

RAUNDS TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes: 11 April 2019: Start Time 7.30pm

PRESENT

Cllr R Levell (Chairman), Cllr L Wilkes, Cllr J Duff, Cllr R Tyman, Cllr R Beattie.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)
Miss Joanne Coduri, Assistant to the Clerk

705.18 To Receive Apologies for Absence.

Apologies were received from Cllr H Howell and Cllr D Hughes

RESOLVED to note the apologies

706.18 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

None received

707.18 Notification of members questions in compliance with the council's standing orders.

None received

708.18 Declarations of Interest.

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM

None received

709.18 Minutes: to confirm the minutes of the Finance and Policy Committee meeting held 5 February January 2019

RESOLVED that the minutes of the Finance and Policy Committee meeting held on 5 February 2019 be confirmed as a true record

710.18 Bank Reconciliations: To receive the bank reconciliations for November 2018 to January 2019

Members reviewed the bank reconciliations and it was...

RESOLVED to approve the bank reconciliations for the period November 2018 to January 2019

711.18 Payments for approval: To approve the payments made since the last Finance Committee Meeting.

Members reviewed the payment lists as shown in Appendix 1 and the Clerk answered members questions thereon and it was...

RESOLVED to approve the payment lists.

712.18 Budget Review – To review the actuals to budget for the year to February 2019.

Members reviewed the budget report for the year to February 2019 as shown in Appendix 2 and the Clerk answered members questions thereon.

It was noted that the Council had performed well against budget and there was likely to be a small surplus at the year end.

The Chairman briefly outline the timescales for approving the year end accounts:

- The Clerk and Chairman of the Finance Committee would meet on 2nd May to commence work on the year end accounts.
- The Finance and Policy Committee would be asked to review the year end accounts at their next meeting on 21st May 2019.
- The Full Council would then approve the accounts at the June Full Council meeting.

RESOLVED to note the review

713.18 Annual Review of Insurance: To approve the payment of the insurance renewal

Members reviewed the insurance renewal documents. It was noted that the Council was in the final year of a 3 year agreement and that in 2020 a full review of insurance providers would be undertaken and presented to the committee for review.

Following discussion, it was....

RESOLVED that the insurance premium for 2019/20 be approved.

714.18 Standing Orders: To review the proposed changes to the councils standing orders as recommended by the working party

Members reviewed standing orders as amended by the working party. It was noted that the working party had used the NALC model document for guidance. Following discussion, it was....

RESOLVED to recommend to the Full Council that Standing Orders be adopted as amended

715.18 Mayors Handbook and Charity Protocol: To review the proposed changes to the Mayors Handbook and Charity Protocol

Members reviewed the Mayors Handbook as shown in Appendix 3. It was noted that this had been reviewed by the working party.

Following discussion, it was....

RESOLVED to recommend to the Full Council that the Mayors Handbook be adopted as amended

Members reviewed the Mayors Charity Protocol as shown in Appendix 4. It was noted that this had been reviewed by the working party.

Following discussion, it was....

RESOLVED to recommend to the Full Council that the Mayors Charity Protocol be adopted as amended

There being no further business the meeting concluded at: 8.07pm

Approved: (Town Mayor)

Meeting date:14 May 2019.(Council)

Confirmed: (Chairman)

Meeting date:21 May 2019.....(Committee)

