



12th February 2025

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday, 17th February 2025** In the **Council Chamber, Shotton Hall, Peterlee, SR8 2PH**, at **6.30 pm**

Mr I Hall  
Town Clerk

Members of the public are very welcome to attend our meetings. We have a limited number of designated public seating in our Council Chamber and so any members of the public wishing to attend to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: [council@peterlee.gov.uk](mailto:council@peterlee.gov.uk) or (0191) 5862491.

## AGENDA

### 1. Apologies for Absence

### 2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

### 3. Public Participation

Members of the public will have an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.

### 4. Minutes

To approve the Minutes of the following meeting:-

- a. Governance Committee held on 28<sup>th</sup> January 2025 (Copy attached)
- b. Council held on 3<sup>rd</sup> February 2025 (Copy attached)
- c. Events Committee held on 4<sup>th</sup> February 2025 (Copy attached)
- d. Governance Committee held on 10<sup>th</sup> February (Copy attached)

### 5. Review of Financial Regulations

Report of Chief Officer & Town Clerk. (Copy attached)

### 6. 2024/25 Financial Year – Third Quarter Budget Summary Report

Report of Chief Officer & Town Clerk. (Copy attached)

7. **Eden Lane Practice Pitch Fence**  
Report of Chief Officer & Town Clerk. (Copy attached)
8. **Sale of Icer Cream Maker**  
Report of Chief Officer & Town Clerk. (Copy attached)
9. **Request to use Council Land for a Funfair**  
Report of Events Officer. (Copy attached)
10. **Exclusion of Press and Public**  
To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and personal information contained in the report.
11. **Shotton Hall Update**  
Report of Chief Officer & Town Clerk. (Copy attached)

## PETERLEE TOWN COUNCIL

Minutes of the **Governance Committee** meeting held on **Tuesday 28<sup>th</sup> January 2025** at 10.00am in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillors J. Black, R. Burnip, K. Hawley, R. Moore

**Also Present:** Ian Hall (Chief Officer and Town Clerk), D Woodhall (Resources Manager), David Anderson (Locum Democratic Services Manager) and Louise Hudson (Democratic Services Assistant)

### **G.1/25 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **G.2/25 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

### **G.3/25 ELECTION OF CHAIRMAN**

**RESOLVED:** That Councillor R Moore be appointed Chairman of the Governance Committee for the current municipal year.

### **G.4/25 ELECTION OF VICE CHAIRMAN**

**RESOLVED:** That Councillor R Burnip be appointed Vice-Chairman of the Governance Committee for the current municipal year.

### **G.5/25 TERMS OF REFERENCE**

Members acknowledged the Terms of Reference and noted the information.

**RESOLVED:** The information be noted

### **G.6/25 SCHEDULE OF POLICIES**

Consideration was given to a schedule of policies held by the Council, which was circulated with the meeting.

It was noted that the majority of policies were HR related. These had been based on templates or models prepared by NALC (National Association of Local Councils) and the SLCC (Society of Local Council Clerks) and occasionally purchased from Durham County Council's HR Department, which took into account all relevant legislation and recommended ACAS (the Advisory, Conciliation and Arbitration Service) practices. It was therefore suggested that care should be taken when redrafting these policies to ensure that all relevant factors were included.

Members therefore agreed to focus on governance policies such as Standing Orders and Financial Regulations.

**RESOLVED:** The list of policies would be circulated to all members as a reminder of what was currently in place.

**G.7/25 FINANCIAL REGULATIONS**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, relating to an updated model Financial Regulations which had been issued by NALC.

Detailed consideration was given to areas highlighted in the model where Council's could use their discretion to customise the document to ensure that it suited the size and operational needs of their Council.

Councillor K Hawley left the meeting at 10.58am.

Councillor R Burnip left the meeting at 11.53am.

At this point the meeting became inquorate and therefore it was adjourned and would be reconvened at a later date to continue considering the model document.

**RESOLVED**

That the meeting be reconvened at a later date to continue to consider the model Financial Regulations.

DRAFT

## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 3<sup>rd</sup> February 2025** at 6.30pm in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor R Burnip (Deputy Mayor) and Councillors J. Black, M. Cartwright, K. Hawley, A. Laing, M. McCue, R. Moore, R. Scott, S Simpson, A Stockport, B Fishwick and M. Tough.

