The Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm, and neglect whilst they are engaged in any activity associated with the Town Council.

All staff and Members of the Council must read the Safeguarding Policy. Having read the Policy they should be proactive in providing a safe environment for children and vulnerable people who are involved in Town Council activities.

The policy covers all:-

- staff;
- Members of the Council;
- co-opted members of Committees, Working Parties, and other official groupings;
- volunteers acting under the control and direction of the Council;
- other organisations operating in Council premises or under the Council's auspices.

### Policy Objectives

- i) To ensure that where possible all facilities and activities offered by the Council are designed and maintained to limit risk to children and vulnerable adults.
- ii) To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- iii) To ensure that all allegations or suspicions of child abuse, or abuse of vulnerable adults, are reported to the Safeguarding Officer

### Responsibilities & Procedures

#### A. Everybody

Safeguarding children and vulnerable adults is everybody's responsibility.

#### B. Desborough Town Council

- i) To ensure the policy is adhered to.
- ii) To keep this policy under review and updated at least annually.

#### C. Councillors (and non-voting members of Committees and Working Parties)

- i) All new Councillors will be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.
- ii) To adhere to the 'List of Recommended Behaviour' namely:
  - A minimum of two adults present when supervising children.
  - Not to play physical contact games.
  - Adults to wear appropriate clothing at all times.
  - Ensure that accidents are recorded in an accident book.
  - Never do anything of a personal nature for a young person.

### **C. Other organisations**

Any organisation which may make contact with children or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any facilities controlled by the Council.

In the event of a contractor, working directly for the Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be required to provide their Safeguarding Policy.

### **D. The Town Clerk**

The Town Clerk has been designated as Safeguarding Officer and the responsibilities include:

- i) Ensuring that participants are appropriately briefed before any Council-organised event with children or vulnerable people;
- ii) Ensuring that Members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
- iii) Ensuring, that whilst Council members are unlikely to be involved with children during the performance of their duties they are mindful of the risk they face;
- iv) Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed and two satisfactory references produced;
- v) Completing a risk assessment on whether a DBS check is necessary for any person working under the control of the Council or on a Council activity;
- vi) After consultation with the Chair, making a decision on whether any person should be DBS checked, unless the Council has already made such a determination;
- vii) Ensuring approved DBS checks are carried out and determining action in response to the results of any such check carried out;
- viii) Keeping records in an incident book of any allegations a young person may make to any member of staff, Councillor, Committee / Working Party member, or volunteer.
- ix) Ensuring that concerns raised are handled in accordance with the Local Safeguarding Children Board procedures, and also referred to the Council for further action as appropriate and future risk assessment (if appropriate).
- x) Ensuring that facilities offered by the Council have been inspected on a regular basis and at least annually by an appropriate representative of Kettering Borough Council, RoSPA or a similar organisation.
- xi) Ensuring that information is shared about child protection and good practice with partner organisations, Councillors, employees, volunteers, parents, and carers.

### **Library**

The Town Council acknowledges that it shares space with the Library and that safeguarding concerns may arise in shared space, or be drawn to the attention of either the Town Council or the Library Service. A decision will be made between the Safeguarding Leads of the Library and the Town Council as to who should take responsibility for any concern, having regard to the circumstances, the nature of the concern, and any activity which led to the concern.

### **Supervision of Children**

The Council does not directly provide care or supervision services to children and vulnerable adults, therefore it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult. The Safeguarding Officer will require evidence of such consent and supervision if he deems it necessary.

## Freedom of Information Act Publication Scheme

### Where to find information

Most information can be obtained free of charge from the Council's website ([desboroughtowncouncil.gov.uk](http://desboroughtowncouncil.gov.uk)) or by email from the Town Clerk. There is a folder in the reference area of Desborough Library which contains details of Councillors, copies of past minutes, the most recent Council agenda, copies of policies, rules, and procedures. If a paper copy is required, people may copy information from this folder but may not remove anything from it, paper copies may also be obtained from the Town Clerk.

Where paper copies are provided by the Town Clerk, the actual cost will be charged: currently 20 pence per side of A4 (black and white) and 50 pence per side of A4 (colour). Any postage costs will be charged at the Royal Mail standard second class letter rate, or large letter second class rate as necessary.