Appendix 1 – Payment list

Printed on : 11/04/2019		Raunds Town Council		Page No 1	
At : 15:19		Unity Trust A/C			
List of Payments made between 01/01/2019 and 31/03/2019					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2019	Lloyds Card	Payment	1,887.60		Payment
01/01/2019	Anglian Water	DD	76.25		Water Rates - Public Conv
01/01/2019	Anglian Water	DD	174.98		Water Rates - Saxon Hall
01/01/2019	Anglian Water	DD	127.02		Water Rates - The Hall
01/01/2019	ENC	DD	161.00		Business Rates - T/H C & R1
01/01/2019	ENC	DD	163.00		Business Rates - T/H F
01/01/2019	ENC	DD	79.00		Business Rates - T/H E
01/01/2019	ENC	DD	88.00		Business Rates - T/H D
01/01/2019	ENC	DD	103.00		Business Rates - T/H A
01/01/2019	ENC	DD	600.00		Business Rates - Saxon Hall
01/01/2019	ENC	DD	154.00		Business Rates - Public conv
01/01/2019	ENC	DD	82.00		Business Rates - Cemetery
02/01/2019	Anglian Water	DD	13.32		Water Rates - Market Traders
03/01/2019	St Ives Town Council	301091	90.00		Civic Event 1/2/19
04/01/2019	2Commune	BANK TRANS	180.00		Domain Name until 20/3/21
04/01/2019	Advanced Imaginf Systems	BANK TRANS	89.88		Photocopying Dec 2018
04/01/2019	Alpine Cleaning	BANK TRANS	40.80		Saxon Hall Windows Dec 2018
04/01/2019	Bluefish	BANK TRANS	44.04		Office Supplies
04/01/2019	Filmbank Media	BANK TRANS	99.60		Film Afternoon Dec 2018
04/01/2019	GCK Treeworks Ltd	BANK TRANS	3,096.00		Tree Survey 2018
04/01/2019	HMRC	BANK TRANS	1,903.52		PAYE/NI December 2018
04/01/2019	Jesters Bistro	BANK TRANS	187.00		Christmas Hospitality
04/01/2019	K Woodward	BANK TRANS	5,562.00		Council Chamber Desks
04/01/2019	Clean4Shaw Ltd	BANK TRANS	1,620.00		Strip and Seal Floors
04/01/2019	Clr Expenses	BANK TRANS	102.29		Mileage & Expenses Dec 2018
08/01/2019	Mayor's Charity Account	301092	60.00		Civic Event 9/3/19
11/01/2019	A & R Print	BANK TRANS	469.30		Various Printing Works
11/01/2019	A.H.T Electrical	BANK TRANS	6,468.00		Lights at St Peter's Church
11/01/2019	East Northamptonshire Council	BANK TRANS	27.43		Associated Services Nov 2018
11/01/2019	East Northamptonshire Council	BANK TRANS	2,092.88		Grounds Maintenance Nov 2018
11/01/2019	PPL PRS	BANK TRANS	691.44		Music Licence
11/01/2019	Staff Expenses	BANK TRANS	58.50		Milesgae Sep - Dec 2018
11/01/2019	Staff Expenses	BANK TRANS	32.40		Mileage Jul 2018 - Jan 2019
16/01/2019	World Pay	DD	11.94		Subscription Fees Jan 2019
16/01/2019	Lloyds Card	Payment	378.59		January Payment
17/01/2019	Mick George	DD	129.60		Wast & Refuse collection
17/01/2019	Y Useya	BANK TRANS	150.00		(Mugadza) Refund Dep - 1/12/18
18/01/2019	1st Reaction Security	BANK TRANS	201.60		Barrier Lock/Unlock - Dec 2018
18/01/2019	A J Pearson	BANK TRANS	670.50		Grounds Maintenance Service
18/01/2019	Bluefish	BANK TRANS	46.89		Office Supplies
18/01/2019	ESPO	BANK TRANS	180.24		Janitorial Supplies
18/01/2019	GT & GR Gilbert	BANK TRANS	1,570.00		Christmas Trees 2018
18/01/2019	Pegasus Event Supplies	BANK TRANS	2,375.00		Electrical Works
18/01/2019	Rampchild	BANK TRANS	1,020.00		Skatepark Repairs Jan 2018
18/01/2019	Stephen Pell	BANK TRANS	2,200.00		Install Play Equip - Square
20/01/2019	Southern Electric	DD	56.82		Electric Unmetered Supply
21/01/2019	Southern Electric	DD	205.45		Electricity Floodlighs

