

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

FINANCE AND RESOURCES COMMITTEE

Agenda for the Meeting on Tuesday 4th January 2022 at 7.30p.m.

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**
3. **MINUTES**
 - i To receive the Finance and Resources Committee Meeting Minutes of 9th November 2021
 - ii Matters Arising
4. **PUBLIC PARTICIPATION**
5. **TOWN HALL INCOME**

To receive an update of current and projected Town Hall Income
6. **FINANCE REPORT 2021/22**

To receive latest Finance Report
7. **SALARIES BREAKDOWN SUMMARY FOR 2021/22**

To receive latest Salaries Breakdown Report
8. **POLICIES REVIEW - 2022**

RECOMMENDATION: to review RTC policies for approval at next F&R meeting 1st March 2022
9. **JOB VACANCY - UPDATE**

Chief Officer

Date:231221

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 9th November 2021

ATTENDANCE:

P	Councillor D. Baverstock (Chair)	P	Councillor K. Dunleavy (arrived 8.10pm)
P	Councillor J. Cairney	A	Councillor J. Parker
P	Councillor J. Critchley	P	Councillor S. Wilkinson
A	Councillor I. Culley	P	Councillor N. Gwynne

In the Chair: Cllr. D. Baverstock

Clerk: Judith Giles

Public: None

1. Apologies

Cllr. I. Culley, Cllr. J. Parker

2. Declarations of Interests

None

3. Minutes

- i) To receive the Finance & Resource Committee Meeting Minutes of 7th September 2021

PROPOSED: Councillor N. Gwynne

SECONDED: Councillor J. Critchley

CARRIED

ii) **Matters Arising**

Agenda Item 8 Security Christmas Funding. The Chief Officer reported due to the negative feedback from the Chamber of Commerce regarding Christmas Security in Romsey, Council decided not to go ahead.

4. Public Participation

None

5. Town Hall Income

The Chief Officer reported Town Hall Bookings for 2021-22 are on the increase.

6. Finance Report 2020/21

The Chief Officer presented Month 6 to the Committee. Cllr. S. Wilkinson requested the Public Works Loan taken this year be included on the Finance Report Summary Sheet. The Chief Officer to arrange.

7. Draft Budget 2022-23

RECOMMENDATION: to approve draft budget 2022-23 and recommend to Full Council

RESOLUTION NO. 21/21

It was **RESOLVED** to recommend draft budget 2022-23 to Full Council subject to the Chief Officer investigating what the effect on the precept would be if budget was increased in line with inflation rate

PROPOSED: Councillor N. Gwynne

SECONDED: Councillor S. Wilkinson

CARRIED

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 9th November 2021

12. JOB VACANCY

RECOMMENDATION: The Finance & Resources Committee approve the Chief Officer recruit an Administration Officer in light of the retirement of Heather Stevens

RESOLUTION NO. 21/25

It was **RESOLVED** to approve the Chief Officer recruit an Administration Officer in light of the retirement of Heather Stevens

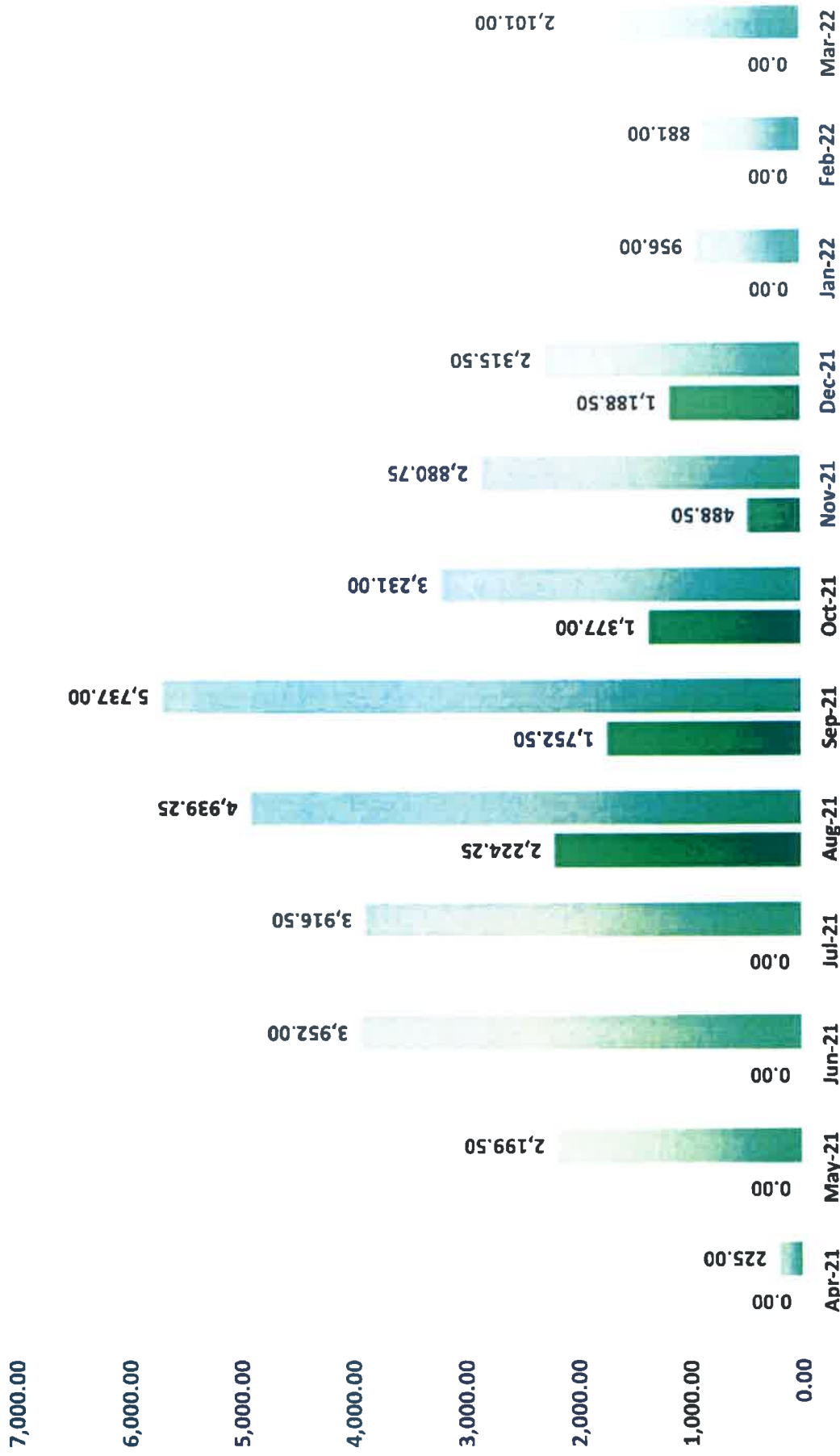
PROPOSED: Cllr. K. Dunleavey

SECONDED: Cllr. J. Cairney

CARRIED

Meeting Ended: 8.16p.m.