**Also Present:** Ian Hall (Chief Officer and Town Clerk), David Anderson (Locum Democratic Services Manager), Wayne Harriman (Neighbourhood Services Manager) and Louise Hudson (Democratic Services Assistant)

One member of the public was in attendance.

**C.137/24**      **APOLOGIES FOR ABSENCE**  
Apologies for absence had been received from Councillors K. Duffy, T Duffy, M. Sanderson, K Liddell, S Franklin, M. L. Franklin, D Hawley and D Howarth.

**RESOLVED:** That the apologies be noted.

**C.138/24**      **DECLARATIONS OF INTEREST**  
No declarations of interest were submitted.

**C.139/24**      **PUBLIC PARTICIPATION**  
No questions were raised during public participation.

**C.140/24**      **MINUTES**

- a. Council held on 20<sup>th</sup> January 2025
- b. Finance held on 20<sup>th</sup> January 2025

**RESOLVED:** That the Minutes of the above meetings be approved as a correct record.

**C.141/24**      **PURCHASE OF NEW TRACTOR (Pitch Power Funding)**  
Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, regarding the purchase of a Joh Deere 4052R utility tractor.

Grant funding had been achieved from the Football Foundations Pitch Power scheme to provide 75% of the purchase cost, with the Council required to contribute the remaining 25%.

Members noted that the lowest quotation obtained for in the sum of £40,172, which meant that the Council's contribution would be £10,043.

Councillor M McCue wanted to acknowledge staff efforts in achieving the grant funding.

**RESOLVED:** That the Council's contribution of £10,043 towards the purchase of a new John Deere 4052R tractor be approved.

**C.141/24**

**PROPOSAL TO ESTABLISH A CHARITY**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, with regard to establishing a charity to support health and wellbeing within Peterlee.

**RESOLVED**

1. That the establishment of a charity be agreed in principle.
2. That further investigations be made and advice sought on how best to establish a charity.

**C.142/24**

**CONDITION AND REQUIRED WORKS AT EDEN LANE DEPOT**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, updating Members on the condition of the depot and to highlight the urgent action required.

It was noted that staff who worked from the Depot had been relocated to Shotton Hall on a temporary basis while the issues were resolved. Members supported this action.

**RESOLVED**

1. That quotations be obtained for the necessary repairs.
2. That repairs be prioritised to address roof corrosion, structural cracks and damp near electrical systems to prevent further deterioration and mitigate against safety risks.
3. That funds be reviewed and allocated to cover costs of the required work based on updated quotations.

**C.143/24**

**EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That in view of the confidential nature of the items to be discussed, the Council passed a formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and personal information contained in the report.

**C.144/24**

**WRITE-OFF OF UNRECOVERABLE DEBT**

Consideration was given to a report of the Town Clerk, which had been circulated with the agenda, to seek approval to write off an unrecoverable debt.

Members noted details on the debt which amounted to £125. Despite attempts to recover the debt through the small claims court it had not been possible to do so. Further action to recover the debt would incur disproportional costs with little chance of success.

Although Members were loath to write off debts it seemed the most economical course of action in this case. It was suggested that anyone using Council facilities should pay in advance.

A vote was taken to write off the debt:

**For: 11**

**Against: 1**

Councillor R Moore wished it to be recorded that he voted against writing off the debt.

**RESOLVED**

1. That the debt be written-off
2. That wherever possible payment be taken when facilities were booked.

DRAFT

## PETERLEE TOWN COUNCIL

Minutes of the meeting of the **Events Working Party** on **Tuesday 4<sup>th</sup> February 2025** at 10.00 am in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor Ray Burnip (Chair) and Councillors K Hawley, A Laing, B Fishwick, S Simpson and R Scott, M Tough, R Moore

**Also Present:** Ian Hall, (Chief Officer and Town Clerk), Deborah Woodhall (Resources Manager), Laura Freeman (Events Officer), David Anderson (Locum Democratic Services Manager) and Louise Hudson (Democratic Services Assistant)

**EWP.8/24      APOLOGIES FOR ABSENCE**  
Apologies were noted from Councillors K. Liddell, D Howarth, S Franklin, M L Franklin, D Hawley and M. A. Cartwright.

**EWP.9/24      DECLARATIONS OF INTEREST**  
No interests were declared.

**EWP.10/24    EVENTS HELD DURING THE FINANCIAL YEAR 2024/25**  
Consideration was given to a list of the events held during the previous financial year of 2023/224

**RECOMMENDED:**            The information be noted.

**EWP.11/24    EVENTS FOR THE FINANCIAL YEAR 2025/26**  
Discussions took place in relation to viable events that could be held during the 2025/26 financial year.