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/01/2019	World Pay	DD	10.75		Transaction Charges Dec 2018
21/01/2019	Wireless Logic	DD	31.28		Electronic Noticeboard
23/01/2019	NCC Pensions	BANKTRANS	2,642.28		Pension Contributions
24/01/2019	Corby Borough Council	301094	50.00		Civic Event 24/3/19
24/01/2019	St Neots Town Council	301093	70.00		Civic Event 23/3/19
25/01/2019	Alpine Cleaning	BANK TRANS	40.80		Saxon hall Windows
25/01/2019	J H May Electrical	BANK TRANS	2,062.12		Lighting Repairs / Maintenance
25/01/2019	Raunds hardware & Pet Supply	BANK TRANS	91.58		Various items
31/01/2019	Nat West	BANK TRANS	5.00		Bank Charges
31/01/2019	David Ogilve Engineering Ltd	BANK TRANS	1,084.20		Memorial Bench
31/01/2019	Filmbank Media	BANK TRANS	99.60		Film Afternoon Jan 2019
31/01/2019	Healthmatic Limited	BANK TRANS	13,438.61		Lease Public Convenience
31/01/2019	Photography by Jamie	BANK TRANS	100.00		Christmas - Grotto Photos
31/01/2019	Smiths Fire LLP	BANK TRANS	424.20		Fire Equip. Maintenance
31/01/2019	Stephen Pell	BANK TRANS	80.00		Various Works
31/01/2019	Webb House	BANK TRANS	36.00		Payroll Jan 2019
31/01/2019	Salaries	BANK TRANS	8,174.69		Salaries
31/01/2019	Higham Ferrers TC	301080	20.00		Reverse of 301080
31/01/2019	Higham Ferrers	301080	-40.00		Correction!
31/01/2019	RTC	CORRECTION	-22.47		Correction
31/01/2019	Natwest	BANKTRANS	-5.00		Bank Charge
01/02/2019	C F Corporate	DD	815.52		Photocopier Lease
05/02/2019	Thrapston Town Council	301096	60.00		Civic Event 16/03/2019
07/02/2019	Kettering Charity Account	301097	40.00		Civic Event 24/2/19
07/02/2019	Market Deeping Town Council	301099	100.00		Civic Event 6/4/19
07/02/2019	Stamford Mayor's Charities	301100	20.00		Civic Event 01/03/2019
08/02/2019	Nutec Security Systems	BANK TRANS	86.40		New Batteries for system
08/02/2019	Proactive Asbestos Control Ltd	BANK TRANS	594.00		Removal of Asbestos - Saddlers
08/02/2019	East Northamptonshire Council	BANK TRANS	1,577.77		Grounds Maintenance Dec 2018
08/02/2019	ESPO	BANK TRANS	70.88		Janitorial Supplies
08/02/2019	HMRC	BANK TRANS	1,743.91		PAYE & NI Jan 2019
08/02/2019	G Singh	BANK TRANS	150.00		Refund of Deposit (2/11/19)
08/02/2019	1st Reaction Security	BANK TRANS	172.80		Barrieres Unlock/Lock Jan 2019
08/02/2019	2commune	BANK TRANS	60.00		Pop Over - Retrofit - Wesite
11/02/2019	Kettering Charity Account	301101	15.00		Civic Event 27/04/2019
11/02/2019	Mayor's Charity Fund	301102	60.00		Civic Event 28/02/2019
15/02/2019	Colson & Loaring	BANK TRANS	252.00		Boiler Service Saxon hall
15/02/2019	World Pay	DD	11.94		Subscriptions Feb 2019
16/02/2019	Lloyds Card	Pay	565.86		Card Payment
17/02/2019	Southern Electric	DD	807.26		Electricity - Saxon Hall
17/02/2019	Southern Electric	DD	181.70		Electricity - Public Conven
17/02/2019	Southern Electric	DD	356.06		Electricity - The Hall
17/02/2019	Southern Electric	DD	1,448.76		Electricity - The Hall
18/02/2019	Chairmans Charity Account	301103	50.00		Civic Event 15/03/2019
18/02/2019	NCC Pensions	BANKPAY	2,506.02		NCC Pensions
19/02/2019	NCC Pensions	BANK TRANS	2,506.02		January Pension Contributions
19/02/2019	World Pay	DD	27.83		Transaction Charges Jan 2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/02/2019	Peterborough Mayor's Charities	301104	80.00		Civic Event 13/3/2019
21/02/2019	Southern Electric	DD	56.82		Electricity Unmetered Supply
21/02/2019	Southern Electric	DD	46.51		Electricity - Memorial Gardens
21/02/2019	Southern Electric	DD	1,892.62		Gas - Saxon Hall
21/02/2019	Southern Electric	DD	309.87		Gas Saxon Hall
21/02/2019	Wireless Logic	DD	31.40		Electronic Noticeboards
22/02/2019	Southern Electric	DD	210.17		Electricity - Feeder 1
22/02/2019	Southern Electric	DD	32.80		Electricity - Feeder 2
24/02/2019	Southern Electric	DD	1,590.62		Gas - Town Hall
24/02/2019	Stamford Mayor's Charities	301095	56.00		Civic Event 29/03/2019
26/02/2019	Huntingdon Town Council	301108	54.00		Civic Event 23/4/19
26/02/2019	Mayor of Kettering Charity Acc	301105	14.00		Civic Event 5/5/19
26/02/2019	St Peter's Enterprise Centre	301106	37.50		Hire for Civic Service
26/02/2019	Chairman's Charoty Account	301107	50.00		Civic Event 15/3/19
26/02/2019	Alpine Cleaning	BANK TRANS	100.80		Cleaning Windows
26/02/2019	Bluefish	BANK TRANS	123.25		Office Products
26/02/2019	Nutec Security Systems	BANK TRANS	235.29		Annual Maintenance Charge
26/02/2019	Pegasus Event Supplies	BANK TRANS	994.38		Repairs/Equipment Christmas
26/02/2019	Scorpion Security	BANK TRANS	833.70		CCTV
26/02/2019	Stephen Pell	BANK TRANS	270.00		Various Works
28/02/2019	Salaries	BANK PAY	7,672.05		February Salaries
28/02/2019	NatWest	Correct	85.00		Receipt entered wrongly

Total Payments 93,271.03

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At : 15:20

NatWest

List of Payments made between 01/01/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/01/2019	Natwest	BANKTRANS	5.00		Bank Charge
02/02/2019	BT Payment Services	DD	267.44		Saxon Hall Phone Charges
28/02/2019	Natwest	BANK TRANS	5.00		Bank Charges
29/03/2019	Nat West	BANK TRANS	5.00		Bank Charges

Total Payments 282.44

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Petty Cash

List of Payments made between 01/01/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/01/2019	Various	PC45	19.19		Materials Coffee Afternoon
18/01/2019	Timpson	PC46	3.00		Photo Printing
24/01/2019	Colemans	PC47	7.97		Office Supplies
31/01/2019	Waitrose	PC44	18.00		Meeting Costs
28/02/2019	Land Registry	PC48	12.00		Title Plans
28/02/2019	Mutuals	PC49	12.00		Charity Details
28/02/2019	Co-op	PC49	7.20		Janitorial Supplies
Total Payments			79.36		