### What does this mean?

It is easiest to get information from the Council's website. If you need help, please ask the Town Clerk. If you need a paper copy please ask the Town Clerk who will be happy to assist. The information referred to in the sections below would be for the current and previous financial year unless otherwise stated.

### Types of information provided

- **Who we are and what we do**  
Organisational information, structures, locations, and contacts. This will only be current information.
- **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit.
- **What our priorities are and how we are doing**  
Strategies, plans, performance indicators, audits, inspections, and reviews.
- **How we make decisions**  
Decision making processes, and records of decisions.
- **Our policies and procedures**  
Current written protocols, policies and procedures for delivering our services and responsibilities.
- **Lists and Registers**  
Information held in registers required by law, and other lists and registers relating to the functions of the authority.
- **The services we offer**  
Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).
- **Additional Information**  
Current information that is not itemised in the lists above.

### The information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

	How the information can be obtained?				
Information to be published	Website	Noticeboards	Town Clerk	Desborough Library	Other
<b>Who we are and what we do</b>					
Who's who on the Council	Yes	Yes	Yes	Yes	No
Contact details for staff and Councillors	Yes	Yes	Yes	Yes	No
Staffing structure	Yes	Yes	Yes	Yes	No
<b>What we spend and how we spend it</b>					
Annual return form and report by auditors	Yes	Yes	Yes	No	No
Finalised budget	Yes	No	Yes	Yes	No
Standing Orders, Financial Regulations, Scheme of Delegation	Yes	No	Yes	Yes	No
Grants given and received	Yes	No	Yes	No	No
Members' allowances and expenses	Yes	No	Yes	No	No
<b>What our priorities are and how we are doing</b>					
Review of the effectiveness of Internal Audit	Yes	No	Yes	No	No
<b>How we make decisions</b>					
Timetable of meetings	Yes	Yes	Yes	Yes	No
Agenda for Council meetings	Yes	Yes	Yes	Next meeting & last meeting	No
Minutes of meetings	Yes	No	Yes	Yes	No
Reports presented to council meetings.	Yes	No	Yes	Next meeting & last meeting	No
Responses to consultation papers	No	No	Yes	No	No
Responses to planning applications	No	No	Yes	No	No
<b>Policies and procedures</b>					
Standing Orders, Financial Regulations, Scheme of Delegation	Yes	No	Yes	Yes	No
Councillors' Code of Conduct	Yes	No	Yes	Yes	No
Policies	Yes	No	Yes	Yes	No
Written procedures	Yes	No	Yes	Yes	No
Schedule of charges	Yes	Yes	Yes	Yes	No

Information to be published	How the information can be obtained?				
	Website	Noticeboards	Town Clerk	Desborough Library	Other
<b>Lists and Registers</b>					
Asset Register	No	No	Yes	No	No
Disclosure log	No	No	Yes	No	No
Register of members' interests	Yes	No	Yes	No	KBC
<b>The services we offer</b>					
Desborough Pocket Park	No	No	Yes	No	KBC
Seating, litter bins, and lighting	No	No	Yes	No	KBC
Bus shelters	No	No	Yes	No	KBC
<b>Additional Information</b>					
Risk Assessment	No	No	Yes	No	No
Internal Control Procedures	Yes	No	Yes	Yes	No

**Contact details:**

Town Clerk  
Library Building, High Street, Desborough, NN14 2QS  
01536 628816  
[clerk@desboroughtowncouncil.gov.uk](mailto:clerk@desboroughtowncouncil.gov.uk)

Kettering Borough Council  
Bowling Green Road, Kettering, NN15 7QX  
01536 410333

