



Ref: Agenda/F&GP – 29/11//2022

24th November 2022

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Finance and General Purposes Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 29th November 2022** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

Committee Members:

Cllr. R. Pullinger (Chair)
Cllr. M. Foster (Vice Chair)
Cllr. D. Albone
Cllr. I. Bond
Cllr. G. Fage
Cllr. M. Knight
Cllr. M. North
Cllr. H. Ramsay
Cllr. M. Russell
Cllr. D. Strachan

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

To receive Statutory Declarations of Interests from Members in relation to:

- a. Disclosable Pecuniary interests in any agenda item.
- b. Non-Pecuniary interests in any agenda item.

3. **CHAIRMAN'S ANNOUNCEMENTS**

4. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the agenda.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_C0xkLBt3QSubqDt-2Lix4w

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **one three-minute slot**.

5. INVITED SPEAKER

None.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. The Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 5th July 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.
- b. The Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 6th September 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 5th July 2022**.
- b. Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 6th September 2022**.

9. ITEMS FOR CONSIDERATION

a. Original Estimate 2023/2024

For Members to receive and consider a written report from the Town Clerk & Chief Executive.

10. ITEMS FOR INFORMATION

a. Finance Review

For Members to receive a written report from the Finance Manager.

b. Unity Trust Bank

For Members to receive a written report from the Finance Manager.

c. Utilities Contracts

For Members to receive a written report from the Finance Manager.

d. **Credit Control Policy**

For Members to receive a written report from the Finance Manager.

e. **Virements Quarterly Report**

For Members to receive a written report from the Finance Manager.

f. **Risk Management Update**

For Members to receive a written report from the Finance Manager.

11. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_C0xkLBt3QSubgDt-2Lix4w

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

12. EXEMPT ITEMS

The following resolution will be **moved** that it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

None.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING TUESDAY 5th JULY 2022 AT THE OFFICES OF
BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE,
4 SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7:00PM



PRESENT:

Cllr R. Pullinger (Chairman)
Cllr I. Bond
Cllr M. Foster
Cllr M. Knight
Cllr M. North
Cllr H. Ramsay (virtually)
Cllr M. Russell
Cllr D. Strachan

Mr P. Tarrant –Town Clerk & Chief Executive, Biggleswade Town Council (virtually)
Mr K. Hosseini – Head of Governance & Strategic Partnerships, Biggleswade Town Council
Mrs S. van der Merwe – Deputy Administration & HR Manager, Biggleswade Town Council

Members of the Public – 1

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

Cllr D. Albone, Cllr G Fage.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

None.

b. Disclosable Non-pecuniary interests in any agenda item

Cllr D Strachan – Item 10b – Apollo Gardens (as declared later in the meeting).

3. CHAIRMAN'S ANNOUNCEMENTS

None.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

None.

6. **MEMBERS' QUESTIONS**

None.

7. **MINUTES OF MEETINGS**

Members received and **APPROVED** the Minutes of the Finance & General Purposes meeting held on **Tuesday 15th March 2022**.

8. **MATTERS ARISING**

- a. Cllr M Foster requested an update on implementation of the Finance Review. The Town Clerk & Chief Executive advised that 45% of the recommendations have been completed and the project is to be a priority for the new Finance Manager joining the Town Council on 15th July 2022, together with a clear calendar time line for completion.
- b. Cllr M Foster requested an update on the Website project and Cllr Pullinger confirmed it has been included into the Town Council Agenda of 12th July 2022.

9. **ITEMS FOR CONSIDERATION**

a. **Payments Process Unity Trust Bank**

Mr Tarrant updated Members that this report seeks to clarify regular and non-regular payments and Members' roles connected to those online approvals and payments through the Council's new banking account at Unity Trust Bank.

Members debated the proposal to ensure personal computers had the necessary security software and updates before accessing the online banking system. Cllr Pullinger stated the Town Council has a responsibility to ensure that Members' computers undergo IT checks to ensure the equipment is able to safely access the online banking system with appropriate security and/or anti-viral software.

Cllr M Foster recommended that Members' have access to the software on a laptop at the Town Council Offices. Mr Tarrant agreed this could be arranged in the Members' breakout room. Mr Tarrant said Members with sign-off powers will be invited to an in-house training session once the new banking system is implemented.

Mr Tarrant confirmed that online uploading of payment information into the Unity Trust Bank in the event the Finance Manager being out of the office will be performed by the Accounts Clerk, the Town Clerk & Chief Executive Officer or the Head of Governance & Strategic Partnerships.

It was **RESOLVED** by the Committee that it **ADOPTS** the process as set out in the Internet Banking BACS Payment Process noting the following amendments / actions:

- Amend “As well as seeking to define process the appendices give information around the nature of the ICT/Software that Members will be required to maintain at home to satisfy security and enable online payments.” on page 12 to read “As well as seeking to define process the appendices give information around the nature of the ICT/Software or anti-viral software that Members will be required to maintain at home to satisfy security and enable online payments, or use of Town Council Equipment.”
- That the Process be reviewed at 1, 3 and 6 months after opening of the Unity Trust Bank Account to capture up to date intelligence relating to efficiency of the process.

b. **Christmas Tender Update**

Mr Hosseini said that Officers have reached out to past suppliers for Christmas events and have listed official tenders in the Government Contracts Finder. The tender opportunity expires on 8 July 2022, after which a cost benefit analysis will be undertaken and the results submitted to the next TCM Committee meeting.

