

**Bollington Town  
Council  
Finance and Audit  
Meeting  
Enclosures  
30<sup>th</sup> January 2023**

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## Minutes of the Meeting of the Finance & Audit Committee

Council Chamber, Bollington Town Hall  
At 10.00 am Monday 21<sup>st</sup> November 2022

**Those Present:** Cllr K Edwards (KE), Cllr H Ellwood (HE) (Deputy Mayor), Cllr Ken Larby (KL), Cllr Johanna Maitland (JM), Cllr A Stott (AS), Cllr A Williams (AW).

**Chair:** Cllr Amanda Stott

**Officer:** Julie Mason Town Clerk

**Declaration of Interest – NIL**

### Public forum time

Cllr D Kent and Cllr J Snowball both attended to comment on the budget setting item of which the Chair gave them permission to speak on the item as appeared on the agenda.

### FA 38/22 To receive and approve apologies for absence:

Cllr J Stewart due to feeling unwell.

### FA 39/22 To receive and confirm the Minutes (FA 26/22- 37/22) of the meeting held on 26<sup>th</sup> September 2022.

**RESOLVED** the minutes were accepted as a true and accurate record.

### FA 40/22 To receive updates from the minutes

i) Mayoral Chain

The receive and the update that the Mayoral Chain valuation did not include the engraving cost and it had been revalued at £13,500.00.

**RESOLVED** the Mayoral Chain would be insured at £13,500.00

ii) To note the Leek United no longer accepted Charities and Councils to open bank accounts.

### FA 41/22 To resolve to accept the Internal Auditors 2022/23 report carried out by Account Ant from Monday 14<sup>th</sup> November 2022.

The Internal Auditors report had been circulated. The Clerk reported back on the report to the Committee. The main points were.

i) The Mayoral Chain must be kept in a safe at the Town Hall when not in use.

ii) There were amounts in Scribe that had not been reconciled and needed to be zeroed.

iii) The Purchase Orders needed attention and are required to be matched /reconciled with supplier invoices.

**RESOLVED** subject to the following recommendations the Internal Auditor's Report was accepted by the Committee.

The Chair wished to thank the Clerk.

**FA 42/22 To receive the budget for 2023/24 and debate the precept figure for 2023/24.**

The Clerk and the Chair had redrafted the budget for 2023/24 and it had been circulated.

Cllr KE felt it inappropriate that the Corporate Plan had not been brought to this Committee previously and debated before budget setting. He felt it was key in the process and we should use this to refine the process for future years. The Clerk was asked to bear this in mind when looking at calendar setting for the next municipal year.

Cllr KE and Cllr JM wished the monies to be reinstated for the improvements and cleaning of the Recreational Ground toilets as it was an agreed budget heading in 2022/23.

**RESOLVED** the monies of £13,600 would be removed in 2022/23 for the Recreational Toilets.

There was no decision made on the £7,000 in 2023/24.

The figures were missing from the Town Hall WG which was difficult when the budget was being set.

**RESOLVED** the Facilities Committee needed to make recommendations on the lack of progress from the Town Hall Working Group.

**RESOLVED** the £20,000 for the Town Hall would be removed from Ear Marked reserves and placed under TH Repairs and Maintenance.

It was noted the insurance monies reimbursed for the Civic Hall were £1,850 not £2,500.

Cllr DK requested that the Civic Hall user charges be reviewed by the Facilities committee.

**RESOLVED** the Facilities Committee needed to make a recommendation on CHUG charges for 2023/24.

**RESOLVED** the badge monies for the Civic Awards would be removed from the budget.

**RESOLVED** the Civic Hall would have its own line for Horticulture at £1,500.00.

The Committee agree the general reserves could not be left at £68,000 into 2023/24.

**RESOLVED** the Committee recommended the precept for 2023/24 would be £250,000 which equated to £78.44 for a Band D property an increase of 15%.

**FA 43/22 To agree the transfer of monies from BLOG to cover the replacement of fire sensors at the Civic Hall at £1,516.70.**

The BLOG had approached the Clerk to ask if they donated £1,516.70 towards the fitting of new sensors would BTC facilitate the transaction.

