



Christchurch Town Council

Old Town Hall
30 High Street
Christchurch
Dorset, BH23 1AY

Full Council Agenda

Wednesday, 16 March 2022, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Christchurch Library, Room 14, High Street, Christchurch, BH23 1AW **on Wednesday, 16 March 2022 at 6.00pm.**

Membership:

Mayor: Cllr Mrs S Bungey

Deputy Mayor: Cllr A E Coulton

Cllr V Charrett

Cllr F J M Cox

Cllr M Cox

Cllr L Dedman

Cllr H Farrell-Jarvis

Cllr S Fotheringham

Cllr C A Gardiner

Cllr W Grace

Cllr P Hilliard

Cllr G R Jarvis

Cllr D C Jones

Cllr T Lane

Cllr S J McCormack

Cllr G E E Polson

Cllr Mrs S Spittle

Cllr M J Tarling

The business to be transacted is set out overleaf

Daniel Lucas
Town Clerk

10 March 2022

For further information please contact Daniel Lucas on 01202 022479 or email townclerk@christchurch-tc.gov.uk

Agenda

1. Prayers

Prayers will be said by the Mayor's Chaplain, the Reverend Canon Charles Stewart.

2. Apologies for Absence

To receive apologies for absence

3. Declaration of Interests

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

4. Minutes of Previous Meeting

To confirm as a correct record the Minutes of the last meeting held on 17 January 2022 and Extraordinary Meeting held on 8 February 2022. Exempt Minutes withheld from agenda pack but to be confirmed also.

8 – 27

5. Announcements

To receive a schedule of Civic functions attended by the Mayor since the last meeting and any announcements from the Mayor or Town Clerk.

28

6. Public Participation

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

7. Public Questions

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Mayor will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address

8. Questions from Councillors

9. Motions from Councillors

In accordance with the Council's Standing Orders, Procedure Rule 9, Members are asked to consider a notice of motion proposed by Cllr Cox and seconded by Cllr Tarling as follows:

That Christchurch Town Council:

- 1. Supports the 20's Plenty for Christchurch campaign;**
- 2. Calls on BCP Highway authority to implement 20mph in Christchurch Town Centre, the exact roads to be decided after consultation with residents and traders; and**
- 3. Will write to request 20mph speed limits on streets throughout Christchurch where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.**

10. To Receive any verbal reports from Partner Organisations

11. Committee Minutes

29 – 32

To receive the Committee Minutes for the last cycle of meetings and to consider any recommendations arising from these meetings as follows:

33– 39

Planning Committee 25 January 2022

To receive the Minutes of the meeting held on 25 January 2022

40 – 41

Community Committee, 15 February 2022

To receive the Minutes of the meeting held on 15 February 2022

42 – 48

Planning Committee, 22 February 2022

To receive the Minutes of the meeting held on 22 February 2022

Resources Committee, 8 March 2022

To receive the Minutes of the meeting held on 8 March 2022. Exempt Minutes withheld from agenda pack but to be confirmed also and to consider the recommendations arising therefrom:-

Appendix 1
Interim
Audit report

Minute no. 360 Interim Audit Report

RECOMMENDATION that:

- a) the internal auditor’s report be noted; and
- b) the Town Clerk be delegated in consultation with the Mayor & Chairman of Resources Committee to add a column in the Auditor’s report giving the Council’s responses to the recommendations and to publish it on the Council’s website.

49 -67

Minute no. 358 Financial Regulations – Budgetary Control and Authority to Spend

RECOMMENDATION that:

- a) Members consider the authority to spend levels and note the increase in the Clerk’s delegation at

4.1 of the Regulations to spend to be set at £1000 going forwards; and

68 - 72

- b) Council approves the proposed change as set out in the Financial Regulations.

Minute 364. Appointment of Events Assistant (Exempt)

RECOMMENDATION: that an Event's Assistant be appointed.

12. Proposal to use Christchurch Quay

Appendices
2 & 3

Members to consider use of Christchurch Quay by Park Yoga.

13. Town Crier

Verbal
Report

Members to receive an update on the Town Crier.

RECOMMENDATION that Council:

1. notes the current position on the Town Crier;
2. approves the creation of a Deputy Town Crier; and
3. as a fall back agrees to spend £3,000 for the Town Crier's outfit if all other options fail.

14. Platinum Jubilee update

Report
to follow

For decision Members to consider estimations received for the installation of anchor points on third party shop frontages for the purposes of providing bunting installation points through the Town Centre. Currently the Council has £37,392 remaining in the Community Infrastructure Levy portion received from BCP, as well as the budget line funded by way of precept for the financial year 2022-2023 for the Jubilee event/Britain in Bloom of £25,000. Members to consider the attached report and decide accordingly.

15. To Receive Written Applications for the Office of Town Councillor by co-option– Jumpers and St Catherine’s Ward.

RECOMMENDATION: Members have had applications details previously and resolve to hear 5-minute presentations from the following Applicants in alphabetical order:

Mr Mark Davies
Dr R D Luscombe

Verbal report
– Cllr Coulton

16. Town Council Offices

17. To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matters relating to the personal information of third parties and the commercial affairs of businesses of the Council being discussed.

18. Co-Option of Town Councillor (Exempt)

Members to discuss and debate in exempt session the merits of the applicants for the role and co-option of Town Councillor for Jumpers and St. Catherine’s Ward.

19. Events Assistant (Exempt)

Members to consider an application received for the role of Events Assistant.

20. Car Parking - Priory Ward (Exempt)

The Town Council to resolve to make a statement at the next BCP Full Council meeting and to nominate a Town Councillor to attend accordingly.

21. Public Session: Co-Option of Town Councillor and Acceptance of Office.

RECOMMENDATION: Members resolve formally to co-opt their chosen candidate and a Town Councillor for the casual vacancy which arises in Jumpers and St Catherine's Ward.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

CHRISTCHURCH TOWN COUNCIL

FULL COUNCIL

Minutes of the Meeting held on 17 January 2022 at Christchurch Library, Room 14,
High Street, Christchurch, BH23 1AW

Present:-

Cllr Mrs S Bungey – Mayor

Cllr A E Coulton – Deputy Mayor

Present: Cllr V Charrett, Cllr Mrs F Cox, Cllr M Cox, Cllr S Fotheringham,
Cllr C A Gardiner, Cllr W Grace, Cllr P Hilliard, Cllr T Lane, Cllr S J
McCormack, and Cllr M J Tarling.

Apologies: Cllr L Dedman, Cllr H Farrell-Jarvis, Cllr G R Jarvis, Cllr D C
Jones, G E E Polson and Cllr Mrs S Spittle.

Officers Present: James Atkinson, Project Officer, Daniel Lucas, Town Clerk and
Susan Roxby, Democratic Services Officer.

Members of the
Public present: 11

Members of the
Press present: 0

298. Prayers

The Mayor's Chaplain, the Reverend Canon Charles Stewart opened the proceedings with prayers.

299. Declarations of Interest

There were no declarations of interest on this occasion.

