



Ulley Parish Council

Ulley Parish Council Meeting to be held on Wednesday 27 November 2019 at Ulley Village Hall

18 November 2019

Dear Councillor,

You are summoned to attend the Parish Council meeting of Ulley Parish Council. The agenda is shown below and the supporting papers attached.

Andrew Towlerton

Parish Clerk and Responsible Financial Officer

AGENDA

A public session of about 15 minutes will commence prior to the formal Council meeting in accordance with Section 3 of the Council's Standing Orders.

Formal Meeting

In accordance with Openness of Local Government Bodies Regulations 2014, audio/visual recording and photography at Council meetings is permitted in accordance with the Council's protocol "Filming of Public Meetings".

1. To receive and approve any apologies for absence.
2. To records any declarations of interest and dispensations.
3. To receive and consider any written requests for dispensations for disclosable pecuniary interests (if any).
4. To consider any matters which should be dealt with in open, or confidential session (items for which the Press and Public may be excluded further to the Public Bodies (Admission to Meeting) Act 1960.
5. To approve and sign the minutes of the Parish Council Meeting held on 2 October 2019.
6. To receive information on the following on-going issues:
 - Unauthorised parking of cars by residents in the Village Hall car park (The Clerk was asked to provide a report of previous correspondence on this issue).
 - Condition of the paddock land off Main Street in Ulley (the Parish Council was asked to contact the landowners in respect of this).
 - Latest crime and anti-social behavior statistics update.
7. To consider any applications for the office of parish councillor and to co-opt a candidate to fill the existing vacancy - (There is currently a casual vacancy for a parish councillor. Following the formal legal notification the Council has been informed that it can seek to fill this by co-option).
8. To consider the findings from the report of AWA Tree Consultants on the trees in the Park (The Council has commissioned a further independent report on the condition of the trees in the Park and needs to consider its findings (see Attachment 8.1) and any next steps).
9. To consider the findings from the latest monthly independent inspection of the Park (see Attachment 9.1) including those items identified as requiring inspection and repair and health and safety issues in the Park more generally.
10. To consider the adequacy of signage in the Park.
11. To consider the arrangements for the management of the Park including the establishment of a working party.
12. To confirm Council representation on the Rother Valley Ward Meetings.

13. Planning update (including to consider/approve any planning applications) – (The Council has been notified of one - RB2019/1602, land at Green Lane Ulley 9999, Conversion of stables to 1 No. dwellinghouse. Further details about which can be found at <http://planning.rotherham.gov.uk/fastweblive/>)
14. To consider and agree the Council's proposed Financial Regulations (the draft revised Financial Regulations for the Council are attached as Attachment 14.1, proposed changes are shown in red on the document).
15. To receive a verbal and written report on bi-monthly accounts schedule and relevant Budget Update Information, including:
 - a) To approve the monthly accounts for October/November 2019, including the following items for payment:
 - £330 to AWA Tree Consultants for inspection of trees in the Park.
 - £180 to Anderson Tree Care for consultancy support in respect of the Tree Preservation order in the Park.
 - £9.33 to Inkredible for new printer cartridge for the Clerk's printer.
 - £11.52 to Royal Mail for stamps.
 - £1200 to Hobson Nurseries for summer and winter planting.
 - £550 to Hobson Nurseries for supply and deliver play bark to Ulley play area site.
 - b) To receive and approve the bank reconciliation.
 - c) To receive a verbal and written budget update report.
16. To receive feedback from Halifax Estates on any bids supported by the Parish Council and forwarded to them for approval and consider the following Halifax Bids:
 - From Ulley Millenium Trust for £575 for Village Parties (see attachment 16.1)
 - From Ulley Millenium Trust for £540.50 for Xmas Decorations (see attachment 16.2)
17. To consider holding an extraordinary meeting to agree the budget for the Council for the coming financial year.
18. To consider any agenda items for the next meeting of the council.
19. Any other business/information exchange.



Ulley Parish Council

Draft Minutes of the meeting of Ulley Parish Council held on 2 October 2019, Village Hall – 7.00 pm

Chairman – Cllr Richard Robson – Chairman of Ulley Parish Council.

Other Councillors in attendance – Richard Steel, Patricia Smith and Ian Stones

Clerk – Andrew Towleron.

Present – 8 members of the public and Borough Councillor Bob Walsh.

To receive any questions from members of the public – Several issues were raised.

