



TOCKWITH WITH WILSTROP PARISH COUNCIL PARISH COUNCIL FUNCTIONS

Prepare annual budget for Precept

- Allow adequate expenditure for proposed projects,
- Allow sufficient funds to cover establishment charges,
- Allow sufficient reserves to cover unseen events/liabilities, having always to remember that the Precept is a charge on the residents of the Parish and must be able to be proven as a reasonable one.
- Allow sufficient funds to cover expenses in April, after the start of the new financial year but possibly before receipt of Precept.

Cash flow and control of budget

- Monthly reports to Council of expenditure and income
- Bank account signatories to be two of three named councillors, not the Clerk/RFO
- Clerk to report and advise the Council on new legislation/regulations pertaining to financial matters
- All projects and proposals to be adequately funded from reserves/balances
- Major capital projects to be funded by a Loan from the PWLB on a Fixed Rate Annuity basis, having first obtained Borrowing Approval from the DCLG
- Grant funding to be applied for from suitable agencies, e.g. Awards for All and other Lottery agencies, Waste Companies from tax credits allowance, Borough and County Council and any other funding agencies as advised by HBC and found by research.

Administer Children's Play Area

- Weekly inspections of equipment to be done by Councillors
- Annual Inspection to be done by RoSPA (Playsafety), which complies with Government Standards
- Additional equipment and facilities to be provided from commuted sums when circumstances allow
- Play equipment to be insured and Public Liability Insurance to be obtained

Administer allotments

- The Clerk to keep an allotment register
- Rents to be collected annually
- Tenancies to be held on an annual basis, with a waiting list kept should vacancies arise

Maintenance of commons and public open spaces

- Contractor to be employed and paid for maintenance works to areas of Public Open Space – Extension to Church burial ground, the Play Area, Westfield Green POS, Cowthorpe POS/Play Area and grass verges within the Parish
- All contracts, other than preferred contractors following receipt of guidance from HBC/NYCC, to be awarded after seeking quotations from at least three interested parties and evaluation of quotations subsequently received.

Section 137 payments

- Contributions to other organisations/grants to be recorded in the Receipts and Payments ledger, under a specific heading, to be kept up to date by the Clerk

Salary and expenses of the Clerk

- The Council will review annually the remuneration to be paid to the Clerk
- The Council had decided previously to pay the current Clerk according to the scales published by NALC, for 15 hours per week. This figure is published usually at a time during the current financial year so that figures to be budgeted for are at least twelve months in arrears.

Establishment charges

- Audit fee, Insurance, Drainage Rate, Subscriptions, web costs, Room hire, Play Area Inspection and any other charges related to annual management of the Council's business and not one-off costs to be included, to be recorded in the Receipts and Payments ledger and paid promptly.

Financial Probity

- Is to be ensured by regular monthly reporting to Council of Bank Balances, Accounts to be paid/ratified and Receipt of payments
- Cheque signatories will sign both cheques and cheque book stubs for accounting purposes.
- All payments are to be resolved by the council at a properly constituted PC meeting
- The Internal Auditor will verify procedures and practices in place and advise of any shortcomings to the Council.
- The Internal Auditor will undertake at least two internal audits each year and produce a report to Council of findings.