## **Financial Regulations**

### **1. Introduction**

- 1.1. These Regulations govern how the Council conducts its financial affairs. They set out how all money matters are dealt with and should be complied with at all times. They are approved by the full Council and should be reviewed annually as part of the Council's assessment of its internal control arrangements. They can only be amended by the full Council as an agenda item with proper notice.
- 1.2. At all times, the latest Accounts and Audit Regulations, and any other enactments dealing with the financial affairs of local Councils, shall be complied with. In the event of any inconsistency between the Regulations, the prevailing Accounts and Audit Regulations shall take precedence.
- 1.3. These Regulations form part of the arrangements by which the Council discharges its responsibility under the Accounts and Audit Regulations to ensure:
  - a) that the financial management of the Council is adequate and effective and that it has a sound system of internal control, and
  - b) that its accounts comply with proper practices.
- 1.4. The Council's "Standing Orders", "Scheme of Delegation", and "Financial and Treasury Management Strategy and Reserves Policy" contain other financial provisions and should be read in conjunction with these Regulations.
- 1.5. In these Regulations, the terms "Town Clerk", "Responsible Financial Officer", and "RFO" refer to the duly appointed and delegated post holder.
- 1.6. Desborough Town Council has appointed the Town Clerk as the Responsible Financial Officer (RFO).
- 1.7. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

### **2. The Budgetary Process**

- 2.1. Each year, before work begins on the budget, the Council will meet to consider the main issues that it wants to address and to agree its objectives for the next year and for the medium term. During the planning period it will review what has happened so far in the current year and identify any problem areas that need to be tackled and any changes that it wants to make.
- 2.2. At the beginning of the budget process the Council will consider any capital projects that are in progress or which are planned. No major projects should be undertaken without a detailed feasibility report which will include funding sources, cash flow forecasts and revenue implications for future years. Commitments to capital schemes should not be entered into unless and until the financial consequences have been incorporated in the Council's approved budget.
- 2.3. At the December meeting each year, draft spending plans and income proposals for the forthcoming year should be submitted to Council, together with forecasts for the next two years. These should be accompanied by a report from the RFO on the estimated level of resources and issues arising from the proposals.
- 2.4. The Council will consider the detailed budget in January for approval. It shall review the resources available to it, including grants and reserves.
- 2.5. Only after spending plans, anticipated income, and reserves have been considered may the Council consider how much to precept on Council tax for the next year.

### **3. Budgetary Control**

- 3.1. Expenditure on revenue items may be incurred up to the amounts approved in the budget. Payments on any capital project should be made in accordance with forecast cash flows included in the approved project plan.
- 3.2. Where essential spending would otherwise exceed the approved budget, amounts can be transferred ("*the exercise of virement*") from other budget heads or from reserves with the approval of Council.
- 3.3. The RFO shall report regularly to the Council on actual spending and income against budget, highlighting significant variances. Unspent balances at the year end will be transferred to the general reserve.
- 3.4. Urgent expenditure of up to £1,000 may be authorised by the Town Clerk, notwithstanding any budgetary provision. Such spending should be reported to Council as soon as possible and the budget should be amended accordingly.

### **4. Orders for Goods and Services**

- 4.1. Before placing an order or making a purchase steps should be taken to ensure that the Council is paying a competitive price and achieving good value for money. Wherever possible quotes should be obtained from three sources. Where the estimated cost exceeds £1,000, formal written quotes should be sought.
- 4.2. Longer term contracts for the supply of services such as gas, electricity, water and telephones should be regularly reviewed to ensure that the best terms are being obtained with regard to tariffs and supplier. Other ongoing arrangements such as with professional advisers, banks, insurance providers, maintenance contractors, should be reviewed at least every three years and a report prepared for the Council on how best to ensure continuing value for money. Everyone involved with the Council should be aware of the need to achieve value and increase efficiency and should bring relevant issues to the attention of the Town Clerk and the Council.
- 4.3. Orders should be placed by the RFO or other officer approved by him/her as the appropriate budget holder. Before committing the Council the responsible person should check that funds are available within the budget and that the Council has the necessary power to incur the expenditure.
- 4.4. Orders should only be placed for goods and services that will be used by the Council for its own purposes.

### **5. Accounting and Audit**

- 5.1. Accounting procedures and financial records shall be determined by the RFO, who shall issue such accounting instructions as are considered necessary.
- 5.2. The RFO shall be responsible for preparing the Council's financial statements and completing the relevant section of the Annual Return required by proper practices, and submitting to the Council in accordance with the statutory time limits.
- 5.3. The Town Clerk shall ensure that all statutory requirements to publish accounting statements and facilitate public access and inspection are complied with and that the requirements of the External Auditor are met.
- 5.4. A suitably competent and independent person shall be appointed by the Council as its internal auditor, to undertake regular reviews of the Council's internal control systems and report thereon to the Council. The appointed person should complete the relevant section of the Annual Return.
- 5.5. All reports by the Internal or External Auditor shall be considered by the Council. Any recommendations should be implemented, or reasons why they are not shall be recorded in the minutes.
- 5.6. The Council should review the effectiveness of its internal audit arrangements on a regular basis.
- 5.7. Members and officers shall co-operate with auditors and provide such information and records as they or the RFO requires.

