



Tadley Town Council
2 Franklin Avenue
TADLEY
Hampshire
RG26 4ET

Tel: 0118 9813360
Email: clerk@tadleytowncouncil.gov.uk
Website: www.tadleytowncouncil.gov.uk

28 February 2022

You are summoned to attend a meeting of Full **Council** as detailed below:

Nicki Barry, Clerk

DATE, TIME AND LOCATION: **7 March 2022 at 7.30pm at Tadley Town Council**

MEMBERS: Cllrs: Atkinson, Burdett (Chairman), Flahive, Flake, Hankinson, Leeks, Lovegrove, Meiszner, Morrow, Mullan, Slimin, Spence and Witton

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

Arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting. To receive any applications made by Members for a dispensation to allow them to speak and vote on an agenda item in spite of a disclosable pecuniary interest.

3. MINUTES

To receive and confirm the accuracy of the minutes of Full Council held on 4 January 2022, the contents of which will be taken as correct unless there is a specific resolution otherwise.

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/136969-040122FC.pdf>

4. OPEN FORUM

The meeting will recess for not more than 15 minutes for questions and comments from members of the public.

5. ACCOUNTS

To receive and sign a statement of receipts and payments for the months of January and February 2022. (Previously circulated)

6. STANDING ORDERS, POLICY DOCUMENT, FINANCIAL REGULATIONS, REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT, FINANCIAL RISK MANAGEMENT RECORD AND COMMUNITY EMERGENCY PLAN

To receive the report of the Documents Working Party and to review the above documents.

7. EARMARKED RESERVES

To review earmarked reserves.

8. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

To receive reports from the Chairman and Vice-Chairman.

9. YOU DECIDE

To receive a report from the working party.

10. COMMITTEES

To receive the reports and any recommendations of the following Committees and to receive any items for report from the Chairmen:

a) Highways & Planning Committee held on 31 January and 28 February

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/138953-310122HP.pdf>

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/141379-280222HP.pdf>

Recommendation:

12/22HP to accept the quotation of £1220 from M&C Landscapes for a bench and fence

b) Finance & General Purposes Committee held on 14 February

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/140805-140222FGP.pdf>

Recommendations:

14/22FGP to accept the quotation of £1400 from Martin Dobson Associates for the annual tree survey.

15/22FGP to award a grant of £650 to Berkshire Multiple Sclerosis Therapy Centre for running costs

16/22FGP to award a grant of £400 to Hampshire & IOW Trust for running costs

17/22FGP to award a grant of £1100 to TADS for storage and IT costs

18/22FGP to award a grant of £7870 to Citizen Advice Tadley for running costs (2022/23 budget)

19/22FGP to award a grant of £12000 to TDCA for Family and Youth Workers (2022/23 budget)

20/22FGP to award a grant of £7500 to Barlows Park Management Association for running costs (2022/23 budget)

11. REPORTS

To receive reports from the following: -

a. Hampshire County Council – Cllr Mellor

b. Basingstoke & Deane Borough Council – Cllrs Carruthers, Frost, Leeks, Mellor, Poland, Rhatigan

c. Representatives on external organisations.



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REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

1.0 Overview

- 1.1 The Local Audit and Accountability Act 2014 imposes a duty on local councils to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control."
- 1.2 Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.
- 1.3 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of internal audit. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.

2.0 Review of effectiveness of internal audit

- 2.1 Do The Numbers, formerly HALC Internal Audit Service and Eleanor Greene ICPA, has acted as the Town Council's internal auditor for the last ~~eight~~teen years. Their work as internal auditor is done on a paid basis and they have indicated that they are prepared to continue to act as the Council's internal auditor for 2022/23.
- 2.2 For internal audit to be considered effective, the following criteria must be satisfied:
 - that the internal auditor is independent of the other financial controls and procedures of the council which are subject of review;
 - that they are competent to carry out the role in a way that will meet the business needs of the council;
 - that consideration is made to how many times in a year the systems and records should be subject to internal audit;
 - that the scope of internal audit is sufficient;
 - that any internal audit report is considered in full by a meeting of the Town Council and that appropriate action is taken on any recommendations in the internal audit report;
 - the council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the council's internal controls and its management of risk.

