### Westfield Parish Council

The Oval Office, St Peter's Business Park Westfield, BA3 3BX

Phone: 01761 410669 council@westfieldparishcouncil.co.uk

/westfieldparishcouncil @westfield\_pc

Chairman: Cllr P Wilkinson Parish Clerk: Ms L J Close FSLCC



## All Council Meetings are open to the Public and Press

8th June 2023

- TO:
- a) Members of the Finance & Personnel Committee:
  Clirs Diana Cooper, Geoff Fuller (ex officio), Ron Hopkins, Paul
  Millard, Robin Moss (Chair), Pat Williams (Vice Chair), Phil Wilkinson
  (ex officio)
- b) All Other Members of the Council (for information)

Dear Councillor,

You are summoned to a **Meeting of Finance Personnel Committee**, on **Wednesday 21**<sup>st</sup> **June 2023** at **10.00am** at The Oval Office, Cobblers Way, Westfield.

Ms L J Close Parish Clerk

### **Public Questions**

This section, at the Chairman's discretion may last up to 15 minutes and is not part of the formal meeting of the Council.

### **AGENDA**

- 1. Apologies for absence and to consider the reasons given Committee to receive apologies for absence and, if appropriate, to resolve to approve the reasons given in accordance with the Local Government Act 1972 s85(1)
- 2. Declarations of Interest and Dispensations

Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Committee may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.



### 3. Minutes

To confirm and sign as a correct record the minutes of the Finance & Personnel meeting held on 24<sup>th</sup> May 2023 (Pages 1-7)

- 4. To discuss the monthly accounts reports going forward (Page 8)
- **Monthly Accounts** To agree the monthly accounts in respect of the following for May 2023.
  - Current Account pending
  - Corporate Treasury Account pending
  - Business Savings Account (the interest rate at 1st May is 2.8%) pending
  - Debit card expenditure sheet since the last meeting (Page 9)
  - Petty cash imprest sheet since the last meeting (Page 10)

### 6. Schedule of Payments requiring authorisation

As per item 5.2 of the Financial Regulations, a list of payments requiring authorisation is attached. Signing of invoices and BACS authorisation sheets to be completed upon approval of payments. (Pages 11)

### 7. Schedule of Payments due on a regular basis

As per item 5.6 of the Financial Regulations, a list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation such as salaries, PAYE and NI, superannuation and regular maintenance, is attached. (Page 12)

8. Annual Review of the Treasury Management Policy (Pages 13-15)

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

9. Staff Appraisal of the Clerk (Cllr Wilkinson)



### **WESTFIELD PARISH COUNCIL**

Minutes of the Finance & Personnel Meeting held at The Oval Office on Wednesday 24<sup>th</sup> May 2023 at 10am

Present:

Cllr Robin Moss (Chair), Cllrs Diana Cooper, Ron Hopkins, Paul Millard,

Phil Wilkinson and Pat Williams (Vice Chair).

Absent:

Cllr Geoff Fuller (ex officio)

In Attendance:

Lesley Close, Parish Clerk

### 1. Election of Chair

Cllr Robin Moss was proposed by Cllr Wilkinson, seconded by Cllr Cooper.

**Resolved:** that Cllr Moss be elected Chair of the Committee, unanimously.

### 2. Election of Vice Chair

Cllr Pat Williams was proposed by Cllr Wilkinson, seconded by Cllr Cooper.

**Resolved:** that Cllr Williams be elected Vice Chair of the Committee, unanimously.

### 3. Apologies for absence

Apologies were received from Cllr Geoff Fuller.

### 4. Declarations of interest and dispensations

In relation to a payment to Rob Wicke, a Declaration of Interest was received from Cllr Moss, as Director of the Big Local for Radstock and Westfield, of which Rob Wicke is an employee.

### 5. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 19th April

2023 be agreed and signed as a correct record.