300. Minutes of Previous Meeting

The minutes of the meeting held on 22 November 2021 were agreed and signed as an accurate record.

Voting: unanimous

Proposed: Cllr P Hilliard

Seconded: Cllr M Cox

301. Announcements

The Mayor

The Mayor announced that since the last meeting of the council unfortunately many carol services and other events had been cancelled due to the Corona Virus.

In addition, the Mayor gave mention to the Christchurch BID pancake race being organised and that the Council's Town Cryer Competition was being held on 12 February 2022.

The Mayor welcomed the Council's new Project Officer.

The Town Clerk

The Town Clerk informed Members that the new Project Officer would be working on the following projects: Christmas lights, BID, Scotts Hill Playpark, Druitt windows replacements and speed indicators.

302. Public Participation

The Mayor reported that no Members of the Public had been registered to speak in accordance with the Council's Standing orders.

303. Public Questions

The Mayor reported that a Member of the Public had submitted the following questions to the Town Clerk in accordance with the Council's Standing Orders, which were read out by the Town Clerk:

Vacancy Notification relating to "Jumpers and St. Catherine's" ward.

1. Does the Council agree with the questioner that the Council's Co-option Policy should be speedily implemented by inviting potential co-optees to apply for the aforementioned vacancy, so ensuring the confidence of electors in the functioning of the Council continues?

2. By what date will the, unfortunately suboptimal, Democratic Deficit existing within West Christchurch be resolved?

The Town Clerk responded that the Council would write in reply to the resident as he was not able to attend the meeting and advise that due to the Christmas period, a recruitment

campaign to appoint a project officer and commencement of the community grants scheme by the Council, that this had been delayed and that the 4-week co-option period would be added to Council's website.

Cllr Tarling proposed a motion that the co-option 4-week period should commence, this proposal was seconded by Cllr Lane.

RESOLVED that the Council's co-option 4-week period to commence.

Voting: unanimous

304. Questions from Councillors

The Mayor reported that no questions had been submitted to the Town Clerk in accordance with the Council's Standing Orders.

305. Motions from Councillors

There were no motions received from Councillors on this occasion.

306. Verbal Reports from Partner Organisations

Cllr Hilliard updated Members that Stanpit Marsh advisory group had held its AGM and that the numbers of visitors to the Marsh in 2020 had been excessive. New signage and more volunteers had made it a more stable situation, and that more birds and animals had since returned to the marsh.

307. Committee Minutes

Resources Committee 7 December 2021

The Minutes of the meeting held on 7 December 2021 were received.

The recommendations arising from the meeting of the Resources Committee held on 7 December 2021 was then considered and approved:

Minute No. 260 Scotts Hill Lane Playground

Voting: Unanimous

Proposed: Cllr S McCormack

Seconded: Cllr M Tarling

Minute 263. New Role - Events Assistant

Voting: unanimous

Proposed: Cllr S McCormack
Seconded: Cllr M Cox

Minute 268. Car-Parking – Priory Ward (Exempt)

Community Committee 14 December 2021

The Minutes of the meeting held on 14 December 2021 were received.

Voting: Unanimous

Personnel Committee 20 December 2021

The Minutes of the meeting held on 20 December 2021 were received.

Voting: Unanimous

Planning Committee 21 December 2021

The Minutes of the extraordinary meeting held on 21 December 2021 were received.

Voting: Unanimous

Resources Committee 11 January 2022

The Minutes of the extraordinary meeting held on 11 January 2022 were received.

Voting: Unanimous

308. Meritorious Awards

The Mayor presented an individual Meritorious award to a resident in recognition of his services to ecology and heritage and his works for many organisations within Christchurch over 20 years.

The Mayor also presented a group Meritorious award to the Trustees of Druitt Hall Community Association in recognition of their exceptional work and contribution to Christchurch.

RESOLVED that the Meritorious awards be noted.

309. Deputy Mayor Elect - 2022/23

Members were asked to consider the nomination of a Councillor as Deputy Mayor for 2022/23 and subsequently Mayor in 2023/24.

The current Deputy Mayor, Councillor Avril Coulton, would become the Mayor Designate for 2022/23.

The Town Clerk informed Members that in accordance with the civic handbook that he had emailed all Members to open the window for nominations inviting Members to indicate whether they were willing to be considered by the Council for the Office of Deputy Mayor for the following Municipal Year. The window for nominations had closed and no nominations were received. Cllr Charrett had emailed the Town Clerk after the closing date for applications expressing her interest in becoming Deputy Mayor for 2022/23.

RESOLVED that Cllr Vivienne Charrett be appointed as Deputy Mayor for 2022/23.

Voting: unanimous

Proposed: Cllr M Cox

Seconded: Cllr M Tarling

310. Schedule of Meetings 2022/2023

The Schedule of Meetings 2022/23 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

RESOLVED that the Schedule of Meetings 2022/23 be approved.

Voting: unanimous

Proposed: Cllr T Lane

Seconded: Cllr S Fotheringham

311. Budget and Precept Setting 2022/2023

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

RESOLVED that:

- a) the budget and precept for 2022/2023 be approved.**
- b) the Town Council notifies BCP Council of the annual precept for 2022/2023 be set at £526,936.86.**

Voting: unanimous

Proposed: Cllr M Cox

Seconded: Cllr M Tarling

312. Internal Audit – Auditor Appointment

RESOLVED that ‘Do the Numbers Ltd’ be appointed as the Council’s internal auditor for 2022/2023.

Voting: unanimous

Proposed: Cllr M Cox

Seconded: Cllr A Coulton

313. Report Project - Wayfinding Map Totems for Christchurch

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix ‘D’ to these Minutes in the Minute Book.

Members were asked to consider the Transforming Cities project to deliver 20 Wayfinding Map Totems at key locations in Christchurch Town Centre and to forward a comment to BCP by 21 January 2022. The totems would provide clear information for both residents and visitors.

Members preferred a different design to the stainless steel proposed by BCP as Christchurch was a heritage Town and considered that the design used in York was more appropriate in a black colour and bronze trim.

A member suggested a walk around Christchurch to see possible locations for the Totem poles and enquired if the date could be extended to give the Council more time to comment to BCP.

Members were requested to email their preferred locations for the totem poles to the Town Clerk by 20 January 2022.

Cllr Tarling proposed a motion that the totem pole colour be a black surround with a bronze trim. This proposal was seconded by Cllr Charrett.

Members discussed the possibility of the Council’s QR code to be added to each totem pole which could provide further information with a link to the Council’s website. Cllr Tarling accepted the amendment to the original proposal.

RESOLVED that:

- a) the totem pole colour be black surround with bronze trim;**
- b) the Council should have site of the proof of the plan and proposed text for each totem poles: and**

- c) the possibly of the Council's QR code which links to the Council's website be added to each totem pole at a later date.

Voting: unanimous

314. Queen's Platinum Jubilee Update

Cllr Charrett updated Members on the plans and progress following a meeting of the Platinum Jubilee Working Group raising the following points:

- A thanksgiving service to be held at the Priory;
- Street parties would be held;
- There would be bunting and flags in the town;
- In discussion with the BID regarding shop windows displays;
- Focus was on the beacon lighting ceremony at Mudeford Quay; and
- Reid steel had made a brazier for the beacon at no cost to the Council.

