

## MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
  - c) In section 4, does the council have committees and how many years are forecast?
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - e) In 5.9, are online prices acceptable evidence?
  - f) In 5.13, 5.15 and 5.17, does the council have committees?
  - g) In 5.16, will a councillor ever be instructed to place an order?
  - h) In 5.20, is there a minimum level for official orders?
  - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - k) Section 10 gives two alternatives, with or without petty cash.
  - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
  - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
  - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

## Brantham Parish Council FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the Finance Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the Finance Committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance Committee at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance Committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year.

4.5. Each committee and sub-committee (if any) shall review its draft budget and submit any proposed amendments to the finance committee not later than the end of November each year.

4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

- 4.7. Having considered the proposed budget, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the finance committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the finance committee. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of**

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

**contract opportunities and the publication of notices about the award of contracts.**

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk/RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the finance committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk/RFO, under delegated authority, for any items below [£500] excluding VAT.
  - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
  - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
  - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
  - the council for all items over [£5,000];
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the finance committee acting within its Terms of Reference, or council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to **£2,000** excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to finance committee as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the finance committee is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services **{above £250 excluding VAT}** unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the clerk/RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the finance committee or council before being certified by the Clerk/RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the finance committee, unless the finance committee or council resolves to use a different payment method.
- 6.6. For each financial year the Clerk/RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE,

National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the finance committee or council may authorise in advance for the year.

- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
  - i. {any payments of up to [£500] excluding VAT, within an agreed budget}.
  - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
  - iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or finance committee. The council or finance committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be presented to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the finance committee or the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the finance committee or the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the finance committee or the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the finance committee or the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk/RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or finance committee meeting}. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of **£500** unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the finance committee or the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the finance committee or the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

## **10. Petty Cash**

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council finance committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee or the council to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the clerk/RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the clerk/RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk/RFO. The clerk/RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

#### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

#### **16. Assets, properties and estates**

16.1. The Clerk/RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters

such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk/RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the finance committee or the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the finance committee or council.

## **18. Suspension and revision of Financial Regulations**

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk/RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

**Brantham Parish Council**

**Donations for the year ending 31 March 2025 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 2024-25		£0
Donations budget for 2024-25		£3,000
Funding carried over from 2023-24		£151
Donations over/underspend for 2024-25		£3,151

\* 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 10 May 2023 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)



## APPLICATION FOR A GRANT OR CONTRIBUTION

*Before completing this form, please carefully read Brantham Parish Council's Contributions Policy. Copies of this form must be submitted to the Parish Council along with any necessary supporting document to the address or email detailed above.*

### **General Information for Applicants**

*It is Brantham Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Brantham Parish Council. The size of any contribution is awarded at the discretion of the Parish Council but will not exceed £500 in any one application.*

*A word copy of this form is available on request to the Clerk. If you have any queries on the completion of this form please contact the Parish Clerk using the details above.*

<b>ORGANISATION/GROUP DETAILS</b>
<b>Organisation/Group name:</b> <b>MANNINGTREE &amp; DISTRICT COMMUNITY BUS</b>
<b>Address:</b> CARISBROOKE, HARWICH ROAD, GREAT BROMLEY, COLCHESTER CO7 7UL
<b>Contact Email:</b> RUMBLESROOM@BTOPENWORLD.COM
<b>Contact Telephone:</b> 07890 869 836
<b>Registered Charity no. (if applicable):</b> 1042006
<b>If you are part of a larger organisation enter its name:</b>
<b>Aims and objectives of your organisation/group:</b> PROVIDE TRANSPORT TO SHOPS, OUTINGS AND CLUBS ETC TO RESIDENTS OF MANNINGTREE AND SURROUNDING VILLAGES (INCLUDING BRANTHAM GOOD NEIGHBOURS GROUP)

<b>DETAILS OF PROJECT/ACTIVITY</b>	
<b>Provide an overview of</b>	AMOUNT TOWARDS THE DAY TO DAY RUNNING COSTS – THE BUS IS



<b>your project/request:</b>	OPERATED FULLY BY VOLUNTEERS, AS IS A VALUABLE RESOURCE TO THOSE WHO WOULD NORMALLY FIND IT DIFFICULT TO GET OUT, WE OFFER A DOOR TO DOOR SERVICE, AND THIS ALSO PROVIDES A VALUABLE SOCIAL ASPECT
<b>What is the likely number of beneficiaries?</b>	APPROX 100, INCLUDING CLUBS, INDIVIDUALS AND SCHOOLS
<b>Age profile of beneficiaries</b>	MOSTLY 60-95 (OCCASIONAL SCHOOL TRANSFERS, AGE LOWER)
<b>Provide details of long-term sustainability</b>	WE ENDEAVOUR TO PROVIDE THIS SERVICE ONGOING, AND RELY ON A SMALL INCOME FROM FEES AND GRANTS OBTAINED FROM LOCAL COUNCILS AND GOVERNMENTS – WE ANTICIPATE THAT WE CAN CONTINUE IN THIS CAPACITY FOR AT LEAST ANOTHER 10 YEARS – AFTER 10 YEARS WE WOULD BE LOOKING TO OBT

<b>DETAILS OF PARISH COUNCIL FUNDING REQUESTED</b>	
<b>Contribution requested</b>	£500
<b>Received in the last 4 years</b>	NIL

**Please use this space for any other information about your project or organisation that may be helpful to your application:**

The Manningtree & District Community Bus is a local Charity (Registered Charity No 1042006), entirely run by volunteers. We provide low cost transport and outings for residents, local charities and voluntary bodies within Manningtree and its surrounding communities. The bus objectives are to provide transport to shops and other outings to help local people get out and about and meet others.





## CIL SPENDING REVIEW FOR THE YEAR ENDING 31 MARCH 2025

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 CAP 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 1st January each year.

