

Dear Councillor

You are summoned to attend this meeting, the agenda for which is set out below.

Members of the Public are invited to attend

Notice of Meeting: FULL COUNCIL

Date and Time: Wednesday 21st June 2023 19.00

Venue: The Old Courthouse

18.30 – Talk by Street Scene Manager, N&SDC. Management of N&SDC Trees

AGENDA

- 23/06/031 Apologies for absence**
- 23/06/032 To receive any declarations of interest.
Members are hereby reminded of the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011.**
- 23/06/033 Minutes of previous meetings**
 - 33.1 Minutes Wednesday 17th May – previously circulated**
 - 33.2 Matters arising (not covered by the agenda – for information only).**
- 23/06/034 Co- option of 2 new councillors to West Ward**
- 23/06/035 To receive the Declaration of ‘Acceptance of Office of newly elected Councillors and if not now received to agree to do so before or at the next meeting of the Full Council**
- 23/06/036 Election of new Councillors to Committees and nominations for the Charity for the Sick & Poor Sick**
- 23/06/037 Opportunity for questions from Councillors and Members of the Public**
- 23/06/038 Review of the Draft Partnership Agreement with Southwell Heritage Trust – previously circulated**
- 23/06/039 Football proposal for new storage – previously circulated**
- 23/06/040 Chairman’s Report and Announcements**
- 23/06/041 Clerk & Projects Report -previously circulated**
- 23/06/042 County Councillor Report**
- 23/06/043 District Councillor Report – previously circulated**

- 23/06/044 Finance Matters – previously circulated**
44.1 Approval of End of Year Accounts and Reserves 2022/23
44.2 Internal Audit report approval 2022/23
44.3 Approval of Annual Governance Statement 22/23
44.4 Approval of Accounting Statements 22/23
44.5 Notice of formal public inspection of End of Year Accounts 22/23 Monday 13th June to Friday 22nd July 2021 – to note
44.6 Summary Income & Expenditure and Reserves to end April 2023
44.7 Approval of Bills for Payment – previously circulated
44.8 Approval of Late bills for payment (to be circulated)
44.9 Change of Signatories
- 23/06/045 Review recommendation from Governance and Finance-previously circulated**
45.1 Grant Aid Strategy – to be circulated on Tuesday
45.2 Allocation of Grants - to be circulated on Tuesday
- 23/06/046 Approval of Human Resource Terms of Reference – previously circulated**
- 23/06/047 Review recommendation from Risk Assessment Panel – to be circulated on Tuesday**
- 23/06/048 Staff Matters – previously circulated**
48.1 Special motion to Reverse Decision on Agenda item 22/03/196 Proposal to appoint the Deputy Clerk as Responsible Finance Officer (RFO)
48.2 Recommendation from HR committee for the approval of the Job description for Deputy Clerk and recruitment of.
- 23/09/049 Report on Riverside Bridge repairs – to be circulated on Tuesday or verbal.**
- 23/06/050 Request from resident of plant a Memorial Rowan Tree on Froggatt's Fields**
- 23/06/051 To receive and note the most recent committee meeting minutes from the following standing committees that have taken place since the last Full Council meeting. - previously circulated**
51.1 Draft Human Resources Minutes – 24th May 2023
51.2 Draft Planning & Highways Meeting – 7 June 2023
- 23/06/052 Recommendation from Planning & Highways Committees to accept the proposal for the Neighbourhood Plan -previously circulated**
- 23/06/053 To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential items – previously circulated**
53.1 Staff Update - previously circulated
53.2 Tourism Update- previously circulated
53.3 Payment of disputed invoice - previously circulated
53.4 Potential purchase of land - previously circulated
- 23/06/054 Items for Communication**
- 23/06/055 Items for discussion at next meeting - Live Streaming of Meetings**
- 22/06/056 Date of next meeting Wednesday 19th July 7pm**

Reserves in 2023/24

Committed Reserves
Norwood Gardens
Skatepark
Squires & Cludd Pond
Electric Works - The Old Courthouse
Spider Net Repair
Decorating - The Old Courthouse
Community Arts Project
Project Staff costs
Groundstaff costs
Tree Works
Christmas Trees/Lights
Bike Racks
Allocated Project Reserve

Total Committed Reserves

Remaining Reserves

GENERAL RESERVES									RESTRICTED RESERVES				TOTALS
OTHER SERVICES				DEVOLVED SERVICES									
Emergency Reserve	COMMITTED RESERVES							Infrastructure (CIL) Reserves	Devolution Dudley Doy Reserve	Devolution Adams Row Reserve	Devolution Humberstone Rd Reserve	Total Reserves	
	Election Reserve	Maintenance Reserve	Flood Mitigation Reserve	Markets Reserve	Open Spaces Reserve (incl Norwood Gns)	Toilets Reserve	Car Park Reserves						
310	313	312/334	314	332	321/322	333	316	311	330	331	329		
£ 25,900.05	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 13,208.98	£ 21,503.22	£ 3,700.00	£ 1,572.56	£ 150,376.02	£ 4,500.00	£ 756.00	£ 26,365.60	£ 386,161.81	
£ 4,403.05													
£ 21,497.00	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 13,208.98	£ 21,503.22	£ 3,700.00	£ 1,572.56	£ 150,376.02	£ 4,500.00	£ 756.00	£ 26,365.60	£ 381,758.76	

-£ 153,830.39

£ 227,928.37

KG ENTERPRISES

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Southwell Town Council
c/o Town Clerk
The Old Courthouse,
Burgage, Southwell
NG25 0EP

Dear Members:

To: Members of Southwell Town Council.

As instructed by the Town Clerk, I have carried out the second of 2 stages of internal audit reviews of the Council's systems of internal control. There were two objectives behind the review:

1. To enable me next year to sign off the year-end Annual Internal Audit Report 2022-2023;
2. To assure Members that there are adequate systems of internal control in place and are being complied with.

During this second stage review, I covered the financial areas of the Council's responsibilities:

1. Payroll – processing
2. Payroll – Deductions ie Tax and NI, pensions etc
3. Purchase Ledger
4. VAT
5. Main Accounting System
6. Income

I am pleased to report that there was only one minor recommendation made in the attached report (see 5.4) and based on the areas already covered in the previous internal audit review in October, I am of the opinion that adequate systems of internal control are in place and are being followed effectively.

It came to my notice when reviewing the year-end balance sheet, that whilst the overall reserves figure (general and earmarked) stands at £360,262, the amount set aside for general reserves halved from the previous year – from £46,137 to £21,497. It would be prudent governance to ensure the Council had enough reserves in its general funds to cover three month's normal expenditures and I would recommend that consideration is given to increasing the general reserve funds accordingly.

May I express my thanks to the Town Clerk for her help and assistance during the audit, it was much appreciated.

Sincerely

Ken Goddard
Internal Auditor.
2nd June 2023.

System: Payroll

Auditor: Ken Goddard

Date: May 2023

Control Objective 1: To ensure all payroll processing since the last audit has been carried out correctly

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response And Target Date
1.1	Payroll operations are carried out by 2 officers.	The payroll is prepared by the Deputy Town Clerk.	The payroll is prepared by the Deputy/Town Clerk and is approved by the Chairman of the Council.	None required
1.2	Before the credit transfer is made, figures are matched against the payroll figures.	This is included in the Bills for Payment to Full council on a monthly basis and depending on the date of the meeting can be retrospectively	This was evidenced during the audit.	None required
1.3	All overtime claims are approved before payment.	The Town Clerk approves all overtime claims.	Overtime is usually dealt with by TOIL. No overtime claims were seen in the selected month's payroll run, but I am assured that any overtime claims would be approved by the Town Clerk.	None required
1.4	The Internal Auditor checks for accuracy the payroll run including any pay rise.	This was carried out during the audit	Checks were made on the payroll runs for the months of November 2022 and February 2023.	None required

1.5	Monthly HMRC processes are carried out as per regulations	At the end of each payroll run, an e-mail is sent to HMRC together with listings of all income tax and NI deductions for each member of staff.	Evidence of this procedure was seen during the audit.	None required
1.6	The software and data is backed up to facilitate recovery of files.	The payroll data and software together with all, other data and software is stored in the Cloud.	Yes. All payroll data and systems are stored each evening in the Cloud. An e-mail is received to confirm that the back-up process has been fully completed.	None required
1.7	Staff costs are monitored regularly.	Members are advised of costs to date against budget for staff costs.	Staff costs were budgeted at £200,124 and at the year-end they stood at £223,686, being 16.8% of the budgeted costs. Members see these figures on a monthly basis. This was due to an increase in staff numbers and hours and back-pay.	None required.

INTERNAL AUDIT REPORT – Southwell Town Council

System: Payroll

Auditor: Ken Goddard

Date May 2023

Control Objective 2: To ensure that all statutory and voluntary deductions are correctly deducted and paid away.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Target Date
2.1	All Income Tax and NI contributions are deducted from gross salary	Statutory deductions are made from gross or taxable pay.	This was seen for months November 2022 and January 2023 selected for review.	None required

2.2	Income Tax is calculated using the latest advice from the Inland Revenue	Statutory deductions are made according to advice received from Central Government	Tax code notices seen during the audit and evidence that the current tax codes for staff are being used in the payroll runs.	None required
2.3	Income Tax, employee NI and employer NI contributions are forwarded to the Inland Revenue by the deadline date.	Forwarded to Inland Revenue each month.	The submissions to HMRC in respect of PAYE and NI (ee) and NI (er), were seen for the November 2022 and January 2023 payroll runs.	None required
2.4	All occupational pension contributions by the employee are matched with an agreed amount from the employer.	Employer contributes 20.2% plus a fixed sum of £570.58 each month.	These calculations were seen to have been used for the payroll runs selected for testing.	None required
2.5	All occupational pension scheme deductions were made at the correct rate.	Employees' contributions based on a sliding scale.	All occupational pension contributions are being made at the correct rate – this was confirmed during the review of the selected payroll runs.	None required
2.6	All pension deductions are forwarded to the pension provider	All deductions for pension are made to Notts County Council.	The staff's pension contributions plus the Council's contributions for the November 2022 and January 2023 payroll runs were seen on the bank statements showing the correct amounts of £5,823.89 and £4,020.73 respectively.	None required

INTERNAL AUDIT REPORT – Southwell Town Council

System: Purchase Ledger

Auditor: Ken Goddard

Date: May 2023

Control Objective 3. To ensure all payments made for goods/services are authorised and legitimate.

3.1	There are guidelines to be followed when purchasing goods/services for the Council.	There is a policy statement regarding purchases.	Conversation with the Deputy Town Clerk.	None required
3.2	Invoices are stamped and their details entered onto financial records.	All invoices are stamped and initialled as being checked.	A sample of 21 invoices selected from November 2022-March 2023 was seen during the audit and all had been endorsed with a stamp and a reference assigned. VAT was clearly shown on all invoices and correctly posted for inclusion on the appropriate VAT return.	None required
3.3	Invoices are checked for accuracy etc	All invoices are checked before being authorized for payment.	This was confirmed during the audit.	None required
3.4	Payment is authorized by Members.	All payments are submitted to the Members of the F & S Committee who authorize payment.	This was evidenced during the audit.	None required
3.5	All purchases valued in excess of £1,500 are subject to a formal quotation/tender exercise	Quotes are obtained for large orders.	I am assured that this practice is followed although there were no large-cost purchases during 2022-2023 year.	None required

INTERNAL AUDIT REPORT **Southwell Town Council**

System: VAT Returns

Auditor: Ken Goddard

Date: May 2023

Control Objective 4. To ensure that VAT is accounted for correctly on sales and purchases, and VAT Returns are submitted promptly to HMRC.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Target Date
4.1	The Accounting System holds all the current VAT rates.	When there is VAT rate change, the file in the Omega system is up-dated.	Yes, assured this happens by the Town Clerk.	None required
4.2	VAT is correctly identified on all sales and purchase transactions	On all sales transactions the gross amount is entered for each good/service and the computer automatically calculates the VAT using the appropriate rate indicated by the operator. The invoice will show the split between the net and VAT amounts. Incoming invoices from suppliers show the VAT amount.	A sample of sales and purchase invoices was examined during the audit to ensure VAT amount was calculated and recorded correctly.	None required
4.4	VAT is correctly accounted for when making the VAT returns to HMRC.	The Accounts system includes all VAT elements from the sales and purchase ledgers when producing the VAT returns.	The VAT returns for the last three quarters of 2022/23 were re-calculated during the audit and found to be correct. All VAT on sales and purchase invoices sampled were included in the appropriate VAT return.	None required
4.5	Any VAT refunds are received by the Council.	HMRC refund any monies owed to the Council in respect of Vat.	I checked the receipt of VAT refunds to the bank statements as follows: Quarter 2 £3,935.53 banked 18 October 2022; Quarter 3 £7,187.08 banked 11 January 2023; Quarter 4 £9,555.56 banked 26 April 2023.	None required

INTERNAL CONTROL QUESTIONNAIRE

System: Asset Management

Auditor: Ken Goddard

Date: May 2023

Control Objective 5: To ensure registers of assets are adequately maintained.

No	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Target Date
5.1	A statement exists explaining the Council's Policy regarding the management of assets	Section 14 of Financial Regulations explains the policies regarding management of assets	A statement regarding assets as included in the Council's Financial Regulations section 14 was seen during the audit.	None required
5.2	All assets are purchased with proper budget approval	All assets are approved by Members after quotes are received for larger-cost items and in accordance with budgets.	No large items were purchased during the current financial year.	None required
5.3	A register is maintained of all assets	A financial asset register is maintained office equipment.	The asset register has been reviewed and a correct valuation figure arrived at of £2,480,010.00, down from previous year's total on account of the disposal of terminal equipment.	None required
5.4	All assets are included in the Council's insurance policies	Regular valuations are carried out for insurance purposes.	The current insurance policy with Zurich Municipal ending May 2023 was reviewed during the audit. The premium was £3,691.49. The overall coverage is adequate with the insurance cover exceeding the book value of property etc to cover replacement values. However, some individual items on the asset register did not reconcile with the insurance policy eg 32 x Market stalls insurance cover was £3,572.35 against the asset register value of £14,000 for additional market stalls.	

			RECOMMENDATION To ensure a claim can be made successfully against any individual loss, it would be preferable for the asset register to be compatible with the itemised assets on the insurance policy.	
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INTERNAL CONTROL QUESTIONNAIRE

System: Income

Auditor: Ken Goddard

Date: May 2023

Control Objective 6. : To ensure all income is correctly received and banked.

