
Finance and Audit Committee

You are hereby summoned to attend the Finance and Audit Committee Meeting of Cirencester Town Council, to be held at the Winstone Learning Centre, Corinium Museum, Park Street, Cirencester on Tuesday 27th February 2024 at 4.30pm



Andrew Tubb, Chief Executive Officer
21st February 2024

Agenda

1. **Apologies (4.30pm)**
To receive and consider approval of the apologies presented.
2. **Declarations of Interest (4.31pm)**
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. **Minutes of the Meeting (4.32pm)**
To approve the Minutes of the Finance and Audit Committee meeting held on 17th October 2023, as an accurate record.
4. **Matters Arising (4.35pm)**
To consider any matters arising not covered elsewhere on the Agenda.
5. **Public Participation (Standing Order 68 refers) (4.40pm)**
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.
6. **List of Payments (4.50pm)**
To receive and note the list of payments for the period 1st September 2023 to 31st December 2023.
7. **RFO Work Programme 2023-24 (4.55pm)**
To receive and note progress relating to the RFO's work programme for 2023-24.
8. **Finance and Audit Work Programme (5pm)**
To receive and note progress relating to the Finance and Audit Work Programme:
 - 8.1 to carry out a review of the systems of internal control in March 2024, Agenda Item 10 refers;
 - 8.2 to carry out a risk management review for recommendation to Council in June 2024, Agenda Item 11 refers;

- 8.3 to consider and approve the awarding of grants for 2023-24, carried out in October 2023, deferred grants and grants which required further information prior to being considered by the Committee are outlined at Agenda Item 9;
- 8.4 draft budget proposals and medium-term financial plan were considered in October 2023 and approved by Council in January 2024;
- 8.5 to ensure that the financial regulations (to be carried out in May 2024) and RFO work programme (carried out in June 2023) are up-to-date and fit for purpose;
- 8.6 a financial impact assessment, including issues relating to the level of general reserves was carried out as part of the medium-term financial plan update, as approved by Council in January 2024;
- 8.7 the Committee is asked to consider the preparation of a draft work programme for recommendation to Council in May, in respect of the 2024-25 municipal year.

9. Grant Support 2023- 24 (5.15pm)

To consider the deferred grant applications and an application which required further information before being considered.

10. Systems of Internal Control Audit (5.30pm)

- 10.1 To consider and approve the draft template for carrying out a review of the systems of internal control on the 19th March 2024;
- 10.2 To appoint a sub-group to carry out the review.

11. Risk Management Plan 2024 (5.40pm)

To review and update the risk management plan for recommendation to Council in June 2024.

12. All-Member Briefing and Wider Communication (5.59pm)

To consider and agree key items to be included in the all-member briefing note and any matter for wider communication via social media.

13. Correspondence (6pm)

Any other correspondence received in accordance with Standing Orders and the role and remit of the Finance and Audit Committee.

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. This meeting may be filmed by the Council for live and/or subsequent broadcast online at <https://www.youtube.com/channel/UCrNizX0bVb7HpmZZn5XtlwA> At the start of the meeting, the Chair will confirm if all or part of the meeting will be filmed. The footage will be on the YouTube channel indefinitely and may be used for training purposes within the Council. If you make a representation to the meeting you will be deemed to have consented to be filmed. By entering the meeting room, you are also consenting to be filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.
- 3. You can join us live via the Town Council's YouTube channel or you can watch the recording afterwards.
- 4. Members of the public are welcome to submit questions under public participation, in advance of the meeting via email, info@cirencester.gov.uk
- 5. Follow us on Facebook, Twitter and Instagram.

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FINANCE AND AUDIT COMMITTEE

MINUTES of the Meeting of the Finance and Audit Committee held on Tuesday 17th October 2023 at the C-Hub, Bingham House.

PRESENT: Councillor Mark Harris (Chair and Lead Member), Councillor Andy Jopp (Vice Chair), Councillor Sabrina Dixon, Councillor Sarah Orr (from the start of the meeting until 10.29am and from 10.30am until 11.04am) and Councillor Andrea Pellegram (from the start of the meeting until 10.32am and from 10.33am until the close of the meeting). Also, in attendance was Andrew Tubb, CEO and Kate Simpson, Financial Consultant.

FA1.24 Apologies

Apologies were received for personal reasons from Councillors Jenny Hincks and Nigel Robbins.

FA2.24 Declarations of Interest

Councillor Sabrina Dixon declared interests in the Churn Project and as an employee of Gloucestershire Rural Community Council, Councillor Mark Harris in the Bathurst Friendship, Councillor Andy Jopp in the Ashcroft Centre and Councillor Andrea Pellegram in the Steadings Community Management Trust.

FA3.24 Notes of Meeting

Members received and approved the Notes of the Finance and Audit Group Meeting held on 6th June 2023.

FA4.24 Matters Arising

None.

FA5.24 Public Participation

None.

FA6.24 List of Payments

The itemised list of payments for May, June, July and August 2023 were noted. The CEO agreed to ensure that greater clarity over the purpose of each payment would be provided within future lists of payment.

FA7.24 Income and Expenditure Update and Variance Report

It was noted that as a guide, income and expenditure should be around 50% of the estimated budget at the end of September i.e. the second quarter. There will be some variations in excess or below this where income or expenditure is based on annual invoicing such as membership subscriptions and receipt of the precept (council tax) or seasonal expenditure such as Advent. At the time of preparing the information, the month end reconciliation was in progress for the month of September and therefore the figures in the report excluded some September payments such as salary, national insurance and pension. An updated variance report will be reported to Council in November.

The Committee noted that 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 57.5% or below 42.5%.

Each budget line was colour coded in green for no action needed, amber for monitoring and red for required action. The CEO agreed to double check the information prior to updating for consideration by Council.



FA8.24 Bank Reconciliation Appointment

Cllr Orr was appointed to check and sign the monthly bank reconciliation statements up to and including the Annual Meeting of the Council in May 2024.

FA9.24 RFO Work Programme 2023-24

The updated RFO work programme for 2023-24 was noted.

FA10.24 Finance and Audit Work Programme 2023-24

The updated timetable was noted as follows:

- to carry out a review of the systems of internal control in March 2024;
- to carry out a risk management review for recommendation to Council in June 2024;
- to consider and approve the awarding of grants for 2023-24 in October 2023;
- to consider the draft budget proposals and medium-term financial plan for recommendation to Council in November 2023;
- to ensure that the financial regulations and RFO work programme are up-to-date and fit for purpose, ongoing;
- to carry out a financial impact assessment, including issues relating to the level of general reserves, incorporated in the budget estimates and medium-term financial plan, as well as the strategic review of green spaces.

FA11.24 Community Infrastructure Levy Annual Report 2022-23

The annual CIL report submitted to Cotswold District Council identified an accumulated fund of £4,698.25 which would be allocated in 2023-24 towards the Abbey Grounds toilets improvement.

FA12.24 External Audit Report 2022-23

The external audit report was noted; in the opinion of the auditor the information provided by the Town Council was in accordance with Proper Practices and no other matters has come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. Other matters not affecting the opinion of the Auditor were identified as drawing attention to weaknesses in relation to internal control objective D in respect of the level of reserves held. The auditor advised the Town Council to ensure that action is taken to address this area of weakness in a timely manner.

FA13.24 Internal Audit Report 2023-24

The CEO confirmed that the interim internal audit had been carried out and no significant areas of concern identified. The auditor's report will be published as part of the Council Agenda in November.

FA14.24 Grant Support 2023-24

Further to consideration it was **RESOLVED** that:

- [i] the Committee approved grants from an allocation of £14,946.25 to Allsorts Gloucestershire (£830 multi-year grant over 4 years), Cotswold Counselling (£2,500 multi-year grant over 4 years) We Grow You (£150), Living Memory Historical Association (£500 multi-year grant over 4 years) Hope for Tomorrow (£1,060), Hope Cirencester (£500 multi-year grant over 3 years), Scrubditch Care Farm (£1,500), Cirencester Signpost (£1,500), Corinium Talking News (£150), Cirencester Cricket Club (£200 multi-year grant over 4 years), The Door (£750), The Barn Project Orpheus (£2,500 multi-year grant over 2 years), The Churn (£500 multi-year grant over 4 years).
- [ii] the following grant applicants be recommended to Council for consideration, the level of grant being subject to budget availability Citizens Advice Stroud and Cotswold District, New Brewery Arts and Cirencester Opportunity Group.
- [iii] decisions relating to Mindsong, Charlie's and The Phoenix Charitable Trust be deferred for further consideration.
- [iv] the grant application relating to Velo Events Ltd be included in the budget estimates under twin-ning and tourism for 2024-25.



FA15.24 Budget Estimates 2024-25

Further to consultation with each lead officer and following an informal briefing of the Finance and Audit Committee in September, the first draft, estimated, budget for 2024-25 for recommendation to Council in respect of public consultation was considered by the Committee.

The CEO advised that additional analysis and evidence base would be prepared for the meeting of Council in November to support the estimates, specifically the proposed increases.

