



North Horsham Parish Council

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14th October 2016

NOTICE OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

Members of the Finance and Administration Committee are respectfully summoned to a meeting of the Finance and Administration Committee to be held on **Thursday 20th October 2016 at 7.30pm at Roffey Millennium Hall**, Crawley Road, Horsham, for the transaction of the business shown on the agenda below. Members of the Press and public are welcome to attend.

Pauline Whitehead BA (Hons) FILCM

Committee
Cllr P Burgess
Cllr N Butler
Cllr R Knight
Cllr S Torn
Cllr R Wilton
Cllr S Wilton

AGENDA

- 1. Public Forum.**
The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Committee or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.
- 2. Apologies.**
Recommendation:- To receive apologies for absence.
- 3. Minutes.**
Recommendation:- To approve and sign the Minutes of the meeting on 21st July 2016.
- 4. Declarations of Interest.**
Recommendation:- To receive any Declarations of Interest from Members of the Committee.
- 5. Chairman's Announcements**

Recommendation:- To note the Chairman's Announcements.

6. Financial Review to 30th September 2016

Financial Report to 30th September 2016 including reserve balances, bank reconciliations, VAT analysis and, list of payments, including those made through internet banking.

Recommendation:-

- 1. To note the Financial Report to 30th September 2016 including reserve balances.**
- 2. To note verification of all bank reconciliations to 30th September 2016 and the signature on bank statements and reconciliations by the Committee Chairman.**
- 3. To note the VAT analysis – de minimus value to 30th September 2016.**
- 4. To note the list of payments for September 2016, including those made through internet banking.**

7. Internet banking procedure

Recommendation:- To amend the Internet Banking procedure as suggested in the Clerk's Report.

8. External Audit

Recommendations:-

- 1. To note that the accounts for 2015/16 have been audited by PKF Littlejohn LLP and are unqualified.**
- 2. To note that a notice of the conclusion of the external auditor's limited assurance review of the annual return, together with relevant accompanying information was published (including on the authority's website) in accordance with the requirements of Regulation 16 of the Accounts and Audit Regulations 2015.**

9. Roffey (Crawley Road) Cemetery – grant to Horsham District Council.

Recommendation:- To review the grant payment of £6,000 per annum to HDC for burial arrangements.

10. Investments

Recommendations:-

- 1. To note current investments.**
- 2. To consider future investments.**

11. Budget calculations for 2017/18

Recommendation:- To consider revised budget calculations for 2017/18.

12 Precept

Recommendation:- To consider initial precept calculations

13 The 2017/18 Local Government Finance Settlement – consultation

The Department of Local Government and Communities is consulting on proposals for the council tax referendum principles for 2017/18 which include capping of 2% for parish councils whose Band D precept is higher than that of

the lowest charging district council for 2016/17 (£75.46) and which have a total precept for 2016/17 of at least £500,000, while taking account of transfers of responsibilities.

Recommendation:- to respond to the consultation by 28th October 2016 in line with guidance from the Sussex Association of Local Councils and the Society of Local Council Clerks and to copy the response to the local MP.

14. Internal Controls Working Group

Recommendation:- To confirm the nominated councillors on the Internal Controls Working Group.

15. Grants

Holbrook Community Centre- request for £1,381.80 for replacement of window blinds.

Jack and Jill Pre-school – request for £4,788 towards supply and fit of new gate.
Home- Start CHAMS – request for £1,500 towards supporting vulnerable families.

Earles Meadow Conservation Group – request for up to £575 to allow the Earles Meadow Conservation Group to continue to help NHPC maintain and improve Earles Meadow.

Roffey Cricket Club – request for additional funding of £374 for extending the fence on the boundary at Bostock Avenue.

Recommendation:- To consider applications for grants.

16. Date of next meeting

Thursday 15th December 2016 (scheduled)

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 20th OCTOBER 2016 AT 7.30pm**

COMMITTEE REPORT

To be considered in conjunction with the agenda for this meeting.

1. Public Forum.

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcement's.

Banking Arrangements:-

Co-operative Bank – The bank requires further information from members to facilitate the inclusion of additional members on the bank mandate.

Bank of Ireland – The account is now closed.