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- 3.0 Considering these requirements for internal audit for Tadley Town Council:

3.1 Independence

Do The Numbers has no involvement in the Council's financial controls, procedures or decision making. The members of the service are not related to, nor associated with, any member of the Council or the Clerk. The internal auditor has direct access to the Council should they think this necessary.

3.2 Competence

Do The Numbers has extensive experience of carrying out audit work for parish councils and other voluntary organisations. It has built up substantial knowledge of local council finance

POLICY DOCUMENT

Prior to capital expenditure being set aside in the budget all capital projects must be fully discussed at relevant committees, be fully costed and have detailed time scales. All capital projects must then be approved by Full Council.

2.2 DELEGATED POWERS

2.2.1 NEIGHBOURHOOD WATCH

It was resolved (134/96FC) to authorise the Clerk to pay grants, to a maximum of £30 upon production of a receipt for hall hire for initial meetings.

2.2.2 BRITISH LEGION ANNUAL POPPY DAY APPEAL

It was resolved (152/96FC) to authorise the Clerk to purchase the annual Poppy Day Wreath without reference to Full Council.

2.2.3 ACTION IN EVENT OF DEATH OF A MEMBER OF THE ROYAL FAMILY/PROMINENT PERSONAGE

In the event of the death of a member of the Royal Family or prominent personage, the Clerk will liaise with BDBC to ensure that any action to be taken is in accordance with protocol (138/98FC). To purchase flowers/photographs if appropriate (140/98FC).

2.2.4 ACTION IN THE EVENT OF THE CELEBRATION OF A 100th BIRTHDAY BY A RESIDENT OF TADLEY

TTC will present a suitable gift and a birthday card to known Tadley residents celebrating a 100th birthday. These will be purchased by the Chairman/Clerk within a limit of £50 (To be reviewed periodically).

2.2.6 NO COLD CALLING ZONES

It was resolved (28/11 FGP) to authorise the Clerk to pay for a maximum of 10 signs per annum,

2.3 GRANTS AND DONATIONS

All grant applications will be considered at the August and February meetings of the Finance & General Purposes Committee meeting after receipt. Grant applications are to be submitted on the standard form, copies of which are available from the clerk and on the Council's website.

Grants are usually only given to organisations benefiting persons living in the town. Grants are not given to commercial enterprises.

The Finance & General Purposes Committee, when considering grant applications, is empowered only to make recommendations to the Full Council for resolution.

When providing additional facilities in Tadley, the Council will, if appropriate, seek grants from other bodies, e.g.; BDBC,

Applicants for grants will be invited, to attend the meeting at which their application is to be discussed. Applicants present at a meeting of the Finance & General Purposes Committee would be asked to give background on the aims of the organisation, the purpose of the grant and to clarify any points.

Only where a request for grant is more than £200 will the applicant be required to submit full accounts. In the case of requests for less than £200, an income and expenditure statement, with opening and closing cash and at bank balances, will be required.

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The offices of TTC will be closed to the public over the Christmas/New Year period from midday on 24 December, if that is a working day until 1 January inclusive each year. Staff wishing to work over the Christmas/New Year period may do so, by prior arrangement with the Town Clerk, as this will have the advantage of providing a skeleton service at this time.

3.6 USE OF LAND

3.6.1 Introduction

Tadley Town Council maintains several pieces of land for use by the community for purposes including relaxation and exercise. This policy covers the general principles and provisions associated with the land including The Green, Tadley Common and other areas.

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3.6.2 Principle of provision

Wherever possible Tadley Town Council shall promote free and open access to the land for all users for the purposes of improvement of health and enjoyment. There will however be times when the council is required to place restrictions, for example to undertake works.

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3.6.3 Responsibilities

Whilst Tadley Town Council shall seek to maintain the land in a safe and useable condition there will be times when this is beyond our control. All persons using the facilities do so at their own risk.

3.6.4 Organised groups

The provisions here are not to prevent ad hoc groups of friends or family congregating but to cover large or more frequent groups. In general, Tadley Town Council shall not unreasonably withhold permission, but may ask that safeguards are put in place so as to avoid disruption to other users.

3.6.5 Frequency and size

Prior to promoting or commencing an event, permission must be sought for any groups which are either: over 30 participants, groups under 30 where the intention is that it is held more than twice within an 8-week period or where participants are being asked to make any form of payment or it relates to a commercial activity.