In considering the draft budget estimates various risks were identified relating to land and property ownership including the cost of maintaining and inspecting trees, the Norman Arch and Cottage and the Obelisk Community Rooms.

Other comments related to providing more detailed information to support the budget estimates, the funding and delivery of Cricklade Street improvements, S106 funding from the Steadings for town centre improvements, accruing a fund for future election costs charged by Cotswold District Council and increasing the twinning and tourism budget to incorporate the proposed Bathurst Friendship cycling event. **It was RESOLVED that the budget estimates be recommended in principle to Council, subject to greater granularity and separate commentary on the identified risks.**

FA16.24 Medium Term Financial Plan 2024-25

In considering the draft Medium Term Financial Plan (MTFP) for recommendation to Council, it was noted that the financial planning showed the impact of the financial decisions relating to 2024-25 over a four year period. The Band D info in the MTFP is based on the 2023-24 tax base of 7460; the impact for all Tax Bands and future projections will be calculated when the tax base for 2024-25 is available. The proposed increase in expenditure per annum from 2024 is based on a flat rate 5% year on year; income on a flat rate 2.5%.

In accordance with internal and external audit advice the MTFP facilitates immediate growth in the General Reserve; the impact of this on the precept and local council tax was discussed, alongside phasing in the growth; however, the Council has no capital funding for investment and/or major projects, and the importance of raising the precept now in order to build a foundation for establishing a capital fund from 2025-26 was noted. **It was RESOLVED that the Medium Term Financial Plan be recommended in principle to Council, subject to greater detail being provided on the issues discussed.**

FA17.24 NALC Model Financial Regulations Consultation

Further to consideration it was **RESOLVED that the CEO use delegated authority to draft a response on behalf of the Council in consultation with the Lead Member, Cllr Mark Harris.**

FA18.24 All-Member Briefing

It was agreed that the all member briefing should include reference to the identified risks, grants and increase in precept.

FA19.24 Correspondence

None.

Meeting closed at: 11:24am

Councillor Mark Harris
Chair

Agenda Item 6 - List of Payments

Schedule of Payments - September 2023				
	Date	Payee	Amount	Transaction Detail
1.	04/09/2023	Cotswold District Council	£214.00	Rates - Norman Arch
2.	04/09/2023	Cotswold District Council	£29.00	Rates Charter & Other Markets
3.	04/09/2023	Cotswold District Council	£85.00	Rates - Kingshill
4.	04/09/2023	Cotswold District Council	£688.00	Rates Offices
5.	04/09/2023	Cotswold District Council	£245.00	Rates Offices
6.	05/09/2023	Foxit Software inc.	£13.60	PDF Software
7.	05/09/2023	Canva.com	£99.99	Publishing Software
8.	06/09/2023	Allstar	£152.12	L & P Fuel
9.	06/09/2023	BrightHR Ltd	£118.80	HR Software
10.	06/09/2023	Vodafone	£348.77	Mobile Phones
11.	06/09/2023	Post Office	£37.20	Postage
12.	07/09/2023	Events Industry Forum Ltd	£30.00	The Purple Guide
13.	07/09/2023	Waitrose	£6.60	Refreshments
14.	08/09/2023	ProLX Productions	£10,752.00	Lighting - Phoenix Festival
15.	08/09/2023	Gloucestershire County Council	£11,753.64	Pension - August
16.	08/09/2023	HMRC	£15,047.20	PAYE - August
17.	08/09/2023	NEST	£22.08	Pension - August
18.	08/09/2023	International Bodyguard Assoc	£6,445.37	Security - Phoenix Festival
19.	11/09/2023	St John Ambulance	£38.34	First Aid Kit
20.	11/09/2023	Chapel Process Management Ltd	£125.00	H & S Support
21.	11/09/2023	Argos	£13.50	Kettle
22.	12/09/2023	Lex Autolease Ltd	£338.45	Vehicle Rental
23.	13/09/2023	Cotswold First Aid	£2,790.00	First Aid - Phoenix Festival
24.	14/09/2023	Amazon	£55.38	Office Equipment
25.	14/09/2023	Travis Perkins	£24.00	General Maintenance
26.	14/09/2023	Remote Asset Management Ltd	£89.94	Vehicle Tracking
27.	14/09/2023	Handelsbanken	£79.16	Bank Charges
28.	14/09/2023	S31 Ltd	£23.30	L & P Play Equipment Spares
29.	15/09/2023	BNP Paribas Leasing Solutions	£535.20	Kubota Mower Hire

30.	15/09/2023	BNP Paribas Leasing Solutions	£342.00	Kubota Mower Hire
31.	15/09/2023	The Patch Group Ltd	£6,232.32	Audio Provision - Phoenix Festival
32.	15/09/2023	DCRS Ltd	£494.44	Communications - Phoenix Festival
33.	15/09/2023	Converge Technology Ltd	£77.39	Renewal of Domain Name
34.	15/09/2023	Chandlers (Farm Equipment) Ltd	£553.18	Tractor Hire
35.	15/09/2023	Marks & Spencer PLC	£2.80	Refreshments
36.	18/09/2023	Corona Energy	£17.39	Electricity Market Place
37.	18/09/2023	Foxit Software inc.	£11.33	Software
38.	18/09/2023	SquareSpace	£32.87	Website Hosting
39.	18/09/2023	Currys Online	£139.94	IT Equipment
40.	20/09/2023	Allstar	£253.80	L & P Fuel
41.	20/09/2023	Cotswold Woollen Weavers	£442.92	LIC Stock - Scarves/throw
42.	20/09/2023	Tallis Amos Group	£1,128.36	Blower & Trimmer
43.	20/09/2023	Spot on Supplies Ltd	£1,319.88	Cleaning Supplies
44.	20/09/2023	Summer Breeze Stage Hire	£8,940.00	Stage Hire - Phoenix Festival
45.	20/09/2023	Society of Local Council Clerk	£416.00	Membership Fee
46.	20/09/2023	Riverside Players	£84.60	LIC Ticket Sales
47.	20/09/2023	Royal Mail Group Ltd	£41.50	Response Service
48.	20/09/2023	Readymade Catering Limited	£189.00	Refreshments - Civic Reception
49.	20/09/2023	Primary Water Solutions	£194.04	L8 Monitoring
50.	20/09/2023	PHS Group	£153.91	Sanitary Disposal
51.	20/09/2023	PFA Consulting	£990.72	Market Place Stage 6
52.	20/09/2023	Muse Productions	£31.00	LIC Sales - Muse Cards
53.	20/09/2023	Monarch Electrical Ltd	£30.00	Electrical work - Lights
54.	20/09/2023	Microshade Business Consultant	£1,738.35	IT Hosting
55.	20/09/2023	KJS Accountants Ltd	£3,107.60	Accounting Services
56.	20/09/2023	Kinch Fuel Oils Ltd	£1,188.79	L & P Fuel
57.	20/09/2023	ITEC Connect Ltd	£74.74	Copier Charges
58.	20/09/2023	Monahans	£290.40	HR Support
59.	20/09/2023	Grip Tyres	£35.00	MOT Test
60.	20/09/2023	Glos Association Parish & Town	£245.00	Member Training - Planning

61.	20/09/2023	Enerveo Limited	£607.46	Quarterly Maintenance
62.	20/09/2023	Cordee	£20.41	LIC Stock - Maps/Books
63.	20/09/2023	Cirencester Business Cleaning	£663.00	Cleaning
64.	20/09/2023	BXM Media Ltd	£39.98	Web Hosting Neighbourhood Plan
65.	20/09/2023	Brunel Surveys Ltd	£420.00	Survey - Norman Arch
66.	20/09/2023	BHIB Limited	£466.26	Additional Insurance
67.	20/09/2023	Atmosphere Publishing Ltd	£14.97	LIC Stock - Books
68.	20/09/2023	Alastair Currill Photography	£58.20	LIC Stock - Calendars
69.	20/09/2023	F H & J Alviti Ltd	£540.00	Machinery Hire
70.	20/09/2023	DJ Harrison Countryside Contra	£696.00	Tree Works - Abbey Grounds
71.	20/09/2023	Land Registry	£6.00	Land Search
72.	20/09/2023	The Bollard Man Ltd	£720.00	Replacement Bollards
73.	21/09/2023	ARGOS	£8.99	Office Supplies
74.	21/09/2023	Medisave	£190.66	First Aid Supplies
75.	22/09/2023	Eurocarparts	£70.47	L & P Vehicle Maintenance
76.	25/09/2023	BNP Paribas Leasing Solutions	£393.30	Kubota Mower lease
77.	25/09/2023	TotalEnergies Gas & Power Limited	£301.39	Gas - Kingshill
78.	26/09/2023	Playdale Playgrounds	£637.04	Playground Maintenance
79.	26/09/2023	Lucy Zodion LTD	£2,538.30	Replacement Power Box
80.	26/09/2023	DCRS Ltd	£120.00	Missing Communication Equipment
81.	26/09/2023	Britannia Construction Ltd	£28,968.20	Market Place Works
82.	27/09/2023	BNP PARIBAS LEASING	£636.00	Machinery Hire
83.	27/09/2023	Amazon	£84.95	Office Supplies
84.	27/09/2023	Allstar	£361.70	L & P Fuel
85.	28/09/2023	Amazon	£61.96	Office Supplies
86.	28/09/2023	Remote Asset Management Ltd	£52.80	Vehicle Tracking
87.	29/09/2023	Shogun Vehicle Leasing	£283.14	Vehicle Hire
88.	30/09/2023	Handelsbanken	£45.00	Bank Charges