Subject to quotations and the allowance of budgetary funds, the following events would be held, as follows:-

- 1. VE Day Celebrations** – Which would include donations to nursing homes and schools in Peterlee to contribute towards their own celebratory events.
- 2. Summer Fun Days (Parks)** – Which would include one of the days being themed around sport and held at the Pavilion, Helford road.
- 3. Garden Competition**
- 4. Fireworks**
- 5. Remembrance Parade**

Given the lead times required to seek quotes and potentially book the above-mentioned events.

Further consideration would be given to the Halloween and Christmas events for 2025 once the cost of the above events had been established and remaining budgets were known.

It was suggested that the Town Council work in partnership with other organisations where possible to co-ordinate effort and resources to achieve better outcomes for communities, whilst minimising duplication and clashing events.

**AGREED:-**                    That the Events Officer obtain quotes for the provision of a VE Day Celebration event and a Fireworks event for consideration at the next meeting.



## PETERLEE TOWN COUNCIL

Minutes of the **Governance Committee** meeting held on **Monday, 10<sup>th</sup> February 2025** at 10.00am in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillors J. Black, R. Burnip, K. Hawley, R. Moore

**Also Present:** Ian Hall (Chief Officer and Town Clerk), D Woodhall (Resources Manager), David Anderson (Locum Democratic Services Manager) and Louise Hudson (Democratic Services Assistant)

**G.8/25 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**G.9/25 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

**G.10/25 FINANCIAL REGULATIONS**

Members gave further consideration to the model Financial Regulations which had been issued by NALC.

Following detailed consideration and discussion on various areas of the model, a draft Financial Regulations was to be prepared for consideration by Council.

**RESOLVED**

That draft Financial Regulations be prepared for consideration by Council, taking into account the Committees views.

**Report to:** Peterlee Town Council

**Date of Meeting:** 17<sup>th</sup> February 2025

**Subject:** **Review of Financial regulations**

**Report of:** Ian Hall, Chief Officer/Town Clerk

**Report Purpose:** To review the Council's Financial Regulations.

**Background:** The Council's Financial regulations are based on a model produced by the National Association of Local Councils.

The latest version was updated by NALC in May 2024 shortly prior to the Council's Annual Meeting. The revamped Model Financial Regulations bring together all the essential procedures and financial regulations that councils need to implement to ensure that they manage their finances effectively and transparently.

The Governance Committee met on 28<sup>th</sup> January and 10<sup>th</sup> February 2025 to review the Council's current Financial Regulations against the NALC model.

The Committees recommended Financial Regulations are attached at Appendix 2.

**Recommendation:** That the updated Financial Regulations attached at Appendix 2 be adopted.





# PETERLEE TOWN COUNCIL FINANCIAL REGULATIONS

## ABSTRACT

These 'Financial Regulations' compliment the Council's Standing Orders and set out the way that the Council conducts its financial affairs. Our Financial Regulations have been adopted from the National Association of Local Councils model financial regulations and this version was reviewed and approved by the Council in January 2025.

Ian Hall, Chief Officer & Town Clerk  
Responsible Financial Officer

Reviewed and Approved February 2025

**PETERLEE TOWN COUNCIL**  
**FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the Council at its meeting held on [enter date].

## 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 Town 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 Town 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 [£5,000]; and

## **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 Town 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 Town 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 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 Resources Committee.

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 reasonably 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 Resources Committee** at least annually as part of the budget setting process.
- 4.3. No later than **the end of January** each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year 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. Having considered the proposed budget 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.
- 4.6. **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.**
- 4.7. 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.
- 4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.9. 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 £50,000 excluding VAT, the Town Clerk shall **make arrangements to seek formal tenders from at least three suppliers OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation.**
- 5.7. **For contracts estimated to be over £25,000 excluding VAT, the Council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than **£3,000** excluding VAT the Town Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between **£500** and **£3,000** excluding VAT, the Town Clerk shall try to obtain 3 estimates, which may include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Town 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;

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<sup>1</sup> 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.