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At : 15:21

Lloyds Card

List of Payments made between 01/01/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/01/2019	Amazon	LL011	20.24		Office Supplies
16/01/2019	Amazon	LL012	31.24		Office Supplies
16/01/2019	Amazon	LL013	14.95		Office Supplies
16/01/2019	Amazon	LL014	14.61		Office Supplies
16/01/2019	Amazon	LL015	14.95		Office Supplies
16/01/2019	Amazon	LL016	14.96		Office Supplies
16/01/2019	Duke of Wellington	LL017	114.75		Team Building/Training
16/01/2019	Post Office	LL018	67.00		Stamps
16/01/2019	Co-Op	LL019	82.89		Business Drinks
16/01/2019	Lloyds	LL0110	3.00		Charges
28/02/2019	Amazon	LL0201	6.99		Film Afternoon
28/02/2019	Must Let it Go	LL0202	1.39		Coffe Afternoon
28/02/2019	Must Let it Go	LL0203	1.49		Coffe Afternoon
28/02/2019	Must Let it Go	LL0204	2.98		Coffe afternoon
28/02/2019	Must Let it Go	LL0205	54.95		Wedding Goods
28/02/2019	Reece Safety Products	LL0206	212.06		Grit Bins
28/02/2019	Yog Distribution	LL0207	31.29		Meeting Costs
28/02/2019	Eurooffice	LL0208	164.72		Urns Saxon Hall
28/02/2019	Argos	LL0209	79.99		Argos
28/02/2019	Zoom	LL0210	7.00		Film Afternoon
28/02/2019	Llloyds	LL0211	3.00		Monthly Fee
Total Payments			944.05		

Appendix 2 – Current Budget to Feb 2019

	Actual Year To Date	Current Annual Bud	Variance Annual Total
<u>Administration</u>			
Meeting Costs	365	515	150
Elections	0	2,575	2,575
Mayor's Allowance	2,333	2,060	-273
Chain of Office/Mayoral Board	2,806	1,545	-1,261
Mayor's Civic Service	588	515	-73
Bank Charges	585	350	-235
Professional Fees	2,546	2,575	29
Accountancy & Audit Fees	1,964	1,854	-110
Vat Contingency	0	2,500	2,500
Health & Safety	16	750	734
IT/Office Equip/Upgrades	325	515	190
Stationery Supplies	1,112	1,030	-82
Postage	271	824	554
Insurance	6,654	6,500	-154
Subscriptions	3,177	2,781	-396
Printing & Photocopying	2,796	3,000	204
Cllrs Expenses	1,413	1,030	-383
Civic Photograph	80	515	435
Newsletter	2,029	1,545	-484
Website	400	515	115
Flags	0	155	155
Bad Debts	0	150	150
Contingency	4,683	1,000	-3,683
Business Interface	448	1,000	552
Administration :- Expenditure	34,590	35,799	1,209
Income Sponsorship	1,500	0	1,500
S 106 Income	131,172	0	131,172
Miscellaneous Income	1,173	361	812
Grants	0	154	-154
Photocopying (Income)	34	0	34
Precept	442,912	442,912	0
Bank Interest & Dividends	2,516	1,500	1,016
Administration :- Income	579,307	444,927	134,380
Net Expenditure over Income	-544,717	-409,128	135,589

	Actual Year To Date	Current Annual Bud	Variance Annual Total
The Hall			
Car & Expenses Allowances	0	0	0
Staff/Cllr Training	0	0	-0
Health & Safety	0	263	263
Janitorial Supplies/Cleaning	850	1,051	201
Repairs & Maintenance / Electrical Works	5,874	6732	858
General Grounds Maintenance	0	420	420
Security: General	0	263	263
Security: Intercom System	2,183	630	-1,553
Security: CCTV	0	683	683
Security: Fire Alarm	938	788	-150
Security: Burglar Alarms	300	210	-90
Contract Cleaning	482	263	-219
Equipment	216	263	47
Notice Boards	584	206	-378
Utility Bills: Electricity	3,515	3,677	162
Utility Bills: Gas	2,858	2,627	-231
Utility Bills: Water Rates	526	526	0
Utility Bills: Telephone/Inter	2,174	1,576	-598
Refuse/Waste Disposal	0	525	525
Business Rates	5,940	5,150	-790
Offices (The Hall) :- Expenditure	26,459	25,853	-606
Rents The Hall	27,013	22,660	4,353
Hiring The Hall	3,212	3,000	212
Offices (The Hall) :- Income	30,225	25,660	4,565
Net Expenditure over Income	-3,766	193	3,959
Saxon Hall			
Salaries (Saxon Hall)	26,729	28,000	1,271
Pension Costs (Council Cont.)	5,290	6,000	710
Car & Expenses Allowances	113	0	-113
Personnel	213	0	-213
Protective Clothing	0	255	255
Professional Fees	0	255	255
Health & Safety	0	510	510
Janitorial Supplies/Cleaning	0	765	765
Advertising (Media)	0	0	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total
Advertising & Marketing	1240	1,530	295
Repairs & Maintenance	4,557	2,000	-2,557
Vandalism	0	510	510
General Grounds Maintenance	0	1,000	1,000
Security: General	3,389	2,040	-1,349
Security: CCTV	0	750	750
Security: Fire Alarm	1,019	500	-519
Security: Burglar Alarms	288	255	-33
Contract Cleaning	850	663	-187
Equipment	20	510	490
Performing Rights Society	576	612	36
Utility Bills: Electricity	2,057	4,080	2,023
Utility Bills: Gas	4,294	5,100	806
Utility Bills: Water Rates	668	1,020	352
Utility Bills: Telephone/Inter	1,033	510	-523
Utility Bills: Mobile Phones	20	102	82
Refuse/Waste Disposal	1,086	2,550	1,464
Business Rates	6,000	7,140	1,140
Piano	65	51	-14
Saxon Hall :- Expenditure	59,505	66,708	7,203
Saxon Hall Hire	36,602	30,000	6,602
Saxon Hall :- Income	36,602	30,000	6,602
Net Expenditure over Income	22,903	36,708	13,805
Open Spaces			
Professional Fees	1,312	306	-1,006
Health & Safety	0	255	255
Repairs & Maintenance/Improvements	3,321	4080	759
Improvements	0	0	0
Amos Lawrence Vandalism	55	0	-55
Security: CCTV	695	0	-695
Equipment	41	0	-41
Utility Bills: Electricity	391	0	-391
Skate Park	3,010	2,500	-510
Skate Park (Future)	0	1,000	1,000
Trees	3,088	10,000	6,913
Gardening/ Horticulture	7,834	10,000	2,166
Grounds Maintenance/Agency	41,051	42,000	949
Play Equipment	2,551	4,080	1,529