### 1. CIL Resources available

CIL Funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2018-19	£2,556.87		£2,556.87	SPENT
2019-20	£104.01			SPENT
	£3,258.75		£5,919.63	SPENT
2020-21	£3,258.67			SPENT
	£2,681.48		£11,859.78	SPENT
2021-22			£11,859.78	
2022-23	£9,734.69			SPENT
	£7,747.54	£10,123.64	£19,218.37	SPENT
2023-24	£53,848.41			14.04.28
	£28,861.09	£34,323.89	£67,603.98	13.10.28
2024-25	£24,987.32	£689.75	£91,901.55	
	<i>Committed</i>		£91,901.55	Balance after committed funds
<b>Totals</b>	<b>£112,051.51</b>	<b>£45,137.28</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
Replacement bench - at parish sign	None	£310.00	£0	£310.00	May-24	
Replacement play area signs	None	£379.75	£0	£379.75	Jan-24	

### 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

**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 GREY will be identified as 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
Skate Park at LPF	None allocated	£100,000	Neighbourhood CIL (BDC), and external funding	Unknown	Consultation with Brantham residents and PC needed	
Village Hall	None allocated	Unknown	Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding	Unknown	Consultation with Brantham residents and PC needed	
Signage for cycleway to Manningtree	None Allocated	£14000-£17000	SCC Locality Budget	£Unknown	PC Approval needed	
Crossing on A137	None allocated	£150,000	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)		

# Cattawade Picnic Site Re-Development

## CIL Funding Application

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### Introduction

This application is being made by the River Stour Trust (RST) for CIL supported funding to re-develop and improve the Cattawade Picnic Site at Brantham (Postcode CO11 1QW).

## Organisation / Group Details

**Organisation/Group Name:** River Stour Trust (RST)

### Addresses:

Registered Office: The Granary, Quay Lane, Sudbury, CO10 2AN

Administrative Office: Visitor Education Centre, Dover House Meadow, Great Cornard, Suffolk, CO10 OGF

### Contact Email Addresses:

Richard Blay (Applicant on behalf of the RST): [richardblay34@gmail.com](mailto:richardblay34@gmail.com)

Catherine Burrows (River Stour Trust Administrator): [administrator@riverstourtrust.org](mailto:administrator@riverstourtrust.org)

**Website Address:** [www.riverstourtrust.org](http://www.riverstourtrust.org)

### Contact Telephone Numbers:

Richard Blay (Applicant on behalf of the RST): 01206 396367 or mobile 07787 840490

Catherine Burrows (River Stour Trust Administrator): 01787 313199

**Registered Charity no.** (if applicable): 257806

If you are part of a larger organisation enter its name: Not applicable

## Organisation Aims and Objectives

The RST is a charity formed in 1968 to fight an attempt to close the River Stour navigation. The Trust's main objectives are to:

1. Restore and conserve the River Stour navigation, and facilities relating thereto
2. Educate the public and other bodies about the use and benefits of the navigation
3. Promote the collection and dissemination of knowledge about the River Stour.

The Trust's main achievements and activities since its formation include the following.

- Securing the right of navigation on the River Stour, thereby protecting the Stour for the use and pleasure of future generations
- Restoring locks along the Stour including, for example the locks at Flatford and Stratford St Mary (already restored), and the restoration of Dedham Lock (to be completed in 2024)
- Setting and managing the Cattawade Picnic Site and the Visitor and Education Centre at Great Cornard.
- Running leisure and education events e.g. the annual Sudbury to the Sea event

- Running passenger trip services on the Stour at Flatford and at Sudbury
- Undertaking active maintenance on the busiest sections of the Stour, e.g. fallen tree and debris clearance, and bank-side facility repairs.

Except for two part-time administrative employees, the RST is run and staffed entirely by volunteers. This includes the RST's governing body (the RST Council), its passenger boat skipper volunteers, and its River Maintenance Group (RMG).

More detailed information about the RST can be found on its website at [www.riverstourtrust.org](http://www.riverstourtrust.org)

## **Cattawade Picnic Site Re-Development Overview**

The Cattawade picnic site is owned by the RST and run by them for the benefit of the public. It is one of the most well used and popular sites on the River Stour, being one of the very few places on the river where canoeists and paddleboarders can gain easy access to the river for leisure purposes. Use of the site by the public is free. Facilities at the site include a car park, a canoe portage / jetty, picnic tables and a riverside seat. In early 2023 the RST initiated a programme of re-development to improve the site for community use.

The overall re-development consists of the following four items of work.

1. Installation of new fencing and edge support timbers around the car park and pedestrian walkway (Fencing Works)
2. Extension of, and repairs to the car park and pedestrian walkway surfaces (Car Park and Walkway Works).
3. Installation of two new wheelchair access picnic tables (Picnic Area Works)
4. Installation of a new canoe portage jetty. (Jetty Works).

The RST has raised and used its own funds to cover item 1, (already substantially completed), and is now seeking CIL funding support to cover the costs of undertaking items 2 and 3, which the RST would like to implement during the summer this year (2024). Item 4 (new jetty) is currently going through an options assessment and design phase before this is progressed further in terms of obtaining permissions and funding.

A description of the re-development work relating to items 2 and 3 is provided below.

## **Car Park and Walkway Works**

### **Car Park**

The car park is frequently full and sometimes congested between April and October each year, and the RST, therefore, proposes to extend the car park into waste ground areas within the site to increase the existing parking capacity to accommodate at least 4 additional vehicles.

Last year the RST replaced degraded edge support timbers around the car park, and also installed new rail fencing around the car park perimeter. The remaining section of fencing to be completed on the riverside of the car park will be completed this summer (2024) and this will include a lockable 12' gate at the bottom of the car park to stop vehicles driving on to the picnic area.

It is proposed that extension of the car park will be achieved by filling in a small waste area at the top of the car park (see Area A on the diagrams in Appendix 2), and by infilling the larger area (Area B) at

the riverside end of the car park. In addition, infilling repairs are needed around the car park edges (Areas C and D) and in the lower central car parking area (Area E).

All the car park and walkway diagrams included on the following three pages are approx. to the scale of 1cm: 1 meter.

Photographs of all the proposed work areas are provided in Appendix 4.

## **Walkways**

There is an existing raised pedestrian walkway from the car park to the picnic area and riverside. The RST is proposing to widen this walkway to provide improved access for wheelchair users and to allow for two-way walking traffic carrying canoes etc. along the path. New fencing and edging support timbers have already been partially installed along the walkway but to complete the widening work there is a need to infill Area G (see Appendix 2 – Walkways Section diagrams).