Neighbourhood Watch. Linda Maxted the Rotherham Neighbourhood Watch coordinator gave a presentation. She explained the background to Neighbourhood Watch and their main areas of activity. Volunteer led, it could make an important contribution to reducing crime and anti social behavior, she explained. She emphasised the need for members of the community to report incidents of crime to the police. She outlined some of the great work being undertaken by the small number of Neighbourhood Watch volunteers in Ulley, but explained that they were after more volunteers/points of contact across the parish. A general discussion then took place on how more volunteers could be attracted. These suggestions included an article in the newsletter, through Facebook and the Open Day in the Church. The Chairman thanked Linda Maxted for attending.

Fly tipping. This was raised as a significant and recurring issue in the Parish. The various hot spot locations were highlighted. The need for tougher action by the responsible agencies, especially the courts, in dealing with contraventions was highlighted. Cllr Bob Walsh reported that Rotherham MBC was improving its process for giving feedback to individuals who report incidents of fly tipping and other forms of anti-social behaviour.

Unauthorised parking of cars by residents in the Village Hall Car Park. This was raised as an issue. The Council agreed that it should consider what action, it as the landlord, should take. Various actions that could be taken were then discussed. These could include sending a letter to the concerned individuals that they have no right to park on council owned land, improved signage and closing

the gates at night. Reference was made to previous Parish Council correspondence on this issue.

Trees in Ulley Recreation Ground. A letter was presented and read out to the on behalf of a member of the community. This raised a number of issues relating to the extent the Parish Council knew about the condition of the trees when they agreed to the transfer of the park, the independent report the council had commissioned by Andersons and that there were examples of other trees in parks in Rotherham that were in a similar or worse state which Rotherham MBC appeared to have determined not to take action. The member of the community asked that a further independent report should be commissioned on their condition. He also raised whether members should be declaring an interest in this matter. A further letter was then read out to the Parish Council concerning the trees in Ulley Recreation Ground as well as the overall management of the Recreation Ground. A wide ranging and detailed discussion then took place on this issue. This included that the council understood that the trees were in a good condition when they were transferred over to the council, that what action Rotherham MBC took with regard to trees in their management was essentially matter for them to consider and the types of interest that members of the Council should declare were outlined in the Council's Code of Conduct Scheme.

The Council was asked whether it would post on its website the finding of the independent report it had commissioned on the condition of the trees. It was explained that some of its contents covered financial issues and may be covered by the Freedom of Information Act. Those parts of the report that specifically looked at the condition of the trees requiring works (including the one subject to the proposed TPO) had been included in the notification to Rotherham MBC for the works to the trees. This notification was publicly available via the Rotherham MBC website. The Council was also asked whether it would publish the Rotherham MBC report on their justification for the TPO on one of the concerned trees. It was explained that this report had been produced by Rotherham MBC and it was understood this could be viewed on the Rotherham MBC website.

The Chairman noted that some of the issues raised here would be covered later on the agenda.

Meeting of the Parish Council

53/19 - To receive and approve any apologies for absence - There were none.

54/19 - To record any declaration of interests and dispensation - There were none.

55/19 - To consider any matters which should be dealt with in open, or confidential session (items for which the Press and Public may be excluded further to the Public Bodies (Admission to Meeting) Act 1960 - There were none.

56/19 - To approve and sign the minutes of the Parish Council Meeting held on 21 August 2019.

It was noted that payment for £19.60 on page 4 should read Heels 'N' Key.

Resolved: that subject to the minor change identified above the minutes of the meeting held on 21st August 2019 be approved.

57/19 – To receive information on the following on-going issues and decide further action where necessary -

Drainage Ditch/Telephone Box Issue – Cllr I Stone reported that this issue had hopefully been resolved. The telephone box should be fully operational soon.

Car parking issues associated around Reservoir Road Ulley Country Park – The Clerk explained that Rotherham MBC Community Safety Team were still undertaking periodic inspections. They had asked if members of the community could confirm (including photos) to the Council the most problematic times. They would then inform the Community Safety who would seek to target patrols at these times.

Latest Crime Update – The Clerk reported that there have been 17 incidents between July and September. These covered a range of illegal activities including theft, 'domestic' and burglary. He explained that he had spoken to the Police and they had confirmed that due to data protection regulations it would not be possible for the Parish Council to make publicly available the specific recorded crime incidents, including via its website.

58/19 – To consider any applications for the office of parish councillor and to co-opt a candidate to fill the existing vacancy

It was agreed that this item should be deferred until the next meeting of the Parish Council. The Clerk outlined the criteria that need to be met to be eligible to stand as a councillor.