Schedule of Payments - October 2023				
	Date	Payee	Amount Paid	Transaction Detail
1.	03/10/2023	Cotswold District Council	£214.00	Rates Norman Arch
2.	03/10/2023	Cotswold District Council	£29.00	Rates Charter & Other Markets
3.	03/10/2023	Cotswold District Council	£85.00	Rates Kingshill
4.	03/10/2023	Cotswold District Council	£688.00	Rates Offices
5.	03/10/2023	Cotswold District Council	£245.00	Rates Offices
6.	04/10/2023	Post office	£16.00	Postage
7.	05/10/2023	Vodafone	£348.91	Mobile Phones
8.	05/10/2023	BrightHR Ltd	£118.80	HR Software- August
9.	05/10/2023	Lynwood	£2.80	Refreshments
10.	05/10/2023	Marks and Spencer	£17.92	Refreshments
11.	09/10/2023	NEST	£6.79	Pension - September
12.	09/10/2023	Amazon	£254.81	Office Supplies
13.	09/10/2023	XEROX Finance	£418.10	Photocopiers Lease
14.	10/10/2023	Lex Autolease Ltd	£338.45	Vehicle hire
15.	10/10/2023	World of water	£329.99	Pond Liner
16.	11/10/2023	Allstar	£343.10	L & P Fuel
17.	11/10/2023	Cirencester Twinning Association	£315.60	LIC Sales - Twinning Calendars
18.	12/10/2023	Tudor Environmental Ltd	£222.79	General maintenance supplies
19.	12/10/2023	Trade UK Account	£847.32	General maintenance supplies
20.	12/10/2023	The Door Youth Project	£720.00	Lunchtime Sessions
21.	12/10/2023	Tallis Amos Group	£342.48	Vehicle Repair
22.	12/10/2023	Spot on Supplies Ltd	£598.73	AG Toilets - Cleaning
23.	12/10/2023	Restore Datashred	£76.80	Confidential Waste Collection
24.	12/10/2023	Primary Water Solutions	£194.04	L8- Monitoring -September
25.	12/10/2023	Play Gloucestershire	£1,483.13	After School Sessions
26.	12/10/2023	PKF Littlejohn LLP	£2,520.00	External Audit
27.	12/10/2023	PFA Consulting	£492.00	Project Management - Market Place

28.	12/10/2023	Peter Doggett	£112.50	Mentoring
29.	12/10/2023	Police and Crime Commissioner	£1,184.68	Replacement CCTV Equipment
30.	12/10/2023	PATA (UK)	£241.00	Payroll Services -September
31.	12/10/2023	Bath & North East Somerset Council	£500.00	Staff Training Data Protection
32.	12/10/2023	New Current Electrical Install	£96.24	Electrical Work
33.	12/10/2023	Network Connections UK Ltd	£4,194.00	St Michael's Park CCTV
34.	12/10/2023	HMRC	£15,177.25	HMRC - September
35.	12/10/2023	GCC Pension	£11,393.29	GCC Pension - September
36.	12/10/2023	Lister Wilder	£559.79	Lawnmower maintenance
37.	12/10/2023	Hall Laundry Services Ltd	£82.93	Laundry - Tablecloths
38.	12/10/2023	KJS Accountants Ltd	£2,957.60	Accounting Support - September
39.	12/10/2023	James Slater & Co	£885.00	Norman Arch Support
40.	12/10/2023	ITEC Connect Ltd	£127.95	Copier Charges
41.	12/10/2023	High Speed Training	£55.20	Staff Training
42.	12/10/2023	Glevum Security Ltd	£1,020.00	Locking Up Service
43.	12/10/2023	Gate Control Gear Ltd	£337.51	Gate Closer - Abbey Grounds Playground
44.	12/10/2023	Grip Tyres	£430.13	Vehicle Repairs
45.	12/10/2023	C P Jefferies	£158.49	Plumbing St Michael's Park
46.	12/10/2023	Cordee	£55.44	LIC Stock - maps
47.	12/10/2023	Council HR & Governance Support	£1,987.70	Council Support
48.	12/10/2023	The Churn Project	£100.00	Mayors Ticket to Charity Ball
49.	12/10/2023	Chapel Process Management Ltd	£130.00	H & S Support - October
50.	12/10/2023	Cotswold District Council	£672.00	Meeting Room Hire
51.	12/10/2023	BXM Media Ltd	£19.99	Web Hosting - Neighbourhood Plan
52.	12/10/2023	Brunel Surveys Ltd	£420.00	Norman Arch Survey
53.	12/10/2023	Auditing Solutions	£240.00	Charter Market Audit
54.	12/10/2023	Abbey Loos Ltd	£316.00	Toilet Hire - Kingshill
55.	12/10/2023	Alastair Currill Photography	£96.00	LIC Stock - Magnets, Coasters
56.	12/10/2023	Cirencester Business Cleaning	£663.00	Office Cleaning - September
57.	12/10/2023	Abbey Loos Ltd	£132.00	Toilets Hire - Kingshill
58.	12/10/2023	Eurolink Connect Ltd	£1,148.95	Comms Services

59.	12/10/2023	John Lewis	£659.98	Laptops x 2
60.	12/10/2023	Bath & North East Somerset Council	£100.00	CLRs Training Data Protection
61.	12/10/2023	A Maddock	£26.50	Volunteer Expenses
62.	13/10/2023	Remote Asset Management Ltd	£89.94	Fleet Tracking
63.	13/10/2023	Enerveo Limited	£181.00	Quarterly Maintenance
64.	13/10/2023	A&E Fire & Security Ltd	£311.81	Intruder Alarm Test Abbey Grounds Depot
65.	13/10/2023	UK Safety Management	£166.78	Electrical Testing Abbey Grounds Depot
66.	13/10/2023	Valley Trading Ltd	£712.00	Abbey Grounds Skip Hire
67.	13/10/2023	Chandlers (Farm Equipment) Ltd	£553.18	Tractor Hire
68.	13/10/2023	Bank Charges	£93.90	Bank Charges
69.	13/10/2023	Collins Diaries	£27.97	Stationery
70.	15/10/2023	BNP Paribas Leasing Solutions	£535.20	Kubota Mower Hire
71.	15/10/2023	BNP Paribas Leasing Solutions	£342.00	Kubota Mower Hire
72.	17/10/2023	Squarespace	£33.57	Squarespace Web hosting
73.	17/10/2023	Gardiner Sons	£7.49	General Supplies
74.	17/10/2023	Waitrose	£2.60	Refreshments
75.	17/10/2023	Corona Energy	£59.06	Electricity - Market Place
76.	19/10/2023	Who gives a Crap	£88.00	Toilet Rolls
77.	19/10/2023	Vital Skills	£450.00	Staff Training
78.	19/10/2023	Foxit Software inc.	£11.33	PDF Software
79.	19/10/2023	Amazon	£92.48	Snowman Trail Chains
80.	19/10/2023	Phoenix Health and Safety	£174.00	Staff Training Data
81.	19/10/2023	Total Energies Gas & Power 123	£343.27	Gas - Kingshill
82.	19/10/2023	Total Energies Gas & Power12328	£379.87	Electricity - Abbey Grounds Toilets
83.	24/10/2023	Total Energies Gas & Power 1232	£471.92	Electricity - Kingshill
84.	24/10/2023	Total Energies Gas & Power 123	£428.76	Electricity - St Michaels Park
85.	24/10/2023	Total Energies Gas & Power 1232	£414.55	Electricity - Abbey Grounds Depot
86.	24/10/2023	Hills Quarry Products Ltd	£49.28	General Maintenance Supplies
87.	25/10/2023	BNP Paribas Leasing Solutions	£393.30	Kubota Mower Lease
88.	25/10/2023	Amazon	£149.96	Office Supplies
89.	25/10/2023	Allstar	£95.82	L & P Fuel

90.	27/10/2023	BNP Paribas Leasing Solutions	£636.00	Equipment Hire
91.	27/10/2023	Remote Asset Management Ltd	£52.80	Fleet Tracking
92.	31/10/2023	Post office	£5.39	Postage
93.	31/10/2023	SSE Southern Electric	£1,142.23	Electricity
94.	31/10/2023	Shogun Vehicle Leasing	£283.14	Vehicle Leasing
95.	31/10/2023	Bank Charges	£48.00	Bank Charges October 23

