

# **Brantham Parish Council**

## **Donations for the year ending 31 March 2024 using the General Power of Competence\***

Recipient	Reason for request	Amount Requested	Actioned	Minute no.

Subtotal of expenditure incurred to date	£0
Less Funding agreed from Horticulture fund	
Total Expenditure incurred in 2023-24	£0
Donations budget for 2023-24	£1,500
Funding carried over from 2022-23	£301
Donations over/underspend for 2023-24	-£1,801

\* The General Power of Competence (GPC) was introduced by the Localism Act 2011 and took effect in February 2012. At its Annual Parish Council Meeting of 7 May 2019 the Parish Council resolved that it fulfilled the eligibility criteria set by the SoS (Localism Act 2011 s8) and that it was enabled to use the General Power of Competence (GPC)



## CIL SPENDING REVIEW – April 2023 for the year ending 31 March 2024

Neighbourhood CIL is governed by the CIL Regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAP0 and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation). *The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1<sup>st</sup> January each year.*

### 1. CIL Resources available

CIL funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2018-19	£2556.87		£2556.87	16.10.23
2019-20	£104.01 £3258.75		£5919.63	03.04.24 19.10.24
2020-21	£3,258.67 £2,681.48		£11,859.78	03.04.25 09.10.25
2021-22			£11,859.78	
2022-23	£9,734.69 £7,747.54	£10,123.64	£19,218.37	07.04.27 12.10.27
2023-24	£53,848.41		£73,066.78	14.04.28
Committed		£15,674.09	£57,392.69	Balance after committed funds
<b>Totals</b>	<b>£83,190.42</b>	<b>£25,797.73</b>		

### 2. Projects completed as bids against the Neighbourhood CIL Pot

*The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Lower Playing Field Goal Posts	None	Approx. £10,000	None	£10,123.64	June 2023	Completed

### 3. Projects identified as potential bids against the Neighbourhood CIL Pot

*The following projects have been identified as valid bids against the Neighbourhood CIL Pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Play area updates	None allocated	£27,599.99	Neighbourhood CIL (BDC)	£12,599.99	July 2023	Funding request to

			£15,000.00			BDC CIL APPROVED
Play area signage	None	£3074.10	£0	£3074.10	May 2023	Underway

**4. The following projects may be identified or submitted as potential discussion bids and will provide the basis for infrastructure spending as developments come online**

*Items highlighted in GRAY will be identified on an “as and when demand” as the parish continues to grow*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Additional consultation required	Further information
Village Hall	None allocated	Unknown	Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding	Unknown	Consultation with Brantham resident and PC needed	
Signage for cycleway to Manningtree	None Allocated	Unknown	SCC Locality Budget	£Unknown	PC Approval needed	
Crossing on A137	None allocated	£100,000	S106? / Locality funding	£unknown	Community Consultation needed	
Other major projects	None allocated	Unknown	To be determined		Subject to consultation	
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)		
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)		



## **INTERNAL AUDIT 2022-23**

### **BPC ACTION PLAN**

NB: Lines highlighted in Light Blue have been completed

<b>Subject</b>	<b>Requirements</b>	<b>Recommendations</b>	<b>Actions for the Council</b>	<b>Who</b>	<b>Date Completed</b>
SECTION 2 Financial Regulation and Standing Orders	Are Financial Regulations up to date and reviewed annually	Council might like to review the Procurement Thresholds amendments (SI 2022/139) of the Public Contracts (Amendment) regulations 2022 which came into force on 21Dec 2022 and make the changes to the contract value limits from £25,000 to £30,000 for non-central government authorities. The contract value limits are to be calculated incl. of VAT (effective from 01 Jan 2022)	Update Finance Regulations in line with the Procurement Thresholds amendments of the Public Contracts (Amendment) Regulations 2022	Clerk/RFO & Finance Committee	May 2023
SECTION 2 Financial Regulation and Standing Orders	Has the Council properly tailored the Financial Regulations	Ensure that the Financial Regulations are tailored to the Council by completing the sections within the [square] brackets and ensuring that all values are appropriate to the Council in terms of procurement and budgets	Update FR with particular attention to square brackets and values	RFO/Finance Committee	May 2023
SECTION 5 Budgetary controls	Verify that budget has been properly prepared and agreed	Council should be aware that the preparation of the annual budget is one of the key statutory tasks to be undertaken by an authority and should ensure that it is full Council, not a committee, that considers, approves and adopts the budget – for clarity the minutes of the Parish Council should show the actual figures being approved so that there is clarity on the budget, precept and implications for Band D Council Tax	Minute budget and precept decisions fully in full Parish Council minutes	Clerk	