No	Expected Control	Actual Control	Test Findings & Recommendations	Council's Comments and Target Date
6.1	All monies collected from the stallholders is banked correctly.	Most of the stall holders' fees are paid by credit transfer.	A sample of payments was tested and traced back to the bank statements.	None required
6.2	Monies received from other sources, room hire and car parks are banked promptly and correctly.	Income from all sources is banked on a timely basis.	Income from other income sources eg room and sports hire and car parks, was spot-tested and traced back to the bank statements. All VAT sums involved were followed through to the VAT return for the 3 quarter's submission	None required
6.3	There is a follow-up procedure to chase non-payers.	A list is maintained of all outstanding debtors and regular contact is made to encourage payment either in full or by instalments.	A list of the latest outstanding invoices was seen during the audit. A process is being followed to pursue outstanding debts.	None required

SOUTHWELL TOWN COUNCIL**Income and Expenditure Account for Year Ended 31st March 2023**

31st March 2022		31st March 2023
	Operating Income	
242,907	Administration	264,070
17,844	Town Centre	9,352
5,500	Parks & Open Spaces	9,756
17,969	Markets	31,657
22,461	Car Parks	24,298
2,240	The Old Courthouse	14,203
1,355	Tourism & Communications	1,920
39,490	CIL	0
349,765	Total Income	355,254
	Running Costs	
21,837	Administration	28,740
167,976	Staff Costs	223,686
12,860	Town Centre	34,985
45,650	Parks & Open Spaces	83,823
8,074	Church Street Toilets	9,644
23,788	Markets	10,681
28,012	Car Parks	24,050
44,782	The Old Courthouse	61,873
5,616	Tourism & Communications	10,241
358,595	Total Expenditure	487,723
	General Fund Analysis	
39,773	Opening Balance	46,137
349,765	Plus : Income for Year	355,254
389,537		401,391
358,595	Less : Expenditure for Year	487,723
30,942		(86,331)
(15,195)	Transfers TO / FROM Reserves	(107,828)
46,137	Closing Balance	21,497

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1176 Precept	256,028	256,028	0			100.0%	
1196 Interest	8,042	150	(7,892)			5361.5%	
Administration :- Income	264,070	256,178	(7,892)			103.1%	0
1108 Training	1,535	1,030	(505)		(505)	149.0%	
1121 Telephone	1,475	1,545	70		70	95.5%	
1123 Stationery	1,082	1,030	(52)		(52)	105.1%	
1124 Subscriptions	1,445	1,215	(230)		(230)	118.9%	
1125 Insurance	4,208	4,084	(124)		(124)	103.0%	
1135 Civic Events	3,143	2,500	(643)		(643)	125.7%	
1141 Copier Hire & Charges	1,111	1,318	207		207	84.3%	
1151 Bank Charges	563	546	(17)		(17)	103.0%	
1156 Legal Fees	3,809	15	(3,794)		(3,794)	25393.3	
1157 Audit & Other Fees	1,939	1,369	(570)		(570)	141.6%	
1158 Committee Support	0	1,500	1,500		1,500	0.0%	
1161 IT Support	2,835	2,575	(260)		(260)	110.1%	
1164 S137	4,468	567	(3,901)		(3,901)	787.9%	
1165 Covid Expenditure	1,128	1,250	122		122	90.2%	
Administration :- Indirect Expenditure	28,740	20,544	(8,196)	0	(8,196)	139.9%	0
Net Income over Expenditure	235,330	235,634	304				
6011 less Transfer to Earmarked Res	2,600						
Movement to/(from) Gen Reserve	232,730						
<u>102 Staff Costs</u>							
1201 Clerk	46,003	40,567	(5,436)		(5,436)	113.4%	
1202 Deputy Clerk	31,036	27,628	(3,408)		(3,408)	112.3%	
1203 Planning Assistant	38,594	27,591	(11,003)		(11,003)	139.9%	17,000
1204 Community Groundsman 1	19,710	17,919	(1,791)		(1,791)	110.0%	
1205 Community Groundsman 2	27,955	25,501	(2,454)		(2,454)	109.6%	2,317
1206 Tourism & Events Manager	3,270	12,667	9,397		9,397	25.8%	
1207 Community Groundsman 3	28,007	25,501	(2,506)		(2,506)	109.8%	2,317
1209 Fixed Pension Payment	6,889	6,606	(283)		(283)	104.3%	
1210 Admin Assistant	16,555	10,338	(6,217)		(6,217)	160.1%	
1211 Market Operator	5,668	5,806	138		138	97.6%	
Staff Costs :- Indirect Expenditure	223,686	200,124	(23,562)	0	(23,562)	111.8%	21,634
Net Expenditure	(223,686)	(200,124)	23,562				
6000 plus Transfer from Earmarked Res	21,634						
Movement to/(from) Gen Reserve	(202,051)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 Town Centre							
1195 NSDC Grant	5,000	0	(5,000)			0.0%	
1384 Income from the Burgage	375	1,500	1,125			25.0%	
1385 Recycling Income	2,892	2,872	(20)			100.7%	
1390 Neighbourhood Plan Grant	(3,387)	0	3,387			0.0%	
1391 Lengthsmans Grant	1,350	1,200	(150)			112.5%	
1392 Car Park Lease	3,122	240	(2,882)			1300.8%	
1394 CIL Income	0	2,521	2,521			0.0%	
Town Centre :- Income	9,352	8,333	(1,019)			112.2%	0
1338 Seats	1,785	2,500	715		715	71.4%	
1339 Christmas Trees	22,727	1,912	(20,815)		(20,815)	1188.6%	22,610
1348 Baskets & Planters	2,637	3,222	585		585	81.9%	
1372 CCTV	2,783	2,783	(0)		(0)	100.0%	
1373 Dog Bins & Litter Picking	3,912	5,961	2,049		2,049	65.6%	
1375 Lighting/Utilites Public Areas	1,140	1,313	173		173	86.9%	
Town Centre :- Indirect Expenditure	34,985	17,691	(17,294)	0	(17,294)	197.8%	22,610
Net Income over Expenditure	(25,633)	(9,358)	16,275				
6000 plus Transfer from Earmarked Res	22,610						
Movement to/(from) Gen Reserve	(3,023)						
104 Parks & Open Spaces							
1483 Pitch Hire	8,400	5,000	(3,400)			168.0%	
1487 Ground Rents	375	575	200			65.2%	
1488 Grant	941	0	(941)			0.0%	
1489 Income - Electricity Recharge	40	0	(40)			0.0%	
Parks & Open Spaces :- Income	9,756	5,575	(4,181)			175.0%	0
1413 Workshop Rates	948	976	28		28	97.1%	
1414 Workshop Utilities	937	1,058	121		121	88.6%	
1415 Groundstaff Mobiles	1,141	1,324	183		183	86.2%	
1439 Horticultural Materials	2,581	3,090	509		509	83.5%	3,350
1440 Rewilding & Signage	460	1,500	1,040		1,040	30.7%	
1441 Minor Works	51,645	3,605	(48,040)		(48,040)	1432.6%	41,626
1443 Equipment Maintenance	4,882	4,161	(721)		(721)	117.3%	
1444 Fuel	1,930	1,700	(230)		(230)	113.5%	
1446 Statutory Inspections	285	309	24		24	92.2%	
1450 Refuse Charges	1,191	2,060	869		869	57.8%	
1451 Contractor Mowing	875	875	0		0	100.0%	
1452 Skate Park Maintenance	10,750	0	(10,750)		(10,750)	0.0%	10,750

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1453 Contractor (Minster & Harvey)	750	750	0		0	100.0%	
1456 Tree Maintenance	5,448	7,000	1,552		1,552	77.8%	
1457 Public Toilet Provision	0	917	917		917	0.0%	
Parks & Open Spaces :- Indirect Expenditure	83,823	29,325	(54,498)	0	(54,498)	285.8%	55,726
Net Income over Expenditure	(74,067)	(23,750)	50,317				
6000 plus Transfer from Earmarked Res	55,726						
Movement to/(from) Gen Reserve	(18,341)						
106 Church Street Toilets							
1610 Legionella Contract	0	899	899		899	0.0%	
1612 Water & Sewerage	1,386	1,236	(150)		(150)	112.1%	
1614 Electricity	552	567	15		15	97.4%	
1616 Cleaning Materials	1,471	1,957	486		486	75.2%	
1638 Contract Cleaning	6,184	6,283	99		99	98.4%	
1639 Repairs & Maintenance	50	670	620		620	7.5%	
Church Street Toilets :- Indirect Expenditure	9,644	11,612	1,968	0	1,968	83.0%	0
Net Expenditure	(9,644)	(11,612)	(1,968)				
107 Markets							
1488 Grant	9,999	0	(9,999)			0.0%	
1720 Saturday Tolls	16,355	20,000	3,645			81.8%	
1721 Thursday Tolls	3,050	1,500	(1,550)			203.3%	
1723 Specialist Markets	2,253	1,200	(1,053)			187.7%	
Markets :- Income	31,657	22,700	(8,957)			139.5%	0
1701 Waste Disposal SLA	2,256	3,296	1,040		1,040	68.4%	
1706 Electricity	365	412	47		47	88.5%	
1707 Water	414	515	101		101	80.4%	
1708 Rates	2,919	3,007	88		88	97.1%	
1709 Repairs and Maintenance	4,727	2,575	(2,152)		(2,152)	183.6%	11,038
Markets :- Indirect Expenditure	10,681	9,805	(876)	0	(876)	108.9%	11,038
Net Income over Expenditure	20,976	12,895	(8,081)				
6000 plus Transfer from Earmarked Res	1,039						
6011 less Transfer to Earmarked Res	9,999						
Movement to/(from) Gen Reserve	12,016						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
108	<u>Car Parks</u>							
1820	Ticket Machine Sales Ch St	18,436	19,000	564			97.0%	
1821	Ticket Machine Sales	3,456	3,500	44			98.7%	
1822	Church Street Permits	42	0	(42)			0.0%	
1823	King Street Permits	706	2,300	1,594			30.7%	
1824	Ticket Machine Sales(Bram/Lib)	1,657	2,500	843			66.3%	
	Car Parks :- Income	24,298	27,300	3,002			89.0%	0
1804	Metric Machine Manintenance	2,016	2,802	786		786	71.9%	
1805	CCTV SLA	6,796	6,796	0		0	100.0%	
1807	Repairs and Maintenance	451	515	64		64	87.6%	
1809	Electricity	901	515	(386)		(386)	174.9%	
1810	Rates	8,733	8,995	263		263	97.1%	
1811	Sewerage and Water Costs	2,493	4,120	1,627		1,627	60.5%	
1812	Costs of Tickets	890	500	(390)		(390)	178.0%	
1814	Collection Charges	1,771	1,600	(171)		(171)	110.7%	
	Car Parks :- Indirect Expenditure	24,050	25,843	1,793	0	1,793	93.1%	0
	Net Income over Expenditure	248	1,457	1,209				
109	<u>The Old Courthouse</u>							
1977	Room Hire	403	1,500	1,098			26.8%	
1978	Rent from Police	1,800	1,800	0			100.0%	
1979	Courthouse Chambers	12,000	12,000	0			100.0%	
	The Old Courthouse :- Income	14,203	15,300	1,098			92.8%	0
1901	Rates	9,695	11,500	1,805		1,805	84.3%	
1902	Gas, Electricity & Refuse	10,315	6,000	(4,315)		(4,315)	171.9%	
1903	Water	2,480	3,000	520		520	82.7%	
1904	Statutory Inspections	2,401	1,500	(901)		(901)	160.1%	
1905	Maintenance	23,858	2,575	(21,283)		(21,283)	926.5%	19,417
1906	Cleaning	1,807	3,000	1,193		1,193	60.2%	
1907	Public Works Loan Board	9,162	9,162	0		0	100.0%	
1908	Sundry Office Costs	2,156	953	(1,203)		(1,203)	226.2%	
	The Old Courthouse :- Indirect Expenditure	61,873	37,690	(24,183)	0	(24,183)	164.2%	19,417
	Net Income over Expenditure	(47,671)	(22,390)	25,281				
6000	plus Transfer from Earmarked Res	19,417						
	Movement to/(from) Gen Reserve	(28,254)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Tourism & Communications</u>							
2022 Event Income	1,920	700	(1,220)			274.3%	
Tourism & Communications :- Income	1,920	700	(1,220)			274.3%	0
2001 Tourist Information Cntr Rent	1,000	1,030	30		30	97.1%	
2002 Brochures	5,580	2,086	(3,494)		(3,494)	267.5%	
2003 Office Costs	269	567	298		298	47.4%	
2005 Volunteer Expenses	16	206	190		190	7.7%	
2006 Promotions & Advertising	676	52	(624)		(624)	1300.0%	
2007 Town Events	2,701	1,494	(1,207)		(1,207)	180.8%	
Tourism & Communications :- Indirect Expenditure	10,241	5,435	(4,806)	0	(4,806)	188.4%	0
Net Income over Expenditure	(8,321)	(4,735)	3,586				
Grand Totals:- Income	355,254	336,086	(19,168)			105.7%	
Expenditure	487,723	358,069	(129,654)	0	(129,654)	136.2%	
Net Income over Expenditure	(132,468)	(21,983)	110,485				
plus Transfer from Earmarked Res	120,427						
less Transfer to Earmarked Res	12,599						
Movement to/(from) Gen Reserve	(24,640)						

Minutes of Meeting: ANNUAL TOWN COUNCIL

Date and Time: Wednesday 17th May 2023 19.00

Venue: The Old Courthouse

Present: Cllrs Stott (Chair) Berridge, Bostock, Brooker, Baron, P Harris, L Harris, Blaney, Brock, Jackson

In Attendance: L Wright – Clerk to the Council, A Brackenbury – Project Manager

23/05/001 To elect the Chairman of the Council

Cllr M Stott

Proposed P Harris Seconded R Blaney

Cllr M Stott duly elected

Cllr M Stott accepted the re election as Chair and gave his thanks to fellow Councillors and staff and welcomed the new Councillors.

Cllr Blaney commended Cllr Stott for his exemplary work for the council and looks forward to the coming year - this comment was also echoed by the Clerk on behalf of the Office staff and Ground staff.

23/05/002 To receive the Chairman's Declaration of 'Acceptance of Office of Chairman' and if not now received to agree to do so before or at the next meeting of the Full Council

Signed Declaration

**23/05/003 To elect the Vice Chairman of the Council
Proposed Peter Harris Seconded Roger Blaney
Cllr Brock duly elected**

23/05/004 To receive the Vice Chairman's Declaration of 'Acceptance of Office of Vice Chairman' and if not now received to agree to do so before or at the next meeting of the Full Council

Signed Declaration at the meeting.

