



## **BEKESBOURNE WITH PATRIBOURNE PARISH COUNCIL**

### **March 2025 Agenda Pack**

#### **Agenda Item 7: External Reports**

##### **7.1 County Councillor Reports**

## **Mike Sole's Report**

### **February 2025**



**Kent County Councillor - Canterbury South**

**Canterbury City Councillor – Nailbourne**



The big news this month is that Kent was not selected by the government to be in the first wave of devolution. Whilst this means that we may have to wait a little longer before we elect a mayor for Kent, Local Government reorganisation continues, although over on a slightly longer timescale. We will soon know what the plans are for carving Kent up into three or four councils with the creation of an East Kent unitary council. This does mean that elections to Kent County Council (KCC) will take place on 1 May 2025.

I delighted to be invited to attend the unveiling of the Aphra Benn statue in Canterbury in the presence of HM Queen Camilla. The new statue outside The Beaney is a very fitting tribute to England's earliest professional female writer.

Both KCC and Canterbury City Council (CCC) agreed their budgets this month for 2025/26. I was very pleased to be able to deliver the CCC budget speech on behalf of the administration. Having worked hard all year to listen, consult and take views from across the council chamber and residents, my theme was that we are better working together. I was delighted that the budget was supported by the Liberal Democrat, Labour and Conservative council groups, endorsing the open, transparent and inclusive approach that I have taken as cabinet member for finance.

I was most disturbed to hear that areas of public open space in St Augustine's, Chartham, had been offered for sale for a multitude of uses without disclosure of the restrictions attached to this land. I have been working with residents, the parish council and CCC, as well and contacting the current and previous owners of the land as it is so important that this land remains open, accessible and maintained. Work continues on this issue.

I have been in exploratory meetings with KCC and Cllr Lee Castle about improving youth provision in Littlebourne. I spent one morning cycling around and reporting over 100 potholes to KCC – I am carefully monitoring the progress on repairing these. I have attended parish council meetings in Chartham and Womenswold, and a meeting of the Kent & Medway Fire & Rescue Authority.



**(KCC) : [mike.sole@kent.gov.uk](mailto:mike.sole@kent.gov.uk)**

**(CCC) : [mike.sole@councillor.canterbury.gov.uk](mailto:mike.sole@councillor.canterbury.gov.uk)**

## 7.2 City Councillor Reports

### Councillor Lee Castle

Little Stour & Adisham Ward - Canterbury City Council



### February 2025 Update [lee.castle@councillor.canterbury.gov.uk](mailto:lee.castle@councillor.canterbury.gov.uk)

February marks the period when parishes begin planning for their annual meetings. During this time, I have been working closely with officers to follow up on outstanding matters, many of which are progressing steadily towards resolution.

In Ickham, I was pleased to hear that the Forge House council housing is set to undergo extensive repairs to address longstanding issues. These repairs have been a priority for me, and I am grateful to the officers I collaborated with to ensure they are finally being addressed.

I have also been working alongside Councillor Mike Sole to explore ways to provide youth services in Littlebourne, with the aim of extending opportunities to the wider community. Further updates will be shared in the coming weeks and months.

In Adisham, the appeal to the High Court regarding the Woodland development has been rejected. This marks the final formal step in a case that both WOAW (Watch Over Adisham Woods) and the Parish Council have worked diligently to challenge.

In Wickhambreaux, I have been assisting residents with planning inquiries. Additionally, I had the pleasure of attending Wickhambreaux Social Saturday, where I had the opportunity to engage with many residents. Alongside Councillor Sole, we took away various casework matters related to both Canterbury City Council (CCC) and Kent County Council (KCC).

In Ickham, I attended the Sunday Breakfast, where I caught up with residents and took on new casework to follow up. I also participated in the Ickham Parish Meeting, where exciting plans for the new village green and the summer fête were discussed.

As part of my commitment to environmental initiatives, I volunteered with the Littlebourne Eco Group, providing equipment and assistance for thermal and heat surveys to support energy efficiency efforts.