- 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, or relevant committee. 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 Town Clerk, under delegated authority, for any items below [£3,000] excluding VAT.
- the Town Clerk, in consultation with the Chair of the Council. or Chair of the appropriate committee, for any items from £3,000 to £6,000 excluding VAT.
- a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items exceeding £6,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by Council and in accordance with any policy statement agreed by the Council.
- the Council for all items over £6,000;

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 Town Clerk may authorise expenditure of up to £6,000 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 Town 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 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 RFO.

## **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 the Co-operative Bank. The arrangements shall be reviewed at least every 4 years 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 budget holders. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by budget holders.
- 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 or cheque, in accordance with appropriate authorisation, unless a different payment method has been agreed.
- 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 two members 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 emailed to all Councillors for information.
- 6.9. The Town Clerk shall have delegated authority to authorise payments in the following circumstances:
- i. {any payments of up to £3,000 excluding VAT, within an agreed budget.
  - ii. payments of up to £6,000 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 Town Clerk / RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be emailed to all Councillors for information.
- iv. Fund transfers within the Councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Resources Committee.

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 {or finance committee}. The Council {or committee} 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 Finance Officer shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify at least 5 Councillors who will be authorised to approve transactions on those accounts and a minimum of two Councillors will be involved in any online approval process. The Town Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. 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.
- 7.3. The Service Administrator shall set up all items due for payment online in the presence of a senior officer. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all Councillors.
- 7.4. In the prolonged absence of the Service Administrator an officer shall be appointed by the Town Clerk to set up any payments due before the return of the Service Administrator.
- 7.5. Two Councillors who are authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.6. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.7. A full list of all payments made in a month shall be provided to all Councillors by email for information.
- 7.8. 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 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.

- 7.9. Payment may be made by BACS or CHAPS where appropriate provided that the schedule of payments is approved by **two duly authorised members**, evidence is retained and details of payments are emailed to all members. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 7.10. 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 by two 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.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by **the Town Clerk and Finance Officer**. 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 every **two years**.
- 7.12. 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.
- 7.13. 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 authorised signatories**.
- 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.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to **the Town Clerk and duly authorised officers** and will also be restricted to a single transaction maximum value of **£3,000** unless authorised by Council or appropriate 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 emailed to **all Councillors on a monthly basis**. Authority for topping-up shall be at the discretion of **the Town Clerk**.

9.3. Any corporate **credit card** or trade card account opened by the Council will be specifically restricted to use by the Town Clerk and **duly authorised officers**. 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 under exceptional circumstances agreed by the Town Clerk. Receipts should be presented as proof of payment.**

## **10. Petty Cash**

10.1. The RFO shall maintain a petty cash of £75 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

## **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. 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.

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.

**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 Town Clerk. The Town Clerk 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 by Town Clerk 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 Town Clerk 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. The RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. 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 Town Clerk 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 Town 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. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. 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.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Town Clerk shall be responsible for periodic checks of stocks and stores.

#### **16. Assets, properties and estates**

16.1. The Town 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 £2,500. 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 Town Clerk shall give prompt notification to the Council's Insurers 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.

## **18. Charities**

18.1. Where the Council is sole managing trustee of a charitable body the Town 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 Town 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 Town Clerk or RFO. The Town 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.

**Report to:** Peterlee Town Council

**Date of Meeting:** 17<sup>th</sup> February 2025

**Subject:** **2024/25 Financial Year – Third Quarter Budget Summary Report**

**Report of:** Ian Hall, Chief Officer/Town Clerk

**Report Purpose:** To provide the Committee with a budget summary report to the end of the third quarter of the 2024/25 financial year, in line the Council's Financial Regulations<sup>1</sup>.

**Background:** Section 5.8 of the Council's Financial Regulations provides that as the Council's Responsible Financial Officer (RFO) I am required to provide a statement comparing actual expenditure to that planned in the budget for each head of the Council's budgets.

The working process that enables this report is as follows:

- End of Quarter budget report produced and circulated to Budget holders by Finance Team;
- 1:1 meeting between budget holders, Town Clerk and Finance Assistant;
- Variance report produced and discussed with each budget holder;
- Report to Council for discussion and approval.

This report represents the Council's position at the end of the third quarter of the 2024/25 Financial Year, i.e. as at 31<sup>st</sup> December 2024.

**Q3 summary:** The 2024/25 quarter 3 overall budget outturn per budget head is provided in Appendix 1 to this report. In basic terms, net expenditure is lower than the *pro rata* forecast budget expenditure for the first 9 months by just over £212,941, equivalent to 40.44% of the total expenditure budget for the year.