23/05/005 Apologies for absence – Cllr Roberts, Perry, Lightwood – Apologies

23/05/006 To receive any declarations of interest

Members are hereby reminded of the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011. – None

23/05/007 Minutes of previous meetings

7.1 Minutes Wednesday 19th April – previously circulated

Agreed Unanimously by all those in attendance

7.2 Matters arising (not covered by the Agenda – for information only).

NCC Bill for Minster Field - requested any assistant from Councillors at the time any evidence where there was an agreement to "suspend" the rent.

23/05/008 Opportunity for questions from Councillors and Members of the Public - none

23/05/009 Chairman's Report and Announcements

23/05/010 To elect Committees and Sub Committees of the Council – see attachment

- 10.1 Planning Committee – 10 members
- 10.2 Governance & Finance Committee – 9 members
- 10.3 Town Environment Committee – 9 members
- 10.4 Human Resources Committee – 5 Members

Agreed unanimously.

23/05/011 To elect members of Working Groups/Panels as below and instigate other Working Groups as appropriate – see attachment

- 11.1 Strategic Planning 2023-26 Working Group- 5 specified members
- 11.2 CIL Strategic Planning Working Group – 3 members
- 11.3 Climate Change Working Group- 3 members
- 11.4 Communications Working Group- 3 members
- 11.5 Market Working Group – 6 members
- 11.6 Neighbourhood Plan Working Group -4 members
- 11.7 Tourism Partnership – 3 members
- 11.8 Events Working Group – 5 members
- 11.9 Future Transport Working Group -3 members
- 11.10 Car Park Charging Working Group – 3 members

Agreed unanimously.

23/05/012 To elect the Council's Risk Assessment Panel 3 Members (from Governance & Finance Committee) – see attachment

23/05/013 To elect members to represent the Council to the following bodies and other organisations as appropriate. – see attachment

- 13.1 Charity for the Poor & Sick Poor 3 member, plus Non council member
- 13.2 Minster School Liaison – 1 member
- 13.3 NTU Brackenhurst Liaison Representative – 1 member
- 13.4 Safer Neighbourhood Group minimum – 1 member
- 13.5 Sports Forum Representative – 1 member
- 13.6 Friends of Southwell Playparks – 1 member
- 13.7 Friends of Ash Tree Spinney - 1 member
- 13.8 Green Southwell – 1 member- tbc

Agreed unanimously.

23/05/014 To resolve into Committees for the purposes of electing a Chairman and Vice Chairman as appropriate of

- 14.1 Planning Committee
Chair – J Berridge Vice chair Malcolm Brock
- 14.2 Governance & Finance Committee
Chair – P Harris Vice chair R Blaney

- 14.3 Town Environment Committee
Chair – L Harris Vice chair K Roberts
- 14.4 Human Resources Committee
Chair – M Stott
All above duly elected

Note the Chairman/Convenor of other Working Group/Panels will be elected at their first meeting

23/05/015 Finance Matters – no financial reports until June due to year end closedown

- 15.1 Bills for Payment – previously circulated
- 15.2 Late bills for payment (to be circulated)

Agreed Unanimously

Cllr Rainbow and Cllr Stott will officially sign off on Monday 22 May 2023

23/05/016 Review date of the Policies as per Standing Order 2j iii/iv – previously circulated

- 16.1 Approve Standing Orders – previously circulated
- 16.2 Approve Financial Regulations – previously circulated
- 16.3 Approve Councillor Code of Conduct - previously circulated
- 16.4 Policy adoption and renewal dates – previously circulated

Agreed by majority 1 abstention.

23/05/017 General Power of Competence- previously circulated

Agreed Unanimously

23/05/018 Councillors to resolve to use only Southwell Town Council email addresses when conducting Town Council business – previously circulated

Proposed L Harris Seconded R Blaney

Agreed unanimously

23/05/019 Future Meetings

- 19.1 To agree and note dates for 2023-24 Meetings previously circulated

Agreed unanimously

23/05/020 Decision on how to fill the vacancy in West Ward.

It was agreed unanimously to take the Clerks advice and advertise the vacancies as casual vacancy with an invitation to speak at the next full council.

Agreed unanimously

23/05/021 County Councillor Report

Positive steps had been taken to get the resident in touch regarding the upgrade to the broad band.

Peppercorn rent had previously been agreed for land at Minster Field any further discussions around the bill to involve Cllr Jackson.

GTSF Road closure fee has been waived.

Harveys Field will be having board holes to test the surface layer of Calcareous Tufu, if reservoir it will need to be lined.

90% Sure that The Ropewalk re surfacing will be completed in 23/24

23/05/022 District Councillor Report

Nothing to report as no meeting held since election

23/05/023 Clerk/Project Manager Report – previously circulated

- 23/05/024** **Application for Grant from the Gate to Southwell Music Festival** – previously circulated
Agreed unanimously to Grant of £500 towards the bus link to make the festival accessible to the town. Cllr Harris agreed that G & F will agree to find the funds
- 23/05/025** **Review of the Draft Partnership Agreement with Southwell Heritage Trust** – previously circulated
- Any comments regarding the draft partnership with the Heritage Trust to the Clerk before the June meeting.
- 23/05/026** **Proposal for the Future Management of Ash Tree Spinney** – previously circulated
Unanimously agreed to the Council accepting the risk by pausing the work at Ash Tree Spinney.
The Clerk advised that there would be no insurance in place, and it would be at the Councils risk if they pause the work.
Cllr Berridge and Clerk to arrange a meeting with Sean Davies from NSDC.
- 23/05/027** **To receive and note the most recent committee meeting minutes from the following standing committees that have taken place since the last Full Council meeting.**
27.1 Draft Governance & Finance Meeting – 25th April 2023
27.2 Draft Planning & Highways Meeting – 4th May 2023
- 23/05/028** **Items for Communication**
All Councillors are invited to the new Reach Facility to have a look around.
Councillors agreed to the evening of 25/05/23 at 7pm.
Apologies received for Annual Team Meeting:
Cllrs Baron, Bostock, Stott
Cllr M Brock agreed to chair in Chairs absence.
- 23/05/029** **Items for discussion at next meeting**
- 22/05/030** **Date of next meeting** Wednesday 21st June 2023 7pm

Meeting closed 21.15

Abigail Brackenbury
Project Manager

19/05/2023

PARTNERSHIP AGREEMENT

JUNE 2023 - 2028

BETWEEN

SOUTHWELL TOWN COUNCIL

AND

SOUTHWELL HERITAGE TRUST

STC LOGO SHT LOGO

Signed:

..... (CHAIR - SOUTHWELL TOWN COUNCIL)

..... (CHAIR - SOUTHWELL HERITAGE TRUST)

Date:

1. Introduction:

Southwell's existing archaeological, heritage and history organisations have and continue, with others, to tell the story of Southwell in an archaeological and historical context. However, the 21st century is a challenging one for locally inspired and managed community organisations, particularly so in the areas of visibility and engagement with their local communities.

Two integral local organisations in this work have been, and continue to be, Southwell Town Council (STC) and Southwell Heritage Trust (SHT). SHT, was established in 2008 and has charitable status. The Trust has been active and continues to be so in many local heritage projects since its inception.

As previously referred to, SHT is currently active in various projects in the local community and it is considered by the Trustees that these projects would be more accepted by the local community and others if it is perceived that STC are wholly engaged, through an official a Partnership Agreement. One advantage of a Partnership Agreement is that more volunteers might be willing to come forward to help manage and deliver projects.

The purpose of this document is to lay out the shared values, roles, responsibilities, and ways of working for a collaborative, transparent, open, inclusive, and trusting partnership between STC and SHT that will give the ability to respond to the many opportunities and challenges faced by partners.

It recognises the implicit challenges communities face in today's world, the limited resources, changing roles and responsibilities, and the difference in needs between communities, neighbourhoods and groups. As we work together towards achieving the goals of this document, we will have to establish new ways of thinking and working among our partners and the local community, recognising the need to continuously question existing models and collaborate to overcome the challenges we face.

2. The Partnership Agreement:

This Partnership Agreement provides a framework for the relationship between STC and SHT setting out a number of principles by which both partners should work together effectively to help create:

- I. A strengthened unified partnership providing sustainability and longevity in relation to promoting Southwell's heritage and tourism offer in order to involve the local community, to provide further support for local businesses and to attract more visitors to Southwell to showcase Southwell and the surrounding district's rich heritage in a more connected approach. In time, to bring together in partnership other local statutory bodies and non-statutory archaeological, heritage, historical and civic organisations and other interested parties.
- II. Provide greater flexibility and visibility to the community, funding providers, and other bodies.
- III. Maximise use of limited resources.
- IV. Foster and cross-fertilize interests and community engagement.
- V. Effective and transparent design and development of projects for the benefit of local businesses and the community.
- VI. Responsive and high-quality provision of programmes, publicity and services.
- VII. Clear arrangements for managing changes to projects and services.

The outcomes that will be achieved through a shared commitment to this agreement include stronger partnerships, better promotion of Southwell for the benefit of the whole community, the optimisation of resources, improved communication between partners and better trust and respect across the public and voluntary sectors relating to Southwell.

For the avoidance of doubt the Partnership Agreement is not intended to confer any legal rights or obligations on the parties. STC and SHT enter into the arrangement in the spirit of community engagement and outreach. STC, through its elected members and officers, will engage with the partnership in a way that accords with the normally expected requirements and practices of the council. The partnership does not affect the requirements and obligations of the trustees of SHT in administering the trust.

3. Shared Values:

The following shared values underpin this partnership agreement:

- **Respect:**

Effective partnerships are built on mutual understanding and an appreciation of the differences between the partners. STC and SHT have distinct but complementary responsibilities in meeting local needs and the delivery of local services and opportunities in relation to presenting better the outstanding heritage of Southwell and its landscape.

- **Independence:**

The independence of SHT is recognised and supported. Voluntary and community groups reflect a wide range of local interests and have a right to campaign within the law on behalf of those interests. The independence of STC is also recognised. The Council is responsible for all the residents and the whole community of Southwell.

- **Honesty:**

Strong partnerships can only be built and maintained through open communication. Full and honest discussions should be the basis for resolving difficulties should they arise.

- **Fairness and Equality:**

Fairness for everyone, regardless of their background, is a fundamental goal. STC and SHT will work together to promote equality and human rights, regardless of race, age, disability, gender, sexual orientation, faith, health, socio economic status or other characteristics protected by the Equality Act 2010. This is in line with STC's Equality and Diversity Policy.

- **Diversity:**

STC and SHT value the diversity of the Southwell community, which allows all groups to have a voice and bring forward new ideas. Voluntary and community groups support the involvement of users in local services and often act as advocates for those who otherwise have no voice, particularly the seldom heard sections of the community.

- **Cooperation and Collaboration:**

STC and SHT, along with other organisations, have access to information and insight that can enhance the understanding of communities and local priorities. Sharing this information [*within the parameters of the Data Protection Requirements*] and insight not only saves resources, but also improves the quality of decision making and helps deliver better outcomes.

Finally, taking action - effective partnerships rely on the commitment of the partners to take action to move towards the shared goals and ambitions.

4. Operating Principles and Dispute Resolution:

The following principles will frame how the partnership agreement operates in practice:

- I. Membership and SHT meetings: STC are invited at their Annual Town Council in May to nominate two STC representatives to be Trustees of SHT, who are invited to attend SHT's Trustees and General Meetings. The STC's representatives can report back as required to STC members.
- II. This agreement will be reviewed after 4 years and submitted to the relevant decision-making bodies for approval.
- III. All parties to the agreement will jointly monitor implementation of the agreement through an annual review in May by both partners.
- IV. The two parties to this agreement, STC and SHT, are not exclusive and other partners are invited to sign up to show their commitment to a better working relationship for the benefit of the Southwell community.
- V. Termination: Termination of this Partnership Agreement to be made in writing by either partner providing the reasons and six months' notice or a motion by the STC representatives to Full Council to be voted on by the Full Council.

Appendix 1

This appendix is for information only. If the DPA is agreed, this appendix will be deleted and not form part of the DPA.

The following comments/suggestions from Cllr Mrs L Harris have been discussed and the following have been agreed between delegated representatives of STC and SHT.

Comments:

Page 1 Section 2

Last full sentence reading: The STC representatives will be encouraged to engage fully and proactively

Delete whole sentence as this suggests the STC reps would not engage fully etc.....

Agreed & Removed

Page 2

Under sub heading Independence:

To add: The independence of STC is also recognised. The Council is responsible for all the residents and the whole community of Southwell.

Agreed & Inserted

Under: Fairness and Equality

To add: This is in line with STC's Equality and Diversity Policy.

Agreed & Inserted

Under: Co-operation and Collaboration

Delete whole paragraph as STC cannot share data. The amount of data that STC would be able to share would be minimal and SHT need to understand this.

Agreed and the word DATA removed and substituted with INFORMATION

Item 4i

It reads that STC reps would be non-voting reps. This would be an unequal partnership. If SHT want a real partnership with STC then the Council reps need to have the same voting rights as the other attendees. This could be amended to 1 voting rep if that was felt to be fairer.

Agreed. STC to nominate two councillors who will represent STC and will act Trustees for their term of office on SHT with full voting rights.

Item 4iv, 4v, Agreement Guardians

I can see that this could work for SHT but it would not work for STC. If there were a disagreement between the two parties then STC reps would always come back to Full Council for direction. STC reps could not be constrained by Agreement

Guardians' decision. STC as a democratic and independent Council needs to be able to reflect and take action on issues as Full Council sees fit.

Agreed and both 41v and 4v have been deleted.

Item 4vii Termination

To add at the end: or a motion by STC reps to Full Council to be voted on by the Full Council.

Agreed and inserted

Agenda item 39 Replacement Storage Shed

Agreed in principle at Full Council -January 2023

TE 22/01/54 Building for Southwell City Football Club on War Memorial Recreation Ground – To accept options A in green. SCFC to apply for a Lawful Development Certificate and funding.