Schedule of Payments for November 2023				
	Date	Payee	Amount	Transaction Detail
1	01/11/2023	SSE Southern Electric	£546.04	Electricity - Unmetered Supply
2	01/11/2023	UK Safety Management	£166.78	Pat Testing - Kingshill
3	01/11/2023	Sunbelt Rentals Ltd	£885.16	Equipment Hire - Phoenix festival
4	01/11/2023	Generation (UK) Ltd	£3,874.06	Equipment Hire - Phoenix festival
5	01/11/2023	David Viner, Website	£350.00	Website Update
6	01/11/2023	Charles Saunders Ltd	£516.96	L & P General Maintenance
7	01/11/2023	Allstar	£80.23	L & P Fuel
8	01/11/2023	Handlesbanken	£6.00	Bank Charges
9	01/11/2023	Southern Electric	£830.71	Electricity - Unmetered Supply
10	03/11/2023	Cotswold District Council	£214.00	Rates - Norman Arch
11	03/11/2023	Cotswold District Council	£29.00	Rates - Markets
12	03/11/2023	Amazon	£36.48	L & P Oil
13	03/11/2023	Cotswold District Council	£85.00	Rates - Kingshill
14	03/11/2023	Cotswold District Council	£688.00	Rates - Office
15	03/11/2023	Cotswold District Council	£245.00	Rates - Office
16	03/11/2023	NEST	£108.30	Pension
17	06/11/2023	Amazon	£44.95	Christmas Headbands
18	06/11/2023	Clothes2Order LTD	£117.96	Staff Uniform
19	07/11/2023	BrightHR Ltd	£118.80	HR Software
20	07/11/2023	Vodafone	£348.13	Mobile Phones
21	07/11/2023	Scrubditch Care Farm	£1,500.00	Grant Funding 23/24
22	07/11/2023	ProLX Productions	£3,516.00	Advent Outdoor Display
23	08/11/2023	Amazon	£19.98	Laminating Pouches
24	08/11/2023	Allstar	£124.37	L & P Fuel
25	08/11/2023	Amazon	£13.99	Wall repair patches
26	09/11/2023	Handelsbanken Plc	£6.00	Bank Charges
27	09/11/2023	Lex Autolease Ltd	£338.45	Vehicle Hire

28	10/11/2023	Kinch Fuel Oils Ltd	£1,326.24	Fuel - Depot
29	13/11/2023	Southern Electric	£43.99	Electricity - Abbey Grounds Toilets
30	13/11/2023	Gloucestershire County Council	£65.59	DBS Check
31	13/11/2023	Gloucestershire County Council	£131.18	DBS Checks
32	13/11/2023	Gardiner Haskins	£19.96	Batteries
33	14/11/2023	Rose and Reminisce	£95.20	LIC Sales - Candles
34	14/11/2023	Hills Quarry Products Ltd	£42.00	Aggregate
35	14/11/2023	Trade UK Account	£372.53	L & P PPE
36	14/11/2023	Chandlers (Farm Equipment) Ltd	£2,451.75	Tractor Hire
37	14/11/2023	WGS Power and Lighting	£11,118.78	Generator Hire - Phoenix Festival
38	14/11/2023	Sunbelt Rentals Ltd	£351.38	Equipment Hire - Phoenix Festival
39	14/11/2023	PHS Group	£362.12	Sanitary Disposal
40	14/11/2023	London Hearts	£3,049.20	Defib & Critical Bleed Kits
41	14/11/2023	Lister Wilder	£3,951.62	Vehicle - Service
42	14/11/2023	Cotswold First Aid	£837.60	First Aid Cover - Advent
43	14/11/2023	Cirencester Business Cleaning	£663.00	Cleaning - Oct
44	14/11/2023	Auditing Solutions	£600.00	Internal Audit
45	14/11/2023	AA Signs	£2,784.00	Road Closures - 2nd Mop Fair
46	14/11/2023	Abbey Loos Ltd	£132.00	Toilet Hire - Kingshill
47	14/11/2023	A & E Fire Equipment	£361.92	Security - Abbey Grounds Depot
48	14/11/2023	A & B Fencing Roofing Ltd	£600.00	Gate - 4 Acres
49	14/11/2023	Watt Plastics	£385.20	Christmas Tree Fencing
50	14/11/2023	Tudor Environmental Ltd	£113.40	L&P Hand wash dispenser
51	14/11/2023	Smiths (Gloucester) Limited	£630.00	Waste Collection Advent
52	14/11/2023	Eurolink Connect Ltd	£1,148.95	Comm. Services
53	14/11/2023	J Alexander	£265.20	LIC Sales -Mosaics
54	14/11/2023	PPL PRS Ltd	£1,623.46	PRS Licence - Various Events
55	14/11/2023	PFA Consulting	£492.00	Project Managment - Market Place
56	14/11/2023	PCC Cirencester	£60.00	Mayor's Christmas Tree
57	14/11/2023	PATA (UK)	£153.60	Payroll Services - Oct
58	14/11/2023	Peter Doggett	£112.50	Mentoring

59	14/11/2023	NABMA	£420.00	January Conference
60	14/11/2023	Love from Latton	£163.20	LIC Sales
61	14/11/2023	Muse Productions	£35.00	LIC Sales - Cards
62	14/11/2023	Microshade Business Consultant	£1,860.32	IT Hosting - Oct
63	14/11/2023	M Bradburn	£34.85	LIC Sales
64	14/11/2023	M Bond	£4.25	LIC Sales - Cards
65	14/11/2023	Lounge Design Limited	£595.51	Snowman trail leaflet
66	14/11/2023	Lighting and Illuminations	£13,389.79	Christmas Lights
67	14/11/2023	Gloucestershire County Council	£11,576.13	Pension
68	14/11/2023	L Wright Artist	£74.38	LIC Sales - Tea Towels
69	14/11/2023	KJS Accountants Ltd	£3,350.40	Accountancy Support
70	14/11/2023	K Ballard	£80.33	LIC Sales
71	14/11/2023	J Parkers Dutch Bulbs Ltd	£560.40	Bulbs - Phoenix Gardeners
72	14/11/2023	Monahans	£534.00	H R Support
73	14/11/2023	HMRC	£14,929.35	PAYE & NI
74	14/11/2023	Grip Tyres	£251.00	Vehicle Maintenance
75	14/11/2023	Generation (UK) Ltd	£274.80	Equipment Hire - Phoenix Festival
76	14/11/2023	Glos. Association Parish & Town Councils	£135.00	Councillor Training
77	14/11/2023	Ermin Plant Ltd	£32.40	Machinery Hire
78	14/11/2023	Customcard Ltd	£12.60	Photo ID Card
79	14/11/2023	C Pywell Art	£22.10	LIC Sales - Cards
80	14/11/2023	Cotswold Bees	£190.80	LIC Stock - Honey
81	14/11/2023	Corinium Safety Solutions Ltd	£2,400.00	H&S Consultant - Mop fair
82	14/11/2023	Cordee	£115.82	LIC Stock - Books & Maps
83	14/11/2023	Cobalt Health	£46.80	LIC Sales - Cards
84	14/11/2023	Cirencester College	£50.00	Award Sponsorship
85	14/11/2023	Cotswold Sparrow Design Ltd	£1,344.00	Advert
86	14/11/2023	Cirencester Male Voice Choir	£234.00	LIC Ticket Sales
87	14/11/2023	BXM Media Ltd	£19.99	Web Hosting - Neighbourhood Plan
88	14/11/2023	Brunel Surveys Ltd	£420.00	Norman Arch re Survey
89	14/11/2023	Handlesbanken	£58.00	Bank Charges

90	14/11/2023	Real Christmas Tree Ltd	£3,300.00	Christmas Tree
91	14/11/2023	Latus Group (UK) LTD	£165.00	Flu Vouchers
92	14/11/2023	Handlesbanken	£68.32	Bank Charges
93	15/11/2023	Allstar	£157.18	L & P Fuel
94	15/11/2023	Remote Asset Management Ltd	£89.94	Fleet Tracking
95	15/11/2023	BNP Paribas Leasing Solutions	£535.20	Mower Lease
96	16/11/2023	Amazon	£38.26	Office Supplies
97	17/11/2023	Midlands Building & Maintenance	£4,623.66	Drainage Works - Abbey Grounds Toilets
98	17/11/2023	Greenway Training Limited	£840.00	Staff Training
99	17/11/2023	Corona Energy	£209.89	Electricity Market Place
100	17/11/2023	Bingham Library Trust Ltd	£7,742.72	Rent and Service charge
101	17/11/2023	Squarespace	£32.81	Website fee
102	20/11/2023	Tsl Engraving Ltd	£20.00	Brass Plaque
103	20/11/2023	Gloucestershire County Council	£65.59	Staff DBS Check
104	20/11/2023	Cotswold Woollen Weavers	£204.00	LIC Stock - Throws
105	20/11/2023	T J Sansum	£237.82	Gravel - St Michael's Park Repairs
106	20/11/2023	BNP Paribas Leasing Solutions	£342.00	Kubota Mower Lease
107	20/11/2023	Foxit Software inc.	£11.33	PDF software
108	20/11/2023	S3I LTD	£56.71	General Maintenance Supplies
109	21/11/2023	Total Energies Gas & Power 123	£374.18	Gas - Kingshill
110	22/11/2023	Amazon	£38.48	Refreshments
111	22/11/2023	Allstar	£93.09	L & P Fuel
112	23/11/2023	TotalEnergies Gas & Power	£781.34	Electricity - St Michael's Park
113	23/11/2023	TotalEnergies Gas & Power	£122.95	Electricity - Abbey Grounds Toilets
114	23/11/2023	TotalEnergies Gas & Power	£819.87	Electricity - Kingshill Sports Development
115	23/11/2023	TotalEnergies Gas & Power	£292.62	Electricity - Abbey Grounds Depot
116	23/11/2023	Amazon	£14.98	L & P General
117	24/11/2023	BNP Paribas Leasing Solutions	£393.30	Mower Lease
118	24/11/2023	Handlesbanken	£5.00	Bank Charges
119	27/11/2023	Total Energies Gas & Power	£1,056.70	Electricity - Church floodlighting
120	27/11/2023	Argos	£18.99	Cable reel