## **6. Safeguarding Money**

- 6.1. The RFO is responsible is setting up banking arrangements but these and any changes to them, must be approved by the Council. The “Financial and Treasury Management Strategy and Reserves Policy” shall provide sufficient authority for the RFO to set up and change banking arrangements, which shall subsequently be reported to the Council.
- 6.2. The RFO shall have authority to transfer money between the Council’s investment accounts; and between the investment accounts and the current accounts; in accordance with the “Financial and Treasury Management Strategy and Reserves Policy” in order to protect the Council’s interests and maximise any interest accruing.
- 6.3. The use of any form of corporate credit card is not permitted.
- 6.4. No employee shall manage their own payroll, or calculate their own salary payments for approval by the Council.
- 6.5. The list of authorised signatories, limits of authority, and amendments to any of these, must be approved by the Council. Authorised signatories used should be rotated on a regular basis.
- 6.6. Monies received should be banked on a regular basis by the RFO. Cash should be banked, intact, at the earliest opportunity. All people responsible for financial management should receive appropriate training.
- 6.7. The Council will review the arrangements for handling money and its associated risks at least annually. Up to date bank reconciliations should be presented to each ordinary meeting of the Council, including copies of bank statements.
- 6.8. Invoices for payment should be checked by the Town Clerk and entered onto a schedule for approval by Council. Payments should be made by cheques signed by two authorised Members. Where electronic banking is used, arrangements, approved by Council must ensure that at least two people authorise any transaction, one of whom should be a Member. Urgent payments may, exceptionally, be made by the Town Clerk in consultation with the RFO and Council Chair. These should be reported to the next meeting, with appropriate explanations.
- 6.9. Once approved, signed cheques should be issued, or other forms of payment initiated, promptly by the RFO.
- 6.10. Any payments made personally by any employee (for example for postage or minor stationery items) shall be refunded on a regular basis in accordance with the Expenses and Travel Policy.
- 6.11. Direct debit or standing order payments may be permitted, with the approval of the Council, for regular items such as utility bills. Amounts so paid should be reported to Council along with the normal payment schedule. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC.

## **7. Income**

- 7.1. Income from fees, charges, grants etc., should be regularly reviewed to ensure that full advantage is taken of opportunities to raise additional resources. Charges set by Council should be reviewed annually as part of the budget process.
- 7.2. The RFO should issue invoices promptly and institute efficient collection arrangements. Irrecoverable amounts should be written off by the Council, following a report from the RFO.
- 7.3. VAT claims and returns should be completed promptly by the RFO in accordance with current HMRC rules.

## **8. Investments and Loans**

- 8.1. Surplus revenue balances should be invested in a bank deposit account as arranged by the RFO and approved by Council in the “Financial and Treasury Management Strategy and Reserves Policy”.
- 8.2. No long term borrowing should be undertaken without appropriate borrowing approval, the nature and terms of which shall be approved by Council.

## **9. Assets**

- 9.1. Items of equipment should be recorded on an inventory list, which should be checked periodically by the RFO.
- 9.2. Capital assets should be recorded in the Council's Asset Register at original cost. Where appropriate assets should be properly maintained and sufficient funds should be included in the revenue budget to enable this to happen. mAssets, particularly land and buildings, should be reviewed to assess if the Council is making the most effective economic use of them. Surplus assets should be disposed of, with the approval of Council, for the best possible price.

## **10. Risk Management**

- 10.1. The Council should conduct a risk assessment of its activities at least annually. This should involve identifying significant risks and agreeing how they should be managed, taking into account the potential consequences and the likelihood of the event happening. New ventures should be subject to a risk assessment before they are approved and the resultant management actions implemented.
- 10.2. Insurance arrangements should be set up by the RFO to cover potentially high cost risks and meet statutory obligations. Insurance terms and costs should be kept under regular review to ensure that best value is obtained.