59/19 – To consider the maintenance of the trees in the Park including those proposed to be covered by the Tree Preservation Order

The Clerk reported that Rotherham MBC had kindly agreed to an extension to the middle of the month for the deadline for any observations on the proposal to protect one of the trees by a Tree Preservation Order (TPO). He also explained that he had discussed the situation with the Council's insurers who had confirmed that the other tree that was not proposed to be protected through a TPO, should be removed as soon as possible. The Clerk and Cllr Steel agreed to action this.

This item was then the subject of a wide ranging discussion. This included that the council would require professional support to help it challenge the decision by Rotherham to place a TPO on one of the trees and the need to get a further qualified opinion on their condition. It was reported that a member of the community had identified a suitable and competent local company (AWA) which the Council could obtain this further independent opinion on the condition of the trees and next steps. It was agreed to seek their input.

Resolved: that the Clerk is delegated to spend up to £200 in seeking professional advice to oppose the Tree Preservation Order proposed by Rotherham MBC and up to a further £325 in a seeking a further independent report on the condition of the trees and any resulting actions.

60/19 - To consider the findings from the latest monthly independent inspection of the Park (see Attachment 9.1) and health and safety issues in the Park more generally.

The latest independent play area inspection for the children's Play Area was circulated and considered. This had not raised any significant concerns with the condition of the play equipment, though did highlight a few improvements and repairs which would be addressed by the 'Work About Group'. It was noted that there were no other known health and safety issues.

61/19 - To consider the adequacy of signage in the Park

Cllr P Smith agreed to look into options and bring her findings to the next meeting of the Parish Council.

62/19 - To consider funding opportunities for improvements in the Park.

It was reported that there was a good chance that the Rother Valley Ward Capital Budget could help fund capital improvements to the Park. This was then discussed. It was agreed that the Council should make a bid for about £1000 for improvements to various items of play equipment in the children's play area, including new bearings for the see-saw. The Clerk explained that he would require the support and input of the councillors to determine the specific equipment or works required. Councillor Bob Walsh was thanked for his support with securing the support from the Rother Valley Ward Capital Budget.

Resolved: that the Council determines to make a bid for about a £1000 to the Rother Valley Ward Capital Budget for improvements to various items of play equipment in the children's play area.

63/19 - To consider reports of anti-social behaviour in Plantation Woods and consider any next steps.

The Clerk reported that there had been reports of anti-social behaviour in Plantation Woods. The councillors and members of the community confirmed that this was an issue. The Clerk asked that any reports be forwarded to him who would then share them with Halifax Estates who controlled the concerned woods. Cllr I Stone said that he would lead on collating this on behalf of the Council.

64/19 - To consider Council representation on the Rother Valley Ward Meetings.

It was explained that the Rother Valley Ward Meeting provides an opportunity for residents, local bodies and other stakeholders to discuss with ward councillors common issues and identify priorities for action. It would be helpful if the Council agreed on a lead councillor to represent the Council on this body. This was discussed and agreed as a good idea.

Resolved: that the Council agrees to appoint a representative to the Rother Valley Ward meeting and the Clerk in conjunction with the Chairman be delegated to confirm who this would be.

65/19 - Management of the Halifax Fund by the Parish Council

Following the recommendation made at the last meeting, the Clerk had looked into the various options for the management of the Fund. In doing this he had

consulted with Halifax Estates and other parish councils. There were three main options. Firstly, to continue with the existing arrangements with the Council managing it, including acting as its accountable body. Secondly, to return the funds to Halifax Estates and ask them to manage it. Thirdly, to establish a charitable body to manage the funds. Of the three options, the initial reaction from Halifax Estates to the first and third ones was not favourable. The Yorkshire Association of Local Councils had also indicated that the Council should consider the second option. It was noted that should the Council determine to support the second option, it was important that it should be clear on what role the parish council plays in its management.

Resolved: that the Clerk is asked to bring more information to the next meeting about the process, duties and context for establishing a charitable trust to manage the Halifax Fund.

66/19 - To consider future spending priorities for the Halifax Fund

It was agreed to defer this item pending the outcome of the review of the future local management arrangements of the fund.

67/19 - Planning update

The Clerk confirmed that the Council had not been notified by Rotherham MBC of any planning applications for comment at the meeting.

68/19 - To consider and agree the Council's proposed Financial Regulations

It was agreed to defer this to the next meeting of the Council

69/19 - To receive a verbal and written report on bi-monthly accounts schedule and relevant Budget Update Information, including:

- a) To approve the monthly accounts for August/September 2019, including the following items for payment

Resolved: that the following payments be authorised:

- **£748.19 to SSE Electricity for electricity usage in the Hall.**
- **£22.95 to Yorkshire Water for water supply to the Hall.**

The clerk noted that the electricity bill was much higher than anticipated. It was, however, based on an estimate. The Millenium Trust was asked to establish how accurate it was.