Romsey Town Hall Booking Income 2021 - 2022



Booking on System April 21 - Mar 22 - £33,334.50 - Cumalitive Total £27,081.00 - Nov

■ 2020/2021

■ 2021/2022

Romsey Town Council
Budget Report to 30th November 2021

Analysis by Cost Centre (Continued)

110 Town Hall	
Month Budget	£14,633
Actual	£11,907
Under/(Over)	£2,726

Year to Date Budget	£175,598
Actual	£99,464
% of Budget Used	56.64%

£77,376 incurred for town hall lift installation to date, funded from PWLB loan and Test Valley grant. The council received PWLB loan for £100k in June & Test Valley grant for £25k was received in May 2021.

The town hall lift installation cost incurred in 2020/21 was funded from EMR Town Hall maintenance as the council did not receive funds until 21/22. Therefore, the remaining loan fund was transferred back to EMR and going forward any further expenditure relating to the lift will be funded from the EMR Town Hall Maint.

No further concerns.

111 Town Hall Bar

Town Hall Bar recently opened as at the end of July due to Covid-19.

No further concerns.

112 Town Hall Film Shows

Very little income generated from film shows as at August 2021 due to Covid-19.

No further concerns.

120 Allotments

No concerns.

125 Town Centre Management

£12k spent for ShopAppy in October funding was received in November. The cost has been offset in November's report.

No further concerns.

127 Romsey Security

No concerns.

130 Environmental

No concerns.

135 Marshalls

No concerns.

140 Planning

No concerns.

160 War Horse Fund

No concerns.

170 Christmas Lights Fund

No concerns.

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Trade Debtors	(1,811)
103	Prepayments	187
105	VAT	5,813
120	Bar Stock	1,070
201	Lloyds Current Account	361,089
202	Building Managers Imprest A/c	985
204	TSB Deposit A/c	2,814
212	Mayors Charity A/c	111
215	War Horse A/c 35433560	14,512
230	Bar Float	300
235	Petty Cash - Allotment	77
Total Current Assets		385,147
<u>Current Liabilities</u>		
500	Trade Creditors - CHQ	7,311
505	Sundry Creditor	4,500
534	Mayors Charity Control Acct	(148)
545	Wilder Romsey	336
561	Booking Deposits	173
562	Damage Deposits	400
Total Current Liabilities		12,572
Net Current Assets		372,575
Total Assets less Current Liabilities		372,575
<u>Represented by :-</u>		
301	Current Year Fund	155,325
310	General Reserve	115,059
321	EMR Allotment Fund	5,347
336	EMR Town Hall Major Mainten'ce	48,167
339	EMR Marshals In Romsey	245
340	EMR Elections	3,757
343	EMR Romsey Website	3,344
345	EMR War Horse Fund	11,484
349	EMR Grants	2,200
350	EMR Markets	1,908
353	EMR Neighbourhood Plan	913
354	CIL Receipts	15,250
355	EMR WW1 Event	3,767
356	EMR Romsey Emergency Plan	2,309
358	EMR Tourism & Heritage App	3,500
Total Equity		372,575

Summary Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	0	451	0	(451)			0.0%
	Expenditure	107,159	70,088	110,300	40,212		40,212	63.5%
	Movement to/(from) Gen Reserve	<u>(107,159)</u>	<u>(69,637)</u>					
103 Grants	Expenditure	6,400	3,900	6,400	2,500		2,500	60.9%
104 Civic	Expenditure	3,831	4,680	8,995	4,315		4,315	52.0%
105 Finance	Income	312,571	324,724	318,031	(6,693)			102.1%
	Expenditure	17,365	14,519	14,090	(429)		(429)	103.0%
	Movement to/(from) Gen Reserve	<u>295,206</u>	<u>310,205</u>					
107 Market	Income	2,541	2,608	5,000	2,393			52.2%
	Expenditure	0	0	400	400		400	0.0%
	Movement to/(from) Gen Reserve	<u>2,541</u>	<u>2,608</u>					
110 Town Hall	Income	71,627	169,207	45,924	(123,283)			368.5%
	Expenditure	161,638	224,464	175,598	(48,866)		(48,866)	127.8%
	Movement to/(from) Gen Reserve	<u>(90,011)</u>	<u>(55,257)</u>					
111 Town Hall Bar	Income	0	1,232	2,000	768			61.6%
	Expenditure	1,231	761	2,340	1,579		1,579	32.5%
	Movement to/(from) Gen Reserve	<u>(1,231)</u>	<u>471</u>					
112 Town Hall Film Shows	Income	(500)	1,651	5,150	3,499			32.1%
	Expenditure	754	888	4,201	3,313		3,313	21.1%
	Movement to/(from) Gen Reserve	<u>(1,254)</u>	<u>763</u>					
120 Allotments	Income	3,510	3,392	2,705	(687)			125.4%
	Expenditure	3,510	1,638	2,705	1,067		1,067	60.6%
	Movement to/(from) Gen Reserve	<u>(0)</u>	<u>1,754</u>					
125 Town Centre Management	Income	4,000	17,000	4,000	(13,000)			425.0%
	Expenditure	18,306	28,672	26,281	(2,391)		(2,391)	109.1%
	Movement to/(from) Gen Reserve	<u>(14,306)</u>	<u>(11,672)</u>					
127 Romsey Security	Income	6,500	0	0	0			0.0%
	Expenditure	7,791	0	0	0		0	0.0%
	Movement to/(from) Gen Reserve	<u>(1,291)</u>	<u>0</u>					
130 Environmental	Expenditure	1,935	1,522	4,500	2,978		2,978	33.8%
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%
160 War Horse Fund	Income	4	1	0	(1)			0.0%
	Expenditure	4	1	0	(1)		(1)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
170 Christmas Lights Fund	Income	4,100	5,000	2,000	(3,000)			250.0%
	Expenditure	40,489	18,807	28,000	9,193		9,193	67.2%
	Movement to/(from) Gen Reserve	<u>(36,389)</u>	<u>(13,807)</u>					

Summary Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	404,354	525,266	384,810	(140,456)			136.5%
Expenditure	370,413	369,941	384,810	14,869	0	14,869	96.1%
Net Income over Expenditure	<u>33,941</u>	<u>155,325</u>	<u>0</u>	<u>(155,325)</u>			
Movement to/(from) Gen Reserve	<u>33,941</u>	<u>155,325</u>					

