
Council

You are hereby summoned to attend the Council Meeting of Cirencester Town Council,
to be held at the C-Hub, 2nd Floor, Bingham House, Dyer Street, Cirencester
on 13th June 2023 at 6.30pm



Andrew Tubb, Chief Executive Officer
7th June 2023

Pledge:

"Let our debating be reasoned and temperate, recognising that others may have a different point of view; and may we always remember that our deliberations and decisions are ultimately for the good of the people of Cirencester."

Summary of Agenda

- Items 1-9 & 23-24 Procedural and Standing Items
- Item 10 Schedule of Payments
- Item 11 Appointments
- Item 12 Year End Income and Expenditure Update and Variance Report 2022-23
- Item 13 Internal Audit 2022-23
- Item 14 Systems of Internal Control Audit 2022-23
- Item 15 Annual Governance Statement 2022-23
- Item 16 Asset Register 2022-23
- Item 17 Year End Accounts 2022-23
- Item 18 Accounting Statements 2022-23
- Item 19 Earmarked Reserves 2023-24
- Item 20 Financial Regulations 2023-24
- Item 21 Investment Policy 2023-24
- Item 22 Risk Management Plan 2023-24
- Confidential**
- Item 25 Debt Write-Off

Bingham House, 1 Dyer Street, Cirencester, Gloucestershire, GL7 2PP
Tel: 01285 655646, www.cirencester.gov.uk



Agenda

1. **Apologies (6.30pm)**
To receive and consider approval of the apologies presented.
2. **Declarations of Interest (6.31pm)**
To receive declarations of interest and to note any dispensations which have been approved.
(Members are reminded to declare pecuniary or non-pecuniary interests relating to any item on the agenda in accordance with Cirencester Town Council's Code of Conduct.)
3. **Council Minutes (6.32pm)**
To approve the Minutes of the Meeting held on Tuesday 16th May 2023, as an accurate record and to provide updates and information on any matters arising.
4. **Public Participation (Standing Order 68 refers) (6.35pm)**
If a member of the public wishes to speak at the meeting, or would like to submit correspondence they are asked to notify the Chief Executive Officer in advance and no later than 5pm on the day before the meeting. For the purpose of public speaking, a member of the public is defined as someone who lives, has a business or represents an organisation within the electoral boundary of Cirencester. Members of the public who wish to submit a written question for inclusion as part of public participation may do so at any time.
5. **District and County Council Participation (Standing Item) (6.45pm)**
To receive important updates and information from Cotswold District Council and Gloucestershire County Council. Questions relating to any District or County Council matter to be submitted in advance of the meeting to the CEO.
6. **Youth Participation (Standing Item) (6.55pm)**
To receive a report on youth engagement and provide an opportunity for young people to participate.
7. **Member Participation (Standing Orders 27 to 30 refer) (6.56pm)**
A member may ask the Chair any question concerning the business of the Council.
8. **Delegation of Urgent and Routine Matters (Standing Order 11 c) refers) (7pm)**
To provide a summary of any matter which has required urgent or routine attention under delegated authority.
9. **Climate and Environment Action Plan (Standing Item) (7.01pm)**
To note that the action plan is scheduled to be reviewed and updated at the next meeting of the Climate and Environment Group on Tuesday 20th June 2023.
10. **Schedule of Payments (7.05pm)**
To approve the schedule of payments made during April 2023 in accordance with the budget estimates, including contractual increments and other honoraria in consultation with the Personnel Group. Each individual payment has been authorised by two Councillors. A list of all individual payments is forwarded to Finance and Audit and made available on the Town Council website: Corporate £48,262, Office £6,683, Community £17,617, Land & Property £15,810, Priority Projects/Earmarked Reserves £5,895, Salaries/NI/Tax/Pension £65,126.
11. **Appointments (7.06pm)**
 - 11.1 To appoint a lead member for Finance and Audit, until the Annual Meeting in May 2024;
 - 11.2 To appoint Cllr Andrea Pellegram to serve on the Climate and Environment Group/Committee until the Annual Meeting in May 2024.
12. **Year End Income and Expenditure Update and Variance Report 2022-23 (7.07pm)**
To receive, for information, the year end income and expenditure update and variance report for 2022-23.
13. **Internal Audit 2022-23 (7.08pm)**
 - 13.1 To consider any matters arising from the year end internal audit report;
 - 13.2 To receive and approve the Annual Internal Audit Report 2022-23.
14. **Systems of Internal Control Audit 2022-23 (7.12pm)**
To consider any matters arising from the member-led systems of internal control audit.

15. **Annual Governance Statement 2022-23 (7.20pm)**
To receive and approve the annual governance statement for 2022-23, based on the member-led systems of internal control audit.
 16. **Asset Register 2022-23 (7.21pm)**
To receive and note the updated asset register in accordance with the Council's asset and depreciation policy.
 17. **Year End Accounts 2022-23 (7.25pm)**
To receive and approve the year end accounts for 2022-23.
 18. **Accounting Statements 2022-23 (7.30pm)**
To receive and approve the accounting statements for 2022-23.
 19. **Earmarked Reserves 2023-24 (7.35pm)**
To receive and approve the earmarked reserves for 2023-24.
 20. **Financial Regulations 2023-24 (7.40pm)**
To receive and approve the Council's Financial Regulations for 2023-24.
 21. **Investment Policy 2023-24 (7.45pm)**
To receive and approve the Council's Investment Policy for 2023-24.
 22. **Risk Management Plan 2023-24 (7.50pm)**
To receive and approve the updated Risk Management Plan for 2023-24.
 23. **Announcements (8pm)**
To receive and note any important announcements from Members relating to Council business.
 24. **Correspondence (8.05pm)**
 - a) Council Information Sheet; including details of any actions taken arising from previous meetings.
 - b) Any other correspondence received in accordance with Standing Orders.
- CONFIDENTIAL**
Confidential items in respect of which a resolution may be passed in accordance with the Public Bodies (Admission to Meetings) Act 1960, excluding the press and public on the grounds that the agenda item relates to legal matters.
25. **Debt Write-Off (8.07pm)**
To consider the list of debtors for 2022-23 and which, if any, should be written off in 2023-24.

Notes & Information

1. All reports referred to, including recommendations, are available online at www.cirencester.gov.uk or on request via email at info@cirencester.gov.uk
2. You can join us live via the Town Council's YouTube channel or you can watch the recording afterwards.
3. Members of the public are welcome to submit questions under public participation, in advance of the meeting via email, info@cirencester.gov.uk
4. Future meetings:
Planning Committee 18th July 1pm – Committee Rooms, Cotswold District Council, Trinity Road, Cirencester
Planning Committee 22nd August 6.30pm – Council Chamber, Cotswold District Council, Trinity Road, Cirencester
Community Services Committee 5th September 4.30pm – Council Chamber, Cotswold District Council, Trinity Road, Cirencester
Council 12th September 6.30pm – Council Chamber, Cotswold District Council, Trinity Road, Cirencester
5. Follow us on Facebook, Twitter and Instagram.

04.34 Standing Orders 2023-24

The Standing Orders for 2023-24, which incorporated the Member-Officer Protocol, was received and adopted.

Voting Record:	For – 16	Against – 0	Abstentions – 0	Absent - 0
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05.34 Appointment of Lead Members

RESOLVED that the following lead members hold office until the Annual Meeting in May 2023:

a) **Corporate Governance and Personnel**

Councillor Gary Selwyn

(Proposed by Councillor Sabrina Dixon and Seconded by Councillor Nick Bridges)

Voting Record:	For – 16	Against – 0	Abstentions – 0	Absent - 0
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b) **Finance and Audit**

No nominations received and accordingly deferred until the next meeting of Council in June.

c) **Planning**

Councillor Andy Jopp

(Proposed by Councillor Sarah Orr and Seconded by Councillor Gary Selwyn)

Voting Record:	For – 14	Against – 0	Abstentions – 1	Absent - 1
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d) **Climate and Environment**

Councillor Sabrina Dixon

(Proposed by Councillor Sarah Orr and Seconded by Councillor Bob Irving)

Voting Record:	For – 16	Against – 0	Abstentions – 0	Absent - 0
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e) **Land and Property Services**

Councillor Nick Bridges

(Proposed by Councillor Jenny Hincks and Seconded by Councillor Sarah Orr)

Councillor Andrea Pellegram

(Proposed by Councillor Sabrina Dixon and Seconded by Councillor Gary Selwyn)

After being put to the vote, by way of a ballot, Councillor Nick Bridges, was appointed Lead Member of Land and Property Services.

Voting Record:	Councillor Nick Bridges – 7	Councillor Andrea Pellegram - 6	Abstentions - 3
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f) **Community Services**

Councillor Sarah Orr

(Proposed by Councillor Sabrina Dixon and Seconded by Councillor Roly Hughes)

Voting Record:	For – 16	Against – 0	Abstentions – 0	Absent - 0
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06.34 Appointment of Standing Committees, Groups and Substitute Members

It was noted that each committee/group is served by a minimum of 5 members, with the new committee structure from September and is effective up to the Annual Meeting in May 2024.

a) Corporate Governance and Personnel Group

Councillor Gary Selwyn - Chair and Lead Member
Councillor Naomi Bloomer
Councillor Patrick Coleman
Councillor Sabrina Dixon
Councillor Mark Harris
Councillor Andy Jopp

b) Finance and Audit

Chair and Lead Member - Vacant
Councillor Sabrina Dixon
Councillor Jenny Hincks
Councillor Andy Jopp
Councillor Sarah Orr
Councillor Andrea Pellegram
Councillor Nigel Robbins

c) Planning

Councillor Andy Jopp - Chair and Lead Member
Councillor Sabrina Dixon
Councillor Jan Gronow
Councillor Jenny Hincks
Councillor Bob Irving

d) Climate and Environment

Councillor Sabrina Dixon - Chair and Lead Member
Councillor Nick Bridges
Councillor Bob Irving
Councillor Christine Gore
Councillor Andy Jopp
Councillor Pete Smith

e) Land and Property

Councillor Nick Bridges - Chair and Lead Member
Councillor Naomi Bloomer
Councillor Sabrina Dixon
Councillor Bob Irving
Councillor Andrea Pellegram
Councillor Gary Selwyn

f) Community Services

Councillor Sarah Orr - Chair and Lead Member
Councillor Naomi Bloomer
Councillor Nick Bridges
Councillor Sabrina Dixon
Councillor Jan Gronow
Councillor Pete Smith
Councillor Gary Selwyn

g) Health and Safety

Councillor Naomi Bloomer
Councillor Jenny Hincks
Councillor Roly Hughes
Councillor Sarah Orr
Councillor Andrea Pellegram
(Chair to be confirmed)

Voting Record:	For – 16	Against – 0	Abstentions – 0	Absent - 0
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h) RESOLVED that all members be appointed as substitute members in accordance with Standing Orders.

Voting Record:	For – 16	Against – 0	Abstentions – 0	Absent - 0
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7.34 Appointment of Representatives to other Groups and Organisations

RESOLVED that the following representatives be noted/appointed up to May 2024.

Voting Record:	For – 16	Against – 0	Abstentions – 0	Absent - 0
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Organisation	Representatives(s)
Extant and Ex-Officio Appointments	
Cirencester Open Air Swimming Pool Association (COASP)	Lead Member for Land & Property Chair of Council
Christopher & Sarah A Bowly's Almshouse Charity	Geoffrey Adams Shirley Alexander Cllr Jenny Hincks
St. John's Hospital & Other Almshouse Charities	Geoffrey Adams Meg Blumson Mary Cobbett
St Lawrence's Hospital Charity	Andrew Lichnowski
Friends of Cirencester Parish Church	Mayor of Cirencester
Cirencester Temperance Trust	Shirley Alexander Spencer Mort Cllr Jenny Hincks

Organisation	Representatives(s)
Stratton Educational Foundation	Andrew Lichnowski
CCTV Partnership	Community Services Manager Lead Member for Community Services
Town Centre Masterplan Programme Board	Chief Executive Officer Lead Member for Planning
Flood and Environment (various)	Land and Property Manager Lead Member for Land and Property
Neighbourhood Plan Steering Group	Chief Executive Officer – Ex-officio Lead Member for Climate and Environment – Ex-officio
Other Appointments	
Flood and Environment (various)	Cllr Nick Bridges Cllr Jan Gronow Cllr Nigel Robbins
Neighbourhood Plan Steering Group	Cllr Andy Jopp Cllr Andrea Pellegram Cllr Nigel Robbins
The Steadings Community Management Trust – Director Trustee	Cllr Andrea Pellegram

Organisation	Representatives(s)
Bathurst Friendship	Cllr Patrick Coleman Cllr Sabrina Dixon Cllr Mark Harris
Light Rail Strategy Group	Cllr Patrick Coleman Cllr Bob Irving
Gloucestershire Wildlife Trust	Cllr Naomi Bloomer Cllr Sarah Orr Cllr Andrea Pellegram
Gloucestershire County Council Point of Contact	Delegated authority to the CEO to appoint the appropriate Strategic Lead Member/Ward Member
Cotswold District Council Point of Contact	Delegated authority to the CEO to appoint the appropriate Strategic Lead Member/Ward Member
Town and Parish Council Point of Contact	Delegated authority to the CEO to appoint the appropriate Strategic Lead Member/Ward Member

8.24 Apologies
None. All present.

9.24 Declarations of Interest
None received.

10.24 Council Minutes
RESOLVED that the Minutes of the Meeting held on Tuesday, 31st January 2023 be approved as an accurate record.

Voting Record:	For – 10	Against – 0	Abstentions – 6	Absent - 0
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11.24 General Power of Competence
RESOLVED that the Council continues to meet the requirements under statute to exercise the general power of competence.

Voting Record:	For – 16	Against – 0	Abstentions – 0	Absent - 0
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12.24 Public Participation (Standing Order 68 refers)

None.

13.24 District and County Council Participation (Standing Item)

Councillor Rebecca Halifax, Gloucestershire County Councillor, gave an update on a number of county issues including a change in administration, a peer review, care leavers having protected characteristic status, unseen homelessness, increased funds availability for youth projects and the limited funds available for road repairs. Councillor Mark Harris, representing Cotswold District Council, advised that they were yet to have a meeting following the election, but will provide an update at the next meeting.

14.24 Youth Participation (Standing Item)

A youth report from Daniel Godwin (T Level Placement – Student Intern) was received, which included an update on his work programme, communication and engagement and local, national and international issues, which was noted.

15.24 Member Participation (Standing Orders 27 to 30 refer)

None received.

16.24 Delegation of Urgent and Routine Matters (Standing Order 11c refers)

A summary of a matter which has required urgent or routine attention under delegated authority was noted as follows:

a) A grant agreement with Cotswold District Council for £30,000 Government 'Changing Places' funding.

17.24 Climate and Environment Action Plan

An update on the action plan progress following the Council declaring a Climate Emergency in 2019 was received. It was noted that good progress had been made in starting to audit and benchmark the Council's carbon footprint, the leasing of vehicles and equipment, banking arrangements and switching energy tariffs.

18.24 Schedule of Payments

RESOLVED that the Schedule of Payments made during the period 1st January to 31st March 2023, in accordance with the budget estimates, be approved.

Corporate - £38,793

Office - £14,630

Community - £25,332

Land and Property - £43,317

Earmarked Reserves - £47,014

Salaries (including PAYE/National Insurance and Pension) - £184,844

Voting Record: For – 14	Against – 0	Abstentions – 1	Absent - 1
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Note: Each individual payment has been authorised by two Councillors and a list of all individual payments is forwarded to the Finance and Audit Group and made available on the Town Council website.

19.24 Record of Attendance 2022-23

The record of attendance for members in respect of May 2022 to April 2023, including a report on Member Allowances was received.

The record and report were approved subject to the checking of Councillor Hughes's apologies, Councillor Bridges attendance at Planning Committee meetings and that additional meetings also be logged.

Voting Record: For – 12	Against – 0	Abstentions – 3	Absent - 1
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20.24 Short-Term Corporate Strategy Action Plan Final Report

Members received and noted for information the final report relating to the short-term corporate strategy. Reference was made to the colour coding of the planning items which had been completed and/or were 'living' documents.

Voting Record:	For – 14	Against – 0	Abstentions – 1	Absent – 1
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21.24 Corporate Peer Review Action Plan

Members received and approved the action plan in response to the Corporate Peer Review.

Voting Record:	For – 15	Against – 0	Abstentions – 0	Absent - 1
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22.24 Announcements

Thanks were expressed to the five Councillors that had stood down from the Town Council, namely, Claire Bloomer, Ray Brassington, Rebecca Halifax, Andrew Lichnowski and Sam Ralston.

On behalf of the Council, the Chair extended condolences to the family, friends and colleagues of Jim Grant, Principal of Cirencester College, who had recently died very suddenly.

23.24 Correspondence

- a) Council Information Sheet - Members noted the Meetings update and the Weekly Information Sheet that was circulated electronically;
- b) Correspondence – None.

The meeting closed at 7.57 p.m.

Councillor Sabrina Dixon
Chair of the Council

Youth Report for the Council meeting

June 2023

By Daniel (T Level Placement – Student Intern)

Introduction to me and my course.

Hi, I am Daniel I am currently working as a student intern at Cirencester Town Council (CTC). I am a year 12 student at Cirencester College. I am studying business T Level Business management and administration specialising in business support at Cirencester College. This course involves business behaviours, people, business context, quality, finance, policies, and procedures and change and project management. This course involves an OSP (occupational specialism pathway) and ESP (employer set project). These are assessments based on a scenario which T Level students have to find a solution through our core knowledge.

My work program for June.

My work programme for June includes being involved in various meetings. A project to resolve the parking and access problems in Gloucester Street. Involvement in a town access audit review and youth town survey promotion. Finally, I will be visiting the Nation Star college an independent specialist further education college for people with physical disabilities, acquired brain injuries and associated learning difficulties. This will involve students pitching themselves, their skills, and their interest to employers. Then I will research what opportunities will be available to them at CTC and online with websites like Springpod. This is to see what opportunities CTC can provide and help with in respect of future work experience.

Why communicating with young people is important.

Effective communication helps connect and share ideas between people. This can improve understanding between young people and the projects put in place by CTC. To build a connection between CTC and young people. The Council could build links local schools and colleges. You could visit them in person and explain what CTC is doing to help them in their local area. It is vital to communicate on issues that affect them directly to get the most engaged. Young people feel passionately about outdoor spaces and the environment. It is important to tell them how to get involved with the Council's projects through surveys, volunteering, work experience etc. Talking in schools will help young people to give their honest opinions because the students will feel more confident responding to the Council's questions in a familiar environment.

Local issues in Gloucestershire.