Proposed K Roberts Seconded P Rainbow
Unanimous

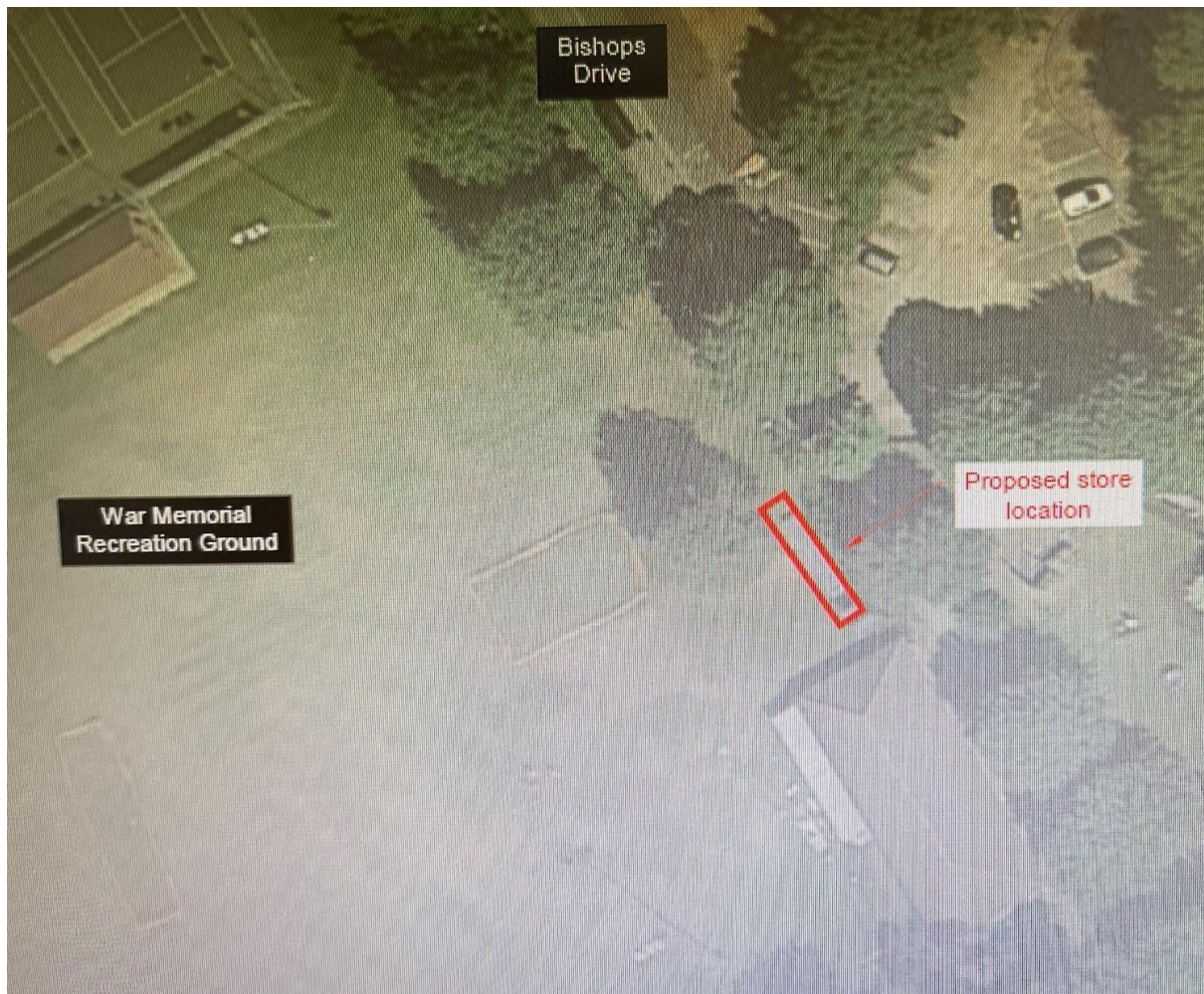
Please see below the site plan and images of the proposed new Storage facility
SCFC are keen to have the facility in place for the start of the season in September.

Proposal

To accept the design of the new storage facility on WMRG and agree to its installation, subject to the relevant planning permission

Prepared by the Clerk





Football Equipment Storage Requirement on WMRC

A storage facility used by Southwell City Football Club at WMRC is damaged and not fit for purpose (shown below), they are now using the Scout Hut. They seek permission to dismantle the existing facility and build/install a new one. A brick and tile construction would be in excess of £20k. Whereas the agricultural building and concrete sectional might be as little as £5k, a grade A shipping container could be as little as £2k. In addition a storage container on hard standing could be installed immediately, isn't permanent and could be sold at a later date should funding become available for a more permanent structure.

Oliver Scott (NSCD): Under Part 12 of the General Permitted Development Order 1995, the Town Council is permitted to do the following:

The erection or construction and the maintenance, improvement or other alteration of

- (a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;
- (b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, and similar structures or works required in connection with the operation of any public service administered by them.

The reference to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.

If you are not certain whether the football storage solution would comply, you may find it helpful to take up one of the following options:

Pre-application advice. Submit details of the proposals in confidence, and we will a) check to see whether permission is needed, and b) if it does, what do we think about it. This would likely be free under current fee schedule, but is subject to change. Would not be a legal position, rather just informal officer advice. Indicative plans needed.

Lawful Development Certificate. This is half the planning fee, and gives you a legal opinion on whether permission is needed (closed question – yes or no). Depending on site area, this could be as little as £58.50. Sufficient plans would be needed to understand the proposals.

Having looked at the site with you, I had no concerns with the removal of the existing breeze block goal storage building. This structure is likely to be under the 115 square metre threshold for relevant demolition in a conservation area, so would not trigger the Conservation Area Regulations. This may not be the case for other structures on the wider site however. As these structures are ostensibly modern, we are likely to approve any applications for demolition if needed.

Proposal:

- 1 To grant permission to Southwell City Football Club to remove the existing storage unit and install a new one – similar to A, B or C in an agreeable colour green.
- 2 To apply to N&SDC for Lawfull Development Certificate to build/install a new storage block to accommodate the needs of Southwell City Football Club.
- 3 To support Southwell City Football Club to get funding/make grant applications for the new storage.

Proposer:
Karen Roberts
Town Environment Committee – January 2023

Football Equipment Storage Requirement on WMRC



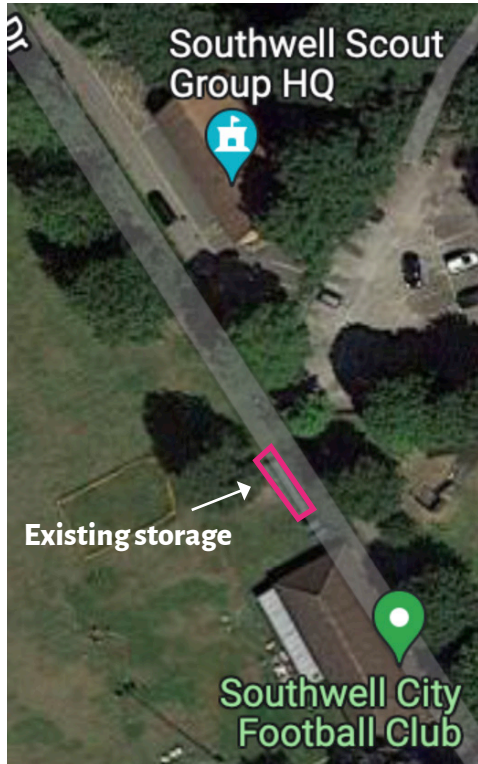
Option: A



Option: B



Option: C



Agenda item 41

Projects and Clerks Report June 2023

The organisation of the Community Garden Party on 26 June has taken Abi a considerable amount of time this month. There are now 40 stalls and community groups attending. Any councillors who can spare a few hours to help will most appreciated.

The office has been very busy, being 2 members of staff down.

Jo the new finance assistant is learning the system and is settling is very well.

Abi and I are both monitoring 3 mailboxes each and are endeavouring to reply promptly.

Abi is also keeping facebook and website to date as much as possible

Abi has also arrange an excellent 6 week program for Minster school children to do work experience, supervised by teachers

There a also a Minster student attending a week work experience w/c 3rd July

The year end has been completed, with a visit form the internal Auditor. The accounting statement to be signed off at this meeting and submitted to the external auditor.

Training is ongoing for the Finance Assistant

Anti-social behaviour at Church Street Toilets has improved but is still an occasional occurrence. There have also been several incidents of broken glass on WMRG and this is taking the ground staff time to clear especially when in grassed areas. The WMRG is very busy in afternoon when the Minster have finished and most of the litter is being placed in the bins provided which has been helped by liaising directly with Minster School who have been sending out staff to monitor the situation more frequently.

The hanging baskets have now been installed and the watering system added to. There is now water at the Handicentre and once the new timer has arrived, we will also have water kindly supplied by Carpet Connections. There are now 12 locations and 22 baskets, plus 6 planters to hand water. All baskets are watered 2-3 times per week depending on the weather conditions.

All mowing is up to date.

The Rotating Cup in Squires remains closed awaiting parts.

Norwood Gardens basket swing has been repaired by Proludic.

The roundabout at Norwood Gardens has been removed for safety reason, a new base will be fitted in - house, possibly using some of the old skate park boarding.

Riverside bridge has been cleared and the contractor should have now assessed it for the repairs needed. The contractor is also checking the tension on the zip wire on the same day.

Quotes have been received for the rejuvenation of Squires Pond and ROSPA are booked to carry out risk assessments in Squires and Cludd Pond and the dipping platform.

Ground staff have removed a fallen tree and ivy from Minster path and three trees which had partially fallen in the Squires Pond area. One other tree requires assessment and a tree surgeon to complete the work if it is unsafe.

The TWCA has been received to remove the dead and dying trees on Riverside, a bird nesting survey will be completed before works commences.

Wooden bollards have been replaced on the upper Burgage; more have been ordered to complete the replacements on lower Burgage -outstanding.

The market has been partially handed weeded, this require competing, this weeding highlighted a trip hazard as some of the cobbles has lifted. These have been reset.

NSDC have completed a trial on the left-hand side of Church Street Car Park, using Foamstream, this was unsuccessful due to the pebbles and soil present, but potentially could be used on hard surfaces. NSDC staff hand weeded and brushed this side of the car park.

STC ground staff have nearly completed the other side, with the bottom of the car park and the area behind the toilets to be completed.

A paper is to be compiled for the next Town Environment Committee to review options for weeding and costings.

Work has been halted on the repair of a broken highways drainage pipe on Riverside, Heras fencing will be in place until the work is finished, probably October

A successful meeting was held with Via and they have agreed to a regular 3 monthly meeting to discuss highway issues.

Events

Next big event will be The Southwell Community Garden Party on 25 June 2023, we already have OVER 40 confirmed stall holders/community groups and schools booked in to join us. The Young Farmers have also offered their time to help Marshall car parking, litter picking and safety of the public.

NSDC have informed us that it's likely that the TOB will be coming through Southwell again and will update in due course.

The next Young Enterprise Market is to take place on 29 October.

Remembrance Parade will build on the success of last year on 12 November.

Late night shopping/Christmas Market will be 30 November.

Lantern walk in association with the Workhouse will be 09 December with work shops the weekends prior.

Priorities for next month

Recruitment

Start Skatepark removal.

Extension of the Xmas trees lights on electrical system to reduce need for battery lights

Confirmation of Events calendar

Training

Lesley – Filca – on going

Ground staff in complete on line courses – on going

Ivan Venkov – Playground inspection course – completed

Lesley – attended a NALC webinar on Unlocking Opportunities: Applying for the Community Ownership Fund

District Council report June 2023

The first Full Council NSDC meeting after the election was held on May 23rd.

The Council is now under a different administration, with Labour, the Independents, Ashfield Independents and the Liberals forming an alliance.

The Chairman/Person is Cllr Celia Brooks. The Vice Chairman/Person is Joan Hall.

The Cabinet meeting was cancelled.

The first committee meeting was a planning meeting, with just 2 items for consideration.

Training sessions, both for new and existing members are still taking place.

Cllr Penny Rainbow
District Councillor, Southwell

SOUTHWELL TOWN COUNCIL**Income and Expenditure Account for Year Ended 31st March 2023**

31st March 2022		31st March 2023
	Operating Income	
242,907	Administration	264,070
17,844	Town Centre	9,352
5,500	Parks & Open Spaces	9,756
17,969	Markets	31,657
22,461	Car Parks	24,298
2,240	The Old Courthouse	14,203
1,355	Tourism & Communications	1,920
39,490	CIL	0
349,765	Total Income	355,254
	Running Costs	
21,837	Administration	28,740
167,976	Staff Costs	223,686
12,860	Town Centre	34,985
45,650	Parks & Open Spaces	83,823
8,074	Church Street Toilets	9,644
23,788	Markets	10,681
28,012	Car Parks	24,050
44,782	The Old Courthouse	61,873
5,616	Tourism & Communications	10,241
358,595	Total Expenditure	487,723
	General Fund Analysis	
39,773	Opening Balance	46,137
349,765	Plus : Income for Year	355,254
389,537		401,391
358,595	Less : Expenditure for Year	487,723
30,942		(86,331)
(15,195)	Transfers TO / FROM Reserves	(107,828)
46,137	Closing Balance	21,497

Reserves in 2023/24

Reserves in 2023/24	GENERAL RESERVES								RESTRICTED RESERVES					
	OTHER SERVICES				DEVOLVED SERVICES								TOTALS	
	Emergency Reserve	COMMITTED RESERVES							Infrastructure (CIL) Reserves	Devolution			Total Reserves	
		Election Reserve	Maintenance Reserve	Flood Mitigation Reserve	Markets Reserve	Open Spaces Reserve (incl Norwood Gns)	Toilets Reserve	Car Park Reserves		Dudley Doy Reserve	Adams Row Reserve	Humberstone Rd Reserve		
	310	313	312/334	314	332	321/322	333	316	311	330	331	329		
Reserves at 21 March 2023	£ 25,900.05	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 13,208.98	£ 21,503.22	£ 3,700.00	£ 1,572.56	£ 150,376.02	£ 4,500.00	£ 756.00	£ 26,365.60	£ 386,161.81	
Repayment of NP Grant	£ 4,403.05													
Reserves at 1st April 2023	£ 21,497.00	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 13,208.98	£ 21,503.22	£ 3,700.00	£ 1,572.56	£ 150,376.02	£ 4,500.00	£ 756.00	£ 26,365.60	£ 381,758.76	
<u>Committed Reserves</u>														
Norwood Gardens					-£	906.05							-£ 906.05	
Skatepark									-£ 30,468.00				-£ 30,468.00	
Squires & Cludd Pond									-£ 14,650.00				-£ 14,650.00	
Electric Works - The Old Courthouse									-£ 1,100.00				-£ 1,100.00	
Spider Net Repair					-£	4,000.00							-£ 4,000.00	
Decorating - The Old Courthouse									-£ 1,148.00				-£ 1,148.00	
Community Arts Project									-£ 500.00				-£ 500.00	
Project Staff costs									-£ 17,000.00				-£ 17,000.00	
Groundstaff costs											-£	5,793.00	-£ 5,793.00	
Tree Works									-£ 15,212.00				-£ 15,212.00	
Christmas Trees/Lights									-£ 14,780.34				-£ 14,780.34	
Bike Racks									-£ 555.00				-£ 555.00	
Allocated Project Reserve									-£ 47,718.00				-£ 47,718.00	
Total Committed Reserves	£ -	£ -	£ -	£ -	£ -	£ 4,906.05	£ -	£ -	-£ 143,131.34	£ -	£ -	-£ 5,793.00	-£ 153,830.39	
Remaining Reserves	£ 21,497.00	£ 6,000.56	£ 12,226.14	£ 120,052.68	£ 13,208.98	£ 16,597.17	£ 3,700.00	£ 1,572.56	£ 7,244.68	£ 4,500.00	£ 756.00	£ 20,572.60	£ 227,928.37	