At the lower end of the picnic area en-route to the canoe portage jetty there is an area ground that is prone to being waterlogged (see Photo 10 in Appendix 4). The RST proposes to construct a new 5-meter-long section of bridging path (walkway) across this area to improve the walking route to the jetty (see Area H in Appendix 2 – Walkway Sections diagrams).

The final task to be undertaken on the existing walkway is to widen each of the existing 3 concrete ramps to enable improved wheelchair access from the raised path to the picnic area.

## **Car Park and Walkway Works Approach**

It is planned that the Car Park and Walkways Works will be undertaken by a combination of RST volunteers (members of the River Maintenance Group), and by volunteers from the Waterways Restoration Trust (WRT).

Preparatory ground works for the car park extensions, and remaining fence / gate construction at the riverside end of the car will be undertaken by the RST, volunteers, and then the main works will be undertaken by WRT volunteers over an arranged working that has been provisionally booked for the 17<sup>th</sup> and 18<sup>th</sup> August 2024. These volunteers include licenced digger and plant operators.

## **Car Park and Walkway Works Costs and Funding Request**

The CIL funding request to Brantham Parish Council is to cover materials and plant hire costs for the Car Park and Walkway Works (project item 2). These costs amount to a total of £3941 ex VAT (£4729 Inc VAT) and are summarized in Appendix 2.

## **Picnic Area Works**

Of the four existing tables in the picnic area, one is new (installed by the RST last year), and an one old concrete framed table was repaired last year with new timbers. The other two small composite tables at the site are in a damaged and unsatisfactory state, having become twisted and buckled over time. (see photos 15,16 and 17 in Appendix 4).

The RST's plan is to replace the two existing damaged picnic tables with new concrete framed and timber topped tables designed for wheelchair access in accordance with the details provided in Appendix 3.

## **Picnic Works Approach**

The existing two damaged picnic tables will be dismantled, and it is hoped that it may be possible to re-use and combine undamaged parts from these tables to construct a small picnic table at the RST's separate Stratford St Mary lock site, which currently lacks any picnic facility. The new wheelchair access tables then installed at the Cattawade site will be put on concrete plinth foundations, and bolted down for security.

## **Picnic Works Costs and Funding Request**

The RST requests CIL funding to cover the total cost of £1,645 ex VAT (£1,975 Inc VAT) to install the two new picnic tables. A cost breakdown is provided in Appendix 3.

## **Project Beneficiaries**

It is estimated that the Cattawade picnic site has between 5500 and 8000 users each year for leisure activities, rest, and relaxation purposes. Most users are from the local community and surrounding areas within a fifteen-mile radius, including the larger towns of Ipswich, Colchester, Clacton, Frinton, Harwich and Hadleigh. Some users come from much further away for day excursions on the river.

Users of the river are anyone (both male and female) between the ages of 15 and 75. However the site is popular with families as well as individuals, and users can be of all ages, ability, and mobility. In addition, the site is popular with activity groups such as canoe clubs and scout groups.

One of the reasons for the re-development project is to further improve the site for, and to encourage disabled users by ensuring that the new picnic tables can accommodate wheelchairs, and by widening the walkway for wheelchair use.

## **Project Sustainability**

The re-development project aligns to environmental, economic, and social sustainability principles as follows.

### **Environmental sustainability**

The project will significantly improve the utility and visual appearance of the existing site. Materials to be used will be almost totally of natural stone and timber, and will be long lasting with minimal ongoing maintenance requirements for at least 15-20 years. All soil to be dug out as part of the works will be re-distributed within the site and grassed over (rather than removed to landfill). Use of powered plant for the Works will be minimal and of only short duration, thereby rendering pollution risk almost negligible from the works to be undertaken. It is planned that only old and rotten treated timbers that cannot be recycled or burned will be removed from the site to landfill (no more than one 8 yd skip of waste).

### **Economic Sustainability**

Use of the site is free to the public and there are no plans to change this situation. The RST wishes to encourage wider and increased use of the site by people of all ages, means, and abilities. The site represents a valuable community facility for the Brantham area and wider locality, and it will encourage more tourism visits to appreciate and utilize the local Cattawade, River Stour and Dedham Vale AONB areas.

## Social Sustainability

The site's use for physical activities and relaxation promotes well-being, physical fitness, and appreciation of the natural world. The re-development focus on improving the site for disabled use and all ages promotes inclusivity and quality of life.