### 6. To confirm the meeting day and time of this Committee for 2023/24

**Resolved:** that the meeting continues on Wednesday mornings at 10am.

### 7. To confirm the membership of the Grants Sub Committee

Resolved: that the Grants Sub Committee comprises the Chair of the Parish Council

Phil Wilkinson, Chair of F&P Robin Moss, Cllrs Cooper, Millard and

Williams.

### 8. To discuss the monthly accounts reports going forward

Resolved: that pending the comments of the Auditor, the Omega reports be published

monthly instead of quarterly, with the debit card payments, petty cash and upcoming direct debits and invoices continuing to be reported monthly.

### 9. Monthly Accounts

Resolved:

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account be considered every quarter, pending the comments of the auditor;
- c) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account be considered every quarter, pending the comments of the auditor;
- d) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account be considered every quarter, pending the comments of the auditor;
- e) that the summary of debit card transactions since the last meeting (Appendix 1 May) be agreed.
- f) that the petty cash reconciliation for May (Appendix 2) be agreed.

### 10. Schedule of payments requiring authorisation

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was considered at the meeting.

Resolved:

(1) that the schedule of payments due in May be agreed, (attached as Appendix 3), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking.

### 11. Schedule of payments due on a regular basis

In accordance with item 5.6 of the Financial Regulations, an updated list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was considered at the meeting.

Resolved:

that the schedule of payments be agreed (attached as Appendix 4) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors via online banking.

### 12. Quarterly Budget Variation Report

**Resolved:** that the report be noted.

### 13. Internal Audit Report

**Resolved:** that the report and comments be noted for recommendation to Parish Council. The Office staff were thanked for all their work.

### 14. Annual Governance and Accountability Return 2022/23

**Resolved:** (1) to recommend to Parish Council the assertions highlighted in the Annual Governance Statement;

(2) to recommend to Parish Council the Accounting Statements for the year 2022/23.

15. Year End Summary of Accounts including Earmarked Reserves on page 12 of the report highlighting funds carried into Earmarked Reserves at the end of 2022/23

**Resolved:** to note the report.

16. Notification of the dates of the period for the exercise of public rights

**Resolved:** to accept these as 5<sup>th</sup> June – 14<sup>th</sup> July inclusive.

The meeting closed at 10.20am.

APPENDIX 1 - Debit Card

		Coronation event		£1,405.35		£37.92	And a second second		£1,443.27	£377.41	
		W/H Maintenance 4062/307					a de la companya de l		£0.00		
	o de la constanta de la consta	N/H maintenance 4062/308							###		
		Flowers in Public							###		
	The second state of the se	Parish Environment 4224/202	£2.49						£2,49	50.50	
	managery on the colony of the state of the s	Stationary 4023/1			\$50.53				250.55	£10.11	
	entering the state of the state	Civic Expenses 4102/102						1	50.00		
	Allowed down to have the state of the state	postage 4022/1							00'03		
	Section 1.	TOTAL	£2.99	£1,775.18	£60.66	£40.50	1111		£1,496.31	£388.02	£1,884,33
Лау	2023-24 -2	DETAILS	Alcohol wipes for defib	Balance of marquee hire for Coronation event - as witnessed by Clir Pat Williams	Stationary	Sundries for Coronation event	and the second of the second o		TOTAL (NET)	VAT:	TOTAL (Gros)
Report for F&P May	SHEET	SUPPLIER	Amazon	Southwest Marquees Ltd	27/4/2023 Viking Direct	Tesco					
· Commissional de la complexación de Veri de la complexación de Veri de la complexación de Veri de Ver		DATE	2/5/2023 Amazon	2/5/2023	27/4/2023	4/5/2023					, and a second
		R EF	DC167	DC168	DC169	DC170					