	Actual Year To Date	Current Annual Bud	Variance Annual Total
Play Equipment (new)	0	5,000	5,000
Signs	403	0	-403
Welcome to Raunds Signs	0	4,000	4,000
Lighting (Square)	0	12,000	12,000
GMC Admin/supervision Charge	5,167	10,200	5,033
Allotment Provision	0	500	500
Street Furniture	7328	5,500	-1828
Open Spaces :- Expenditure	76,244	111,421	35,177
Miscellaneous Income	160	0	160
Open Spaces Hire	723	367	356
Sale of Land	1,410	0	1,410
Verge Mowing Reimbursement	2,333	2,040	293
Open Spaces :- Income	4,627	2,407	2,220
Net Expenditure over Income	71,617	109,014	37,397
Cemeteries & Church Yards			
Professional Fees	0	255	255
Health & Safety	0	255	255
Repairs & Maintenance	2,642	6,000	3,358
Business Rates	816	1,353	537
Interments - Expenditure	3,680	4,080	400
Memorials Testing & Repair	0	2,000	2,000
Church Wall Maint & Repairs	0	510	510
Cemeteries & Church Yards :- Expenditure	7,138	14,453	7,315
Fees	4,867	3,000	1,867
Interments - Income	4,685	6,000	-1,315
Cemeteries & Church Yards :- Income	9,552	9,000	552
Net Expenditure over Income	-2,414	5,453	7,867
Market			
Utility Bills: Electricity	171	417	246
Utility Bills: Water Rates	51	260	209
Market :- Expenditure	222	677	455
Market Rents	2,180	3,060	-880
Market :- Income	2,180	3,060	-880
Net Expenditure over Income	-1,958	-2,383	-425

	Actual Year To Date	Current Annual Bud	Variance Annual Total
Car Parks			
Repairs & Maintenance	0	510	510
Car Parks :- Expenditure	0	510	510
Net Expenditure over Income	0	510	510
Public Lighting			
Repairs & Maintenance	550	1,020	470
Public Lighting St Peters	5,390	5,000	-390
Utility Bills: Electricity	606	459	-147
Public Lighting :- Expenditure	6,546	6,479	-67
Net Expenditure over Income	6,546	6,479	-67
Section 137			
Donations - S137	1,110	2,000	890
Remembrance Day - S137	67	55	-12
Section 137 :- Expenditure	1,177	2,055	878
Net Expenditure over Income	1,177	2,055	878
Tourism & Entertainment			
Equipment	0	250	250
Utility Bills: Electricity	240	500	260
Christmas: Trees (Square/TH)	1,620	2,000	380
Christmas Lights: Contractor	7,000	7,000	0
Christmas: Switch On Event	5,693	5,000	-693
Christmas: Repairs/ New Lights	6,500	6,000	-500
Events Budget	11,449	11,000	-449
Tourism & Entertainment:- Expenditure	32,502	31,750	-752
Income Sponsorship	1,778	550	1,228
Miscellaneous Income	5	0	5
Grants	0	1,000	-1,000
Christmas Sponsorship Income	2,660	2,450	210
Tourism & Entertainment :- Income	4,443	4,000	443
Net Expenditure over Income	28,059	27,750	-309