An emerging issue at Earles Meadow could require funding for legal costs. The Property Committee are monitoring this.

6. Financial Review to 30th September 2016

Financial Report to 30th September 2016 including reserve balances (attached), VAT analysis (attached) and list of payments, including those made through internet banking (attached). The bank reconciliations will be available at the meeting.

Please note that the Parish Council has not exceeded the part exemption

de minimus limit of £7,500.

7. Internet banking.

1. Invoices are prepared for payment and the data input into the Financial System to provide a list for authorisation.

2. The list is authorised by two members who are bank signatories and countersigned by the Clerk (See Financial Regulation 6.4) **at a Council Meeting or Finance and Administration Meeting.**- remove text in yellow highlight from point 2 and insert at point 4.

3. The Clerk releases the payments using internet banking. Access to internet banking shall be in compliance with Financial Regulation 6.16

4. The list of payments released by the bank **is signed by two members who are bank signatories as a correct record of the transactions that have taken place and this** – remove text in blue highlight as only one list is produced. is reported to Council **at a Council Meeting or Finance and Administration Meeting.** From point 2.

5. It may be necessary to issue cheques where emergency payments are required and where an appropriate meeting is not imminent.

8. External Audit

A copy of the audited Annual Return will form part of the meeting minutes.

9. Roffey (Crawley Road Cemetery) – grant to Horsham District Council

North Horsham Parish Council jointly own part of Roffey Cemetery and pay Horsham District Council a sum of £6,000 per annum towards maintenance. HDC has indicated that running costs per annum are as follows:-

Sumer Maintenance – mowing/strimming	£5,000
Winter Maintenance – tidying and strimming	£1,300
Fencing	£ 300
Path repair	£ 100 (not clear if this is
per annum) Shrubs	£ 200
Maintenance of graves	£ 500
Memorial testing and remedial work	£ 300
Total revenue cost	£7,700 per annum

Income over last year £4,600 per annum

Two years ago HDC arranged for an enhancement programme to improve the appearance of Roffey Cemetery at a cost of £25,000. The funding came from HDC.

The cemetery is now full, so there will only be reopens from now on meaning that income will drop dramatically.

The figures do not allow for two members of the team who provide cover at funerals and undertake the necessary administrative processes.

10. Investments

At 30th September 2016 money was held as follows:-

Lloyds Bank Treasurers account	£ 5,418.58 (interest 0%)
Lloyds Bank Business Instant Account	£287,117.42 (interest 0.1% from 24 th October 2016)
Co-operative Bank Community Directplus account	£148,781.88 (interest 0% from 3 rd November 2016)

Money held in Lloyds Bank and in the Co-operative Bank is covered separately by the Financial Services Compensation Scheme (FSCS) for a claim up to £75,000.

Investment Policy

Department of Communities and Local Government – Guidance on Local Government Investments. (March 2010)

1. Investment priorities should be security and liquidity rather than yield.
2. Preference should be given to options with relatively high security and high liquidity.
3. Proper procedures should be in place for assessing and mitigating risk.

The Internal Auditor advises that it would always be up to the council to set their own Investment policy including their attitude to risk - setting out clearly the who what and why fore's of any investment strategy. An Investment Policy will be developed.

Peer to peer lending –

Peer to peer (P2P) lending brings individual borrowers and lenders together, bypassing traditional banks. Lenders receive more interest than they would from a bank savings account. Borrowers pay less interest than on a bank loan. **The key difference is that there is no guarantee that money will be repaid as they are not covered through the FSCS.**

Quote from Martin Lewis, founder of moneysavingexpert.com "The key to peer-to-peer lending is to accept that your money will be lent out and you might not get it back".(Telegraph 10.3.16)

The Financial Conduct Authority (FCA) put in place regulations to cover peer to peer lending in 2014 which were reviewed in 2016 following "growing political pressure for more scrutiny" (FCA 08.07.16)

"City grandee backtracks over peer-to-peer lending - Industry's most ardent critic now says P2P lenders could be a 'stable and secure' industry sector" Financial Times (11.10.16)