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1070 Income - Planning Clerk	0	451	0	(451)			0.0%	
Administration :- Income	0	451	0	(451)				0
4001 Salaries	52,511	34,929	55,507	20,578	20,578		62.9%	
4002 Employers N.I	4,822	3,193	4,963	1,770	1,770		64.3%	
4003 Employers superann	8,096	5,789	8,830	3,041	3,041		65.6%	
4006 Contract Accountancy Costs	5,622	3,087	7,000	3,914	3,914		44.1%	
4009 Staff Travel	0	0	50	50	50		0.0%	
4013 Website Admin	348	415	350	(65)	(65)		118.5%	
4020 Staff Training	0	10	300	290	290		3.3%	
4040 Recruitment Advertisements	1,449	0	150	150	150		0.0%	
4512 Telephone	1,453	895	1,600	705	705		55.9%	
4513 Postage	679	380	500	120	120		76.0%	
4514 Stationery	337	485	850	365	365		57.1%	
4515 Photocopying	2,026	1,836	2,600	764	764		70.6%	
5012 Council Offices in Town Hall	12,000	8,000	12,000	4,000	4,000		66.7%	
5250 Subscriptions	2,822	2,217	2,600	383	383		85.3%	
5260 Outsourced Payroll	917	498	1,000	502	502		49.8%	
5270 IT & Computer Costs	11,380	8,356	12,000	3,644	3,644		69.6%	
7110 CAP - New Equipment	2,876	0	0	0	0		0.0%	
7355 Tfr from Earmarked Reserves	(180)	0	0	0	0		0.0%	
Administration :- Indirect Expenditure	107,159	70,088	110,300	40,212	0	40,212	63.5%	0
Net Income over Expenditure	(107,159)	(69,637)	(110,300)	(40,663)				
103 Grants								
5103 Marshalls In Romsey	0	0	400	400	400		0.0%	
5890 Community Grants	3,200	1,900	4,000	2,100	2,100		47.5%	
5893 Community Grant - Bandstand	0	1,000	1,000	0	0		100.0%	
6100 Arts Festival	1,000	1,000	1,000	0	0		100.0%	
7350 Tfr to Earmarked Reserves	2,200	0	0	0	0		0.0%	
Grants :- Indirect Expenditure	6,400	3,900	6,400	2,500	0	2,500	60.9%	0
Net Expenditure	(6,400)	(3,900)	(6,400)	(2,500)				
104 Civic								
4001 Salaries	0	223	500	277	277		44.5%	
4043 Council Newsletter	2,035	540	2,400	1,860	1,860		22.5%	
5011 Council Use of Town Hall	0	0	2,000	2,000	2,000		0.0%	
6502 Members training	0	285	400	115	115		71.3%	

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6550 Meetings Advertisements	0	0	50	50		50	0.0%	
6750 Mayors Allowance	124	200	500	300		300	40.0%	
6760 Town Crier	70	265	450	185		185	58.9%	
6761 Mace Bearer	195	195	195	0		0	100.0%	
6762 Civic Costs	1,406	2,972	2,500	(472)		(472)	118.9%	
Civic :- Indirect Expenditure	3,831	4,680	8,995	4,315	0	4,315	52.0%	0
Net Expenditure	(3,831)	(4,680)	(8,995)	(4,315)				
105 Finance								
1060 Income - CIL Receipt	3,103	8,329	0	(8,329)			0.0%	
1176 Precept	309,420	316,381	317,981	1,600			99.5%	
1190 Interest Received	49	14	50	36			27.9%	
Finance :- Income	312,571	324,724	318,031	(6,693)			102.1%	0
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	5,472	4,674	6,000	1,326		1,326	77.9%	
5271 Audit Fees	2,663	1,283	1,690	408		408	75.9%	
5280 Bank Charges	178	233	400	167		167	58.3%	
5290 Legal & Professional Fees	950	0	500	500		500	0.0%	
5400 Elections	19,410	0	5,000	5,000		5,000	0.0%	
7350 Tfr to Earmarked Reserves	3,103	8,329	0	(8,329)		(8,329)	0.0%	
7355 Tfr from Earmarked Reserves	(14,410)	0	0	0		0	0.0%	
Finance :- Indirect Expenditure	17,365	14,519	14,090	(429)	0	(429)	103.0%	0
Net Income over Expenditure	295,206	310,205	303,941	(6,264)				
107 Market								
1030 Income - Market Stalls	2,541	2,608	5,000	2,393			52.1%	
Market :- Income	2,541	2,608	5,000	2,393			52.2%	0
5250 Subscriptions	0	0	400	400		400	0.0%	
Market :- Indirect Expenditure	0	0	400	400	0	400	0.0%	0
Net Income over Expenditure	2,541	2,608	4,600	1,993				
110 Town Hall								
1001 Income - Rental	9,750	5,417	14,200	8,783			38.1%	
1002 Income - Bookings	8,544	29,960	15,000	(14,960)			199.7%	
1003 Town Council Office Rent	12,000	8,000	12,000	4,000			66.7%	
1009 Income - Grants	41,057	25,000	0	(25,000)			0.0%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1020 Income - Cleaning	156	156	624	468			25.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
1023 Income - Projector	25	675	0	(675)			0.0%	
1110 Income - Deposits Forfeited	95	0	0	0			0.0%	
1212 Income - Loan	0	100,000	0	(100,000)			0.0%	
Town Hall :- Income	71,627	169,207	45,924	(123,283)			368.5%	0
4001 Salaries	61,390	41,210	60,768	19,558		19,558	67.8%	
4002 Employers N.I	3,623	2,763	3,839	1,076		1,076	72.0%	
4003 Employers superann	7,861	5,848	8,314	2,466		2,466	70.3%	
4005 Holiday Cleaning	601	1,134	600	(534)		(534)	189.0%	
4008 Function Attendants & Casuals	3,149	5,218	5,000	(218)		(218)	104.4%	
4010 Wages - Maintenance	2,164	4,688	7,265	2,577		2,577	64.5%	
4020 Staff Training	0	560	1,200	640		640	46.7%	
4030 Uniforms	50	0	300	300		300	0.0%	
4501 Janitorial	575	457	1,100	643		643	41.6%	
4504 Catering Costs	4	4	100	96		96	3.6%	
4505 Health and Safety	2,764	25	1,000	975		975	2.5%	
4510 Rates	20,334	16,268	20,600	4,332		4,332	79.0%	
4511 Utilities	6,728	2,589	7,000	4,411		4,411	37.0%	
4520 Licences	803	688	2,450	1,762		1,762	28.1%	
4572 Long Term Building Repairs	64	0	20,000	20,000		20,000	0.0%	
4751 Maintenance External	1,500	(2,183)	1,500	3,683		3,683	(145.5%)	
4800 Maintenance Internal	10,000	8,431	10,000	1,569		1,569	84.3%	
4850 Furniture/Equipment Purchased	3,500	1,499	3,500	2,001		2,001	42.8%	
4851 Fixed Cost Maintenance	6,523	4,370	7,000	2,630		2,630	62.4%	
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%	
5250 Subscriptions	8	0	0	0		0	0.0%	
5270 I T & Computer Costs	296	297	500	203		203	59.5%	
6014 Hanging baskets/Xmas Trees	372	102	700	598		598	14.6%	
7150 Loan Capital + Interest	4,952	4,952	4,952	0		0	100.0%	
7151 T Hall Lift Installation	47,805	77,376	5,410	(71,966)		(71,966)	1430.2%	
7350 Tfr to Earmarked Reserves	24,936	125,000	0	(125,000)		(125,000)	0.0%	
7355 Tfr from Earmarked Reserves	(48,363)	(76,833)	0	76,833		76,833	0.0%	
Town Hall :- Indirect Expenditure	161,638	224,464	175,598	(48,866)	0	(48,866)	127.8%	0
Net Income over Expenditure	(90,011)	(55,257)	(129,674)	(74,417)				
111 Town Hall Bar								
1013 Income - Bar Sales	0	1,232	2,000	768			61.6%	
Town Hall Bar :- Income	0	1,232	2,000	768			61.6%	0