- Seminary Commission of Contract of Commission of Contract of Con				Hospitality ۱۵۲/۱۶۲۵			£4.58	£2.09	19.93	£1.33				lated
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Control of the second beautiful of the second secon	energia (del del 1900) del 1900 del 19	A A PROPERTY AND A STATE OF THE	***************************************	W/H Maintenance 4062/307		£9.29			£9.29	£1.86			previously reported	added since agenda circulated
				N/H maintenance 4062/308					00.03				previous	added si
	A STATE OF THE STA		- transfer and	Parish Environment 4224/202					00'03				Andrew Commence of the Commenc	
Vicement program is a separate of the separate to the table to ta	The state of the s	To company the second s		Travel and subsistence 4008/101					00'03					
		The second secon		printing & stationary 4023/1					00'03				The statement community and property of the statement of	and pro-
				postage 4022/1					00.03					
	May	2023-24-2		TOTAL	\$70.96	£11.15	£5.50	£2.50	£15.96	£3.19	£51.81	£48.19	11/05/2023	£100.00
<u>lsh</u>	MONTH	SHEET		DETAILS	Balance b/f	Padlock westhill	Tea and coffee		TOTAL (NET)	VAT:	Ongoing balance	top-up required?		New balance
APPENDIX 2 - Petty Cash			Transport of the contract of t	DATE		03/05/2023	9/5/2023	1					The second of th	i de mai definire de dels construires de la construire de
<b>APPENDIX</b>		CONTRACTOR OF THE CONTRACTOR O	The second control of the deleteration of the second control of th	IMPREST									The same of the control of the contr	The state of the s

APPENDIX 3 Invoices for payment MAY

Invoice Date	Supplier	Details	Nom code	Payment No. Enet		VAT	£gross
30/04/2023	Sovision it	Multi factor authorisation	4027/1	3064	£225.00	£45.00	£270.00
28/04/2023	RBS Rialtas	Annual livence for Omega	4058/1	3065	£386.05	£77.21	£463.26
21/04/2023	Tindle Newspapers West Country Ltd	Coronation ad and office tender ad	4227/202; 4910/199	3066	£253.00	250.60	£303.60
20/04/2023	Auditing Solutions	Internal Audit - last inst.	4057/1	3068	£160.00	£32.00	£192.00
26/04/2023	GreenSward Sports Consultancy	Ad hoc maintenance	4062/307 + 308	3069	£125.00	625.00	£150.00
30/04/2023	Signefex Ltd	Boules banner	4203/202	3071	589.00	£17.80	£106.80
08/05/2023	Jesters Carnival Club	Christmas lights stewarding	4223/202	3072	£120.00	£0.00	£120.00
08/05/2023	Jesters Carnival Club	Coronation event stewarding	4227/202	3073	£320.00	£0.00	£320.00
07/05/2023	Peter Dayman-Johns	Coronation event entertainment	4227/202	3074	£180.00	00.03	£180.00
01/05/2023	M Sustainability	SBEM calcs for Bdg Regs	4910/199	3075	£237.50	£0.00	£237.50
						TOTAL	£2,343.16
Added since	Added since the agenda was distributed:						
07/05/2023	Westfield Sports and Community Centre Food and dri	Food and drink at Coronation event	4227/202	3077	£2,025.00	£0.00	£2,025.00
15/05/2023	The Fabulous Lunch Company Ltd	Cakes for Coronation event	4227/202	3078	£220.00	£0.00	£220.00
16/05/2023	J Padfield	Hay bales - Coronation event	4227/202	3079	£135.00	50.00	£135.00
19/05/2023	TS Security Ltd		4227/202	3080	00.063	£18.00	£108.00
01/03/2023	Youth Connect South West Ltd	Youth provision Jan-March 2023	4237/202	3081	£2,660.54	£532.11	£3,192.65
18/05/2023	Youth Connect South West Ltd	Youth provision April-June 2023	4237/202	3082	£2,843.06	£568.61	£3,411.67
17/05/2023	Ignyte Limited	May Warbler	4212/102	3084	£1,000.00	\$200.00	£1,200.00
	And the second s					TOTAL	£10,292.32