A number of local authorities are using platforms such as <https://www.publicsectorgateway.co.uk/> to either borrow or make funds

available to other local authorities.
Source of research

- The Telegraph (10th March 2016) Peer-to-peer lending: everything you need to know about the leading websites. Available at:- <http://www.telegraph.co.uk/personal-banking/savings/peer-to-peer-lending-everything-you-need-to-know-about-the-leadi/> [Accessed 11.10.2016]
- Financial Conduct Authority UK (8th July 2016) FCA to probe peer-to-peer lending sector. Available at:- <https://www.ft.com/content/7663e4b4-44fb-11e6-b22f-79eb4891c97d>. [Accessed 11.10.2016]
- Financial Times (11th October 2016) Peer to Peer (P2P) lending. Available at:- https://www.ft.com/topics/themes/P2P_lending [Accessed 12.10.16]

The Internal Auditor advises that as long as the council is aware of the increased risks in this area (of investment) it is a method of obtaining a greater return; but I would also have to ask as auditor the reason for holding such high reserves and the future spending plans of the council (ie use of funds). As the council is not permitted to accumulate general funds and earmarked reserves are for that purpose only and by definition have a finite life.

The Internal Auditor further advises that alternative ways of maximising income on reserves may be to look to use reserves for income generating projects that benefit the community and perhaps using the general power of wellbeing to achieve this - although in the greater scheme of things for these type of projects £500K is not a great sum of money.

11. Budget calculations for 2017/18

Changes to the proposed budget have been made to the original document submitted to the Parish Council on 1st September 2016 as more information has been made available. Changes will also be made at the property committee meeting to be held on 13th October 2016. The amended document will be circulated prior to the meeting.

The Property Committee will consider fees at their meeting on 1st December 2016.

12. Precept

Update on precept based on updated figures will be circulated prior to the meeting.

13. The 2017/18 Local Government Finance Settlement – consultation

A copy of the consultation is available at:- <https://www.gov.uk/government/consultations/local-government-finance->

The Parish Council may wish to consider the following suggestions for response put forward by NALC, SLCC and SALC:-

1. A referendum is expensive at parish level and the cost is disproportionate to the council tax increase. It could cost as much as £3 per band D property to ask residents whether to spend more than £5.
2. If residents vote 'no' to an increase in the precept in a referendum, the council would still need to meet the cost of it. It is likely a referendum would increase the precept by more than the 2% cap.
3. Rather than a referendum, there are other, cheaper ways to ensure that Towns and Parish Councils are acting in the best interest and with the support of its residents.
4. Towns and Parish Councils are closest to residents and have to follow legislation to ensure that they are accountable. Meetings are open and accessible to local residents and the Annual Parish Meeting facilitates residents to bringing the Council to account. This is unique to Town and Parish Councils.
5. Parish Councils take into account the needs of their electorate and may put the precept down as well as increase it depending on need.
6. The Council Tax Support Grant, passed on by the Local Authority has reduced year on year and this has impacted on the Parish precept.
7. The variations in size, complexity and social makeup of Town and Parish Councils means that a 'one size fits all' formula is not equitable.
8. Taking on devolved services from principle authorities is unlikely to come with associated funding and preparing a Neighbourhood Plan is likely to increase a precept by a significant amount, but both have significant benefit to communities.
9. Curtaining the potential increase in the precept could make it more difficult for councils who are less active to begin doing more for their community.
10. Town and Parish Councils have not benefitted from other funding such as Revenue Support Grant, New Homes Bonus, Non-Domestic Rates or Council Tax Freeze Grant.

NALC has urged Town and Parish Councils to write to their MP about the proposals setting out the important work of the Parish Council in improving the community and the impact of the proposals on your community in the future.

14. Internal Controls Working Group

List of policies and procedures in place with adoption and review dates (attached).

15. Grants

The grant allocation has been reduced to £10,000 in the amended forecast agreed by Council on 1st September 2016. This leaves £6,222 in the grant fund for the remainder of 2016/17.

Holbrook Community Centre- application for £1,381.80 to replace window blinds throughout the building. This is the full cost of the project. The existing blinds have been in place for 20 years and have deteriorated. All users (approximately 140) which include a wide range of ages and backgrounds will benefit from the project. A quotation has been submitted along with all necessary documents.