## **11. Suspension And Revision**

- 11.1. No part or all of these Financial Regulations may be suspended or revoked unless and until:-
  - a) the question is a specific agenda item at a formal Council meeting;
  - b) an assessment of the risks arising has been drawn up and presented in advance to all Members of Council;
  - c) reasons for the suspension are recorded in the minutes.

## Expenses and Travel Policy

### Policy Aim

The purpose of the policy is to keep the cost of expenses as low as possible whilst reimbursing staff or paying necessary and validly incurred expenditure.

It is the Council's policy that its employees and elected members should not be expected to subsidise the Council, and that the Council should promptly reimburse travel and subsistence costs incurred while on Council business, provided the expenditure has been authorised, receipted and certified in accordance with this policy.

### Authorised Duties

Expenses claims will be considered for the following activities:-

- Travelling and associated expenses on journeys on Council business;
- Travel to and from approved training sessions held by NALC, NCALC, SLCC, other approved organisations, and for any training paid for by the Council.

### Method Of Travel

Travel should be in the most cost-effective manner taking into account journey time and the nature of the journey as well as monetary cost. When making a decision about travel, the length of time taken to travel should be considered. Our environment will be considered when making decisions. Public transport will be preferred where practical and cost effective. No employees will be defined as essential car users.

- Train: All rail travel shall be by the cheapest standard class fare available. It is strongly recommended that claimants book rail fares in advance whenever possible and make full use of any discounted rates. For attendance at meetings where dates are set well in advance, the use of advance tickets is expected.
- Bus: All bus travel shall be by the cheapest standard fare available, and be subject to a calculation time taken to travel against the cost savings of tickets.
- Car: Reimbursed at current National Joint Council rates. Reasonable parking will be paid. A log must be submitted showing where business journeys commenced and ceased, and the number of miles travelled (deducting any personal element of the journey). Where an employee uses their own vehicle they should ensure that the vehicle is in good working order, fully insured (business use), taxed and has a valid MOT certificate. For the avoidance of doubt, travel between the Council's offices and home will not be paid unless the employee has been called out on an emergency or out of hours.
- Taxi: Taxis shall only be used when essential [e.g. urgency, awkward hours, transport of baggage, health reasons]

### Subsistence

A claimant may claim for the costs of meals and beverages reasonably purchased when travelling on Council business. This is intended to reimburse claimants for additional expense as a result of having to travel on Council business. Subsistence will only be paid for business which involves leaving home before 07:00 or returning home after 19:00, or involving a total home to home duration of 8 hours or more. Authorised expenditure on meals and light refreshments, including reasonable (non-alcoholic) drinks with meals, will be reimbursed up to the limits in Annexe 1. Any claim exceeding the maximum allowable costs will be reduced accordingly. Personal incidental expenses cannot be claimed.

### Overnight Accommodation

The cost of overnight accommodation will be reimbursed when it can be clearly demonstrated that it is impossible or impracticable to attend the approved duty without staying over the previous night: for example where a journey would have to start from home before 06:00. Any hotel accommodation requirements must be agreed with the Council in advance and should not exceed £75 per night (£90 per night for London) e.g. Premier Inn or Travelodge.

### Non-Reimbursable Expenses

The following categories of expense will **not** be reimbursed:

- Those claims not supported by fully documented receipts [NB credit card slips do not count as documented receipts], unless exceptional approval has been given by the Council

- Personal entertainment of any kind.
- Mini bar / bar bills
- Alcohol
- Entertaining other Councillors or individuals.
- Claims for unidentified small items of expenditure.
- Any claims in excess of the maximum limits set by this Policy

#### Professional Subscriptions

If agreed in advance, employees may claim back the cost of the annual subscription for professional bodies whose activities are directly relevant to the employee's duties. The Council has approved the full payment by the Council of the Town Clerk's membership of SLCC, and for the avoidance of doubt, membership fees for ALCC will **not** be funded by the Council.

#### Eye Tests

The Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (as amended). The Council will fund the cost of one annual eye test conducted by a suitably qualified optician for any employees that use display screen (computer monitor) equipment for a significant part of their working day on Council business.

#### Routine Small Purchases

Purchases of small items of office equipment and consumables (such as paper), or necessities, by the Town Clerk in accordance with the Scheme of Delegation will be reimbursed on production of an approved completed claim form (with receipts).