Clubs and groups

A local issue affecting young people in Gloucestershire is young people not using groups and services provided to them. This affects youth hubs and community groups. Habits created during the coronavirus pandemic such as more time spent online increase in digital communication. Gen Z (people born between 1997 to 2013) are more hesitant to join clubs and groups. They went through a period of clubs and groups not being available they don't always see it as necessary. I think this problem has two major factors. Young people do not know what is there for them to do and they are not given a clear incentive to go.

This is an issue because it means that they spend more time isolated online. This could negatively affect their mental health. The people setting up these projects need to make sure they are visible to their target audience. The details need to be shown where young people will look. Good places to put these are in schools and colleges or online. It's necessary to include a clear and fun incentive such as food and drink. This will increase the likelihood of more young people to attending.

Part time work

Another issue is access to part time work. There is a lack of jobs around. Many are jobs hard to access via public transport and expensive to get to. This has the effect of young people not working or spending in their local community. If young people are not economically active it can affect local businesses profits and they're ability to reinvest in the community.

National issues.

Knife crime

Knife crime is currently extremely high. The number of people killed with a knife in England and Wales in 2021/22 was the highest year on record for 76 years. This included 282 homicides and, in the year, ending March 2022, there were 19,555 disposals given for possession of a knife or offensive weapon. This is especial import to young people because Juveniles (aged 10-17) were the offenders in 18% of cases. There is little support for people affected by these issues and high amount depression these communities. If there is not support for people to stop being involved in knife crime it will keep happening as people will struggle to leave the lifecycle.

Road safety

Another issue is road safety. In 2021, around a fifth of all people killed or seriously injured (KSI) from collisions involving cars were in collisions which involved a young driver. With speed cameras in UK decreasing. Statistics show that out of 1,092 fixed camera sites, only 523 are working. This decrease in safety. Has led an increase young people fearing learning to drive. Not learning and having less freedom because they are traveling less.

International issues affecting young people the environment.

Many young people all over the world are burdened by the feeling that they must act on climate change. This has led to feelings of overwhelm and burnout. This issue can alienate young people. When it is not prioritised, it led to feelings powerless and anger and disconnect. It is important to talk about climate with young people so that they feel included in their communities. It is important for young people's mental health to feel their voice is being listened to.

Closing statement.

Thank you for taking time out to read this. If you are interested by any of the topics discussed in this report do not hesitate to contact me at:

youthvoice@cirencester.gov.uk

Kind regards,

Daniel Godwin. Student Intern

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Corporate								
1076 Precept	0	1,258,653	1,258,653	0			100.0%	
1090 Investment Account Interest	2,419	18,046	6,000	(12,046)			300.8%	
1100 External Grants & Sponsorship	893	66,350	5,000	(61,350)			1327.0%	
1110 BLT Service Fee	0	37,500	37,500	0			100.0%	
Corporate :- Income	3,311	1,380,550	1,307,153	(73,397)			105.6%	0
4000 Salaries	8,671	100,014	83,500	(16,514)		(16,514)	119.8%	
4005 Employer National Insurance	968	11,404	9,000	(2,404)		(2,404)	126.7%	
4010 Emplr Pension/III Health Ins	605	6,372	2,500	(3,872)		(3,872)	254.9%	
4015 Professional Fees	7,332	31,816	7,000	(24,816)		(24,816)	454.5%	
4016 HR and Recruitment	419	1,664	2,500	836		836	66.6%	
4020 Staff Expenses	38	2,228	2,500	272		272	89.1%	
4021 Member Expenses & Allowance	458	6,141	13,200	7,059		7,059	46.5%	
4022 Mayoral Expenses & Allowance	83	721	800	79		79	90.1%	
4025 Staff Support & Development	2,263	7,946	7,000	(946)		(946)	113.5%	
4026 Member Support & Development	0	0	4,000	4,000		4,000	0.0%	
4030 Office Accommodation	12,877	27,285	24,000	(3,285)		(3,285)	113.7%	
4035 Bus. Rates & Utility Services	1,196	12,117	14,500	2,383		2,383	83.6%	
4040 Insurance - TC & PL	(12,051)	16,943	13,000	(3,943)		(3,943)	130.3%	
4041 Insurance - Motor	(4,274)	4,986	3,000	(1,986)		(1,986)	166.2%	
4045 Memberships/Subs/Publications	0	5,728	6,000	272		272	95.5%	
4050 CCDT Revenue Grant	(116)	75,540	15,000	(60,540)		(60,540)	503.6%	
4055 Bingham Lib Trust Man't Supp't	0	5,000	5,000	0		0	100.0%	
4060 Bank Charges	(54)	669	500	(169)		(169)	133.8%	
4287 Maintenance	628	1,441	0	(1,441)	72	(1,513)	0.0%	
4299 Card Processing Charge	0	0	0	(0)		(0)	0.0%	
4300 Local Dem Civic Events & Gifts	0	4,865	14,500	9,635	3,600	6,035	58.4%	
4995 Recruitment Expenditure	0	98	0	(98)		(98)	0.0%	
Corporate :- Indirect Expenditure	19,045	322,978	227,500	(95,478)	3,672	(99,150)	143.6%	0
Net Income over Expenditure	(15,733)	1,057,572	1,079,653	22,081				
102 Office								
1155 Banner Bookings Income	0	0	500	500			0.0%	
1160 Local Info Centre Income	1,415	14,633	5,000	(9,633)			292.7%	
Office :- Income	1,415	14,633	5,500	(9,133)			266.1%	0
4000 Salaries	6,089	97,381	88,000	(9,381)		(9,381)	110.7%	
4005 Employer National Insurance	765	9,663	8,500	(1,163)		(1,163)	113.7%	
4010 Emplr Pension/III Health Ins	1,657	19,717	17,500	(2,217)		(2,217)	112.7%	
4020 Staff Expenses	65	170	0	(170)		(170)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Admin incl postage/Stationery	1,476	5,746	5,400	(346)		(346)	106.4%	
4105 Office Support	593	13,747	3,750	(9,997)	64	(10,061)	368.3%	
4110 Technology Support	844	28,260	20,000	(8,260)		(8,260)	141.3%	
4155 Local Info Centre Expenditure	(304)	11,599	5,000	(6,599)	400	(6,999)	240.0%	
4211 Training	(495)	0	0	0		0	0.0%	
4299 Card Processing Charge	15	356	0	(356)		(356)	0.0%	
4305 Social Media and Communication	175	3,855	4,000	145		145	96.4%	
Office :- Indirect Expenditure	10,880	190,493	152,150	(38,343)	464	(38,807)	125.5%	0
Net Income over Expenditure	(9,465)	(175,860)	(146,650)	29,210				
<u>103 L & P - Operational</u>								
1261 Kingshill Car Park Income	0	1,700	1,700	0			100.0%	
1400 Other Income	0	(390)	0	390			0.0%	
1990 Sundry Income	0	3,275	0	(3,275)			0.0%	
L & P - Operational :- Income	0	4,585	1,700	(2,885)			269.7%	0
4000 Salaries	27,233	216,878	283,000	66,122		66,122	76.6%	
4005 Employer National Insurance	1,736	17,752	25,000	7,248		7,248	71.0%	
4010 Emplr Pension/III Health Ins	4,393	41,991	52,000	10,009		10,009	80.8%	
4020 Staff Expenses	221	666	0	(666)		(666)	0.0%	
4204 Mobiles/Phones/Technology	1,426	2,870	1,000	(1,870)		(1,870)	287.0%	
4206 Refreshments	178	560	250	(310)		(310)	224.0%	
4207 Consumables	0	34	200	166		166	16.8%	
4208 Workwear/Uniform	196	1,651	1,500	(151)		(151)	110.1%	
4209 PPE	219	1,570	500	(1,070)	104	(1,174)	334.8%	
4211 Training	(280)	1,609	1,000	(609)	825	(1,434)	243.4%	
4212 Vehicle Hire & Leasing	0	188	0	(188)		(188)	0.0%	
4214 Vehicle Maintenance	0	0	0	0	210	(210)	0.0%	
4220 Abbey Grounds	25	25	0	(25)	528	(553)	0.0%	
4230 St Michael's Park	0	0	0	0	314	(314)	0.0%	
4240 Events & Volunteer Projects	0	30	500	470		470	6.0%	
4245 Environmental Waste	277	5,996	4,000	(1,996)	1,948	(3,945)	198.6%	
4287 Maintenance	11	275	0	(275)	121	(396)	0.0%	
L & P - Operational :- Indirect Expenditure	35,636	292,095	368,950	76,855	4,050	72,805	80.3%	0
Net Income over Expenditure	(35,636)	(287,510)	(367,250)	(79,740)				
<u>104 Comm - Operational</u>								
4000 Salaries	8,757	98,464	85,000	(13,464)		(13,464)	115.8%	
4005 Employer National Insurance	902	10,353	7,000	(3,353)		(3,353)	147.9%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Emplr Pension/III Health Ins	1,853	20,827	16,000	(4,827)		(4,827)	130.2%	
4020 Staff Expenses	56	280	0	(280)		(280)	0.0%	
4211 Training	0	36	1,000	964		964	3.6%	
4307 Operational IT/Communications	100	246	0	(246)		(246)	0.0%	
4990 Sundry Expenses	0	24	0	(24)		(24)	0.0%	
Comm - Operational :- Indirect Expenditure	11,668	130,229	109,000	(21,229)	0	(21,229)	119.5%	0
Net Expenditure	(11,668)	(130,229)	(109,000)	21,229				
<u>105 Reserves</u>								
1001 CIL Receipt	0	2,223	0	(2,223)			0.0%	
1120 Grants & Donations Received	0	15,000	0	(15,000)			0.0%	
Reserves :- Income	0	17,223	0	(17,223)				0
4287 Maintenance	0	20,413	0	(20,413)		(20,413)	0.0%	
4800 Loan Capital Repayments	8,571	40,000	40,000	0		0	100.0%	
4801 Loan Interest Repayments	6,727	33,696	35,000	1,304		1,304	96.3%	
4991 Tfr from EMR	0	(20,941)	(36,000)	(15,059)		(15,059)	58.2%	
4992 Tfr to EMR	0	2,223	0	(2,223)		(2,223)	0.0%	
9000 EMR Abbey Grounds Mangt. Plan	0	0	35,000	35,000		35,000	0.0%	
9010 EMR Christmas in Cirencester	0	15,959	28,000	12,041		12,041	57.0%	
9020 EMR Environmental Improvements	0	403	2,500	2,097	300	1,797	28.1%	
9025 EMR Machinery & Equipment	0	0	18,000	18,000		18,000	0.0%	
9030 EMR Cycle Routes & Mapping	0	(1,500)	2,500	4,000		4,000	(60.0%)	
9035 EMR Play & Recreation Areas	0	16,003	30,000	13,997	4,508	9,489	68.4%	
9040 EMR Norman Arch	3,815	15,367	50,000	34,633		34,633	30.7%	
9060 EMR Community Support	(1,500)	0	9,000	9,000	2,625	6,375	29.2%	
9065 EMR Children & Young People	0	900	5,000	4,100	1,090	3,010	39.8%	
9070 EMR Visits & Events	0	0	500	500		500	0.0%	
9075 EMR Service Support	0	0	2,500	2,500		2,500	0.0%	
9090 EMR Town Centre Regeneration	864	519,523	425,000	(94,523)		(94,523)	122.2%	
9095 EMR Tree Works	0	0	5,000	5,000		5,000	0.0%	
9100 EMR OZone	740	790	5,500	4,710	1,250	3,460	37.1%	
9105 EMR Amphitheatre	0	900	3,750	2,850		2,850	24.0%	
9110 EMR Community Contingency	0	350	2,500	2,150		2,150	14.0%	
9125 EMR City Bank & Biodiversity	0	0	5,000	5,000		5,000	0.0%	
9130 EMR Archaeological Management	0	0	5,000	5,000		5,000	0.0%	
9135 EMR Community Planning	5,835	14,619	32,000	17,381		17,381	45.7%	
9145 EMR Local Support	0	0	5,000	5,000		5,000	0.0%	
9160 EMR Closed Church Yard	0	2,450	2,500	50		50	98.0%	
9170 EMR Joe Watson Bursary	1,500	1,500	1,500	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9175 EMR Project & Mgmt. Support	0	415	3,500	3,086		3,086	11.8%	
9185 EMR Clean Street Campaign	0	0	5,000	5,000		5,000	0.0%	
9195 EMR Corporate Strategy & Peer	0	15,213	45,000	29,787		29,787	33.8%	
9200 EMR Abbey Ground Toilets	0	8,475	150,000	141,525		141,525	5.7%	
Reserves :- Indirect Expenditure	26,552	686,757	918,250	231,493	9,773	221,720	75.9%	0
Net Income over Expenditure	(26,552)	(669,534)	(918,250)	(248,716)				
<u>109 Priority Projects</u>								
4855 Town Regeneration Comp & Maint	(38,265)	(38,265)	0	38,265		38,265	0.0%	
Priority Projects :- Indirect Expenditure	(38,265)	(38,265)	0	38,265	0	38,265		0
Net Expenditure	38,265	38,265	0	(38,265)				
<u>110 L & P - Fleet</u>								
4210 Fuel	860	8,732	7,000	(1,732)		(1,732)	124.7%	
4212 Vehicle Hire & Leasing	1,665	9,917	15,370	5,453		5,453	64.5%	
4214 Vehicle Maintenance	311	4,278	4,000	(278)		(278)	107.0%	
4216 Vehicle Tracker	44	1,044	1,000	(44)		(44)	104.4%	
4217 Vehicle Tax	0	290	600	310		310	48.3%	
L & P - Fleet :- Indirect Expenditure	2,880	24,261	27,970	3,709	0	3,709	86.7%	0
Net Expenditure	(2,880)	(24,261)	(27,970)	(3,709)				
<u>111 L & P - Plant & Machinery</u>								
4212 Vehicle Hire & Leasing	1,639	19,457	12,080	(7,377)		(7,377)	161.1%	
4214 Vehicle Maintenance	0	1,598	4,500	2,902		2,902	35.5%	
4287 Maintenance	0	2,027	0	(2,027)		(2,027)	0.0%	
4372 Equipment Hire	0	27	0	(27)		(27)	0.0%	
4373 Equipment Purchased	0	2,565	1,800	(765)		(765)	142.5%	
L & P - Plant & Machinery :- Indirect Expenditure	1,639	25,674	18,380	(7,294)	0	(7,294)	139.7%	0
Net Expenditure	(1,639)	(25,674)	(18,380)	7,294				
<u>112 L & P - Trees</u>								
4201 Tree Inspections	0	24	2,000	1,976		1,976	1.2%	
4202 Tree Works	(2,500)	5,915	5,800	(115)		(115)	102.0%	
L & P - Trees :- Indirect Expenditure	(2,500)	5,939	7,800	1,861	0	1,861	76.1%	0
Net Expenditure	2,500	(5,939)	(7,800)	(1,861)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
113 L & P - Abbey Grounds Depot								
4214 Vehicle Maintenance	210	358	0	(358)		(358)	0.0%	
4270 Alarm	0	748	200	(548)		(548)	373.9%	
4271 Security Key Holding	0	206	300	94		94	68.7%	
4272 Phone/Broadband	0	0	400	400		400	0.0%	
4285 Play Area Inspections	0	542	0	(542)		(542)	0.0%	
4287 Maintenance	(75)	2,075	1,000	(1,075)	186	(1,262)	226.2%	
4370 Electricity	598	2,335	2,000	(335)		(335)	116.8%	
L & P - Abbey Grounds Depot :- Indirect Expenditure	733	6,264	3,900	(2,364)	186	(2,551)	165.4%	0
Net Expenditure	(733)	(6,264)	(3,900)	2,364				
114 L & P - Open Spaces								
1200 Amphitheatre Mtnc Income	3,905	19,418	16,000	(3,418)			121.4%	
1260 Kingshill Sport Income	198	1,051	3,000	1,949			35.0%	
1265 SMP Recreation Income	51	1,089	0	(1,089)			0.0%	
1266 SMP Cafe & Events Income	0	199	0	(199)			0.0%	
1270 Wayleaves	0	3,084	1,700	(1,384)			181.4%	
1400 Other Income	1,000	1,500	10,848	9,348			13.8%	
1990 Sundry Income	0	3,450	0	(3,450)			0.0%	
L & P - Open Spaces :- Income	5,154	29,790	31,548	1,758			94.4%	0
4220 Abbey Grounds	1,910	16,454	5,000	(11,454)	1,590	(13,043)	360.9%	
4225 Kingshill Sport & Community	1,062	23,448	10,000	(13,448)	70	(13,518)	235.2%	
4230 St Michael's Park	1,150	17,274	8,000	(9,274)	456	(9,730)	221.6%	
4255 Amphitheatre - Querns/Obelisk	0	25	1,700	1,675	823	853	49.8%	
4256 City Bank LNR	0	0	1,000	1,000		1,000	0.0%	
4260 Open Spaces (other)	1,446	4,836	2,000	(2,836)	750	(3,586)	279.3%	
4265 Country Park	0	1,710	1,000	(710)		(710)	171.0%	
4286 Water	0	668	2,000	1,332		1,332	33.4%	
4287 Maintenance	134	27,405	5,000	(22,405)		(22,405)	548.1%	
4288 Vandalism	0	0	1,000	1,000		1,000	0.0%	
4299 Card Processing Charge	0	22	0	(22)		(22)	0.0%	
4370 Electricity	1,719	5,361	300	(5,061)		(5,061)	1786.9%	
4377 Supplies & Materials	0	96	0	(96)		(96)	0.0%	
4378 Public Realm and Highways	0	12,236	15,000	2,764		2,764	81.6%	
L & P - Open Spaces :- Indirect Expenditure	7,421	109,535	52,000	(57,535)	3,688	(61,223)	217.7%	0
Net Income over Expenditure	(2,267)	(79,745)	(20,452)	59,293				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 L & P - Play Areas								
4285 Play Area Inspections	0	1,134	1,000	(134)		(134)	113.4%	
4287 Maintenance	0	1,482	2,500	1,018	789	230	90.8%	
4288 Vandalism	0	0	1,000	1,000		1,000	0.0%	
L & P - Play Areas :- Indirect Expenditure	0	2,616	4,500	1,884	789	1,096	75.7%	0
Net Expenditure	0	(2,616)	(4,500)	(1,884)				
116 L & P - Street Furniture								
1990 Sundry Income	0	1,048	0	(1,048)			0.0%	
L & P - Street Furniture :- Income	0	1,048	0	(1,048)				0
4280 Hanging Baskets	0	1,200	1,500	300		300	80.0%	
4287 Maintenance	0	555	3,500	2,945		2,945	15.8%	
4288 Vandalism	0	618	1,000	383		383	61.8%	
4370 Electricity	0	0	800	800		800	0.0%	
4373 Equipment Purchased	0	45	2,500	2,455		2,455	1.8%	
L & P - Street Furniture :- Indirect Expenditure	0	2,418	9,300	6,882	0	6,882	26.0%	0
Net Income over Expenditure	0	(1,370)	(9,300)	(7,930)				
117 L & P - Allotments								
1255 Allotment Income	0	1,679	2,700	1,021			62.2%	
L & P - Allotments :- Income	0	1,679	2,700	1,021			62.2%	0
4286 Water	0	309	0	(309)		(309)	0.0%	
4287 Maintenance	0	75	800	725		725	9.4%	
4288 Vandalism	0	0	200	200		200	0.0%	
L & P - Allotments :- Indirect Expenditure	0	384	1,000	616	0	616	38.4%	0
Net Income over Expenditure	0	1,295	1,700	405				
118 L & P - Norman Arch Cottage								
1250 Norman Arch & Cottage Income	0	100	2,000	1,900			5.0%	
L & P - Norman Arch Cottage :- Income	0	100	2,000	1,900			5.0%	0
4252 Gas	0	0	250	250		250	0.0%	
4286 Water	0	188	250	62		62	75.1%	
4287 Maintenance	0	3,800	1,250	(2,550)		(2,550)	304.0%	
4370 Electricity	0	26	250	224		224	10.4%	
L & P - Norman Arch Cottage :- Indirect Expenditure	0	4,014	2,000	(2,014)	0	(2,014)	200.7%	0
Net Income over Expenditure	0	(3,914)	0	3,914				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>119 L & P - Scout Hut</u>								
1275 Community Hub Income	0	52	52	0			100.0%	
L & P - Scout Hut :- Income	0	52	52	0			100.0%	0
Net Income	0	52	52	0				
<u>120 L & P - St Johns Chantry</u>								
4370 Electricity	348	1,006	1,200	194		194	83.8%	
L & P - St Johns Chantry :- Indirect Expenditure	348	1,006	1,200	194	0	194	83.8%	0
Net Expenditure	(348)	(1,006)	(1,200)	(194)				
<u>131 Comm - Charter Market</u>								
1310 Charter Market CharitableTrust	2,250	29,600	19,000	(10,600)			155.8%	
Comm - Charter Market :- Income	2,250	29,600	19,000	(10,600)			155.8%	0
4287 Maintenance	0	0	250	250		250	0.0%	
4310 Business Rates	32	384	200	(184)		(184)	192.0%	
4312 Industry Member Fees	0	30	200	170		170	15.0%	
4342 M & E Management	0	1,070	150	(920)	200	(1,120)	846.4%	
4347 Subs & Licences	0	35	1,200	1,165		1,165	2.9%	
4370 Electricity	7	144	300	156		156	47.8%	
4375 Promotion & Publicity	0	1,310	0	(1,310)		(1,310)	0.0%	
Comm - Charter Market :- Indirect Expenditure	39	2,972	2,300	(672)	200	(872)	137.9%	0
Net Income over Expenditure	2,211	26,628	16,700	(9,928)				
<u>132 Comm - Other Markets</u>								
1315 Farmers' Market	500	6,150	7,000	850			87.9%	
1316 Specialist Markets	375	8,700	9,900	1,200			87.9%	
1317 Twilight Markets	0	1,500	1,800	300			83.3%	
1318 Food Festival	0	900	1,500	600			60.0%	
1319 Solo Traders	1,395	12,950	4,600	(8,350)			281.5%	
1320 Other Markets & Events	320	5,242	3,000	(2,242)			174.7%	
Comm - Other Markets :- Income	2,590	35,442	27,800	(7,642)			127.5%	0
4287 Maintenance	0	112	400	288		288	28.0%	
4310 Business Rates	32	384	200	(184)		(184)	192.0%	
4312 Industry Member Fees	0	0	50	50		50	0.0%	
4342 M & E Management	0	807	200	(607)	60	(667)	433.6%	
4347 Subs & Licences	0	40	200	160		160	20.0%	
4370 Electricity	7	144	200	56		56	71.8%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4375 Promotion & Publicity	0	1,310	0	(1,310)		(1,310)	0.0%	
Comm - Other Markets :- Indirect Expenditure	39	2,797	1,250	(1,547)	60	(1,607)	228.5%	0
Net Income over Expenditure	2,551	32,645	26,550	(6,095)				
<u>133 Comm - Christmas in Ciren</u>								
1335 Sponsorship	0	9,500	2,000	(7,500)			475.0%	
1350 Stall Income	0	18,397	3,000	(15,397)			613.2%	
Comm - Christmas in Ciren :- Income	0	27,897	5,000	(22,897)			557.9%	0
4342 M & E Management	0	4,010	250	(3,760)	767	(4,527)	1910.7%	
4369 Christmas Lights & Tree	0	19,362	30,000	10,638	2,750	7,888	73.7%	
4370 Electricity	0	0	300	300		300	0.0%	
4371 Traffic Management	0	1,126	250	(876)		(876)	450.4%	
4372 Equipment Hire	0	9,407	300	(9,107)	5,172	(14,279)	4859.6%	
4373 Equipment Purchased	0	4,535	300	(4,235)		(4,235)	1511.7%	
4374 First Aid and H & S Cover	0	468	800	332		332	58.5%	
4375 Promotion & Publicity	0	810	250	(560)		(560)	324.0%	
4376 Entertainment	0	6,502	250	(6,252)		(6,252)	2600.8%	
4377 Supplies & Materials	0	0	250	250	92	158	36.9%	
Comm - Christmas in Ciren :- Indirect Expenditure	0	46,220	32,950	(13,270)	8,781	(22,051)	166.9%	0
Net Income over Expenditure	0	(18,323)	(27,950)	(9,627)				
<u>134 Comm - Other Events</u>								
1335 Sponsorship	10,000	10,000	0	(10,000)			0.0%	
Comm - Other Events :- Income	10,000	10,000	0	(10,000)				0
4375 Promotion & Publicity	0	485	0	(485)		(485)	0.0%	
4992 Tfr to EMR	10,000	10,000	0	(10,000)		(10,000)	0.0%	
Comm - Other Events :- Indirect Expenditure	10,000	10,485	0	(10,485)	0	(10,485)		0
Net Income over Expenditure	0	(485)	0	485				
<u>135 Comm - Mop Fair</u>								
1330 Mop Fair Income	0	3,200	3,200	0			100.0%	
Comm - Mop Fair :- Income	0	3,200	3,200	0			100.0%	0
4371 Traffic Management	0	2,252	750	(1,502)		(1,502)	300.3%	
4374 First Aid and H & S Cover	0	2,000	2,250	250		250	88.9%	
Comm - Mop Fair :- Indirect Expenditure	0	4,252	3,000	(1,252)	0	(1,252)	141.7%	0
Net Income over Expenditure	0	(1,052)	200	1,252				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
136 Comm - Children & Young People								
4351 Ozone Hub	1,600	2,500	2,500	0		0	100.0%	
4352 After School Sessions	2,461	9,842	10,000	158		158	98.4%	
4353 Summer in Ciren	0	0	500	500		500	0.0%	
4354 Children and Youth Projects	0	1,920	2,000	80		80	96.0%	
Comm - Children & Young People :- Indirect Expenditure	4,061	14,262	15,000	738	0	738	95.1%	0
Net Expenditure	(4,061)	(14,262)	(15,000)	(738)				
137 Comm- Community Safety/CCTV								
4287 Maintenance	0	3,507	6,000	2,493		2,493	58.4%	
4347 Subs & Licences	0	2,600	3,000	400		400	86.7%	
4348 Community Safety	0	0	3,000	3,000		3,000	0.0%	
4373 Equipment Purchased	1,309	2,610	3,000	391		391	87.0%	
Comm- Community Safety/CCTV :- Indirect Expenditure	1,309	8,716	15,000	6,284	0	6,284	58.1%	0
Net Expenditure	(1,309)	(8,716)	(15,000)	(6,284)				
138 Comm - Projects & Support								
4320 Community Projects & Support	100	1,782	2,000	218		218	89.1%	
4322 Ward Member Funding	0	100	1,600	1,500	409	1,091	31.8%	
4323 CTC Grant Funding	0	13,161	15,900	2,739		2,739	82.8%	
4324 Business & Economy	14	193	6,000	5,807		5,807	3.2%	
Comm - Projects & Support :- Indirect Expenditure	114	15,237	25,500	10,263	409	9,854	61.4%	0
Net Expenditure	(114)	(15,237)	(25,500)	(10,263)				
Grand Totals:- Income	24,721	1,555,799	1,405,653	(150,146)			110.7%	
Expenditure	91,598	1,871,339	1,998,900	127,561	32,072	95,490	95.2%	
Net Income over Expenditure	(66,877)	(315,540)	(593,247)	(277,707)				
Movement to/(from) Gen Reserve	(66,877)	(315,540)						