Jack and Jill pre-school (meet at Littlehaven Infants) – application for £4,788 to replace the fence and gate. This is the full amount of the project but £500 is available to put towards the project from fundraising. Around 75 families, especially children between 0 and 16 and those on low income or unemployed will benefit from the project. A quotation has been submitted along with all necessary documents.

Home Start Crawley, Horsham and Mid-Sussex – application for £1,500 to contribute towards the cost of supporting vulnerable families in North Horsham. The full cost of the project is £6,500; HDC have granted £4,120 and fundraising has brought in £880. The project will benefit people on low income and children under 16. A quotation hasn't been supplied as it is not applicable, all other documents except statements of accounts have been supplied.

Earles Meadow Conservation Group – application for £575 to allow the Earles Meadow Conservation Group to continue to help NHPC maintain and improve Earles Meadow. This is the full cost of the project. The number of people using the site is not quantified, but it includes a range of ages and backgrounds. The application indicates that no disabled people use the facility. All documents, except a quotation which is not applicable, have been supplied.

Roffey Cricket Club – Application for £374. NHPC awarded a grant of £550 to Roffey Cricket Club to extend the existing boundary net on the Bostock Avenue boundary in June 2016. An estimate had been received for the work on 29th April 2016. Additional work was required when the nets were fitted resulting in an additional cost of £374 and Roffey Cricket Club has requested that the Parish Council consider awarding grant funding to cover this. A copy of the final invoice for £924 has been received.

Copies of all paperwork is available in the office on request.

Pauline Whitehead BA(Hons) FILCM
12th October 2016

Finance Report to 30th September 2016**Funding**

Precept	282,726
Council Tax Benefit	7,006
Environmental Grant	9,538
Total	299,270

Income

Cost Centre	Actual Income	Annual Budget
Admin	630	600
Allotments	750	725
North Heath Hall	26,779	59,000
Holbrook Tythe Barn	11,975	25,000
Multi Court Lettings	4,533	12,000
Roffey Millennium Hall	35,380	73,750
Total	80,047	171,075

Expenditure

Cost Centre	Actual Expenditure	Annual Budget
Admin	31,602	67,460
Grants	3,778	17,000
Burial	1,500	6,000
Personnel	129,085	270,100
Planning, Env, Trans	0	4,000
Allotments	365	1,700
Amenity, Recs and Open Spaces	17,658	51,275
North Heath Hall	13,731	30,712
Holbrook Tythe Barn	8,512	26,294
Multi Court Lettings (no separate budget)		
Roffey Millennium Hall	15,433	45,410
Total	220,314	519,951

Net expenditure	140,267	339,376
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Income

Hall bookings are increasing and the budget figures are likely to be realised.

Expenditure

Personnel does not include September 2016 expenditure (£22,576.96).

Reserve balances

See month 6 balance sheet and list of earmarked reserves.

Date :- 05/10/2016

North Horsham Parish Council 16/17

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 7

Reserve Balances 30/9/16.

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
101	Debtors	18,548	0	18,548
105	Vat Refunds	1,112	0	1,112
201	Lloyds Bank Accounts	292,521	0	292,521
202	Co-op Community Directplus A/c	148,778	0	148,778
210	Petty Cash	300	0	300
Total Current Assets		461,258	0	461,258
<u>Current Liabilities</u>				
501	Creditors	-840	0	-840
502	Sundry Creditors	286	0	286
Total Current Liabilities		-555	0	-555
Net Current Assets		461,813	0	461,813
Total Assets less Current Liabilities		461,813	0	
<u>Represented By :-</u>				
301	Curent Year Fund	127,168	0	127,168
310	General Reserve	101,744	0	101,744
320	Earmarked Reserves - Revenue	7,955	0	7,955
321	Earmarked Reserves - R&R Fund	158,124	0	158,124
322	Earmarked Reserves - Election	19,950	0	19,950
325	Earmarked Reserves - Damage	4,000	0	4,000
327	Ear Marked Res-Yth Charity Bal	5,621	0	5,621
328	Ear marked Reserve Planning	8,250	0	8,250
330	Earmarked Reserves - Cap.Proj.	4,000	0	4,000
335	Ear Marked Res Capital Receipt	25,000	0	25,000
Total Equity		461,813	0	461,813