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3.6.6 Conditions of permission

Tadley Town Council shall require that groups granted permission shall:
Indemnify the town council against all claims, demands, costs, actions or proceedings caused by or to any person linked to the group.
Ensure that good and adequate provision is made for the appropriate level of:
Risk Assessments.
Insurance
First aid provision
Safeguarding and provisions relating to vulnerable people
Protection against discrimination (equality and diversity)
Other such legal permissions as may need to be required.
Agree to reinstate the land after use to the council's satisfaction.
Make payment or provide a deposit if deemed appropriate.

3.6.7 Charging policy

The Council shall make an individual assessment of each application and reserves the right to impose a charge for the use of the land or to require a deposit. The cost to repair or make good any damage to land incurred during use must be met by the person or group/organisation making the application.

Membership comprises: three or four members plus the Chairman and Vice Chairman of the Council a total of five or six members.

The Burials Committee will meet when required. [The local undertakers and clergy will be invited to meetings where appropriate]. The Burials Committee will determine all matters relating to the Burial Ground and the Cemetery within the Council's Policy, and make recommendations, where there is no agreed policy, to the Council for determination.

5.1. BURIAL GROUND

The TTC Burial Ground adjacent to St Peter's Churchyard on Church Road is laid out as a lawned cemetery. The Council pursues a policy of making this a pleasant, peaceful area. Memorial trees may be considered for planting and a memorial rose garden has been planted and will be maintained in good order as part of the Council's policy. Replacement of memorial trees/bushes will be the responsibility of the person to whom exclusive burial rights have been given.

5.2. CEMETERY

The TTC Cemetery opposite St Peter's Church in Church Road is laid out as a lawned cemetery.

5.2.1 SEATS

A 1800mm bench will have 3 plaques and a 2400mm will have 4. The types of seat to be used are the Cavendish seats from Streetmaster. Only one section of a seat or tree is permitted per deceased person. Sections of seats cannot be reserved in advance of installation. The fee charged for the section of a seat will be for the life of the seat.

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5.2.2 TREES

Requests for trees will be determined by the Burials Committee. Planting is to take place during the planting season for trees (October – December). Small plaques will be permitted adjacent to planted trees. The cost of trees will be the responsibility of the person who is requesting the tree. Only one tree or one proportion of a seat is permitted per deceased person.

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Deleted: Trees cannot be reserved in advance.

Note proportions of seats and trees can be purchased by Tadley residents who do not have a relative interred in the cemetery (e.g. have had their ashes scattered elsewhere) provided they have proof of residency and provide a copy of the death certificate.

The purchase of a proportion of a seat or tree is only secured once payment is received and wording for the plaque is agreed.

The size of the plaque is 150mm by 70mm and is gold Formica.

5.2.3 GRAVE PLOTS

The grave plot size is 2.44 metres by 1.22 metres and a cremation plot is 43cm square. Plots cannot be reserved and will be dug next in line.

Interment of ashes in burials plots - in addition to two full burials or one full burial in a plot, two sets of ashes may also be interred in the plot (full ashes fee applies). In the case where a burial plot is purchased for the interment of ashes (full burial fee applies), a further five ashes may be interred in the plot (full ashes fee applies). Note only one memorial is permitted on a burial plot.

Children's graves (Cemetery) – The area is to be divided into two areas: one for infants and one for older children. Plots are to be in rows.

5.2.4 MEMORIALS

5/3/20

The permitted dimensions:

Headstones: The overall height must not exceed 760mm, standing on a base not exceeding 760mm wide by 460mm deep. The single sub-base/ foundation must be below the level of the ground and must not exceed 910mm wide by 460mm deep by 76mm high.

Cremation Tablets: Not to exceed 380mm x 380mm by 100mm high. The single sub-base foundation must be below the level of the ground and must not exceed 430mm square by 50mm high.

Memorial applications within the above permitted dimensions will be given preliminary approval upon receipt. Final approval will only be given once the finished memorial is brought to the office and the measurements are checked.

Any memorial erected in the Cemetery remains the property and responsibility of the Exclusive Rights Holder and therefore, remains in the Cemetery at the sole risk of, and must be kept in a good state of repair by, the said owner. Tadley Town Council shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.