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3000 Bar Purchases	0	396	1,000	604		604	39.6%	
Town Hall Bar :- Direct Expenditure	<u>0</u>	<u>396</u>	<u>1,000</u>	<u>604</u>	<u>0</u>	<u>604</u>	<u>39.6%</u>	<u>0</u>
4001 Salaries	428	1,125	600	(525)		(525)	187.5%	
4304 Damaged Stock	302	39	0	(39)		(39)	0.0%	
4305 Stocktaking	0	0	240	240		240	0.0%	
4850 Furniture/Equipment Purchased	500	(800)	500	1,300		1,300	(160.0%)	
5282 Card Reader Charges	0	2	0	(2)		(2)	0.0%	
Town Hall Bar :- Indirect Expenditure	<u>1,231</u>	<u>365</u>	<u>1,340</u>	<u>975</u>	<u>0</u>	<u>975</u>	<u>27.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,231)</u>	<u>471</u>	<u>(340)</u>	<u>(811)</u>				
112 Town Hall Film Shows								
1051 Income - Film Refreshments	0	20	150	130			13.4%	
1053 Income - Film Tickets	(500)	1,631	5,000	3,369			32.6%	
Town Hall Film Shows :- Income	<u>(500)</u>	<u>1,651</u>	<u>5,150</u>	<u>3,499</u>			<u>32.1%</u>	<u>0</u>
4008 Function Attendants & Casuals	754	0	1,126	1,126		1,126	0.0%	
4950 Film Hire/Purchases	0	844	2,950	2,106		2,106	28.6%	
4951 Film Refreshment Costs	0	4	125	121		121	3.1%	
5282 Card Reader Charges	0	40	0	(40)		(40)	0.0%	
Town Hall Film Shows :- Indirect Expenditure	<u>754</u>	<u>888</u>	<u>4,201</u>	<u>3,313</u>	<u>0</u>	<u>3,313</u>	<u>21.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,254)</u>	<u>763</u>	<u>949</u>	<u>186</u>				
120 Allotments								
1000 Income - General	3,510	3,392	2,705	(687)			125.4%	
Allotments :- Income	<u>3,510</u>	<u>3,392</u>	<u>2,705</u>	<u>(687)</u>			<u>125.4%</u>	<u>0</u>
4509 Water Rates	729	426	750	324		324	56.8%	
4514 Stationery	0	7	0	(7)		(7)	0.0%	
5250 Subscriptions	55	55	55	0		0	100.0%	
5300 Rent - Broadlands	1,100	1,100	1,100	0		0	100.0%	
5309 Maintenance Equipment	0	240	150	(90)		(90)	160.0%	
5311 Hedge Cutting	0	50	220	170		170	22.7%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	0	180	180		180	0.0%	
7116 CAP - Allotments Road	400	0	0	0		0	0.0%	
7350 Tfr to Earmarked Reserves	1,626	0	0	0		0	0.0%	
7355 Tfr from Earmarked Reserves	(400)	(240)	0	240		240	0.0%	
Allotments :- Indirect Expenditure	<u>3,510</u>	<u>1,638</u>	<u>2,705</u>	<u>1,067</u>	<u>0</u>	<u>1,067</u>	<u>60.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(0)</u>	<u>1,754</u>	<u>0</u>	<u>(1,754)</u>				

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
125 Town Centre Management								
1009 Income - Grants	0	1,000	0	(1,000)			0.0%	
1109 Income - ShopAppy	0	12,000	0	(12,000)			0.0%	
1405 Income - Town Centre Grant	4,000	4,000	4,000	0			100.0%	
Town Centre Management :- Income	4,000	17,000	4,000	(13,000)			425.0%	0
4001 Salaries	16,629	11,828	19,622	7,794		7,794	60.3%	
4002 Employers N.I	1,053	786	1,259	473		473	62.4%	
4500 Town Centre Management	397	369	1,000	631		631	36.9%	
4512 Telephone	296	190	400	210		210	47.4%	
5405 Town Centre Events	0	0	4,000	4,000		4,000	0.0%	
6902 ShopAppy	0	12,000	0	(12,000)		(12,000)	0.0%	
7350 Tfr to Earmarked Reserves	0	3,500	0	(3,500)		(3,500)	0.0%	
7355 Tfr from Earmarked Reserves	(69)	0	0	0		0	0.0%	
Town Centre Management :- Indirect Expenditure	18,306	28,672	26,281	(2,391)	0	(2,391)	109.1%	0
Net Income over Expenditure	(14,306)	(11,672)	(22,281)	(10,609)				
127 Romsey Security								
1009 Income - Grants	6,500	0	0	0			0.0%	
Romsey Security :- Income	6,500	0	0	0				0
5352 Romsey Security	7,791	0	0	0		0	0.0%	
Romsey Security :- Indirect Expenditure	7,791	0	0	0	0	0		0
Net Income over Expenditure	(1,291)	0	0	0				
130 Environmental								
4511 Utilities	155	229	100	(129)		(129)	229.3%	
6009 Land at the Star Maintenance	334	0	300	300		300	0.0%	
6011 Town Seats	150	850	400	(450)		(450)	212.5%	
6012 Street Lights	1,082	621	2,000	1,379		1,379	31.0%	
6015 Signs	127	414	500	86		86	82.8%	
6022 Planting for CornMarket	0	0	400	400		400	0.0%	
6023 Drinking Water Fountain	11	29	400	371		371	7.3%	
6024 Bollards Electricity USE 4511	77	0	0	0		0	0.0%	
6025 Bollard/St Furn Mtce	0	14	400	386		386	3.5%	
7355 Tfr from Earmarked Reserves	0	(635)	0	635		635	0.0%	
Environmental :- Indirect Expenditure	1,935	1,522	4,500	2,978	0	2,978	33.8%	0
Net Expenditure	(1,935)	(1,522)	(4,500)	(2,978)				

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Planning								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
160 War Horse Fund								
1190 Interest Received	4	1	0	(1)			0.0%	
War Horse Fund :- Income	<u>4</u>	<u>1</u>	<u>0</u>	<u>(1)</u>				<u>0</u>
4855 War Horse Fund Expenses	2,868	160	0	(160)		(160)	0.0%	
7350 Tfr to Earmarked Reserves	4	1	0	(1)		(1)	0.0%	
7355 Tfr from Earmarked Reserves	(2,868)	(160)	0	160		160	0.0%	
War Horse Fund :- Indirect Expenditure	<u>4</u>	<u>1</u>	<u>0</u>	<u>(1)</u>	<u>0</u>	<u>(1)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
170 Christmas Lights Fund								
1009 Income - Grants	1,000	5,000	2,000	(3,000)			250.0%	
1011 Income - Donations	3,100	0	0	0			0.0%	
Christmas Lights Fund :- Income	<u>4,100</u>	<u>5,000</u>	<u>2,000</u>	<u>(3,000)</u>			<u>250.0%</u>	<u>0</u>
6764 Christmas in Romsey	33,819	17,149	24,000	6,851		6,851	71.5%	
6765 Christmas Light Refurb	12,663	1,658	4,000	2,342		2,342	41.5%	
7355 Tfr from Earmarked Reserves	(5,993)	0	0	0		0	0.0%	
Christmas Lights Fund :- Indirect Expenditure	<u>40,489</u>	<u>18,807</u>	<u>28,000</u>	<u>9,193</u>	<u>0</u>	<u>9,193</u>	<u>67.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(36,389)</u>	<u>(13,807)</u>	<u>(26,000)</u>	<u>(12,193)</u>				
Grand Totals:- Income	404,354	525,266	384,810	(140,456)			136.5%	
Expenditure	370,413	369,941	384,810	14,869	0	14,869	96.1%	
Net Income over Expenditure	<u>33,941</u>	<u>155,325</u>	<u>0</u>	<u>(155,325)</u>				
Movement to/(from) Gen Reserve	<u>33,941</u>	<u>155,325</u>						