CALCULATION FOR PARTIAL EXEMPTION ON VAT PAID - 2016/17														
The table below shows the amount of VAT paid out on invoices. HMRC has agreed partial exemption rates as indicated in the table.														
A total of up to £7,500 per annum can be reclaimed on partially exempt items. At 30th September 2016 this limit has not been exceeded.														
	Standard Holbrook Tythe Barn 20%	Standard North Heath Hall 20%	Standard Multi courts 20%	Fuel Holbrook Tythe Barn 5%	Fuel North Heath Hall 5%	Standard Admin 20%	Column A Total amount of VAT paid on varying rates	VAT that can be reclaimed.	Standard Roffey Millennium Hall 20%	Standard 20%	Fuel 5%	Column B Total amount of VAT paid on 100% reclaim categories	Total VAT paid - sum of columns A and B	
March - June 2016	548.68	653.22	99.00	6.99	8.44	685.45	4483.43		1656.54	1690.87	8.52	5344.83	9828.26	Agrees with VAT Return 30.06.2016
July - September 2016	278.14	1489.13	0.00	6.63	1.54	706.21	2481.65		753.63	1226.75	8.52	1988.90	4470.55	Agrees with VAT Return 30.09.2016
October - December 2016							0.00					0.00	0.00	
January - March 2017							0.00					0.00	0.00	
Cummulative Total	826.82	2142.35	99.00	13.62	9.98	1391.66	4483.43		2410.17	2917.62	17.04	5344.83	9828.26	
VAT reclaim percentage	70%	100%	85%	70%	100%	37%			0%	0%	0%			
VAT that can be reclaimed	578.77	2,142.35	84.15	9.53	9.98	514.91	*	3339.70 *						
£7500 de minimis limit														

The Parish Council has not exceeded the de-minimis limit of £7,500.

Date: 12/10/2016

North Horsham Parish Council 16/17

Agenda Item 6

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Cash Book 1

User : PW

LLoyds Bank Accounts

For Month No : 5

Payments for Month 5

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/08/2016	Whitesales	8252	189.60	189.60		501		Roof light
04/08/2016	ELA Group	8257	-0.16			4040 403	-0.16	Bank taken 16p short
09/08/2016	LLoyds bus instant access	TRANSFER	9.14			1196 101	9.14	Interest
31/08/2016	Petty Cash	8263	299.62			201	299.62	top up
31/08/2016	Lloyds	TRANSFER	-9.14			1196 101	-9.14	Interest
31/08/2016	Petty cash	8263L	11.00			4020 403	11.00	refreshments
31/08/2016	petty cash	8263L	-11.00			4020 403	-11.00	petty cash
Total Payments for Month			489.06	189.60	0.00		299.46	

Payments for Month 6

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/09/2016	Horsham District Council	D db	1,481.00	1,481.00		501		Rates
05/09/2016	British Gas Business	dd1	539.50	539.50		501		Electricity
05/09/2016	British Gas Business	DD1	139.28	139.28		501		Electricity
05/09/2016	British Gas Business	dd2	182.14	182.14		501		Electricity
06/09/2016	Public Works Loan Board	Di D	7,148.44	7,148.44		501		PWLB
14/09/2016	P.T. PLUMBING	8954	55.00	55.00		501		Urinal waste outlet pipe/tap
14/09/2016	Sutcliffe Play	8955	121.20	121.20		501		Chain fixings play area
16/09/2016	British Gas Business	dd	23.89	23.89		501		Gas
16/09/2016	British Gas Business	DD	8.44	8.44		501		Gas
26/09/2016	Horsham District Council	8958	50.00	50.00		501		pest control on recreation gro
28/09/2016	AMALGAMATED SERVICES LTD	8953	2,040.00	2,040.00		501		Replace water piping
28/09/2016	CF Corporate Finance Ltd	DD	356.94	356.94		501		Photocopier set up and rental
29/09/2016	Petty Cash	8957	277.27			201	277.27	
30/09/2016	Action in Rural Sussex	30092016 1	72.00	72.00		501		Subs to AIRS
30/09/2016	BT Payment Services Ltd	30092016 2	982.05	982.05		501		01403 265793
30/09/2016	Bryant Fixings Ltd.	30092016 3	22.07	22.07		501		Padlocks for cleaning store
30/09/2016	C Brewer & Sons Ltd	30092016 4	97.70	97.70		501		Paint
30/09/2016	EDF Energy 1 Ltd	30092016 5	89.83	89.83		501		Purchase Ledger
30/09/2016	NETCOM	30092016 6	360.00	360.00		501		Recover website
30/09/2016	Mr N. Simmonds,	30092016 7	80.00	80.00		501		keyholder servs
30/09/2016	P.T. PLUMBING	30092016 8	75.00	75.00		501		Urinal pipework
30/09/2016	R J Jochimsen	30092016 9	540.00	540.00		501		Grass cutting
30/09/2016	Woodstock IT Services	300920161	210.00	210.00		501		Computer repair
30/09/2016	West Sussex County Council	300920161	24,056.48	24,056.48		501		Salaries August 2016
30/09/2016	PKF Littlejohn LLP	300920161	1,560.00	1,560.00		501		Purchase Ledger
Total Payments for Month			40,568.23	40,290.96	0.00		277.27	
Balance Carried Fwd			292,520.70					