**RESOLVED** the Committee supported the donation and the purchase of new sensors.

**FA 44/22** Date of Next Meeting: Monday 30<sup>th</sup> January 23rd January 2023 @ 10.00am in the Town Hall.

Meeting closed at 11.50 am

## **Bollington Town Council Community Grant**

### **Application conditions**

Maximum grant award - £500?

If more than £2,000 held in the organisation's bank account(s) – what are the funds being held for?

Copies of bank statements are required for all accounts held.

Must supply evidence of any approved grant funding being awarded in the past, failure to provide such evidence will cast doubt over future grant awards.

One of the bank statements must match the bank details supplied for payment of successful applicants

Approval must be given for social media publicity

**School grants**

<b><u>School</u></b>	<b><u>2018/19</u></b>	<b><u>2019/20</u></b>	<b><u>2020/21</u></b>	<b><u>2021/22</u></b>	<b><u>TBC</u></b>
Bollington Cross School	1241.20	882.35	NIL	NIL	
Dean Valley	590.74	852.94	NIL	1102.50	
St Gregory's	199.13	323.15	NIL	258.25	
St Johns	623.93	441.18	NIL	1139.25	



## **RISK MANAGEMENT POLICY**

**2022/23**

### SUPPLIER FRAUD

The Town Council is responsible for putting in place arrangements for the management of risk.

This risk management policy and assessment has been prepared in respect of all activities of the council. The risk assessment is a live document and should be regularly reviewed.

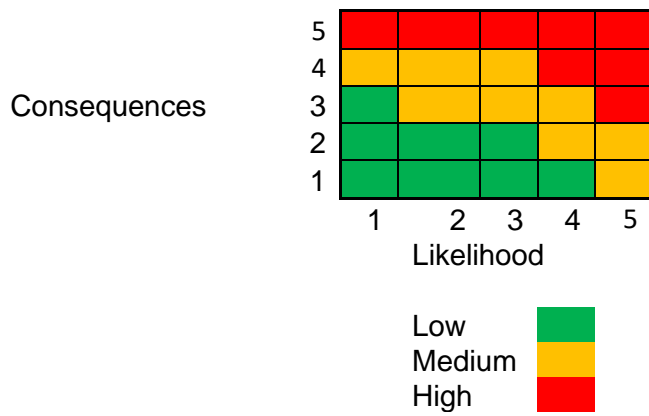
When considering any new activity, this should be added to the risk assessment document. Where necessary, a separate risk assessment may be required for a specific activity e.g., the organisation of a community event. The Clerk and Town Manager has delegated authority to prepare any suitable risk assessments.

Risk assessment is a systematic general examination of relevant factors that enable the Parish Council to identify any and all potential risks inherent in its practices. Based on a recorded assessment the Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following main points have been followed and the register constructed accordingly.

Subject  
Hazard  
Who is affected?  
Current Mitigations  
Likelihood  
Consequences  
Risk Rating

*Note: Insurance cover for risk is the most common approach to certain types of inherent risks and for the protection of physical assets owned by the council – buildings, furniture, equipment, etc. (loss or damage). Comprehensive insurance is in place with Zurich Insurance.*





Subject	Hazard	Current mitigations	Likelihood 1 low 5 very high	Consequences	Risk Rating	Notes/ Actions	Insurance manages risk?
Reputation	Councillor or officer acts fraudulently	Officer recruitment process - references taken.	1	3	L		
		Invoices are checked and authorised by two councillors prior to payment.	5	5	H	In place and the Chair of Finance spot checks every month and two Cllrs sign invoices before payment.	Y
		Salary is administered by external company and approved by finance member prior to payment.	4	3	M		Y
		Payments and reconciliations are checked independently per quarter by Finance member	4	3	M	TCS Management Ltd now in place from Sept 2021	Y
		Councillors have limited access to payment system – can log on only to view accounts.	3	5	M	Yes	Y
					Cllrs are on the mandate for three accounts and		