All memorials must be erected and fixed to National Association of Memorial Masons (NAMM) specifications. All masons to be registered under the TTCs Memorial Mason Scheme.

Memorial safety testing will be carried out once a year in the Burial Ground. Testing will be done by hand by the appointed contractor. A record will be kept that testing has been carried out.

During testing, if a memorial is found to be unsafe, the following action will be taken:

- If the memorial requires attention to make it safe, but is not in imminent danger of falling down, the Council will write to the last known Exclusive Rights Holder advising them of what is required to have the memorial fixed and made safe. The grave will be taped off and safety notices placed.
- If the memorial is extremely unsafe and thought to be at risk of falling down, the memorial will be laid down flat or removed, and the last known Exclusive Rights Holder will be written to advising them of the action that has been taken and what is required of them if they wish to have the memorial fixed and re-erected. The grave will be taped off and safety notices placed.

The Council will make every effort to trace the last known Exclusive Rights Holder, however this may not always be possible for several reasons (the person may have died or moved and the Council has not been informed of the change of address.)

The Council will not usually pay to have unsafe memorials repaired or re-erected if the next of kin cannot be traced.

Tributes - The only items permitted on graves are floral tributes.

Temporary Wooden Crosses: On burial plots the height must not exceed 760mm and the width must not exceed 460mm. On cremation plots the overall height must not exceed 300mm and the width must not exceed 230mm.

5.2.5 BURIAL OF RESIDENTS

Eligibility checks are to be made as per the Burials Procedure Chart. (See Appendix)

5.2.6 BURIAL OF NON-RESIDENTS

The burial of non-residents will only be permitted where the deceased has a strong local connection. The Clerk will refer any requests to the Burials Committee and the majority response will be accepted. [\(See](#)

5/3/20

Appendix: For long term Tadley residents who have had to move from Tadley into a care home the fee charged will be for resident.

5.2.7 ASHES PLOT FEES

Requests for ashes to be scattered in conjunction with the purchase of an ashes plot will be charged the interment of ashes fee.

Requests for the interment of two sets of ashes to take place together in the same plot will be charged one interment of ashes fee.

SECTION 6: PERSONNEL COMMITTEE

Membership comprises: three members plus the Chairman and Vice Chairman of the Council a total of five members.

The Personnel Committee will meet when required to review staff contracts and salaries, to replace staff and to deal with personnel matters, The Personnel Committee is empowered to resolve matters of pay, conditions of service, or contracts of employment within policy guidelines. The requirement for a new staff position will be agreed at Full Council.

6.1 STAFF

6.1.1 APPOINTMENTS

Recruitment of all staff will be approved by Full Council, by means of an Appointment Panel, appointed for each vacancy. Such Panels will be given the power to advertise, short list, interview, and appoint. These Panels will normally comprise three members, one of whom will be the Chairman (or Vice if unavailable) and 2 others who will usually be members of the Personnel Committee, but Full Council may determine that that may be varied:

[i] Where the vacant post predominantly serves a particular Committee, the Chairman of that Committee may be included in the Panel.

[ii] Where a Member has particular expertise which may assist the Panel in the selection process. The Town Clerk will attend interviews as an observer and to provide supplementary information, if required.

Vacancies are to be advertised as soon as possible after notice of resignation received. References, if required, will be taken up if the position is offered. The advertisement is to include the wording: In promoting equal opportunities, we welcome applications from all sections of the community. An Equal Opportunities Monitoring Form is to be sent out with all application forms.

6.1.2 SALARIES

The salary of the Town Clerk is based on NALC guidelines.

All other staff salaries are reviewed at the Personnel Committee held in November. Following the review, staff are to be notified of decisions concerning their salary in writing. Any changes to salaries apply from 1 April.

6.1.3 COMPASSIONATE LEAVE

At the discretion of the Chairman, up to a maximum of five days compassionate leave can be given to staff in the event of death or serious accident/illness to an immediate member of the family which includes; Spouse/Partner, Parents, Spouse/Partner's Parents, Children, Siblings or any other person at the specific discretion of the Chairman. Should domestic circumstances necessitate it, other leave may be requested, and further unpaid leave may be agreed at the discretion of the Chairman.