## CIL Funding Request Summary

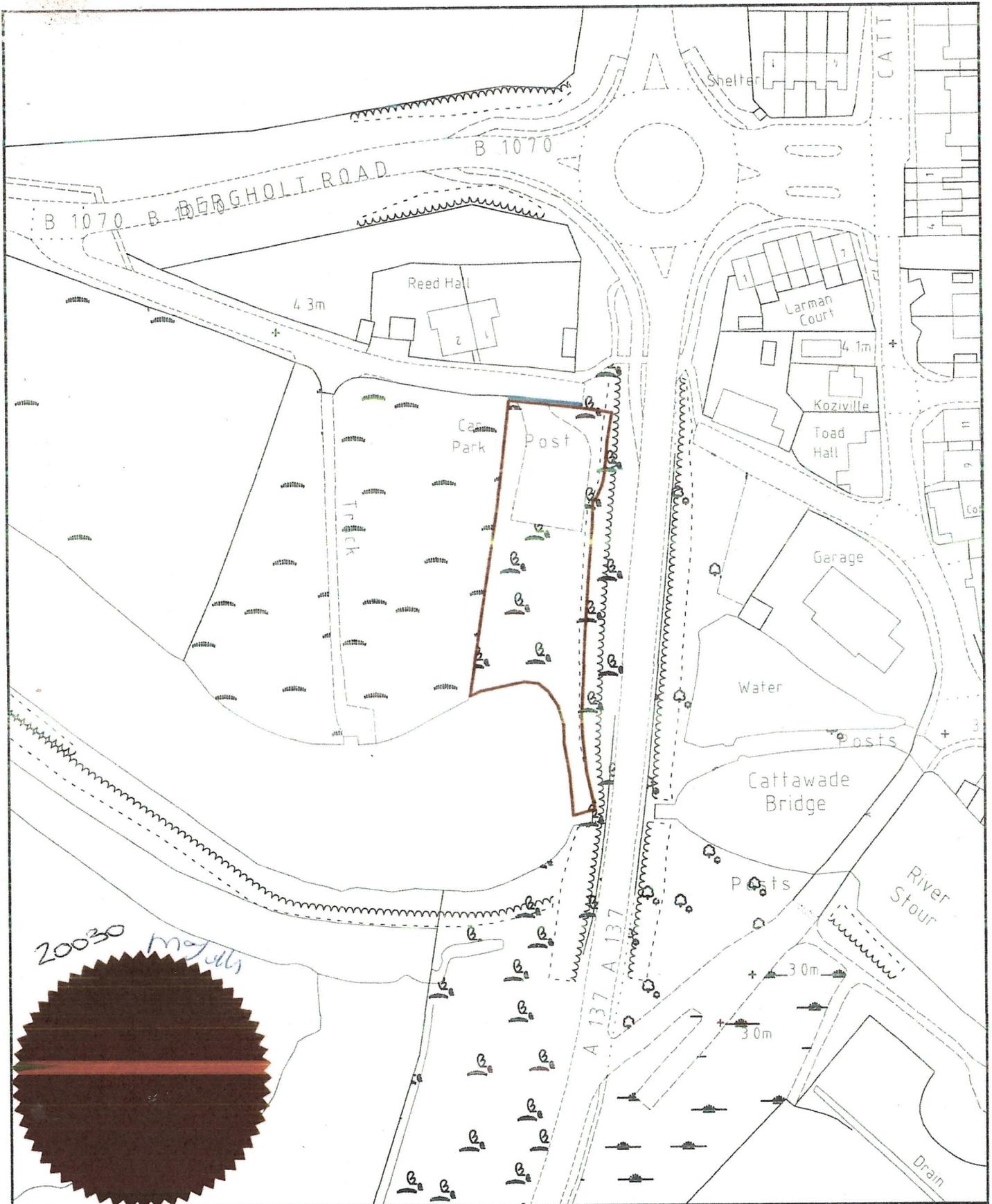
The RST has not previously received any funding support from Brantham Parish Council within the last 5 years.

This application is for CIL funding for a total of £5,586 ex VAT (£6,704 Inc VAT) – see breakdown below.

<b>Project Item</b>	<b>Cost Ex VAT</b>	<b>Cost Inc VAT</b>
Car Park and Walkway Works	£3,941	£4,729
Picnic Area Works	£1,645	£1,975
<b>TOTAL</b>	<b>£5,586</b>	<b>£6,704</b>

# **Cattawade Picnic Site Re-Development CIL Funding Application**

## **Appendix 1. Site Diagrams**



Corporate Property.  
Endeavour House,  
8, Russell Road,  
Ipswich, Suffolk. IP1 2BX.  
Telephone (01473 264180).

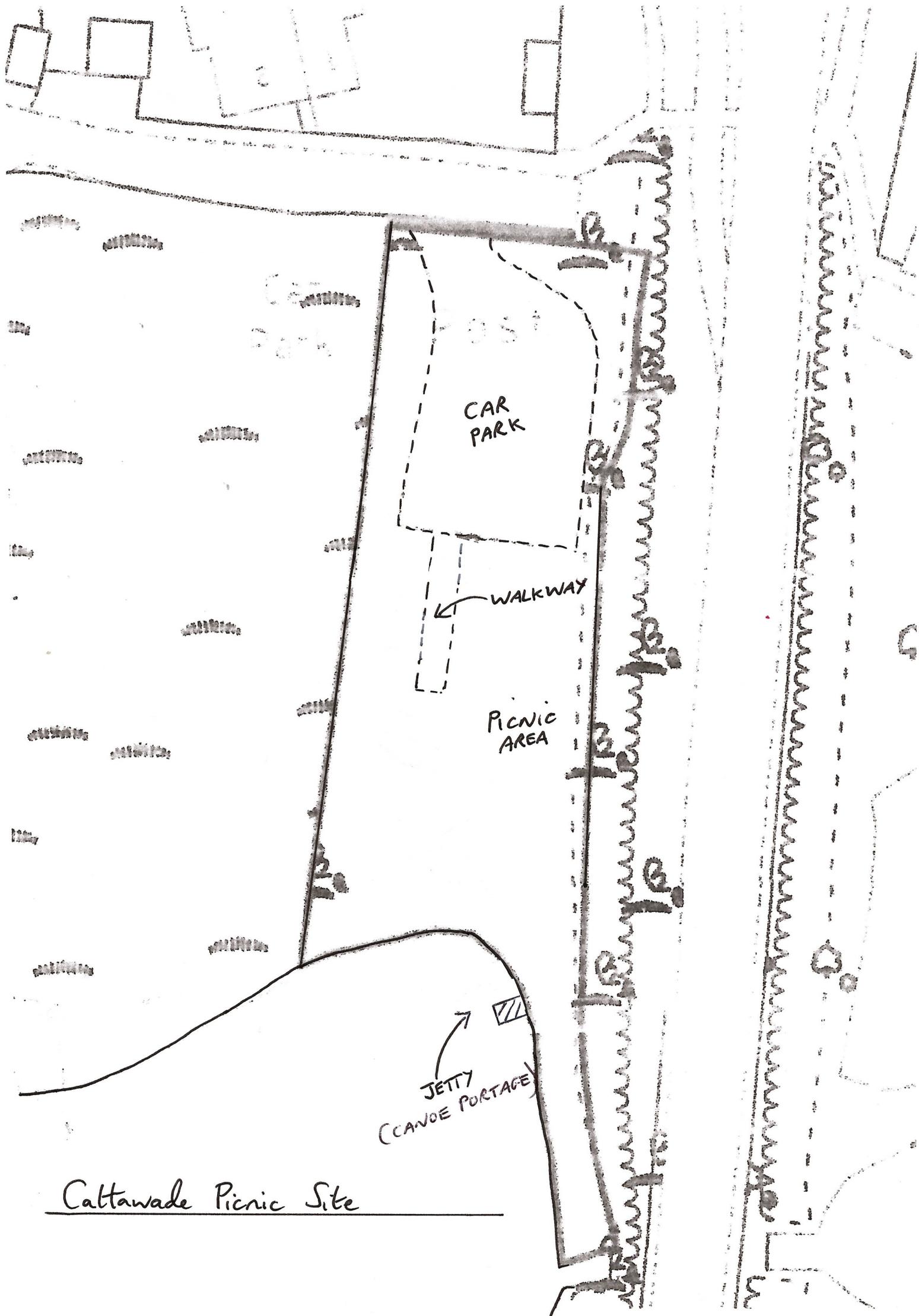


~~DISCLAIMER~~  
~~This information has been taken from our records but our deeds have not been checked. If the areas or precise boundaries of the land in question are critical we may need to undertake investigations that may result in change.~~