In Seaton, I have been handling an issue related to tree removal.

In Adisham, my casework has focused on housing and waste collection concerns.

In Bekesbourne, I have been addressing a planning application case as well as issues affecting a social housing resident.

Looking ahead to March, my schedule includes planning, scrutiny, parish, and licensing meetings.

Additionally, I was honored to serve on the panel for a challenging but significant licensing committee meeting. Supporting residents and safeguarding young people in my rural ward remains a top priority. I was pleased to contribute to upholding and enforcing licensing objectives in the broader district.

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### Agenda Item 8: Any s101 Delegated Authority items to be noted by council.

None

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## Agenda Item 9: Any updates from representatives from external groups.

Updates to be given at the meeting.

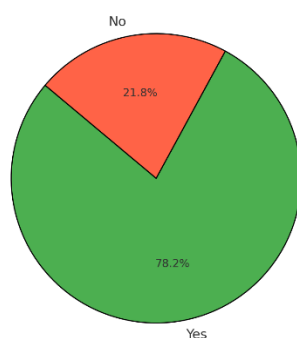
S. Gilham plans to attend to update RGMC matters item 9.1.

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## Agenda Item 10: Highways Matters

### 10.1 20mph limit at Patrixbourne(update)

Support for a 20mph Limit in Patrixbourne



#### Support for the 20mph Limit

Many respondents support the lower speed limit, citing safety concerns for pedestrians, cyclists, horse riders, and children. Key reasons include:

- **Narrow roads with blind bends and no pavements**, making walking and cycling unsafe.
- **High vehicle speeds** that pose risks to residents, particularly near houses directly on the road.
- **Frequent use by pedestrians**, including families, dog walkers, and tourists.
- **Dangerous driving behaviour**, including vehicles using the roads as a "rat run" and large lorries passing through at night.
- **Difficult visibility**, especially at night and in areas with flint walls and blind exits.
- **Previous accidents and near misses**, with some mentioning collisions with buildings.
- **Potential benefits for nervous pets and walkers**, as slower traffic would reduce anxiety.

#### Opposition to the 20mph Limit

Some respondents oppose the proposal, arguing that:

- **It would be difficult to enforce**, and reckless drivers may ignore it.
- **It may not be necessary**, as responsible drivers already adjust their speed appropriately.
- **Traffic congestion could increase**, making travel less efficient.
- **Funding could be better used elsewhere**, such as fixing potholes.
- **Some roads are suitable for 30mph in low traffic conditions.**
- **Signage alone will not be effective without enforcement.**

#### Mixed or Neutral Opinions

- Some acknowledge the dangers but question whether a speed limit alone will help.

- A few suggest alternative measures, such as traffic calming or converting certain roads into cycle/bridleways.
- Some believe that while lower speeds are advisable, 20mph may be too restrictive.

Overall, **safety concerns dominate the discussion**, with many in favour of 20mph to protect vulnerable road users. However, enforcement, effectiveness, and practicality remain points of contention.

**Recommendation:** Council to discuss results and next steps.

### 10.3 Speedwatch

A Provisional training date has been proposed for 15<sup>th</sup> March 2025. Further details to be given at the meeting.

## Agenda Item 11: Finance Matters

**11.1** To note February/March payment schedule & approve any new payments.

### February/March Payment Schedule

#### Payments Made as per financial regulations.

Date	Type	Payment	Amount
17 <sup>th</sup> Feb 25	DD	HugoFox Ltd	£23.99
20 <sup>th</sup> Feb 25	FPO	N.Purcell	Salary pack payment
28 <sup>th</sup> Feb 25	SO	N.Purcell	As per salary sheet
3 <sup>rd</sup> March 25	FPO	East Kent Leaflet Distribution (Steven Evans)	£432.00

#### Payments Due for Approval:

Recipient	Detail	Amount
N.Purcell	Feb march phone bill	£10.00
N.Purcell	February HP Ink Subscription	£9.99

### 11.2 S106 Funding (update)

Ongoing. No further updates at this time.