6.2 MANUAL WORK

5/3/20

LOCUM CLERK PROCEDURE

Locums can be used for holiday, sickness absence, maternity/paternity leave or in between one Clerk leaving, and another being appointed.

Hampshire Association of Local Councils (HALC) website provides a list of locum clerks available, the user name is xxx and the password is xxx

http://www.hampshire-alc.gov.uk/Advice_Information/Locum_Clerk_Service.aspx

Contracts are between the individual and council, and the Hampshire ALC has no power to intervene. Note - inclusion of a Clerk on the list on the website is not an endorsement or recommendation from the HALC, however it would expect the clerk to be competent; preferably through the CiLCA qualification or by successful experience at parish councils.

The Society of Local Council Clerks (SLCC) can also provide locums. They maintain a register of qualified and experienced locums who can provide cover for the Clerk on a short or long term basis.

The SLCC website <http://consultancy.slcc.co.uk/get-a-locum.php> provides an interactive map showing where their locums are based and a summary of their qualifications and experience. Councils can contact them directly and make appropriate arrangements. If you book a locum who is on the SLCC register a fee will be payable (as at January 2022) of a minimum of £25 per hour.

A model contract of employment is available:

http://consultancy.slcc.co.uk/userfiles/locum_documents/SLCC_MODEL_CONTRACT_OF_EMPLOYMENT_FOR_LOCUM_SERVICES.pdf

with guidance available:

http://consultancy.slcc.co.uk/userfiles/locum_documents/SLCC_Locum_Service_Guidance.pdf

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Council Gross Budgeted Income*)			
*)			
Less than £10,000 pa	£10,000 - £250,000 pa	More than £250,000 pa	
*)	*)	*)	
Duration of Employment - 5 days or less	£25	£30	
*)	*)	*)	
Between 5 and 20 days	£35	£60	£100
*)	*)	*)	*)
More than 20 days	£50	£100	£150

EQUALITY AND DIVERSITY POLICY

Tadley Town Council is firmly committed to promoting equality and diversity in all areas of our work.

The overall aim of this policy is to:

- Eliminate unlawful discrimination.

5/3/20

GRANTS POLICY

Who can apply?

Applications must be from a properly formed group, club, committee or charity, which benefits the residents of Tadley. The organisation must have:

- A constitution/set of rules
- A bank account
- Public liability insurance

The grant can be for new projects or continued services.

Who can't apply?

- Any group whose aims the Council considers to be working within a business or profit-making remit
- Individuals
- Applications where those benefiting do not live in Tadley
- ~~Projects that have already been completed or items already purchased~~
- Activities the Council considers to be the responsibility of a Statutory Authority.

How is an application considered?

The Finance & General Purposes Committee will consider applications on the following basis:

- How well the grant will meet the needs of the community
- How effectively the group will use the grant
- Whether the costs are appropriate and realistic
- Level of contributions raised locally
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- How the group is managed
- How the grant positively benefits Tadley residents

Applicants are expected to attend the meeting to provide any additional supporting information and answer any questions the Committee might have.

Applications will be considered twice a year (August & February) by the Finance & General Purposes Committee:

Deadline for Submission	Consideration of Application
Friday 21 January 2022	Monday 14 February 2022
Friday 22 July 2022	Monday 15 August 2022

In exceptional circumstances grant applications may be considered at other times.

Grants to successful applicants will be paid electronically.

Recognition of the grant from Tadley Town Council must be made in any publicity.

How to apply?

Applications for funding must be made on the grants application form, accompanied by copies of the organisation's governing document, latest accounts, annual report and AGM minutes.

Only one application per financial year can be submitted by an organisation and similar applications for more than two financial years will not be looked on favourably.