Current Account

List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2021	SGW Payroll Ltd	DD01	73.26		6861-Payroll processing M7
01/11/2021	Screwfix Ltd	DD02	343.50		6788-Fire exit signs
01/11/2021	Service charge payable	CHRG	52.60		Service charge payable
04/11/2021	Southern Cross Consulting Ltd	DD03	46.98		6846-SIP Trunk In
05/11/2021	Scottish Water business Stream	DD04	45.00		P/Ledger Electronic Payment
08/11/2021	British Telecommunications plc	DD05	37.20		6845-Monthly phone charge
08/11/2021	SJT Services (Southampton) Ltd	BACS01	912.00		6857-PA System-Remembrance
08/11/2021	Buchanan Events Limited	BACS03	410.40		6856-Picket fencing panel
08/11/2021	N A Gwynne	BACS02	40.00		N A Gwynne-Wilder Romsey
12/11/2021	ShopAppy Ltd	BACS04	14,400.00		6859-ShopAppy implementation
15/11/2021	Mr P Bascombe	BACS05	480.00		6858-Catering-remembrance
15/11/2021	Test Valley Borough Council	Std Ord	2,033.00		Test Valley-Rates 2021/22
16/11/2021	Octopus Energy Limited	DD06	324.25		P/Ledger Electronic Payment
18/11/2021	Public Works Loan Board	DD07	2,475.96		6828-Loan PW504143 Repayment
18/11/2021	SJT Services (Southampton) Ltd	BACS06	1,147.20		6899-Xmas light -Stage hire
18/11/2021	SJT Services (Southampton) Ltd	BACS07	9,393.60		6916-Xmas light installation
18/11/2021	The Alarming Company	BACS08	113.91		6854-Alarm callout
18/11/2021	Classicfire	BACS09	212.70		6853-Service 5 extinguisher
18/11/2021	Anglico Workplace Technologies	BACS10	190.86		6866-Copier printing charge
18/11/2021	DCK Accounting Solutions Ltd	BACS11	889.50		6863-Contract visit - Oct 21
18/11/2021	Hampshire County Council	BACS12	96.44		6867-C5 Envelope
18/11/2021	HM Revenue & Customs	BACS13	2,437.30		6872-HMRC PAYE/NI Due OCT21
18/11/2021	Loyal Company of Town Criers	BACS14	35.00		6860-Town Crier Annual 2022
18/11/2021	Hampshire Pension Fund	BACS15	1,835.00		6873-Pension Due OCT21
18/11/2021	Proton (Southern) Ltd	BACS16	201.06		6852-Washrite labour charge
18/11/2021	Romsey Business Consortium	BACS17	102.00		6827-Xmas tree sales x 3
18/11/2021	Auditing Solutions Ltd	BACS18	1,104.00		6868-Interal audit 21/22
18/11/2021	Rialtas Business Solutions Ltd	BACS19	145.20		6855-Annual support Licence
18/11/2021	The Studio	BACS20	142.32		6871-A1 Correx & designs
18/11/2021	Communications (Southern) Ltd	BACS21	70.20		6869-Hire of 2-way radios
19/11/2021	The Poppy Appeal	001401	46.00		6875-Poppy wreath
23/11/2021	ACE Liftaway Limited	DD08	100.50		6848-General waste collection
24/11/2021	Town Hall Imprest A/c	Tfr	800.00		
26/11/2021	NEST Pension Due	DD	168.21		NEST Pension Due
26/11/2021	Staff Salaries Nov 2021	BACS	10,917.71		Staff Salaries Nov 2021
29/11/2021	Town Hall Imprest A/c	TFR	600.00		
29/11/2021	SGW Payroll Ltd	DD09	73.26		6870-Payroll processing M8
29/11/2021	Greenbarnes Ltd	BACS22	497.09		6903-A4 noticeboard
29/11/2021	Bank charge payable	CHRG	33.96		Bank charge payable
30/11/2021	Utility Warehouse Limited	DD10	78.45		6893-Mothly phone&broadband

Total Payments	53,105.62
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Romsey Town Council 2021-22

	Actual April 1	Actual May 2	Actual June 3	Actual July 4	Actual August 5	Actual September 6	Actual October 7	Actual November 8	Actual December 9	Actual January 10	Actual February 11	Actual March 12	Actual To Date	Annual Bud	Variance Annual Total
TOTAL SALARIES COSTS															
4001 Salaries	10,757	10,795	10,883	10,884	12,070	11,429	11,198	11,299	-	-	-	-	89,315	136,997	47,682
4002 Employers N.I.	797	804	791	793	961	894	848	854	-	-	-	-	6,742	10,061	3,319
4003 Employers Superann	1,351	1,352	1,623	1,445	1,482	1,467	1,459	1,458	-	-	-	-	11,637	17,144	5,507
4005 Holiday Cleaning	-	-	-	-	-	113	45	976	-	-	-	-	1,134	600	534
4008 Function Attendants & Casuals	-	-	594	860	965	1,273	1,368	158	-	-	-	-	5,218	5,000	218
4008 Film Show Attendants	-	-	-	-	-	-	-	-	-	-	-	-	1,126	1,126	-
4010 Wages - Maintenance	586	586	586	586	586	586	586	586	-	-	-	-	7,265	7,265	2,577
4011 Fixed Pension Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	13,491	13,537	14,477	14,568	16,064	15,762	15,504	15,331	-	-	-	-	118,734	176,193	59,459
Administration Salaries															
4001 Salaries	4,368	4,405	4,332	4,332	4,387	4,386	4,332	4,387	-	-	-	-	34,929	55,507	63%
4002 Employers N.I	399	405	394	395	402	402	394	402	-	-	-	-	3,193	4,963	64%
4003 Employers superann	678	679	814	723	724	724	723	724	-	-	-	-	5,789	8,830	66%
4011 Fixed Pension Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	5,445	5,489	5,540	5,450	5,513	5,512	5,449	5,513	-	-	-	-	43,911	69,300	63%
Town Hall Salaries															
4001 Salaries	4,911	4,911	5,041	5,073	6,001	5,091	5,091	5,091	-	-	-	-	41,210	60,768	68%
4002 Employers N.I	300	300	299	300	461	393	356	354	-	-	-	-	2,763	3,839	72%
4003 Employers superann	673	673	809	722	758	743	736	734	-	-	-	-	5,848	8,314	70%
4005 Overtime Cleaning	-	-	-	-	-	113	45	976	-	-	-	-	1,134	600	189%
4008 Function Attendants & Casuals	-	-	594	860	965	1,273	1,368	158	-	-	-	-	5,218	5,000	104%
4010 Wages - Maintenance	586	586	586	586	586	586	586	586	-	-	-	-	7,265	7,265	65%
TOTAL	6,470	6,470	7,329	7,541	8,771	8,199	8,182	7,899	-	-	-	-	60,861	85,786	71%
Town Hall Bar Salaries															
4001 Salaries	-	-	-	-	108	378	297	342	-	-	-	-	1,125	600	188%
4002 Employers N.I	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	108	378	297	342	-	-	-	-	1,125	600	188%
Town Hall Film Shows															
4008 Function Attendants & Casuals	-	-	-	-	-	-	-	-	-	-	-	-	-	1,126	0%
Town Centre Manager															
4001 Salaries	1,478	1,479	1,478	1,479	1,478	1,479	1,478	1,479	-	-	-	-	11,828	19,622	60%
4002 Employers N.I	98	99	98	98	98	99	98	98	-	-	-	-	786	1,259	62%
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	1,576	1,578	1,576	1,577	1,576	1,578	1,576	1,577	-	-	-	-	12,614	20,881	60%
Civic Salaries															
4001 Salaries	-	-	32	-	96	95	-	-	-	-	-	-	223	500	45%
4002 Employers N.I	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	32	-	96	95	-	-	-	-	-	-	223	500	45%
													178,193		
													Total % of budget used to date 66.63%		
													% of budget should be used to date 66.67%		