INCOME AND EXPENDITURE VARIANCE REPORT April 2022 – March 2023

Introduction:

As a guide, income and expenditure should be around 100% of the estimated budget at the end of March i.e. the fourth and final quarter of the financial year. The Council's Financial Regulations state that material variations are to be reported to Council. 'Material' has been defined by Council as being 15% above or below the respective percentage for the 'total' service budget; i.e. for this period above 115% or below 85%. The year end percentages for each service area, at the year-end are as follows:

Corporate:

Income Estimate £1,307,153 Actual = 106% of total service estimated budget
Expenditure Estimate £227,500 Actual = 115% of total service estimated budget

Expenditure includes accountancy and legal support costs and the salary review.

Office:

Income Estimate £5,500 Actual = 293% of total service estimated budget
Expenditure Estimate £152,150 Actual = 126% of total service estimated budget

Income is higher than estimated due to above average sales through the LIC, which is also reflected in an increase in expenditure for purchasing stock. Office and Technology Support expenditure is also significantly higher than estimated; future budget provision will need to be reviewed in line with more realistic and actual requirements.

Land and Property:

Income Estimate £38,000 Actual = 98 % of total service estimated budget
Expenditure Estimate £497,000 Actual = 95% of total service estimated budget

Community Services:

Income Estimate £55,000 Actual = 193% of total service estimated budget
Expenditure Estimate £204,000 Actual = 110% of total service estimated budget

Income is above the estimated percentage due to strong performing markets, street trading licences and sponsorship income.

Bank Statements as at 31st March 2023:

Current Account - £19k
Salaries Account - £0.5k
Bank of Scotland - £67k

Investments as at 31st March 2023:

£170,000 Property Fund CCLA (current market value £178k)
£20,000 Deposit Fund CCLA (AAA Fitch Ratings, London, October 2022)

Other:

£60,000 town centre security deposit held by GCC.

Report by: Andrew Tubb, Chief Executive Officer/RFO
May 2023



Cirencester Town Council

Internal Audit Report 2022-23 (Final Up-date)

Prepared by Chris Hackett

For and on behalf of
Auditing Solutions Ltd

This report has been prepared for the sole use of Cirencester Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Background and Scope

The Accounts and Audit Regulations require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council has complied with the requirements in terms of independence from the Council decision making process with Auditing Solutions Ltd appointed to undertake the internal audit function on behalf of the Council.

This report sets out those areas examined during the course of our audit of the 2022/23 financial arrangements undertaken on the 21st September 2022, 19th January and 5th June 2023. We would like to record our thanks to Officers for their assistance and co-operation in providing the financial records for the purpose of our review.

Internal Audit Approach

In undertaking our review for 2022/23, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts. Our approach is designed to enable us to gather sufficient evidence to complete the Internal Audit Certificate which is part of the Council's Annual Governance and Accountability Return (AGAR), this requires us to give assurance on specified control objectives. In addition, our programme of cover is designed to afford appropriate assurance that the Council has robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. In doing this we undertake a mixture of 100% substantive or selected sampling techniques where considered applicable.

Overall Conclusion

We are pleased to report that, on the basis of the work undertaken this year, we are able to conclude that the Council continues to operate effective financial control systems, although we note that balances are low. We have signed the Internal Audit Certificate in the AGAR recording our findings against the control objectives.

Our detailed findings are set out below. We request this report is presented to Members.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have noted that the Council uses the Rialtas Omega software. Separate cash books are maintained for the Current, Salaries and Cheque accounts operated at Barclays and Bank of Scotland respectively. Additionally, there are supplementary cash books for petty cash, the Visa account and the CCLA deposit. Consequently, we have:

- Obtained the External Auditor's report on the 2021/22 accounts to confirm there were no matters raised requiring our follow up;
- Tested the balances brought forward from the previous financial year to ensure they were rolled forward accurately;
- Verified that an appropriate cost centre and nominal ledger structure remained in place;
- Confirmed with officers the arrangements for backing up the Rialtas system, the Council has engaged a firm called Micro-Shade to back-up the data;
- At the time of each of our reviews run a data check on the Rialtas Software to confirm the Ledger was in overall balance;
- Confirmed arrangements for processing journals, manual adjustments to the Rialtas Ledger;
- Checked and agreed three sample month's receipts and payments transactions (August and November 2022 and March 2023) from the Barclays Current and Salaries bank account cashbooks to relevant bank statements and similarly tested the Bank of Scotland Cheque Account for part of August, December and all of March (in line with the statements provided at the time of our visits/review by the Bank of Scotland). We further checked transfers between the accounts;
- Checked and agreed the software-based bank reconciliations for the Current and Salaries accounts as at 31st July, 31st August, 31st October, 30th November 2022 and 31st March 2023; and for the Bank of Scotland cheque account as at 22nd August, 9th December 2022 and 31st March 2023 (being the latest bank statement at the time of our visits/review) to ensure that there are no long-standing, uncleared items or other anomalous entries arising;
- For cash book seven (Visa Account) we have agreed the reconciliation between the Rialtas Ledger and the bank statement at 24th October and 7th November 2022 and agreed the movements on the Statement between these dates to the cash book. Similarly at the year-end we agreed the balance at the 1st March and 31st March 2023 between the card statements and the cash book and agreed the movements in March between the cash book and the card statements;
- For the Cash Book recording the CCLA deposit of £20,000 we agreed the balance reported on Rialtas at the 31st August, 30th November 2022 to the CCLA statements of that date. Similarly at the year-end we agreed the balance at 31st March 2023; and
- Confirmed regular reconciliations are being completed.

Conclusions

There are no matters arising in this area. The Ledger was in balance and the cash books were being regularly reconciled with no anomalous adjusting entries.

We have agreed the year-end balances to the AGAR.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have:

- Completed our review of Council minutes;
- Noted the Council approved its Standing Orders and adopted the General Power of Competence at its annual meeting in May 2022;
- Noted the Council continues to publish details of its payments in compliance with the Transparency Code; and
- Confirmed the audit of the 2021/22 accounts was duly advertised in June 2022.

Conclusions

The Council is maintaining its governance arrangements. We note the peer review during the year. There are no matters arising in this area.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for all purchases and service delivery where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We discussed with officers the controls over the processing of payments and tested in this area, examining payments individually in excess of £3,000, together with a further selection of every 50th cashbook transaction (irrespective of value) to end March 2023. Our sample was selected from cash book one (Barclays Current account) and cash book three (Bank of Scotland Cheque account). Our sample of 94 payments totalled £1,023,806 and represented 68% of all non-pay related expenditure for the year. Invoices or suitable documentation was provided to support the payments selected.

In addition, we sample checked the payments recorded for June 2022 on cash book seven, the Visa account to supporting documentation.

We note that electronic VAT recovery claims continue to be submitted quarterly. We checked the amount of VAT reclaimable at 31st March 2022 had been recovered and reviewed the quarterly VAT reclaims 2022/23 confirming the funds were received from HMRC.

Conclusion

There are no matters arising in this area from our work.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition. Consequently:

- We have reviewed the Council's insurance policy provided through the Brokers BHIB, underwritten by Aviva, which ran until 31st December 2022 noting that cover provided included;
 - Buildings and equipment insurance
 - Employer's liability cover of £10m
 - Public liability cover of £10m
 - Fidelity guarantee cover of £1m:
- We noted the insurance premium was paid in January 2023;
- We have confirmed the Council's grounds staff continue to undertake regular safety inspections of play areas supplemented by an annual inspection by ROSPA; and
- We noted the Council approved its 2022/23 Risk Management Plan in June 2022. The Plan describes the risks, assesses them and details the actions to manage them. It includes a range of financial risks. We note further the Finance and Audit Group have been working on the 2023/24 Risk Management Plan for presentation to the Council in June 2023.

Conclusion

There are no matters arising in this area to warrant formal recommendation.

Budget setting and monitoring and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council; also, that an effective reporting and monitoring process is in place. We aim also to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure. Consequently:

- We note the Finance and Audit Group considered the draft 2023/24 budget in October 2022 prior to initial consideration by Full Council in November. We obtained and reviewed the information prepared by officers to support the budget setting process. A detailed analysis was prepared on a spreadsheet and the Medium-Term Finance Plan was updated. The Council consulted on the budget and formally approved the 2023/24 budget and precept on January 31st setting the latter at £1,303,941;
- We confirmed that variance reports are taken to the Finance and Audit Group during the year to facilitate monitoring of the budget;
- We reviewed variations in income and expenditure year on year noting that 2022/23 spending reflected the cost of the Town Centre works which we considered as part of our payment testing work: and
- We confirmed at the 31st March 2023 the Council's reserves totalled £346,540 including earmarked reserves of £248,552 and a general balance of £97,988 as reported in the Statement of Accounts. However, underpinning this position is an investment in the CCLA property fund at an initial cost of £170,000. For the AGAR it is necessary to remove this amount (because the market value of such investments can fluctuate) and show reserves net, which after adjustments for deferred grants leaves a total balance of £214,880 in line 7 of the Return of which £248,552 has been earmarked. In 2023/24 the Council is budgeting to spend some £1.3m, or on average of slightly over £100,000 a month. The normal range for parish and town councils is to have a general balance equivalent to between 3 to 8 months spending. Cirencester's balance is below one month assuming the CCLA property investment holds its value.

Conclusions

The Council's balances are low. We note the Council has strong governance and budget monitoring arrangements, but balances are significantly lower than would be expected. We understand officers advised members that the general balance needed to grow to some £300,000 based on current spending. We endorse that view.