ANNUAL LEAVE POLICY

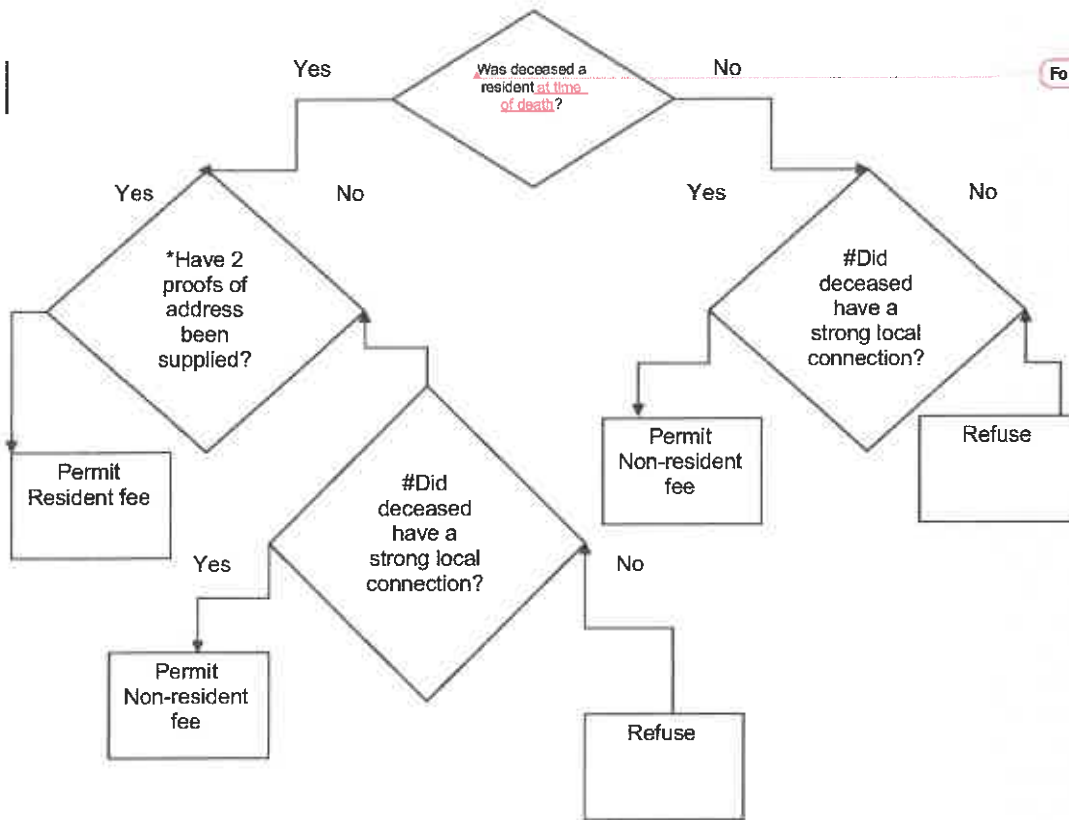
1. Scope

This policy applies to all Tadley Town Council ("the Organisation") employees.

5/3/20

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BURIALS FLOWCHART



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Full burials of residents of the parish of Baughurst who reside in the ecclesiastical parish of Tadley i.e. Woodlands Road and all tributaries, Hazel Green, Morningson Close, Wildwood Drive, Wellington Crescent, Douro Close, Lakelands, Old Forge, Heathlands, Heath End Road and Heath Court are permitted but will pay non-resident fees.

*Examples of acceptable evidence are a current or recent: driving licence, electricity, gas, telephone (land line) or water bill, payslip, where your address is included, council tax bill, bank or credit card statement, correspondence from the Inland Revenue, Benefits Agency or mortgage lender or a letter from a government department or local council confirming a right to state benefits such as a pension, Council Tax Benefit or Housing Benefit.

#Refer details to Burials Committee for determination.