POLICY STATEMENT

INVESTMENT STRATEGY

1. Introduction

Romsey Town Council acknowledges the importance of prudently investing the funds held on behalf of the community.

This Strategy complies with the revised requirements set out in the Department for Communities and Local Government's *Guidance on Local Government Investments* and Chartered Institute of Public Finance and Accountancy's (CIPFA) *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and takes account of Section 15(1) (a) of the Local Government Act 2003.

In accordance with *Governance & Accountability for Local Councils – A Practitioners' Guide* (England) March 2014:

Where a council builds up balances these must be safeguarded by investing in an appropriate account; investing balances by local councils must be done prudently and in accordance with the requirements of the Local Government Act 2003 and DCLG Guidance on Local Government investments (second edition) issued on 11 March 2010.

2. Investment Objectives

In accordance with Section 15(1) of the 2003 Act, the Council will *have regard to*

- (a) such guidance as the Secretary of State may issue, and*
- (b) such other guidance as the Secretary of State may by regulations specify.*

The Council's investment priorities are the security of reserves and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Communities and Local Government (DCLG) maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, they will be contractually required to comply with the Strategy.



POLICY STATEMENT

RESERVES POLICY

Purpose

The Council is required, under statute, to maintain adequate financial reserve in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that billing and precept authorities in England and Wales have regard to the level of reserve needed to meet estimated future expenditure when calculation the budget requirement.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for three main purposes:

1. A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the general reserve
2. A contingency to cushion the impact of unexpected events or emergencies – this also forms part of the general reserve
3. A means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately and cannot be accrued into the General Reserve.

General Fund Balance

The General Fund Balance, commonly termed the "working balance", is a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the Council's finances against any unexpected short-term problems in the Council's cash flow.

The General Fund Balance is to be maintained at a level based upon a risk assessment carried out annually by the Responsible finance Officer (RFO) when setting the budget for the forthcoming year. Any surplus on the reserve above the required balance maybe used to fund capital expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept.

LAST REVIEWED: May 2018

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

CAPABILITY

OVERVIEW

Everyone working for Romsey Town Council is expected to perform their jobs to a satisfactory standard as defined by management.

The terms of reference refers to and includes attendance and work

Capability is defined in the Employment Rights Act 1996 as "capability assessed by reference to skill, aptitude, health or any other physical or mental quality.

DETAIL

Managers will ensure that all appropriate capability issues have been addressed before starting disciplinary action

All actions taken will be recorded in the employee's personal file.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

COMMUNITY AND INFORMATION

OVERVIEW

The Romsey Town Council aims to ensure that its services are accessible to the public and to achieve effective and accurate communication with the residents of Romsey and other organisations in the town. Romsey Town Council will always seek to promote the town's residents and businesses.

The Romsey Town Council aims to ensure that the information provided to the residents is accurate and understandable.

DETAIL

Romsey Town Council's address and opening hours will be clearly displayed at its premises and on all relevant publicity material.

The Romsey Town Council telephone number will be advertised in all relevant directories, and its website. All communications with the public will include address, telephone number, email and fax number, electronic addresses and website details.

The Council will provide information from statutory and voluntary bodies and will maintain files on local and regional information. It will ensure that such sources are updated regularly.

It will provide written information, at least bi-annually directly to the households on the council's activities.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

COMPLAINTS, COMPLIMENTS AND SUGGESTIONS

OVERVIEW

The Romsey Town Council aims to ensure that all complaints are investigated fairly and thoroughly. Communication with the complainant will be undertaken in an open and professional manner.

The Council aims to ensure that all compliments are communicated to relevant parties.

Comments will be viewed as a tool to assess the service and all views and suggestions are positively encouraged.

DETAIL

The Romsey Town Council will adhere to the Standing Orders and membership requirements of HALC and other relevant bodies.

The procedure for complaints, compliments and suggestions will be displayed in the Town Hall.

All complaints will be dealt with confidentially, swiftly and efficiently.

There will be a procedure making residents aware of their right to complain, give compliments and make suggestions.

There will be a system for recording and dealing with complaints, compliments and suggestions. Complainants will be informed of action taken as a result of their complaint.

Suggestions from residents will be positively encouraged.

The Town Council will annually review complaints, compliments and suggestions records.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

CONFIDENTIALITY

OVERVIEW

The Romsey Town Council recognises that as a public body it is accountable to members of the public. However, it recognises there may be occasions for some information to remain confidential. Nothing learnt during the course of dealing with residents will be passed to anyone outside the Council without their express permission, unless required by law to do so.

DETAIL

A facility will be provided for confidential interviews. Residents will not be required to state the nature of their business in front of others. A resident has the right to request any member of Romsey Town Council (staff or councillors) to be available, at a mutually convenient time.

All confidential records will be clearly marked and dealt with in accordance with our Records Policy.

All written and electronic records will be stored and destroyed or erased without breach of confidentiality unless otherwise required by law.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

DISCIPLINE AND GRIEVANCE

OVERVIEW

Romsey Town Council aims to maintain its standards of individual performance and conduct, as laid down in its policies.

Action will be taken against those who represent or who are employed by the Council when their standards fall below, what can be reasonably expected of them. Romsey Town Council aims to ensure that any grievance brought to it will be resolved in a quick and easy manner.

DETAIL

Romsey Town Council will adhere to the standards and requirements of its Standing Orders and also its disciplinary and grievance procedures.

The Council will follow a written disciplinary and grievance procedure copies of which will be provided to all paid employees within their statement of Terms and Conditions of Employment.