System: Payroll

Auditor: Ken Goddard

Date: May 2023

Control Objective 1: To ensure all payroll processing since the last audit has been carried out correctly

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response And Target Date
1.1	Payroll operations are carried out by 2 officers.	The payroll is prepared by the Deputy Town Clerk.	The payroll is prepared by the Deputy/Town Clerk and is approved by the Chairman of the Council.	None required
1.2	Before the credit transfer is made, figures are matched against the payroll figures.	This is included in the Bills for Payment to Full council on a monthly basis and depending on the date of the meeting can be retrospectively	This was evidenced during the audit.	None required
1.3	All overtime claims are approved before payment.	The Town Clerk approves all overtime claims.	Overtime is usually dealt with by TOIL. No overtime claims were seen in the selected month's payroll run, but I am assured that any overtime claims would be approved by the Town Clerk.	None required
1.4	The Internal Auditor checks for accuracy the payroll run including any pay rise.	This was carried out during the audit	Checks were made on the payroll runs for the months of November 2022 and February 2023.	None required

1.5	Monthly HMRC processes are carried out as per regulations	At the end of each payroll run, an e-mail is sent to HMRC together with listings of all income tax and NI deductions for each member of staff.	Evidence of this procedure was seen during the audit.	None required
1.6	The software and data is backed up to facilitate recovery of files.	The payroll data and software together with all, other data and software is stored in the Cloud.	Yes. All payroll data and systems are stored each evening in the Cloud. An e-mail is received to confirm that the back-up process has been fully completed.	None required
1.7	Staff costs are monitored regularly.	Members are advised of costs to date against budget for staff costs.	Staff costs were budgeted at £200,124 and at the year-end they stood at £223,686, being 16.8% of the budgeted costs. Members see these figures on a monthly basis. This was due to an increase in staff numbers and hours and back-pay.	None required.

INTERNAL AUDIT REPORT – Southwell Town Council

System: Payroll

Auditor: Ken Goddard

Date May 2023

Control Objective 2: To ensure that all statutory and voluntary deductions are correctly deducted and paid away.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Target Date
2.1	All Income Tax and NI contributions are deducted from gross salary	Statutory deductions are made from gross or taxable pay.	This was seen for months November 2022 and January 2023 selected for review.	None required

2.2	Income Tax is calculated using the latest advice from the Inland Revenue	Statutory deductions are made according to advice received from Central Government	Tax code notices seen during the audit and evidence that the current tax codes for staff are being used in the payroll runs.	None required
2.3	Income Tax, employee NI and employer NI contributions are forwarded to the Inland Revenue by the deadline date.	Forwarded to Inland Revenue each month.	The submissions to HMRC in respect of PAYE and NI (ee) and NI (er), were seen for the November 2022 and January 2023 payroll runs.	None required
2.4	All occupational pension contributions by the employee are matched with an agreed amount from the employer.	Employer contributes 20.2% plus a fixed sum of £570.58 each month.	These calculations were seen to have been used for the payroll runs selected for testing.	None required
2.5	All occupational pension scheme deductions were made at the correct rate.	Employees' contributions based on a sliding scale.	All occupational pension contributions are being made at the correct rate – this was confirmed during the review of the selected payroll runs.	None required
2.6	All pension deductions are forwarded to the pension provider	All deductions for pension are made to Notts County Council.	The staff's pension contributions plus the Council's contributions for the November 2022 and January 2023 payroll runs were seen on the bank statements showing the correct amounts of £5,823.89 and £4,020.73 respectively.	None required

INTERNAL AUDIT REPORT – Southwell Town Council

System: Purchase Ledger

Auditor: Ken Goddard

Date: May 2023

Control Objective 3. To ensure all payments made for goods/services are authorised and legitimate.

3.1	There are guidelines to be followed when purchasing goods/services for the Council.	There is a policy statement regarding purchases.	Conversation with the Deputy Town Clerk.	None required
3.2	Invoices are stamped and their details entered onto financial records.	All invoices are stamped and initialled as being checked.	A sample of 21 invoices selected from November 2022-March 2023 was seen during the audit and all had been endorsed with a stamp and a reference assigned. VAT was clearly shown on all invoices and correctly posted for inclusion on the appropriate VAT return.	None required
3.3	Invoices are checked for accuracy etc	All invoices are checked before being authorized for payment.	This was confirmed during the audit.	None required
3.4	Payment is authorized by Members.	All payments are submitted to the Members of the F & S Committee who authorize payment.	This was evidenced during the audit.	None required
3.5	All purchases valued in excess of £1,500 are subject to a formal quotation/tender exercise	Quotes are obtained for large orders.	I am assured that this practice is followed although there were no large-cost purchases during 2022-2023 year.	None required

INTERNAL AUDIT REPORT **Southwell Town Council**

System: VAT Returns

Auditor: Ken Goddard

Date: May 2023

Control Objective 4. To ensure that VAT is accounted for correctly on sales and purchases, and VAT Returns are submitted promptly to HMRC.

Ref	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Target Date
4.1	The Accounting System holds all the current VAT rates.	When there is VAT rate change, the file in the Omega system is up-dated.	Yes, assured this happens by the Town Clerk.	None required
4.2	VAT is correctly identified on all sales and purchase transactions	On all sales transactions the gross amount is entered for each good/service and the computer automatically calculates the VAT using the appropriate rate indicated by the operator. The invoice will show the split between the net and VAT amounts. Incoming invoices from suppliers show the VAT amount.	A sample of sales and purchase invoices was examined during the audit to ensure VAT amount was calculated and recorded correctly.	None required
4.4	VAT is correctly accounted for when making the VAT returns to HMRC.	The Accounts system includes all VAT elements from the sales and purchase ledgers when producing the VAT returns.	The VAT returns for the last three quarters of 2022/23 were re-calculated during the audit and found to be correct. All VAT on sales and purchase invoices sampled were included in the appropriate VAT return.	None required
4.5	Any VAT refunds are received by the Council.	HMRC refund any monies owed to the Council in respect of Vat.	I checked the receipt of VAT refunds to the bank statements as follows: Quarter 2 £3,935.53 banked 18 October 2022; Quarter 3 £7,187.08 banked 11 January 2023; Quarter 4 £9,555.56 banked 26 April 2023.	None required

INTERNAL CONTROL QUESTIONNAIRE

System: Asset Management

Auditor: Ken Goddard

Date: May 2023

Control Objective 5: To ensure registers of assets are adequately maintained.

No	Expected Control	Actual Control	Test Findings & Recommendations	Council's Response and Target Date
5.1	A statement exists explaining the Council's Policy regarding the management of assets	Section 14 of Financial Regulations explains the policies regarding management of assets	A statement regarding assets as included in the Council's Financial Regulations section 14 was seen during the audit.	None required
5.2	All assets are purchased with proper budget approval	All assets are approved by Members after quotes are received for larger-cost items and in accordance with budgets.	No large items were purchased during the current financial year.	None required
5.3	A register is maintained of all assets	A financial asset register is maintained office equipment.	The asset register has been reviewed and a correct valuation figure arrived at of £2,480,010.00, down from previous year's total on account of the disposal of terminal equipment.	None required
5.4	All assets are included in the Council's insurance policies	Regular valuations are carried out for insurance purposes.	The current insurance policy with Zurich Municipal ending May 2023 was reviewed during the audit. The premium was £3,691.49. The overall coverage is adequate with the insurance cover exceeding the book value of property etc to cover replacement values. However, some individual items on the asset register did not reconcile with the insurance policy eg 32 x Market stalls insurance cover was £3,572.35 against the asset register value of £14,000 for additional market stalls.	

			RECOMMENDATION To ensure a claim can be made successfully against any individual loss, it would be preferable for the asset register to be compatible with the itemised assets on the insurance policy.	
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INTERNAL CONTROL QUESTIONNAIRE

System: Income

Auditor: Ken Goddard

Date: May 2023

Control Objective 6. : To ensure all income is correctly received and banked.

No	Expected Control	Actual Control	Test Findings & Recommendations	Council's Comments and Target Date
6.1	All monies collected from the stallholders is banked correctly.	Most of the stall holders' fees are paid by credit transfer.	A sample of payments was tested and traced back to the bank statements.	None required
6.2	Monies received from other sources, room hire and car parks are banked promptly and correctly.	Income from all sources is banked on a timely basis.	Income from other income sources eg room and sports hire and car parks, was spot-tested and traced back to the bank statements. All VAT sums involved were followed through to the VAT return for the 3 quarter's submission	None required
6.3	There is a follow-up procedure to chase non-payers.	A list is maintained of all outstanding debtors and regular contact is made to encourage payment either in full or by instalments.	A list of the latest outstanding invoices was seen during the audit. A process is being followed to pursue outstanding debts.	None required

KG ENTERPRISES

9 Earlesfield Lane
Grantham
Lincs NG31 7NT

Tel: 01476 570297
e-mail: mrkengoddard@gmail.com

Southwell Town Council
c/o Town Clerk
The Old Courthouse,
Burgage, Southwell
NG25 0EP

Dear Members:

To: Members of Southwell Town Council.

As instructed by the Town Clerk, I have carried out the second of 2 stages of internal audit reviews of the Council's systems of internal control. There were two objectives behind the review:

1. To enable me next year to sign off the year-end Annual Internal Audit Report 2022-2023;
2. To assure Members that there are adequate systems of internal control in place and are being complied with.

During this second stage review, I covered the financial areas of the Council's responsibilities:

1. Payroll – processing
2. Payroll – Deductions ie Tax and NI, pensions etc
3. Purchase Ledger
4. VAT
5. Main Accounting System
6. Income

I am pleased to report that there was only one minor recommendation made in the attached report (see 5.4) and based on the areas already covered in the previous internal audit review in October, I am of the opinion that adequate systems of internal control are in place and are being followed effectively.

It came to my notice when reviewing the year-end balance sheet, that whilst the overall reserves figure (general and earmarked) stands at £360,262, the amount set aside for general reserves halved from the previous year – from £46,137 to £21,497. It would be prudent governance to ensure the Council had enough reserves in its general funds to cover three month's normal expenditures and I would recommend that consideration is given to increasing the general reserve funds accordingly.

May I express my thanks to the Town Clerk for her help and assistance during the audit, it was much appreciated.

Sincerely

Ken Goddard
Internal Auditor.
2nd June 2023.

Annual Internal Audit Report 2022/23

SOUTHWELL TOWN COUNCIL

www.southwellcouncil.com

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

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

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NONE HELD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

25/10/2022 25/05/2023

Name of person who carried out the internal audit

KENNETH GODDARD

Signature of person who carried out the internal audit



Date

25/05/2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

SOUTHWELL TOWN COUNCIL

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

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

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

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

2023/03/31

and recorded as minute reference:

2023/03/31

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Section 2 – Accounting Statements 2022/23 for

SOUTHWELL TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	523,057	514,227	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	242,567	256,028	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	107,198	99,226	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	167,976	223,686	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	9,162	9,162	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	181,457	254,875	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	514,227	381,758	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	515,187	381,263	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,556,999	2,480,010	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	25,022	17,130	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

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

Date

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

as recorded in minute reference:

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

Smaller authority name: Southwell Town Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>23rd June 2023</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) Lesley Wright Clerk to the Council/RFO <u>01636 816103</u> <u>clerk@southwell.co.uk</u></p> <p>commencing on (c) <u>Monday 26th June 2023</u></p> <p>and ending on (d) <u>Friday 4th August 2023</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD <u>sba@pkf-l.com</u></p> <p>5. This announcement is made by (e) _____</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 3-14 July 2023 for 2022/23 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Summary Income & Expenditure by Budget Heading 01/05/2023

Month No: 1

Cost Centre Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
101	Administration						
	Income	130,403	264,374	133,971			49.3%
	Expenditure	4,191	15,125	10,934		10,934	27.7%
	Net Income over Expenditure	<u>126,212</u>	<u>249,249</u>	<u>123,037</u>			
	plus Transfer from Earmarked Res	0					
	less Transfer to Earmarked Res	0					
	Movement to/(from) Gen Reserve	<u>126,212</u>					
102	Staff Costs						
	Expenditure	18,484	205,000	186,516		186,516	9.0%
	plus Transfer from Earmarked Res	0					
	Movement to/(from) Gen Reserve	<u>(18,484)</u>					
103	Town Centre						
	Income	707	5,450	4,743			13.0%
	Expenditure	63	14,437	14,374		14,374	0.4%
	Net Income over Expenditure	<u>644</u>	<u>(8,987)</u>	<u>(9,631)</u>			
	plus Transfer from Earmarked Res	0					
	less Transfer to Earmarked Res	0					
	Movement to/(from) Gen Reserve	<u>644</u>					
104	Parks & Open Spaces						
	Income	0	8,575	8,575			0.0%
	Expenditure	18,457	24,503	6,046		6,046	75.3%
	Net Income over Expenditure	<u>(18,457)</u>	<u>(15,928)</u>	<u>2,529</u>			
	plus Transfer from Earmarked Res	12,022					
	Movement to/(from) Gen Reserve	<u>(6,435)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
106	Church Street Toilets						
	Expenditure	2,932	10,875	7,943		7,943	27.0%
107	Markets						
	Income	1,618	26,750	25,132			6.0%
	Expenditure	4,745	7,919	3,174		3,174	59.9%
	Net Income over Expenditure	<u>(3,127)</u>	<u>18,831</u>	<u>21,958</u>			
	plus Transfer from Earmarked Res	0					
	less Transfer to Earmarked Res	0					
	Movement to/(from) Gen Reserve	<u>(3,127)</u>					
108	Car Parks						
	Income	2,340	27,700	25,360			8.4%
	Expenditure	9,090	22,454	13,364		13,364	40.5%
	Net Income over Expenditure	<u>(6,750)</u>	<u>5,246</u>	<u>11,996</u>			
	plus Transfer from Earmarked Res	0					
	Movement to/(from) Gen Reserve	<u>(6,750)</u>					
109	The Old Courthouse						
	Income	22	15,800	15,778			0.1%
	Expenditure	11,950	38,571	26,621		26,621	31.0%
	Net Income over Expenditure	<u>(11,928)</u>	<u>(22,771)</u>	<u>(10,843)</u>			
	plus Transfer from Earmarked Res	1,470					
	Movement to/(from) Gen Reserve	<u>(10,458)</u>					