ACTION PLAN

Issue	Proposed Action	Lead	Support	Priority	Feasible	Timescale	Resource Implications
Play areas	To carry out repairs identified in the weekly play area inspection report and to continually audit equipment and replace where necessary. Add additional equipment where possible.	TTC		H	Y	Ongoing	TTC budget
TTC land	To carry out grass cutting, hedge cutting, gardening and tree maintenance. To make enhancements where possible.	TTC		H	Y	Ongoing	TTC budget
Trees on TTC land	Carry out annual tree inspection	TTC		H	Y	Annually	TTC budget
Local organisations	To make grants, increase publicity, seek out new organisations. Run Participatory Budgeting initiative.	TTC		H	Y	Ongoing	TTC budget
Litter	To empty all litter bins in the town on a regular basis. To carry out litter picks as necessary. To encourage residents to take part in any litter picking initiatives . Support and promotion for continued service	TTC	BDBC	H	Y	Ongoing	BDBC/TTC budget
Evening bus service to and from Basinistoke		BDBC	TTC	H	Y	Ongoing	BDBC budget
Burglary	Police priority	TP	BDBC/TTC	H	Y	Ongoing	TP action
Antisocial behaviour	Police priority	TP	BDBC/TTC	H	Y	Ongoing	TP action
Road traffic offences	Police priority. SIDS deployed by BDBC/TTC.	TP	BDBC/TTC	H	Y	Ongoing	TP action/TTC budget
Bishopswood Stream	Twice yearly maintenance	EA	TTC	H	Y	Ongoing	EA/TTC budget
Shared ownership	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Affordable housing	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Priority to local people	Planning obligations	BDBC	TTC	H	Y	Ongoing	BDBC action
Parked cars on pavements	Education & enforcement	HCC	BDBC	M	Y	Ongoing	HCC/BDBC action
Local transport improvements	TTC to suggest new schemes and promote use of electric vehicles and reduction of carbon emissions	HCC	TTC	M	Y	Ongoing	HCC action
Green waste	Discussed by Eco WP BDBC HCC. Looking unlikely.	HCC	BDBC/TTC	M	?		
Improved recycling	BDBC now do glass kerbside recycling.	BDBC		M	Y	Ongoing	BDBC budget
Nursing homes	Support for providers		TTC	M	?		TTC action
Affordable sheltered accommodation	Support for providers		TTC	M	?		TTC action
Eco buildings	Planning obligations	BDBC	TTC	M	Y	Ongoing	BDBC action
Additional facilities requested shops, cinema, restaurants, youth facilities	Support for cinema at TDCA. Support for The Point.	TDCA	TTC	M	Y	Ongoing	TTC budget
Extend cemetery provision	Seek to extend existing facility	TTC	BDBC	M	Y	2025	TTC budget BDBC action
After School activities (Hurst)	MUGA installed and refurbished. Skatepark to be replaced. Support for The Point.	TTC		M	Y	Ongoing	TTC budget
Facilities requested in order of popularity were cinema, bowling alley, indoor sports centre, outdoor sports centre, larger skateboard park.							

ACTION PLAN

		TTC		M	Y	Ongoing	TTC budget
After School activities (primary) Facilities requested in order of popularity were bowling alley, larger skateboard park, indoor sports centre, cinema, outdoor sports centre	MUGA installed and refurbished. Skatepark to be replaced . Support for The Point.						
Car sharing	Vision survey result: minimal support.	TEG		L		Ongoing	
Reduced traffic	Vision survey result: a third saw traffic as a problem.	TEG		L		Ongoing	

H - High, M - Medium, L - Low

TTC - Tadley Town Council, BDBC - Basingstoke & Deane Borough Council, HCC - Hampshire County Council, TP - Tadley Police, PC - Point Champions, TEG - Tadley Environmental Group
EA - Environment Agency

FINANCIAL REGS

having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations. Once approved by the Full Council the Annual Return will be sent to the external auditor.

- 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 internal audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation 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
 - not be involved 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.

- 6.11. Where a computer requires use of a password(s), for access to the council's records on that computer, a note shall be made of the passwords and ~~these~~ shall be ~~shared~~ with the Chairman of Council.
- 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. 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 will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 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 and authority for topping-up shall be at the discretion of the council.
- 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 usually be used.
- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

~~Deleted:~~ personal identification number (PIN) or other

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~~Deleted:~~ handed to and retained by

~~Deleted:~~ 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....

7. PAYMENT OF SALARIES

- ii. for specialist services, such as are provided by solicitors, accountants, surveyors and planning consultants;
 - 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 Regulations³.
- 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 [Public Contract Regulations 2015](#).
- 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 instructed to return 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.
- 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 Order 18 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

Deleted: set by the Public Contracts Directive 2014/24/EU (which may change from time to time)*.