	Actual Year To Date	Current Annual Bud	Variance Annual Total
Public Conveniences			
Utility Bills: Electricity	766	520	-246
Utility Bills: Water Rates	328	510	182
Business Rates	1,536	1,301	-235
Healthmatic Lease	11,199	10,851	-348
Public Conveniences:- Expenditure	13,828	13,182	-646
Net Expenditure over Income	13,828	13,182	-646
Community Development			
Youth Work	1,871	5,000	3,129
Older People/Social Isolation	1,218	4,000	2,782
Museum Services	0	100	100
Community Development: - Expenditure	3,089	9,100	6,011
Miscellaneous Income	881	0	881
Community Development: - Income	881	0	881
Net Expenditure over Income	2,208	9,100	6,892
Personnel			
Salaries (Hall)	78,255	88,517	10,262
Pension Costs (Council Cont.)	21,613	27,500	5,887
Staff/Cllr Training	1,124	2,000	876
Payroll Charges	220	550	330
Personnel	0	500	500
Personnel :- Expenditure	101,211	119,067	17,856
Net Expenditure over Income	101,211	119,067	17,856
Devolved Services			
Library Services	0	40,000	40,000
Devolved Services	0	42,000	42,000
Devolved Services :- Expenditure	0	82,000	82,000
Net Expenditure over Income	0	82,000	82,000
EMR			
Ear Marked Reserves	91,997	0	-91,997
EMR :- Expenditure	91,997	0	-91,997
Grants	20,000	0	20,000
EMR :- Income	20,000	0	20,000

Appendix 3 – Town Mayors Handbook

1.0 INTRODUCTION

1.1 This handbook on Civic Protocol has been produced to assist the Town Mayor and their Deputy to understand their roles and responsibilities. Not all eventualities are covered.

2.0 BACKGROUND

The Town Mayor

The Mayoralty is one of the most ancient offices in British history but has changed its role, importance and public perception over the centuries

2.1 Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chair of the Council to become the 'Town Mayor' together with the precedence accorded to the post.

2.2 The Town Mayor has the same rights and duties as a local council chairman.

2.3 Traditionally, the role is neutral and not party political. The public still see the role as 'above politics'.

3.0 ON BECOMING MAYOR

3.1 Being the Mayor is different to being a Councillor. A Mayor, by virtue of the Office, he or she can stimulate community pride, promote the town, encourage business, support the voluntary sector, mould social cohesion etc.

3.2 A Mayor should anticipate meeting with other dignitaries, and is expected to attend many engagements representing the Town. ~~entailing late nights and potentially early mornings.~~

3.3 The Mayor is in the public eye and therefore under increased scrutiny ~~for~~. With this in mind the Mayor needs to exhibit a keen and genuine interest in those he/she meets, show enthusiasm and commitment to the role, ensure he/she is non-party political, speak up for the town's interests and always be mindful of the dignity of the Office.

3.5 The Mayor is elected by the Full Council at the Annual Town Council Meeting in May. A Deputy Mayor is also elected at this meeting.

3.6 The new Mayor makes the following declaration of acceptance at the Annual Town Council Meeting:

"I.....having been elected to the Office of Mayor for Raunds Town Council, hereby declare that I take the said Office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability.

I undertake to observe the Code of Conduct which is expected of Members of Raunds Town Council"

3.7 The Declaration of Acceptance of Office is signed by both the new Mayor and the Town Clerk (as the Chief Executive Officer of the Council). The new Deputy Mayor also makes a similar declaration.

3.8 The Mayor's Term of Office is for one year and during this time the Mayor continues to be a Member of the Council and presides over the meetings of the Full Council.

4.0 ROLE OF THE MAYOR

4.1 Standing Orders set out the duties when presiding at Council meetings or in conducting the Council's business.

4.2 The Mayor's role is to achieve four key aims:

- **As a symbol of authority** – connecting history with present day and providing a symbol of continuity; a spokesperson for the Council particularly in time of emergency or national celebration.
- **A symbol of Open Society** – the modern office of Mayor symbolises an open society. A Mayor can come from any class, gender or ethnic background. The role also symbolises the transparency of the organisation it represents.
- **An expression of Social Cohesion** – the attendances of the Mayor to both civic and other engagements gives an expression of cohesion to the life of the town. The Mayor can create links between various bodies, organisations, businesses and even political mediation. In speaking at engagements, the Mayor can articulate the Council's aims and objectives throughout the community.
- **Act as an ambassador for the Town** – the Mayor will attend many functions across the District and County and meet a wide range of people. The Mayor should seek to promote Raunds as great place to live, work and do business.

4.3 These key aims are of significant importance and should be borne in mind when the Mayor carries out their duties throughout the year and in deciding what initiatives they choose to undertake.

5.0 INVITATIONS TO EVENTS

5.1 During the Civic year, the Mayor will support a wide variety of events throughout the town.

5.2 All invitations must be sent for consideration of the Mayor (as First Citizen) and, if the Mayor cannot attend it is appropriate to "pass down" an invitation. There may be a small number of instances where it is not possible for an invitation to be passed down.

5.3 The Deputy should not attend functions in his/her own right but only when deputising for the Mayor.

5.4 The Deputy Mayor may wear their Chains of Office at the same time as the Mayor on occasions where the Mayor approves.