RESOLVED that verbal report be noted.

315. Exempt Business

RESOLVED that Members passed a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the commercial affairs of businesses and the Council and the prevention of Crime and Disorder.

Voting: unanimous

Proposed: Cllr M Tarling

Seconded: Cllr C Gardiner

316. Car-Parking – Priory Ward (exempt)

Members received an update on car parking in Priory Ward.

317. Replica Mayoral Chain (exempt)

Members received an update on the replica Mayoral Chain.

The meeting ended at 8.04pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

FULL COUNCIL

Minutes of the Extraordinary Meeting held on 8 February 2022 at Christchurch Library, Room 14, High Street, Christchurch, BH23 1AW

Present:-

Cllr Mrs S Bungey – Mayor

Cllr A E Coulton – Deputy Mayor

Present: Cllr V Charrett, Cllr L Dedman, Cllr H Farrell-Jarvis, Cllr C A Gardiner, Cllr W Grace, Cllr P Hilliard, Cllr G R Jarvis, Cllr S J McCormack, Cllr Mrs S Spittle and Cllr M J Tarling.

Apologies: Cllr S Fotheringham, Cllr Mrs F Cox, Cllr D C Jones and Cllr G E Polson.

Officers Present: James Atkinson, Projects Officer, Daniel Lucas, Town Clerk and Susan Roxby, Democratic Services Officer.

Members of the Public present: 7

Members of the Press present: 0

324. Declarations of Interest

Cllr Charrett declared a non-pecuniary interest in Minute No.326 (Community Grants Awards) as she is Chairman of Christchurch Carnival Committee and remained present, but took no part in the voting thereon.

Cllr Spittle declared a non-pecuniary interest in Minute No.326 (Community Grants Awards) as she is a Guide ambassador and remained present, but took no part in the voting thereon.

Cllr M J Tarling declared a non-pecuniary interest in Minute No.325 (BCP Local Plan Issues and Options Q & A) regarding the former Police Station site as he had been a member of a group called 'Discover Science in Christchurch' and remained present for the discussion and voting thereon.

325. BCP Local Plan Issues and Options Q & A

Members raised the following points on the BCP Local Plan Issues and Options consultation:

Cllr Farrell-Jarvis joined the meeting at 6.07pm.

Q3. We aim for Bournemouth, Christchurch and Poole to be the UK's newest city region brimming with prospects, positivity and pride.

Strongly agree

Vote: 9:2 (Tarling wished is objection be recorded)

Q4. Christchurch is being used for building homes and houses on Green Belt, whilst retaining character and heritage.

Whilst retaining the character and heritage of our region.

Voting: 11:0:1

Q5. To what extent do you agree or disagree with each of the objectives?

Agree

Voting: 8:4

Cllr M Cox joined the meeting at 6.25pm.

Q6. N/A

Q7. 5 selected most important objectives: F, G, C, E, J

Voting: unanimous

Regenerating our town centres

Q8. Please tell us your comments about the recommendations for regenerating our town centres in the Local Plan, including any other issues or ideas you feel that we should consider.

At 4.1 of issues and options consultation -Strike out south of High Street, object to redevelopment at the Lanes in Saxon Square, support improvements to (and delete 'at')

Riversmeet, and support the permitted development change of designation policies removing PP rights class E.

Voting: Unanimous

1. New market and affordable homes

Q.9

a) The number of homes we need

Lower housing needs figure (highlight Christchurch constraints of heathland sea, cliffs, food plains)

Voting: unanimous

b) Where new homes could be built

Q.9

Knapp Mill Water treatment site - 55 – 70

object due to being unsuitable for housing due to Dorset heathland and flood plain.

Voting unanimous

Avon Trading Park site – phase 1:40 – 90 homes allocated phase:2 150- 300 homes

Object due to loss of employment land

Voting: unanimous

The Lanes, carpark – 16 homes

Object

Voting: unanimous

Saxon Square, carpark – 18-50 homes

Object

Voting: unanimous

Beagle Aerospace 85 -125 homes

Support

Voting: 12:1

Land at Stoney Lane Retail Park 100 -200 homes

No objection

Voting 12:0:1

7 Stoney lane

No objection
Voting 12:0:1

Land at Stour Rd – 40 homes

No objection
Voting 12:0:1

Former Boylands 65 – 90 homes

No objection
Voting: unanimous

(a) Land at Stoney Lane South – Gas Works - 150-190 homes

Voting:

(b) Land at Avon Works – Mostyns - 70 – 90 - homes

Voting:

(c) Former civic offices – 70 homes

sites a, b, c should be considered together as one development – BCP should have a masterplan for all 3 zones – site to have its own specific policy

Support
Voting: unanimous

2 riversmeet carpark - 25 – 45 homes

Want to keep car park for 2 riversmeet leisure centre.

Object
Voting: unanimous

South cliff car park 10 – 15

Want to keep car park

Object
Voting: unanimous

c) How to provide affordable housing:

reconsult on any unmet needs coming forwards from joining authorities, 60% cap of market rental value on affordable housing, 40% of 10 or more units then affordable housing should be required.

voting: unanimous

d) Providing the right mix and types of homes
24 homes or more have to comply with housing mix.
Voting: unanimous

e) Providing custom self-build housing plots
Not applicable

f) Providing homes for older people and those with disabilities

All applications should have an M42 assessment approved document which should to be submitted with planning applications – planners to meet criteria and developers should build out the required standard accommodation.

Voting: unanimous

g) Student accommodation
Not applicable

h) Pitches for gypsies, travellers and travelling show people
Option 4 – Requiring pitches to be provided as part of larger strategic sites.
Voting: unanimous

2. A prosperous economy

Q10.

Bringing forward strategic employment sites

No issue

Protecting existing employment areas

Option 2 - be more flexible and allow a wider range of uses in employment areas including housing.

Isolated employment areas

Option 2 –

Visitor accommodation

Option 1

Visitor attractions

Not applicable

Voting: unanimous

3. Adapting our high streets and retail areas

Q11.

a) Our needs for shopping and other town centre uses

No issues

b) Town centre boundaries and primary shopping areas

Check classification of town centres to major and minor local centres.

Voting: unanimous

c) Sequential tests and impact assessments

Option 1 – adopt a threshold of 400 sqm. Impact assessments

Voting: unanimous

Cllr M Cox and Cllr L Dedman left the meeting at 8.25pm.

d) Vibrant centres

Option 1 and option 2 together

Voting: unanimous

4. Providing a safe, sustainable and convenient transport network

Q12

a) Our future transport strategy

No issue

b) Transport infrastructure

BCP Council should promote transport for young people.

c) Transport impacts from new development

Endorse

Voting: unanimous

5. Our natural environment

Q13

a) Conserving and enhancing biodiversity and geodiversity

b) Protecting Dorset heathlands and mitigating development impacts

c) Provision of strategic suitable alternative natural greenspaces SANGS

SANGS to be in Stour Valley Park only – SANGS should not be on golf courses or any open spaces which have an already existing community benefit.