³ 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

EMERGENCY PLAN

Distribution List

1. County Emergency Planning Officer
2. Borough Emergency Planning Liaison Officer
3. Town Councillors
4. Tadley Police Station
5. Tadley Fire Station
6. AWE Emergency Planning Department
7. Baughurst Parish Council
8. Pamber Parish Council
9. Aldermaston Parish Council
10. The Link
11. Hurst Leisure Centre
12. Library
13. Swimming Pool
14. Holmwood & Morland Health Centres
15. Deleted: First Responders

Aim and Objectives

Aim of the plan:

To enable community support, self-help and resilience when faced with an emergency situation.

Objectives of the plan:

1. Conduct a risk assessment, identify hazards and possible mitigation
2. Identify vulnerable groups within the community
3. Identify key contacts
4. Identify a community emergency management team
5. Identify resources available to the community in the event of an emergency

Incident at AWE	• Threat to life	• AWE emergency plan in place		B
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*Dependent on the availability of resources

Community Resources

Contact Details:

Emergency Rest Centres

Premises	Key Holder	Contact No
Tadley & District Community Centre	Mandy Atkinson	07768 004003 0118 9814538 Work
	Adrian Noad	07766 016640 0118 9819281 Home
	Larry Pegg	07888 998849 0118 9813270
Hurst Leisure Centre	Stephen Moore	07957656421

~~Deleted: Lee Beetham~~

~~Deleted: 7743442999~~

Medical / First Aid

In the event of injury or illness within the community assistance of professional medical support should be sought e.g. Ambulance, Doctor, Paramedic, First Responder, Qualified First Aiders.

Name	Contact No
Holmwood Health Centre	0118 9814166
Morland Surgery	0118 9816661
Hantsdoc	0118 9365592
St John Ambulance	01962 863366
Basingstoke Hospital	01256 473202
Holmwood Pharmacy	0118 9811984
Morland Pharmacy	0118 9820157

Transport

The following local transport businesses can be called upon to transport people, essential equipment or provisions in the event of an Emergency.

Buses / Taxis / 4x4s/ Tractors Name	Contact Details	Capacity
Hampshire & Berkshire 4x4 Responders	http://www.hampshire4x4response.co.uk/ 07010033301	

Note the Town Council cannot provide any insurance cover for vehicles it requests to be used. Vehicles are used at the owners' own risk and discretion and should be taxed and insured.

AWE	0118 9814111	www.awe.co.uk
Town Clerk	0118 9813360	www.tadleytowncouncil.gov.uk
St Paul's & St Peter's Church	0118 9814860	
St Mary's Church	0118 9814435	
St Michael's Church	0118 9814572	
Methodist Church	0118 9816762	
United Reform Church	0118 9813239	
Salvation Army	0118 9815013	tadley@salvationarmy.org.uk
Community Church	0118 9817257	
Bishopswood Infants School	0118 9812836	adminoffice@bishopswood-inf.hants.sch.uk,
Bishopswood Junior School	0118 9812738	adminoffice@bishopswood-jun.hants.sch.uk,
Burnham Copse School	0118 9814498	adminoffice@bcp.hants.sch.uk,
Tadley School	0118 9813805	adminoffice@tadley.hants.sch.uk
Hurst Community College	0118 9817474	theheadteacher@hurst.hants.sch.uk,
The Breeze	01256 694000	
Newbury Weekly News	01635 564526	
Basingstoke Observer	01256 694127	
BBC Radio Berkshire	0118 9464200	
Basingstoke Gazette	01256 337444	
BBC South Today	023 80226201	
ITV Meridian	0844 881 2000	

Deleted: Tadley & District Chamber of Trade

Log Sheet

Date	Time	Information / Decisions / Actions	Initials
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REVIEW OF RESERVES MARCH 2022

	Current reserves	Total cost	Location	Completion date	Reason for precepting	Proposed reserves
Earmarked Reserves						
Equipment, vehicles and tools	4300	24000	Office and garage	Laptop every 3 years 2023, 16 iPads every 3 years 2023, vehicle every 10 years 2028	Forward planning	8000
Play area refurbishment	12000	100000	Play areas x 3, and equipment at the Common	March 2030	Forward planning	12000
Cemetery extension	30000	70000	Cemetery	March 2024	Forward planning	40000
Election costs	15000	15000		March 2024	Forward planning	15000
Contingency	10000	10000		March 2024	Emergencies	10000
Bus service subsidy	5000	5000		March 2024	Forward planning	5000

6 months running costs 93233
 Total Earmarked Reserves 183233