6.0 MAYOR'S CHARITIES

6.1 The Mayor traditionally raises funds for charities in the Raunds area or those which benefit the local area. Ideally, the Mayor will announce his or her chosen charities at the Annual Meeting or otherwise, at the next full Council meeting.

6.2 The Mayor's Charity Account Protocol (Appendix 1) should be read in conjunction with this section of the handbook.

7.0 PRECEDENCE

7.1 The Chairman of a District Council takes precedence throughout the District but passes precedence down to the Town Mayor in their respective towns.

7.2 If the Mayor attends functions outside of their town they should only wear their chain of office if permitted by the Mayor/Chair of that town.

7.3 The Mayor will choose their own consort who can be either a spouse/partner, fellow Councillor, family member, or friend. The Mayor will announce their consort at the Annual Meeting of the Town Council, but this will not preclude them from taking another guest to functions to act as consort, if their nominated consort is unavailable at certain times. The consort should be given equivalent respect and dignity whenever he/she accompanies the Mayor on Civic engagements.

7.4 When representing Raunds Town Council, the Mayor will usually wear the official Chain of Office. The Chain will normally be worn at all official functions within Raunds and can also be worn at functions outside of the town, if agreed by the host Council.

7.5 Special arrangements apply when visits are made by the Lord Lieutenant or Royalty to the Town. The Town Clerk will provide advice on these occasions.

7.6 In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence within the Town.

8.0 SUPPORT FOR THE MAYOR

8.1 The Town Clerk's staff will keep the Mayor's diary of engagements and provide such administrative services as needed.

8.2 The Council will allocate resources to support the Mayors civic events

9.0 RELATIONSHIP WITH THE TOWN CLERK

9.1 The Mayor will work closely with the Clerk, who will support the Mayor during their term of office. The Mayor should respect the advice given by the Clerk as proper officer.

9.2 During their term of office, the Mayor will act as the Clerk's line manager for administrative issues, such as annual leave and sickness arrangements.

10.0 CIVIC ALLOWANCE

10.1 There is a Civic Allowance to help the Mayor defray the cost of office. Legislation does not stipulate the type or category of expenditure for which the Mayor may use the Civic Allowance. However, it is commonly described as recompense for the expenses of maintaining the dignity of the Office.

10.2 General items include:

- Costs of purchasing tickets to civic events
- Poppy wreaths
- Collections
- Hospitality

10.3 The Mayor is likely to incur costs on travel to functions ~~including, mileage expenses, parking costs and train tickets.~~ These costs will be met through the Councils councillor expenses budget and will not be taken from the Mayor's allowance.

11.0 SUPPORT BY DEPUTY MAYOR

11.1 The Member elected as Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is absent and requests it.

11.2 If the Mayor is not present at a Council meeting, the Deputy Mayor must preside.

12.0 CIVIC INSIGNIA AND REGALIA

12.1 The Mayor's chain and badge of office are the outward signs of the Civic Office held and should be worn at all civic functions and events to which the Mayor (as the Mayor) has been invited. The public has an expectation to see the regalia being worn.

12.2 The Mayor or Deputy Mayor, when acting on behalf of the Mayor, should not wear the Civic insignia/regalia in another capacity or another area without express permission from the Council for that area.

12.3 Civic chains should never be worn with a military uniform.

12.4 A Mayor who is a member of the clergy may wear the chain over their gown. Similarly, the chain may be worn over academic dress.

12.5 The Chains of office are given to the Mayor and Deputy Mayor to look after during the year. The Council's insurance covers loss or theft of the Chains whilst in the UK. If travelling overseas on civic business, the Mayor should seek the advice of the Clerk regarding insurance of the Chains.

13.0 RECEIPT OF GIFTS

13.1 In the course of the duty of being Mayor, gifts will sometimes be offered to the Mayor. It is suggested that all Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally.

13.2 The Code of Conduct requires Members, including Mayors, to register any gifts or hospitality worth £50 or over that are received in connection with their official duties as a Member, and the source of the gift or hospitality. Gifts or hospitality should be registered, together with the source, within 28 days.

14.0 THE CIVIC YEAR - EVENTS

14.1 At the beginning of the Mayoral year it is useful to be able to produce an event list to enable members and the public to diarise events they wish to attend.

14.2 Each year the Mayor may wish to put on fundraising events. It is useful to plan these well in advance, if possible at the start of the Mayoral year so that other Chains can be notified and plan their diaries.

Some of these events are a statutory obligation others are at the Mayors discretion. The Clerk can advise as to events undertaken by past Mayors.

- **Civic Service**

The format of the day is entirely for the Mayor to decide but must be within budget and held within the town boundary. Civic dignitaries from other Councils together with leaders of local community groups and organisations, colleagues, friends and family are usually invited.