Scale at A4  
1:1250

Date  
07/02/2012

*mg*



Park

CAR PARK

WALKWAY

PICNIC AREA

JETTY  
(CANOE PORTAGE)

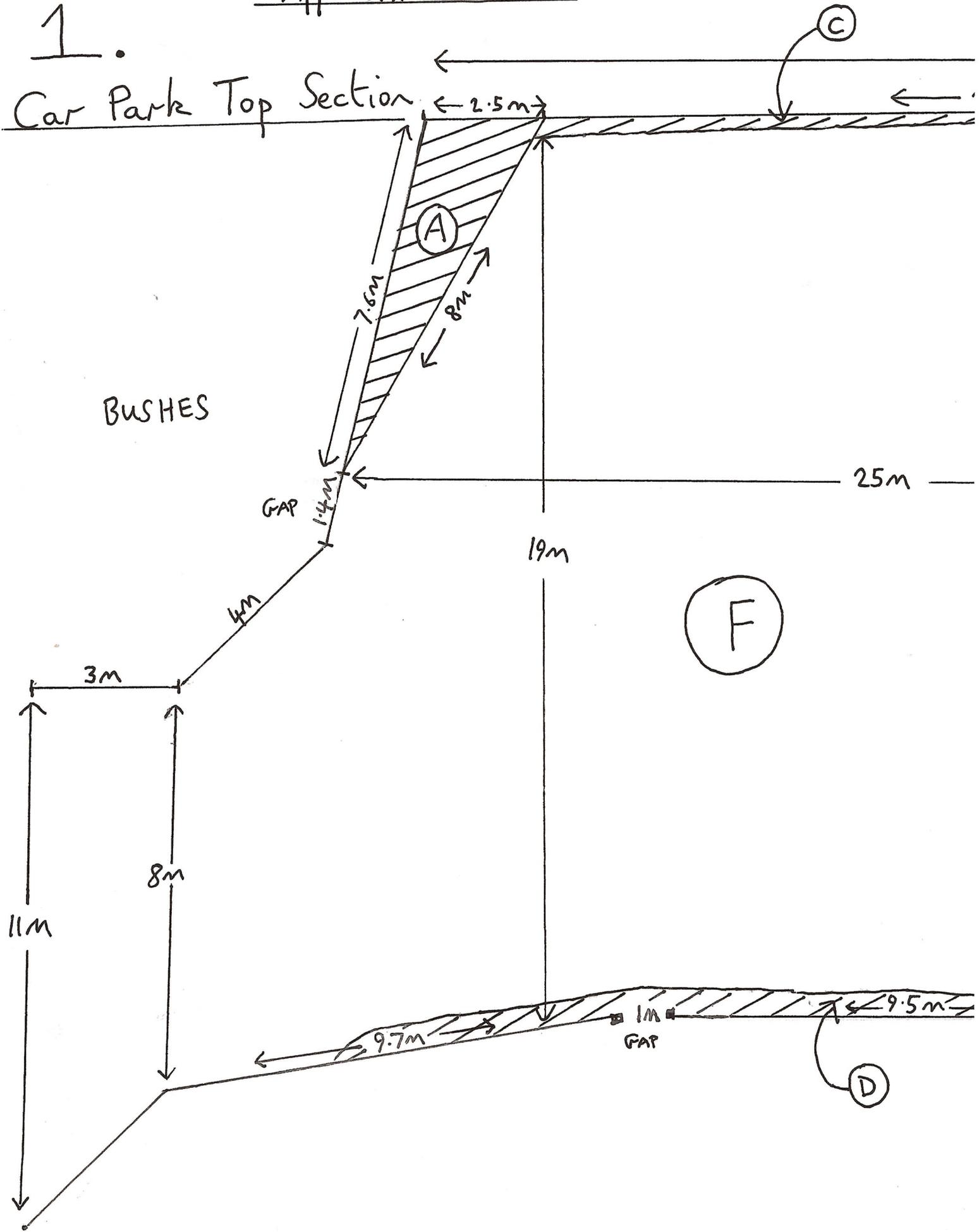
Cattawade Picnic Site

**Cattawade Picnic Site Re-Development  
CIL Funding Application**

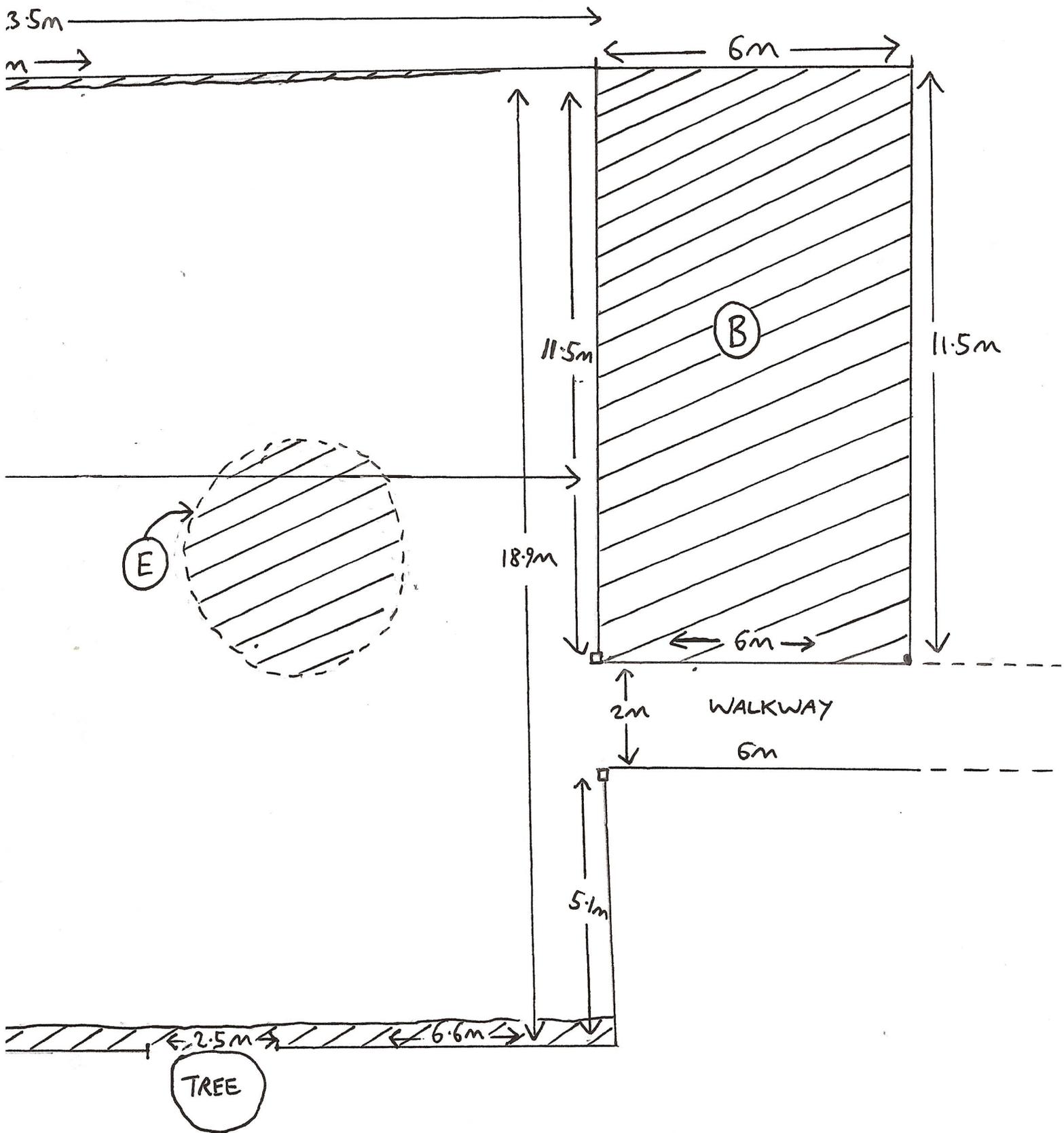
**Appendix 2. Car Park and Walkway Works**

1.