PAID THROUGH

Cash Book Totals

333,088.93 40,290.96 0.00

292,797.97

INTERNET BANKING

41,057.29

TOTAL PAYMENTS FOR SEPTEMBER 2016 INCLUDING PAYMENTS NOT REPORTED FOR AUG 2016.

List of Required Documents, Policies and Procedures held by North Horsham Parish Council

*Documents reviewed by full Council.

General Documents and Policies

Document	Adopted	Reviewed	Review date	Legislation
Allotment Rules	September 2011		May 2017	
Code of Conduct	July 2012		May 2017	Localism Act 2011 Section 27(2)
Code of Conduct Dispensation Scheme	July 2012		May 2017	Localism Act 2011 Section 33 and 31(1)
Community Engagement Strategy	March 2012		May 2017	
Complaints Policy	2003	May 2012	May 2017	
Conditions of Hire in Relation to Parish Owned Premises	May 2014	May 2014	May 2017	
Corporate Branding Policy	May 2012		May 2017	
Financial Regulations		1 st September 2016*	May 2017	Local Governance and Accountability March 2016
Fire Safety Policy	October 2010		May 2017	
Freedom of Information Act Publications Scheme	November 2008	May 2012	May 2017	Freedom of Information Act 2000
Grants Policy	March 2013	May 2014	May 2017	
Handling of DBS Certificate Information	1 st September 2016		May 2018	Data Protection Act 1998/ Section 124 of the Police Act 1997.
Health and Safety – General Statement of Policy	September 2011		May 2017	
Legionella Control Policy	March 2015		May 2017	Health and Safety at Work Act 1974 (HSWA)/ Control of Substances Hazardous to Health Regulations (COSHH)/

						Management of Health and Safety at Work Regulations (MHSWR)/ Approved Code of Practice and Guidance (L8) 'Legionnaires Disease – the control of legionella bacteria in water systems'.
Open Spaces Policy	January 2013	May 2014	May 2017			
Scheme of Members Allowances	28 th October 2003	1 st September 2016*	May 2018			Local Government Act 2000 The Local Authorities (Members' Allowances) (England) Regulations 2003.
Standing Orders		1 st September 2016*	May 2017			
Statement of intent as to training	March 2012		May 2017			

Policies relating to staff

Document	Adopted	Reviewed	Review date	Legislation
Absence Management Policy	July 2011			
Dignity at Work Policy	October 2011			
Disciplinary Policy and procedures	February 2012	May 2014		
General Information and workplace rules and guidelines.	February 2012	November 2014	May 2017	
Grievance Policy and procedures	February 2012			
Secondary employment, volunteering and Political work Policy	October 2011			
Staff Performance and Development Policy	September 2011	November 2014	May 2017	
Standards of behaviour at work	October 2011			

Terms and Conditions of Service	February 2012		May 2017	
Training Policy	October 2011			
Use of internet, e-mail and IT equipment	November 2014			

Procedures

Document	Adopted	Reviewed	Review date	Legislation
Approval of cheques	December 2011			
Banking	December 2011			
Internet banking	October 2016			
Operating the petty cash account	December 2011			

Updated 16.09.16