Review of Income

Our objective here is to ensure that robust systems are in place to ensure that all income due to the Council is identified and invoiced (where applicable) in a timely manner and that effective procedures are in place to ensure that appropriate recovery is affected within a reasonable time span. We have:

- Checked and agreed three months' cashbook receipts to relevant bank statements on the bank accounts at Barclays and Bank of Scotland;
- Confirmed the Council keeps its fees and charges under review;
- Reviewed the system operated in the Local Information System for recording income, the Square system, test checking income recorded in Rialtas to the Square reports. The Square system produces flexible reports by date showing income sources and how amounts were paid, ie cash or card;
- Tested income arising on the market, testing an invoice for a Solo Trader to the supporting information giving the days they trade and agreeing the daily amount charged to the Council's Policy and for an invoice for the Charter Market agreeing the amount invoiced to the detail provided by the Market Operator;
- Tested grants received in respect of CIL and for Local Plans (from GroundWork UK) to supporting paperwork/remittance advices; and
- Reviewed the unpaid invoices report on Rialtas for the three active sales ledgers noting there were no material aged items; and
- Agreed the receipt of 2022/23 precept as recorded in the cash book to the amount set and recorded in the minutes and to the list of 2022/23 parish and town precepts published independently by the Government.

Conclusions

There are no matters arising in this area to warrant formal recommendation. The Council has systems for recovering income.

Petty Cash and Charge Card Accounts

Whilst the amounts expended in this area are limited, we are required, as part of the AGAR certification work, to examine the Council's petty cash accounting controls. Our aim is to ensure that appropriate controls are in place, that all expenditure incurred is adequately supported by trade invoices or till receipts, that VAT (where applicable) is separately identified and that expenditure incurred is appropriate to the Council's needs.

- We have tested petty cash payments made in April to July 2022 confirming signed and certified vouchers and till receipts are retained on file by officers;
- Verified the physical cash holding at the time of our first visit, 21st September 2022, agreeing it to the balance reported in the accounts, cash book six; and
- Confirmed reimbursements to petty cash are recorded in the accounts.

Our work on the visa account was reported in the earlier sections headed 'Review of Expenditure' and Review of Accounting Arrangements and Bank Reconciliations.

Conclusion

There are no matters arising in this area to warrant formal recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to ensure that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) in relation to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme.

We discussed with officers the process and controls in place over payroll transactions. The detailed processing is done by a payroll bureau (PATA) with officers checking and approving the detail. We sample tested payroll as follows:

- Checked the gross pay for two staff recorded on July payslips to supporting contract documentation;
- Checked the calculation of tax and national insurance for a sample of staff paid in July;
- Checked the calculation of pension contributions for a sample of staff paid in July;
- Confirmed that expense claims are retained to support the payments made;
- Agreed the July payroll reports to the payments made and recorded in the cash book; and
- Completed our trend analysis of payroll costs for the financial year.

Conclusion

There are no matters arising in this area to warrant formal recommendation.

Asset Registers

The Council is required by the Governance and Accountability Manual to maintain a formal register of the assets owned and managed by the Council.

We note the Council has an Asset Register which identifies the gross cost of all principal assets held, analysed by category eg land and buildings, vehicles and equipment etc. We note there were no additions in the year recorded in the asset register and confirmed with officers this was consistent with their view. Capital spending in the year related to infrastructure which did not create new assets. We have agreed the year-end balance based on the cost of assets to line 9 of the draft AGAR.

Conclusion

There are no matters arising in this area to warrant formal recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements. We have:

- As reported in the section on Bank Reconciliations test checked the balance reported in the accounts for the CCLA cash deposit to the CCLA statements during the year;
- Confirmed the Council continues to hold an investment in the CCLA property fund and that the amount is included in line 9 of the AGAR;
- Reviewed investment income;
- Confirmed the Council has an investment strategy; and
- Test checked the repayment of PWLB loans during the year to supporting documentation and agreed the year-end balance to the AGAR at line 10.

Conclusion

There are no matters arising in this area.

Statement of Accounts and Annual Return

The Council’s annual Statement of Accounts have, as in previous years, been prepared by external contractors (DCK Accounting Solutions Ltd) who have forwarded to us copies of same and their comprehensive trial balances, journal schedules, AGAR data, etc.

We have checked the disclosures therein, specifically we:

- Tested the audit trail from the Railtas Ledger to the Statement of Accounts and draft AGAR;
- As noted in previous sections of this report agreed key figures to supporting third party information including cash balances, loan and investment balances and fixed assets to the asset register; and
- Reviewed debtors and creditors.

Conclusions

There are no matters arising in this area to warrant formal recommendation.

We have signed the Internal Audit section of the Council’s AGAR providing a copy to the Council’s Chief Executive Officer.

We also take this opportunity to remind the Officers of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

Annual Internal Audit Report 2022/23

Cirencester Town Council

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During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		✓	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/09/2022 19/01/2023 05/06/2023

Name of person who carried out the internal audit

Chris Hackett for Auditing Solutions Ltd

Signature of person who carried out the internal audit

C Hackett

Date

05/06/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Agenda Item 14 – System of Internal Control Audit 2022-23 'a review as to the effectiveness of the system of internal controls'

Scope and Responsibility

Cirencester Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, used economically, efficiently and effectively.

In meeting this responsibility assurance is required that there is a sound system of internal control and that the Council's accountability framework is 'risk' based and proportionate to that risk.

System of Internal Control

Internal controls and segregation of duties are designed to ensure that risks are managed to a reasonable and acceptable level forming part of an ongoing process designed to identify and mitigate risks. Such processes and systems are outlined within the Council's financial regulations.

Review of Effectiveness

An annual review is undertaken by the Finance and Audit Group and is reported to Council, forming part of the Annual Governance Statement requirements. The template used is based on national guidance and the annual governance statement.

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
1. Governance Statement			
1.1 Has the Council prepared its accounting statements in accordance with the Accounts and Audit Regulations?	Council June 2022 Refers	Yes	None
1.2 Has the Council maintained proper financial arrangements and accepted responsibility for safeguarding public money and resources?	See Financial Regulations and Standing Orders, regular reporting to Finance and Audit Group and Council, in addition to independent internal audits	Yes	None
1.3 Has the Council acted within its legal power and complied with proper practices in respect of decision making?	The Town Council has the general power of competence; re-affirmed annually Council May 2022 Refers	Yes	None
1.4 Has the Council provided the public with an opportunity to inspect the accounts and ask questions?	External Audit 2022 refers	Yes	None
1.5 Has the Council documented financial and other risks and dealt with them properly?	Risk Management Plan refers	Yes	None
1.6 Has the Council arranged for an independent person to provide an objective view on whether the internal controls are adequate and meet the needs of the Council?	Independent audit provided through Auditing Solutions, a new auditor was appointed to CTC in 2022-23, reports are considered by the Finance and Audit Group and Council	Yes	None
1.7 Has the Council responded to any matters brought to its attention by the internal or external auditor?	Internal Audit: no matters raised External Audit: no matters raised	N/A	None
1.8 Has the Council considered the financial impact of its business activity over the past 12 months?	To be considered as part of risk management plan review; MTFP considered by Council in January 2023, in addition to leasing arrangement with the National Tennis Association in respect of St Michael's Park.	Yes	None

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
1.9 Has the Council met its obligations as a sole trustee over the past 12 months?	Charity Commission submission up-to-date in respect of the Bingham Library and Art Gallery Foundation and Cirencester (Street) Market	Yes	None
1.10 Have the recommendations raised in last year's review been actioned or addressed?	There were no formal recommendations for action; the review did however suggest that a review of the Town Council's assets and current valuations be undertaken alongside a review of current insurance broker provision. The Council has a new insurance broker BHIB and an asset review is in progress.	Yes	None
2. Governance Documents			
2.1 Does the Council have formally adopted Standing Orders and Financial Regulations?	Standing Orders adopted by Council May 2022 and Financial Regulations adopted on June 2022	Yes	None
2.2 When were the Council's Standing Orders and Financial Regulations last reviewed and circulated to all members?	The Standing Orders and Financial Regulations were last reviewed prior to re-adoption in May and June 2022, respectively by the Corporate Group and Finance & Audit Group	Yes	None
2.3 Are the latest versions of the Council's Standing Orders and Financial Regulations available on the website?	https://cirencester.gov.uk/policiesandforms 2023-24 versions to be added after June 2023 meeting of Council	Yes	None
2.4 Does the Council have an appointed Responsible Financial Officer?	The CEO is the designated RFO for the Council.	Yes	None
2.5 Has the Council segregated duties for financial control?	Financial Regulations and Standing Orders refer.	Yes	None

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
3. Compliance			
3.1 Are orders and invoices processed in accordance with the Council's Financial Regulations?	<p>The Internal Auditor has discussed, with officers, the controls over the processing of payments and extended the testing in this area, examining all those payments individually in excess of £3,000, together with a further selection of every 50th cashbook transaction (irrespective of value) to the end of November 2022.</p> <p>The sample of 70 payments in all, totals £850,822 and represents 73% of all non-pay related expenditure through the current account in the year to November 2022.</p> <p>There are no matters arising in this area currently, payments are supported by suitable documentation. The auditor will extend testing to the year end at the year-end audit visit as appropriate.</p>	Yes	None
3.2 Has VAT on payments been identified, recorded and reclaimed?	The internal auditor notes that electronic VAT recovery claims continue to be submitted on a regular quarterly basis: this has been checked and agreed to the second quarter, as at September 2022, return to the underlying software records confirming receipt of the reclaimed amount in October 2022.	Yes	None
3.3 Has the Council considered the risk management plan over the past 12 months?	Council June 2022	Yes	None
3.4 Have payments under £5,000 been approved for payment in accordance with the Council's Financial Regulations and authorised by two Cllr signatories?	Sample payments are checked by the internal auditor. In addition, they are checked by the accountancy support, as well as the CEO. A list of all individual payments made is checked by the Finance and Audit Group.	Yes	None

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
3.5 Have payments over £5,000 been approved for payment in accordance with the Council's Financial Regulations and authorised by two Cllr signatories?	Sample payments are checked by the internal auditor. In addition, they are checked by the accountancy support, as well as the CEO. A list of all individual payments made is checked by the Finance and Audit Group.	Yes	None
3.6 Is the current list of authorised bank signatories compliant with the Town Council's Financial Regulations?	Bank signatories are in the process of being reviewed and updated; including transfer from Barclays to Handelsbanken.	Yes	None
3.7 Has the Council awarded any contracts over £25k in the last 12 months and did these comply with the Town Council's Financial Regulations?	Abbey Grounds Toilets refurbishment Thistle Park Play improvements	Yes	None
4. Budgetary Control			
4.1 Do officer reports and recommendations to Council include the financial implications to ensure effective decision making?	Financial information provided in the following sample selection reports: June 2022, sale of amenity land, Sept 2022, Town Centre Regeneration Project and November 2022, Thistle Park Play improvements. Financial implications included in the summary template for all reports.	Yes	None
4.2 Did the Council prepare budget estimates for 2022-23 on which it based the precept?	Council considered and approved estimates including public consultation at meetings in November 2021 and January 2022	Yes	None
4.3 Is actual expenditure, against the budget estimates, reported in accordance with the Council's Financial Regulations?	Quarterly variance reports have been provided to all Councillors with details of actual income and expenditure against the estimated budgets	Yes	None
4.4 Are variances explained in accordance with the Council's Financial Regulations?	Variances are explained within the material variance of +/- 15% as outlined in Financial Regulations	Yes	None

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
4.5 Does the Council's Medium-Term Financial Plan show the impact of current spending on its ability to meet future liabilities, whilst maintaining between 3 and 6 months of operational expenditure in its general reserve at any given time?	The MTFP shows the estimated income and expenditure over a short-term period alongside the projected year end availability of funds. Whilst no formal recommendation is made, the Council does need to consider the financial impact of its decision making and to ensure it builds an appropriate level of reserves.	Yes	None
5. Cash and Income Controls			
5.1 Does the precept approved by the Council for 2022-23, agree with the notification issued to Cotswold District Council and has the whole precept been received?		Yes	None
5.2 Is income properly recorded and promptly banked, in accordance with the Council's cash handling procedures?	Cash banked weekly by LIC staff. Low level amount of cash and cheques being handled.	Yes	None
5.3 Are the Council's cash handling procedures fit for purpose?	Minimal cash handling, officers view that current procedures are fit for purpose for the level of cash handled on a weekly basis.	Yes	None
5.4 Are petty cash payments supported by receipts, recorded and checked?	Petty cash vouchers for 2022-23 checked by RFO.	Yes	None
5.5 Is the transfer of money to petty cash recorded in the schedule of payments?	Whilst internal bank transfers are not shown in the list of payments, cash flows do form part of the year end information, including petty cash.	No	None
5.6 Is petty cash reimbursed in accordance with the Council's Financial Regulations?	Petty cash checked by RFO.	Yes	None

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
6. Payroll Controls			
6.1 Do employees have up to date contracts of employment with clear terms and conditions?	Evidenced as part of the Quality Gold accreditation requirements	Yes	None
6.2 Do the salaries paid to staff agree with respective contracts/evidenced authorisation of the CEO?	Payments are checked monthly in accordance with contracts by the Deputy CEO.	Yes	None
6.3 Are all other payments made to employees on a monthly basis through their salary reasonable and approved by the CEO/in respect of the CEO by the Deputy CEO (i.e. expenses, subsistence, honoraria)?	Payments are authorised by the CEO prior to being submitted to the Council's payroll provider.	Yes	Information to be provided to Finance and Audit for 2022-23 showing a breakdown of basic salary, overtime, expenses and remuneration for all staff.
6.4 Have pension/tax/national insurance payments been made regularly over the last 12 months?	Included in regular list of payments to the Finance and Audit Group.	Yes	None
7. Asset Controls			
7.1 Does the Council maintain a register of all material assets owned or in its care?	see Council June 2022	Yes	None
7.2 Has the asset register been reviewed and considered by Council over the last 12 months?	see Council June 2022	Yes	None
7.3 Does the Council have in date public liability insurance, motor insurance, ill health insurance, cyber and asset insurance covering current assets and liabilities?	Certificates are available in the office to view. A review of the current valuation and cover to be undertaken prior to renewal including clause covering impact of trespass.	Yes	None

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
8. Bank Reconciliation			
8.1 Are bank balances and investments reported to Council in accordance with Financial Regulations?	Yes, as part of the quarterly variance reports circulated to all Members	Yes	None
8.2 Is bank reconciliation carried out regularly for all bank accounts, checked and signed by a Councillor in accordance with Financial Regulations?	Deputy CEO arranged for Cllr Halifax to check bank recs for 2022-23	Yes	None
9. Audit and Year-end Procedures			
9.1 Were all public notices prepared and displayed in accordance with the year-end audit for 2021-22?	Notices were added to the Town Council's website and ward-based notice boards, in accordance with the requirements of the year end external audit.	Yes	None
9.2 Were the accounts for 2021-22 prepared by an independent accountant and approved by Council?	DCK Accounting Solutions Ltd	Yes	None
9.3 Was the year end return approved by Council and submitted in a timely manner to the external auditor?	Approved by Council in June 2022 and submitted by the CEO within the deadline	Yes	None
9.4 Did the Council consider each of the interim internal audit reports and the year-end internal audit report?	June 2022, November 2022, and January 2023 refer	Yes	None

General comments: None

Date of Review: March 2023

Signed: Finance and Audit Group

Agenda Item 15 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and CEO of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

CEO

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

CIRENCESTER TOWN COUNCIL
SUMMARY OF FIXED ASSETS

(MEMORANDUM ONLY - REMOVED FROM ACCOUNTS 2022-23)