Summary Income & Expenditure by Budget Heading 01/05/2023

Month No: 1

Cost Centre Report

			Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
110	Tourism & Communications	Income	1,000	2,000	1,000			50.0%
		Expenditure	914	7,900	6,986		6,986	11.6%
		Movement to/(from) Gen Reserve	<u>86</u>					
Grand Totals:- Income			136,090	350,649	214,559			38.8%
		Expenditure	70,826	346,784	275,958	0	275,958	20.4%
		Net Income over Expenditure	<u>65,264</u>	<u>3,865</u>	<u>(61,399)</u>			
		plus Transfer from Earmarked Res	13,492					
		less Transfer to Earmarked Res	0					
		Movement to/(from) Gen Reserve	<u>78,756</u>					

CASH POSITION BEFORE ANY PAYMENTS ARE MADE					£
CCLA Deposit Account					£ 325,000.00
NatWest Current Account					£ 31,926.78
Natwest Direct Saver					£ 81,184.18
Natwest Car Park Account					£ 9,380.20
Ref No	Supplier A/c Name	Analysis Description	Amount	VAT	Invoice Total
3658	STC	June Net Salaries	£ 10,656.42		£ 10,656.42
	STC	PAYE	£ 3,002.88		£ 3,002.88
	STC	Pensions	£ 3,369.97		£ 3,369.90
3600	LESLEY WRIGHT	Annual Meeting Refreshments	£ 9.80	£0.00	£ 9.80
3601	ABI BRACKENBURY	Watering System Parts	£ 7.56	£0.00	£ 7.56
3602	WATERPLUS	Burgage	£ 42.93	£0.00	£ 42.93
3603	WATERPLUS	BURGAGE	£ 106.48	£0.00	£ 106.48
3604	SSE	Southwell Recreation	£ 37.73	£1.89	£ 39.62
3605	NALC	Playground safety training co	£ 125.00	£0.00	£ 125.00
3606	NALC	Meeting Admin Course Abi	£ 45.00	£0.00	£ 45.00
3607	CAPITA	External System	£ 19.26	£0.00	£ 19.26
3608	GREENBARNES LTD	Pinboards	£ 564.40	£112.88	£ 677.28
3610	LUCYS CLEANING	Toilet Cleaning	£ 724.00	£0.00	£ 724.00
3611	SECURITY PLUS	Car Park Collection Charges	£ 124.33	£24.87	£ 149.20
3612	SSE	Church St, Car Park	£ 539.06	£107.81	£ 646.87
3613	BE FUELS	Fuel	£ 274.06	£54.81	£ 328.87
3614	JIGSTER	IT Support	£ 230.00	£0.00	£ 230.00
3615	SLCC	Membership Fee Lesley Wright	£ 279.00	£0.00	£ 279.00
3616	NCC SUPPLIES	various office sundries	£ 89.26	£17.85	£ 107.11
3617	WATERPLUS	Market King ST	£ 41.84	£0.00	£ 41.84
3618	OPUS ENERGY	King St Carpark	£ 123.39	£6.17	£ 129.56
3619	SECURITY PLUS	car parking collection charges	£ 11.76	£2.35	£ 14.11
3620	WHEATCROFT	WINDOW 01/3620/wheatcroft clea	£ 135.00	£0.00	£ 135.00
3621	SSE	Police Station	£ 1,289.33	£64.47	£ 1,353.80
3622	UPC	FLY guard Unit	£ 48.41	£9.68	£ 58.09
3623	MAPLEBECK	Remedial Works Ash Tree Spinne	£ 850.00	£170.00	£ 1,020.00
3624	CAPITA	Metric parkinbg transactions	£ 19.26	£3.85	£ 23.11
3625	BRANDON HIRE STATION	damages war memorial	£ 8.28	£1.66	£ 9.94
3627	ZURICH	STC Insuurance	£ 3,631.51	£0.00	£ 3,631.51
3628	SECURITY PLUS	car parking collection charges	£ 124.32	£24.88	£ 149.20
3629	VIKING	Gazebo	£ 336.89		#VALUE!
3630	STEPHEN SHEPPARD	Painting court room	£ 1,200.00	£0.00	£ 1,200.00
3631	NSDC	Refuse	£ 313.04	£ -	£ 313.04
3632	NSDC	Refuse Market PLACE	£ 3,303.04	£ -	£ 3,303.04
3633	NSDC	Refuse collection Market Place	£ 134.08	£ -	£ 134.08
3634	SCREW FIX	972747/3634/screw fix	£ 183.60	£ 36.72	£ 220.32
3635	SCREW FIX	Bin Bag weed controll fabric	£ 65.07	£ 13.02	£ 78.09
3636	SCREW FIX	Womens trousers	-£ 83.32	-£ 16.67	-£ 99.99
3637	WATERPLUS	Burgage Southwell	£ 63.55	£ -	£ 63.55
3638	NSDC	Wthdrawn planning app	£ 92.00	£ -	£ 92.00
3639	NSDC	Church St King ST cctv	£ 7,135.39	£ 1,427.08	£ 8,562.47
3641	LESLEY WRIGHT	zoom one pro monthly	£ 12.99	£ -	£ 12.99
3642	J HOWARD SAS	MOWER REPAIRS	£ 491.80	£ 98.36	£ 590.16
3644	HORTECH	Hanging basket watering	£ 47.61	£ 9.52	£ 57.13
3645	KOMPAN LTD	Spiders net repair	£ 4,208.15	£ 841.63	£ 5,049.78
3648	SCREW FIX	Padlock	£ 47.28	£ 3.24	£ 50.52
3649	ROBERT MARSHALL	Overhead Repair	£ 650.00	£ 130.00	£ 780.00
3650	MOWER SHOP	Soil & Compost	£ 24.13	£ 4.82	£ 28.95
3598	METRIC	CSI Church St/KSI King St	£ 312.18	£ 62.44	£ 374.62
3599	METRIC	Church St/ King St/Bramley cen	£ 359.73	£ 71.95	£ 431.68
3640	THE MOWER SHOP	Parts quipment maintenance	£ 22.11	£ 4.42	£ 26.53
3643	WATERPLUS	23365377/3643/Waterplus	£ 121.08	£ -	£ 121.08
3651	CAPITA	Parking transactions	£ 14.22	£ 2.84	£ 17.06
3652	ARCO	workwear	£ 125.02	£ 25.00	£ 150.02
3653	LESLEY WRIGHT	Suncream for groundsmen	£ 20.00	£ 4.00	£ 24.00
3654	SCREW FIX	weed control fabric	-£ 13.33	-£ 2.66	-£ 15.99
3655	KG ENTERPRISES	2nd phase internal audit	£ 178.00	£ -	£ 178.00
3656	CAPITA	Transaction Charges	£ 3.43	£ -	£ 3.43
					£ -
					£ -
					£ -
					£ -
					£ -
					£ -
	Total		£ 28,868.71	£ 3,318.88	#VALUE!
Signature 1			Date		
Signature 2			Date		

Ref No	Supplier A/c Name	Analysis Description	Amount	VAT	Invoice Total
3660	D T TYRES	Tractor Tyres	151	30.2	£ 181.20
3661	WATERPLUS	OCH	87.08	0	£ 87.08
3662	WATERPLUS	OCH	85.96	0	£ 85.96
3663	SCREW FIX	Forestry Helmet	50.82	4.16	£ 54.98
		Watering timer			£ -
3664	VIKING	Various office sundries	166.52	33.3	£ 199.82
3665	NALC	Training Jamie Bostock	35	0	£ 35.00
3667	LESLEY WRIGHT	Zoom	12.99	0	£ 12.99
3668	FARMSTAR	Rear Lamp	50.12	10.02	£ 60.14
3669	UNICOM	Phones Broadband	186.8	37.36	£ 224.16
		Phones Broadband			£ -
3670	BRAMLEY PUBLICATIONS	Advertising/promotion	360	72	£ 432.00
3671	OPUS ENERGY	KING St car park	117.75	5.89	£ 123.64
3672	Broadleaf	Chipping up on park	70		£ 70.00
3673	SSE	Memorial Park	1,748.63	349.72	£ 2,098.35
3674	SSE	Feeder pilar Market Place	53.37	2.67	£ 56.04
3676	ABI BRACKENBURY	Work experience sunfries	7.5	1.5	£ 9.00
3677	LESLEY WRIGHT	WaterFun day	16.13	3.22	£ 19.35
3678	LESLEY WRIGHT	Suncream garden Party	24.12		£ 24.12
3679	LESLEY WRIGHT	Clip Boards	17.94		£ 17.94
					£ -
Total			£ 3,241.73	£ 550.04	£ 3,791.77

Signature 1

Date

Signature 2

Date

AGENDA ITEM 44.9

CHANGE OF BANK ACCOUNT SIGNATORIES

NATWEST ACCOUNTS – 68002963, 36095079, 36135615

PRESENT SIGNATORIES	MARTIN STOTT JULIA WRIGHT
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TO AUTHORISE THE REMOVAL OF –	DAVID MARTIN ALICE DUNN SALLY REYNOLDS
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TO AUTHORISE THE ADDITION OF –	1 P ETER HARRIS 1.MALCOM BROCK 3 ROGER BLANEY
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CCLA ACCOUNT – 0135750001PC

PRESENT SIGNATORIES	MARTIN STOTT JULIA WRIGHT
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TO AUTHORISE THE REMOVAL OF –	DAVID MARTIN ALICE DUNN
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TO AUTHORISE THE ADDITION OF –	1PETER HARRIS 2 ROGER BLANEY
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Prepared by the Clerk

AGENDA ITEM 45.1

Recommendation for Governance and Finance to approve the updated Grant Aid Strategy

Aid strategy for supporting volunteer groups in Southwell

Background

In 2022-23 the Town Council donated nearly £6000 to support groups in Southwell. There is no additional budget for this, and in 2023-24 the budget for additional grants is very limited. The Council has already agreed that it cannot make continuing revenue support, but will consider 'pump priming' resources to establish community events and support etc. The council encourages, and if required, sponsor, applications that it supports to other external grant making organisations

Proposal

1. Any requests for financial support will be considered by the Town Environment Committee from existing cost centres - the budgets for which are already established up to £500.00. Above £500 to be referred to Full Council
2. Additional support resources ie staff time, rooms etc. with no revenue requirement will be normally supported.
3. Applications should be made at least two weeks before the subsequent Town Environment meeting, so that applications can be circulated as part of the Committee's agenda.

Agenda item 45.2

Allocation of Grants

The committee discussed the allocation of a £500 for the GTSF as agreed by Full Council and could not find the funds for this from the budget.

This is referred to Full Council for allocation.

Suggestion from Clerk – it is agreed that it is allocated from either Communications or Events budget with the knowledge that these codes will potentially go over budget.

Lesley Wright

20/06/2023



Human Resources Committee Terms of Reference

June 2023

Committee type	Committee
Reports to	Full Council
Frequency of meeting	3 per annum for Full Committee
Minimum number of members	5
Number of Members	Chair and Vice Chair of the Council, 3 other Councillors and the Clerk. Both genders to be represented
Quorum	3
Election of Chair	The Chair of the Council
Presence of non-councillors	By invitation
Date ratified	June 2017

Specific duties

1. Meetings

Agendas for the 3 full Committee meetings will be circulated under Standing Order 4.

A Panel for Confidential Matters will be formed which will take place in private rather than in public due to the confidential nature of the business. (See separate Terms of Reference for details on the Panel).

2. Confidentiality

The members of the Committee Panel will have regard to confidentiality for all matters pertaining to the business of the Committees. Agendas and minutes of the 3 main Committee meetings will be circulated to all Councillors under Standing Orders. Agenda and minutes of the Panel and Minutes of the Committee for Confidential Matters not be circulated to maintain confidentiality of matters arising.

3. Delegated Powers

The Committee will have delegated powers to act on behalf of the Council to deal with all personnel, employment and recruitment decisions, except for where additional financial resource is required, which must be referred with a recommendation to the Governance & Finance Committee for approval and ratification. Significant issues such as recruitment of staff and salary recommendations will be referred to the Full Council for ratification.

4. Powers and Responsibilities

1. To periodically review the Staff Handbook and Councillors' Handbook including all employment policies and procedures and recommend these to the Council for adoption.
2. To recommend to Full Council the staffing levels necessary to efficiently discharge the work required by the Council.
3. To approve job descriptions and periodically review working practices.
4. To be responsible for the preparation and submission of budget proposals to the Governance and Finance Committee in respect to staff resource requirements, pay and training budget.
5. To ensure the Council complies with all legislative requirements relating to the employment of staff.
6. To oversee the appointment and recruitment of Council employees.
7. To deal with any staff disciplinary matter in accordance with the Council's disciplinary procedure.
8. To deal with any staff grievance in accordance with the Council's grievance procedure
9. To ensure employees are appointed in accordance with the Council's recruitment procedure, quality and diversity statement and guidelines on employment practice.
10. To establish an appropriate process to support the Council's grievance procedure.
11. The Chair of the Council, with the support of the Committee, will provide line-manager function to the Clerk, including annual appraisal, responsibility for day-to-day matters, authorisation of Clerk holiday, sick leave and absence from work.
12. The HR Committee must seek legal and professional HR support when appropriate to do so.

Note – the Clerk, as the Council's Proper Officer will have delegated power to manage staff attendance, staff appraisal, short-term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements, training and staff inductions in line with the agreed council policies. The Clerk may be included on all staff interview panels. The Clerk will seek confirmation, approval or support from the HR Committee where appropriate.

Agenda item 47 Review recommendation from Risk Assessment Panel

Risk Assessment Panel Notes 19/06/23

Present: Cllrs M Stott, M Brock, R Blaney, P Barron, L Wright, A Brackenbury

Cllr Stott briefly explained the history of the delay at Ash Tree Spinney.
The risk assessment was carried out, results below.

Proposal: To accept the recommendation from the Risk Assessment and for the pause and the approved tree works to be to carried out after the bird nesting season

Risk Assessment for: - Pause of Work at Ash Tree Spinney
RA Panel

Prepared by Abi Brackenbury **Co-signed** Lesley wright

Following the pause of tree works at Ash Tree spinney, the council need to determine and be aware of the risks posed in keeping the Spinney open for the general public using the public foot path, there are several alternative routes which could be used. In closing the footpath due to danger this is also likely to heighten tension with the property owner in the immediate proximity of the trees.

The path is a very well used path by the public not only for accessing the town from neighbouring estates but also dog walkers and school children.