## Agenda Item 12: Planning

**12.1** To Receive Updates on previous consultee responses

**Application No:** CA/25/00012

**Proposal:** Single-storey front extension together with decking to rear following the demolition of front and rear porches.

**Location:** Clarence Bungalow , Aerodrome Road, Bekesbourne, Kent, CT4 5EX

**Status:** GRANTED

**Application:** CA/24/02229

**Location:** 3 Downside Villas Adisham Road Bekesbourne Kent CT4 5HA

**Details:** Retrospective application for a single-storey rear outbuilding.

**Status:** GRANTED

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## **12.2 To Discuss any new applications**

None at the time of issuing agenda pack.

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## **Agenda Item 13: Allotments**

### **13.1 Any Updates**

None

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## **Agenda Item 14: Playground Survey Results**

### **Most Requested Items:**

Climbing Wall/Trim Trail Seesaw

Roundabout

Seating/Picnic Benches

Skate Park/Skate Area

Table Tennis

Zip Wire Improvements

Swings (including accessible & multi-person options)

Trampoline (Sunken/Inclusive)

Sheltered Seating/Shade

Fitness/Gym Equipment (Adults & Kids)

Monkey Bars

Playhouse/Little House

Sensory Equipment (e.g., Music Wall, Percussion Tubes)

Sports Facilities (Basketball, Football, Rebound Wall, Padel Court)

Slides

Tunnels/Mounds

### **Other Suggested Features**

Cycle Path

Willow Tunnel & Willow Circle

Pretend Shop/Stall

Water Play Table

BBQ Area

Fire Engine Climbing Frame

Jumping Pillow

Connect Four Outside

Sand Pit

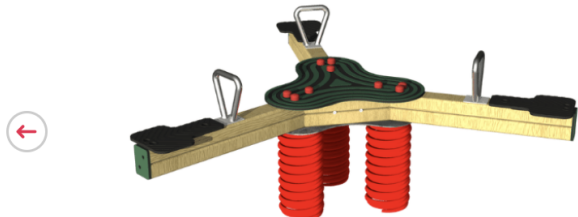
Bird's Nest Swing  
 Shaded Areas  
 Larger Climbing Frames  
 Fenced Play Area

**Conclusions**

The Climbing structures (walls, trim trails, adventure trails) is the most requested item. The Roundabout is also very popular, especially among families with young children. Seesaws are in high demand. More seating and picnic areas are needed. Interest in multi-age fitness and sports facilities is growing


In addition, 68% of responses said they would use adult outdoor gym equipment.

Friday evening Cllr C.Sladden and the Clerk met and discussed the results, looking at potential options and have found the following:



**Triple Spring Rider**  
 SR119 | Swings, Springs & Spinners

<b>£2,450.00</b> exc. VAT with installation	<b>£1,960.00</b> exc. VAT without installation
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**Wheelchair Inclusive Roundabout**  
 SR301 | Swings, Springs & Spinners

with installation	
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Designed for

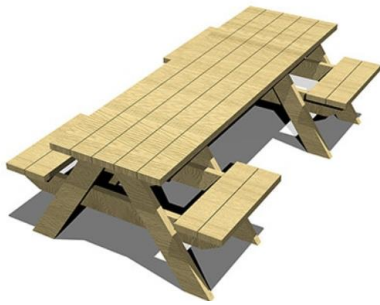


**Adventure Trail 12 L-Shaped**  
 AT12-L | Trim Trail Equipment

<b>£9,450.00</b> exc. VAT with installation	<b>£7,560.00</b> exc. VAT without installation
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Designed for

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### Wheelchair Picnic Table (2.4m)

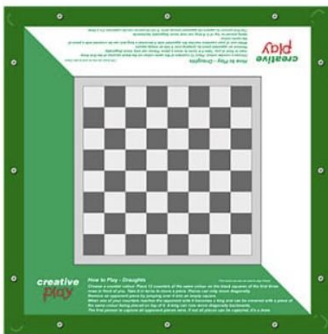
PT109-A | Outdoor Classrooms, Shelters, Seating & Stages