**Q3 variances:** A number of individual budget heads have variances in excess of the 'material' 15% limit prescribed in the Financial Regulations. Summary explanations for these material variances are provided in Appendix 2 to this report.

**Recommendation:** Members are recommended to note the content of this report and Appendices 1 and 2 which set out the quarter 3 variances by budget head and summary explanations for each variance over 15%.

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<sup>1</sup> Council's financial regulations are available from the Town Clerk on request or [here](#):

**Appendix 1: 2023/24 Quarter 3 Variance Table by Budget Heads**

<b>A: Code</b>	<b>B: Budget Head</b>	<b>C: 2024/25 Budget</b>	<b>D: Q3 forecast</b>	<b>E: Q3 Actual</b>	<b>F: Variance</b>	<b>G: % of Budget</b>	<b>H: pro rata variance %</b>
101	Central & Civic HQ Costs	800,263	622,230	548,593	-£73,637	-9%	-12%
102	Democratic Costs	31,500	23,246	20,504	-£2,742	-9%	-12%
103	Corporate Management	25,995	19,180	13,634	-£5,546	-21%	-29%
105	Other Costs and Income	-2,013,713	-2,014,213	-2,014,088	£125	0%	0%
201	Shotton Hall Banqueting Suites	0	0	0	£0		
221	The Pavillion	372,958	266,372	201,405	-£64,967	-17%	-24%
240	Sport & Leisure(pitches & equipment, etc)	167,790	121,909	111,878	-£10,031	-6%	-8%
241	Hill Rigg House	22,186	15,857	12,905	-£2,952	-13%	-19%
242	Lowhills Bowls Pavilion	499	-1	-1	£0	0%	0%
261	Rugby Club site	-7,001	-7,001	-7,339	-£338	5%	5%
262	Eden Lane Parks Depot	38,703	30,183	24,962	-£5,221	-13%	-17%
293	Eden Lane Bowls Pavilion	2,154	1,614	733	-£881	-41%	-55%
280	Woodhouse Park	86,252	65,226	45,283	-£19,943	-23%	-31%
290	Sports Development	57,885	51,102	57,281	£6,179	11%	12%
301	Parks Department general budget	242,616	177,252	159,848	-£17,404	-7%	-10%
325	Cemetery Service	41,786	31,343	32,517	£1,174	3%	4%
350	Allotments	14,520	9,740	3,901	-£5,839	-40%	-60%
410	Town Activies	9,000	6,750	7,424	£674	7%	10%
430	Town Events	38,000	37,625	35,591	-£2,034	-5%	-5%
901	Capital Projects	59,000	15,000	5,442	-£9,558	-16%	-64%
	<b>Total Budget Position</b>		<b>-£526,586</b>	<b>-£739,527</b>	<b>-£212,941</b>		<b>40%</b>

**Appendix 2: material (>15%) variances for quarter 3 by budget head**

NB – negative variances are enclosed in (parenthesis) and indicate an underspend, whether through reduced expenditure or increased income or both.

<b>A: Code</b>	<b>B: Budget Head</b>	<b>E: Variance</b>	<b>G: proa rata variance %</b>	<b>Explanation</b>
103	Corporate Management	-£5,546	-29%	Audit Fees to be paid
221	The Pavillion	-£64,967	-24%	Underspend on staffing
241	Hill Rigg House	-£2,952	-19%	Lower than anticipated spend on electricity. Underspend on cleaning wages
262	Eden Lane Parks Depot	-£5,221	-17%	Lower than anticipated spend on electricity
293	Eden Lane Bowls Pavilion	-£881	-55%	Underspend cleaning wages. Underspend on repairs and decorations
280	Woodhouse Park	-£19,943	-31%	Grant money income. Underspend on staffing
350	Allotments	-£5,839	-60%	Increased income. Underspend on maintenance
901	Capital Projects	-£9,558	-64%	Income from slae of land

**Report to:** Peterlee Town Council

**Date:** 17<sup>th</sup> February 2025

**Report of:** Ian Hall, Chief Officer & Town Clerk

**Subject:** **Eden Lane Practice Pitch Fence.**

**Purpose:** To approve the contractor to complete the works for installing the practice pitch fence at Eden Lane.

**Background:** Members will be aware that the Town Councils applied for funding to complete capital project. This included the practice pitch fence at Eden Lane see appendix 2. The Town Clerk had confirmation on a successful bid for 106 monies to cover the cost.