						can make gain access but all payments are completed by the Clerk.	
<b>Reputation</b>	Councillor or officer acts outside code of conduct - bribery, etc	Multiple councillors' guards against this, financial regulations require multiple quotations, specify tender opening processes and require group decision making.	1	2	L	Clerk ensures all tenders are obtained as per Financial Regs.	Y
<b>Reputation</b>	Unpopular decisions, adverse press or social media, e.g. from disgruntled ex officer or councillor	Where possible, potentially controversial or major decisions are subject to public consultation. Group decision-making provides a range of perspectives and thus balance.	3	1	L		Y
<b>Finances</b>	Fraud/Theft of Council Finance	Password protected internet banking system. Dual pre-authorisation of payments system. (via signing invoices) Internal/External audit  Schedule of all payments reported at Council meetings	3	3	M	The Finance Assistant controls the payments schedule from invoices. The two Cllrs check invoices, and the Clerk makes the payments. These are	Y

	Mis-Management of Finances, including inadequate records	Financial regulations reviewed annually; Quarterly Budget reviews and reconciliations; Finance Member checks; Dual pre-authorisation of payments system; Internal/External audit	4	3	M	then spot checked by Chair of Finance. If a payment required between meetings, the mayor/Chair authorises via email. FR checked in May 2022. Budget reviews completed in June, October and December	
	Reporting and auditing: Mis - information communication	The balance of all accounts is produced for FC every month except for August from the reconciliation of the accounts. The budget is reconciled every quarter. Some approved members have independent access to bank records online.	3	3	M	Yes	
	Bank & Banking, including: Inadequate checks Bank mistakes Loss Charges	The Council has Financial Regulations which set out the requirements for banking and reconciliation of accounts.	1	1	L	Checked every month and signed off by the Clerk.	

	Procurement fraud	<p>Check suppliers accounts and their details where they have purported to have changed their bank details</p> <p>Periodic review of supplier details and encourage the F &amp; A to make checks</p> <p>All staff are aware of cold callers</p>	2	1		<p>Spot checks made by Finance Assistant</p> <p>Yes</p>
<b>Insurance</b>	Adequacy	<p>An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. An up-to-date register of assets is maintained.</p> <p>Public liability insurance cover for £15,000,000</p> <p>Employers' liability insurance cover £10,000,000</p> <p>Ensure compliance measures are in place.</p>	3	4	M	<p>Yes, FA register is completed and up to date.</p> <p>Insurance in place.</p> <p>It's been noted this year by the auditor that the Chain is not insured if not returned to the TH when not in use and needs to be placed in a safe. The TC has now purchased a new safe and</p>

	Cost	3 quotes are obtained at the time of renewal				a sign devised to ensure the mayor is aware.	
<b>Data protection</b>	Breach	The Council is registered with the Data Protection Agency.	1	1	L	Ensure subscription is kept up to date	

<b>Internal Controls</b>	<i>Fraud/Theft of Council Finance</i>	Standing Orders and Financial Regulations dealing with the award of contracts for services or the purchase of capital equipment – NALC model used and reviewed annually.	1	3	L	Up to date	
	Poor Value for money / Overspend on Services	Service contracts.  Minimum 2 and usually three quotes obtained for any substantial works	1	2	L	In place with cleaner and electrician  Quotes over £3,000 always strived for. One exception in this year due to works unveiled within a repair work.	
	Internal Audit Assurance / Are Internal controls in place?	Invoices signed by two members at Council meetings  Schedule of all payments reported at Council meetings	1	1	L		

<b>Council Assets:</b>							
<b>Office equipment</b>	Theft of equipment	Insurance covers theft. General security in home setting	1	3	L		yes
<b>Office equipment</b>	Damage to IT equipment leading to loss of availability, need to replace, may lose connectivity, potential loss of data.	Laptop case used to transport equipment. Staff act with care. Work is stored on Onedrive so back-ups available. Equipment is insured and has extended warranty in place. Procedures allow replacement to be purchased quickly.  I Cloud in place for back	2	2	L		yes
<b>Office equipment</b>	Theft of portable equipment (laptop) while travelling or at meetings	General practice is to keep laptop in locked boot if travelling by car, or in laptop case if on foot etc.  Laptop is password protected  Insurance covers theft	1	2	L		Yes
<b>Play and Fitness Equipment - risk to third parties</b>	NA	NA	3	3	M	Consider whether periodic inspections are necessary. Medium on H&S - financial risk covered by insurance.	yes