**£845.00**  
exc. VAT  
with installation

**£676.00**  
exc. VAT  
without installation

? Designed for



### Draughts Games Top

GT103 | Outdoor Classrooms, Shelters, Seating & Stages



**£145.00**  
exc. VAT  
with installation

**£116.00**  
exc. VAT  
without installation

? Designed for



### Snakes and Ladders Games Top

GT101 | Outdoor Classrooms, Shelters, Seating & Stages



**£145.00**  
exc. VAT  
with installation

**£116.00**  
exc. VAT  
without installation

? Designed for

From the amenities and open space budget we could also look at a replacement fence for the rear of the park.

**Recommendation:** Council to consider the above, and if approve of the suggestions, the clerk can obtain formal quotations from several companies.

#### Agenda Item 15: Village sign

Following discussion at a previous meeting. The clerk contacted the RGMC as requested to discuss their thoughts on the parish council purchasing and installing a wooden village sign in place of the Pin Oak tree that was felled last year.

The following correspondence was received from the committee:

*“A discussion was held amongst the Committee members and there was a*

***unanimous agreement that a Village Sign would be a great idea. The location was of the sign where the tree once stood was also agreed.***

***The committee, however, has some questions regarding the installation and upkeep of the sign.***

- ***We would ask that a full professional survey of the intended area be carried out to ensure that the ground is suitable to hold the structure. Please be aware that the tree stump has been removed and infilled with the shaving from the stump, therefore the ground may not be stable without some added structure.***
- ***Would the Parish Council maintain and keep the sign in good condition and carry out any repairs needed at their cost.***
- ***Would the Parish Council be taking out their own insurance on the sign?***

Companies and options have been investigated, and one particular company provided the following information:



## **TOWN & VILLAGE SIGN INFORMATION**

Below are some pointers that may help you decide if a traditional sign would enhance your local community.

### **THE DESIGN**

Whilst I am happy to work with your ideas, the design information must come from the village itself in the form of a clear working drawing or photographs, to enable me to create a finished drawing for your approval. Some villages hold a design competition or just ask the community for ideas. The main themes for a sign are usually significant buildings, depiction of local agriculture and wildlife, famous local people or events. I am happy to design your sign based on the information I am given.

### **PLANNING PERMISSION**

Once a design is agreed you can seek planning permission from your relevant authority. They may specify guidelines for the finished height, which must be communicated to me before work starts.

### **TYPE OF SIGN**

You must decide if you require a single or double sided sign. This is often determined by your budget!

### **LOCATION**

It is important to think of the long-term maintenance of your sign when location is discussed. In 1982 I made my first sign for my then home village of Elton. It is still there facing East. As the carving was in Oak, it has only required a repaint after 8 years and then a further 10 years, to keep it looking good.

### **THE COST**

A firm costing of the sign can only be given once the type and design have been decided upon. A guide to cost is as follows: single-sided £1875-£2575, double-sided £3450-£5000. Footpath signs from £285 per sign, commemorative benches from £750. I am happy to fit in with your budget or spread the cost over a longer period.

## THE MATERIALS

I use seasoned timber, mainly Oak or other suitable English hardwood. On a single-sided sign I apply a solid lead sheet to protect the back of the sign, which then sits in a recess at the top of the post. A double-sided sign has lead fitted to the edges only and the sign sits on top of the post, making it higher than the single-sided sign.

Alternatively, the carved sign can be mounted in a wrought iron frame. A 10'6" x 6" x 6" fresh sawn Oak post, treated with preservative is supplied.

## FINISHES

The signs can be treated with Danish Oil or Yacht Varnish, painted with coloured Sadolin wood stain or painted with sign-writers enamels for high colour. These finishes will all require maintenance over time; oil or varnish every 2-3 years, Sadolin every 4 years and enamels every 7-10 years, but the carving itself will last for many generations. I am happy to quote for maintenance work if the community feels it would prefer not to do the work itself.