No.	Feature/ Operations/ Situation	Hazards and Effect	Severity Rating x Likelihood = Risk S x L = R			People at Risk	Control Measures
1	Unsafe footing	Slips, trips, falls	4	2	8	Employee	Take care when walking – Employee only for extreme emergencies
2	Immediate danger to life	Tree falling due to disease and/or adverse weather conditions drought/thunderstorms	8	2	16	Public	Signs to be placed a entrances, warning people to care in adverse weather conditions Routine inspections to be carried out regularly by a tree surveyor and reported back to the clerk
3	Danger to property	Tree falling due to disease and/or adverse weather conditions drought/thunderstorms	4	4	16	Residents' property	Routine inspections to be carried out regularly by a tree surveyor and reported back to the clerk
4	Danger of injury from falling branches	Imminent risk of danger due to adverse weather – drought/thunderstorms	8	2	16	Public	Signs to be placed at entrances, warning people to care in adverse weather conditions Routine inspections to be carried out regularly by a tree surveyor and reported back to the clerk
5	Danger to wildlife in doing tree works	Ground nesting birds, bats, other birds nesting, insects, foxes, badgers, rabbits	8	8	64	_____	Works to be carried out after the bird nesting season. All tree works to be completed by a qualified person and in line with Countryside and Wildlife act

EXPLANATION OF THE NUMERICAL SCALE USED ABOVE TO DETERMINE RISK LEVELS

RISK

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

25 – 100	Level of Risk is unacceptable
13 – 24	Level of Risk may be tolerable
1 - 12	Level of Risk is tolerable

SEVERITY

10	=	Multiple Deaths
8	=	Single Death
6	=	Major Injury
4	=	'3 day' Injury
2	=	Minor Injury
1	=	None

STRUCURE

10	=	Total destruction
8	=	Severe damage
6	=	Significant damage
4	=	Moderate damage
2	=	Minor damage
1	=	None

LIKELIHOOD

10	=	Certain	Has happened before and is expected to happen again
8	=	Very Likely	Has happened before and is likely to happen on this occasion
6	=	Probable	Has been known to occur before and is likely to happen on this occasion
4	=	Possible	Has been known to occur before and it may happen on this occasion
2	=	Unlikely	Has been known to occur before but no reason to suggest that it will happen on this occasion
1	=	Very Unlikely	Has never happened before and there are no reasons to suggest it will happen on this occasion

Agenda item 48.1

Reversal of Decision at Full Council 22 March 2023 - Agenda item 22/03/196 Proposal to appoint the Deputy Clerk as Responsible Finance Officer (RFO)

History

The Full Council voted on the 22nd of March 2023 for a change to the job description of the Clerk and Deputy Clerk, for the Deputy Clerk to become Responsible Financial Officer (RFO) and for the Clerk to become Deputy RFO.

The change was not implemented before the Deputy Clerk left. It makes sense to agree that the Clerk remains the RFO..

As this decision was taken in March 2023, to reverse it, agreement is required by a motion to Full Council.

9 Previous Resolutions

- a. A resolution of the Council shall not be reversed within six months except by a special motion. This requires written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 4.**

4a Motions for a Meeting that require written notice to be given to the Proper Officer

Proposal

To reverse the Full Council decision of 22 March 2023 Agenda item 22/03/196 Proposal to appoint the Deputy Clerk as Responsible Finance Officer (RFO) and for the Clerk to retain the position of RFO

Proposed

Cllr M Stott

Cllr P Rainbow

Cllr M Brock

Agenda item 48.2 Recommendation from HR committee for the approval of the Job description for Deputy Clerk and recruitment for the position as soon as possible

Proposal of accept Deputy Clerk Job Description and to recruit for a start date as soon as possible.

Job Title:	Deputy Clerk & Operations Manager	Date Reviewed: June 2023
Salary:	Scale 21- 25 £28900 - £32020	
No. Hours:	37 hours per week Monday to Friday Core Hours 09.00 to 15.00 with flexibility as required <i>Occasional additional hours may be required, which can be paid or taken as time off in lieu.</i>	
Responsible to	The Clerk to the Council	
Job Objective:	Work with the Clerk on estate /operations/facilities management general and office administration. Deputise for the Clerk in her/his absence including the day to day running of the office and estate.	

Main Duties and Responsibilities:

1. Deputise for the Clerk in his/her absence during the day to day running of the office and estate. At Full Council and any other committee meetings, sub committees or working groups in the Clerk's absence, as requested. Prepare agenda, write minutes and agree with chairman, and deal with actions and correspondence arising from the meetings, as required.
2. **Committees:** Act as servicing Clerk Town Environment Committee , in conjunction with the Clerk: liaise with Chair of TE; prepare agenda in agreement with Chair; write and distribute minutes; deal with actions and correspondence arising from meeting as required; update the Clerk on all meeting outcomes.
3. Responsible for **Project Management** in conjunction with the Clerk and liaise with the Clerk on the allocation of resources
 - a) Carrying out feasibility studies for projects. This will include undertaking research into the requirements of the project; preparing a budget; obtaining quotations; liaising with council staff and committees, contractors, and members of the community as appropriate.
 - b) Once the project has commenced, to work within allocated budgets, ensuring that projects are properly resourced and appropriate reporting mechanisms are observed.
 - c) Undertaking risk assessments and outlining methods as required by the needs of the project.
 - d) Reporting to the Council about project progress.
 - e) Ensuring that projects are delivered safely on time and as required by the Council.
4. **Manage the weekly Market and Specialist Markets**
 - a) To organise the logistics of the regular Saturday market.
 - b) Develop ideas for the expansion of the market and report to the Clerk, T E Committee and Markets Working Group, and implement as agreed.
 - c) Assist in event management of specialist markets in conjunction with the Markets Working Group.
 - d) Liaise with markets operator regarding bookings and immediate issues with traders.
 - e) Take bookings and payments for community stalls.
 - f) Ensure all traders have suitable insurances.

- g) Undertake Risk Assessments of market events

5. Oversee the Management of Events

- a) Co-ordinate, plan and implement activities related to Town-produced and Town-sponsored special events in conjunction with the Clerk on behalf of the Council. Management of the annual calendar of events for the Town to include all events and communication with other authorities and community groups to ensure timely production of events and related press releases.
 - b) Liaise with, and supervise the work of, vendors, sponsors, outside organisations, volunteer committees, and/or other persons related to implementation of Town Council festivals and events. Keep a check list of vendors and contractors and up to date certificates and risk assessment.
 - c) Liaise with third party organisations to assure compliance with all Town/District policies and procedures and legal requirements with regards to event production.
 - d) Oversee the compilation of information to be placed in event and town leaflets/ brochures, local press and social media; proof-reading of promotional materials and advertising; distribution of event & tourist information promotional materials.
 - e) Assist in creation of budgets, track expenditure throughout the event process and produce reports as appropriate.
6. Manage all external contracts and seek best value supplies.
7. Oversee all Media communications
8. Produce regular update for the Council
9. Oversee the purchasing process including obtaining estimates/costs for goods and project work.
10. With the Clerk, manage the Risk Register and Risk Assessments.
11. **Other Tasks:** Oversee the maintenance of relevant annual, monthly and weekly inspections, risk assessments and other records on playgrounds, electrical equipment, fire alarm etc. Ensure these are undertaken in a timely fashion, are in order, up to date, collated and to report any problems to the Clerk.
12. Liaise with Reception/Finance assistant regarding income generated by bookings of the Council facilities, e.g Pitch, room and equipment hire.
13. Assist with reception services and email, telephone and visitor enquiries.

Any other reasonable duties of a like nature as required or directed

Proposed
HR Committee

Agenda item 48.2 Recommendation from HR committee for the approval of the Job description for Deputy Clerk and recruitment for the position as soon as possible.

Proposal of accept Deputy Clerk Job Description and to recruit for a start date as soon as possible.

Job Title:	Deputy Clerk & Operations Manager	Date Reviewed: 21 June 2022
Salary:	Scale 21-225 £28900 - 32020	
No. Hours:	37 hours per week Monday to Friday Core Hours 09.00 to 15.00 with flexibility as required <i>Occasional additional hours may be required, which can be paid or taken as time off in lieu.</i>	
Responsible to	The Clerk to the Council	
Job Objective:	Work with the Clerk on estate /operations/facilities management general and office administration. Deputise for the Clerk in her/his absence including the day to day running of the office and estate.	

Main Duties and Responsibilities:

1. Deputise for the Clerk at Full Council and any other committee meetings, sub committees or working groups in the Clerk's absence, as requested. Prepare agenda, write minutes and agree with chair, and deal with actions and correspondence arising from the meetings, as required.
2. **Committees:** Act as servicing Clerk Town Environment Committee , in conjunction with the Clerk: liaise with Chair of TE; prepare agenda in agreement with Chair; write and distribute minutes; deal with actions and correspondence arising from meeting as required; update the Clerk on all meeting outcomes.
3. Responsible for **Project Management** in conjunction with the Clerk and liaise with the Clerk on the allocation of resources
 - a) Carrying out feasibility studies for projects. This will include undertaking research into the requirements of the project; preparing a budget; obtaining quotations; liaising with council staff and committees, contractors, and members of the community as appropriate.
 - b) Once the project has commenced, to work within allocated budgets, ensuring that projects are properly resourced and appropriate reporting mechanisms are observed.
 - c) Undertaking risk assessments and outlining methods as required by the needs of the project.
 - d) Reporting to the Council about project progress.
 - e) Ensuring that projects are delivered safely on time and as required by the Council.
4. **Manage the weekly Market and Specialists Markets**
 - a) To organise the logistics of the regular Saturday market.
 - b) Develop ideas for the expansion of the market and report to the Clerk, T E Committee and Markets Working Group, and implement as agreed.
 - c) Assist in event management of specialist markets in conjunction with the Markets Working Group.
 - d) Liaise with markets operator regarding bookings and immediate issues with traders.
 - e) Take bookings and payments for community stalls.
 - f) Ensure all traders have suitable insurances.
 - g) Undertake Risk Assessments of market events
5. **Oversee the Management of Events**
 - a) Co-ordinate, plan and implement activities related to Town-produced and Town-sponsored special events in conjunction with the Clerk on behalf of the Council. Management of the annual calendar of events for the Town to include all events and communication with other authorities and community groups to ensure timely production of events and related press releases.
 - b) Liaise with, and supervise the work of, vendors, sponsors, outside organisations, volunteer committees, and/or other persons related to implementation of Town Council festivals and events. Keep a check list of vendors and contractors and up to date certificates and risk assessment.
 - c) Liaise with third party organisations to assure compliance with all Town/District policies and procedures and legal requirements with regards to event production.

Agenda item 48.2 Recommendation from HR committee for the approval of the Job description for Deputy Clerk and recruitment for the position as soon as possible.

Proposal of accept Deputy Clerk Job Description and to recruit for a start date as soon as possible.

- d) Oversee the compilation of information to be placed in event and town leaflets/ brochures, local press and social media; proof-reading of promotional materials and advertising; distribution of event & tourist information promotional materials.
 - e) Assist in creation of budgets, track expenditure throughout the event process and produce reports as appropriate.
-
- 6. Oversee all Media communications
 - 7. Produce regular monthly update for the Council in conjunction with the Clerk
 - 8. Oversee the purchasing process including obtaining estimates/costs for goods and project work.
 - 9. With the Clerk, manage the Risk Register and Risk Assessments.
 - 10. **Other Tasks:** Oversee the maintenance of relevant annual, monthly and weekly inspections, risk assessments and other records on playgrounds, electrical equipment, fire alarm etc. Ensure these are undertaken in a timely fashion, are in order, up to date, collated and to report any problems to the Clerk.
 - 11. Liaise with Reception/Finance assistant regarding income generated by bookings of the Council facilities, e.g Pitch, room and equipment hire.
 - 12. Assist with reception services and email, telephone and visitor enquiries.

All other reasonable duties of a like nature as required or directed

Agenda item 49 Riverside Bridge Update

History

The ownership of the bridge is unknown but it was constructed a few years ago to connect the Riverside path to the open land to opposition Greet Mill .

The bridge was closed by the council staff as the bed of the bridge was unsafe and rotten.

Originally it when the bridge was assessed it was thought th at a new bridge was required but now after a closer inspection only the bed will need to be replaced.

The original proposal is attached.

In March these four proposals were accepted by majority.

At a recent meeting with Gascoigne's, it was confirmed that the land highlighted in blue does belong to Gascoigne. Council land is edged in green. Gascoigne's have given permission for the council to access the land to enable repairs on the bridge.

Quotes received.

Due to the specialism of the work, only 1 quote was obtained for each option.

Option 1 To repair the bed £1750 +VAT to be repaired next week.

Option 2 To repair the complete bridge with a metal structure cost- approx. £6000+ Vat,

Option 2 was originally to be co funded by NCC & NSDC, this requires confirmation that the funding is still available.

Proposal

1 Council to agree the repair of the bridge, Clerk to seek co funding from NCC & NSDC

Or

2 Council to agree to replace the bridge, Clerk to confirm co funding from NCC & NSDC

3 Funding to be allocated from Open Spaces Reserves

Prepared by Clerk

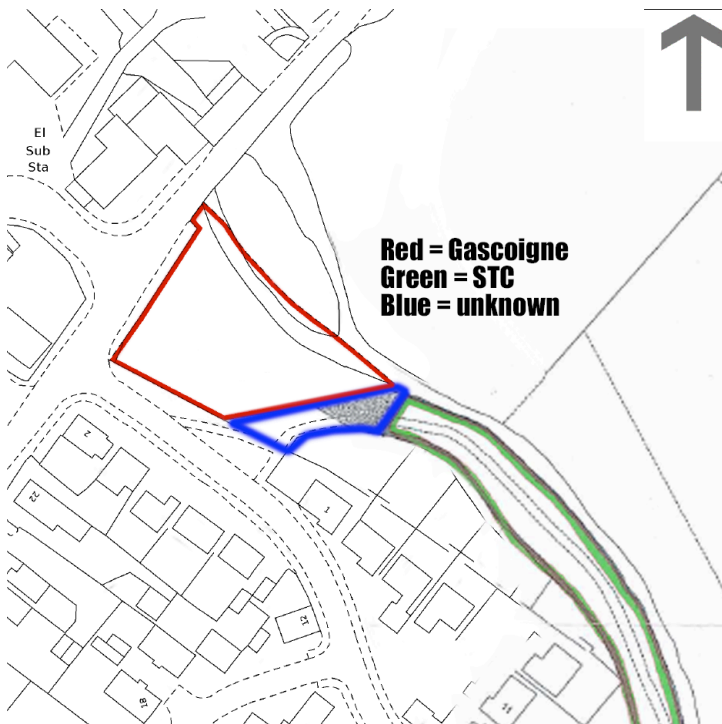
Bridge at Riverside Southwell

The bridge at Riverside Southwell is an important asset which is used by many residents and visitors, and provides a vital link for less able users, bikes and prams between the Southwell Trail and the Riverside path.