- **Annual Town Meeting**

This is not the Annual Meeting of the Town Council. It is a legal requirement that all parishes in England hold an 'Annual Town/Parish Meeting' to which all local electors are entitled to attend. The meeting is called and chaired by the Mayor ~~and has in recent years grown in size and is becoming a celebration of what the town has to offer.~~ All expenditure associated with the meeting must be approved by the Council, it is therefore prudent to have the support of council in the early stages of planning.

The meeting must be held between 1st March and 1st June each year and the venue is normally the Saxon Hall.

- ~~• **Mayors Show**~~

~~The Mayors Show takes the format of a country fayre. The event itself is organised by the Events Committee and features a traditional fair and a range of arena entertainment and stalls. The fair does not pay a pitch fee but rather makes a donation to the Mayors Charity.~~

- ~~• **Raunds Summer Picnic**~~

~~The Summer picnic is organised by the Events Committee, however the Mayor will open the event and may wish to invite other Chains and civic guests and have a Mayors tent.~~

- **Remembrance Sunday**

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day which is on November 11th at 11am. The Mayor will lay a wreath on behalf of Raunds Town Council in memory of those men and women who gave their lives for their country.

- **Christmas Lights Switch-On**

This annual event draws large crowds and involves extensive organisation. Crowds of 2,000 can be expected. ~~The events includes a range of attractions, including stalls, santa's grotto, and fair. The fair does not pay a pitch fee but makes a donation to the Mayor's Charity.~~ The Mayor normally opens this event and will switch-on the lights.

- ~~Mayors Carol Service??~~

- ~~Drinks reception??~~

15.0 MAYOR'S END OF YEAR

15.1 The Annual Meeting of the Town Council Meeting notes the end of the outgoing Mayor's Term of Office. He or she may make a short speech and needs to consider a few words of thanks for those who have supported the Mayoral Year and details of the amount raised for charity.

15.2 The new Mayor will present the previous Mayor with a Past Mayor's badge.

**Revised and adopted October 2015
Amended April 2019**

Appendix 4 – Mayors Charity Protocol

1.0 GENERAL

- 1) The Mayor will nominate their chosen registered charities for their ~~his~~ year of office, by announcing them at the earliest possible Council meeting following election to office and having them recorded in the Council's minutes.
- 2) ~~The Town Clerk will assist the Mayor in choosing the recipients for the coming year, should the incoming Mayor need guidance.~~
- 3) ~~Due care should be taken to ensure that the chosen charities or organisations are reputable and will benefit from the monies raised.~~
- 4) The Town Clerk will where appropriate ensure that the Mayors Charity Appeal is registered under, and complies with, The Lotteries and Amusements Act 1976. (This relates to the selling of raffle tickets).

2.0 ADMINISTERING EVENTS

- 1) ~~All tickets produced for an event are to be numerically numbered and their sale recorded for accounting purposes.~~
 - 2) ~~Where raffle tickets are sold, a record will be kept of how many tickets have been issued and this will be crossed referenced with the amount of money collected. Two people should be used to issue raffle tickets and collect the money.~~
 - 3) ~~All donations will be receipted and acknowledged by a second person.~~
 - 4) ~~The Mayor and second signatory will be responsible for authorising expenditure from the Charity Appeal account.~~
-

3.0 FINANCE AND ACCOUNTING

- 1) Appropriate accounting records will be maintained to record all receipts and payments.
- 2) All monies collected should be handed to the Council's staff for accounting and banking as soon as practicable ~~and in any event within three days of receipt.~~
- 3) ~~A new charity appeal bank account will be opened at the beginning of each Mayoral Year. All transactions will be finalised within 3 months of the end of the Mayoral Year and the account will be closed no later than 6 months after the end of the Mayoral Year.~~
- 4) The bank account will have a minimum of two authorised signatories. Two signatories will be required for all payments. ~~One signatory will be the Mayor and the other chosen at the setting up of the account.~~
- 5) The accounts will be signed off at the end of the term.
- 6) ~~Bank reconciliations will be carried out monthly and all discrepancies resolved monthly.~~ All cash and cheque donations passed to the Council office will be banked and a receipt issued. Invoices will only be paid if signed off by both authorised signatories.
- 7) ~~To produce an audit trail, all payments from the charity account should be by cheque.~~
- 8) The account should not be overdrawn at any time.

4.0 ORGANISING EVENTS

- 1) Should the Mayor wish to invite interested persons to form a fundraising group to assist with the appeal, this group will play no active role in the financial arrangements of the Charity Appeal.

5.0 PUBLIC ACCOUNTABILITY

- 1) At the end of the Mayoral year, monies will only be paid to the charities or organisations nominated by the Mayor and recorded in the Council's minutes.
- 2) Subject to 3 below, if the Mayor wishes to divide the funds other than equally between the chosen charities or organisations, he/she must make this clear at the beginning of the Mayoral year so that the donors are aware of how their contributions are being distributed.
- 3) Where donors specify the charity, they wish their money to go to, a record will be made and these donations will be paid wholly to that charity. Arrangements will be put in place to ensure that donors can easily identify the Charity their money is going to
- 4) A clear statement giving details of all monies received and expenditure incurred will be available for public inspection upon appointment.

Revised and adopted October 2015
Amended April 2019