Voting: unanimous

d) Improving air quality on the Dorset heathlands

No issue – happy to endorse

e) Dealing with Poole harbour recreational pressures

Not application

f) Dealing with Poole harbour nitrate pollution

Not applicable

g) Supporting green infrastructure and open space

Options 2 and 3

Voting: unanimous

6. Our built environment

Q14

a) Ensuring good placemaking and urban design

No issue

b) Planning for urban intensification which could specifically affect 26 areas

No issue

c) Tall buildings

Add Introduction of 3 storey rule across 5 Christchurch wards

d) Preserving and enhancing our heritage

Option 1 and 2

e) Preserving coastal and landscape character

Option 1

Voting: unanimous

7. Promoting health and wellbeing

Q15

Supporting health and wellbeing

Option 1

Voting: unanimous

Ensuring a high standard of amenity

High standard – option 2

Voting: 10: 1

8. Tackling climate change

Q16

- a) **Ensuring new buildings will be built to reduce their energy use and minimise carbon emissions**

Option 1

- b) **Maximising the uptake of energy from renewable sources.**

Option 1 and 2

Voting: unanimous

9. Providing the infrastructure that supports development

Q17

- a) **Delivering the infrastructure to support growth**

Pass comment that BCP should revisit the by-pass/ relief road issue. The Town Council should be a consultee.

- b) **Balancing delivery of infrastructure with viable development**

No comment

- c) **Telecommunication and digital infrastructure provision**

No comment

- d) **Community facilities and services**

Amend recommendation to: 'We propose to protect existing community facilities and services', (strike out): ~~unless it can be demonstrated that they are no longer needed or can be provided elsewhere in an accessible location to serve that community.~~

Voting: 8:3

RESOLVED that the Town Clerk be delegated to respond on behalf of the Town Council to the BCP Local Plan Issues and Options consultation.

Voting: unanimous

Cllr M J Tarling declared a non-pecuniary interest in this item regarding the former Police Station site as he had been a member of a group called 'Discover Science in Christchurch' and remained present for the discussion and voting thereon.

326. Community Grants Awards

A list of Community Grants was submitted, a copy of which had been circulated to each member a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Members were asked to consider recommendations from the Community Grants Working Group meetings held on 24 January 2022 and 25 January 2022 for Community grants to be awarded.

RESOLVED that Community Grants be awarded to the following organisations:

- a) **£114 to 4th Christchurch Brownies and Guides**
- b) **£350 to Mudeford Guide Hall**
- c) **£1,000 to 10th Christchurch (Mudeford) Sea Scouts**
- d) **£1,000 to Mudeford Cricket Club**
- e) **£1,000 to Stanpit Village Hall**
- f) **£1,000 to Christchurch Carnival Committee**

Voting: unanimous

Proposed: Cllr S McCormack

Seconded: Cllr C Gardiner

Cllr Charrett declared a non-pecuniary interest in this item as she is Chairman of Christchurch Carnival Committee and remained present, but took no part in the voting thereon.

Cllr Spittle declared a non-pecuniary interest in this item as she is a Guide ambassador and remained present, but took no part in the voting thereon.

327. Town Clerk's Report

The schedule of payments for the period 01.01.2022 to 31.01.2022 was submitted and approved and signed, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these minutes in the minute book.

The monthly accounts for the period to the end of January 2022 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

RESOLVED that:

**a) the schedule of payments for the period 01.01.2022 to 31.01.2022 be approved;
and**

b) the monthly accounts for the period to the end of January 2022 be noted.

Voting: unanimous
Proposed: Cllr P Hilliard
Seconded: Cllr M Tarling

328. Mundeford Cricket Pavilion

A report was submitted, a copy of which had been circulated to each member a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

Members were asked to consider a change of contractor to supply shutters at Mundeford Cricket Pavilion as the original contractor had gone into receivership.

RESOLVED that Town Council:

- a) considered the report and appendix that included an updated quotation and brochure outlining the specification of the install;**
- b) agreed to the change of contractor to Absolute Shutters UK Ltd;**
- c) agreed to the updated specification as detailed in the quote;**
- d) delegated to the Project Officer to engage Absolute Shutters to install the solution; and**
- e) authorised the Town Clerk to pay the invoice in line with the agreed quotation of £8,080 plus VAT £1,616 with the total sum payable £9,696.**

Voting: unanimous
Proposed: Cllr McCormack
Seconded: Cllr G Jarvis

329. Interim Audit Report

The Town Clerk reported that this agenda item was to be considered for deferral at the request of the Mayor and Chairman of Resources.

RESOLVED that the interim Audit Report be deferred for consideration at the next meeting of the Resources Committee.

Proposed: Cllr P Hilliard
Seconded: Cllr W Grace
Voting: unanimous

330. Town Crier – Costings

A recommendation from the Community Committee held on 26 October 2021 was approved at the Full Council meeting held on 22 November 2021 that:

a) the Town Council seeks a Town Crier on a voluntary basis with the successful candidate to be chosen by way of a contest in Saxon Square determined by a panel of Judges (chosen by the Mayor, Cllr Mrs Sue Bungey); and

b) the outfit and bell to be provided by way of donations/ volunteers with no cost to the Council.

The Mayor updated Members that the original Town Crier outfit had been located at Winchester Museum and hopefully would be available for use by the successful candidate. There would be a cost to the Council for the annual membership to the Town Criers' Guild, travel and parking costs.

The Town Clerk informed Members that the Crier's Guild had provided an estimate of approximately £3,500 to make a Town Crier's outfit should the original outfit not fit the individual.

Members agreed to the Town Crier's Guild cost of £35 per annum, travel and parking costs and associated sundry costs only being paid by the Council, but did not agree to the cost of £3,500 for a new Town Crier's outfit and requested that this be considered at a future meeting of the Full Council should a new outfit be required.

RESOLVED that the Town Council:

a) approved the membership of the Town Crier's Guild cost of £35 per annum, travel and parking costs and associated sundry costs; and

b) if a new Town Crier's outfit is required, then the cost to be considered at a future meeting of Full Council.

Voting: unanimous

Proposed: Cllr S McCormack

Seconded: Cllr C Gardiner

The meeting ended at 9.00pm

CHAIRMAN

Agenda Item 5

Mayor's Engagements 17 January 2022 to 14 March 2022

02 February 2022	Mudeford Sea Scouts talk	Standpit
06 February 2022	Highcliffe & Walkford Jubilee tree planting	Highcliffe Castle
10 February 2022	Visit to local resident to recognise their contribution to community	St Catherine's Hill Hall
12 February 2022	Town Crier competition	Saxon Square
16 February 2022	Druitt Hall Trust Meeting	Portfield Road
22 February 2022	Mudeford Guide Hall Cream Tea	Mudeford Guide Hall
03 March 2022	Twynham School talk	Twynham School
07 March 2022	Jubilee working group meeting	Old Town Hall

CHRISTCHURCH TOWN COUNCIL
PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 25 January 2022 at 6.00pm at Christchurch Library,
Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr M J Tarling

Vice-Chairman: Cllr V Charrett

Present: Cllr M Cox and Cllr T Lane.