- b) To approve the bank reconcillation

Both a verbal and written report was provided. Members were then asked to consider and sign the various concerned associated bank statements and bank reconciliations associated with the Council's main account and Halifax account, which they did.

- c) To receive a verbal and written budget update report

It was confirmed that the Council held £7,616.14 at 30 August 2019. This comprised £4,010.17 in the Co-operative Bank Current Account and £3,605.97 in the Co-operative Bank Reserve Account. It also held 14,862.16 in the Halifax Grant Account.

The Clerk provided a budget update. He noted that the Council was forecast for an overspend of between £1-£2k. This was mainly due to a number of approved exceptional unbudgeted items of expenditure, for example, in relation to the pads for the defibrillator and works to the trees in the Park. Through efficiency savings and external funding, it may be possible to reduce some of the forecast overspend before the end of the financial year.

70/19 - To receive feedback from Halifax Estates on any bids supported by the Parish Council and forwarded to them for approval and consider any Halifax fund bids

It was reported that the bids from Ulley Parish Council for £609.07 to provide equipment and tools to keep the village looking neat and tidy for residents and villagers and Ulley Millennium Trust for £800.00 to purchase new Christmas decorations (internal and external) for the Village Hall supported by the Parish Council had been supported by the Halifax Estates. It was also agreed to make a bid to Halifax Estates for £1000 to support Ulley in Bloom.

Resolved: that the bid from Ulley Parish Council for £1000 for Ulley in Bloom be supported by the Parish Council.

71/19 - To consider any agenda items for the next meeting of the council

There were none other those previously agreed.

Any other business

Cllr R Steel explained that he had tested the monitoring sheet to facilitate its routine checking of the Defibrillator by him and other council members and subject to a few tweaks it worked well. He thanked Sue Hubbard for her help with this.



TREE RISK REPORT

at:

***Playground Site
Ulley
South Yorkshire
S26 3YD***

Prepared for:
***Andrew Towleron
Ulley Parish Council***

Date: October 2019

Reference: AWA2909



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1. Introduction

1.1 Instructions & Purpose of Survey

1.1.1 This report details the findings of a formal arboricultural survey of the trees at:

- **Playground Site, Ulley, South Yorkshire, S26 3YD**

1.1.2 We have been instructed by Andrew Towler to visit the site and prepare our findings in a report.

1.1.3 This report details the relevant arboricultural information which is required to inform the owners of the condition of their trees and provides specific management actions that, once undertaken, demonstrate that a duty of care has been taken with regards to tree management.

1.2 Survey Details

1.2.1 The survey took place during October 2019. The trees were surveyed using 'Visual Tree Assessment' techniques and in accordance with the guiding principles of National Tree Safety Group guidance.

1.2.2 The trees were given a formal visual inspection from ground level, primarily in order to identify any obvious tree defects posing a present risk of harm and if necessary, manage these tree-related risks to an acceptable level. Management recommendations were also made in relation to good tree management of the site.

1.2.3 This report has been prepared by Mr Adam Winson, Chartered Arboriculturist, MSc, BSc (Hons), MICFor, MArborA, Principle and Director of AWA Tree Consultants Ltd.

1.2.4 The tree survey and data collection were carried out by Mr Dave Farmer FdSc (Arb), MArborA, PTI (Lantra), Arboriculturist at AWA Tree Consultants Ltd.

1.2.5 The author's qualifications and experience are included within **Appendix 1**, explanatory details regarding the survey methodology are included within **Appendix 2**. A full explanation of the tree data can be found at **Appendix 3**. Full details of all the trees surveyed are found in **Appendix 4**, which includes recommended works for trees requiring management. For tree locations please refer to the Tree Plan at **Appendix 5**.

2. The Site

2.1 Location and Description

- 2.1.1 The site is located in Ulley, a village and civil parish of the Metropolitan Borough of Rotherham.
- 2.1.2 The site consists of a children's play area surrounded by residential properties.
- 2.1.3 The tree survey was limited to those trees within the red line boundary highlighted in the (2018 Google Earth) image below:



3. The Trees

3.1 Legal Status

- 3.1.1 Due to the large potential penalties for illegally carrying out work to protected trees, before authorising any tree works a check should be made with the Local Planning Authority to see if the trees are covered by a Tree Preservation Order or if they are within a Conservation Area. If either applies, then statutory permission is required before any works can take place. Statutory permission is not required for the removal of deadwood.
- 3.1.2 When appointing a tree surgeon, only properly qualified and experienced companies should be used, who have adequate Public Liability and Employer's Liability Insurance.
- 3.1.3 All tree work should be carried out according to British Standard 3998: 2010 Tree Work - Recommendations.