<b>Civic Hall</b>	Negligence or misuse of sub-leased property	Landlord Check carried out annually. Last done June 2022 – all in good order –	1	2	L		Yes
<b>Bollington Health &amp; Leisure</b>	Still on BTC Asset register.	Public Liability Insurance  Ongoing meetings to ensure the transfer is being completed	1	1	H	Changed solicitors to endeavour to remedy the transfer. In progress	Yes
<b>Public Benches / Signs/ Public information</b>	Checked	All checked.	2	3	L		Yes
<b>Defibrillators</b>	Battery replaced this year for mobile defibrillator	In TH.	1	4	M		



Areas monitored in addition to the above register:

<b>Internal controls</b>	<b>Council's response</b>
<p>Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation. Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary</p>	<p>Yes</p> <p>Completed but behind.</p>
<p>Minutes properly numbered and master copy kept in safekeeping</p>	<p>Yes</p>
<p>Documented procedures to deal with enquiries from the public</p>	<p>Yes</p>
<p>Documented procedures to deal with responses to consultation requests</p>	<p>Yes S106 monies</p>
<p>Monitoring arrangements by the council regarding LCA status</p>	<p>Unable to complete due to number of elected Cllrs</p>
<p>Documented procedures for document receipt, circulation, response, handling and filing</p>	<p>Yes</p>
<p>Procedures in place for recording and monitoring members' interests and gifts and hospitality received</p>	<p>N/A</p>
<p>Adoption of codes of conduct for members and employees</p>	<p>Yes</p>
<p><b>Working groups / Partnership</b></p>	
<p>Ensure that proper safeguards exist when the Council works in partnership with another body</p>	<p>If the Council is working in Partnership with another body the Council should take a critical look at the situation with particular emphasis on:</p> <ol style="list-style-type: none"> <li>1. If the body is not a statutory body check if a constitution is in place and appropriate officers are in place.</li> <li>2. Review the financial position of the body.</li> <li>3. Where appropriate check for public liability insurance.</li> <li>4. Keep records of the relationship of the parties by a written agreement where appropriate or the use of regular notes and minutes</li> </ol>

## Your Plan for Your Town By Your Council

**Our purpose is to serve our Town and be in  
tune with the needs of our community**

### Our Values

- **Democratic**
- **Financially Responsible**
- **Open**
- **Collaborative**

“The Town Council will promote the social, environmental and economic health of the town and contribute to a sustainable and inclusive community in an honest, open and responsive manner”

## Environmental Health – Tourism

- **To form decisions based on the agreed Bollington Tourism and Visitor Economic Plan 2021/30**
- **Listen to and understand the needs of residents, visitors, and businesses to help the town thrive**
- **Work with stakeholders, partners, and neighbours to ensure our town is welcoming for all**

### 2022- 2023 update

Item	Progress	Score
Bollington Tourism and Visitor Economic Plan prioritisation and delegation to committees in progress	Complete by end of 2022/23 year	Amber
Working towards an up to date and comprehensive business directory	Complete by end of 2022/23 year	Amber
Continuing to work with partners and stakeholders to achieve common aims for the town	Ongoing	Grey

### 2024 onwards

## Environmental Health – Clean and Tidy

- **To create a Town to be proud of**
- **Planting to create Bollington in Bloom**
- **Our Town Wardens will continue to deliver effective and visible differences to our Town**
- **Sponsor and facilitate litter collections in all wards**
- **Ward walks to report blocked gullies, weeds, dirty signs, and other issues**