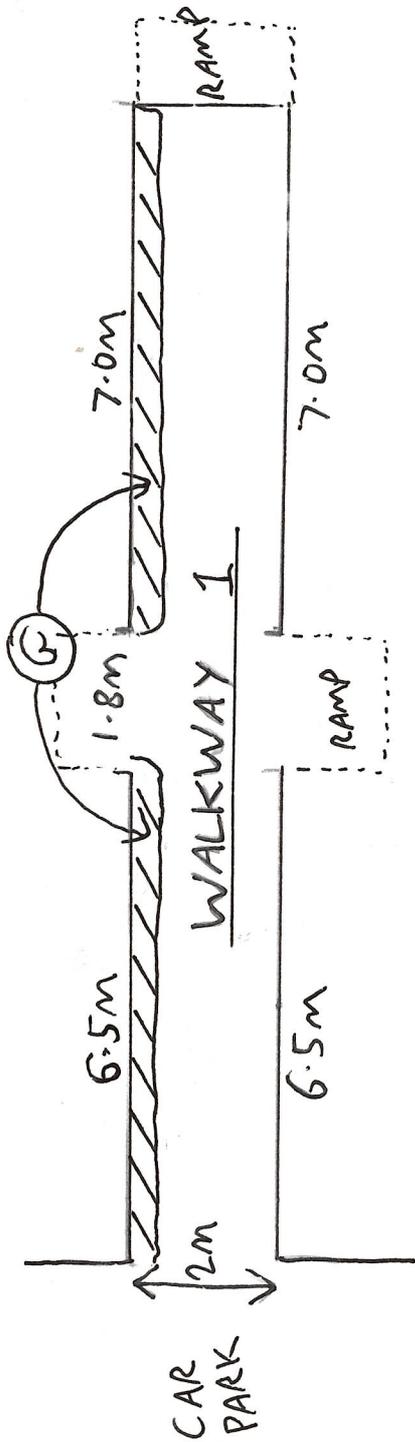
Car Park Top Section



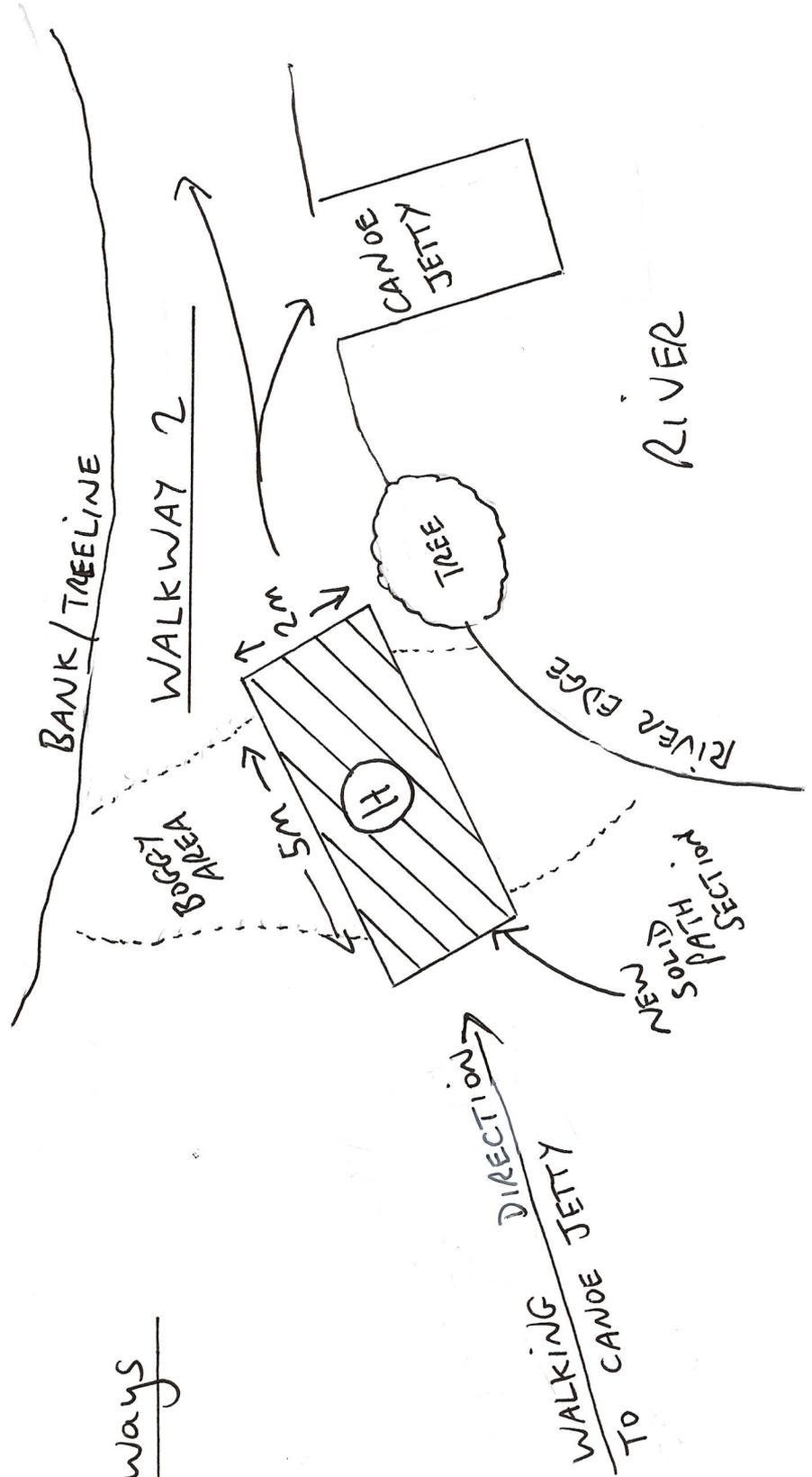
## 2. Car Park Bottom Section



Appendix 2.



3. Walkways



## Appendix 2 - Cattawade Car Park and Walkway Works - Cost Summary

Item	Quantity (Tons)	Cost Ex VAT (£)	Cost Inc VAT (£)	Supplier
<b>Aggregates</b>				
PF5 / Crushed Concrete	25	575	690	A&S Aggregates - Colchester
Type 1 / MOT	20	700	840	A&S Aggregates - Colchester
10mm Shingle / Gravel	25	825	990	A&S Aggregates - Colchester
Concrete Mix	3	220	264	A&S Aggregates - Colchester
Terram T1000 Underlay		129	155	A&S Aggregates - Colchester
Hired Plant - Prior Groundworks (1 day)		675	810	Bright Acre Tool Hire
Hired Plant - Main Works (2 days)		817	980	Various
<b>Total Car Park and Walkway Works</b>		<b>3941</b>	<b>4730</b>	
WRT Volunteers Village Hall Accommodation (2 nights)*		300		Lawford Venture Centre

\*Not part of CLL funding request

## Appendix 2- Car Park Works - Quantities Assessment and Material Costs

Area	Material	Length (ft)	Width (ft)	Depth (cm)	Area (sq ft)	Volume (Cub Yds)	Weight (Tons)
A (Car Park Left Side Extension)	PFS (Crushed Concrete)	10	10	10	100	1.22	1.72
	Type 1	10	10	10	100	1.22	1.72
B (Car Park Right Side Extension)	PFS (Crushed Concrete)	37.4	19.69	15	736.4	13.4	19.03
	Type 1	37.4	19.69	10	736.4	8.95	12.68
	10mm Shingle / Gravel	37.4	19.69	2	736.4	1.79	2.54