	Dep'n	C O S T/VALUATION					DEPRECIATION					N B VALUE		Depreciation		
		01/04/2022	Add	Disp	Impairt	Rev'n	31/03/2023	01/04/2022	Prov	Disp	Rev'n	31/03/2023	01/04/2022	31/03/2023	Centre	£
Operational Land and Buildings																
Abbey Grounds Maintenance Depot	2.00%	166,283					166,283	-	-			-	166,283	166,283		
Abbey Grounds Public Toilets	2.00%	29,251					29,251	-	-			-	29,251	29,251		
Kingshill Sports and Community Development	2.00%	723,781					723,781	-	-			-	723,781	723,781		
Norman Arch and Cottage - Scheduled Ancient Monument	2.00%	789,866					789,866	-	-			-	789,866	789,866		
Open Air Swimming Pool (Land)	2.00%	112,881					112,881	-	-			-	112,881	112,881		
Scout Hut		1					1	-	-			-	1	1		
St. Michael's Park - Cafe and Public Toilets	2.00%	100,384					100,384	-	-			-	100,384	100,384		
		-					-	-	-			-	-	-		
		1,922,447	-	-	-	-	1,922,447	-	-	-	-	-	1,922,447	1,922,447		
Vehicles & Equipment																
Citroen berlingo van	20.00%	4,500					4,500	-	-			-	4,500	4,500		
Kubota 2160 ride on mower	10.00%	2,400					2,400	-	-			-	2,400	2,400		
Hayter LT324 ride on mower	10.00%	-					-	-	-			-	-	-		
Kubota grass mower	10.00%	4,000					4,000	-	-			-	4,000	4,000		
Grillo Climber ride on mower	10.00%	6,285					6,285	-	-			-	6,285	6,285		
Garden and Maintenance Machinery	10.00%	29,803					29,803	-	-			-	29,803	29,803		
Ferris Dual Drive Mower	10.00%	8,193					8,193	-	-			-	8,193	8,193		
CCTV Abbey Grounds	10.00%	7,025					7,025	-	-			-	7,025	7,025		
CCTV Kingshill	10.00%	7,964					7,964	-	-			-	7,964	7,964		
CCTV Town Centre (transferred at no cost)	10.00%	48,004					48,004	-	-			-	48,004	48,004		
CCTV Skatepark	10.00%	1,245					1,245	-	-			-	1,245	1,245		
Office IT, Furniture and Equipment	10.00%	41,346					41,346	-	-			-	41,346	41,346		
Access System St Michael's	10.00%	7,875					7,875	-	-			-	7,875	7,875		
Sports Equipment	10.00%	3,000					3,000	-	-			-	3,000	3,000		
Christmas Lights	10.00%	1,725					1,725	-	-			-	1,725	1,725		
Play Equipment	10.00%	118,433					118,433	-	-			-	118,433	118,433		
Kingshill Signage	10.00%	1,482					1,482	-	-			-	1,482	1,482		
New Town Planters	10.00%	1,570					1,570	-	-			-	1,570	1,570		
Four Acres Noticeboard	10.00%	1,111					1,111	-	-			-	1,111	1,111		
Litter & Dog Bins	10.00%	2,147					2,147	-	-			-	2,147	2,147		
Rotary Roller Mower	10.00%	5,485					5,485	-	-			-	5,485	5,485		
Estate Services Tablets	10.00%	1,527					1,527	-	-			-	1,527	1,527		
G5 Slush Machine 2 x 5Ltr	10.00%	1,615					1,615	-	-			-	1,615	1,615		
Ozone Container	10.00%	10,292					10,292	-	-			-	10,292	10,292		
Noticeboard	10.00%	3,951					3,951	-	-			-	3,951	3,951		
Baunton Lane - Table Tennis	10.00%	1,380					1,380	-	-			-	1,380	1,380		
Baunton Lane - Gym Equipment	10.00%	10,174					10,174	-	-			-	10,174	10,174		
Baunton Lane - Play Equip	10.00%	5,755					5,755	-	-			-	5,755	5,755		
Toro Master Rotary Mower	10.00%	1,124					1,124	-	-			-	1,124	1,124		
		339,411	-	-	-	-	339,411	-	-	-	-	-	339,411	339,411		
Infrastructure Assets																
Street Furniture	10.00%	19,580					19,580	-	-			-	19,580	19,580		
Cycle Map	10.00%	4,370					4,370	-	-			-	4,370	4,370		
Kingshill Skate Plaza	5.00%	253,831					253,831	-	-			-	253,831	253,831		
Kingshill Sports Pitches	10.00%	107,026					107,026	-	-			-	107,026	107,026		
Town Centre Improvements	5.00%	1,729,638					1,729,638	-	-			-	1,729,638	1,729,638		
Kingshill Infrastructure	5.00%	51,233					51,233	-	-			-	51,233	51,233		
Welcome Signs	10.00%	2,734					2,734	-	-			-	2,734	2,734		
City Bank Bridge	0.00%	1					1	-	-			-	1	1		
Abbey Grounds Paths	10.00%	31,576					31,576	-	-			-	31,576	31,576		
Access Ramp (Ozone Cabin)	10.00%	2,500					2,500	-	-			-	2,500	2,500		
Baunton Lane - Play Area Gate	10.00%	1,283					1,283	-	-			-	1,283	1,283		
Chapeltown Steel Seat	10.00%	780					780	-	-			-	780	780		
CDC - Planters x 16	0.00%	1					1	-	-			-	1	1		
CDC - Cycle Racks x 2	0.00%	1					1	-	-			-	1	1		
CDC - Picnic Tables x 2	0.00%	1					1	-	-			-	1	1		
		2,204,555	-	-	-	-	2,204,555	-	-	-	-	-	2,204,555	2,204,555		
Community Assets																
Abbey Grounds Scheduled Ancient Monument	0.00%	1					1	-	-			-	1	1		
Abbey Grounds Scheduled Ancient Monument	0.00%	1					1	-	-			-	1	1		
Abbey Nursery	0.00%	1					1	-	-			-	1	1		
Alexander Drive	0.00%	1					1	-	-			-	1	1		
Alexander Drive	0.00%	1					1	-	-			-	1	1		
Amphitheatre Surrounds Scheduled Ancient Monument	0.00%	1					1	-	-			-	1	1		
Amphitheatre Surrounds Scheduled Ancient Monument	0.00%	1					1	-	-			-	1	1		
Amphitheatre Surrounds Scheduled Ancient Monument	0.00%	1					1	-	-			-	1	1		
Baunton Lane Play Area and Playing Field	0.00%	1					1	-	-			-	1	1		
Beeches Small Holdings	0.00%	1					1	-	-			-	1	1		
Beeches Wood	0.00%	1					1	-	-			-	1	1		
Century Close Play Area	0.00%	1					1	-	-			-	1	1		
Chesterton Allotments	0.00%	1					1	-	-			-	1	1		
City Bank Allotments	0.00%	1					1	-	-			-	1	1		
City Bank Open Space	0.00%	1					1	-	-			-	1	1		
City Bank Open Space	0.00%	1					1	-	-			-	1	1		
Corinium Heights	0.00%	1					1	-	-			-	1	1		
Country Park, Kingshill	0.00%	1					1	-	-			-	1	1		
Cranhams Field	0.00%	1					1	-	-			-	1	1		
Four Acres Recreation Ground	0.00%	1					1	-	-			-	1	1		
Humpty Dumps Open Space	0.00%	1					1	-	-			-	1	1		
Jack Gardner Memorial Gardens	0.00%	1					1	-	-			-	1	1		
Kingshill Sports and Community Development	0.00%	1					1	-	-			-	1	1		
Old Railway Bridge	0.00%	1					1	-	-			-	1	1		
Old Railway Cutting	0.00%	1					1	-	-			-	1	1		
Old Railway Embankment	0.00%	1					1	-	-			-	1	1		
Roseway	0.00%	1					1	-	-			-	1	1		
Smiths Field	0.00%	1					1	-	-			-	1	1		
The Paddock Play Area	0.00%	1					1	-	-			-	1	1		
The Smithy	0.00%	1					1	-	-			-	1	1		
Thistle Park	0.00%	1					1	-	-			-	1	1		
Two Acres Recreation Ground	0.00%	1					1	-	-			-	1	1		
West Market Place	0.00%	1					1	-	-			-	1	1		
Civic Regalia	0.00%	4,216					4,216	-	-			-	4,216	4,216		

CIRENCESTER TOWN COUNCIL
SUMMARY OF FIXED ASSETS

(MEMORANDUM ONLY - REMOVED FROM ACCOUNTS 2022-23)

	C O S T/VALUATION					DEPRECIATION					N B VALUE		Depreciation		
	01/04/2022	Add	Disp	Impair't	Rev'n	31/03/2023	01/04/2022	Prov	Disp	Rev'n	31/03/2023	01/04/2022	31/03/2023	Centre	£
Kingshill South Allotments	0.00%	1				1	-	-			-	1	1		
Purley Road	0.00%	25,000				25,000	-	-			-	25,000	25,000		
St Michael's Park Ancient Monument	0.00%	1				1	-	-			-	1	1		
WW1 Bench	0.00%	1,011				1,011	-	-			-	1,011	1,011		
Brass Plaque	0.00%	242				242	-	-			-	242	242		
		30,504	-	-	-	30,504	-	-	-	-	-	30,504	30,504		
Total Fixed Assets		4,496,917	0	0	0	4,496,917	0	0	0	0	0	4,496,917	4,496,917		0

Cirencester Town Council

Unaudited Financial Statements

For the year ended 31 March 2023

Cirencester Town Council

Table of Contents

31 March 2023

	Page
Table of Contents.....	2
Council Information.....	3
Statement of Responsibilities.....	4
Statement of Accounting Policies.....	5
Income and Expenditure Account.....	8
Statement of Movement in Reserves.....	9
Balance Sheet.....	10
Cash Flow Statement.....	11
Notes to the Accounts.....	12
1 Other Costs Analysis.....	12
2 Interest and Investment Income.....	12
3 Agency Work.....	12
4 Related Party Transactions.....	13
5 Audit Fees.....	13
6 Members' Allowances.....	13
7 Employees.....	14
8 Pension Costs.....	14
9 Tangible Fixed Assets.....	14
10 Financing of Capital Expenditure.....	15
11 Information on Assets Held.....	15
12 Current Asset Investments.....	16
13 Debtors.....	16
14 Creditors and Accrued Expenses.....	16
15 Financial Commitments under Operating Leases.....	16
16 Long Term Liabilities.....	17
17 Deferred Grants.....	17
18 Capital Financing Account.....	18
19 Earmarked Reserves.....	18
20 Capital Commitments.....	18
21 Contingent Liabilities.....	18
22 Reconciliation of Revenue Cash Flow.....	19
23 Movement in Cash.....	19
24 Reconciliation of Net Funds/Debt.....	19
25 Post Balance Sheet Events.....	19
Appendices.....	20

Cirencester Town Council

Council Information

31 March 2023

(Information as at 31st March 2023)

Chair of the Council

Cllr S. Dixon

Councillors

Cllr G. Selwyn (Vice Chair of the Council)

Cllr C. Bloomer
Cllr R. Brassington
Cllr P. Coleman
Cllr J. Gronow
Cllr R. Halifax
Cllr M. Harris
Cllr J. Hincks
Cllr R. Hughes
Cllr A. Jopp
Cllr A. Lichnowski
Cllr S. Orr
Cllr S. Ralston
Cllr N. Robbins

Chief Executive Officer

Mr A. D. Tubb DMS MBA MCMI

Auditors

PKF Littlejohn LLP
SBA Team
1 Westferry Circus
Canary wharf
London
E14 5HD

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wiltshire
SN15 2JJ

Cirencester Town Council
Statement of Responsibilities
31 March 2023

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Chief Executive Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2023 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Cirencester Town Council at 31 March 2023, and its income and expenditure for the year ended 31 March 2023.

Signed:

Mr A. D. Tubb DMS MBA MCMI- Chief Executive Officer

Date:

Cirencester Town Council
Statement of Accounting Policies

31 March 2023

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 4 to 10 years on a straight line basis.

Play equipment is depreciated over 10 years at 10% per annum straight line

Infrastructure assets are depreciated over 10 to 25 years at 4% to 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Cirencester Town Council
Statement of Accounting Policies
31 March 2023

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Investments

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 12.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 16.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 15.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 18 to 19.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Cirencester Town Council
Statement of Accounting Policies
31 March 2023

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Cirencester Town Council
Income and Expenditure Account

31 March 2023

	Notes	2023 £	2022 £
Income			
Precept on Principal Authority		1,258,653	1,065,050
Grants Receivable		15,000	27,033
Rents Receivable, Interest & Investment Income		18,046	7,271
Charges made for Services		143,394	135,814
Other Income		120,706	77,473
Total Income		1,555,799	1,312,641
Expenditure			
Direct Service Costs:			
Salaries & Wages		(406,265)	(413,649)
Grant-aid Expenditure		(44,305)	(44,305)
Other Costs	1	(793,577)	(259,869)
Democratic, Management & Civic Costs:			
Salaries & Wages		(244,551)	(200,358)
Other Costs	1	(351,360)	(224,681)
Total Expenditure		(1,840,058)	(1,142,862)
Excess of (Expenditure over Income)/Income over Expenditure for the year.		(284,259)	169,779
Net Operating (Deficit)/Surplus for Year		(284,259)	169,779
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(40,000)	(40,000)
Capital Expenditure charged to revenue	10	-	(10,179)
Transfer from/(to) Earmarked Reserves	19	8,718	(15,919)
(Deficit)/Surplus for the Year (from)/to General Fund		(315,541)	103,681
Net (Deficit)/Surplus for the Year		(324,259)	119,600
The above Deficit for the Year has been funded for the Year from as follows:			
Transfer from/(to) Earmarked Reserves	19	(8,718)	15,919
(Deficit)/Surplus for the Year (from)/to General Fund		(315,541)	103,681
		(324,259)	119,600

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to Error: Reference source not found form part of these unaudited statements.

Cirencester Town Council
Statement of Movement in Reserves
31 March 2023

Reserve	Purpose of Reserve	Notes	2023 £	Net Movement in Year £	2022 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	18	3,104,277	40,000	3,064,277
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	19	248,552	(8,718)	257,270
General Fund	Resources available to meet future running costs		97,988	(315,541)	413,529
Total			3,450,817	(284,259)	3,735,076

The notes on pages 12 to Error: Reference source not found form part of these unaudited statements.

Cirencester Town Council

Balance Sheet

31 March 2023

	Notes	2023 £	2023 £	2022 £
Fixed Assets				
Tangible Fixed Assets	9		4,496,917	4,496,917
Current Assets				
Debtors and prepayments	13	180,116		144,474
Investments	12	170,000		170,000
Cash at bank and in hand		107,850		480,518
		<u>457,966</u>		<u>794,992</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(72,539)		(73,696)
Creditors and income in advance	14	<u>(73,086)</u>		<u>(85,853)</u>
Net Current Assets			312,341	635,443
Total Assets Less Current Liabilities			4,809,258	5,132,360
Long Term Liabilities				
Long-term borrowing	16		(1,063,175)	(1,102,018)
Deferred Grants	17		(295,266)	(295,266)
Total Assets Less Liabilities			<u>3,450,817</u>	<u>3,735,076</u>
Capital and Reserves				
Capital Financing Reserve	18		3,104,277	3,064,277
Earmarked Reserves	19		248,552	257,270
General Reserve			97,988	413,529
			<u>3,450,817</u>	<u>3,735,076</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2023, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 13th June 2023 .

Signed:
Cllr S. Dixon
Chair of the Council

.....
Mr A. D. Tubb DMS MBA MCMI
Responsible Financial Officer

Date:
.....

The notes on pages 12 to Error: Reference source not found form part of these unaudited statements.

Cirencester Town Council

Cash Flow Statement

31 March 2023

	Notes	2023 £	2023 £	2022 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(636,985)		(591,031)
Other operating payments		<u>(1,170,835)</u>		<u>(521,592)</u>
			(1,807,820)	(1,112,623)
<i>Cash inflows</i>				
Precept on Principal Authority		1,258,653		1,065,050
Cash received for services		217,402		122,344
Revenue grants received		15,000		27,033
Agency receipts		<u>-</u>		<u>68,484</u>
			1,491,055	1,282,911
Net cash (outflow)/inflow from Revenue Activities	22		(316,765)	170,288
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(33,696)		(34,853)
<i>Cash inflows</i>				
Interest received		<u>17,793</u>		<u>7,445</u>
Net cash (outflow) from Servicing of Finance			(15,903)	(27,408)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(3)		(10,182)
<i>Cash inflows</i>				
Capital grant received		<u>-</u>		<u>3</u>
Net cash (outflow) from Capital Activities			-	(10,179)
Net cash (outflow)/inflow before Financing			<u>(332,668)</u>	<u>132,701</u>
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(40,000)	(40,000)
Net cash (outflow) from financing and liquid resources			<u>(40,000)</u>	<u>(40,000)</u>
(Decrease)/Increase in cash	23		<u>(372,668)</u>	<u>92,701</u>

The notes on pages 12 to Error: Reference source not found form part of these unaudited statements.

Cirencester Town Council

Notes to the Accounts

31 March 2023

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2023	2022
	£	£
Outdoor Sports & Recreation Facilities	198,053	162,575
Community Safety (Crime Reduction)	8,717	8,267
Market Undertakings	2,973	2,835
Community Development	628,139	130,497
Less: Grant-aid Expenditure	(44,305)	(44,305)
Total	793,577	259,869

Democratic, Management & Civic Costs

	2023	2022
	£	£
Corporate Management	305,937	181,514
Democratic Representation & Management	6,141	6,018
Civic Expenses	4,865	1,421
Mayors Allowance	721	875
Interest Payable	33,696	34,853
Total	351,360	224,681

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest and Investment Income

	2023	2022
	£	£
Interest Income - General Funds	18,046	7,271
	18,046	7,271

3 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

Commissioning Authority and Nature of Work

	2023	2022
	£	£
Bingham Library and Art Gallery Foundation	-	37,500
Cirencester Community Development Trust	-	30,984
	-	68,484

During the year the Council commissioned no agency work to be performed by other authorities.

Cirencester Town Council

Notes to the Accounts

31 March 2023

4 Related Party Transactions

The council is required to disclose material transactions with related parties – bodies that have the potential to control or influence the council or to be controlled or influenced by the council. Disclosure of these transactions allows readers to assess the extent to which the council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's freedom to bargain with the council at arms length.

Related parties include:

Central Government

The council's operations are controlled by statutes passed by Central Government. All transactions with Central Government arise as a result of some of those statutes but do not, in the opinion of the council, require to be disclosed here.

Principal Authorities

The District/Borough Council collects this council's Precept and remits the same to the council under statutory provisions. The Precept is disclosed separately elsewhere in these accounts.

The County Council administers the Pension Fund of which certain of the council's staff are members. Details of amounts payable to the fund are disclosed at note 8.

Agency arrangements with other authorities are disclosed at note 3.

Members of the council

Members have direct control over the council's financial and operating policies. During the year no members have undertaken any declarable, material transactions with the council, nor the council with any member. Details of such transactions (if any) are recorded in the Register of Members' Interests, open to public inspection at the council's offices.

Members represent the council on various organisations. Appointments are reviewed annually, unless a specific termination date applies to the term of office. None of these appointments places a Member in a position to exert undue influence or control.

Officers of the Council

Other than their contracts of employment, no material transactions have been made during the year between the council and any officer.

Other Organisations

The council awards grants to support a number of voluntary or charitable bodies. It does not attempt to exert control or influence as a result of such grants.

5 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2023	2022
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	2,000	2,000

6 Members' Allowances

	2023	2022
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	721	875
	721	875

Cirencester Town Council

Notes to the Accounts

31 March 2023

7 Employees

The average weekly number of employees during the year was as follows:

	2023	2022
	Number	Number
Full-time	15	15
Part-time	6	6
Temporary	-	-
	<u>21</u>	<u>21</u>

All staff are paid in accordance with nationally agreed pay scales.

8 Pension Costs

The council participates in the Gloucestershire County Council Pension Scheme. The Gloucestershire County Council Pension Scheme is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2023 was £88,826 (31 March 2022 - £86,474).

The most recent actuarial valuation was carried out as at 31st March 2023, and the council's contribution rate is confirmed as being 21.10% of employees' with effect from 1st April 2023 (year ended 31 March 2023 – 21.10%). Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as Gloucestershire County Council Pension Scheme, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

9 Tangible Fixed Assets

	Operational Freehold Land and Buildings	Operational Leasehold Land and Buildings	Non Operational Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£	£	£	£
At 31 March 2022	1,922,447	-	-	339,411	2,204,555	30,504	-	4,496,917
At 31 March 2023	1,922,447	-	-	339,411	2,204,555	30,504	-	4,496,917
Depreciation								
At 31 March 2022	-	-	-	-	-	-	-	-
At 31 March 2023	-	-	-	-	-	-	-	-
Net Book Value								
At 31 March 2023	1,922,447	-	-	339,411	2,204,555	30,504	-	4,496,917
At 31 March 2022	1,922,447	-	-	339,411	2,204,555	30,504	-	4,496,917

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Assets Held under Finance Agreements

The council holds no such assets

Cirencester Town Council

Notes to the Accounts

31 March 2023

10 Financing of Capital Expenditure

	2023	2022
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	-	10,182
	-	10,182
was financed by:		
Capital Grants	-	3
Revenue:		
Capital Projects Reserve	20,412	-
Precept and Revenue Income	(20,412)	10,179
	-	10,182

11 Information on Assets Held

Fixed assets owned by the council include the following:

Operational Land and Buildings

- Abbey Grounds
- Kingshill Sports Development
- Norman Arch & Cottage
- Open Air Swimming Pool (Land)
- Scout Hut
- St Michael's Park

Vehicles and Equipment

- Grounds Maintenance Equipment
- CCTV Equipment
- Office Furniture & Equipment
- Sports Equipment
- Play Equipment

Infrastructure Assets

- Cycle Map
- Kingshill Skate Plaza
- Kingshill Sports Pitches
- Other Street Furniture

Community Assets

- Abbey Grounds Monument
- Alexander Drive
- Amphitheatre
- Allotments
- Recreation Ground
- Memorial Gardens
- Play Areas
- Other Open Spaces
- Civic Regalia

Cirencester Town Council

Notes to the Accounts

31 March 2023

12 Current Asset Investments

	2023	2022
	£	£
CCLA Property Fund	170,000	170,000
	<hr/>	<hr/>
	170,000	170,000
	<hr/> <hr/>	<hr/> <hr/>

At 31 March 2023 the investments included above at a cost of £170,000 had a market value of £175,799 (31 March 2022 - £213,816).