Also in attendance: Cllr A Coulton

Apologies: Cllr G R Jarvis, Cllr D Jones and Cllr Mrs S Spittle.

Officers present: Daniel Lucas, Town Clerk
Susan Roxby, Administrative Support Officer

Members of the Public present: 3

Members of the Press present: 0

318. Declarations of Interest

There were no declarations of interest on this occasion.

319. Minutes of Previous Meeting

The minutes of the meeting held on 9 November 2021 and extraordinary meeting on 21 December 2021 were agreed and signed as an accurate record.

Voting: unanimous

Proposed: Cllr V Charrett
Seconded: Cllr T Lane

320. Public Participation

An elector spoke in objection to Planning application: 8/21/1178/HOU 11 Silver Street, Christchurch, BH23 1BT.

An elector spoke in objection to Planning application: 8/22/0013/FUL 40A Portfield Close and land to the rear of 22 Grove East BH23 2AH.

321. Public Questions

There were no questions from the public on this occasion.

322. Planning Applications:

Members were asked to consider the applications listed below and that the following comments be forwarded to Bournemouth, Christchurch and Poole Council:

Application A: 8/21/1178/HOU 11 Silver Street, Christchurch, BH23 1BT.

An elector spoke in objection to this application raising concerns the original conservatory had its original plans objected to, and that the existing owner had now increased the extension on a grade 2 listed building which is out of charter with the area and in a conservation area. The application obstructs her view and reduces the light to her property.

Cllr Coulton spoke in objection to this application a copy of which appears as appendix 'B' to these minutes in the minute book.

Cllr Charrett proposed a motion that objection be raised due to there being no amenities space in the garden and the application being overbearing. This proposal was seconded by Cllr T Lane

The Town Clerk informed Members that there was also a listed building planning application: 8/21/1179/LB for 11 Silver Street, Christchurch, BH23 1BT which had not been called in by a Councillor. Members confirmed that they wished their comments to be forwarded to BCP for the listed building application also.

RESOLVED that objection be raised due to the massing and siting of the application, the impact on amenities, and impact on a heritage asset, contrary to policies HE1 and HE2 of the Christchurch and East Dorset Local Plan: Core Strategy. The committee commented that BCP should look at enforcement options.

Voting: unanimous

Application B: 8/22/0013/FUL 40A Portfield Close and land to the rear of 22 Grove East BH23 2AH.

An elector spoke in objection to this application raising concerns for parking issues on a very congested road which had cars parked on the pavement. The proposed application would add to the parking and access issues for emergency vehicles. Additional concerns were raised for the size, bulk and overlooking of the application.

Cllr Coulton spoke in objection to this application, a copy of which appears as appendix 'A' to these minutes in the minute book.

Cllr Lane proposed a motion that objection be raised due to parking issues and the cumulative impact on the highway. This proposal was seconded by Cllr Cox.

RESOLVED that objection be raised due to:

1. The proposed dwellings, by reason of design, siting and proximity to neighbouring properties will result in a substantial loss of privacy. The proposal would therefore fail to be compatible with or improve its surroundings in its relationship to nearby properties including minimising general disturbance to amenity and is thereby contrary to Policy HE2 of the adopted Christchurch and East Dorset Local Plan Core Strategy (2014) and saved Policy H12 of the Christchurch Borough Local Plan (2001).

2. The proposed dwellings, by reason of the design, siting and height will form an incongruous feature in the street scene in Portfield Close, detrimental to its character and appearance. The proposal would therefore fail to be compatible with or improve its surroundings in relation to its height and is thereby contrary to Policy HE2 of the adopted Christchurch and East Dorset Local Plan Core Strategy (2014) and saved Policy H12 of the Christchurch Borough Local Plan (2001).

3. The proposed development will result increased parking pressure in the vicinity which would be detrimental to the amenity of local users contrary to Policy KS12 of the Christchurch and East Dorset Local Plan Core Strategy (2014) and the adopted Parking Standards Supplementary Planning Document (SPD) 2021.

4. The scheme fails to provide adequate mitigation for the cumulative effects upon a European protected site (Dorset Heathlands SPA) and therefore undermines the integrity of the SPA, contrary to ME2 of the Core Strategy (2014) and the Habitats Regulations of 2017.

Voting: unanimous

323. Actions and Recommendations from the Neighbourhood Plan Working Group.

The Town Clerk updated Members that the BCP Local Plan issues and options would be discussed at an extraordinary full Council meeting on 7 February 2022.

RESOLVED that the verbal update be noted.

The meeting ended at 7.09pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on 15 February 2022 at 6.00pm at Christchurch Library,
Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr A E Coulton

Vice-Chairman: Cllr G R Jarvis

Present: Cllr Mrs S Bungey, Cllr V Charrett, Cllr L Dedman, Cllr C A Gardiner
and Cllr Mrs S Spittle.

Apologies: Cllr S McCormack

Officers present: Daniel Lucas, Town Clerk
Susan Roxby, Democratic Services Officer

Members of the Public present: 5

Members of the Press present: 0

331. Declarations of Interest

Cllr Spittle declared a non-pecuniary interest in Minute No.337 (Tuttons Well) as she is a Guide Ambassador and remained present, but took no part in the voting thereon.

332. Minutes of the Previous Meeting

The minutes of the meeting held on 14 December 2021 were agreed and signed as an accurate record.

Voting: unanimous

Proposed: Cllr V Charrett
Seconded: Cllr C Gardiner

333. Public Participation

The CEO of Onyx (a partner in Christchurch Food Festival) spoke in relation to minute no. 341 (Christchurch Food Festival Application).

A representative from Circus Zyair spoke in relation to agenda item no. 340 (Circus Zyair 2022 Application)

The Town Clerk read out a statement from an elector on agenda item no. 340 (Circus Zyair 2022 Application).

334. Public Questions

There were no questions from the public on this occasion.

335. Community Speed Indicators

The Town Clerk updated Members that a resident had complained about speeding in Sopers Lane which was previously raised at Committee. Feedback had been received from BCP Council advising that traffic monitoring had been undertaken and that the road did not meet the criteria at that time for a Speed Indicator Device (SID) or Vehicle Activated Sign (VAS). Since the input from the Highways Engineer BCP had approved a Minor Transport Works Policy which included a criteria for assessment of SID's or VAS requests. Members felt that the issue at Sopers Lane should be revisited by BCP Council given that the policy now adopted outdates the original response from its Highway Engineer and that the traffic monitoring at this site was conducted during lockdown. The Town Council was also in contact with Twynham school regarding their concerns for speeding issues in Sopers Lane. The Town Clerk advised the Committee that the Projects Officer is liaising again with BCP Council to see if a further assessment can be conducted now, in light of the newly adopted Policy and any developments shall be reported back to Committee.