3.2 Survey Results

- 3.2.1 **Overview:** The tree survey revealed 6 items of significant vegetation, comprised of 6 individual Sycamore trees. Most of these trees were in a good or fair condition and provide a valuable resource for the site and surrounding area. Therefore, in considering the trees and the site's visitors, management decisions have been aimed to balance benefits with risks. In this instance less significant vegetation has not been surveyed in detail.
- 3.2.2 **Target Evaluation:** Each individual tree is assessed for the likelihood of persons or objects, the latter having variable significance, being within falling distance of the tree or its branches. In general terms, larger trees adjacent to well used areas have a high target value, those next to less well used but accessible areas have a moderate value and trees adjacent to rarely used or inaccessible areas have a low value.
- 3.2.3 **Tree Removals:** 1 tree was assessed as offering a sufficiently high risk to people or property and requires removal. The tree requiring removal is highlighted in red on the attached plan at Appendix 5 and detailed in Appendix 4.
- 3.2.4 The Sycamore tree, **T6** has stem cavities, bark damage, the stub from a large snapped out branch and extensive crown dieback. The tree is in a very poor condition and is unlikely to recover. It is advised that this tree is removed, either to ground level or left as a 5m tall 'monolith', as a **high** priority. This work should be carried out as soon as is reasonably practicable.
- 3.2.5 **Tree Pruning and Management:** 2 trees were assessed as offering a sufficiently

high risk to people or property to require pruning works in line with good tree management. The trees requiring pruning are highlighted in blue on the attached plan at Appendix 5 and detailed in Appendix 4.

- 3.2.6 The two Sycamore trees, **T3** and **T5** have moderate sized deadwood that is overhanging children's play equipment. It is advised to remove the significant deadwood from these trees as a **moderate** priority.
- 3.2.7 The lowest western limb of **T5** has a cavity where it joins the main stem, with the potential for decay. Due to the likelihood that this union has been weakened it is advised to removed this limb at its base as a **moderate** priority.

4. Signature

I trust this report provides all the required information.

Signed



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Adam Winson, Chartered Arboriculturist, MSc, BSc (Hons), MICFor, AIEEM.

11th October 2019

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Appendices

- Appendix 1: Authors Qualifications and Experience
- Appendix 2: Survey Methodology and Limitations
- Appendix 3: Explanation of Tree Descriptions
- Appendix 4: Tree Data and Works Schedule
- Appendix 5: Tree Plan

Appendix 1: Authors Qualifications & Experience

Mr Adam Winson Chartered Arboriculturist, MSc, BSc (Hons), MICFor, MArborA, ACIEEM, QTRA Registered.

Adam is the company Director and Principle Consultant. He has a mix of the highest level academic qualifications and relevant work experience. He has worked within the tree care profession for over 20 years, and was awarded an MSc in Arboriculture and Urban Forestry, with distinction. Adam is a Chartered Arboriculturist and a Registered Consultant with the Institute of Chartered Foresters, a Professional Member of the Arboricultural Association and has original research published by the UK Forestry Commission. His work ranges from individual expert tree inspections to managing trees on major multimillion pound housing developments and infrastructure projects. His work often involves trees with preservation orders or litigation, and he has appeared as a tree expert, at planning appeal hearings up to the Crown Court.

Mr James Brown BSc (Hons) Arboriculture, MArborA. PTI (Lantra).

James has a BSc (Hons) in Arboriculture, attaining first class honours, as well as being awarded the Institute of Chartered Forester's Student award. He is a Professional Member of the Arboricultural Association and an Associate of the Institute of Chartered Foresters. James previously worked in Europe's largest tree nursery and has experience of Local Authority tree officer work. His main work consists of tree surveys for development projects and preparing Tree Protection Schemes to BS 5837:2012.

Mr Dave Farmer FdSc (Arb), MArborA, PTI (Lantra).

Dave has a Foundation Degree in Arboriculture (with Distinction) and is qualified in Professional Tree Inspection. He is a Technician Member of the Arboricultural Association and an Associate of the Institute of Chartered Foresters. Dave has many years of experience within the tree care profession, including lecturing in arboriculture. His work focuses on diagnosing potential tree risk problems, and recommending appropriate treatments and work programmes.

Dr Felicity Stout Ph.D, MA, BA (Hons), Cert Ed (Forestry), TechArborA. PTI (Lantra).