13 Debtors

	2023	2022
	£	£
Debtors Control - Allotment	51	-
Debtors Control - Town Council	44,153	35,466
Bad Debt	(6,769)	(6,769)
Debtors Control - Markets	60	-
Trade Debtors	<hr/> 37,495	<hr/> 28,697
VAT Recoverable	18,206	25,122
Other Debtors	98,265	60,000
Prepayments	24,170	28,928
Accrued Interest Income	1,980	1,727
	<hr/> 180,116	<hr/> 144,474
	<hr/> <hr/>	<hr/> <hr/>

14 Creditors and Accrued Expenses

	2023	2022
	£	£
Trade Creditors	43,607	54,582
Other Creditors	23,492	1,719
Superannuation Payable	-	10,631
Payroll Taxes and Social Security	-	12,346
Accruals	5,520	6,473
Income in Advance	467	102
	<hr/> 73,086	<hr/> 85,853
	<hr/> <hr/>	<hr/> <hr/>

15 Financial Commitments under Operating Leases

The council had no annual commitments under non-cancellable operating leases of property .

The council had no annual commitments under non-cancellable operating leases of equipment.

Cirencester Town Council

Notes to the Accounts

31 March 2023

16 Long Term Liabilities

	2023	2022
	£	£
Public Works Loan Board	1,135,714	1,175,714
	<hr/> 1,135,714	<hr/> 1,175,714

	2023	2022
	£	£
The above loans are repayable as follows:		
Within one year	72,539	73,696
From one to two years	71,382	72,539
From two to five years	207,206	210,677
From five to ten years	322,207	327,991
Over ten years	462,380	490,811
	<hr/>	<hr/>
Total Loan Commitment	1,135,714	1,175,714
Less: Repayable within one year	(72,539)	(73,696)
	<hr/>	<hr/>
Repayable after one year	1,063,175	1,102,018

17 Deferred Grants

	2023	2022
	£	£
Capital Grants Unapplied		
At 01 April	12,163	12,163
Grants received in the year	-	3
Applied to finance capital investment	-	(3)
At 31 March	<hr/> 12,163	<hr/> 12,163

Capital Grants Applied

At 01 April	256,926	279,216
Grants Applied in the year	-	3
Released to offset depreciation	-	(22,293)
Extinguished and/or transferred	-	-
At 31 March	<hr/> 256,926	<hr/> 256,926

Revenue Grants and S106 Revenue Contributions

At 01 April	<hr/> 26,177	<hr/> 26,177
At 31 March	<hr/> 26,177	<hr/> 26,177

Total Deferred Grants

At 31 March	<hr/> 295,266	<hr/> 295,266
At 01 April	<hr/> 295,266	<hr/> 317,556

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Cirencester Town Council

Notes to the Accounts

31 March 2023

18 Capital Financing Account

	2023	2022
	£	£
Balance at 01 April	3,064,277	3,003,805
Financing capital expenditure in the year		
Additions - using revenue balances	-	10,179
Loan repayments	40,000	40,000
Disposal of fixed assets	-	(12,000)
Deferred grants released	-	22,293
Balance at 31 March	<u>3,104,277</u>	<u>3,064,277</u>

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

19 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2022	to reserve	from reserve	31/03/2023
	£	£	£	£
Capital Projects Reserves	73,455	-	(20,412)	53,043
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	183,815	12,223	(529)	195,509
Total Earmarked Reserves	<u>257,270</u>	<u>12,223</u>	<u>(20,941)</u>	<u>248,552</u>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2023 are set out in detail at Appendix A.

20 Capital Commitments

The council had no other capital commitments at 31 March 2023 not otherwise provided for in these accounts.

21 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Cirencester Town Council

Notes to the Accounts

31 March 2023

22 Reconciliation of Revenue Cash Flow

	2023	2022
	£	£
Net Operating (Deficit)/Surplus for the year	(284,259)	169,779
Add/(Deduct)		
Reversal of Depreciation less Deferred Grants Released	-	-
Interest Payable	33,696	34,853
Interest and Investment Income	(17,793)	(7,445)
(Increase) in debtors	(35,642)	(42,701)
(Decrease)/Increase in creditors	(12,767)	15,802
Revenue activities net cash (outflow)/inflow	<u>(316,765)</u>	<u>170,288</u>

23 Movement in Cash

	2023	2022
	£	£
Balances at 01 April		
Cash with accounting officers	137	264
Cash at bank	<u>480,381</u>	<u>387,553</u>
	480,518	387,817
Balances at 31 March		
Cash with accounting officers	199	137
Cash at bank	<u>107,651</u>	<u>480,381</u>
	107,850	480,518
Net cash (outflow)/inflow	<u>(372,668)</u>	<u>92,701</u>

24 Reconciliation of Net Funds/Debt

	2023	2022
	£	£
(Decrease)/Increase in cash in the year	<u>(372,668)</u>	<u>92,701</u>
Cash outflow from repayment of debt	<u>40,000</u>	<u>40,000</u>
Net cash flow arising from changes in debt	<u>40,000</u>	<u>40,000</u>
Movement in net debt/funds in the year	<u>(332,668)</u>	<u>132,701</u>
Cash at bank and in hand	480,518	387,817
Total borrowings	<u>(1,175,714)</u>	<u>(1,215,714)</u>
Net (debt) at 01 April	<u>(695,196)</u>	<u>(827,897)</u>
Cash at bank and in hand	107,850	480,518
Total borrowings	<u>(1,135,714)</u>	<u>(1,175,714)</u>
Net (debt) at 31 March	<u>(1,027,864)</u>	<u>(695,196)</u>

25 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 13th June 2023), which would have a material impact on the amounts and results reported herein.

Cirencester Town Council

Appendices

31 March 2023

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2022</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2023</u> £
<u>Capital Projects Reserve</u>				
Capital Projects Reserve	73,455		(20,412)	53,043
	<u>73,455</u>	<u>0</u>	<u>(20,412)</u>	<u>53,043</u>
<u>Other Earmarked Reserves</u>				
Earmarked Funds	167,896			167,896
CIL	512	2,223		2,735
Community Services	15,407	10,000	(529)	24,878
	<u>183,815</u>	<u>12,223</u>	<u>(529)</u>	<u>195,509</u>
TOTAL EARMARKED RESERVES	<u>257,270</u>	<u>12,223</u>	<u>(20,941)</u>	<u>248,552</u>

Cirencester Town Council

31 March 2023

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Recreation & Sport	518,000	438,467
Community Safety (Crime Reduction)	15,000	8,717
Planning & Development Services (including Markets)	242,164	638,569
Net Direct Services Costs	<u>775,164</u>	<u>1,085,753</u>
Corporate Management	338,300	429,782
Democratic & Civic	8,000	11,727
Net Democratic, Management and Civic Costs	<u>346,300</u>	<u>441,509</u>
Interest & Investment Income	(6,000)	(18,046)
Loan Charges	78,000	73,696
Capital Expenditure	300,000	-
Transfers to/(from) other reserves	-	(8,718)
Reversal of Statutory Adjustments	-	-
(Deficit from) General Reserve	<u>(234,811)</u>	<u>(315,541)</u>
Precept on Principal Authority	<u><u>1,258,653</u></u>	<u><u>1,258,653</u></u>

Cirencester Town Council

31 March 2023

Annual Report Tables

Table. 2 – Service Income & Expenditure

	Notes	2023 £	2023 £	2023 £	2022 £
		Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES					
Recreation & Sport		474,674	(36,207)	438,467	415,133
ENVIRONMENTAL SERVICES					
Community Safety (Crime Reduction)		8,717	-	8,717	8,267
PLANNING & DEVELOPMENT SERVICES					
Economic Development (including markets)		2,973	(29,600)	(26,627)	(20,065)
Community Development		757,783	(92,587)	665,196	151,641
CENTRAL SERVICES					
Corporate Management		550,488	(120,706)	429,782	304,399
Democratic & Civic		6,141	-	6,141	6,018
Civic Expenses		5,586	-	5,586	2,296
Net Cost of Services		1,806,362	(279,100)	1,527,262	867,689

Agenda Item 18 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Agenda Item 19 - Earmarked Reserves 2023-24



Closing Earmarked Reserves Balance 2022-23	£195,509
Add Precept Allocation	£85,000
Opening Earmarked Reserves Balance 2023-24	£280,509
Capital Fund	£53,043

Budget Code	Budget Heading and Description	2023-24 Opening Balance
9010	Christmas in Cirencester: sponsorship fund to enhance provision of events/switch on, including upgrade of lights	£12,000
4850	Community Planning: to deliver neighbourhood plan and support preparation of town centre masterplan	£35,000
4852	Machinery and Equipment: supporting the transition from capital purchase to leasing	£10,000
4857	Norman Arch and Cottage: Structural Repairs and Monitoring, Refurbishment, Professional Fees, Specialist Consultants and Works	£45,000
4855	Town Centre Regeneration: project management, road safety audits, repairs and maintenance, and Final Completion certificate	£50,000
4858	Coronation and Civic Events, including twinning and friendships	£10,000
4856	Public Realm and Park Rangers Initiative	£10,000
TBC	Climate and Environment: to support the work of the climate and environment committee	£5,000
4851	Abbey Grounds: toilet refurbishment and provision of changing places facility, Closed Church Yard and preparation of a management plan	£150,000
CIL	Community Infrastructure Levy	£4,698
Capital Fund	Obelisk Community Rooms and Amphitheatre Complex	£1,854
	The above recommendations require approval to transfer £51,189 from the capital fund into earmarked reserves and reduce the original budget estimates for 4858 and 4856 as well as approval to transfer up to £25k from underspent reserves to prioritise funding for the completion of the town centre and Abbey Grounds toilets, under delegated authority to the CEO in consultation with the Lead Member for Finance and Audit.	
	TOTAL	£333,552



cirencester
· town council ·

Financial Regulations

2023-24

Reviewed March 2023/Updated May 2023

INDEX BY PAGE

Page	Subject
3	Executive Summary
4	Introduction
6	Accounting and Audit (internal and external)
5	Annual Estimates (budget) and Forward Planning
8	Budgetary Control and Authority to Spend
9	Banking Arrangements and Authorisation of Payments
10	Instructions for the Making of Payments
12	Payment of Salaries
13	Loans and Investments
14	Income
15	Orders for Work, Goods and Services
15	Contracts
17	Payments under Contracts for Building or other Construction Works
17	Stores and Equipment
17	Assets, Properties and Estates
18	Insurance
18	Charities
18	Risk Management
18	Suspension and Revision of Financial Regulations

1. EXECUTIVE SUMMARY

- 1.1 These regulations set out the financial administration, management and governance arrangements for Cirencester Town Council and support the Standing Orders of the Council; they contain information relating to the accounting records and systems of internal control and the assessment and management of financial risks.
- 1.2 The Finance and Audit Group/Committee is responsible for overseeing such arrangements and makes recommendations to Council on finance and audit.
- 1.3 The Council approves the budget estimates for public consultation in November of each year and subject to consultation approves the budget, medium term financial plan and precept no later than the end of January. Any Committee/Group wishing to incur expenditure can provide information for consideration to the Responsible Financial Officer, no later than October, for consideration by the Finance and Audit Group/Committee.
- 1.4 All payments are to be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually by the Responsible Financial Officer in consultation with the Finance and Audit Group/Committee. Authorised signatories, as approved by Council, are the Chair and Vice Chair of the Council and Members of the Finance and Audit Group (Council, May 2015 refers). **As at June 2023, those signatories who were elected and appointed in May, shall be the signatories of the Council for the four-year term up to May 2027, subject to resigning from the Council or for whatever other reason they are no longer members.**
- 1.5 The resolution of Council to approve the budget estimates, as recommended by the Finance and Audit Group/Committee, constitutes authority for official orders to be raised and payments to be made by officers of the Council, in pursuance of its ordinary business. Exceptional items of expenditure will require the resolution of Council.
- 1.6 The schedule of payments will be summarised and approved by Council; a list of all individual payments will be made available on the Town Council's website and signed by two members of the Council. A copy of all payments will be made available to the Finance and Audit Group/Committee.
- 1.7 The Responsible Financial Officer will provide a report summarising the Council's income and expenditure on a quarterly basis. This report will include bank and investment balances and a note on any material variances compared against the budget estimate.
- 1.8 Authority to approve orders for goods and services is as follows:
- i. Up to the value of £250 – all staff,
 - ii. **Up to the value of £1,000 – Team Leaders and Officers,**
 - iii. **Up to the value of £2,500 – Senior Management Team,**
 - iv. **Up to the value of £5,000 – Deputy CEO,**
 - v. **Up to the value of £10,000 – Chief Executive Officer (CEO),**
 - vi. **Over the value of £10,000 – Committee (subject to pre-approved budget),**
 - vii. **Over the value of £25,000 – Council.**
- 1.9 All individual orders over £5,000 and under £25,000 are subject to obtaining three quotes; subject to extenuating circumstances where less than three quotes may have been submitted.
- 1.10 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender.

- 1.11 The formal tender process comprises the following steps:
- i. a public notice of intention to place a contract is to be advertised in a local newspaper, on social media and an appropriate media outlet relevant to the contract;
 - ii a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii tenders are to be sent in a sealed envelope, to the Proper Officer by a stated date and time;
 - iv tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee/Group.
- 1.12 Neither the Council, nor any Committee/Group, is bound to accept the lowest tender, estimate, or quote.
- 1.13 The Council shall take into consideration the Legal Topic Note published by NALC on the 24th March 2022 relating to procurement (LTN87 refers), as well as the World Trade Organisation's Government Procurement Agreement thresholds, including whether or not VAT is applicable to the contract.
- 1.14 The Council shall publish information in accordance with the requirements of the smaller authority transparency regulations.

2. INTRODUCTION

- 2.1 These regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution. Financial regulations provide procedural guidance for members and officers and must be observed in conjunction with the Council's Standing Orders and any other relevant policy or procedural documents.
- 2.2 The Council is responsible, in law, for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 2.3 The Council's accounting control systems must include measures for:
- i. the timely production of accounts;
 - ii. provision of the safe and efficient safeguarding of public money;
 - iii. prevention and detection of inaccuracy and fraud; and
 - iv. identifying the duties of officers.
- 2.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 2.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review its systems of internal control; this is to ensure that the systems in place are effective and that members and staff are following the processes and procedures outlined within the regulations.
- 2.6 The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The CEO has been appointed as RFO for this Council and these regulations apply accordingly.

- 2.7 The RFO:
- i. acts under the policy direction of the Council;
 - ii. administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - iii. determines on behalf of the Council its accounting records and accounting control systems;
 - iv. ensures the accounting control systems are observed;
 - v. maintains the accounting records of the Council up to date in accordance with proper practices;
 - vi. assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - vii. produces financial management information as required by the Council.
- 2.8 The role of the RFO is supported by the Deputy RFO (who is the Deputy CEO) and the Finance and Administrative Officer.
- 2.9 The accounting records, as determined by the RFO, shall contain a record of all income and expenditure along with a record of assets and liabilities.
- 2.10 The accounting control systems determined by the RFO shall include:
- i. procedures to ensure that the financial transactions of the Council are accurately recorded in a timely manner;
 - ii. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - iii. identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - iv. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records;
 - v. measures to ensure that risk is properly managed through the Council's Risk Management Policy and Risk Assessments.
- 2.11 The Council is not empowered by these regulations, or otherwise, to delegate certain specified decisions. In particular, any decision regarding:
- i. setting the final budget or the precept (Council Tax Requirement);
 - ii. approving accounting statements;
 - iii. approving an annual governance statement;
 - iv. borrowing;
 - v. writing off bad debts;
 - vi. declaring eligibility for the general power of competence; and
 - vii. addressing recommendations in any report from the internal or external auditors;
- These matters are solely for the Council to consider and determine.
- 2.12 In addition the Council must:
- i. determine and keep under regular review the bank mandate for all Council bank accounts;
 - ii. approve any single commitment in excess of **£25,000**; and
 - iii. in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee/Group in accordance with its terms of reference.
- 2.13 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

2.14 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils- a Practitioners' Guide(England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

~~2.15 The Finance and Audit Group will carry out an annual review of the Marketing and Procurement Strategy and oversee the effectiveness of delivery. These Financial Regulations should therefore be read in conjunction with the requirements of that strategy.~~

2.16 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

3. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

3.1 In consultation with the lead member for Finance 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, appropriate guidance and proper practices.

3.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair of the Council and Lead Member for Finance and Audit shall be appointed by the Finance and Audit Group/Committee to verify the bank reconciliations (for all accounts). The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be confirmed through the systems of internal control review and reported to Council through the Finance and Audit Group/Committee.

3.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

3.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices – inclusive of appropriate internal checks being carried out to ensure that VAT legislation is complied with.

3.5 Any officer or member of the Council shall make available such documents and records as appear to the Council to be 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 for that purpose.

3.6 The internal auditor shall be appointed by the Council and shall carry out the work in relation to internal controls in accordance with proper practices.

3.7 The internal auditor shall:

- i. be competent and independent of the financial operations of the Council;
- ii. report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- iii. to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- iv. have no involvement in the financial decision making, management or control of the Council.

3.8 Internal or external auditors may not under any circumstances:

- i. perform any operational duties for the Council;
- ii. initiate or approve accounting transactions; or

iii. direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.9 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

3.10 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

4.1 Each service manager shall, in consultation with the respective lead member, consider estimated income and expenditure in preparation for the Council's estimates for the following year. Such consideration shall be with due reference to the Council's Medium Term Financial Plan.

4.2 Any Committee/Group wishing to incur expenditure can give a written estimate of the expenditure recommended for the coming year, to the Responsible Financial Officer, no later than October, for consideration.

4.3 The RFO must each year, by no later than October, prepare draft estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the **Finance and Audit Group/Committee** for formal recommendation to Council in January.

4.4 The Council shall consider annual budget proposals, including a review of the salary budgets, in relation to the Council's Medium Term Financial Plan including recommendations for the use of reserves and sources of funding.