APPENDIX 4 –	Schedule of Regular Payments	egular Pa	yments
Supplier	Details	April	May
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87	£1,060.18
DCK - BACS monthly	Accounting support	£237.85	£375.00
GPS Telecoms (DD	Telephone and	£71.32	£70.92
Greensward (BACS	Grounds	PO 101 EQ	£0 101 E8
monthly)	maintenance	72,121.30	22,121.30
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34
Oval Commercial (SO-£587.70) the	Office Rental	£839.75	£839.75
Oval Commercial (BACS)	Use of Boardroom	£20.00	£56.00
Thet Salaries (and expenses)	Office staff	£3,232.35	£3,288.04
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	20.00	£0.00
Ricoh (BACS quarterly)	Photocopier	\$0.00	£33.30
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00
Southern Electric (DD quarterly)	Christmas Tree	\$0.00	\$0.00
SoVision IT (BACS monthly)	T Support	£169.20	£167.75
Total Gas & Power (DD - quarterly)	NH Pavilion	50.00	£47.88
Water2Business (DD six mnthly)	Auto-watering systems 2365915101	£0.00	£0.00
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	50.00	50.00
	Monthly Total	£8,405.18	£8,619.74

### **Parish Clerk**

From:

Stuart Pollard <stuart@councilaudit.co.uk>

Sent:

28 May 2023 16:40

To:

Parish Clerk

Subject:

RE: A question about reports to the Finance and Personnel Committee please

Hi Lesley

I trust that all is well with you.

In theory, I can see no problem with the proposed approach from a practical and pragmatic viewpoint and I fully appreciate the desire to reduce accounting costs.

The only possible problem may be in only closing Omega down once quarterly rather than monthly as it is designed for. Can I suggest that you run the intended approach past them to ensure that it creates no problems with running the software.

Please keep me posted and if you wish to discuss further, please call me on my mobile, as below.

### Kind regards

### Stuart

### Stuart J Pollard Director



Auditing Solutions Ltd., Company Number 04357952 Clackerbrook Farm, 46 The Common, Bromham, WILTSHIRE SN15 2JJ www.auditingsolutions.co.uk | T: 07986 095004 | Stuart M: 07879 644115 | E: stuart@councilaudit.co.uk

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From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>

Sent: Thursday, May 25, 2023 12:59 PM

To: Stuart Pollard <stuart@councilaudit.co.uk>

Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant

<adminassistant@westfieldparishcouncil.co.uk>; Robin Moss (Cllr) < Robin\_Moss@BATHNES.GOV.UK>; Phil

Wilkinson < phil.wilkinson@westfieldparishcouncil.co.uk >

Subject: A question about reports to the Finance and Personnel Committee please

Hi Stuart,

# WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P June SHEET 2023-24-3

10/1011	1			$\neg$			0		$\neg$
Hire of rooms and hospitality 4131/01							£0.00		
W/H Maintenance 4062/307			£2.49				£2.49	50.50	
W/H maintenance 4062/308							00.03		
Flowers in Public Places 4230/202							20.00		
Parish Environment 4224/202	£41.10						241.10	28.23	
Health & Safety 4018/1						- to the total of	00.03		
8 printing stationary r/s204		96.083					96.083	£16.20	
Travel and subsistence 4008/1							00.03		
TOTAL	£49.32	297.16	£2.99				£124.55	£24.92	£149.47
DETAILS	Remembrance Flag	Stationery	Padlock for Westhill				TOTAL (NET)	VAT:	TOTAL (Gros)
SUPPLIER	Mr Flag	6/6/2023 Viking Direct	6/6/2023 Proper Job						
DATE	5/6/2023 Mr Flag	6/6/2023	6/6/2023						
REF	DC171	DC172	DC173						

Date	Date		
		Signed:_	Date:
Parish Clerk signature	Counter signature	Signed:	Date:

## WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

June 2023-24-3

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	rinting & stationary 4023/1	avel and subsistence f0r\8004	Civic Expenses 4102/102	sarish Environment 4224/202	M/H maintenance 4062/308	W/H Maintenance 4062/307	ravel & Subsistence 4008/1	VilistiqsoH r0r\rsr4
		Balance b/f	100		d	ΊŢ		1			1	
	31/5/2023	Bin bags	24.00		£3.33				9900			
								-				
		TOTAL (NET)	£3.33	20.00	£3.33	00.03	50.00		20.00	20.00	20.00	20.00
		VAT	19.03		29.03							
		Ongoing balance	00.963									
		top-up required								previous	previously reported	75
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Date:			Date:									

Invoices for payment JUNE

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22/05/2023 Trophies	of Radstock	Engraving Chain of Office	4102/102	3090	54.17	£0.83	55.00
-	Consultancy	Contract work plus BMX track maint,	4039/307 + 308	3091	£2,711.58	£542.32	£3,253.90
		Quarterly photocopying charge	4026/1	3092	£127.00	£25.40	
T	eartbeat Trust	Defib at Westhill	4231/202	3094	£1,880.00	2376.00	£2,256.00
		Face painting Coronation Lunch	4227/202	3095	£150.00	50.00	£150.00
12/06/2003	acura	First Aid Coronation Lunch	4227/202	3096	2105.60	£21.12	£126.72
07/06/2023 Ph		Chaire Allowance - travel	4101/102	3097	£34.65	00.03	£34.65
			4212/102	3098	£400.00	£0.00	£400.00
Т		and the same of th					,
		CHANGE CONTRACTOR CONT					
			The second secon			TOTAL	56,378,67

						TOTAL £0.00
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This amount plus regular scheduled monthly payment

Highlight if over £5000 as this requires full Parish Council approval

Schedule of regular payments 2023-24 (All amounts are NET)

		April	Mav	June	July	August	Sept	October	Nov	Dec	January	February	March
Avon Pension Fund		£1.043.87	£1.060.18	£1.052.02									
(BACS monthly) DCK - BACS	Accounting support	£237.85	£375.00	£0.00									
GPS Telecoms (DD Telephone and monthly)	Telephone and broadband	£71.32	£70.92	£71.80									
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58									
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63	100 100								
Oval Commercial (SO-£587.70) the	Office Rental	£839.75	£839.75	£839.75			,						
Oval Commercial (BACS)	Use of Boardroom	£50.00	256.00	00.073				-					1
Net Salaries (and expenses)	Office staff	£3,232.35	£3,288.04	£3,250.16									
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	\$0.00	20.00	20.00			,						
Ricoh (BACS auarterly)	Photocopier	£0.00	£33.30	£127.00									
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00	£0.00									
Southern Electric (DD guarterly)	Christmas Tree	£0.00	£0.00	00.0 <del>3</del>								77	
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	00.03									
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88	00.03									
Water2Business (DD six mnthly)	Auto-watering systems	\$0.00	50.00	£0.00									
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00							A CONTRACTOR OF THE PARTY OF TH		
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	\$0.00	£0.00									
	Monthly Total	£8,405.18	£8,619.74	£8,098.94	00.03	00'03	00.03	00.03	00.03	00.03	00.03	20.00	20.00
This amount plus one off payments	те off payments						The state of the s						

### Review of the Treasury Management Policy and Annual Report on the Terms and Conditions of Borrowings

### Background

In 2012 the Finance Committee agreed the Treasury Management Policy and Terms and Conditions of Borrowing. The purpose of this report is to conduct an annual review of this policy, outlined below

### **Investment Strategy**

The Parish Council is required by the Local Government Act 2003 to determine an annual Investment Strategy. The Strategy will be a public document as defined by the Freedom of Information Act 2000.

All of the Parish Council's investments will be Specified Investments and therefore:

- a) All investments will be made in sterling and any payments or repayments will also be made in sterling;
- b) All investments will be short term investments not to exceed 12 months;
- c) Westfield Parish Council will use accounts with UK banks/building societies and/or local authorities or other public authorities.