121	27/11/2023	BNP Paribas Leasing Solutions	£636.00	Vehicle - Hire
122	27/11/2023	Amazon	£35.89	Refreshments
123	29/11/2023	Remote Asset Management Ltd	£52.80	Fleet Tracking
124	29/11/2023	Local Information Centre	£22.00	Civic Gift
125	29/11/2023	Gardiner Haskins	£8.49	Office Supplies
126	30/11/2023	Shogun Vehicle Leasing	£283.14	Vehicle Leasing
127	30/11/2023	Tudor Environmental Ltd	£30.73	Toilet Roll Dispenser

Schedule of Payments December 2023				
	Date	Payee	Amount	Transaction detail
1	01/12/2023	SSE Energy	£51.12	Electricity - St John's Chantry
2	04/12/2023	Cotswold District Council	£214.00	Rates - Norman Arch
3	04/12/2023	Cotswold District Council	£29.00	Rates - Charter/Other Markets
4	04/12/2023	Cotswold District Council	£85.00	Rates - Kingshill
5	04/12/2023	Cotswold District Council	£688.00	Rates - Offices
6	04/12/2023	Cotswold District Council	£245.00	Rates - Offices
7	04/12/2023	Savers	£5.39	Office Supplies
8	05/12/2023	Cotswold Lakes Brew Co Ltd	£372.00	Meeting Venue - Networking/Development
9	05/12/2023	Pulham & Sons (Coaches) Ltd	£225.00	Transport - Networking/Development
10	05/12/2023	The Cotswold Range	£400.00	Staff Networking/Development
11	05/12/2023	Cotswold Archaeology Ltd.	£1,197.60	Archaeology Monitoring
12	05/12/2023	Steve Floyd	£210.00	Pest Control - Kingshill
13	05/12/2023	Circus Antics Entertainment	£1,510.00	Advent Street Entertainment
14	05/12/2023	Chapel Process Management Ltd	£250.00	H & S Support - Dec
15	06/12/2023	SSE Energy Solitions	£52.83	Electricity - St John's Chantry
16	06/12/2023	Peter Doggett	£350.00	Staff Training
17	06/12/2023	Vodafone	£345.76	Mobile Phones
18	07/12/2023	Marks & Spencer PLC	£30.35	Meeting Refreshments -Advent
19	07/12/2023	BrightHR Ltd	£118.80	HR Software
20	07/12/2023	Freedom Leisure	£275.46	Meeting Room Hire
21	07/12/2023	J C Tye & Son	£163.20	General maintenance
22	07/12/2023	Trade UK Account	£714.76	Pest Control - Market Place
23	07/12/2023	The Door Youth Project	£750.00	Grant Funding 23/24
24	07/12/2023	The Churn	£500.00	Grant Funding 23/24
25	07/12/2023	Corinium Talking News	£150.00	Grant Funding 23/24
26	07/12/2023	Stroud Choral Society	£409.50	LIC Ticket Sales
27	07/12/2023	Stonehill Office Right	£65.79	Laminating Pouches
28	07/12/2023	Cirencester Signpost	£1,500.00	Grant Funding 23/24
29	07/12/2023	Same Difference Arts CIC	£5,160.00	Advent Street Entertainment

30	07/12/2023	Eurolink Connect Ltd	£1,162.56	Comms Services
31	07/12/2023	S Williams	£55.70	Volunteer Expenses
32	07/12/2023	Restore Datashred	£85.63	Confidential Waste
33	07/12/2023	Reardon Publishing	£51.54	LIC Stock - Books
34	07/12/2023	Ciren (1924) Branch Royal British Legion	£27.50	Remembrance Wreath
35	07/12/2023	Primary Water Solutions	£194.04	L8 Monitoring
36	07/12/2023	Powell's Educational Foundation	£5.00	Rent - Trinders Garden
37	07/12/2023	PATA (UK)	£451.00	Payroll Services
38	07/12/2023	Oakey Bear	£4,631.25	Snowman for Trail
39	07/12/2023	Newsquest	£156.00	Advent - Advertising
40	07/12/2023	Network Connections UK Ltd	£1,584.00	CCTV Maintenance Nov - Jan
41	07/12/2023	Monarch Electrical Ltd	£48.00	IT Network Issues
42	07/12/2023	Microshade Business Consultant	£1,874.72	IT Support
43	07/12/2023	The Living Memory Historical Asso.	£500.00	Grant Payment 23/34
44	07/12/2023	Line One	£230.00	Strimmer Service
45	07/12/2023	Kinch Fuel Oils Ltd	£1,168.01	L & P Fuel - Depot
46	07/12/2023	Keystone Conference & Event Management	£20,558.34	Advent Production
47	07/12/2023	Joanne Hurst - We Grow You	£150.00	Grant Funding 23/24
48	07/12/2023	James Slater & Co	£2,160.00	Project Support - Norman Arch
49	07/12/2023	J Parkers Dutch Bulbs Ltd	£132.00	Bulbs
50	07/12/2023	ITEC Connect Ltd	£283.85	Photocopier Charges
51	07/12/2023	Monahans	£1,218.00	HR Support
52	07/12/2023	Hope for Tomorrow	£1,060.00	Grant Funding 23/34
53	07/12/2023	Hope Cirencester	£500.00	Grant Funding 23/24
54	07/12/2023	High Speed Training	£231.60	Staff Training
55	07/12/2023	The Heart of a Garden Ltd	£175.20	LIC Stock - Cards
56	07/12/2023	Glasdon UK Ltd	£384.24	Waste Bin
57	07/12/2023	Cirencester Cricket Club	£200.00	Grant Funding 23/24
58	07/12/2023	Cotswold Friends	£1,000.00	Grant Funding 23/34
59	07/12/2023	Cotswold Counselling	£2,500.00	Grant Funding 23/24
60	07/12/2023	Clear Insurance Management Ltd	£1,451.01	Fleet Insurance

61	07/12/2023	Cirencester Civic Society	£30.00	LIC Stock - Town Walks
62	07/12/2023	Cirencester Opportunity Group	£3,000.00	Grant Funding 23/24
63	07/12/2023	Citizens Advice	£4,140.00	Grant Funding 23/24
64	07/12/2023	Brunel Surveys Ltd	£420.00	Structural Survey Norman Arch
65	07/12/2023	Brewery Arts	£1,250.00	Grant Funding 23/24
66	07/12/2023	The Barn Theatre	£2,500.00	Grant Funding 23/24
67	07/12/2023	AquAid (Midlands & South Wales)	£605.76	Water Cooler Annual Rental
68	07/12/2023	Allsorts Gloucestershire	£830.00	Grant Funding 23/24
69	07/12/2023	AA Signs	£1,392.00	Advent Road Closures
70	07/12/2023	Handlesbanken	£63.00	Bank Charges
71	07/12/2023	Bamboo House Publishing Ltd	£480.00	Town Guide
72	07/12/2023	Medisave	£56.14	First Aid Supplies
73	08/12/2023	A & E Fire Equipment	£311.81	Fire Alarm service
74	08/12/2023	Nest	£50.15	Nest Pension
75	08/12/2023	Gloucestershire LGPS	£17,582.68	Pension
76	08/12/2023	HMRC	£26,326.87	HMRC
77	08/12/2023	Helpful Hands Services Ltd	£1,056.00	Office Cleaning - Nov
78	08/12/2023	David Viner, Website	£75.00	Website Updates
79	08/12/2023	Cotswold Sparrow Design Ltd	£216.00	Consultation Advert
80	08/12/2023	Handelsbanken	£6.00	Bank Charges
81	08/12/2023	Marks & Spencer PLC	£32.50	Refreshments
82	08/12/2023	Latus Group (UK) LTD	£554.40	Audiometry & HAV Tests
83	11/12/2023	Lex Autolease Ltd	£338.45	Vehicle Hire
84	13/12/2023	Eurocarparts	£13.18	Light Bulbs
85	13/12/2023	Allstar	£210.34	L & P Fuel
86	14/12/2023	Remote Asset Management Ltd	£89.94	Vehicle tracking
87	14/12/2023	Handlesbaken	£64.56	Bank Charges
88	14/12/2023	Who Gives	£88.00	Toilet Rolls
89	15/12/2023	BNP Paribas Leasing solutions	£535.20	Ride on Mower Hire
90	15/12/2023	C Hicks	£1,038.54	Clerk - Bingham Library Trust
91	15/12/2023	Gardiner Haskins	£11.33	Cleaning Supplies