#### Miscellaneous Expenses

There may be other incidental expenses incurred by employees that are not covered by these rules such as stationery, which would then prompt a discussion with the Town Clerk. All cases of doubt should be referred promptly to the Town Clerk, or by the Town Clerk to the Chair, prior to incurring the expense.

#### Receipts

A supporting original receipt for expenses claimed must be attached to the claim form in all cases where these are normally obtainable. Un-receipted expenditure will not be reimbursed except for mileage claims, and at the discretion of Council.

It is important that all Councillors and staff keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to the Inland Revenue.

#### Submission and Payment of Claims

All claims must reach the Town Clerk within two months of being incurred. The Town Clerk will scrutinise all claims submitted for approval at the next Council meeting. Claims made by the Town Clerk will be submitted to the Chair for scrutiny and approval.

It is important that claimants keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC. In respect of car travel, claimants should keep a log showing where journeys commenced and ceased and the number of miles travelled.

The completed and signed form, with receipts attached, should be given to the Town Clerk for processing. The Town Clerk will scrutinise all claims submitted. Claims made by the Town Clerk will be scrutinised by the Chair. If satisfied that the claims are allowable, they will be approved and paid.

Expense claims are normally paid in the following monthly payment run, unless circumstances require payment sooner.

#### Abuse Of This Policy

Any abuse in the application of this policy by employees will be dealt with in accordance with the Council's disciplinary policy and may possibly result in disciplinary action being taken, up to and including dismissal. Any abuse in the application of this policy by Councillors will be treated as a breach of the Code of Conduct and dealt with accordingly.

Deliberate falsification of a claim or the evidence needed to make a claim by employees will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

## Annexe 1

Subsistence Short Day Rate (up to 8 hrs)

£0.00 food provided

£5.00 food not provided

Subsistence Full Day Rate (more than 8 hrs)

£5.00 food provided

£10.00 food not provided

Mileage rates are paid in accordance with the Green Book:

Car engine size	451 - 999cc	1000 - 1199cc	1200 - 1450cc
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p
Petrol Element	9.406p	10.366p	11.288p
Amount of VAT per mile in petrol element	1.567p	1.727p	1.881p

## **Employer Pensions Discretions Policy**

### **Aim**

The Local Government Pension Scheme (LGPS) is a Statutory scheme. The rules and regulations governing the Scheme are laid down under Act of Parliament. There are some provisions of the Scheme that are discretionary. Discretionary powers allow employers to choose how, or if, they apply certain provisions. This document aims to summarise the discretions that Desborough Town Council exercises as an employer in relation to the Local Government Pension Scheme.

### **Scope**

This policy applies to all employees of Desborough Town Council who are eligible to join, or have been a member of, the Local Government Pension Scheme.

Under the Local Government Pension Scheme (Regulation 60 of the LGPS Regulations 2013 and Benefits, Membership and Contributions Regulations 2007), each employer must prepare a written statement of its policy in relation to the exercise of its functions under the Regulations.

The Council will seek external advice before exercising any of the discretions permitted by this policy.

All pension discretions will be reviewed at least every two years, or as and when circumstances change.

The various discretions are set out in Annexe A.