Felicity has worked in the tree care profession for the last 10 years. She has a Certificate in Higher Education in Forestry, with a focus on Urban Forestry. She has practical arboricultural contractor experience and is a qualified and experienced Social Forestry practitioner. Felicity has a PhD in History, with a particular interest in the history of woodland and tree management and has published in The Arboricultural Journal on this subject.

Mr Patrick Rowntree. Cert Arb L3. TechArborA. PTI (Lantra).

Patrick is a trained arborist with 5 years of experience in the private and commercial sectors, both in the UK and New Zealand. Formerly a professional rugby player, Patrick was awarded a distinction in the Extended Diploma in Forestry & Arboriculture and is a technician Member of the Arboricultural Association. Patrick now uses his experience at AWA focusing on BS5837:2012 tree surveys for development projects; this involves accurate tree data collection and the preparation of tree reports to BS 5837:2012.

Appendix 2: Survey Methodology and Limitations of Report

The survey was undertaken in accordance with legislation and guidance which has assisted in clarifying the duties of a reasonable and responsible tree owner, in legal cases, best practice and codes of practice. In 2007 the HSE published Management of the risk from falling trees (SIM 01/2007/05) regarding the investigation and its expectations with regarding its expectations as to what is a reasonable and proportionate approach to tree management. Further guidance was issued in 2011 by the National Tree Safety Group, which provides a nationally recognised approach to tree safety management and provides guidance that is proportionate to the actual risks posed by trees. The trees were surveyed visually from the ground using “Visual Tree Assessment” techniques and were risk assessed using “Quantified Tree Risk Assessment” methodology. Measurements are obtained using a diameter tape, clinometer, distometer and loggers tape or are estimated.

VTA is appropriate and is endorsed by industry guidance. It is used by arboriculturists to evaluate the structural integrity of a tree, relying on observation of trees biomechanical and physiological features.

Trees are living organisms, as an arboriculturist it is not possible to give a guarantee as to the absolute safety or otherwise of any individual tree. All recommended tree work must be to BS 3998: 2010 - ‘Tree Work: Recommendations’.

The findings and recommendations contained within this report are valid for a period of twelve months from the date of survey. The author shall not be responsible for events which happen after this time due to factors which were not apparent at the time, and the acceptance of this report constitutes an agreement with these guidelines and terms

Appendix 3: Explanation of Tree Descriptions

HEIGHT of the tree is measured from the stem base in metres. Where the ground has a significant slope the higher ground is selected.

STEM DIAMETER is measured, or estimated, at 1.5 metres above (higher) ground level. Where the tree is multi-stemmed at this point; the diameter is measured close to ground level or else a combined stem diameter is calculated.

CROWN SPREAD is the measurement from the centre of the stem base to the edge of the crown across the four cardinal points.

AGE CLASS of the tree is described as young, semi-mature, early-mature, mature, or over-mature.

TREE CONDITION This is an assessment of the physiological and structural health of the tree and takes into account vigour, presence of disease and dieback significant wounds, decay and quality of branch junctions. The assessment of each area of the tree: Roots/Base, Stem, Branches, Leaf & Buds is detailed.

TARGET VALUE is classed as high, moderate or low. This is an indication of the likelihood of persons or objects, the latter having variable significance, being within falling distance of a tree or its branches.

WORKS PRIORITY is an indication of the timescale in which the recommended tree works or management should be implemented.

NEXT SURVEY This is an indication of the timescale in which a tree should be re-inspected; a specific time of year for the inspection may also be detailed in the recommendations.