All employees of the Town Council will have an annual Joint Progress review.

The Council will have a fair and open process for its residents to register a complaint. (this paragraph is covered in the Complaints, Compliments Policy and suggestions)

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

EQUAL OPPORTUNITIES

OVERVIEW

Romsey Town Council is committed to Equal Opportunity to all.

Its aim is to ensure that excluded groups and those facing discrimination feel welcome and able to use and contribute to its service.

DETAIL

- The Council will always be sensitive to the needs of others
- The Council will display and publicise the Council's aims and principles.
- The Council will at all times use acceptable language and challenge those who do not.
- The Council will encourage staff to attend equal opportunities training
- The Council will ensure that everyone visiting or working for it is treated with dignity and protected from harassment and bullying

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

FINANCE

OVERVIEW

Romsey Town Council aims to ensure that its financial dealings are made in accordance with relevant statutory and regulatory requirements.

DETAIL

The Romsey Town Council will set up a Finance Committee to oversee all Financial dealings and to ensure compliance with regulations.

Procedures will be in place to minimize the risk of loss of money or non-compliance with regulations.

The Romsey Town Council is required by law to will draw up a yearly budget and expenses will be monitored against it. Where appropriate each Committee and Sub-Committee that has responsibility for its own budget must have regular reports at their meetings. Reports showing the most up-to-date financial position will be presented at each full council meeting.

The Romsey Town Council will have an independent assessment of its yearly accounts, in accordance with statutory requirements.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



FLEXIBLE RETIREMENT

OVERVIEW

The Romsey Town Council agreed that flexible retirement is not an option for this organisation.

DETAIL

This will be reviewed on a regular basis as dictated by legislation

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

HARASSMENT, BULLYING AND VICTIMISATION

OVERVIEW

Romsey Town Council is committed to providing a working environment which allows people of all backgrounds and interests to work well together and to achieve their potential.

Everyone has the right to be treated with respect and has the responsibility to respect the dignity of others.

DETAIL

We do not tolerate any form of harassment, bullying or victimisation.

We recognise that staff, councillors and clients may be victims of harassment and that we have a duty to eradicate all forms of harassment and to take action where it is identified.

All allegations of harassment, bullying or victimisation will be investigated fairly and promptly.

All complaints will be handled through the grievance or complaint process in strict confidence, unless otherwise required by statute.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

IMPARTIALITY AND INDEPENDENCE

OVERVIEW

The Romsey Town Council is completely independent and so is able to offer impartial service and advice. As a result the concerns of individuals or organisations will be addressed by the Council or taken up with the appropriate authority.

The service provided by Romsey Town Council is impartial. It is open to all as individuals or organisations. Advice and help will be given on any subject without any pre-conceived attitude.

DETAIL

The policies and practices of the Romsey Town Council are decided by the members of the Town Council.

The Romsey Town Council's independence will be presented clearly and transparently to the public,

- through the actions of its staff,
- organisation and the appearance of its premises,
- facilities and through all its printed material.

The Council's policy is that personal views will not impair the objectivity of assistance given, nor restrict the availability of its service to any individual or organisation.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

LONE WORKING

OVERVIEW

The Romsey Town Council recognises that lone workers should expect the same duty of care as other workers.

The Council's aim is that lone workers will not be more at risk than those working collectively. Where lone working is unavoidable the situation will be assessed in advance with regard to:-

- Workplace
- Access
- Personal safety
- Special risk
- Health
- Training

DETAILS

Employees will not be expected to work on their own without their consent. A lone worker will have telephone access to supervisor or others at all times.

Romsey Town Council will maintain procedures to be followed in the event of a hostage situation.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

MAJOR INCIDENT

OVERVIEW

A major incident is deemed to have occurred where there is:-

- Death of anyone whilst in the Romsey Town Hall or whilst on Romsey Town Council or Romsey Town Hall business
- Assault of, or serious threat to a member of staff or councillor
- Assault on a member of the public in it's premise
- Hostile or urgent press enquiry
- Any accident/or incident reportable to the Health & Safety Executive involving a member of staff, member of the public or Councillor (see Health and Safety Policy)

DETAIL

The major incident procedure is designed to:-

- Ensure an appropriate response to major incidents
- Ensure the provision of immediate support of staff and Councillors with advice if needed
- Ensure that staff/Councillors are de-briefed following major incidents
- Ensure appropriate follow-up communications
- Ensure that lessons from such an incident are learned
- Ensure that new risks are identified and assessed

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

PENSION

OVERVIEW

Employees who are in the Romsey Town Council Pension Scheme must be aware of the following discretions in relation to the Hampshire County Council Pension Scheme

DETAIL

Romsey Town Council do not adopt the following discretions:-

- Power to award additional pension (regulation 310)
 - Shared cost additional pension contribution (regulation 16(2e) (4d))
 - Power to allow flexible retirement (regulation 30 (6))
 - Waiving of actuarial reductions (regulation 30 (8))
 - Switching on the 85 year rule (LGPS Regulations 2014(Transitional provisions, savings and amendments – paragraph 2(2) of schedule 2))
 - Post – 31 March 2008/pre – 1 April 2014 leavers early payment of pension (regulation B30(2) (5) B30A (3) (5))
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- **LAST REVIEWED:** October 2017
 - **NEXT REVIEW DATE:** January 2022



POLICY STATEMENT

PROTECTION

OVERVIEW

Romsey Town Council recognises that the needs and rights of the child, the elderly, the vulnerable and persons with disability take priority.

Romsey Town Council will ensure that all staff will:-

- Safeguard the welfare
- Prevent the assault
- Protect the individual rights and freedoms of all adults and children with whom it comes into contact during their duties. Where there may be conflict between different members of a family or social network, then the welfare of children is paramount.

DETAIL

All recruitment of paid staff will carefully follow the procedures for recruitment and selection.

Romsey Town Council will encourage a climate through which protection issues are regarded as an essential part of Romsey Town Council's activities and events.

Romsey Town Council will include appropriate training to staff in the processes and procedures of child and vulnerable adult protection.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

RECORDS

OVERVIEW

Romsey Town Council aims to ensure that it maintains accurate records on all its dealings.

The main aim of keeping records is to protect the individual and to facilitate and improve relationships.

DETAIL

All financial, client, staff and volunteer records whether held on paper or stored electronically will be retained for the legally required time where appropriate or the time recommended by "others".

We will comply with the regulations of the Data Protection Register.

Individual records are strictly confidential and will only be passed to third parties with the express permission of the person/s concerned in the re-mit of the Data Protection Act.

Each individual has the right to see all records held by Romsey Town Council which relate to them.

Records kept on individuals will be stored securely to agreed standards and a regular archiving programme will be maintained.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

RECRUITMENT AND SELECTION

OVERVIEW

Romsey Town Council aims to ensure that the recruitment and selection of all staff is undertaken in a fair and consistent manner and will be non-discriminatory.

All procedures will conform to statutory regulations and current best practice.

DETAIL

The Romsey Town Council aims to appoint the most suitable candidate to a vacant post.

A job description and person specification will be drawn up for all posts to be filled and decisions will be made in accordance with those criteria.