Southwell Town Council staff have assessed the underneath of the existing bridge is rotten, unsafe and has restricted access for health and safety reasons – residents might think STC have responsibility. N&SDC & NCC do not accept responsibility for the bridge.

STC Clerk's comment: "It seems to look as if the responsibility has come over to Southwell in the devolution, but Full council will need to accept that responsibility.

No ownership of the land, highlighted in blue, makes it harder to apply for some grant funding.



Proposal:

- 1 Full Council to accept responsibility for the bridge.
- 2 Southwell Town Council to claim ownership of the land highlighted in blue.
- 3 STC to seek three quotes for repair, in line with its procurement policy.
- 4 Full Council to decide funding options (to consider: STC replacement through CIL or grant, or equal joint funding with STC, N&SDC & NCC – Community Funding available again in May and/or another).

Proposed: Karen Roberts, Seconded: Stuart Thompstone
Full Council – March 2023



The Old Courthouse

Burgage

Southwell

Nottinghamshire

NG27 0EP

HRl: 01636 816103

admin@southwell-tc.gov.uk

southwelltowncouncil.com

Minutes of Meeting: Human Resources Committee
Date and Time: 24 May 2023 14.00
Venue: The Old Courthouse

Present : Cllrs M Stott (Chair), P Rainbow & M Brock

In Attendance – Lesley Wright – Clerk to the Council

HR 23/06/001 Apologies for absence

Cllrs P Harris, L Harris & K Roberts

Approved

HR 23/06/002 To receive any declarations of interest, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011 – None

HR 23/06/003 Approval of Minutes of previous meeting

3.1 HR Committee 6 March 2023

Proposed M Stott Seconded P Rainbow

Approved unanimously by those present at the meeting

3.2 Matters Arising (not covered in the agenda) –

HR 23/06/004 Chairman's Notices

HR 23/06/005 Policies

5.1 Review of Terms of Reference –

Proposed M Stott Seconded M Brock

Agreed Unanimously with the agreed changes

5.2 Outstanding Policies to be reviewed-

Grievance Procedure

Recruitment Policy

Contract of Employment

Staff Handbook

Noted that these Policies of Outstanding

HR23/06/006 Recruitment of Deputy Clerk – moved to Confidential session.

HR 23/06/007 To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential item.

Proposed Cllr Stott Seconded M Brock

Resolved unanimously

HR23/06/008	Clerks Staff Update Report – the Clerk reported that a temporary Finance Assistant has been appointed until September and discussed the situation with the present members of staff.
HR 23/06/009	Items for Discussion at next meeting
HR 23/06/010	Items for communication
HR 23/06/011	Date of next meeting –to be agreed after a Panel meeting to review Job Descriptions
Meeting Closed	15.00

Signed

Chair of Human Resources

Date

Minutes of Meeting: PLANNING & HIGHWAYS COMMITTEE
Date and Time: Wednesday 7th June 2023 19.00
Venue: The Old Courthouse Burgage Southwell NG25 0EP

Questions and planning responses from Members of the Public – none

Present: Councillors J Berridge, M Brock, R Blaney, J Bostock
In Attendance: Cllr K Roberts

PH23/06/001 Apologies for absence- Cllrs L Harris, S Perry, J Lightfoot, P Barron
PH23/06/002 To receive any declarations of interest.
Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2001
None
J Bostock section PH 23/06/005, item 5.5 Employed by the Applicant

PH23/06/003 **Approval of Minutes of previous meetings:**
124.1 Planning Committee Minutes 3rd May 2023
Not Formally Approved due to a lack of Cllrs present at the May meeting being present at this meeting. The Minutes should go forward to the next Full Council for approval.
124.2 Matters arising – Cllr K Roberts queried
“Was the letter to Oliver Scott about double glazed timber windows in Conservation areas ever sent and have we received a reply?”
The P&H clerk agreed to follow up on this

PH23/06/004 **Opportunity to hear questions or statements from members of the public- none**

PH23/06/011 **This Item was brought forward and Standing Orders were lifted**

Neighbourhood Plan update – Peter Scorer outlined the current situation that the review of the Plan is ready to go to Public Consultation and the following proposal was discussed and proposed by R Blaney and seconded by M Brock and voted on by the committee with unanimous agreement:-

Proposal, (to be discussed at next Full Council)

To recommend to Full Council that:-

- 1) the Review of the Southwell Neighbourhood Plan is ready to go to Public Consultation,**
- 2) that publicity be given about the Review and Consultation in the July Bramley, on the Market and in the Library on the dates shown in the Timeline,**
- 3) that STC officers advise local businesses and other bodies in conjunction with NSDC,**
- 4) that the relevant documents be placed on the STC website for public access.**

PH23/06/005

Planning applications – click to the NSDC ref below and it will link to the relevant application.

STC Ref	NSDC ref	Location	Details	Decision	Observations
5.1	23/00846/ HOUSE	60 The Ropewalk	Proposed rear first floor extension, pitched roof to existing dining room, raised rear garden decking area and works to increase driveway.	Approved Proposed JB Seconded RB Carried Unanimous.	Subject to verification by NSDC planning that the neighbour's rights are upheld.
5.2	23/00833/ ADV	2 – 4 King St Lloyds Pharmacy	Proposed fascia sign and 1no non illuminated projection sign	Approved Unanimous Propose JB Seconded JBostock	
5.3	23/00702/ HOUSE	10 Vicarage Road	Single storey rear and front extension. New window to existing utility	Approved Unanimous Propose. JB Seconded MB	
5.4	23/00882/ HOUSE	65 Ropewalk	Demolish existing extension & garage. Erection of side extension & garage	Approved Unanimous Prop RB Seconded MB	
5.5	23/00830/ HOUSE	Minster School Nottingham Rd	Removal of decked area, replace with concrete and erection of new shelter.	Approved Unanimous	
5.6	23/00844/ LDCP	15 Manor Close	Demolish conservatory and erect extension	Approved Unanimous	

PH23/06/006. Chairmans Notices

Bilsthorpe Incinerator. Contact from Bilsthorpe Council was noted however as there is as yet no Planning Application lodged it was agreed that the committee would await an application and comment at that time.

PH23/06/007 Planning Applications Decided

7.1 Applications Approved STC Decision

22/02166/HOUSE.	11 Adams Row	Previously decided by NSDC
23/00008/LBC.	Minster Suite Hill House	Deferred to Conservation Officer
23/00059/FUL	Minster Suite Hill House	Deferred to Conservation Officer
23/00118/FUL.	17&19 Newark Rd.	No Objection
23/00387/HOUSE.	37 Silvey Ave	No Objection
23/00422/FUL.	Brackenhurst Campus	No Objection
23/00545/HPRIOR.	3 Riverside	Prior – Not required - subject to conditions

7.2	Applications Refused	STC Decision
23/00353/LBC. 23/00464/OUT.	Brackenhurst Campus. 188 Norwood Gardens	No Objection No Objection
7.3.	Tree Works approved.	
	None	
PH23/06/008	Update on the new Nottinghamshire and Nottingham Waste Local Plan – previously circulated. Duly Noted	
PH23/06/009	Highways Report – previously circulated. Standing Orders were lifted to allow Tom Whitmore to present and comment on the highways report The resurfacing of The Ropewalk was again discussed with the hope that a more permanent job would be forthcoming. A meeting with Via has been arranged for the 12th June and a walkabout is planned. The meeting will deal with progress on the Highways report, bearing in mind STC Priorities.	
PH23/06/010	UPVC Windows Letter To be reviewed by the Clerk and reported on at the July Meeting	
PH23/06/011	Neighbourhood Plan update – Taken forward see report above	
PH23/06/012	Southwell to Hockerton Footpath discussion – More discussion is needed to cover :- - Likely Useage & benefit - Footpath/Cycleway - Costs & Finance	
PH23/06/013	Date of next meeting: 5 July 2023	
PH23/06/014	Items for discussion at next meeting	
Meeting Closed	20.15	

Signed

Chair of Planning

Date

Agenda item 52

Proposal for Planning and Highways Committee

Neighbourhood Plan update – Peter Scorer outlined the current situation that the review of the Plan is ready to go to Public Consultation and the following proposal was discussed and proposed by R Blaney and seconded by M Brock and voted on by the committee with unanimous agreement:-

Proposal, (to be discussed at next Full Council)

To recommend to Full Council that:-

- 1) the Review of the Southwell Neighbourhood Plan is ready to go to Public Consultation,
- 2) that publicity be given about the Review and Consultation in the July Bramley, on the Market and in the Library on the dates shown in the Timeline,
- 3) that STC officers advise local businesses and other bodies in conjunction with NSDC,
- 4) that the relevant documents be placed on the STC website for public access.

Agenda item 53.1 Confidential staff update

Confidential Notes

Staff Update

The Communications officer after the 4 sabbatical will work-

8 hrs per week working from the office and home , working on Media and Communications .

Market Operator

The Market Operator has now returned to work on a 5 hrs week, working on a Saturday.

Groundstaff

Now that the Casual hours are no longer required for the Market, these have been used to employ this member of staff for these hours plus extras, for a total of 15 hrs per week until September. This is within budget.

Staff Structure Update

The Deputy clerk has now resigned, and the position needs to be advertised.

The Finance assistant would carry out the data input to the system under the direction of the Clerk.

To alleviate some of the work of the Clerk, the Deputy Clerks job description is to include more Operations management.

The role of Project Manager and the Receptionist roles are due to finish early next year and this should be taken into consideration.

The present structure is

Clerk - Full Time

Project Manager, deputising for Clerk as required (with an honorarium TBD) Full Time

Temporary Finance Assistant to September- 12-15 hrs week

Receptionist– to be appointed 15hrs per week after the appointment of the Deputy Clerk , or potentially as apprentice on a longer term basis

2 full time ground staff

2 part time ground staff 22hrs & 15hrs

1 part time market operator 5 hours

All within budget

L Wright 19/06/23

An Opportunity to apply to the Community Ownership Fund

History

The toilets on Church Street were taken over from N&SDC with devolution in 2016. They have had various repairs and cosmetic improvements, but these have been inadequate and complete renovation is required. The walls in the Gents are crumbling and all the floors need replacing, The disabled toilet is very dark and basic .

Quotes were invited last year, and these were £58,760, £56,780,& £58,489 , the council does not have the budget or reserves for these improvements.

The Town Council and other Heritage groups within the town have long been trying to find a suitable building for a Heritage Centre for the community and to promote the Heritage of Southwell to visitors. This could also incorporate the TIC.

Some time ago the Clerk worked with councillors on the idea of modernising the toilet block and incorporation the TIC, this project was not carried forward and the TIC moved to the library.

Funding is now available to Town Councils to renovate and restore community assets which are in danger of being closed. The toilet block could fit into this category.

STC have the freehold of Church Street Toilets and a lease on Church Street Car park for 99 years from 2016.

Funding

The community ownership fund is £150 million, UK wide and helps groups to protect assets that are at risk of being lost through community ownership. From Round Three, 3 Town, Parish and Community councils will be able to apply.

<https://www.gov.uk/government/publications/community-ownership-fund-prospectus>

The first stage is to submit an Expression of Interest Form (EOI) for the prospective funding application, and this will be assessed for feasibility. If successful then the applicant will be invited to submit an application

Funding received is on a 80% grant/20% match funding

Round Three Window is open from 31 May 2023 and will close at 11:59am (midday) on 12 July 2023. EOI can be submitted now.

Proposal

To work with Southwell Heritage Trust and other interested groups to submit an EOI for the modernisation of the toilets and to incorporate a much needed Heritage centre and Tourist Information Centre. To seek backing from NCC and NSDC once STC has approved the submission of the EOI.

Proposed

Cllr. M Stott

Payment of Inspire Library Bill

History

The Tourist information centre (TIC) moved the library in 2021.

The amendment with Inspire (who manage the library) is to pay a rent of £1000 per annum .

When the invoice for 22/23 was presented to council for payment the council asked that the Clerk contact inspire and ask for a reduction in rent, due to the space and facilities available in the library.

The Clerk has contacted Inspire and secured a reduction to £800 per annum, but only for 23/24.

Proposal

To pay the invoice for 22/23 and to defer to Town Environment to discuss the way forward for the TIC and to report back to Full Council

Prepared by L Wright – Clerk

Agenda item 53.4 Confidential

Southwell Town Council Briefing Note Council Meeting Wednesday 21st June 2023

Prepared by Councillor Jeremy Berridge

Re: Consideration of Possible Purchase of Badgers Field Bishops Drive Southwell

- 1 This section of land comprises 2.8 acres approx. and lies close to the existing cemetery and adjoining the Minster School playing fields. It is amenity land only and has no development value. It is heavily overgrown and has not been cultivated for many years.
- 2 I have spoken to Richard Watkinson the agent this morning and he has informed me that the owner Mr Sheppard is elderly and intending to sell and the property is being openly marketed and interest has already been received. The price is "offers in excess of £100,000". In my professional experience, this is not unreasonable for this type of small parcel lying on the town fringes. Richard accepts that his client may prefer to deal with the Town Council if the land goes to a good public use and there may be a legacy element in the sale (Sheppards Field or similar). However, we must expect to pay a market price.
- 3 I understand that STC looked at this land a few years ago when there were some reports of boundary issues/title problems. Richard is waiting for the registered title but expects it to be clean.
- 4 Small parcels of land like this rarely come onto the market and the opportunity to purchase may be a "one off". Strategically the land sits at the end of the walk from Church Street over Higgons Mead through the old Minster school playing fields and through the fields to the rear of the cemetery and down the ride to the Park. It has substantial long term environmental and amenity value to the town and may help meet demand for additional burial space. I accept that conventional burial may not be possible but the site has potential as a memorial space for those who have passed.
- 5 The argument for purchase therefore is that this is a "one off opportunity" to purchase a small piece of land which has potentially significant strategic environmental and social value to the town as described above.
- 6 The argument against purchase is likely to be primarily financial and resource based. STC has to commit to the capital cost of purchase and the ongoing revenue costs incurred in its maintenance. This financial implication can however be mitigated on the basis that STC is purchasing a capital asset which will retain its value.
- 7 In summary this is a unique opportunity which may not be repeated. I propose that it be fully explored on the basis that a purchase should go ahead unless it is clear that it would be financially unwise or that public ownership of the land has no material long term benefit to the residents of Southwell.

Proposal to form a Cemetery Working Group

Proposed Cllr P Rainbow