### 2022 onwards update

Item	Progress	Score
Planters and hanging baskets installed around the town	Complete	Green
Working with volunteers for planting and maintenance	Ongoing	Grey
Town wardens continuing to tidy and maintain public and open spaces	Ongoing	Grey
Regular litter picks organised by BTC	Ongoing	Grey
Ward walks by Councillors	Ongoing	Grey

## Environmental Health – Sustainable

- **Revisit and review the Neighbourhood Plan and update and modify policies where appropriate**
- **Ensure that the Neighbourhood Plan is present in the considerations of the Planning and Town Development Committee decisions**
- **5-year plan to deliver further EVC charging points across the Town according to public demand and available funding**

### 2022 onwards update

Item	Progress	Score
Neighbourhood Plan Review working group established and working towards review	Ongoing	Green
Planning & Town Development Committee utilise NP in planning recommendations	Ongoing	Amber
Assessment of current installation of EVC chargers. Identifying locations for further interest.	Not yet started	Red

## Environmental Health – Bollington 2030

**To support the vision of Bollington 2030**

**“Bollington 2030 seeks to engage and work positively with the widest possible cross sections of our community to provide an environmentally sustainable town by 2030”**

**Targets for improvements:**

Travel, our homes, energy supplies, shopping habits, recycling

**The Town Council will be a platform to inform and educate residents**

### 2022 onwards update

Item	Progress	Score
Working with community interest groups to achieve aims of B2030	Ongoing	Grey
Creation of a series of online seminars and workshops	In progress	Green
Working with other partners with shared aims	Ongoing	Grey

## Economic Health – Business, homes and community assets

- **Create an Engagement Plan with the Businesses in the Town**
- **Encourage business to participate in, and contribute to, community events**
- **Work closely with CEC and other bodies to encourage affordable and appropriate housing according to our Neighbourhood Plan aims**
- **Maintain and extend our allotments in the Town**
- **Effective management and development of community assets**

### 2022 onwards update

Item	Progress	Score
Development of business directory	In progress – due by March 23	Amber
Survey to find out business issues	In progress	Green
Business advent calendar and shop local initiative	Ongoing	Green
Transfer of land from CEC for new allotment site	Ongoing	Amber
Management and development of assets	In progress	Red
Affordable and appropriate housing	Ongoing	Grey

## Economic Health – Community assets and organisations

- **Assess the feasibility of improving the Town Hall – creation of an accessible, welcoming community facility for staff and visitors**
- **Development and maintenance of the Civic Hall as a flagship community resource for the Town**
- **Continued support of the Bollington Library facility in the Town**
- **Support the many organisations and charities in the Town providing services to the community with grants and resources: sports, youth services, arts, special interest groups, health and leisure, etc**

### 2022 onwards update

Item	Progress	Score
Working group created to assess Town Hall	In progress	Red
Civic Hall as flagship resource	Ongoing	Green
Maintenance of assets	Ongoing	Amber
Continued support for library	Ongoing	Grey
Grants applications	Ongoing	Grey
Youth Council	In progress	Amber



## Social Health – Feel Safe

- **Continue to work closely with the PCSO and local Police to ensure safer communities and reductions in crime**
- **Work in partnership with the Fire Service to communicate and educate on matters of fire safety in the home and countryside**
- **Maintain and develop a Community Resilience Plan to ensure effective responses to crises the Town faces from floods to other disasters**
- **Work with local health partners, school head teachers and community support organisations for wellbeing and effective physical and mental health for all**

### 2022 onwards update

Item	Progress	Score
Ongoing good relationships with Police and Fire		
Working with health providers		
BTC is an active member of NECCP		
Communication via newsletter and social media/website		
Warm spaces		Green
Cre8 Community Grocery		Green

## Social Health – Transport

- **Consideration of traffic management across the Town - work with CEC Highways and other bodies to ensure safe travel**
- **Promote and support alternative methods of transport**
- **Continue to work towards improved pedestrian safety, campaign for further crossings and safe routes**
- **Engage with users – pedestrians, cyclists, horse riders to ensure Public Rights of Way, bridleways and cycle routes are maintained**