RESOLVED that the verbal report be noted.

336. Creedy Footpath Lights

The Chairman informed Members that a further response from BCP was awaited regarding the lights not working at Creedy footpath.

RESOLVED that the verbal report be noted.

337. **Tuttons Well**

The Town Clerk updated Members on 3 quotations received for works to be carried out at Tuttons Well for the culvert and stream to be cleared out and a fence installed.

A member requested that brambles at Tuttons Well should also be removed.

The Town Clerk raised the issue that by removing the brambles it may compromise the culvert and make it collapse.

Another Members stated that the bird nesting season should also be considered before the clearance works were to commence.

Members agreed to defer the item until a site visit had been undertaken to see actually what clearance works were required.

RESOLVED that the Town Council:

- a) obtains a landscape gardener's opinion on what clearance works are required at Tuttons Well; and**
- b) defers this item to be considered at a future meeting of the Community Committee.**

Voting: unanimous

Proposed: Cllr L Dedman
Seconded: Cllr C Gardiner

Cllr Spittle declared a non-pecuniary interest in this item as she is a Guide Ambassador and remained present but took no part in the voting thereon.

338. **Avon Beach**

The Chairman informed Members that a further update had yet to be received from BCP Council regarding seaweed on Avon Beach.

RESOLVED that the verbal report be noted.

339. **P12 2021 Parking Restrictions Proposals Autumn Review 2021 – BCP Consultation Response**

A letter to BCP Council was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

The Town Clerk informed Members that under his delegation the Town Council's objection to parking restrictions proposals in Christchurch had been forwarded to BCP.

RESOLVED that the verbal report be noted.

340. **Circus Zyair 2022 Application**

Members were asked to consider an application received to site the circus at Christchurch Quay.

The Town Clerk read out a statement from an elector raising concerns that the Quomps was an unsuitable venue to hold the circus as it was not large enough. The Circus would be close to residents' gardens and the big top was only 70 metres from their house and he felt this was completely unacceptable. He considered that the circus should be held on Stanpit where there was more room, and if this was not possible then it should be sited on somewhere like the events field at Hurn Airport where it would be of no bother to anyone.

A representative from Circus Zyair spoke via Zoom Conferencing facilities informing Members that the Stanpit Recreational Ground had previously been used to hold the circus. BCP Council Parks department had advised that due to issues at the site that they were not able to hold the circus at Stanpit and therefore they had applied to hold the circus at the Quomps.

Members were further informed that there had been a longer build time last year due to the stringent covid measures and with the social distancing measures the operating capacity had been 25%. To make the circus feasible more shows had been held, but this would not happen this year as the extra shows were not required as the covid restrictions had been lifted.

Members questioned if the circus could be held at the Barrack Road site and were informed that circuses were not allowed to be held at Barrack Road as it was a village green.

Members also questioned if the circus could be held at Hurn and were informed that Circus Zyair wanted to keep the circus in Christchurch as it had a good following and was very popular, and that there was already a circus operating in the Bournemouth area.

A Member stated that Hurn was not in the Bournemouth area and that it was in Hurn Parish.

Members were informed that the motor bike acts now had silencers attached and would be quieter. There would be warm up of the bikes, but no practicing of the bikes outside of the show hours.

RESOLVED that:

- a) **the Town Clerk be delegated to grant a licence to Circus Zyair to site the circus at Christchurch Quay on the following dates:**

Event Set-up: 11th July 2022
Event Start-date: 13th July 2022
Event End-date: 17th July 2022
Event Breakdown:17th July 2022

- b) **a Circus Zyair operator to provide a phone number for communication regarding any issues on show days;**
c) **free Circus Zyair tickets are given to residents in the close vicinity to the Quomps site; and**
d) **there be no practicing by use of motor bikes.**

Voting: unanimous

Proposed: Cllr L Dedman

Seconded: Cllr G Jarvis

341. **Christchurch Food Festival Application**

Members were asked to consider an application from Christchurch Food Festival on the following dates:

2022

Pop Up Restaurant Build - Tuesday 24th May and Wednesday 25th May (reduced to 2 days)

Pop Up Restaurant Open - Thursday 26th May and Sunday 5th June (open in two phases - not continually open between the 26th May and 5th June)

Food Festival Build - Monday 30th May to Wednesday 1st June (reduced to 3 days). Mark out on Sunday 29th May

Food Festival Open - Thursday 2nd June to Sunday 5th June

Food Festival and Pop Up Restaurant Breakdown - Monday 6th June and Tuesday 7th June

2023

Food Festival Open - Saturday 27th May to Monday 29th May (Four day build Two day break)

Pop up options still being considered

2024

Food Festival Open - Saturday 25th May to Monday 27th May (Four day build Two day break)

Pop up options still being considered

The Chief Executive Officer of Onyx (a joint partner in Christchurch Food Festival) gave a presentation to Members advising that they had taken over the event in 2019 and that a security of tender was required, and they were looking for security over the next 3 years.

Members questioned if the event was just to be held on the Quomps or extended to the High Street and were informed that it would be held just on the Quomps.

RESOLVED that the Town Clerk be delegated to grant a licence to the Christchurch Food Festival for 3 years as per the dates submitted in their application.

Voting: unanimous

Proposed: Cllr V Charrett

Seconded: Cllr L Dedman

342. **Classic Cars Event**

Members were informed that the Classic Cars on the Quay 2022 event would be held on the following dates:

1st May 2022

22nd May 2022

19th June 2022

24th July 2022

4th September 2022

25th September 2022

RESOLVED that the verbal report be noted.

343. **Scout and Guide St Georges Day Parade Application**

The Town Clerk informed Members that an application had been received to hold the Scout and Guide St Georges Day Parade on Sunday, 24 April 2022 on the Quomps.

RESOLVED that the verbal report be noted.

344. **Hengist Group of Artists Application**

The Town Clerk informed Members that an application for the Hengist Group of Artists to display their artwork at Christchurch Bandstand on various dates in June, July and August during 2022.

RESOLVED that the verbal report be noted.

The meeting ended at 7.15pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

PLANNING AND REGULATORY COMMITTEE

Minutes of the Meeting held on 22 February 2022 at 6.00pm at Christchurch Library,
Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr M J Tarling

Vice-Chairman:

Present: Cllr S Fotheringham, Cllr G R Jarvis, Cllr T Lane, and Cllr S Spittle.

Apologies: Cllr V Charrett, Cllr M Cox and Cllr D Jones.

Officers present: Daniel Lucas, Town Clerk
Susan Roxby, Democratic Services Officer

Members of the Public present: 0

Members of the Press present: 0

345. Declarations of Interest

There were no declarations of interest on this occasion.

346. Minutes of Previous Meeting

The minutes of the meeting held on 25 January 2021 were agreed and signed as an accurate record.

Voting: unanimous

Proposed: Cllr T Lane
Seconded: Cllr G Jarvis

347. Public Participation

There was no public participation on this occasion.

348. Public Questions

There were no questions from the public on this occasion.