Graham Thomson  
Town Clerk

## Employer Pensions Discretions Policy

REGULATION	PROVISION	DESBOROUGH TOWN COUNCIL'S DISCRETION
<b>Establishment of a Shared Cost AVC (SCAVC) facility - Regulation 17(1) of the LGPS regulations 2013</b>	A shared-cost AVC scheme is where the Town Council contributes AVCs as well as yourself.	The Town Council does not intend to exercise this discretion.
	The Town Council does not operate a non-shared AVC scheme where you can invest money through an AVC provider, often an insurance company or building society	The Town Council does not intend to exercise this discretion.
<b>Regulation 16(16) of the LGPS regulations 2013</b>	Extension of period for a scheme member to elect to pay for 'lost pension' where the employer contributes two-thirds of the cost in respect of a period of absence.	The Town Council does not intend to exercise this discretion.
<b>Post - 31 March 2008 / pre - 1 April 2014 leavers early payment of pension - Regulations B30 (2) and B30(5)</b>	An employer can allow the early payment of deferred benefits to those with pre 2014 benefits only between ages 55 and 59. They may also allow early payment of pensions to former employees who were in receipt of a tier 3 ill health pension which has since been suspended.	Deferred benefits, including suspended tier 3 ill health pensions, will only be paid early provided it is in the Council's interests to do so, and having regard to the Pension Fund charge for paying benefits early being affordable in each case.
<b>Membership Aggregation - Regulations 22(7)(b) and 22(8)(b)</b>	<p>If a member has previous LGPS membership then they will need to decide if they would like to keep these two pension records separate.</p> <p>The election to keep separate pension benefits must be made within 12 months of becoming an active member, who must be active at the date of election</p>	The Town Council will consider an extension to the time limit on a case by case basis if it is clear that you were unable to meet the normal time period due to circumstances beyond your control.
<b>Transfers of Pension Rights - Regulation 100(6)</b>	Where an active member requests to transfer previous pension rights into the LGPS, the member must make a request within 12 months of becoming an active member	The Town Council will consider an extension to the time limit on a case by case basis if it is clear that you were unable to meet the normal time period due to circumstances beyond your control.
<b>Local Government (Discretionary Payments) (Injury Allowances) Regulations, Regulation 3 (Reduction in Remuneration), 4 (Loss of employment through permanent incapacity), 6 (Allowances for pensioners), 7 (Death benefits) and 8 (Considerations in determining amount of allowances) 2011)</b>	If you have an industrial injury during the course of your work and suffer a (temporary) reduction in pay or loss of employment through permanent incapacity you may be entitled to receive an industrial injury allowance.	Each case will be looked at on a case by case basis.
<b>Regulation 15(1) (b) of the LGPS (Transitional Provisions and Savings) Regulations 2014 and Regulation 66(9) (b) of the 1997 Regulations</b>	Scheme AVC's can be converted into membership credit.	The Town Council does not intend to exercise this discretion.

<b>Power to award additional pension - Regulation 31</b>	An employer can award additional pension of up to £6,755 per annum (figure as at 1 April 2017), to an active member, or within six months of a member leaving on the grounds of redundancy or business efficiency	Additional pension may be awarded only in exceptional circumstances
<b>Shared cost additional pension contributions - Regulations 16(2)(e) and 16(4)(d)</b>	An employer can agree to meet some of the cost when an active scheme member wishes to increase their pension by up to £6,755 per annum (figure as at 1 April 2017).	Additional pension may be awarded only in exceptional circumstances
<b>Power to allow flexible retirement - Regulations 30 (6), TP11(2) and 30(8)</b>	<p>An employer can allow a member aged 55 or more to draw all of the pension benefits they have already built up whilst still continuing in employment, provided the employer agrees to the member either reducing their hours or moving to a position on a lower grade. In such cases, pension benefits will be reduced in accordance with actuarial tables unless the employer waives the reduction, either fully or in part, or a member has protected rights.</p> <p>The employer will pay any cost for early payment of the benefits, including the additional costs of waiving any early payment reduction.</p>	<p>The Council will expect conditions to apply to flexible retirement or partial flexible retirement, subject to discussion in each case:</p> <ul style="list-style-type: none"> <li>• Hours must be reduced by at least 25% (as a guide)</li> <li>• On reduction in hours, the employee's gross total pay (pension and new salary) must not exceed the salary immediately prior to the reduction in hours</li> <li>• Hours cannot revert back within 12 months of reducing</li> <li>• There must be a business reason to allow a Strain Charge to be paid to the pension fund</li> <li>• Waiving of actuarial reduction will only be allowed in exceptional circumstances</li> </ul>
<b>Waiving of actuarial reductions - Regulations 30(8), TP3(1), TPSch 2, para 2(1), B30(5) and B30A(5)</b>	An employer can agree to waive any actuarial reductions on benefits which a member voluntarily draws before normal pension age, on any grounds other than flexible retirement.	The Town Council may waive the actuarial reduction in exceptional circumstances
<b>Switching on the 85year rule - Regulation TPSch 2, para 2(3) (Transitional Provisions, Savings and Amendment) 2014</b>	The employer can agree to apply the 85yr rule to pre 1 April 2014 accrued benefits (subject to a minimum actuarial reduction to age 60) - there will be no 85yr rule on post 2014 benefits.	The Town Council may switch on the 85yr rule in exceptional circumstances
<b>Other Regulations and Discretions</b>	Where the employer has discretion under any other Regulations or provision not listed above.	Each case will be looked at on a case by case basis.