### 2022 onwards update

Item	Progress	Score
SID for data and deterrent	In progress	Amber
Work with CEC towards implementing safer roads strategies for Bollington	Ongoing	Amber
Public Right of Way officers	Ongoing	Green
Safe routes and alternative transport	Not started	Red

## Caring Council – Accountable and Transparent Council

- **Value the Town Council staff through training, effective personnel procedures and encouraging development by following adopted policies**
- **Achieve the Local Council Award to demonstrate the Town Council is compliant with Local Government policies and procedures**
- **Effective, honest and transparent management of public funds**
- **Open communication – website, newsletter, social media, ward council surgeries**

### 2022 onwards update

Item	Progress	Score
Value of staff	New team work cohesively. All policies being reviewed.	Green
Local Council Award	Unable to apply due to not having two thirds of Councillors elected	Red
Public Funds	Improvement in 2022/23 by use of website and Chair of Finance	Green
Open Communication	Regular social media posts. Website reviewed and regularly updated. Surgeries cancelled due to lack of public attendance	Green

## Caring Council – Caring Councillors for Your Community

- **Elected as integral part of the democratic framework of local and national government**
- **Volunteers working in partnership with the community they represent**
- **“The voice” of the community – advocates to facilitate the best for Bollington**
- **Visible, accountable – all members of the public are welcome to attend meetings and question and query the work we undertake on your behalf**

### 2022 onwards update

Item	Progress	Score
Elected Councillors	6 elected, 6 co-opted	Amber
Volunteers	In progress	Grey
Voice of the community	In progress – ward walks, surgeries, budget consultation, case work	Grey
Visible and accountable	Members of the public welcome at all meetings	Green

## Caring Council – Civic and Mayoral Awards

- **Presentation of Annual Civic Awards in recognition of those who make a positive and worthwhile contribution which affects the lives of others**
- **Support of the Senior Citizens Committee to recognise and celebrate long standing members of our community with awards and lunches**
- **Continued support from the Town Mayor as representative of the Council at Civic Events in other Towns and Parishes**

### 2022 onwards update

Item	Progress	Score
Civic Awards	Completed 2022 – awards presented 22/10/22	Green
Senior Citizens support	Tea party held in summer at Civic Hall – well attended and hosted by the Mayor.  Mayor presents birthday cards to residents with significant birthdays.	Green
Civic Events	Mayor regularly accepts invitations.	Green

## A Council for Everyone – Community Events

**Work in partnership to deliver community events:**

- **Love Bollington Market**
- **Friends of Bollington Rec**
- **Christmas lights switch on**
- **Carols around the Tree on Christmas Eve**
- **Civic Parade**
- **Kerridge Parade**
- **Bollington Festival**
- **Remembrance Sunday**
- **Well Dressing**

### 2022 onwards update

<b>Item</b>	<b>Progress</b>	<b>Score</b>
Love Bollington Market	Facilitated summer market at Civic Hall and autumn market at the recreational ground	Green
Friends of the Rec	Collaborated on events	Green
Christmas Lights Switch On	Well attended and good feedback.	Green
Carols Around the Tree	Work in Progress	Green

Civic Parade	Rescheduled for Spring 2023 following cancellation due to National State of Mourning	Green
Kerridge Parade/ Well Dressing	As planned	Green
Bollington Festival	Postponed to 2026	Amber
Remembrance Sunday	As planned	Green

## A Council for Everyone – Community Engagement

- **Work actively to engage with all members of the community of our Town**
- **Ensure full representation in line with our Equality, Diversity and Inclusion policies**
- **Encourage participation in Council meetings to ensure the community’s voice is heard**
- **Work in partnership with established community organisations: including Dementia Action Alliance, Bollington Health and Leisure, youth and sports societies**

2022 onwards update

Item	Progress	Score



## A Council for Everyone – Accountability and Evaluation

- Present regular updates and communications
- Measure against target priorities within the categories of:
  - A Growing Town
  - A Caring Town
- Outcomes for “How we will deliver” scored under trend (Red Amber Green) colour scheme

### 2022 onwards update

Item	Progress	Score