4.5 The Council shall fix the precept (i.e. the local council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year, subject to receipt of the tax base figure. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

4.6 The approved annual budget shall form the basis of financial control for the ensuing year.

4.7 The Medium-Term Financial Plan shall be reviewed each year by the Finance and Audit Group/Committee and shall be formally approved each January, along with any relevant updates.

5. BUDGETARY CONTROL AND AUTHORITY TO SPEND

5.1 Expenditure on capital (excluding land, 5.2 refers) and revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- up to the value of £250 – all staff,
- up to the value of £1,000 – Team Leaders and Officers,
- up to the value of £2,500 – Senior Management Team,
- up to the value of £5,000 – Deputy CEO,
- up to the value of £10,000 – Chief Executive Officer (CEO),
- over the value of £10,000 – Committee (subject to pre-approved budget),
- over the value of £25,000 – Council.

Such authorisation is to be evidenced by a Minute, e-mail correspondence and/or by the official order being signed by the appropriate officer.

5.2 The sale or purchase of land up the value of £5,000 is delegated to the Land and Property Committee and over £5,000 is made as a recommendation by that Committee to Council.

~~5.3 The Finance and Audit Group has an advisory role relating to the development, sale or purchase of land with a value in excess of £5,000.~~

5.4 Contracts for the delivery of single projects should not be disaggregated to avoid the controls imposed by these regulations.

5.5 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee/Group. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to and from other budget headings or to an earmarked reserve as appropriate ('virement').

5.6 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

5.7 In cases of extreme risk to the delivery of Council services, the Chief Executive Officer may authorise expenditure on behalf of the Council which in the judgement of the CEO is necessary. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The CEO shall report such action to the Chair of the Council and lead member for Finance and Audit as soon as possible and to ~~the Corporate Group and~~ Council as soon as practicable thereafter.

5.8 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

5.9 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

5.10 The RFO shall regularly provide the Council with a statement of receipts and payments to-date under each budget heading, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose 'material' shall be in excess of or below 15% of the total service budgets for income and expenditure.

5.11 Changes and virements relating to earmarked reserves shall be approved by Council as part of the budgetary control process.

6. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

6.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The Council shall seek credit references in respect of members or employees who act as signatories.

6.2 At each Council meeting the RFO will provide a schedule of payments by service area for Council approval. A list of all individual payments is to be made available to the public via the Town Council's website. The Finance and Audit Group/Committee is responsible for reviewing each individual payment and ensuring compliance with the systems of internal control. All payments shall also be approved for payment by the appropriate officer and signed by two Councillors.

- 6.3 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 6.4 All invoices for payment shall be examined and coded with easily identifiable narrative by the respective service manager.
- 6.5 In coding the invoice for payment it is the responsibility of the service manager to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 6.6 The amount will then be cross-checked by the Finance and Administrative Officer who shall examine invoices for arithmetical accuracy and ensure coding accuracy.
- 6.7 The invoice is to then be approved for payment by the CEO/RFO; with any payment being authorised by two authorised signatories (authorised signatories as approved by Council are the Chair and Vice Chair of the Council and Members of Finance and Audit (Council, May 2015 refers)).
- 6.8 The Finance and Administrative Officer shall ensure that all payments are reported and approved by Council.
- 6.9 Under delegated authority, through these Financial Regulations, as adopted by Council, the CEO/RFO may authorise the payment of items in the following circumstances:
- 6.9.1 if a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the CEO/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;
- 6.9.2 an expenditure item authorised under 6.10 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
- 6.9.3 fund transfers within the Council's banking arrangements up to the sum of **£35,000**, provided that a list of such payments shall be submitted to the next appropriate meeting of Council, with any payments over **£35,000** between the Council's accounts being approved by the Chair of the Council and lead member for Finance and Audit.
- 6.10 Unless approved and authorised otherwise in accordance with these regulations, for each financial year the CEO/RFO may draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund) and regular maintenance contracts and the like for which Council authorises payment for the year provided that respective budgetary controls are adhered to.
- 6.11 A record of regular payments made under 6.10 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 6.12 In respect of grants expenditure shall be made in accordance with these regulations, Standing Orders and any respective scheme/policy of the Council.

- 6.13 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 6.14 The Council will aim to rotate the duties of members in these regulations so that onerous duties are shared out as evenly as possible over time. Any changes in the recorded details of suppliers, such as bank account records, shall be made available through the regular authorisation of payments and should be considered by Members when auditing the systems of internal control in order to minimise the risk and prevent fraud.
- 6.15 The Council will monitor its cash at bank balance on a quarterly basis to ensure appropriate liquidity and access to funds.
- 6.16 Where significant funds are held at any one time, in any single bank account, consideration should be given by the Council to maximise the interest available.
- 6.17 The definition of significant being in excess of six-month revenue expenditure, excluding the precept funding, unless funds are being switched between accounts with the same bank.

7. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 7.1 The Council will make safe and efficient arrangements for the making of its payments.
- 7.2 The making of payments is to be carried out in accordance with Section 6 above.
- 7.3 All payments shall be made by BACS or other online method such as Direct Debit and only by cheque in exceptional circumstances, in accordance with the Council's adoption of these regulations.
- 7.4 Online payments and payments made by cheque or orders for payment drawn on the bank account in accordance with these regulations shall be signed by two authorised signatories of the Council (authorised signatories as approved by Council are the Chair and Vice Chair of the Council and Members of Finance and Audit).
- 7.5 A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 7.6 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the payment cover sheet.
- 7.7 Online payments and payments made by cheque shall not normally be presented for signature other than by email or at a meeting of the Council/Committee/Group; in any event all payments made shall be listed and reported to Council.
- 7.8 Payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made.
- 7.9 Variable Direct Debit's shall be regularly listed and approved by Council; such lists to be signed by two authorised bank signatories.
- 7.10 Payment for items such as salaries may be made by electronic transfer provided that such payments be regularly listed and approved by Council; such lists to be signed by two authorised bank signatories.

- 7.11 Where appropriate and more expedient to do so, payment for items may be made by BACS or CHAPS methods subject to each payment being signed, or otherwise evidenced, by two authorised bank signatories and provided that such payments be regularly listed and approved by Council; such lists to be also signed by two authorised bank signatories.
- 7.12 Payment for items may also be made by internet banking transfer provided evidence is retained showing which members approved the payment; such payments are to be regularly listed and approved by Council; such lists are to be also signed by two authorised bank signatories.
- 7.13 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be addressed to the Chair of the Council in a sealed dated envelope and placed in the Council's safe. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 7.14 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 7.15 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 7.16 The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 7.17 These regulations as adopted by Council approve the use of internet banking under the operational management of the CEO/RFO and the service administration undertaken by the Finance and Administrative Officer.
- 7.18 The Bank Mandate approved by the Council at the commencement of each municipal term shall identify the Councillors who are authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed to be paid.
- 7.19 Access to internet banking accounts shall be direct to the access page (which may be saved under 'favourites'), and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for Council banking work. Breach of this regulation will be treated as a serious matter.
- 7.20 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the CEO/RFO or an authorised bank signatory.
- 7.21 Any debit card issued for use will be specifically restricted to the CEO/RFO and shall be restricted to a single transaction maximum value of ~~£500~~ £750 unless otherwise and expressly authorised and minuted by the Finance and Audit Group/Committee before any order is placed.
- 7.22 A pre-paid debit card may be issued to employees with varying limits. These limits shall be set and reviewed by the Finance and Audit Group/Committee. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Finance and Audit Group/Committee.

- 7.23 Any corporate credit card or trade card account opened by the Council shall be specifically restricted to authorisation and/or direct use by the CEO/RFO and shall be subject to automatic payment in full at each month-end. Other than in the normal payment of expenses and related items, under no circumstances shall personal credit or debit cards be used by staff to pay for goods/services appertaining to the work of the Council.
- 7.24 An imprest petty cash system is maintained by the Council, to a value of £300 which is administered under the operational management of the CEO/RFO by the Finance and Administrative Officer.
- 7.25 In the absence of the Finance and Administration Officer only the Deputy CEO may issue petty cash; claims must be made within the month of the expense being incurred. Petty cash will not be paid if the claim is in excess of a month old.
- 7.26 Petty cash should only be issued on presentation of a receipt for the payment; a petty cash voucher is then issued stating clearly what the purchase was for and is to be signed by the issuing and receiving officers and dated. Only in extenuating circumstances may petty cash be issued without a receipt with a written explanation being given and only up to the value of £10.
- 7.27 Where petty cash is issued in advance, the amount issued is to be noted on the voucher along with the purpose of the petty cash and is to be dated and signed by the issuing and receiving officer; respective names being written clearly if appropriate for identification purposes. A separate voucher is to then be issued showing any further debit/credit to the petty cash system with the applicable receipt attached.
- 7.28 Petty cash items purchased shall be listed on a monthly basis along with the amount, issuing officer and receiving officer and filed with the respective vouchers and receipts in a file.
- 7.29 The monthly list is to be signed and approved by the CEO/RFO.
- 7.30 Income received must not be paid into the petty cash float but must be separately banked.
- 7.31 Payments to maintain the petty cash float at its imprest level shall be made in accordance with these regulations.

8. PAYMENT OF SALARIES

- 8.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 8.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 8.3 No changes shall be made to an employee's pay, or terms and conditions of employment outside of the delegated authority of the CEO. The CEO, has delegated authority in respect of all non-senior management posts. The role of the Corporate Governance and Personnel Group is to assist the Chief Executive Officer and advise Council on any human resource matter (including vacancies, annual increments and honoraria) relating to the Senior Management Team, posts with a salary in excess of £40k pro-rata and any strategic post, irrespective of salary, directly approved or appointed by Council.

- 8.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential cash book. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- 8.4.1 by any Councillor, other than as approved by Council;
 - 8.4.2 by the internal auditor;
 - 8.4.3 by the external auditor; or
 - 8.4.4 by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 8.5 Such payments are to be listed, reported and authorised as any other payments by Council to ensure that only payments due for the period have actually been paid.
- 8.6 An effective system of performance management is maintained by the Council for all staff.
- 8.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments up to the value of £10,000 shall be authorised by the Corporate Governance and Personnel Group. Any payment in excess of £10,000 must be approved by Council.
- 8.8 Recruitment and retention is to be undertaken in accordance with Standing Orders under the operational management and delegated authority to the CEO/RFO. The CEO shall consult with the Corporate Governance and Personnel Group in respect of recruitment and retention relating to the Senior Management Team, posts with a salary in excess of £40k pro-rata and any strategic post, irrespective of salary, directly approved or appointed by Council. .

9. LOANS AND INVESTMENTS

- 9.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall be approved solely by the Council and is not to be delegated to any officer, committee or group.
- 9.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to the financial limits and authorised approval levels as outlined under section 5.1 of these regulations. In each case consideration must be given to the value for money for the proposed transaction.
- 9.3 The CEO/RFO shall ensure that statement of accounts for banking and investments are maintained and made available to Members on request.
- 9.4 All loans and investments shall be negotiated in the name of the Council and shall be undertaken in accordance with Council policy and be approved by Council; payments made to, transfers between and withdrawals from investments must be subject to two authorised bank signatories and under no circumstances shall the CEO/RFO be permitted to authorise such transactions.
- 9.5 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 9.6 All investments of money under the control of the Council shall be in the name of the Council.
- 9.7 All investment certificates and other documents relating thereto shall be retained in the custody of the CEO/RFO.
- 9.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with

these regulations and in particular 9.4 above.

- 9.9 This section of the Financial Regulations should be read in conjunction with the Council's investment policy.

10. INCOME

- 10.1 The collection of all sums due to the Council shall be the responsibility of respective service managers under the operational management of the CEO/RFO.
- 10.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council; the collection of such income shall be the responsibility of respective service managers under the operational management of the CEO/RFO.
- 10.3 **The Council delegates authority to review all fees and charges at least annually, to the Land and Property Committee and Community Services Committee respectively.**
- 10.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Finance and Audit Group/Committee and shall be written off within that financial year, if so approved by the Council.
- 10.5 All sums received on behalf of the Council shall be banked on a weekly basis. All cash/cheques received and held at the Council's offices are to be recorded and securely kept until banked.
- 10.6 The origin of each receipt shall be entered on the paying-in slip.
- 10.7 Personal cheques are not, under any circumstances, to be cashed out of money held on behalf of the Council.
- 10.8 The Finance and Administrative Officer, under the operational management of the CEO/RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 10.9 Where any significant sums of cash are regularly received by the Council, the CEO/RFO shall take such steps as are agreed by the Council to 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 such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 10.10 Any income arising which 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.

11. ORDERS FOR WORK, GOODS AND SERVICES

- 11.1 An official order shall be issued for all work, goods and services unless a formal contract is to be prepared; only in exceptional circumstances may an order be issued by letter/e-mail. Copies of orders shall be retained for cross-checking purposes when invoiced.
- 11.2 It is acknowledged that it is best practice to ensure value for money and to be mindful of cost efficiency and therefore every effort should be made to obtain competitive quotes for goods and services up to the value of £5,000.
- 11.3 Where an order, for which the budget has already been authorised by Council, is for goods or services in excess of £5,000 and below £25,000 the following procedures need to be followed:
- 11.3.1 Information relating to the justification for the purchase must be provided to **the respective Lead Member in** advance, including the respective Council minute reference, where relevant;
- 11.3.2 Three quotes must be obtained which include a breakdown of the costs;

11.3.3 The quotes must be analysed and a briefing note prepared about the preferred supplier which must then be approved by the respective lead member prior to any order being placed; consideration is to be given to local, added value and value for money;

11.3.4 At least one reference should be taken up, preferably from another town/parish council, about the preferred supplier.

11.4 Authority to approve orders for goods and services is as follows:

- up to the value of £250 – all staff,
- up to the value of £1,000 – Team Leaders and Officers,
- up to the value of £2,500 – Senior Management Team,
- up to the value of £5,000 – Deputy CEO,
- up to the value of £10,000 – Chief Executive Officer (CEO),
- over the value of £10,000 – Committee,
- over the value of £25,000 – Council.

11.5 Individual Councillors may not incur expenditure by issuing official orders or instructing officers to issue official orders on behalf of the Council.

11.6 It is the responsibility of the CEO/RFO to ensure the lawful nature of any proposed purchase.

12. CONTRACTS

12.1 Procedures as to contracts are laid down as follows:

12.1.1 Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items listed below:

For the supply of gas, electricity, water, sewerage and telephone services;

For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

For additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the authorisation levels for expenditure within these regulations apply); and

For goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

12.1.2 Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out above the CEO/RFO shall invite tenders from at least three firms.

12.1.3 The Public Contracts Regulations 2015 also require councils to use the 'Contracts Finder' website to advertise contract opportunities, to set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

- 12.1.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- 12.1.5 Such invitation to tender shall state the general nature of the intended contract and the CEO/RFO shall obtain the necessary technical assistance to prepare a specification. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.
- 12.1.6 All sealed tenders shall be opened at the same time on the prescribed date by the CEO/RFO, in the presence of at least one member of the Council.
- 12.1.7 If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 12.1.8 Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- 12.1.9 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out above the CEO/RFO shall obtain 3 quotes for the proposed supply in accordance with these regulations.
- 12.1.10 The Council is not obliged to accept the lowest or any tender, quote or estimate.
- 12.1.11 Should it occur that 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, provided that the specification does not change, 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.
- 12.1.12 The current thresholds, as at 1st January 2022 are £5,336,937 in respect of a public works contract and £213,477, for any public service or supply contract.

13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 13.1 Payments on account of the contract sum shall be made within the time specified in the contract by the CEO/RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 13.2 Where contracts provide for payment by instalments the CEO/RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 13.3 Any variation to a contract or addition to or omission from a contract must be approved in writing under delegated authority by the Council to the CEO, in consultation with **the appropriate Committee**. The Council being informed, for approval, where the final cost is likely to exceed the financial provision/budget estimate.

14. STORES AND EQUIPMENT

- 14.1 The senior manager in charge of each service area shall be responsible for the care and custody of stores and equipment in that service.
- 14.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 14.3 Stocks shall be kept at a minimum level consistent with operational requirements.
- 14.4 Under the operational management of the CEO/RFO, service managers are responsible for undertaking periodic checks of stocks and stores at least annually.

15. ASSETS, PROPERTIES AND ESTATES

- 15.1 The CEO/RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the council, recording the 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.
- 15.2 Subject to Standing Orders and the requirements of these financial regulations, 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.
- 15.3 Subject to delegated authority under Standing Orders, no real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing 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).
- 15.4 Subject to delegated authority under Standing Orders, no real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case a Report in writing 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).
- 15.5 Subject to Standing Orders and the requirements of these financial regulations, no tangible moveable property shall be purchased or acquired without the authority of the Council. In each case a report in writing shall be provided to the Council with a full business case.
- 15.6 The CEO/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. 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.
- 15.7 The Council's depreciation policy is for internal purposes only and is not required under the current advice and guidance to town and parishes to be incorporated within the year end accounts and AGAR (Annual Governance & Accountability Return).

16. INSURANCE

- 16.1 Following the annual risk assessment the CEO/RFO shall effect all insurances and negotiate all claims on the Council's insurers.

- 16.2 The CEO/RFO shall give prompt notification to the lead member of Finance and Audit all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3 The CEO/RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 16.4 The CEO/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 16.5 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.

17. CHARITIES

- 17.1 Where the Council is sole managing trustee of a charitable body the CEO 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 CEO/RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

18. RISK MANAGEMENT

- 18.1 The Council is responsible for putting in place arrangements for the management of risk. The CEO/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 18.2 When considering any new activity, the CEO/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 19.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The CEO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 19.2 The Council may, by resolution of the Council 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 drawn up and presented in advance to all members of Council.

Investment Policy 2023-24

1. Introduction

- 1.1 On behalf of the community, Cirencester Town Council recognises the importance of financial management of public money and the responsibility in prudently holding and investing funds.
- 1.2 This policy complies with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003.

2. Policy Aims

- 2.1 The policy aim of the Council is prudent investment to ensure the:
 - 2.1.1 security and spread of risk;
 - 2.1.2 liquidity of the Council's investments (i.e. how easy it is to access funds);
 - 2.1.3 return on the Council's investments (i.e. how much interest is received/getting back, as a minimum, the level of money invested).
- 2.2 The Council will aim to achieve an appropriate return on its investments being mindful of risk and liquidity factors.