C (Car Park Top Edge)	PFS (Crushed Concrete)	70.5	1	10	70.5	0.86	1.21
	Type 1	70.5	1	10	70.5	0.86	1.21
D (Car Park Bottom Edge)	PFS (Crushed Concrete)	75.5	1.5	10	112.5	1.37	1.94
	Type 1	75.5	1.5	10	112.5	1.37	1.94
E (Car Park Middle)	Type 1	13.00	13.0	6.00	169	1.23	1.75
F (Whole Car Park ex Area B)	10mm Shingle / Gravel	85.00	61.0	2.00	5185	12.60	17.90
G (Walkway)	PFS (Crushed Concrete)	49.00	1.60	15.00	78.4	1.43	2.03
	Type 1	49.00	1.60	10.00	78.4	0.95	1.40
	10mm Shingle / Gravel	49.00	6.50	2.00	318.5	0.78	1.10
H (Riverside Bridging Path)	PFS Crushed Concrete)	16.50	6.5	10.00	107.3	1.30	1.85
	Type 1	16.50	6.5	10.00	107.3	1.30	1.85
	10mm Shingle / Gravel	16.50	6.5	2.00	107.3	0.37	0.37
Picnic Table 1 Base	Concrete	5.5	5.5	10	30.25	0.37	0.74
	Type 1	5.5	5.5	10	30.25	0.37	0.52
Picnic Table 2 Base	Concrete	5.5	5.5	10	30.25	0.37	0.74
	Type 1	5.5	5.5	10	30.25	0.37	0.52
Picnic Table 3 Base Raising	Concrete	5.5	5.5	5	30.25	0.37	0.74
Walkway Ramp Widening	Concrete	4.5	4.5	10	20.25	0.25	0.50
	Type 1	4.5	4.5	10	20.25	0.25	0.35
Terram T1000 GEO Underlay	23 metres x 4.5 metres						
Aggregate Type	PF5 (Crushed Concrete)	27.78	25	575	115	690	
	Type 1 (MOT)	23.94	20	700	140	840	
	10mm Shingle / Gravel	21.91	25	825	165	990	
	Concrete (dry mix)	2.72	3	220	44	264	
	Terram T1000 Underlay			129	26	155	
<b>Grand Total</b>				<b>2449</b>	<b>490</b>	<b>2939</b>	