92	15/12/2023	Amazon	£112.91	Refreshments
93	18/12/2023	BNP Paribas Leasing	£342.00	Mower Hire
94	18/12/2023	Squarespace	£32.13	Website Hosting
95	19/12/2023	Foxit Software inc.	£11.33	PDF software
96	20/12/2023	Cirencester Local Information Centre	£3.99	Civic Gift
97	21/12/2023	Amber Audio	£2,623.20	Advent Sponsored items
98	21/12/2023	Abbey Loos Ltd	£132.00	Toilet Hire Kingshill
99	21/12/2023	Yellow Publications	£53.20	LIC Stock - Maps
100	21/12/2023	Freedom Leisure	£283.20	Meeting Room Hire & Refreshments
101	21/12/2023	Tudor Environmental Ltd	£88.20	Tree Stump Control
102	21/12/2023	Trade UK Account	£104.98	PPE - Boots
103	21/12/2023	SSE Southern Electric	£945.74	Unmetered supply - Abbey Grounds
104	21/12/2023	Spot on Supplies Ltd	£194.84	Abbey Toilets Supplies
105	21/12/2023	Readymade Catering Limited	£239.40	Meeting - refreshments
106	21/12/2023	ProLX Productions	£157.80	Electrical Supplies - Advent
107	21/12/2023	PATA (UK)	£354.80	Payroll Services Nov
108	21/12/2023	Notice Me	£325.02	Notice Boards
109	21/12/2023	Muse Productions	£45.00	LIC Stock - Cards
110	21/12/2023	Microshade Business Consultant	£1,874.72	IT Support
111	21/12/2023	McCarthy Marland (Recycling) Ltd	£356.00	Abbey Grounds Depot - Skip
112	21/12/2023	KJS Accountants Ltd	£687.60	Accounts Support
113	21/12/2023	Monahans	£290.40	H R Support - Dec
114	21/12/2023	Cotswold Lakes Brew Co Ltd	£50.25	Staff Event - refreshments
115	21/12/2023	Cotswold Archaeology Ltd.	£2,250.00	Archaeological Watching Abbey Grounds Toilets
116	21/12/2023	Cotswold Sparrow Design Ltd	£216.00	Advertising
117	21/12/2023	CIA Fire and Security Ltd	£265.20	Annual Keyholding - Depot
118	21/12/2023	Chandlers (Farm Equipment) Ltd	£553.18	Tractor Hire - Dec
119	21/12/2023	BXM Media Ltd	£39.99	Domain Name - Neighbourhood Plan
120	21/12/2023	Brunel Surveys Ltd	£420.00	Survey Data Norman Arch
121	21/12/2023	Bath & North East Somerset Council	£1,500.00	Annual Data Protection Support
122	21/12/2023	S Dixon	£331.49	Expenses

123	21/12/2023	Gardiner and Son	£1,860.00	Repay as sent to CTC in error
124	22/12/2023	Timpsons	£28.50	Keys for Norman Arch
125	22/12/2023	Corona Energy	£143.36	Electricity - Market Place
126	22/12/2023	Petty Cash	£190.00	Petty Cash
127	27/12/2023	BNP Paribas Leasing Solutions	£636.00	Kubota Hire
128	27/12/2023	BNP Paribas Leasing Solutions	£393.30	Mower Hire
129	27/12/2023	SSE Energy Solutions	£51.13	Electricity- St John Chantry
130	27/12/2023	Total Energies Gas & Power	£404.33	Gas Kingshill
131	28/12/2023	Total Energies Gas & Power	£111.95	Electricity - Abbey Grounds Toilets
132	28/12/2023	Total Energies Gas & Power	£737.19	Electricity - Kingshill
133	28/12/2023	Total Energies Gas & Power	£379.02	Electricity - St Michael's Park
134	28/12/2023	Total Energies Gas & Power	£786.29	Electricity - Abbey Grounds Depot
135	28/12/2023	Total Energies Gas & Power	£787.67	Electricity - Church Flood Lighting
136	28/12/2023	Trainline	£129.36	Travel - Nabma Conference
137	29/12/2023	Shogun Vehicle Leasing	£283.14	Vehicle Hire
138	29/12/2023	Handelsbanken	£28.00	Bank Charges
139	31/12/2023	Handelsbanken	£1.00	Bank Charges

Agenda Item 7

RFO Work Programme 2023-24 [updates and info to note shown in red]

Date (Lead Officer)	Task	Notes	Task Update
July 2023 October 2023 January 2024 May 2024 (RFO)	Income and expenditure statements are to be prepared at the end of each financial quarter along with a variance report which provides an explanation of material variances. The Town Council's Financial Regulations defines 'material' as in excess or below 15% of the total service budget. Deposit credit ratings are checked at the same time.	To be circulated to all Members as soon as practicable after each quarter. Year End to be e-mailed to Cllrs on/before Council agenda dispatch in June.	July 2023 1 st Qtr circulated to all members 07/07/23 2 nd Qtr reported to Finance and Audit Committee 17/10/23 and to Council on 14/11/23 3 rd Qtr reported to Council 23/01/24
August 2023	Follow up F&A meeting, prep detailed F&A report for informal consideration; arrange informal meeting for Sept		Completed early September
September 2023	E-mail all Councillors and ask to ensure Register of Interests are up-to-date.		E-mailed all Councillors 01/09/2023
September 2023	Check stock list and procedures for LIC.		Checked as part of Office Services Catch Up 21/09
September 2023 (All SMT)	To review income and expenditure.	Circulate income and expenditure information for each service area to respective Lead Officers and Lead Members to review. Detailed itemised reports available on request to view cost centres which are not within budget and to ensure that income targets are on track.	E-mailed LMs and Los 25/09/23
September 2023 (RFO)	Bad Debt	Check year end list of debtors; report any unpaid debt to Finance and Audit Committee in October, for consideration by Council in November.	Bad debt review; no significant new issues to report
September 2023 (RFO)	To prepare draft budget estimates and arrange public consultation for formal approval by Council no later than 31 st January. Consult with Lead Member for Finance and Audit.	In accordance with the Financial Regulations, any committee or group which has identified additional expenditure needs for the forthcoming financial year should provide details to the RFO no later than end of September for consideration by the Finance and Audit Committee in October.	Informal Briefing held in September; detailed prep early October

Date (Lead Officer)	Task	Notes	Task Update
October 2023 (RFO)	To update the risk management plan following consideration by Council in June and ensure that actions and review are undertaken by the Finance and Audit Committee.		Risk Management Plan being updated to include a scored impact/likelihood RAG (red amber green) rating; action includes reviewing the VAT risk categories; next review Feb 2024
October 2023 (RFO)	To review and update the Medium-Term Financial Plan.		Draft update considered by Finance and Audit on 17/10 for Council 14/11
October 2023 (RFO)	Finance and Audit Committee Meeting 17 th October 2023.	Prep and dispatch agenda and reports w/c 02/10; including list of payments, audit reports and grants.	Prepared w/c 04/10; Minutes and briefing notes drafted
October 2023 (RFO)	Assess financial impact of priority project decisions made by Council		Formed part of informal briefing held in September and reflected in the strategic review of green spaces
November 2023 (RFO)	To check payment schedules.	To ensure that payment schedules are signed by two Councillors and list of individual payments considered by Finance and Audit Committee.	Checked by e-mail 14/12/23
December 2023 (All SMT)	To review income and expenditure.	Circulate income and expenditure information for each service area to respective Lead Officers and Lead Members to review. Detailed itemised reports available on request for cost centres not within budget and to ensure that income targets are on track.	Followed up by e-mail 14/12/23
January 2024 (RFO/Deputy CEO)	Ensure training has been provided for staff and Councillors on fraud and corruption.		In progress
January 2024 (RFO)	Income and Expenditure Review and Variance Report	April to December 2023.	Actioned with Council Agenda for January

Date (Lead Officer)	Task	Notes	Task Update
February 2024 (RFO)	Finance and Audit Committee Meeting	<p>Prep and dispatch agenda and reports; including to carry out a review of finance related policies inc. regs, and a risk management review for recommendation to Council in June 2024.</p> <p>To agree the template and scope for the internal control audit in March; establish sub-group to undertake the audit.</p> <p>All in consultation with Corporate Governance and Personnel Group.</p>	Actioned 20/02/24
February 2024 (All SMT)	To review purchases	Each Lead Officer and Lead Member is to review purchases for the year to-date to ensure added value of local purchasing which is of clear social benefit, e.g. through employment or social enterprise and of environmental benefit through type of materials and minimising impact on CO2 emissions.	Lead Officers and Lead Members e-mailed 02/02/24; responses due no later than 01/03/24
March 2024 (RFO)	Systems of Internal Control Audit	Prep and dispatch audit template in February for the member-led audit.	Preparations in progress to be supported by Kate and Johan
April 2024 (RFO and All SMT)	Asset Register	All senior staff are to review and update the asset register as part of the year end accounts process.	
April 2024 (RFO)	Financial Regulations	Ensure that the financial regulations and RFO work programme are up-to-date and fit for purpose.	
April 2024 (RFO)	Finance and Audit Committee Meeting	Prep and dispatch agenda and reports; including Financial Regulations and allocation and administration of grant funds for 2024-25.	
April 2024 (RFO)	E-mail all Councillors and ask to ensure Register of Interests are up-to-date		
May 2024 (RFO)	Bank Signatories	Check that signatories are up-to-date and credit checks have been carried out.	
May 2024 (RFO)	Income and Expenditure Review and Year End Variance Report	April 2023 to March 2024.	