3. Policy Framework

- 3.1 The Town Council's long-term investments will be:
 - 3.1.1 made in sterling with any payments or repayments being drawn down in sterling;
 - 3.1.2 limited to a maximum investment of £200,000 in any single fund;
 - 3.1.3 reviewed annually;
 - 3.1.4 made with a body or investment scheme which has a high credit rating;
 - 3.1.5 made with a UK based body, bank or building society.
- 3.2 The Council's short-term savings and/or holdings accounts will be made with a UK based body, bank or building society.
- 3.3 In addition to the Bank of Scotland and Handelsbanken accounts the Council currently has cash holdings and investments with the CCLA public sector deposit fund and local authority property fund.
- 3.4 Credit ratings will be monitored at quarterly intervals. If the credit rating falls during that period, the CEO/RFO, in consultation with the lead member for finance and Chair of the Council, will consider if any action should be taken.

- 3.5 The Council notes that the borrowing of money purely to invest, or to lend and make a return, is unlawful and the Council will not engage in such activity.
- 3.6 The Council understands that market and economic conditions can cause investment losses; in order to minimise this risk, the Council will only invest in funds where the risk is minimised to a short-term temporary loss.

4. Legal Compliance

- 4.1 Prior to any investment being made, the Council needs to ensure that the investment is within its powers, 'intra vires', authorised as a corporate body by the Council and formally recorded as a resolution within the minutes of the meeting.

5. Affordability

- 5.1 The Council will also carefully consider the affordability of any investment including:
 - 5.1.1 the ability to meet its current liabilities;
 - 5.1.2 the ability to meet future, non-current, liabilities;
 - 5.1.3 access to non-invested assets to meet liabilities;
 - 5.1.4 appropriate current a/c balance levels.

6. Investment Timescale

- 6.1 Whilst the investment timescale is often set by the cash flow requirements of the Council's medium-term financial plan, consideration should be given to setting a timescale within which the investment could be realised beyond that period i.e. long term of between 5 and 10 years.

7. Acceptable Investment Risk

- 7.1 In addition to considering the timescale, the Council will also consider the primary purpose of the investment:
 - i.e. capital growth, regular income from dividends or both.
- 7.2 In managing risk, investments will not be made, in part or whole, using borrowed funds.
- 7.3 When investing long term, the Council will accept an investment risk in the fall of value of between 5% and 10%, subject to this being over a short-term period of up to 5 years.

8. Investment Preferences

- 8.1 The Council's investment preferences are for UK sterling and UK based local authority property funds. The Council has a neutral position on equity and managed funds, corporate bonds, fixed interest and gilt investments.
- 8.2 Consideration must always be given to ethical investment and the environmental impact of any investment.

- 8.3 The RFO will work closely with the Lead Members for Finance and Audit and Climate and Environment regularly monitor and scrutinise the Council's banking and investment arrangements, particularly in respect of fossil fuel investment and how its banks and investors are responding to the wider climate emergency.
- 8.4 The Town Council's current short-term investment holding with the CCLA is held in UK property; the Town Council has no current long-term investments.

9. Investment Asset and Bank Account Allocation

- 9.1 The Council will monitor its cash balance and investment holdings on a quarterly basis to ensure appropriate liquidity and access to funds.
- 9.2 Where significant funds are held at any one time, in any single bank account, consideration should be given by the Council to maximise the interest available.
- 9.3 The definition of significant being in excess of six-month revenue expenditure, excluding the precept funding, unless funds are being switched between accounts with the same bank.

10. Policy Review

- 10.1 The Finance and Audit Committee will ensure that this policy remains fit for purpose.
- 10.2 The Finance and Audit Committee may recommend variations to the policy for approval by the Council in accordance with any relevant guidance which arise from time to time. In addition, the Climate and Environment Committee, may make recommendations from time to time, to Council, through Finance and Audit.
- 10.3 This policy was reviewed by James Ryan Thornhill Ltd, independent financial advisers in 2017 and was last considered and approved by Council in 2022, Minute reference 45.23.
- 10.4 The Finance and Audit Committee will monitor all banking and investment arrangements that the Council has with UK based banks and institutions.
- 10.5 The banking switch from Barclays Bank Plc to Handelsbanken which was approved by Council in 2021-22 was completed in 2022-23, following a review and recommendation from the Climate Change Advisory Group.

11. General Reserves and Strategic Capital Programme

It is important that through this policy, consideration is given to the impact of Council decisions relating to projects and priorities and how these are to be funded whilst building a general reserve of circa £300k and establishing a strategic capital programme.

Agenda Item 22 - Cirencester Town Council Risk Management Plan 2023-24

The risk management plan was last approved by Council in June 2022. It has been reviewed and updated by the Finance and Audit Group as part of the systems of internal control audit being reported to Council as at June 2023. The risks outlined relate to the day-to-day operation of the Council. The plan is a management tool to assist officers and members in practically assessing the likelihood and impact of risk and to outline the steps taken to manage, mitigate and minimise a risk from occurring. In addition, the Town Council has robust health and safety procedures and consultancy support.

Corporate - Lead Officer – Chief Executive Officer/Responsible Financial Officer

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Management of Risk	Review Action	Action Tracking/ Complete
Precept	Adequacy of precept for the Council to carry out its duties	Low	High	<ul style="list-style-type: none"> Regular review of income/expenditure Formal procedures within Standing Orders and Financial Regulations RFO in post; advisory role to Council Lead Member for Finance appointed All Members involved in estimating service expenditure Level of general reserves monitored 		
Financial Records	Inadequate records and poor systems of internal control	Low	High	<ul style="list-style-type: none"> Regular independent internal audit Annual external audit Member led systems of control audit Up-to-date adopted Standing Orders and Financial Regulations 		
Value Added Tax (VAT)	Inadequate records and poor systems of internal control leading to inaccurate/no VAT refund claims	Low	Medium	<ul style="list-style-type: none"> VAT within financial software package Up-to-date Financial Regulations reference to VAT Member led internal audit of systems of internal control Access to VAT advice through HMRC Professional accountancy support HMRC online system being used 		
Value Added Tax (VAT)	VAT not applied correctly	Medium	Medium	<ul style="list-style-type: none"> External accountancy support and training Member led internal audit of systems of internal control Independent internal audit 		

Corporate - Lead Officer – Chief Executive Officer/Responsible Financial Officer (Cont'd)

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Management of Risk	Review Action	Action Tracking/ Complete
Resilience	Lack of organisational resilience, failure of Councillors and Staff to respond to the needs of the organisation and corporate governance	Medium	Medium	<ul style="list-style-type: none"> • Councillor and staff training, support, development and joint workshops • peer review action plan in place • Quality Gold accredited • Annual Staff Survey • Councillor survey to be introduced in 2023-24 • Health and well-being monitored 		
Annual Return	Failure to complete the Annual Return within the deadlines	Low	Low	<ul style="list-style-type: none"> • Timings and procedure covered by Standing Orders and Financial Regulations • Independent internal audit provision • RFO in post • Lead Member for Finance appointed 		
Employees/Members	Fraud committed by a member of staff or Councillor	Low	High	<ul style="list-style-type: none"> • Regular review of income/expenditure • Formal procedures within Standing Orders and Financial Regulations • Regular and wide ranging independent internal audit • Annual external audit • Member led systems of internal control audit • Clear segregation of duties for authorising orders and processing invoices • Quarterly bank reconciliation check by appointed Councillor, who is not the Chair of Council or Lead Member for Finance and Audit 		

Corporate - Lead Officer – Chief Executive Officer/Responsible Financial Officer (Cont'd)

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Management of Risk	Review Action	Action Tracking/ Complete
Employees	Failure to monitor health and safety policies and procedures, including the well-being of staff	Low	High	<ul style="list-style-type: none"> • Consultancy support to provide H&S advice and carry out annual inspection • Health and Safety Group appointed by the Corporate Group • Member led and SMT monthly and annual reviews • Internal and external training • Review of work related stress and well being • Staff led work place review (e.g. Working Environment Audit) 		
Legal Powers	Decisions taken without any legal power leading to payments being made without authority	Low	High	<ul style="list-style-type: none"> • General Power of Competence currently valid • Payments authorised by two signatories and approved by Council • Officer reports include implications including legal, personnel and financial • Internal member led checks • Internal officer/member protocol • Segregation of order and invoice approval • Decisions by Council based on recommendations 		
Administration (e.g. Agendas/ Minutes/Statutory Notices)	Documents are inaccurate and statutory procedures not followed	Low	Low	<ul style="list-style-type: none"> • Agendas and minutes are prepared by appropriately trained staff and currently adhere to the legal requirements; • Standing Orders are currently up-to-date with national guidance • Minutes are considered and approved for accuracy and signed by the respective Chair • Business determined by the Council is expressly noted on the agenda for the meeting before decision taken • Officer reports include legal, personnel, financial implications • CEO CiLCA, MBA and Level 7 qualified in strategic management and leadership; Deputy CEO passed CiLCA February 2017 (evidence based Certificate in Local Council Administration) 		

Corporate - Lead Officer – Chief Executive Officer/Responsible Financial Officer (Cont'd)

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Management of Risk	Review Action	Action Tracking/ Complete
Members Interests	Conflict of interest Register of Interests	Low	Low	<ul style="list-style-type: none"> • Standing item on agendas • Induction training/on-going advice • Adopted code of conduct • Support from District Monitoring Officer • Quarterly reminders to be send to Cllrs to keep registers up to date • Linked with anti-fraud training 		
Banking and cash handling	Commitment of fraud by a member of staff/Councillor Safety of staff handling and transferring cash to the bank	Low	Low	<ul style="list-style-type: none"> • Petty cash and cash handling reviewed by CEO • Petty cash issued on receipt basis only, except in extenuating circumstances when an explanation must be given • Financial Regulations updated 		
Salaries and payments	Commitment of fraud by a member of staff/Councillor Data Entry Errors	Low	Low	<ul style="list-style-type: none"> • Payroll function outsourced to PATA • Enhanced internal procedures/controls • Member led internal audit of systems of internal control • Clear segregation of duties • Regular independent internal audit 		
Insurance	Policies not renewed in a timely manner leading to a gap in insurance cover Policies not updated; terms and conditions not met	Low	Medium	<ul style="list-style-type: none"> • Policies are renewed through a broker • Policies are reviewed and updated annually • Risk Management Plan and Asset Register updated annually • Internal Audit and Annual Statement of Accounts inclusive of risk updates • Insurance renewal dates added to bring forward system and amendments/additions reported to lead member for Finance 		
Data Protection and Freedom of Information	Non-compliance with legislation	Medium	High	<ul style="list-style-type: none"> • Registration in date with Information Commissioner & CTC policy in place (updated November 2022) • Staff training and induction • GDPR training and audit 		
Business Continuity	Severe weather/loss of office accommodation	Low	Medium	<ul style="list-style-type: none"> • Secure off-site server/cloud access • Temporary Office Accommodation @ CDC • Capability for staff to work from home 		

Office Services – Lead Officer – Deputy CEO

Items such as the newsletter, Local Information Centre and administrating the planning committee have previously been included within the Risk Management Plan, however on review there are no significant risk impacts arising and therefore these items are no longer included. It is however important to note that in terms of continuing to deliver such services that the Council has robust contingency and continuity arrangements. The Town Council has a Business Continuity Policy.

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Management of Risk	Review Action	Action Tracking/ Complete
IT/ Infra-structure	Loss of information technology capability	Low	Low	<ul style="list-style-type: none"> • Remote/secure server/cloud access • Various internet access options • Multiple devices used i.e. lap top, desk top and mobile • Cyber-attack/hacking security risks mitigation reviewed with IT providers • Data encryption • 'Squareup' point of sale system Payment Card Industry Data Security Standard (PCI DSS) compliant and high-level internet security measures in place • Council website encrypted via SSL with 2 factor authentications being implemented 		
Hacking/phishing	<p>Fraudulent phishing leading to data breach carried out by email spoofing or instant messaging.</p> <p>Computer hacking leading to theft of critical business information.</p> <p>Loss of money, through threat or fraud.</p>	Medium	High	<ul style="list-style-type: none"> • IT systems audit • Information and awareness training for staff and members. Added to induction training requirements. • Financial safeguards • Regular email bulletins on how to recognise phishing and fraudulent communications • GDPR audit, monitoring and data breach and complementary policies and guidance provided by the Council's Data Protection Officer, One West 		
Volunteers (Local Information Centre)	Any risks to health and safety arising from volunteers working within the Local Information Centre	Low	Medium	<ul style="list-style-type: none"> • Task based risk assessments in place • Insurance in place • Training and guidance issued by Town Council staff • Volunteer policy introduced 2015/16 • Security Protocol and Risk Assessment in place 		

Office Services – Lead Officer – Deputy CEO (Cont'd)

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Management of Risk	Review Action	Action Tracking/ Complete
Communication and Social Media	Lack of communication and damage to reputation	Low	Medium	<ul style="list-style-type: none"> • Press release and media policy • Pro-active use of Facebook, Twitter, Instagram, LinkedIn and YouTube. • Regular public meetings and consultation • Member Training (inc. induction for new members) • Press Release and Media Policy reviewed by Council • Monthly briefing circulated to all staff and Councillors for communication and social media • Commonplace platform introduced • Monthly e-newsletter sent to subscribers and published as 'Latest News' on Council website • Use of notice boards and Bingham House foyer display • The LIC provides multiple communication channels via in person, online and telephone contact • Use of publications such as Cirencester Scene in printed form • Rethink the use of social media to extend reach and inclusivity, regularly review platforms used 		

Cyber and IT Notes:

Microshade VSM, our CITRIX provider, make cyber security a priority, which is why Local Council Community Cloud communicates directly to GCHQ National Cyber Security Centre services, to monitor and regulate communications to and from the systems used. Mailboxes are fully compliant with Cabinet Office requirements, and include an in-cloud spam filter which protects from spam, malicious links and malware, and also impersonation attempts which are on the rise in the sector. Staff devices are also protected with a centrally managed endpoint security system delivering anti-malware, firewall and management of operating system and application updates.

Advanced Phishing Link spam filter has been added the system, which checks the link is clean as a user clicks on it. Hackers email links to benign web sites, which pass a spam filter, then change the website content to something malicious once they know the email is delivered. This adds an additional level of protection to the IT systems of anyone using a Council email address.

Microshade VSM back up the Council's data several times a day, and test that they can read the data back from the backup at least once a month. The data is held entirely within the UK, on Microshade VSM's own equipment.

Community Services – Lead Officer – Community Services Manager

This service area also includes provision of Street Markets, Grants, Community Contingency, Mop Fair, Events, Twinning and Youth.

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Management of Risk	Review Action	Action Tracking/ Complete
Revenue Income	<p>Failure to collect rent and income</p> <p>Failure to review fees/charges/rents</p> <p>Commitment of fraud by a member of staff/Councillor</p> <p>Safety of staff handling and transferring cash to the bank</p>	Medium	Medium	<ul style="list-style-type: none"> Review of cash and cheque handling carried out by RFO (January 2015) – actions followed up as reported to Finance and Audit Group (February 2015) N.b. minimal cash and cheque handling 2022-23, current arrangements fit for purpose Bring forward system reviewed including rent review dates Fees and charges reviewed annually Enhanced internal procedures/controls Member led internal audit of systems of internal control Clear segregation of duties Regular and wide ranging independent internal audit Year-end list of debtors to be checked by RFO and referred to Finance and Audit 		
Safeguarding	Safeguarding of vulnerable adults, young people and children	Medium	High	<ul style="list-style-type: none"> Registered with Gloucestershire Safeguarding Children Board Staff and member safeguarding training to be undertaken and regularly checked Disclosure and barring service checks carried out Safeguarding policy in place and reviewed annually cross-checked with safeguarding professionals Service delivery proactively reviewed by Senior Management Safeguarding compliance review Consideration to be given to frequency and under which circumstances training is needed and given 		

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Management of Risk	Review Action	Action Tracking/ Complete
CCTV/ Community Safety	CCTV system failure Failure to promote/support community safety partners	Low	Medium	<ul style="list-style-type: none"> • System linked to Police CCTV HQ and monitored 24/7 • Stakeholder Group established and attended by CTC officers/lead member • Working proactively with Police and Crime Commissioner's office 		
Income and cost control	Sponsorship income and cost control of events	Low	Medium	<ul style="list-style-type: none"> • Individual Councillors do not have authority to negotiate sponsorship deals; any package must be agreed by the service Group • Service group must agree any expenditure over budget but should not do so before additional sponsorship over and above the estimates has been received • Year-end list of debtors to be checked by RFO and referred to the Finance and Audit Group 		

Land and Property Services – Lead Officer Land and Property Manager

This service area includes the day to day operational and environmental management and maintenance of land and property across Cirencester; this includes responsibility by agreement for the Amphitheatre and Querns Wood. Key sites and facilities include Abbey Grounds, Kingshill Sports and Community site, City Bank, Norman Arch and Cottage, Kingshill South Country Park and St Michaels Park, as well as public conveniences, flower tubs and baskets, street furniture, allotments and parts of the Market Place and West Market Place.

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Management of Risk	Review Action	Action Tracking/ Complete
Revenue Income	<p>Failure to collect rent and income</p> <p>Failure to review fees/charges/rents</p> <p>Commitment of fraud by a member of staff/Councillor</p> <p>Safety of staff handling and transferring cash to the bank</p>	Low	Medium	<ul style="list-style-type: none"> Review of cash and cheque handling carried out by RFO (January 2015) – actions followed up as reported to Finance and Audit Group (February 2015) – minimal cash handling in 2022-23 Bring forward system reviewed including rent review dates Fees and charges reviewed annually Enhanced internal procedures/controls Member led internal audit of systems of internal control Clear segregation of duties Regular independent internal audit Year-end list of debtors to be checked by RFO and referred to the Finance and Audit Group 		
To provide and maintain safe areas of play and open spaces	<p>Failure to check play facilities leading to risk of injury, vandalism, litter</p>	Low	High	<ul style="list-style-type: none"> Regular internal checks & inspections Annual independent inspection Health & safety risk assessments in place Member led and SMT health & safety reviews 		

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Management of Risk	Review Action	Action Tracking/ Complete
Volunteers (CTC land only)	Any risks to health and safety arising from volunteers working on Town Council land	Low	Medium	<ul style="list-style-type: none"> • Task based risk assessments in place • Insurance in place • Training and guidance issued by Town Council staff • Volunteer policy introduced 2015/16 		
Contractors (CTC land only)	Any risks to health and safety arising from contractors working on Town Council land	Low	High	<ul style="list-style-type: none"> • Contractors required to provide evidence of public liability insurance, health & safety policies & method statements for the tasks undertaken 		
Income and cost control	Sponsorship income and cost control of events	Low	Medium	<ul style="list-style-type: none"> • Individual Councillors do not have authority to negotiate sponsorship deals; any package must be agreed by the service Group • Service group must agree any expenditure over budget but should not do so before additional sponsorship over and above the estimates has been received • Year-end list of debtors to be checked by RFO and referred to the Finance and Audit Group 		