## INTERNAL AUDIT 2022-23

### BPC ACTION PLAN

Section 8 – Payroll controls	Is there evidence that the Council is aware of its pension responsibilities?	Council is advised that every three years an employer must put certain staff back into a pension scheme. This is known as re-enrolment. Council must carry out its duties and comply with the deadlines as stated in communications from the Pension Regulator	Carry out re-enrolment	RFO	May 2023
Section 9 – Asset control	Is the asset register up to date and reviewed annually	Council is advised to review the values stated above ensuring that the bough forward balance of £573,499 mirrors the declared value on the audited accounts for the year ending 31 March 2022 (£571,905)	To review the balances on the Asset Register	RFO	
Section 14 – additional information	Is there evidence that Minutes are administered in accordance with legislation?	Council is advised to ensure that all absences are not merely recorded but approved by the Council thereby ensuring that the absence is not treated as unapproved	Clerk to ensure that absences are recorded appropriately	Clerk	Noted and new minuting used May 2023
		Council should note that the resolutions that are made at the meetings when the public are not in attendance should still be recorded in the minutes for the meeting	Clerk to minute in camera sections of minutes appropriately	Clerk	Noted and new minuting used May 2023

Adoption Date:  
Review Date:  
Minute no.  
Version no.



# Staff Appraisal Policy

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Brantham Parish Council

## 1. ABOUT THIS POLICY

- 1.1. It is the policy of Brantham Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include agreed steps to improve performance where deemed necessary by the Parish Council. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees.

## 2. ANNUAL APPRAISAL

- 2.1. Once an employee's probationary period is complete they must continue to have the opportunity to discuss their performance with their line manager. As a minimum this will happen annually. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.
- 2.2. Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.
- 2.3. Performance reviews will cover all aspects identified in their job descriptions.

## 3. SCOPE OF APPRAISAL

- 3.1. Assessment will in particular focus on:
  - Quality of work, accuracy and detail motivation and ability to work under pressure, dependability & timekeeping, job knowledge and understanding of safety issues
  - Knowledge of the Council, work planning and the effective use of time, problem solving and decision-making, flexibility, adaptability, initiative and innovation. Communication and interpersonal skills teamwork and achievement of targets
  - The line Manager will carry out appraisals. Where the appraisal is of the Parish Clerk, this will be the Chair or Vice Chair of the Council or another Parish Councillor as agreed.

## 4. RESPONSIBILITY

- 4.1. The line manager will carry out appraisals and will submit a report with recommendations to the Policy and Resources Committee.
- 4.2. Where the appraisal is of the Parish Clerk, this will be the Chair of the Council or Vice Chair of the Council
- 4.3. Once the appraisal process has been concluded the Chair of the Council will provide a summary of the appraisal to the Finance Committee as part of the Pay Review process.

## 5. TIMELINE

- 5.1. Annual appraisal to take place in July or August each year. This should include a review of pay as per the Council's Pay Review Policy.
- 5.2. A mid-year appraisal to take place in January or February each year.

## 6. POLICY ADOPTION

This policy was adopted Brantham Parish Council as its meeting on ????. Subsequent minor text amendments may be made under authority delegated to the Clerk.