TREE CATEGORIES

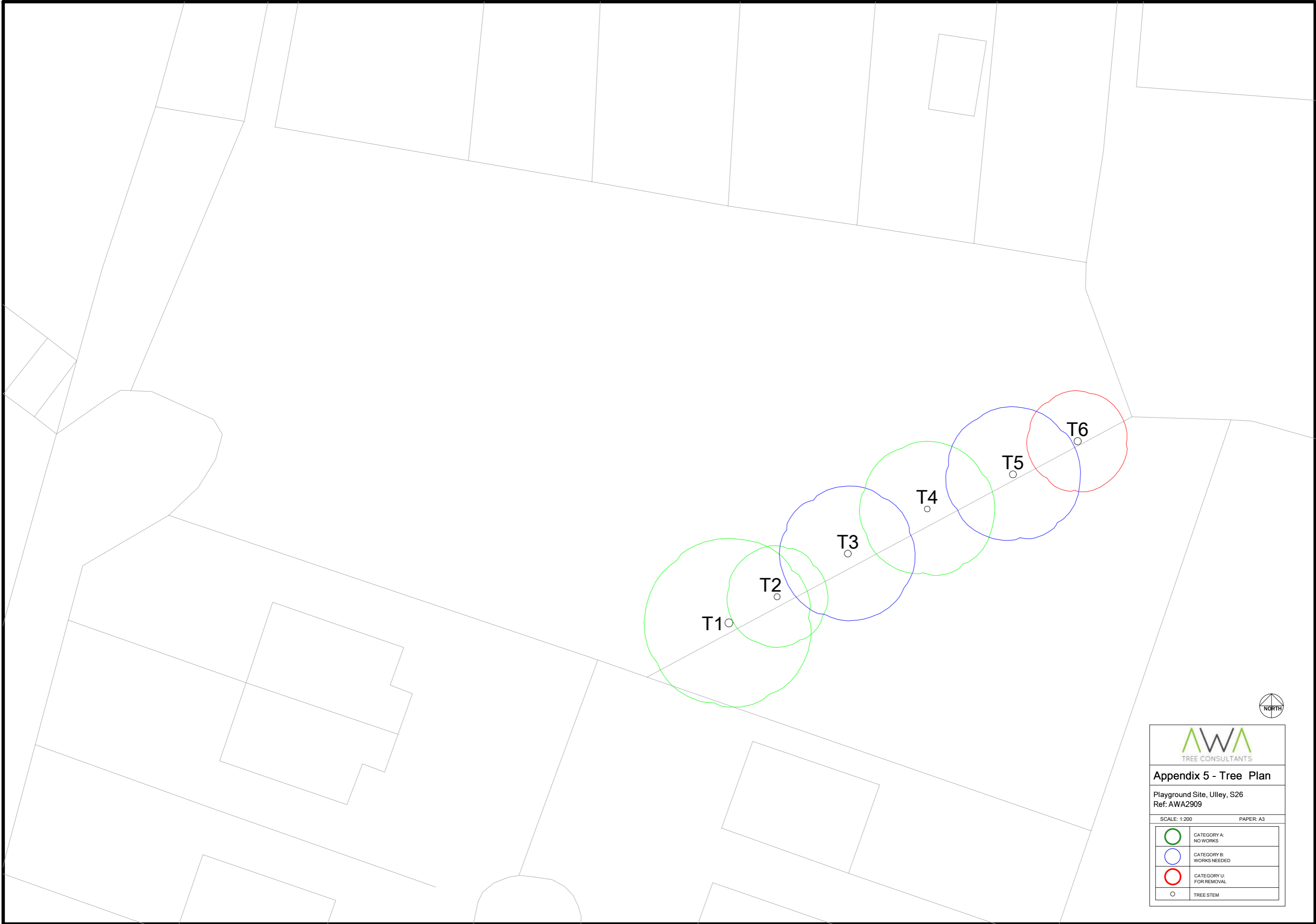
A (marked green on the plan) =No works/management required. These trees are considered to be in an acceptable condition at present and require no action at this time. However, these trees may require future management in order to ensure that they remain safe.


B (marked in blue on the plan) =Pruning works/management required. These trees have been recommended for active management. This may include remedial pruning or target management or more detailed, investigation (such as a climbing inspection or a decay detection analysis) or may require future monitoring.

R (marked in red on the plan) = trees for removal. These trees have been recommended for removal, or very heavy pollarding, usually because they pose an unacceptable risk to people and or property, or have only limited long term value.

Tree ID	Tree Species		Measurements						Tree Condition					Management			
	Common Name	Latin Name	Maturity	Height (m)	Stems	Stem Dia (mm)	Spread Radius (m)	Target	Roots	Stem	Crown	Overall	Additional Comments	Category	Works	Priority	Next Survey
T1	Sycamore	<i>Acer pseudoplatanus</i>	Early-mature	16	1	490	5	High	No visual defects	Old pruning wounds, Tight Union, Partially included bark, Epicormic growths, Multi stemmed at 2m	Minor dead wood	Good	May need pruning back from neighbouring residential property in future.	A			18 mths
T2	Sycamore	<i>Acer pseudoplatanus</i>	Early-mature	16	1	360	3	High	Damage to buttress roots	Bark wounds, Old pruning wounds, Tight Union, Twin stemmed at 2m	Minor dead wood	Fair	Minor superficial damage to roots at base. Slightly sparse crown compared to adjacent trees.	A			18 mths
T3	Sycamore	<i>Acer pseudoplatanus</i>	Early-mature	16	1	430	4	High	Damage to buttress roots	Bark wounds, Old pruning wounds, Tight Union, Epicormic growths, Multi stemmed at 2m	Moderate dead wood	Fair	Minor superficial damage to roots at base. Many superficial bark wounds on main stem from base to 1.5m, none have any visible associated decay. Some moderate deadwood overhanging 'stepping stones' to east.	B	Remove significant deadwood.	Moderate	18 mths
T4	Sycamore	<i>Acer pseudoplatanus</i>	Early-mature	13	1	350	4	High	Damage to buttress roots	Bark wounds, Old pruning wounds, Tight Union, Multi stemmed at 2m	Minor dead wood	Fair	Minor superficial damage to roots at base. Many superficial bark wounds on main stem from base to 1.5m, none have any visible associated decay. Slightly sparse crown compared to adjacent trees.	A			18 mths

Tree ID	Tree Species		Measurements						Tree Condition					Management			
	Common Name	Latin Name	Maturity	Height (m)	Stems	Stem Dia (mm)	Spread Radius (m)	Target	Roots	Stem	Crown	Overall	Additional Comments	Category	Works	Priority	Next Survey
T5	Sycamore	<i>Acer pseudoplatanus</i>	Early-mature	16	1	420	4	High	No visual defects	Old pruning wounds, Minor cavities, Epicormic growths, Stubs, Tight union, Multi stemmed at 2m	Minor die back, Moderate dead wood	Fair	Lowest western limb has minor cavity at union with main stem, with potential for decay. Many minor dead branches, and 2 long moderate dead branches in eastern crown.	B	Remove lowest western limb. Remove significant deadwood.	Moderate	18 mths
T6	Sycamore	<i>Acer pseudoplatanus</i>	Early-mature	16	1	450	3	High	Damage to buttress roots	Bark wounds, Old pruning wounds, Moderate cavities, Decay, Tight Union, Partially included bark, Multi stemmed at 2m	Major die back, Major dead wood	Poor	Large areas of superficial bark damage from base to 2m. Cavities with minor active decay in primary branch unions at 2 to 2.5m. Staining consistent with phytophthora infection on underside of western and northern limbs near union. Entire northern limb is dead. Majority of eastern limb has snapped out at 5m leaving a large dead stub.	U	Remove or leave as 4m tall 'monolith'.	High	n/a




TREE CONSULTANTS

Appendix 5 - Tree Plan

Playground Site, Ulley, S26
Ref: AWA2909

SCALE: 1:200 PAPER: A3

	CATEGORY A: NO WORKS
	CATEGORY B: WORKS NEEDED
	CATEGORY U: FOR REMOVAL
	TREE STEM

Site Information

Inspection Ref: 956935

Site Ref: 18430

Customer Order No: None

Operational Inspection - 28 October 2019 at 14:43 Inspector: Terry Hill

Risk Assessment: **12 - Moderate Risk**



Location: The site is partially overlooked by properties in the local community

Disabled Access: Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.



10 - Low Risk

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

Steps on banking rotten - New timbers required



12 - Moderate Risk

Item: Ancillary Items - Palisade Logs
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 2



Finding 1

Timbers rotting - Timbers rotting

Finding 2

Timbers rotten - Repair required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



3 - Very Low Risk

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

Concrete slab broken - New slab required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Litter Bin
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



1 - Very Low Risk

Item: Multi Use Games Area - Goal End
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



10 - Low Risk

Item: Activity Equipment - Climbing Wall
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 1



Finding 1

Timbers rotting - Monitor



0 - Risk Assessment not Undertaken

Item: Other - Boulders
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



0 - Risk Assessment not Undertaken

Item: Other - Embankment Slide
Manufacturer: Massey & Harris
Surface Type: Bark Mulch
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



0 - Risk Assessment not Undertaken

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified
Surface Type: Bark Mulch
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



5 - Very Low Risk

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 2



Finding 1

Seat vandalised - New seat required

Finding 2

Bearings worn - New bearings required



6 - Low Risk

Item: Activity Equipment - Balance Beam
Manufacturer: Sik Holz
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Algae present, surface slippy - Monitor



4 - Very Low Risk

Item: Activity Equipment - Log Walk
Manufacturer: Sik Holz
Surface Type: N/A
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Timbers rotting - Monitor



8 - Low Risk

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Sik Holz
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 3



Finding 1

Algae present - Monitor

Finding 2

Timbers split, on leg - Repair required

Finding 3

Tower slightly loose in ground - Monitor



0 - Risk Assessment not Undertaken

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Massey & Harris
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Service required - Service required



3 - Very Low Risk




Item: Activity Equipment - