

Agenda Item 9.2

Axbridge Town Council



REMIT 3

ADMINISTRATION AND FINANCE ADVISORY GROUP

Chair and Group Membership

Chair: to be elected by the group at the first meeting each year.

Membership: Mayor (ex officio)
Deputy Mayor (ex officio)
1 (minimum) other councillor
Clerk to the Town Council or the Responsible Financial Officer
No co-options (except the Clerk or the Responsible Financial Officer).

Duties

To meet and report to council regularly.

To review the Administration and Finance Advisory Group remit and policies annually.

To review the Emergency Plan annually.

To monitor and advise the council on all aspects of financial management, book keeping, VAT, payroll and insurance as specified in Standing Orders and Financial Regulations including:

- Approving financial reports before presentation to council.
- Preparing budgets
- Checking and advising on changes to the asset register.

To monitor and advise on changes to all administrative systems with particular reference to

- the keeping of records both manual and computerised
- the resilience of systems and data backup
- and the policy on Data Retention, Storage and Destruction.

To manage the preparation and awarding of contracts in liaison with the appropriate committees and/or advisory groups.

To maintain and recommend any changes relating to the Council's Standing Orders.

To revise the risk assessment and management policies as necessary for council approval.

To oversee the management of the web-site, communications with residents and the management of the Community Stall

To examine current and future legislation affecting the council's administration systems including data protection, freedom of information and to advise on any changes to procedures that are required as a result.

To consider any complaints received about the administration of the Council or its procedures, in line with the Council's approved Complaints Policy and make recommendations to the Council accordingly.

The group will present to Council the following items on a yearly basis:

Month.	Item
April	End-of-year summary financial statement. List of direct debit arrangements and bank standing orders. Annual Report
May	<i>Annual Independent</i> Internal auditors report and response. Annual return for external audit.
June	Review of remit and policies Report on insurance schedule. <i>System of accounting to be agreed including: Bank Accounts to be used. Payment methods to be used. Computer software to be used. Council members to be payment signatories Council members to check monthly bank reconciliations.</i>
July	1st quarter summary financial statement. Risk assessment and management document – annual revision.
August	Review of delegation scheme to clerk. Review Emergency Plan
September	Regular grant applications (Type A) recommendations. Calendar of Meetings for year.
October	2nd quarter Summary Financial Report Draft budget and precept.
November	Final budget and precept report. Report on the review of system of internal control, financial regulations and audit.
December	--
January	3rd quarter summary financial statement. Contracts for Open Spaces Maintenance review.
February	Report on review of Asset Register. Appointment of <i>Independent</i> Internal Auditor recommendation.
March	Calendar of Meetings for year.

Adopted by Council: 11 September 2023 (minute 82/23(c) refers)

Reviewed by the Administration and Finance Group: 4 September 2023

Agenda Item 9.5

DRAFT Accounting Items to be approved by Council

The group proposes that the following accounting items be approved by Council.

Bank Accounts to be used

- Lloyds Treasurers Account (current)
- Lloyds Business Bank Instant Account (business reserve)
- Lloyds 32 day notice account (savings)
- Consideration is being given to opening new accounts to spread the risk to funds by ensuring that the Council keeps within the £85,000 limit for compensation.

Methods of payments to be used

- Direct Debit and Standing Orders – regular payments (list to be agreed annually at Council and the previous months payments to be presented as part of the monthly financial report)
- Bank Transfer – invoiced for one-off payments and to include all payments relating to payroll
- Debit card – for small and/or authorised online purchases which need to be paid at time of placing order
- Cheque – where this is the preferred/only option for the supplier

All payments (except the regular direct debit and standing payments) to be presented to Council for approval for payment (or ratification where appropriate) and authorised by two councillors prior to payment being made.

Accounting System.

Scribe accounting software.

Councillors to authorise payments

Councillors:
Kate Browne
Pauline Ham
Graham Page
Michael Taylor
Vicky Brice (Town Clerk)*

* The Town Clerk, whilst authorised as cheque signatory in order to transfer funds between accounts, will not sign cheques on behalf of the council.

Councillors authorised to make monthly internal audit

Barbara Wells

Tony Jordan

Agenda Item 9.7 Monthly Financial Report

Agenda Item 9.7a Payments for Ratification (R) and Authorisation May 2024				
Voucher No.	Date	Supplier	Description	Total
	25.06.2024	Payroll - June 2024	Staff salaries and assoc. payroll organisations	£4,341.63
80	05.06.2024	PATA UK	Payroll - Setup and service	£37.90
79	05.06.2024	A1 Gardening and Tree Surgery Limited	Town Maintenance Contract work	£220.00
78	05.06.2024	Greenslades Grounds Maintenance	Grass cutting - Furlong	£172.80
77	31.05.2024	Amazon	Office supplies	£37.40
		Mr A Laken	Town Maintenance Contract work - May 2024	TBC
		W C Maunders Ltd	To include Office shelving	TBC
		Maw Agri	Furlong Fence Materials	TBC
			TOTAL	£4,809.73

Agenda Item 9.7b Receipts May 2024				
Voucher No.	Date	Customers	Description	Total
26	31.05.2024	Plot 8B	Allotment rent	£45.00
27	31.05.2024	Plot 8E	Allotment rent	£45.00
28	31.05.2024	Lloyds Bank - savings	Bank Interest	£33.77
25	21.05.2024	HMRC VAT	VAT refund - changing rooms	£722.61
23	16.05.2024	Plot 3C	Allotment rent	£25.00
21	09.05.2024	Plot 7B	Allotment rent	£45.00
24	09.05.2024	Lloyds Bank	Bank Interest	£71.18
16	07.05.2024	Plot 3B	Allotment rent	£25.00
19	07.05.2024	Plot 9C	Allotment rent	£25.00
20	07.05.2024	Plot 8C	Allotment rent	£25.00
17	02.05.2024	Plot 9D	Allotment rent	£25.00
18	02.05.2024	Plot 9A	Allotment rent	£25.00
22	01.05.2024	HMRC VAT	VAT repayment	£502.42
			Total	£1,614.98

Agenda Item 9.7c Direct Debits & Standing Order Payments - May 2024

Voucher No.	Supplier	Description	Net	VAT	Total
75	SSE Southern Electric	Electricity - Changing Rooms	£87.03	£4.36	£91.39
74	SSE Southern Electric	Electricity - Public Conveniences	£69.83	£3.49	£73.32
72	Npower	Electricity - Moorland St Car Park	£12.94	£0.65	£13.59
71	BT	Broadband	£21.72	£4.34	£26.06
70	Zoom	Video Conferencing	£12.99	£0.00	£12.99
69	Vodafone	Telephone - Clerk contract	£14.39	£2.88	£17.27
68	Somerset Council	Business Rates - Moorland Street Car Park	£120.00	£0.00	£120.00
67	Somerset Council	Business Rates - Town Car Park	£104.00	£0.00	£104.00
64	Somerset Council	Business Rates - Council Office	£56.00	£0.00	£56.00
63	O2	Telephone - Assistant Clerk	£17.01	£3.40	£20.41
62	Water2Business	Water and Sewerage - Changing Rooms	£53.50	£0.00	£53.50
61	Water2Business	Sewerage - Moorland Street Car Park	£10.73	£0.00	£10.73
60	Water2Business	Sewerage - Town Car Park	£10.73	£0.00	£10.73
59	Water2Business	Water and Sewerage - Public Conveniences	£38.50	£0.00	£38.50
Total					£648.49

Agenda Item Correspondence 10th June 2024 – 4 June 2024

(not mentioned elsewhere in the agenda papers)

SC = Somerset Council

Outside Bodies

- Axbridge and District Museum – minutes of May meeting
- Local Community Network (LCN) – Minutes of Highways Working Group and update on Cheddar and Axbridge Highways Group (officers)
- Society of Local Council Clerks – Planning themed summit

Planning

- Individual – Houlgate Way development
- North Somerset Council - North Somerset Local Plan 2039 Pre-submission Plan - Consultation Statement
- CPRE – save our countryside from planning and various campaigns
- SC - weekly planning applications and decisions

Admin and Finance

- Water2water – supply address amended
- SSE have instructed Energy Assets - to put in a meter at the public toilets/appointment needs to be made
- Domain name email
- Feefo – survey re Zurich
- Zurich – policy renewal
- Parish online – weekly sessions
- Axbridge Saxons – seeking Grant funding
- Devon County Council – pensions line
- Lloyds – Accounting software
- HMRC – VAT claim successful
- Pensions Line – annual allowance
- Scribe - training
- Product/sales – So Vision

Leisure and Recreation

- Somerset Council – unable to unlock toilets on 22 May
- Somerset Fields - Play area inspection – early June
- SC – Vandalism of toilets
- Saxons – graffiti on youth shelter
- Resident – Furlong car park fence and gate (being addressed)
- Product Information: Arien, Broxap Group, Caloo, Creative Play, Elevate Play, Greenspan. Jupiter Play, Kompan, Plantscape (benches), NNB

Highways

- SC – Yellow lines plan – Jubilee Road and Cheddar Road
- SC - Long grass bypass and Townsend
- SC – Jetting of highways surface water drains – to be done shortly
- Resident enquiry – long grass verge Old Church Road
- Resident – Overgrown footpath – Starrs Close
- Residents – Axbridge Court Nursing Home – footpath and parking
- Townsend gyratory system flooding and overgrown grass verges
- White give way lines fading and road surface deterioration top of slip road between Townsend and Bypass junction.
- Various – planters
- Product Information – Overton UK (mowers)

Cemetery, Allotments and Open Spaces

- Inspection of cemetery – 29th May
- Visual tree inspection – cemetery / no problems noted.

- Resident – allotment enquiry
- Product – WWCT (combat fly tipping)

Personnel

- Pageant Master – D Day 6 June 2024 and VE Day 8 May 2025
- SC – Chairman’s Awards

Environmental

- SC – Mendip Hills - Mendip Hills National Landscape Young Rangers: Now recruiting!
- Somerset Wildlife Trust – seek to support banning the sale of retail peat and newsletters
- SC – Climate Newsletter SEED
- Freecycle – donate
- SC – SORTED newsletter

Strategic Planning

- South West Project Management - EV charging proposal
- Sports and Play Consulting - Helping Councils with Tendering for a new playground or sports facility.

General Correspondence

- Somerset Council Press Releases/news: Route1 Article for local magazines (volunteer – children and young people); Link to constitution;
- Campaign - FW: Safety of Lithium ion Batteries and e-bikes and scooters
- Silvertime Legal – offer of a talk
- London Hearts – defibrillator
- Screen Somerset
- Somerset Prepared - Spring newsletter
- Police Crime Commissioner – introduction
- SC – Carers week – 10-16 June 2024
- Patient Engagement - Personalised Care Approach - Design Survey

DIARY DATES

Date	Meeting	Time	Venue
Monday 10 June	Planning and Licences Council	6.45pm 7.30pm	Axbridge Town Hall Axbridge Town Hall
Monday 3 June	Admin and Finance	7.30pm	Zoom
Mon 10 June	Planning and Licences (if needed) Council	6.45pm TBC 7.30pm	Axbridge Town Hall Axbridge Town Hall
Monday 17 June	Leisure and Recreation (TBC) Cemetery, Allotments and Open Spaces	6.30 8.00pm	TBC Zoom
Wed 19 June	Strategic Planning	7.30pm	15 Hippisley Drive
Monday 24 June	Personnel and Protocol Planning and Licences – if needed Highways	TBC (likely 6.45) TBC (likely 7.30) TBC (likely 8pm)	