349. Planning Applications:

There were no Planning Applications considered on this occasion.

350. Hurn Parish Neighbourhood Plan Consultation 31st January – 14th March 2022

The Hurn Parish Neighbourhood Plan and response form were submitted, copies of which had been circulated to each member and copies of which appears as Appendices 'A' and 'B' to these Minutes in the Minute Book.

Members were asked to consider the draft Hurn Parish Neighbourhood Plan and to resolve a response to Hurn Parish Council on the consultation.

Cllr S Fotheringham joined the meeting at 6.05pm.

A Member stated that the protection of the Green Belt was most important, and that this Council should support Hurn in retaining the Green Belt.

RESOLVED that the Town Clerk be delegated to respond on behalf of the Town Council to the consultation on the draft Hurn Parish Neighbourhood Plan.

Voting: unanimous

Proposed: Cllr S Spittle

Seconded: Cllr T Lane

351. Actions and Recommendations from the Neighbourhood Plan Working Group.

The Town Clerk informed Members that a walkaround the wards with the Neighbourhood Plan Design Code Consultants had been arranged for the 25th February 2022.

RESOLVED that the verbal update be noted.

The meeting ended at 6.58pm

CHAIRMAN

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 8 March 2022 at 6.00pm Christchurch Library, Room
14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr M Cox

Vice-Chairman: Cllr W Grace

Present: Cllr A Coulton, Cllr C A Gardiner, Cllr P Hilliard, Cllr S McCormack.

Apologies: Cllr Mrs S Bungey and Cllr L Dedman.

Officers present: James Atkinson, Projects Officer
Susan Roxby, Democratic Services Officer
Daniel Lucas, Town Clerk – Virtually present

Members of the Public present: 1

Members of the Press present: 0

352. Declarations of Interest

There were no declarations of interest on this occasion.

353. Minutes of Previous Meeting

The minutes of the meeting held on 11 January 2022 were agreed and signed as an accurate record.

Proposed by: Cllr S McCormack

Seconded by: Cllr M Cox

Voting: unanimous

354. Public Participation

There was no public participation on this occasion.

355. Public Questions

There were no questions from the public on this occasion.

356. Town Clerk's Report

The schedule of payments for the period 01.02.2021 to 28.02.2021 was submitted and approved and signed, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these minutes in the minute book.

The monthly accounts for the period to the end of February 2022 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

RESOLVED that:

c) the schedule of payments for the period 01.02. 2022 to 28.02.2022 be approved; and

d) the monthly accounts for the period to the end of February 2022 be noted.

Voting: unanimous

Proposed by: Cllr M Cox

Seconded by: Cllr P Hilliard

357. Druitt Hall Window Replacement

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

Members were asked to consider the Tender documentation for the replacement of windows at Druitt Hall.

The Project Officer reported that the material for the new windows would be like for like and match the style and material of the original crittall windows. The glazing would be the same material but with Low E, double glazed with toughened tempered safety glass with a minimal profile to stay as close in look as the existing glass. Any deviations from this to replace them with a different material would need planning permission to do so.

RESOLVED that the Town Council:

(a) considered the report and attached Tender Documents;

- (b) **agreed with the contents of the documentation prior to the contract for works being put to Tender;**
- (c) **delegate to officers to upload the documentation to contracting websites and commence in the Tender process; and**
- (d) **following the return of the Tenders to evaluate and recommend preferred contractor to committee.**

Voting: unanimous

Proposer: Cllr P Hilliard
Seconder: Cllr A Coulton

358. Financial Regulations – Budgetary Control and Authority to Spend

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

Members were asked to consider the authority spend levels and note the increase in the Clerk's delegation from £500 to £1000 in the Council's Financial Regulations.

RECOMMENDED to Full Council that:

- c) Members consider the authority to spend levels and note the increase in the Clerk's delegation at 4.1 of the Regulations to spend to be set at £1000 going forwards; and**
- d) Council approves the proposed change as set out in the Financial Regulations.**

Voting: unanimous

Proposer: Cllr A Coulton
Seconder: Cllr M Cox

359. Local Government Sector Pay Increase

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

The Town Clerk informed Members that the pay increase related to a cost of living award which was backdated to April 2021.

RESOLVED that:

- a) **Members approved the Local Government Sector Pay Increase backdated to April 2021 and to the date of commencement with the Council for new starters to the present date; and**
- b) **agreed the Local Government Sector Pay Increase going forwards; and**
- c) **the back payments to be paid in the March 2022 payroll.**

Voting: unanimous

Proposer: Cllr M Cox

Seconder: Cllr A Coulton

360. Interim Audit Report

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'F' to these Minutes in the Minute Book.

Members were asked to consider the internal auditor's report and associated actions arising and agreed the following responses by the Council:

Reserves - Agreed with the recommended and that it is in hand with the Council having already identified what plans and projects are required.

Purchase of regalia - This was agreed at Full Council, and it is within the general power of competence. There is a budget for the Office of Mayor and the Office is budgeted for each financial year.

Security for regalia - The installation of a safe was budgeted for and comes from the "Town Hall" budget line. The Old Town Hall is now a working and functioning building in day to day use and the safe is a required necessity.

Who does what? - This recommendation has now been actioned with amendments to the Council's website showing those service performed by the Town Council and BCP Council.

Hospitality - The expenditure on hospitality is very modest especially for the size of the event and is budgeted for. The expenditure for hospitality was commensurate with the size of the event and represents proportional value for money given that the Civic Service was well attended with over 250+ attending the service and 100+ catered for through hospitality. Organisations across Christchurch were invited to mark this day with unused beverages being used for other events across the financial year.

Clerk's delegated authority - This recommendation has now been actioned.

Land and Property - A map will be published on the Council's Website.

Town Crier - The appointment was agreed by the Council and revives a historic tradition. There is a clear benefit for the town especially given the Jubilee Year and the formation of the BID which shall call upon the services of the Town Crier.

Member Training - It is agreed that training has been organised by the Council and that some Members are also BCP Council Members and receive training there also. The Clerk committed to seeking face-to-face training now that Covid restrictions have eased.

RECOMMENDED to Full Council that:

- c) the internal auditor's report be noted; and**
- d) the Town Clerk be delegated in consultation with the Mayor & Chairman of Resources Committee to add a column in the Auditor's report giving the Council's responses to the recommendations and to publish it on the Council's website.**

Voting: unanimous

Proposer: Cllr M Cox

Seconder: Cllr P Hilliard

361. Past Mayor and Past Consort badges

A quotation was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'G' to these Minutes in the Minute Book.

Members were asked to consider the quotation received for past Mayor and Consort's badges.

RESOLVED that:

- a) Members approved Quotation 1 for past Mayor and Consort's badges; and**
- b) the Town Clerk be authorised to pay the resultant invoice in line with the agreed quotation:
Past Mayor's badge total = £399.94 net
Past Mayor's Consort's badge total = £413.36 net
Plus carriage at £13.74 net
Plus VAT = £165.41
Total Cost = £992.45**

Voting: 5:1

Proposer: Cllr M Cox

Seconder: Cllr A Coulton

362. Events Assistant

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'H' to these Minutes in the Minute Book.