**Detail:** Three 3 quotes are being obtained from specialist contractors to carry out the works. Details of the quotes will be reported at the meeting.

**Recommended:** That members consider the quotes received.

## **Appendix 1: Implications**

**Finance** - no direct implications as the works will be completed using section 106 money.

**Staffing** - no direct implications

**Risk** - no direct implications

**Equality and Diversity, Cohesion and Integration** – no direct implications

**Crime and Disorder** – no direct implications

**Consultation & Communication** – the proposals contained within this report has been discussed with the Town Council's senior management team.

**Procurement** – The procurement process for this report will fall in line with the Council's Financial Regulations.

**Legal** - no direct implications



Appendix 2:



**Report to:** Peterlee Town Council

**Date of Meeting:** 17<sup>th</sup> February 2025

**Subject:** **Sale of Ice Cream Maker at The Pavilion**

**Report of:** Ian Hall, Chief Officer/Town Clerk

**Report Purpose:** The purpose of this report is to seek Council approval for the sale of the ice cream maker at The Pavilion. The machine is too large, not fit for purpose, and the cost of making ice cream exceeds the financial return.

**Background:** The ice cream maker was originally acquired to enhance The Pavilion's catering offering. However, operational experience has shown that:

- The machine is too large for the available space and does not suit the venue's needs.
- The cost of producing ice cream is higher than the revenue generated, making it financially unviable.
- It is underutilised, with minimal customer demand justifying its retention meaning a lot of waste.

Given these factors, it is proposed that the machine be sold, with the best possible price sought through the Senior Management Team.

**Recommendation:** It is recommended that the Council approves the sale of the ice cream maker, allowing Senior Management to secure the best possible price and reinvest in more suitable resources for The Pavilion.

## **Appendix 1: Implications**

**Finance** Secure the best possible price and reinvest in more suitable resources for The Pavilion.

**Staffing** No direct implications

**Risk** No direct implications

**Equality and Diversity, Cohesion and Integration** – No direct implications

**Crime and Disorder** – No direct implications

**Consultation & Communication** – No wider consultation required

**Procurement** No direct implications.

**Legal** No direct implications

- Report to:** Peterlee Town Council: Council Meeting
- Date:** 17<sup>th</sup> February 2025
- Report of:** Laura Freeman, Events Officer
- Subject:** Request to use Council Land for a Funfair
- Report Purpose:** To consider a request from Noble's Funfairs to rent land at Helford Road from the Town Council to hold a funfair on
- Background:** Members will be aware that the Town Council has previously rented land at Helford Road to Noble's Funfairs for them to hold a funfair.
- Detail:** A request has been received from Noble's Funfairs to rent land at Halford Road in August/September to hold a funfair. Similar requests have previously been approved.
- The Funfair provides entertainment for local residents at no cost to the Council. The income generated by the hire of the land is used to help the Council provide other events in the Town.
- Members are asked to consider the following issues:
- Entrance Cost to the Funfair Site**  
In previous years Nobles have charged those attending the funfair a fee to enter the showground. Comments have been received from the public who are reluctant to pay a fee just to gain entry to the site. On the other hand Noble's state that charging an entrance fee minimises anti-social behaviour.
- Cost of Rides**  
Comments have also been received about the cost of the rides. Members may feel that asking Noble's to apply a maximum charge for rides may help local residents attend the funfair, particularly during the 'cost of living crisis'.
- Hire Charge for use of the Land**  
Officers will negotiate a reasonable hire charge for Noble's to rent the land. However, this will be influence by the above factors.
- Members are therefore requested to give a steer on the above so that officers can negotiate a hire charge with Noble's.
- Recommendation:** That consideration be given to Noble Funfairs' request, including the factors detailed in the report.

**Appendix 1: Implications**

**Finance**            The hire of the land will generate income to be used to support other events in the Town. The hire charge will be affected by any conditions (i.e. entrance fee, cost of rides) set by the Council.

**Staffing**            No direct implications

**Risk**                 No direct implications

**Equality and Diversity, Cohesion and Integration** – no direct implications

**Crime and Disorder**    Nobles will be responsible for tackling any antisocial behaviour on site.

**Consultation & Communication**    The proposals contained within this report has been discussed with the Town Council's senior management team.

**Procurement**    No direct implications

**Legal**                No direct implications