All paid posts will be advertised in publications appropriate to the post. Selections for interview and interviews themselves will be conducted by the representative/s of Finance and Resources Committee together with the Town Clerk and/or appropriate other member of staff.

All vacancies will be risk assessed and where appropriate and required by law a Criminal Records Bureau Disclosure will be requested. (see policy for recruitment for ex offenders.)

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

RECRUITMENT OF EX OFFENDERS

OVERVIEW

Romsey Town Council is committed to the promotion and delivery of equal opportunities to staff and (any others). Romsey Town Council is therefore committed to positive action as a means of removing barriers to services and employment opportunities for those from discriminated against groups.

Romsey Town Council therefore undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against anyone who voluntarily reveals that they have a criminal conviction. Equally, it undertakes not to discriminate unfairly against any subject of a CRB disclosure on the basis of a criminal conviction or other information revealed unless required to do so by law.

DETAIL

Candidates for posts in Romsey Town Council will be informed that we actively promote equality of opportunity for all those with the right mix of talent, skills, experience and potential. We welcome applications from any part of our community, including from people with criminal records. Skills, qualifications and experience alone will be the basis for selection for interview. All applicants for posts that require disclosure will be informed of this in a job information pack.

A disclosure will be requested for a post if it is both proportionate and relevant to the position concerned or required by law.

Should a criminal record be revealed after employment has commenced, a decision whether or not to maintain employment must have regard to the nature of crime, when it is committed, the client group involved and the reputation of the Town Council. Failure to reveal information that is directly relevant to the position sought would play a significant part in the making of that decision.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

TRAINING - COUNCILLORS

OVERVIEW

Romsey Town Council aims to ensure that all Councillors receive relevant training to help them in their role as a Councillor.

DETAIL

Training resources will be used to maximum effectiveness and the appropriate methods of training delivery will be used.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

TRAINING - STAFF

OVERVIEW

Romsey Town Council aims to ensure that all staff will receive training which meets the competence level appropriate to their role and stage of development.

All new staff will receive an induction programme.

DETAIL

Training resources will be used to maximum effectiveness and the appropriate methods of training delivery will be used.

The Council recognises not only its needs but also the needs of individual employees in setting a training plan.

Individual training needs will be agreed during annual joint progress reviews.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



POLICY STATEMENT

WHISTLE BLOWING

OVERVIEW

Romsey Town Council is committed to developing a culture where it is safe and acceptable for all staff working for Romsey Town Council to raise concerns about poor or unacceptable practice and misconduct.

DETAIL

This policy will provide a framework to promote responsible whistle blowing. It protects employees wishing to raise concerns about:-

- Serious irregularities within Romsey Town Council, eg, a failure to comply with a legal duty.
- Where the interests of service users and others are at risk and are not being dealt with appropriately by Romsey Town Council through investigation, good governance or review of service provision.

This policy does not release employee's from their duty of confidentiality in the course of their work, nor is it a route to a grievance about a personal situation.

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



WORKING WITH MONEY OUTSIDE THE COUNCIL'S BUDGET

OVERVIEW

All staff and councillors who are involved in activities related to the Council's finances must adhere to all their policies, procedures and regulations related to a pecuniary interest

DETAIL

All staff/councillors will declare a pecuniary interest and this will be registered at a Council meetings.

All staff /councillors will work to the Council's procedures relating to any financial transactions

All staff/councillors will work within the Council's financial operations which does not include separate bank accounts, private purchase of goods or donations to charity without the Council's approval

LAST REVIEWED: October 2017

NEXT REVIEW DATE: January 2022



ROMSEY TOWN COUNCIL

INVESTMENT STRATEGY

1. Introduction

Romsey Town Council acknowledges the importance of prudently investing the funds held on behalf of the community.

This Strategy complies with the revised requirements set out in the Department for Communities and Local Government's *Guidance on Local Government Investments* and Chartered Institute of Public Finance and Accountancy's (CIPFA) *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and takes account of Section 15(1) (a) of the Local Government Act 2003.

In accordance with Governance & Accountability for Local Councils – A Practitioners' Guide (England) March 2014:

Where a council builds up balances these must be safeguarded by investing in an appropriate account; investing balances by local councils must be done prudently and in accordance with the requirements of the Local Government Act 2003 and DCLG Guidance on Local Government investments (second edition) issued on 11 March 2010.

2. Investment Objectives

In accordance with Section 15(1) of the 2003 Act, the Council will *have regard to*

(a) such guidance as the Secretary of State may issue, and

(b) such other guidance as the Secretary of State may by regulations specify.

The Council's investment priorities are the security of reserves and liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Communities and Local Government (DCLG) maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, they will be contractually required to comply with the Strategy.



Equality and Diversity Policy

This policy is designed to value diversity and to ensure equality of opportunity and access to services and that no one receives less favourable treatment. The Town Council is committed to promoting equality and diversity and providing an inclusive and supportive environment for all. In the implementation of this policy the Town Council will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation as defined in the Equality Act 2010 as protected characteristics.
- promote diversity and equality for all staff, councillors, contractors, visitors to, and any others that use in and use the Town Hall. The Town Council will value the contributions made by individuals and groups of people from all diverse cultural, ethnic, socio-economic and distinctive backgrounds
- promote and sustain an inclusive and supportive work environment which affirms the equal and fair treatment of individuals.
- treat all staff fairly and equally.
- challenge inequality and less favourable treatment.
- promote greater participation of under-represented groups by encouraging positive action to address inequality.
- promote an environment free of harassment and bullying.

The task of promoting social inclusion, tackling discrimination and encouraging equal opportunities are key issues for the Town Council and the Council is committed in this area to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

Our Commitment to Equality and Diversity

The Town Council is committed to Equality and Diversity and to the vision of improving the quality of life for local people. The Council believes and recognises that the diversity of our population is one of the town's greatest strengths and assets.



Asset Management Policy

Romsey Town Council Policy for the recording and management of assets.

1 Introduction

- 1.1 The purpose of this policy is to set out the operation and parameters of asset management by Romsey Town Council (RTC).
- 1.2 The Asset Register and its accompanying documents, inventory and archive lists, is controlled by RTC and administered by the Building Manager.

2 Purpose

- 2.1 To conform with the regulations set out by Joint Panel on Accountability and Governance in their document Governance and Accountability for Smaller Authorities in England. This is to ensure that proper ownership, usage, maintenance and risk of financial loss is mitigated.

3 General description

- 3.1 What is an asset? This can be a real item such as the Town Hall that its value could be realised or a "community asset" such as the Charter Stone that has no resale value.
- 3.2 Values will be either their purchase value, a reasonable estimate or a nominal £1. To avoid having to count 'every tea spoon', a de minimis value of £1,000 has been set that covers small, inexpensive or short-life items. Fixtures and fittings, but not repairs, become part of the top-line building valuation, with the caveat that they are again valued at cost.
- 3.3 Archive List is a list of archives held in the Town Hall and is compiled by LTVAS.
- 3.4 Inventory List is a list of RTC owned items that are inexpensive or short-life items.

4 Procedures

- 4.1 Assets will be listed and managed on the online web programme "Rialtas Suite" which integrates with the financial and booking system.