Members were asked to consider the role of Events Assistant and Job Specification.

A member questioned why an Events Assistant was required by the Council and requested more information. The Member further enquired whether the appointment of an Events Assistant had been requested by officers and was informed that the Mayor had requested the appointment.

A Member requested that Members be notified if the number of hours worked by the Events Assistant increased so that this could be monitored.

RECOMMENDED to Full Council that an Event's Assistant be appointed.

Voting: unanimous

Proposer: Cllr S McCormack

Seconder: Cllr A Coulton

363. Exempt Business

RESOLVED to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the personal information of the matter relating to living individuals.

Voting: unanimous

Proposer: Cllr M Cox

Seconder: Cllr P Hilliard

364. Appointment of Events Assistant (Exempt)

Members considered an application received for the role of Events Assistant.

The meeting ended at 7.29pm

CHAIRMAN



Christchurch Town Council

Financial Regulations

Policy name	Version	Owner	Date Adopted	Review Date
Financial Regulations	V3.0	Clerk	March 2023	April 2023

1. General	3
2. Accounting and audit (internal and external)	5
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	6
5. Banking arrangements and authorisation of payments	8
6. Instructions for the making of payments	9
7. Payment of salaries	11
8. Loans and investments	12
9. Income	13
10. Orders for work, goods and services	13
11. Contracts	14
12. Payments under contracts for building or other construction works	15
13. Stores and equipment	16
14. Assets, properties and estates	16
15. Insurance	17
16. Charities	17
17. Risk management	17
18. Suspension and revision of Financial Regulations	17

These Financial Regulations were adopted by the council at its meeting held on 20th September 2019.

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. 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;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and

- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £30,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Mayor or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council and appropriate committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be 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 for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting 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.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. Annual estimates (budget) and forward planning

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January

each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £30,000;
- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with Mayor of Council or Chairman of the appropriate committee, for any items below £1,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Mayor of Council or Chairman of the relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £30,000. The Clerk shall report such action to the Mayor as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 10% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or appropriate committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or appropriate committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or appropriate committee meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of 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 appropriate committee;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or appropriate committee; or

c) fund transfers within the councils banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or appropriate committee.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or appropriate committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council

and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or appropriate committee at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and the Mayor. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the Clerk may duly authorise any other Officer of the Council in written for use of the same and will also be restricted to a single transaction maximum value of £500 unless authorised by council or appropriate committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council or relevant committee and authority for topping-up shall be at the discretion of the council or relevant committee.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses..

a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers/receipts for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Mayor of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

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

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

f) 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.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that 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, provided that the specification does not change, 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.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

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

13.2. 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.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the 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.

14.2. 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, save where the estimated value of any one item of tangible movable property does not exceed £5,000.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing 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).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing 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).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council or relevant committee. In each case a report in writing shall be provided to council or committee with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. 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.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. 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 council, or duly delegated committee.

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

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

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council 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 drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 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.

	Role Profile and Person Specification	
Position	Events Assistant - Casual Basis	
Reports To	Mayor's Secretary	
Contribution to Council Strategy	To provide assistance to the Town Council only at Town Council events and functions and/or where invited, such as hosting and deputising for the Macebearer when unavailable.	
Grade SCP 3	SCP 3 £18,562 (£9.65 p/h) Zero hours and casual basis	November 2021
Your role delivers:	<ul style="list-style-type: none"> • To undertake attendance at events and/or functions and perform tasks such as reception and hosting of guests, and any other associated task as business needs require. • To liaise with the Mayor's Secretary as to timings and attendance where required to support events and functions. • Deputise for the Macebearer in his/her absence. • To perform tasks relating to events and/or functions as and when required and directed. 	
You have these essential criteria for the role:	<ul style="list-style-type: none"> • 5 GCSE's (Grades A-E) or equivalents (including English and Maths) • 3 years' experience in a support role in Local Government and/or the public sector 	
You may also have these desirable criteria for the role:	<ul style="list-style-type: none"> • Previous experience of managing events hospitality • Knowledge of the Town Council and its procedures and functions 	

For further information please contact Daniel Lucas on 01202 022479 or email townclerk@christchurch-tc.gov.uk

Your role manages:	No direct line-management requirements.
Your role impacts:	<ul style="list-style-type: none"> • External stakeholders including dignitaries • Internally the organisation and management of the diary and calendar of the Town Council and Mayor
Your role connects you with:	<ul style="list-style-type: none"> • The Unitary Authority – BCP Council • External customers and clients. • Internal Officers and Councillors. • Voluntary and Charitable Groups
Success in the role means:	<ul style="list-style-type: none"> • Delivering a well-managed events diary. • Supporting civic events and hosting of visitors to the Mayoralty and Town. • Performing duties when tasked and required in a timely fashion.
Your role regularly includes:	<ul style="list-style-type: none"> • Being adaptable and flexible when required including attendance at events if necessary • Liaising with the Mayor's Secretary and other external stakeholders.

Your key inputs into the role are:	<ul style="list-style-type: none"> • Acting with integrity and decorum • Ability to be flexible and accommodating
All members of staff are required to:	<ul style="list-style-type: none"> • Comply with all statutory requirements and regulations, and policies and procedures of the Council within the remit of the post • Be responsible for making themselves familiar with the Council's health and safety policy and fulfilling any duties, responsibilities or tasks relevant to the post • Contribute to Risk Management, including Financial Management practices within the remit of the post • Comply fully with the Data Protection Act 2018 and the Equality Act 2020 • To actively participate in both corporate and post specific learning and development activities and to continually develop skills and abilities within the role • To contribute to a work environment in which everyone is treated with dignity, respect, courtesy and fairness and where all employee behaviour is in line with the Council's values • Be available for evening meetings as and when appropriate according the Council's calendar of meetings.
Other role requirements:	
DBS Check	Not a requirement of the role

Travel	Full UK Driving Licence required for this role – Mileage paid at HMRC rate
Politically Restricted Post	This post is not politically restricted under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990
Statutory Post	This post is not a statutory post under the Local Government and Housing Act 1989 and Local Government Act 1972

CHRISTCHURCH TOWN COUNCIL

JOB DESCRIPTION

Job Title:	Events Assistant
Grade:	SCP 3 £18,562 (£9.65 p/h) Zero Hours Basis
Reports to:	Mayor's Secretary
Line Managed by:	Mayor's Secretary
Hours of Work:	Casual Zero Hours Basis

Purpose of the Job

To provide assistance to the Town Council only at Town Council events and functions and/or where invited, such as hosting, and deputising for the Macebearer when unavailable.

Principal Accountabilities

To undertake attendance at events and/or functions and perform tasks such as reception and hosting of guests, and any other associated task as business needs require.

To liaise with the Mayor's Secretary as to timings and attendance where required to support events and functions.

Deputise for the Macebearer in his/her absence.

To perform tasks relating to events and/or functions as and when required and directed.