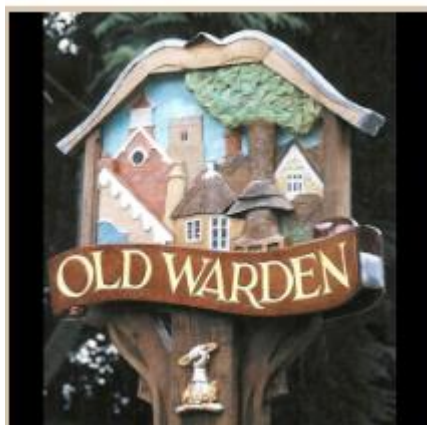
## WORKSHOP VISITS

I welcome any interested parish council to make an appointment to visit my workshop at Sacrewell Farm Centre near Peterborough to see a sign being made and to answer any questions you may have.

## HOW TO COMMISSION A SIGN

A 10% deposit is required with your written order to proceed. It will normally take 3-4 months for delivery of the finished signs.

Some examples of work:



**Recommendation:** For council to discuss further and consider contacting companies for quotations if this is a project the wish to pursue.

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## **Agenda item 16: To Adopt the updated financial regulations**

Model financial regulations for parish and town councils are standardised guidelines designed to ensure the proper management and oversight of financial activities within these councils. These regulations provide a framework for financial governance, helping councils maintain transparency, accountability, and efficiency in their financial operations. They are crucial for safeguarding public funds and promoting good governance practices.

The National Association of Local Councils has published the updated Model Financial Regulations template. It is imperative that Bekesbourne with Patricxbourne Parish Council look to update their Model Financial Regulations as soon as possible. I have spend some time reading through these and there are the key changes for council to note:

### **1. Structural Updates**

- The 2025 version is explicitly structured as a model document for local councils to adapt based on their needs.
- It includes more flexibility by using curly brackets and square brackets to indicate optional sections, customizable amounts, and timelines.
- The risk management and internal control section is now separate, rather than being part of the general section.

### **2. Procurement & Contracts**

- Thresholds for procurement and tendering have been clarified and updated:
  - The 2023-24 version required competitive quotes but did not specify structured limits for different types of spending.
  - The 2025 version introduces specific procurement thresholds, e.g.:
    - Formal tenders for contracts over £30,000
    - Three fixed-price quotes required for contracts over £5,000
    - For smaller purchases (£500-£5,000), estimates or online price comparisons can be used
- Explicit restrictions on contract splitting to avoid procurement rules.

### **3. Payment Methods & Electronic Banking**

- The 2025 version includes detailed provisions for online banking, emphasizing:
  - Dual authorization for online payments via email.
  - Roles of the RFO/Clerk in payment approvals.

- Use of payment cards (debit and pre-paid cards) with defined limits.
- The 2023-24 version mentions electronic payments but lacks structured safeguards.

#### **4. Budgeting & Financial Controls**

- The 2025 version expands on budgeting practices, requiring:
  - Three-year budget forecasts (instead of just annual estimates).
  - Specific provisions for salary budget reviews in October each year.
  - Earmarked reserves require formal council approval before being carried forward.

#### **5. Internal & External Audits**

- More detailed audit procedures in 2025, including:
  - A requirement for a non-signatory councillor to verify bank reconciliations quarterly.
  - Expanded guidelines for internal and external auditors' independence.
  - Mandatory reporting of audit findings to all councillors.

#### **6. Asset & Property Management**

- The 2025 version adds specific asset purchase and disposal limits, e.g.:
  - No tangible movable property over £500 may be purchased/disposed of without council approval.
  - Written reports required for all land acquisitions/disposals.

#### **7. Clarifications in Governance & Legal Compliance**

- More explicit references to legal frameworks, such as:
  - Local Audit and Accountability Act 2014
  - Public Contracts Regulations 2015
- New terminology definitions for terms like "approve," "authorize," and "proper practices."
- Specific rules on councillors with unpaid council tax (over two months) being barred from voting on budgets.

## MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a Clerk and RFO, possibly with several more staff, while others have a single employee as Clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
  - c) In section 4, does the council have committees and how many years are forecast?
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - e) In 5.9, are online prices acceptable evidence?
  - f) In 5.13, 5.15 and 5.17, does the council have committees?
  - g) In 5.16, will a councillor ever be instructed to place an order?
  - h) In 5.20, is there a minimum level for official orders?
  - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the Clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - k) Section 10 gives two alternatives, with or without petty cash.
  - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
  - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
  - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the Clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.



**BEKESBOURNE WITH PATRIBOURNE PARISH COUNCIL**  
**FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the Parish Council at its meeting held on 10th March 2025.

## General

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.

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.

Wilful breach of these regulations by an employee may result in disciplinary proceedings.

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 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.

The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The 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.

**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**

In addition, the council shall:

- determine and regularly review the bank mandat4
- 7e for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

## Risk management and internal control

**The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

The Clerk [with the RFO] 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.

When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

**At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

**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.**

At least [once in each quarter], and at each financial year end, a member other than the Chair {or 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 council.

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.

## Accounts and audit

All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

**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;**

The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.

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.

**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.**

**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.

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.

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

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.

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.

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.

The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

## Budget and precept

**Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}

No later than [November] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

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.}

Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of [November] each year.

The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the { and a recommendation made to the} council.

Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax (England) 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.

**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.**

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.

The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

## Procurement

**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.

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.

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.

**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.**

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:

For contracts estimated to exceed [£30,000] including VAT, the Clerk, shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

**For contracts estimated to be over £30,000 including 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.**

For contracts greater than [£5,000] excluding VAT the Clerk, shall seek at least [3] fixed-price quotes;

where the value is between [£500] and [£5,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}

For smaller purchases, [the Clerk] shall seek to achieve value for money.

**Contracts must not be split into smaller lots to avoid compliance with these rules.**

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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.

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;
- 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.

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.

The council shall not be obliged to accept the lowest or any tender, quote or estimate.

Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] 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 [£5,000];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to [£2,000] 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 Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

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.

An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} 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.

Any ordering system can be misused and access to them shall be controlled by [the RFO].

## Banking and payments

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 [Lloyds Bank, & Redwood Bank]. The arrangements shall be reviewed [annually] for security and efficiency.

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.

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 [the RFO]. {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 the RFO}.

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.

All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.

{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 {or a duly delegated committee} may authorise in advance for the year}.

{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.}

{A list of such payments shall be reported to the next appropriate meeting of the council} for information only.

The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

- i. {any payments of up to [£500] excluding VAT, within an agreed budget}.

- ii. payments of up to [£2,000] 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 [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council .

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. 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.

## Electronic payments

Where internet banking arrangements are made with any bank, [the RFO,] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

All authorised signatories shall have access to view the council's bank accounts online.

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.

The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [via email] to [two] authorised signatories.

In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.

Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

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}.

A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.

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/approved online] 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.

Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

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 {or approved online} 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.

Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO]. 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].

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.

Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

## Cheque payments

Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.

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.

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.

{Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council } at the next convenient meeting.



## Payment cards

Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council in writing before any order is placed.

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 reported to [the council] and authority for topping-up shall be at the discretion of [the council].

Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.

Personal credit or debit cards of members or staff shall not be used {except for expenses of up to [£50] including VAT, incurred in accordance with council policy.}

## Petty Cash

{The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.}

## Payment of salaries and allowances

**As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

**Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

Salary rates shall be agreed by the council, or a duly delegated committee. 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 {or relevant committee}.

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.

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.

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. Payroll reports will be reviewed the council to ensure that the correct payments have been made.

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.

Before employing interim staff, the council must consider a full business case.

## Loans and investments

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.

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.

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.

All investment of money under the control of the council shall be in the name of the council.

All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

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.

## Income

The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

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 Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.

Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO, ] and shall be written off in the year. The council's approval shall be shown in the accounting records.

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.

Personal cheques shall not be cashed out of money held on behalf of the council.

{Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}

{Where significant sums of cash are regularly received by the council, 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.}

{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.}

## Payments under contracts for building or other construction works

Where contracts provide for payment by instalments the RFO 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.

Any variation of, addition to or omission from a contract must be authorised by [the 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.

## Stores and equipment

{[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

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.

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

{The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

## Assets, properties and estates

The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

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.

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.

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 [£500]. In each case a written report shall be provided to council with a full business case.

## Insurance

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.

The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

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 {in consultation with the Clerk}.

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, or duly delegated committee.

## [Charities]

Where the council is sole managing trustee of a charitable body the 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 Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

## Suspension and revision of Financial Regulations

The council shall review these Financial Regulations [annually] and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

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.

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.

## Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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### **Agenda Item 17. Website/email updates**

The .gov domain is now live.

[www.bekesbournewithpatrixbourneparishcouncil.gov.uk](http://www.bekesbournewithpatrixbourneparishcouncil.gov.uk)

The process for emails has been triggered. Further updates to follow once received.

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### **Agenda Item 18. Emergency Planning**

Cllr C. Sladden has expressed interest in exploring the development of a contingency plan again (formerly referred to as an emergency plan).

The council had previously discussed this matter and suggested that such a plan may fall outside the scope of a Parish Council. Additionally, concerns remain regarding GDPR compliance, particularly in relation to listing vulnerable individuals.

I would recommend the following training course offered by KALC as a starting point:

### **Crisis Communications for Local Councils**

“We can never predict when a crisis will occur. From local flooding to a council meeting going viral, there are numerous ways in which local councils may find themselves at the centre of media attention. This session provides detailed guidance on crisis preparedness, offering expert advice and practical strategies to ensure councils are as ready as possible should the worst happen.”

**Date:** 9th April

**Time:** 09:30 AM

**Format:** Online

**Recommendation** Council to consider.

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### **Agenda Item 19. Correspondence**

Email received from a resident:

*I've just read this very interesting and thoughtful article about buses and ask you to please bring it to the attention of our parish council. I think that such a scheme, supported by parishes such as ours, alongside Adisham, would be hugely beneficial to locals including pensioners who have concessionaire passes. I know also that people will say we have a railway station, but the bus route would be more accessible to potential travellers en-route through both villages. I would if necessary be prepared to come and speak about this at a council meeting. I look forward to hearing from you.*

**Recommendation:** For council to consider.

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**Agenda Item 20. Calendar of meetings for the financial year 2025-26**

**BEKESBOURNE WITH PATRIBOURNE PARISH COUNCIL**

**Meeting Calendar 2025-2026**

\*Please note: Extraordinary meetings can be called as needed. All meetings start at 7:30pm except for the Annual Parish Meeting which is starting at 6:30pm.

<b>May 2025</b>	
Monday 12th	Annual Parish Meeting
Monday 12th	Statutory Annual Parish Council Meeting

This is not a PC meeting- but a meeting held by electors, with reports from community groups.

This is the statutory PC meeting: to elect chair, vice chair, representatives, and is held immediately after the APM.

<b>June 2025</b>	
Monday 9 <sup>th</sup>	Parish Council Meeting

To Sign off Internal Audit/ Submission of AGAR

<b>July 2025</b>	
Monday 14th	Parish Council Meeting

<b>August 2025</b>	
No Meeting in August	

<b>September 2025</b>	
Monday 8th	Parish Council Meeting

<b>October 2025</b>	
No Meeting in October	

<b>November 2025</b>	
Monday 10th	Parish Council Meeting

To review budget for 2026/27 and set precept

<b>December 2025</b>	
No meetings held in December	

<b>January 2026</b>	
Monday 12th	Parish Council Meeting

<b>February 2026</b>	
No meetings held in February	

<b>March 2026</b>	
Monday 9th	Parish Council Meeting

-End of the financial year-

**Agenda Item 21. Next Meeting Date:**

Monday 12th May 2025, both Annual Parish Meeting and the Statutory Annual Parish Council meeting.

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