May 2024 (RFO)	Prep for Finance and Audit Committee in June		
June 2024 (RFO)	Year End Accounts and Finance Reports for Council (i.e. year-end internal and external audit requirements)	Ensure that F&A Committee briefed in advance of the June Meeting of Council.	
June 2024 (RFO)	External Audit	Prep AGAR and public notices.	
June 2024 (RFO)	PREP NEW WORK PROGRAMME FOR 2024-25		

	Applicant	Information and Update (supporting information provided under separate cover)	Recommendation
1.	Mindsong	<p>This application was deferred, subject to receipt of the 2022 accounts, more detailed information relating to overhead costs and estimate of hall hire costs for 2024. This information has now been received.</p> <p>Mindsong is a vital resource for people in Cirencester with Dementia. It not only offers a creative and joyous session but it provides advice to carers and space to talk.</p> <p>The grant is to enable funding for the Cirencester Sing 2 Remember Group based at Ashcroft Church. The group meets in Cirencester twice a month and is attended by an average of 40 people.</p> <p>Hall hire costs are estimated at £3,000. Others costs include £80 plus travel per session for the group leader plus administration and management overheads.</p>	£1,250
2.	The Phoenix Charitable Trust	<p>This application was deferred, subject to references being taken up and clarification of contributory funding from the Trust, i.e. location and estimated room hire cost, estimated number of clients from within Cirencester, and how much clients would be expected to self-fund.</p> <p>The project has since been reviewed and revised to bring mindfulness into the local community to support peoples' health and wellness. This information is provided under separate cover.</p> <p>Total estimated cost: £13k</p>	£960
3.	Charlie's	<p>This application was deferred, subject to references and confirmation of number of families accessing the service, and estimated hall hire costs for 2024.</p> <p>Charlie's Cancer Support and Therapy Centre is based in Gloucester providing free holistic therapies and support to anyone affected by Cancer. Charlie's in Cirencester opened in October 2022 at Bingham Hall and operates sessions every other week. The group is led by volunteers and the costs come from hiring the hall and the refreshments.</p> <p>Estimated number of families: 180 Hall hire costs for the year: £1,928</p>	£964

	Applicant	Information and Update	Recommendation
4.	Sportily	<p>This application was deferred, subject to references being taken up and clarification if any activities or services provided are not evangelical; whilst the Council is supportive of faith-based organisations in meeting local needs, due to our grants being publicly funded we do not fund activities which exclusively evangelise. This information has now been received.</p> <p>This one-off grant is to purchase portable fitness and exercise equipment which will be used for family and community fitness sessions in the public spaces of Cirencester. Sportily will be able to deliver a wide range of fun and adaptable activities for all ages. Sportily cover the costs of running the sessions including staffing, insurance and operating costs.</p> <p>The sessions will follow the Sportily motto of being #OpenToAll and will be designed to encourage local families to join in and #GivItAGo regardless of their experience or skill level.</p>	£1,223.98
5.	Parochial Church Council	<p>CTC was notified in advance of this application. Whilst supporting information was received, the application was not available when the Committee considered the grant requests in October. The PCC is asking for £5,000 per annum for two years to support the repairs and renovation of the courtyard and path to the Closed Church Yard.</p> <p>This is a project with several phases:</p> <ul style="list-style-type: none"> a) repairs to the courtyard east of the church. This is a small area which the adjoining path connects the Market Place with the churchyard. The project has included removing the refuse bins which were highly visible and unsightly presence near to the significant centre of town, from the Market Place. b) to repair the path connecting the courtyard to the east of the church with the churchyard. This is a health and safety issue. c) to repair the stone wall and improve the drainage in the courtyard to prevent flooding. d) creation of a bin store to house the waste bins. <p>Whilst the total cost of the overall scheme is approximately £200k, some of the work (e.g. C and D) remain the responsibility of the PCC and none of the grant from CTC would be used towards those elements of the work.</p>	£2,500



Agenda Item 10.1 – Systems of Internal Control Audit 2023-24 '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 Committee 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 2023 Refers		
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		
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 2023 Refers		
1.4 Has the Council provided the public with an opportunity to inspect the accounts and ask questions?	External Audit 2023 refers		
1.5 Has the Council documented financial and other risks and dealt with them properly?	Risk Management Plan refers		
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 Committee and Council		
1.7 Has the Council responded to any matters brought to its attention by the internal or external auditor?	Internal Audit: general reserves External Audit: general reserves		
1.8 Has the Council considered the financial impact of its business activity over the past 12 months?	Information briefing held in September 2023, Budget Estimates and MTFP considered by Council in January 2024.		

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		
1.10 Have the recommendations raised in last year's review been actioned or addressed?	Information was provided to Finance and Audit for 2022-23 showing a breakdown of basic salary, overtime, expenses and remuneration for all staff.		
2. Governance Documents			
2.1 Does the Council have formally adopted Standing Orders and Financial Regulations?	Standing Orders updated and adopted by Council May 2023 and Financial Regulations updated and adopted in June 2023.		
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 2023, respectively by the Corporate Group and Finance & Audit Group.		
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 added after June 2023 meeting of Council.		
2.4 Does the Council have an appointed Responsible Financial Officer?	The CEO is the designated RFO for the Council.		
2.5 Has the Council segregated duties for financial control?	Financial Regulations and Standing Orders refer.		

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?	Cross-reference with internal audit reports.		
3.2 Has VAT on payments been identified, recorded and reclaimed?	Cross-reference with internal audit reports.		
3.3 Has the Council considered the risk management plan over the past 12 months?	Council June 2023. Finance and Audit Committee February 2024.		
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 through accountancy support, as well as the RFO. A list of all individual payments made is checked by the Finance and Audit Committee.		
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 through accountancy support, as well as the RFO. A list of all individual payments made is checked by the Finance and Audit Committee.		
3.6 Is the current list of authorised bank signatories compliant with the Town Council's Financial Regulations?	Bank signatories have been reviewed. Banking arrangements transferred from Barclays to Handelsbanken.		
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?			

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
4. Budgetary Control			
4.1 Do officer reports and recommendations to Council include the financial implications to ensure effective decision making?	Cross-refer sample selection of reports.		
4.2 Did the Council prepare budget estimates for 2023-24 on which it based the precept?	Council considered and approved estimates including public consultation at meetings in November 2022 and January 2023.		
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.		
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.		
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?	<p>The MTFP shows the estimated income and expenditure over a short-term period alongside the projected year end availability of funds.</p> <p>In 2023 it was noted that whilst no formal recommendation was made, the Council did need to consider the financial impact of its decision making and to ensure it built an appropriate level of reserve.</p>		
5. Cash and Income Controls			
5.1 Does the precept approved by the Council for 2023-24, agree with the notification issued to Cotswold District Council and has the whole precept been received?			

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
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.		
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.		
5.4 Are petty cash payments supported by receipts, recorded and checked?	Petty cash vouchers for 2023-24 to be checked by RFO.		
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.		
5.6 Is petty cash reimbursed in accordance with the Council's Financial Regulations?	Petty cash checked by RFO.		
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.		
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.		
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.		

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
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 Committee.		
7. Asset Controls			
7.1 Does the Council maintain a register of all material assets owned or in its care?	see Council June 2023.		
7.2 Has the asset register been reviewed and considered by Council over the last 12 months?	see Council June 2023.		
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 is in progress prior to renewal.		
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		
8.2 Is bank reconciliation carried out regularly for all bank accounts, checked and signed by a Councillor in accordance with Financial Regulations?	Arrangements in hand for Cllr Orr to check and sign bank recs for 2023-24.		
9. Audit and Year-end Procedures			
9.1 Were all public notices prepared and displayed in accordance with the year-end audit for 2022-23?	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.		

Question	Notes and Evidence:	Answer	Recommendation for Action (if required)
9.2 Were the accounts for 2022-23 prepared by an independent accountant and approved by Council?	DCK Accounting Solutions Ltd. Approved in June 2023.		
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 2023 and submitted by the CEO within the deadline of 3 rd July 2023.		
9.4 Did the Council consider each of the interim internal audit reports and the year-end internal audit report?	Insert Council Dates		

General comments:

Date of Review: March 2024

Signed: Finance and Audit Committee

Agenda Item 11

Cirencester Town Council Risk Management Plan 2024-25

The risk management plan was last approved by Council in June 2023. It is reviewed and updated by the Finance and Audit Committee as part of the systems of internal control audit reported to Council as at June 2024. 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. The Action Plan, relates to areas of risk scheduled to be reviewed in 2024-25.

Each risk is assessed on the impact and likelihood of occurrence and given a score.

	LIKELIHOOD	Remote	Seldom	Likely	Probable
IMPACT		1	2	3	4
Negligible	1	1	2	3	4
Minor	2	2	4	6	8
Temporary	3	3	6	9	12
Major	4	4	8	12	16

If a risk has a score of between **1 and 3** this is acceptable and will be overseen.

If a risk has a score of between **4 and 8** this needs to be kept under review alongside mitigation.

If a risk has a score of between **9 and 16** action needs to be taken immediately to avoid the risk.

Corporate Governance and Personnel - Lead Officer – Deputy Chief Executive Officer

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Risk Score	Management of Risk	Review Action and Tracking
Precept	Adequacy of precept for the Council to carry out its duties	Seldom 2	Temporary 3	6	<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 Professional accountant in post; advisory role to Finance and Audit Lead Member for Finance appointed Estimating service expenditure under review, with new systems in place Level of general reserves reviewed 	
Financial Records	Inadequate records and poor systems of internal control	Seldom 2	Temporary 3	6	<ul style="list-style-type: none"> Regular independent internal audit Annual external audit Member led systems of internal control audit Up-to-date Financial Regulations 	
Value Added Tax (VAT)	Inadequate records and poor systems of internal control leading to inaccurate/no VAT refund claims	Seldom 2	Temporary 3	6	<ul style="list-style-type: none"> VAT included in financial software package Financial Regulations reference VAT Member led systems of internal control audit Professional accountancy support Access to VAT advice through HMRC HMRC online system being used 	
Value Added Tax (VAT)	VAT not applied correctly	Seldom 2	Temporary 3	6	<ul style="list-style-type: none"> Professional accountancy support Internal audit checks Member led systems of internal control audit 	

Corporate Governance and Personnel - Lead Officer – Deputy Chief Executive Officer (Cont'd)

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Risk Score	Management of Risk	Review Action and Tracking
Resilience	Lack of organisational resilience, failure of Councillors and staff to respond to the needs of the organisation and corporate governance	Seldom 2	Temporary 3	6	<ul style="list-style-type: none"> • Councillor and staff training and support • Councillor and staff workshops • Corporate Peer Challenge Review – Action Plan • Quality Gold accreditation in place • Annual Staff and Councillor Survey • Health and well-being monitored 	
Annual Return	Failure to complete the Annual Return within the deadlines	Remote 1	Minor 2	2	<ul style="list-style-type: none"> • Timings and procedure covered by Standing Orders and Financial Regulations • Independent internal audit provision • RFO in post; RFO work programme • Professional accountant in post • Lead Member for Finance appointed 	
Employees/Members	Fraud committed by a member of staff or Councillor	Remote 1	Major 4	4	<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 • Professional accountant in post 	

Corporate Governance and Personnel - Lead Officer – Deputy Chief Executive Officer (Cont'd)

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Risk Score	Management of Risk	Review Action and Tracking
Employees	Failure to monitor health and safety policies and procedures, including the well-being of staff	Remote 1	Major 4	4	<ul style="list-style-type: none"> • Consultancy support to provide H&S advice and carry out annual inspection • Health and Safety Group appointed by Council • Member led annual review • Internal and external training • Staff work place survey including stress and wellbeing 	
Legal Powers	Decisions taken without any legal power leading to payments being made without authority	Remote 1	Temporary 3	3	<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 which consider legal, personnel, financial and climate impact • Internal member led checks • Internal officer/member protocol • Segregation of order and invoice approval • Decisions by Council based on recommendations 	decision making by committee to be reviewed
Administration (e.g. Agendas/ Minutes/ Statutory Notices)	Documents are inaccurate and statutory procedures not followed	Remote 1	Minor 2	2	<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 and committees is expressly noted on the agenda for the meeting before decision taken • Officer reports include legal, personnel, financial and climate implications • CEO qualified with CiLCA, MBA and Level 7 qualified in strategic management and leadership; Deputy CEO qualified with CiLCA (evidence-based Certificate in Local Council Administration) 	committee agendas, reports and minutes to be reviewed

Corporate Governance and Personnel - Lead Officer – Deputy Chief Executive Officer (Cont'd)

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Risk Score	Management of Risk	Review Action and Tracking
Members Interests	Conflict of interest Register of Interests	Remote 1	Minor 2	2	<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	Remote 1	Minor 2	2	<ul style="list-style-type: none"> • Petty cash issued on receipt basis only, except in extenuating circumstances when an explanation must be given • Financial Regulations updated • Low level of cash handling 	petty cash and cash handling to be reviewed
Salaries and payments	Commitment of fraud by a member of staff/Councillor Data Entry Errors	Remote 1	Temporary 3	3	<ul style="list-style-type: none"> • Payroll function outsourced to PATA • Enhanced internal procedures/controls • Clear segregation of duties • Regular independent internal audit • Member led systems of internal control audit 	
Insurance	Policies not renewed in a timely manner leading to a gap in insurance cover Policies not updated; terms and conditions not met	Seldom 2	Major 4	4	<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	Seldom 2	Major 4	8	<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 • Confidential waste reminder to staff 	
Business Continuity	Severe weather/loss of office accommodation	Remote 1	Temporary 3	3	<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 Chief Executive Officer

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	Risk Score	Management of Risk	Review Action and Tracking
IT/ Infra-structure	Loss of information technology capability	Seldom 2	Temporary 3	6	<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>	Seldom 2	Major 4	8	<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	Seldom 2	Minor 2	4	<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 and handbook in place Security Protocol and Risk Assessment in place 	Review 2024-25

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Risk Score	Management of Risk	Review Action and Tracking
Communication and Social Media	Lack of communication and damage to reputation	Remote 1	Minor 2	2	<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 used for engagement • 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 and information sent monthly to Corinium Talking News • Regular consideration of how social media is used, the communication channels used, to extend reach and inclusivity 	

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	Risk Score	Management of Risk	Review Action and Tracking
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>	Seldom 2	Temporary 3	6	<ul style="list-style-type: none"> Fees and charges reviewed annually Enhanced internal procedures/controls Member led systems of internal control audit Clear segregation of duties Regular and wide ranging independent internal audit Year-end list of debtors checked by RFO and referred to Finance and Audit 	
Safeguarding	Safeguarding of vulnerable adults, young people and children	Seldom 2	Major 4	8	<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	Risk Score	Management of Risk	Review Action and Tracking
CCTV/ Community Safety	CCTV system failure Failure to promote/support community safety partners	Seldom 2	Temporary 3	6	<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	Seldom 2	Minor 2	4	<ul style="list-style-type: none"> Individual Councillors do not have authority to negotiate sponsorship deals; any package must be agreed by the service Committee Committee 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 checked by RFO and referred to the Finance and Audit Committee 	
Volunteers (CTC events only)	Any risks to health and safety arising from volunteers working with the Town Council	Seldom 2	Major 4	8	<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 and handbook in place 	Review 2024-25

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	Risk Score	Management of Risk	Review Action and Tracking
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>	Seldom 2	Temporary 3	6	<ul style="list-style-type: none"> 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 checked by RFO and referred to the Finance and Audit Committee 	
To provide and maintain safe areas of play and open spaces	Failure to check play facilities leading to risk of injury, vandalism, litter	Seldom 2	Major 4	8	<ul style="list-style-type: none"> Regular internal checks & inspections Annual independent inspection Health & safety risk assessments in place Member led and independent health & safety reviews 	

Risk Area	Risk Identified	Likelihood of Occurrence	Impact	Risk Score	Management of Risk	Review Action and Tracking
Volunteers (CTC land only)	Any risks to health and safety arising from volunteers working on Town Council land	Seldom 2	Major 4	8	<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 and handbook in place 	Review 2024-25
Contractors (CTC land only)	Any risks to health and safety arising from contractors working on Town Council land	Seldom 2	Major 4	8	<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	Seldom 2	Minor 2	4	<ul style="list-style-type: none"> Individual Councillors do not have authority to negotiate sponsorship deals; any package must be agreed by the service Committee Service Committee 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 checked by RFO and referred to the Finance and Audit Committee 	

2024-25 Action Plan

1. Volunteer arrangements across all service areas to be reviewed.
2. Petty cash and cash handling across all service areas to be reviewed.
3. Committee agendas, reports and minutes to be reviewed for compliance.
4. Decision making by committees to be reviewed for compliance.
5. Review the Business Continuity Policy.