## Information Items

### 169.1/18 To receive a report from the County Councillor

County Councillor Matthews has been asked to submit a report.

### 169.2/18 To receive a report from Borough Councillors

The Kettering Borough Councillors have been asked to submit a report.

Councillor Tebbutt has stated that he *"Will be able to report next month the outcome of Planning Policy"*.

### 169.3/18 Update on the Neighbourhood Plan

In September 2013, Desborough Town Council decided to work with local organisations and members of the public to bring forward a Neighbourhood Plan for the town. Following a number of changes in direction and people involved, a draft plan was produced with assistance from consultants. The draft was discussed at consultation events and significant changes were made necessitating further consultation in late September 2017.

There seems to have been no movement since the publication of the second draft (which also does not seem to have been posted on the Council's website until very recently). This second draft was submitted for an external "evidence base and policy review" and a review document produced. This review needs to be considered and changes made to the Draft Plan before seeking formal consultation under Regulation 14.

The Working Party will be meeting through November to make recommendations to the Council at the December meeting.

### 169.4/18 To receive updates from Desborough community groups and representatives

### 169.5/18 To receive a report from the Rothwell North Working Party

### 169.5/18 To receive a report about the Youth Council

A meeting was held and around a dozen or so young people from Desborough and Rothwell attended and were enthusiastic about being involved in local matters.

There was a call for ideas that could be brought forward and a lively discussion took place where several expressions were made around road traffic safety to and from school, trees overhanging the footpath between Desborough and Rothwell, the buses turning across the pavements near to Montsaye and lighting issues in the parks and recreation grounds both in Desborough and Rothwell. There were a wide range of other subjects brought up including can we have pizza every time we meet? The answer was yes if you want to, provided that's what the majority of you want and that you raise the funds yourselves to buy them.

They wanted to meet once a month, and alternate between Desborough and Rothwell. With news about forthcoming Gala nights in both towns the decision was taken to have the first meeting in Desborough on the 28 November at 18:30 in the Desborough Library Building. This is just before the Desborough Gala night on 30 November and will allow planning for that event and a stall with possibly leaflets to hand out about the Youth Council. This will be followed up the following week at Rothwell's Gala evening where again a stall and leaflet will be arranged. Individuals took responsibilities for designing a leaflet, going into Desborough Library to book a stall, making contact about a stall at the Rothwell Gala night. They also set up a WhatsApp group between them to help with communications and have shared contact details.

### 169.6/18 Proposed Dunkirk Avenue bench

A suitable safe site on Harborough Road is being sought. Further information will be supplied in due course.

### 169.7/18 Local Government Transparency Code,

The Local Government Transparency Code obliges local authorities to publish specified information on either a quarterly or annual basis. The Code applies to Desborough Town Council but it has been discovered that the Council is not fully compliant with the Code. Accordingly, the Town Clerk will ensure as far as possible that the Council becomes fully compliant as soon as possible. Items covered in the Code include: Expenditure exceeding £500; Procurement information; Grants; Organisation chart; Trade union facility time; Senior salaries; Constitution; Pay multiple; and, Fraud

### 169.6/18 Revised Work Plan for 2018-19

The revised work plan is attached as Report No. 1.

**Revised Work Plan 2018-19**

**December 2018**

**Procedural items**

Local Government Transparency Code update  
Website review and development (from November 2018)  
Neighbourhood plan review and relaunch  
Review of existing policies and introduction of recommended policies

**Financial items**

External Contract review (from November 2018)

**January 2019**

**Procedural items**

Risk Assessments review  
Business Plan / Strategy  
Review of existing policies and introduction of recommended policies

**Development items**

Website review confirmation

**February 2019**

**Procedural items**

Review of existing policies and introduction of recommended policies

**March 2019**

**Procedural items**

Review of arrangements for the forthcoming elections / review of local government reorganisation proposals  
Review of bodies on which the Council nominates representation  
Review of existing policies and introduction of recommended policies

**April 2019**

**Procedural items**

Review of Committee Structure  
Review of existing policies and introduction of recommended policies.