### **Accounts**

Westfield Parish Council maintains the following accounts/investments:

- Current account for everyday needs —with the Co-operative Bank
- Corporate Treasury savings account with the Co-operative Bank
- Business 95-day Saver account with Nationwide

In accordance with minute 131 of the Finance and Personnel Committee 23/04/12, approximately £10,000 is retained in the Current Account. An agreed amount of reserves is held in a high interest account with the remainder in the instant access Savings Account for transfer to the current account month on month to meet expenditure.

On 1/10/15 the Parish Council took advice from St James Wealth Management who raised the following issues for on-going consideration:

- (1) the Parish Council is only covered for £75,000 per bank should a bank close. (Increased to £85,000 in January 2017) Therefore it is worth being aware of banks which operate under the umbrella of a single bank eg. Tesco bank is not a bank in its own right but is part of another bank;
- (2) that the low risk banks are those which operate solely in the UK.

The high interest investment reserves were increased to £75,000 in October 2016 (minute 60 of the Finance and Personnel Committee 19/10/16) and

further increased to £85,000 in December 2017 (minute 82 of the Finance and Personnel Committee 22/11/17).

### Reserves

In October 2013 Westfield Parish Council agreed to aim for four months net expenditure included in the annual precept to be held in general reserve. In December 2019, after consideration of risks that were no longer relevant this was reduced to "at least 3 months net expenditure". This means that we regularly have appropriate surplus funds available and it is important that such funds are invested prudently with due regard to the Council's fiduciary responsibility to the Council Tax payers and to the priority for security and liquidity of those investments.

For information, amounts held in reserves are detailed below.

	General Reserves	Earmarked Reserves
31 March 2012	£41,098	£29,065
31 March 2013	£81,288	£33,183
31 March 2014	£101,246	£45,132
31 March 2015	£52,854	£124,647
31 March 2016	£84,370	£165,498
31 March 2017	£84,461	£164,120
31 March 2018	£55,288	£225,681
31 March 2019	£55,287	£270,150
31 March 2020	£57,084	£329,004
31 March 2021	£63,332	£354,447
31 March 2022	£62,992	£401,095
31 March 2023	£51,741	£446,172

### **External Borrowing**

In order to borrow to fund capital expenditure, application must first be made to the County Association (ALCA). The NALC website provides support and guidance on the application process.

### **Current External Borrowing**

The Council has the following external loan:

Westhill Recreation Ground - £87,560, commencing September 2010 for a period of 15 years.

	Years remaining	Loan outstanding
31 March 2012	13.5	£82,577
31 March 2013	12.5	£77,456
31 March 2014	11.5	£72,192
31 March 2015	10.5	£66,781
31 March 2016	9.5	£61,219
31 March 2017	8.5	£55,502

### WESTFIELD PARISH COUNCIL

31 March 2018	7.5	£49,625.92	
31 March 2019	6.5	£43.585.58	
31 March 2020	5.5	£37,377	
31 March 2021	4.5	£34,208	
31 March 2022	3.5	£24,435	
31 March 2023	2.5	£17,692	

### **Change of Investments**

The body authorised to make a change to the investments is the Finance and Personnel Committee.

Review History	To be reviewed annually		
Considered by Finance and Personnel	18/3/15		
Agreed by Parish Council	7/4/15		
Considered by Finance and Personnel	23/3/16		
Agreed by Parish Council	06/06/16		
Considered by Finance and Personnel	22/03/17		
Agreed by Parish Council	03/04/2017		
Considered by Finance and Personnel	21/3/18		
Agreed by Parish Council	3/4/18		
Considered by Finance and Personnel	20/03/19		
Agreed by Parish Council	01/04/2019		
Considered by Finance and Personnel	19/03/2020		
Agreed by Parish Council	04/05/2020		
Considered by Finance and Personnel	18/03/2021		
Agreed by Parish Council	4 <sup>th</sup> May 2021		
Considered by Finance and Personnel	23/3/22		
Agreed by Parish Council	3 <sup>rd</sup> May 2022		
Date of next review	June 2023		