## Appendix 2 - Car Park Works - Plant and Equipment Hire Costs

	2 day		Delivery / Collection (£)	Cost Ex VAT (£)	VAT (£)	Cost Inc VAT (£)	Provider
	1 Day Hire (£)	Weekend Hire (£)					
<b>Prior GroundWorks (1 day)</b>							
1.7 ton digger with driver	550			550	110		660 BCDiggerHire
Small skip loader / 1T dumper	75			125	25		150 Bright Acre Tool Hire
<b>Total</b>	<b>625</b>	<b>0</b>	<b>50</b>	<b>675</b>	<b>135</b>		<b>810</b>
<b>WRT Volunteers Weekend (2 days)</b>							
1.7 ton digger		130	50	180	36		216 Bright Acre Tool Hire
Large Plate Compactor Fwd / Rvs		60	50	110	22		132 GMP Plant Hire
Small Plate Compactor		35	0	35	7		42 Bright Acre Tool Hire
3T Dumper		130	50	180	36		216 GMP Plant Hire
Skip Hire (8 yd)			270	270	54		324 Collins Skips
Fuel (White Diesel)		42		42	8		50
<b>Total</b>	<b>0</b>	<b>397</b>	<b>420</b>	<b>817</b>	<b>163</b>		<b>980</b>
<b>Grand Totals</b>	<b>625</b>	<b>397</b>	<b>470</b>	<b>1492</b>	<b>298</b>		<b>1790</b>

## Appendix 3. Picnic Table Details and Costs

### Picnic Table Model: 10 Seater Big Bench Plus – Kingfisher Direct

Product Details: <https://www.kingfisherdirect.co.uk/the-big-bench-plus>



Security Clamp



### Picnic Works Costs

The price of each picnic table includes the following items:

Item	Price Ex VAT	Price Inc VAT
- 10 Seater Table	£731	£877.20
- Security Clamp	£18.36	£22.03
Total Table Cost (1 Table)	£749.36	£899.23
Concrete Mix (1 Table Base)	£73.33	£87.99
<b>Grand Total (1 Table)</b>	<b>£822.69</b>	<b>£987.22</b>
<b>Grand Total (2 Tables)</b>	<b>£1,645.38</b>	<b>£1974.44</b>

# **Cattawade Picnic Site Re-Development CIL Funding Application**

## **Appendix 4. Supporting Photographs**

## 1. Aerial view of the site

No. 1 on the photo is the car park. No. 2 are the picnic tables and No.3 are two derelict fishing pontoons that will be removed. The canoe portage can also be seen at the bottom of the photograph.



## 2. View of Picnic Table Area (from the car park)

Note: The area in the foreground is where the planned Area B extension of the car park will be



## 3. View towards the car park entrance from the bottom of the car park

Note: New fencing has been installed along the left and right sides.



#### 4. Typical car park usage between April and October



**5. View looking towards where the planned Area B extension of the car park will be.**

Note: Picture also shows water filled depression area (Area E on the diagrams) in the car park that requires surface repair.



6. View looking towards where the planned Area A extension of the car park will be.



**7. Picture of Area C of the car park requiring infill and removal of old edging timbers**



**8. Picture of Area D of the car park requiring infill. New fencing has already been installed**



**9. Picture of walkway with partially installed new fencing and also showing Area G needing to be infilled.**

Note: This walkway is being widened to improve disabled access to the picnic area and riverside.



**10. The waterlogged ground enroute to the portage jetty where it is planned to build a bridging path section (see Area H on diagrams)**



## 11. Picture of portage jetty last year.

Note: the top grating on this jetty was recently stolen. Picture 11 below shows the jetty without the grating and picture 12 shows its current state after temporary repairs. The whole jetty needs to be replaced as a priority as it is no longer in a fit state for continued use next year.



12. Picture of the canoe portage with the grating removed and revealing the degraded state of the sub-structure.



13. Picture of current canoe portage after temporary repair.



**14. Some of our River Maintenance Group (RMG) volunteers doing new fencing installation at the site.**



**15. One of the old picnic tables before and after complete renovation last year.**

Note this was an old concrete based picnic table designed for wheelchair users. We replaced all the timbers but retained the old concrete frame.



**16. New wheelchair access picnic table installed last year. We would like to install two more like this on the site in place of the two existing distorted 'composite' tables shown in picture 17 below.**



**17. Existing damaged and distorted picnic tables we would like to replace with the type shown in picture 16.**



## **PAPER 6 Skate Park Working Group – Finance Request**

**May 2024**

*Please see the email and message below from Cllr Edevane:*

We've come up with the questions we want to ask the children & parents on the day. Some need tweaking maybe but the general idea is there. Here they are:

- Do you live in Brantham Yes/No - We think it'll be good when we approach funding we can show just how many people from outside the village would want to come & use skatepark.
- What is good about living here and what isn't - Tops and Pants (for this one I'm going to cut out card in the shoes of a top & pants for the kids to write on)
- What did you think of the skate session? for those that took part. - post its
- Would you like a skate park in the village? yes/ no

For the yes or no questions see the pics I've attached for ideas..

Parents

- What do your children do for fun in the village/what activities do they do?
- What would you like them to have the opportunity to do?/what other activities would you like to see in the village?
- Would you be comfortable with your children using a skate park?

These will all be answered with post its & stickers, bit like parish engagement.

- If this event is successful we will start raising funds for the skate park. Would be interested in helping us fund raise? (So hope lots say yes to this one!)

I don't think I need too much money, although I don't know how much haha, I need:

- Sweets
- Jars
- Card
- Bunting.. I want to make the fencing look a little bit more inviting!
- Possibly a few more bits bit there's lots left over from parish engagement that'll I use.. I've got a gazebo so that's sorted
- Toni also suggested maybe some bottles of water we can give out & watermelon for the kids, what do you think?

The other thing I'd like to get is a vinyl print of skatepark profile pic & possibly a few small prints if it please? I'll shop around for prices, I'd like to use them at event, some to use as signage to direct people to where we are on the day & to put up on the fence.. Then I thought if/when we build one I can reuse them on the build site.. What do you think?xx