Cllr Knight commented as follows:

- He does not support a second light show on 24th December 2022.
- He asked for more resilience for the Santa offer as last year’s Santa took ill, meaning there was no coverage on the final day.
- He asked for the cost for the alcohol licence be included in the costings.
- He does not support the A-Board expense as he believes this adds no value.
- He would like to understand the business cases for the ice rink and the Santa’s Grotto and whether these would be chargeable to the public to offset costs.
- Requested official details on the proposed siting of the ice rink.

Cllr M Foster stated he has concerns about the ice rink’s risk to safety and he stated the cost for three days appears high. He would like to understand what the public views would be on this expense.

Members debated the proposed electrical works in the square and whether these should be a CBC responsibility and that the official report detailing the works required should be shared with members after the meeting. Cllr Pullinger stated any works to the infrastructure on the market square should come from the Capital Reserve or another source to be identified, not from the Christmas events budgets. Members supported Officers to approach Central Bedfordshire Council to discuss responsibility for any works needed to ensure the square can be used safely.

It was **RESOLVED** that Officers would investigate the requirements for the electrical infrastructure on the Market Square for Christmas events, identify what is essential for Christmas events and ongoing logistics and what would be needed for the longer-term future use, and investigate funding sources for each of those categories of works.

It was **RESOLVED** that the Finance & General Purposes Committee **APPROVES** the procurement route taken by Officers and for Officers to provide final supplier selection at the Town Centre Management Committee Meeting of 19th July 2022.

c. **Fire Risk Assessment**

Mr Hosseini advised Members the report covers the fire safety assessments to bring all the Town Council’s buildings into line with current Fire Safety regulations. A number of quotes were presented to the Committee in line with the Town Council’s current procurement process and Financial Regulations.

Mr Tarrant stated that the Town Council voted for growth in the 22/23 budget of £8k for this project as a guide figure. The quotations for this project add up to more than the guide figure and if Members decide to vote for the project to proceed additional funds will need to be approved.

Members queried whether the fire safety works included in the total cost outlined that were performed in the 2021-22 financial year were correctly accrued, which would negate the need for a virement.

It was **RESOLVED** that the Finance & General Purposes Committee **APPROVES** the following:

- Additional expenditure of £1,389 is to be vired from the Repairs and Maintenance budget to the Fire Maintenance budget to complete all fire safety improvement works and thus achieve full fire safety compliance, subject to confirmation of the accrual from the 21-22 financial year.
- Officers complete PAT testing accreditation for conducting PAT testing for all appliances in the future.

10. **ITEMS FOR INFORMATION**

a. **CCTV Update on S106 Application**

Mr Hosseini updated Members that Officers of the Town Council had met with Central Bedfordshire Council's Steve Barratt and Beverley Gaynor to discuss the Town Council's CCTV strategy and the S106 Funding request.

Mr Hosseini received confirmation that the historic Town Centre S106 funding was exhausted and Mr Barratt and Ms Gaynor were investigating additional funding for £33,081.40. Members asked Mr Hosseini to engage with the CBC Officer in charge of the overall pot rather than the "spend officer" to progress this project given the urgency of the switch over, the deadline that has been set and mounting inflation costs for purchasing the equipment. Cllr Knight requested this be escalated to the highest level at CBC given the August deadline that the CCTV needs to be installed by.

Cllr Pullinger requested that Officers start the process to get the equipment on order.

b. **Apollo Gardens**

Cllr Strachan declared a non-pecuniary interest in this matter.

Mr Hosseini updated the Committee on the progress of the land transfer for Apollo Gardens and potentially up to a further 8 play areas on the Kings Reach estate. Mr Hosseini received a letter from Central Bedfordshire Council confirming that a Deed of Variation is required for transfer of any land from a Developer to the Town Council, and that CBC has initiated that request from its legal team, with an approximate timeline of 3 months. Mr Hosseini has a meeting with CBC, its legal representatives and the developer on 7 July 2022.

Cllr M Foster suggested that the project for reviewing the adoption dates for the Town Council to adopt the existing play areas on Kings Reach should go to a future PLOS meeting.

11. **PUBLIC OPEN SESSION**

No members of the public wished to speak.

12. **EXEMPT ITEMS**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

13.a. Capital Assets Review

The meeting was closed at 20:49.

DRAFT



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING ON TUESDAY 6TH SEPTEMBER 2022 AT THE OFFICES
OF BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4
SAFFRON ROAD, BIGGLESWADE COMMENCING AT 6:30PM**



PRESENT:

Cllr R. Pullinger (Chairman)
Cllr M. Foster (Vice Chair)
Cllr D. Albone
Cllr I. Bond
Cllr G. Fage
Cllr M. Knight
Cllr M. Russell
Cllr D. Strachan

Mr P. Tarrant – Town Clerk & Chief Executive
Mr I. Lord – Place Shaping Manager
Mr R. Youngs – Finance Manager
Ms H. Calvert – Administration & HR Manager
Mrs A. Dennis – Administrator

Members of the Public – 9

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

Cllr M North.

ABSENT WITHOUT APOLOGIES

None.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item

Item 9a Cllr I. Bond, Item 9a Cllr D. Strachan.

b. Disclosable Non-pecuniary interests in any agenda item

Item 9a, No 6 Grant application Cllr M. Russell.
Item 9a, Cllr Strahan, Cllr Bond.

3. CHAIRMAN'S ANNOUNCEMENTS

None.

4. **PUBLIC OPEN SESSION**

There were nine members of the public.

The following members of the public offered contextual background to support their grant applications:

- Jackie Bouton & Rhiannon Barrow gave an update on the grant application for the Community Garden.
- Andy Skilton gave an update on the Biggleswade Living Streets grant application and the benefits of active travel on public health.
- Pierre Guilcher gave an update on the grant application for NHS Trust First Responders.
- Anna Stolti gave up update on the grant application for the Biggleswade Arts Collective CIC.

5. **INVITED SPEAKER**

None.

6. **MEMBER'S QUESTIONS**

Cllr G. Fage asked why the previous minutes of Finance and General Purposes Committee Meeting held on the 5th July 2022 were omitted on the agenda. The Chairman advised these would be brought to the next meeting.

Cllr D. Strachan asked if there were any matters arising from the minutes of F&GP held on the 5th July 2022 to consider. The Town Clerk & Chief Executive confirmed that there were no matters to consider.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

Cllr M. Foster was recorded as absent without apologies. This is incorrect, he gave apologies to Cllr G. Fage.

Subject to the above change the Minutes were **APPROVED** as an accurate record of the Meeting from 26th July 2022.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **Grants 2022/2023**

This is the first tranche of grants for 2022/2023.

Members commented:

- No 7 The Royal British Legion – It was agreed that this grant is deferred to the next round of grant applications. It was agreed that Officers clarify where the bench will be located and that the RBL are invited to submit an application with greater detail.
- No 8 should be titled Ivel Sprinter not Ivel Flix.

Grant Applications Awarded 2022-2023 (Tranche 1)				
	Previous applicants	Grants Requested 2022/2023	Grants Awarded 2022/2023	Comments
1	Biggleswade Crab Lane (Railway Embankment)	£60	£60	Awarded
2	Biggleswade First Aid Club	£380	£380	Awarded
3	Biggleswade Sports	£400	£400	Awarded
4	For Men To Talk Community Interest Company	£500	£0	Refused. Re-apply in 12 months
5	Carers in Bedfordshire	£600	£600	Awarded
6	Biggleswade ATC Squadron (Royal Air Force Air Cadets)	£876	£876	Awarded
7	The Royal British Legion Biggleswade Branch	£750	£0	Defer to next round
8	Ivel Sprinter	£500	£500	Awarded
	Sub Total	£4,066	£2,816	
	New Applications 2022/2023	Grants Requested 2022/2023	Grants Awarded 2022/2023	Comments
1	Country Days Ltd	£1,000	£0	Refused
2	Autism Bedfordshire	£2,000	£500	Awarded
3	Music 24	£2,000	£500	Awarded
4	The Parish of St Andrew's Biggleswade	£450	£200	Awarded
5	Biggleswade Living Streets	£1,000	£500	Awarded
6	Wellbeing in Biggleswade	£900	£450	Awarded
7	Biggleswade Arts Collective CIC	£2,000	£2,000	Awarded
8	Biggleswade Community Garden	£2,000	£0	Defer to next round
9	Vibrance-Sound Experience	£500	£0	Refused
10	NHS Trust First Responders	£2,560	£2,560	Recommended to Council - Restricted use to Biggleswade
	Sub Total	£14,410	£6,710	
	Overall Total	£18,476	£9,526	
	Grant Budget		£32,767	
	4261 - Community Agent		£12,000	
	Budget Available		£20,767	
	Approved or Recommended for Approval 1st Tranche F&GP 06092022		£9,526	
	Balance for 2nd Tranche of Grants		£11,241	

b. **Christmas Offer Budget**

It was **RESOLVED** to accept the recommendation.

10. **ITEMS FOR INFORMATION**

a. **Finance Review**

Members observed that some actions in the report still refer to moving towards cashless payments for parking. These references should be removed as per the resolution of the Finance Review Report.

A number of items need to be prioritised and these include:

- The acquisition of a card machine for the office.
- Allotment and football pitch payments moving to direct debit billing.

The Finance Manager will update the Finance Review timetable accordingly and will further reflect upon sequencing.

Subject to Members observations, it was **RESOLVED** to accept this report.

b. **Unity Trust Bank**

The necessary security measures will be put in place in consultation with Members.

The report was **NOTED**.

c. **Cost Reduction and Efficiency Review**

Members requested details of the Utility contracts for the next F&GP Meeting and the consequent impact of the international volatile market.

The Chairman clarified that the target of £25,000 related to cost reductions and not revenue maximisation.

The report was **NOTED**.

d. **Original Estimate Planning Cycle 2023/2024 Financial Year**

The report was **NOTED**.

e. **Finance and General Purposes Committee 2022/23 Work Plan**

The report was **NOTED**.

11. **PUBLIC OPEN SESSION**

Mr Desmond Ball asked Members if the Town Council could improve the access to Franklins Play area as it is currently not possible for residents with disabled scooters or buggies to access the area.

Officers are exploring ways to improve accessibility to Franklins Recreational area and further significant improvements will be made as a consequence of the PWLB investment.

No other members of the public wished to speak.

12.

EXEMPT ITEMS

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

- (13a. CCTV Funding)
- (13b. Orchard Update)

DRAFT

BIGGLESWADE TOWN COUNCIL
Report to Finance & General Purposes Committee
29th November 2022
Original Estimate 2023/2024

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Will inform the original estimate for 2023/2024 and associated precept.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Original estimate planning cycle

A detailed plan connected to the original estimate cycle was shared some months ago with Members and this has been strictly adhered to.

Member consultation

Three meetings have taken place with Members on:

- Meeting 1: 27th Oct with Mayor, Deputy Mayor & Chair of Finance & General Purposes.
- Meeting 2: 1st Nov with all Members.
- Meeting 3: 18th Nov with Mayor, Deputy Mayor & Chair of Finance & General Purposes.

The objective of these meetings was to:

- Brief Members on Officers' adherence to the planning cycle.
- Share the emerging picture.
- Share and seek political direction connected to short, medium, and long-term emerging budget pressures.

Proper accounting practice

The budget has been built with due regard to professional accounting best practice namely:

- A zero-based assessment of financial commitments by account code.
- All revenue headings have been recalculated.
- Pay and price inflation is included where relevant.
- The payroll commitments have been recalculated cognisant of HAY, pay inflation, incremental progression, and changes to oncosts by central government.
- Emerging demand (budget pressures) is included where Members have considered it appropriate.
- An additional 2023/2024 cost reduction exercise has been completed and these savings are included in the new base budget for Option 2.
- There has been an external critique from our current partner Accounting Firm.

Emerging pressures

A detailed analysis was completed of future budget pressures. This analysis was shared with Members who took a view on those elements that should provisionally be built into the 2023/2024 original estimate (fig1). This will continue to be monitored conscious of national and international events.

Fig 1: Elements included

Capital items	
1 x Cherry Picker	£ 3,000
Essential tools & stores	£ 2,000
Engine Bowser	£ 0,250
Essential Improvements to Town Hall	£ 6,000
Total capital items	£11,250
Revenue items	
Event: Coronation	£ 5,000 <i>(excluded option 2)</i>
Orchard Centre: Property maintenance	£ 1,000 <i>(excluded option 2)</i>
Burial Mapping Software	£ 1,000
2x replacement leased vehicles	£24,000
1 x replacement large Mower - lease option	£19,200
Total revenue items	£50,200

Reserves & Financial Risk Management

The Capital Reserve currently sits at £76,243 and reduces to £64,993 after deducting emerging commitments recommended by Members. The emerging commitments relate to Public Realm and The Town Hall.

The general reserve currently sits at £361,703. If Members were to resolve to support Option 1 the minimum reserve would ideally equate to £375,982 creating a gap of £14,279 and if Members were to resolve to support Option 2 the minimum reserve would ideally equate to £365,117, creating a gap of £3,414.

Either option is broadly consistent with the Council's minimum reserve policy, and it is the opinion of the RFO that these differences can be accommodated.

In order to assess the adequacy of the General Reserve when setting the annual budget, the RFO will take account of the strategic, operational and financial risks facing the Town Council.

The requirement of the level of the General Reserve balance for the forthcoming year will therefore be based upon a risk assessment of the Town Council's main areas of income and expenditure and take into account any provisions and contingencies that might be required. Good practice identified in the Joint Panel on Accountability & Governance (March 2022) recommends General Reserves to equate to three twelfths of net revenue expenditure. The current level of reserves was agreed by Council on 25th January 2022 and is broadly consistent with this advice.

PWLB (Public Works Loan Board)

The Council has been successful in its application for a PWLB loan with the total draw down in Year One being £425,910. The money was transferred to the Council on 12th October 2022. An additional PWLB PSDF account at CCLA is being set up so that the funds can be kept separate from the Council's other deposits.

A detailed paper was presented to Council on 22nd November 2022 giving an overview of potential PWLB commitments over a 3-year cycle.

This picture is still emerging and is very much reliant upon the outcome of the Capital Asset Working Group. An allowance has been made in the original estimates to allow for the future indicative borrowing net borrowing requirement.

National/International drivers

The Town Council always seeks to determine a budget and associated precept that is in keeping with its approach to prudent financial management and identified proper accounting practice, however, the national economic picture impacts upon the Council for example in higher pay and price inflation.

Over the past six months, the global energy and food supply shocks emanating from Russia's invasion of Ukraine have intensified. In the UK, CPI inflation is set to peak at a 40-year high of 11 per cent in the current quarter and the peak would have been a further 2½ percentage points higher without the energy price guarantee (EPG).

This is a highly unusual and unprecedented situation which necessitates an appropriate level of precept increase to properly mitigate. The recommended base budget makes allowance for known pay and price inflation at the time of writing.

It makes no allowance for any greater variations that might come about as a consequence of international drivers, significant pay awards or national tax determinations by central government that might impact upon the Town Council's pay related on-costs.

Options for Members

Top Level Analysis	Option 1	Option 2
Precept value	£1,612,010	£1,568,550
Band D CT charge (£)	£204.52	£199.00
Band D CT charge percentage increase	13.00%	9.95%
£ increase per week per household	45p	35p

NB: Central Bedfordshire Council's Financial Planning Team are expecting precept demands to be in excess of 9%

Additional Context

Detailed Overview	Option 1	Option 2
Emerging budget pressures determined by Members.	Included	Excludes £6,000
23/24 PWLB repayment	Included	Included
23/24 cost savings	Excluded	Included
Consistent with principal authority Expectations (9% plus)	Yes	Yes
Potential to impact upon 23/24 projected Outturn	Less likely	More Likely

NB: In the 2022/2023 financial year the precept value is £1,424,171.
The tax base for 2023/2024 has risen by 0.2%.
The Band D Council Tax charge in 2022/2023 equates to £180.99.

Recommendation:

Members to note the contents of the report and the observations/risks identified by the Responsible Financial Officer (RFO).

Even if option 2 is preferred there are risks and consequences and these include:

- This budget would not allow for any further in-year cost reductions or efficiency savings.
- The budget is extremely tight and is net of further significant cost reduction and efficiency savings.
- It offers little or no flexibility to absorb any mid-year unforeseen budget pressures.
- £6,000 of unfunded budget pressures are likely to impact upon the 2023/2024 projected outturn.
- Other well-founded, identified budget pressures are excluded.
- Conscious of the national/international fiscal position/volatility, there are likely to be higher than inflation pay demands from public sector unions/professional associations.
- Russia's invasion of Ukraine and the market's response continues to impact on price inflation.

Members will want to make reasonable and proper provision for all known eventualities as identified in this report and to ensure there is no anticipated overspend in the 2023/2024 financial year.

This includes any unreasonable or unplanned demands upon the General Reserve.

Peter Tarrant
Town Clerk & Chief Executive
(Responsible Financial Officer)

BIGGLESWADE TOWN COUNCIL
Report to Finance & General Purposes Committee
29th November 2022
Finance Review Update

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Progression of Financial Review.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background:

The following is an overview of the progression connected to the Finance Review. Please see Appendix A.

There are 34 recommendations. Of these, 80% are complete (27), 14% are part-complete (5), 3% is in progress (1) and 3% are pending (1).

Recommendation:

This information is for Members to note.

Rob Youngs
Finance Manager

APPENDIX A - ACTION PLAN

STAGE A – RECOMMENDATIONS TO BE IMPLEMENTED IN NEXT 3 MONTHS

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	Management Accounting Arrangements		
R1	The Council should proceed with recruiting staff to roles with finance responsibility. These officers will have a key role in: <ul style="list-style-type: none"> - Implementing recommendations set out in this report; - Improving ownership of financial systems and reporting at BTC. 	New Finance Manager in post and Assistant Accountant starting 21 st November. Accounts Administrator continues in post.	Complete.
R2	The Council needs to make the RBS accounting system more accessible to BTC staff. BTC have recently purchased additional licences for the accounting application. Training should be purchased for staff with finance duties to ensure they have the knowledge to use the accounting system.	Book a training programme for all staff using the RBS Omega Accounting system, ensuring they receive training appropriate for their role. Training mandatory before system access is granted.	Complete.
	Financial Accounting		
R6	The Council is permitted to produce simple income and expenditure accounts. BTC should therefore assess whether it wants to continue producing full Code of Practice accounts at the end of each financial year. This assessment should consider: <ul style="list-style-type: none"> - What are these accounting statements used for? - Do Members and Officers understand these more complicated financial statements? - How much do these statements cost to produce? Accountancy support from DCK will be essential. A number of issues will need to be considered. These include: <ul style="list-style-type: none"> - Amendments to chart of accounts. - Write-off of capital and fixed asset balances from balance sheets. - Possible prior year amendments to AGAR financial statements. . The AGAR provides a basic set of accounts, but more information is needed to provide proper financial information to members and residents.	Decision needed in early part of 2021-22 financial year to allow Council to implement changes for start of 22-23. Request DCK to perform this in-depth task in plenty of time for the start of the financial year 23/24. Rob and Peter to discuss with Derek when here on 11 th and 12 th October. Wait until budget signed off late January, then DCK to work on in February.	Part complete, completion expected in February, with expectation to go live from the beginning of FY 23/24

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Council Reserves and Loans</u>		
R9	<p>The Council must undertake an urgent review of all reserves balances in order to assess whether reserves are being held at an appropriate level. There are a number of steps:</p> <ul style="list-style-type: none"> - Review current earmarked reserve balances and determine why these are being held. BTC will need the assistance of DCK Accounting for this work; - Carry out an assessment of what reserves the Council needs to meet known liabilities. This must include an assessment of monies required to maintain the Council's asset base; - Identify any monies that need to be set aside for regulatory or funding reasons (e.g. CIL or deferred grants); - Identify reserves required to fund projects identified in strategic planning; - Establish minimum level of general reserves to be held by the Council. 	This must be completed in good time to inform the 22-23 budget setting process.	Complete.
	<u>Debt and Income Policy</u>		
R12	The Council should develop an income and debt collection policy, which should be published on the Council website, and referenced in all booking forms issued by the Council.	Policy needs to be in place to underwrite other improvements to income and debt collection systems. Policy now written, to go to F&GP Nov.	Complete.
	<u>Car Park Income Pay and Display</u>		
R19	<p>BTC to consider purchasing the Facilities Booking Management Module from RBS, to be used for Orchard Centre / Market Stalls / Pitch Booking. The Council should examine the following functions before purchasing:</p> <ul style="list-style-type: none"> - Room booking; - Invoice integration with accounting system; - Exception reports available (e.g. cancelled bookings / unpaid invoices); - Performance reports; - Caretaker Instructions; - Email confirmations from system; - Potential for storage and issue of hire agreements to customers. <p>Training programme for all system users will also need to be purchased.</p>	RBS replaced by Squarespace Scheduling. System in place and training with the Orchard Centre team happening in w/c 10 th October. System can perform all functions except invoice integration. Issues with setting up payment via Stripe, officers awaiting an email/call from Stripe.	Complete.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Purchase Orders</u>		
R29	BTC should consider purchasing and implementing the purchase order module of the Omega accounting system from RBS. Should the decision be taken to take up this option, the Council should ensure: <ul style="list-style-type: none"> - All staff who raised and manage purchase orders are given proper training in the new process; - Staff with accounting and financial duties are trained in running reports available on the purchase order system. 	Potential for saving of staff time and improvement in accounting information if implementation can be brought forward.	Complete.
R30	Purchase orders should be issued to all suppliers. These should be issued following a standard template stored in the Council's purchase order system. This should include the following: <ul style="list-style-type: none"> - Payment terms and condition; - Requirement to email invoices to accounts payable email address; - Hyperlink to council terms of trade on website. Signatures should not be included.	Communication of terms and conditions to suppliers.	Complete.
	<u>Payment of Suppliers</u>		
R31	The Council should move to making payments to suppliers by BACS. This decision should be considered, and approval sought from Full Council prior to implementation.	To start when move to new bank.	Complete.
	<u>Payroll</u>		
R34	The monthly payroll process is not documented. The monthly payroll routine should be documented, and additional staff trained in what needs to be done each month. Documentation should include supervisory checks (e.g. Town Clerk's review of payroll file before submission to George Hay) and records that should be kept on the monthly payroll file.	Council needs to ensure adequate back up in knowledge of payroll process.	Complete.
R35	The Council should assess whether it needs non office staff to continue to complete and submit weekly hard copy timesheets. Consideration should be given to moving to an overtime claim system. Claim forms should be submitted for all preauthorised overtime worked by staff. These should be authorised for payment by the Town Clerk & Chief Executive.	Relatively simple administrative change. Now achieved on the Citrus HR system.	Complete.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	Bank Account		
R37	The Council should continue with plans to allocate read access for relevant staff to the Council's main bank account. All requests for access to be signed off by the Town Clerk & Chief Executive & Chief Executive.	Urgent - staff need read access to check income from customers has cleared bank.	Complete.
R38	The Council to finalise arrangements for installation of a card payment machine at the main office. In due course, consideration should be given to installing a second portable machine to be used to collect payments for markets and events, as well as acting as a backup machine in busy times.	Unity Trust use Elavon who will install a card machine in the office and provide a portable one for the Market Square. They will also provide training.	Complete.
	Internal Audit		
R40	Internal Audit reports should be made publicly available on the Council website once they have been reviewed at a council meeting.	Compliance with NALC Practitioner Guide best practice.	Complete.

STAGE B – RECOMMENDATIONS TO BE IMPLEMENTED IN MONTHS 3-6

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Management Accounting Arrangements</u>		
R3	A consultation exercise should be carried out with Members, in order to ascertain what finance reports they wish to see and when they want to see them. Once this has been determined, The Town Clerk & Chief Executive should set up a budget monitoring timetable to be followed each month and quarter to ensure budget monitoring becomes part of Council routine. Financial regulations may need to be amended.	New management accounts reporting structure to be put in place before new financial year. RY has discussed with RP asking what he would like-he will consider and get back late Nov.	Pending, completion expected in December.
R4	The Town Clerk & Chief Executive should establish a budget virement process. Officers and Members can then seek Council approval for changes to the agreed budget as circumstances change in the year. Once approved, virements to be posted to the accounting system, cross-referenced to the relevant minute, using the virement function.	To be put in place before new financial year.	Complete.
R5	The Town Clerk & Chief Executive should ascertain whether the Council wishes to continue the process of recharging admin and staff costs to services. This assessment should consider how the information is used and is it worth the cost of production. The complexity the recharge process adds to the accounts should also be considered.	Recharging to happen at year-end only to avoid too much complexity at month-end but to ensure at year-end that the published accounts do not misrepresent costs.	Complete.
	<u>Council Reserves and Loans</u>		
R11	The Council should adopt a formal reserves policy and ensure that reserves are reviewed against this policy on at least an annual basis. This should form future budget and precept setting. Decisions on transfers to and from reserves should be reported to and approved by F&GP Committee as part of this review process.	Needs to be approved in good time for start of 21-22 financial year.	Complete.
	<u>Debt and Income Policy</u>		
R13	The Council must be systematic in the way it collects debt. Whilst recommendations above should reduce the number of transactions that are collected in arrears, some income will still be collected after an invoice is issued.	BTC needs to put process in place to ensure debts are pursued promptly.	Complete.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<p>The Council should work with the accountancy system provider RBS, to identify whether debt reminder letters can be produced automatically by the system 14 and 28 days after debts fall due.</p> <p>The sales ledgers should also be reviewed by the Town Clerk & Chief Executive every month, with decisions about follow up action on debts determined as part of the review. The aim of this review should be to ensure that debts are collected or reasons for late payment understood and documented.</p>		
	<u>Payment of Suppliers</u>		
R32	<p>The Council should set up a documented payment run process. This should include:</p> <ul style="list-style-type: none"> - Checks to be carried out before invoices are presented for payment. This includes matching to purchase orders, confirmation that services have been delivered and confirmation of correct charge by supplier. These checks should cross reference to financial regulations. - Documentation to be sent to authorised signatories to support the payment run. Ideally this should be made available electronically. - a clear timetable for closing date for receipt of invoices, and prebooked diary slots for DCK Accountant / FTC finance Staff / Town Clerk & Chief Executive and Councillors. 	Documentation of existing process and preparation for move to BACS payments.	Complete.
R33	Supplier payment information will need to be obtained from all suppliers prior to making a payment. New supplier information, and any changes to supplier payment records must be checked by phone to a known contact number prior to input into the accounting system.	Essential anti-fraud control.	Complete.
	<u>Internal Audit</u>		
R41	The Council should carry out an annual review of internal audit arrangements following guidance in the Practitioners' Guide. This review should be added as a standing task to be completed in January of each financial year by F&GP Committee.	NALC Practitioners' Guide requirement. RY progressing ready for F&GP early January.	In progress, completion expected in December.

STAGE C – RECOMMENDATIONS TO BE IMPLEMENTED BY 01.04.22

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Council Reserves and Loans</u>		
R10	The Council should set up new reserve accounts on the accounting system. Separate reserve accounts should be set up for each earmarked reserve identified at recommendation 9 above, and accounting entries posted to the reserves as reserves are spent / replenished.	Reserves being managed adequately and signed off by Members.	Complete.
	<u>Car Park Income Pay and Display</u>		
R15	Work to add payment by phone as an option for car park users should continue. Care should be taken to select an option that works with systems used by the enforcement team. The Place Shaping Manager has commenced scoping work with the enforcement team at CBC.	Report going to Full Council on 13th Dec, outlining the tender specification. The tender will result in a new supplier by August 23. CBC happy to collaborate to allow payment by phone.	Complete.
	<u>Car Park Income – Permits</u>		
R17	The Council should work with the enforcement team to assess whether it would be possible to move to a virtual parking permit system.	Officers collaborating with CBC at present, meeting shortly.	Part complete, completion expected in August 23.
R18	BTC should formalise enforcement arrangements, and a contract or service level agreement established with CBC.	Report going to TCM on 13th Dec, outlining the tender specification. The tender will result in a new supplier by August 23. Officers collaborating with CBC at present.	Part complete expected in August 23.
	<u>Allotment and Sports Pitch Income</u>		
R21	The Council should aim to move as many allotment tenants as possible on to direct debit at next renewal date.	Not being pursued due to many allotment holders preferring to pay by credit card or BACS rather than set up a DD for an annual payment.	Complete.
R22	BTC to consider moving allotment records to the RBS Allotment Module and seeking to maximise integration with the Council's Finance system.	This is now on RBS and being utilised for invoicing.	Complete.
R23	The Council should move football pitch hire on to termly billing arrangements. Overall pitch requirements should be agreed with football clubs before the start of each football season, and	We can do this and will aim to start this from 1 Jan.	Complete.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	a contract signed with the treasurer of each football club. Invoices should then be issued for three payment dates (for example 1 September /1 January / 1 March) and followed up by BTC staff. This ensures payments are made in advance of use. There should be no refunds for unused hires, although the Council may have discretion to award credit notes in periods of very poor weather.		
R25	The Council should ensure that it understands VAT rules in area of sports pitches– No VAT is chargeable when a club is a regular hirer (a series of more than 10 sessions).		Complete.
R26	The Council should aim to move sports club lease payments on to direct debit at next renewal date. The clubs will need to be informed in advance of next rental payment.	Can progress when Unity Trust is in place. Aim to have in place to receive first DDs in January.	Part-complete, completion expected in January.
	<u>Cemeteries</u>		
R27	Terms and Conditions on the fees and charges notice for cemeteries should be amended to require payment by bank transfer. This should be implemented immediately for all accounts managed by funeral directors.	Accounts no longer settled by cheque. Booking to be online and payment online.	Complete.
	<u>Internal Audit</u>		
R39	The Council should change internal auditor for the 22-23 financial year. Competitive quotes should be sought from internal auditors operating in the Bedfordshire area.	Auditor has not been changed for many years. Rob is obtaining quotes, all three expected by 25 th November.	Part complete, completion expected in November.

BIGGLESWADE TOWN COUNCIL
Report to Finance and General Purposes Meeting
29th November 2022
Move to Unity Trust Bank update

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Improved banking efficiency.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background:

Officers are finalising the switchover of banks. It has been confirmed that the two current accounts are now open and functional.

Tasks in progress:

Training:

As previously reported, there are several online tutorials, for which links have been provided. Disappointingly, Unity Trust bank do not yet provide a "How to authorise" tutorial. To cover this, a document is being produced internally as a supporting document for all authorisers. Individual support is being offered until Members and Officers are comfortable with the processes.

Desktop provision at the Council:

A desktop computer is in place in the Member's room. This desktop can be used by any Member for processing payment authorisations etc.

Internal processes:

Internal processes have been formulated to ensure compliance with the Financial Regulations. Appropriate authorisations, holiday/sickness cover, paying cash in, ability to still pay by cheque (although very infrequently), payment frequencies are some of the areas currently being discussed. The processes have been communicated to the relevant Officers.

Informing customers of the bank change:

We are currently informing our regular customers of the bank details change. Our sales invoices and bank statements have been updated.

Informing suppliers of the bank change:

We have confirmed the banking details of nearly all of our suppliers, such as account number, sort code and account name. We will not pay any supplier until they have completed our form.

On day one of the account opening:

Outgoing signatories were removed immediately from the accounts. Also, the access of some Officers was restricted to just one of the two current accounts, consistent with their job post.

Recommendation:

This report is for Members to note.

Rob Youngs
 Finance Manager

BIGGLESWADE TOWN COUNCIL
Report to Finance & General Purposes Committee
29th November 2022
Utilities Contracts and Fixed Term Arrangements

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Review potential threat of soaring energy prices to the Council.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background:

At the previous Finance and General Purposes Committee meeting held on the 6th September, Members requested details of our utility contracts. There was some concern over the volatile and increasing international energy prices and whether this is a potential threat to the Council.

Gas contracts:

We have two gas contracts, one for the Old Court House and the one for the Orchard Centre.

In April 2022, our gas supplier was faced with their shipper provided going into liquidation. Faced with potentially going out of business themselves, our gas supplier moved very quickly to bring their own shipper arrangements in-house. Our two gas contracts were unilaterally changed with an increased price, reflecting the market changes. The price increase was from £4.32 p/kWh to £10.724 p/kWh.

Our current contract is on a fixed price agreement for 12 months, up to 30/04/23. Our contract is for three years up to 30th April 2025.

The gas supplier issued a letter in May 2022 stating, "To reassure our customers, our energy is now purchased under our own shipper license, and we purchase all contracted Gas for the duration of the agreement, and we see no reason to implement a surcharge of this nature in the future".

Electricity contract:

The Council has thirteen sites covered by its electricity contract. These are the Old Court House, the new Depot, Stratton Way changing rooms, Stratton Way cemetery, Stratton Fields changing rooms, Drove Road Bowles Club, Drove Road old Depot, Orchard community centre, Drove Road cemetery, Fairfield Road Cricket Club, Market Square Centenary House, Market Square public conveniences, Centenary House trader's room and the Lakes football ground changing rooms.

Our current contract was negotiated before the excessive market volatility. The contract started on the 1st July 2021 and finishes on the 30th June 2023. The price is fixed.

Summary:

Our gas contracts and electricity contract are fixed price, meaning that we are not at risk of the current market energy price volatility for this approaching winter. The market signs appear to suggest that price increase will significantly slow as winter turns into spring. It is at this stage that we will be subjected to new prices for both gas and electricity.

It is worth noting that the Council's gas contracts are subject to the government's Energy bill relief scheme, which is automatically applied to our bills. Our electricity contract was negotiated too early (pre December 2021) to be eligible for the Energy bill relief scheme.

Recommendation:

This information is for Members to note.

Rob Youngs
Finance Manager

BIGGLESWADE TOWN COUNCIL
Report to Finance & General Purposes Committee
29th November 2022
Credit control policy

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Credit control policy to support and guide collecting customer payments.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background:

Please see the Council's credit control policy attached as Appendix A.

Ensuring that overdue payments from our customers is reduced as close to zero as is possible, requires a strong and clear policy guide.

Current overdue customer debt is very low at about £1.5K.

Recommendation:

This information is for Members to note.

Rob Youngs
Finance Manager



Credit Control Policy

CUSTOMER PAYMENTS

Customer payments are expected by the due date specified on the invoice issued by Biggleswade Town Council, under the agreed terms of the contract.

It is also stated on our invoices that “We understand and will exercise our statutory rights to claim interest (up to 8% above base rate) and compensation for debt recovery costs under the late payment legislation, if we are not paid in accordance with our credit terms. Payment terms are shown above.”

Payment terms are generally 14 days, but with exceptions for some larger suppliers where terms can be 30 days and very exceptionally, 60 days.

OVERDUE DEBT

First stage chasing

When customers have failed to pay their debt within four weeks after the due date, an email will be sent by our Credit Control team as a reminder. A copy invoice will be attached. If the customer highlights any issues, we will telephone them to discuss.

Second stage chasing

If payment has still not been received within a further fortnight, a second email and copy invoice will be issued stating that we reserve the right to claim interest of 8% over base rate and administration charges if payment is not received within a further ten days. This date will be specified very clearly. A telephone conversation may also be made to discuss the debt and check that we are using the correct communication details.

Third stage chasing

If payment has still not been received within another fortnight, a third credit control email will be issued. This will confirm that we have exercised our rights under the Late Payment Legislation to add interest and charges. An invoice for the interest and charges will also be issued along with a copy of the original invoice.

Fourth stage chasing

If the debt has not been cleared after 60 days overdue, a final email is issued confirming the debt will be passed to a Debt Recovery Service or that further action will be taken, which will be determined by the Responsible Finance Officer.

Policy adopted:

BIGGLESWADE TOWN COUNCIL
Report to Finance & General Purposes Committee
29th November 2022
Virements Update

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Review potential threat of soaring energy prices to the Council.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background:

A virement summary is presented to each meeting of the Finance & General Purposes Committee consistent with good practice and the Councils Financial Regulations.

All virements are sanctioned by resolution of Council prior to being enacted.

Fig 1: Virements processed in October/November 2022

Code	Description	Cost Centre	Amount Decreased	Amount Increased
4145	Virement for Christmas Lights spend	107 (Town Centre)		3938
4996	Virement for TFR from Rolling Capital Fund	107 (Town Centre)	3938	
4110	Virement for Fire Precautions	101 (Biggleswade Magistrate court)		3311
4036	Virement for Property Maintenance	104 (Burial Grounds)	3311	
		Virement Totals	7249	7249

Recommendation:

This information is for Members to note.

Rob Youngs
 Finance Manager

BIGGLESWADE TOWN COUNCIL
Report to Finance & General Purposes Committee
29th November 2022
Risk Management Update

Implications of Recommendations

Corporate Strategy: FINANCIALS: Ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Progress towards appropriate management of risks, financial and general.

Equality: Not Applicable.

Environment: Not Applicable.

Community Safety: Not Applicable.

Background:

As per the Finance and General Purposes work schedule, an outstanding item is to produce a new and robust risk management schedule and incorporate this into the operational activity of the Council. Officers are progressing this and are soon to meet with Councilors Fage and Pullinger.

Document options:

Consideration has been given to the NALC best practice version however it has been decided to progress a version used at a principal Council.

Process:

The draft version is currently being populated and will be shared with Councilors Fage and Pullinger for further discussion and review. Subject to their observations the populated version will be presented to Council in January 2023 for consideration and adoption.

The adopted live document will be regularly maintained. It will be a standing item for consideration at the weekly Management Team meetings where risks will be reviewed and updated as will any mitigating action.

The live document will also be shared at each meeting of the Finance and General Purposes Committee and any issues of concern escalated to Council.

Recommendation:

This information is for Members to note.

Rob Youngs
Finance Manager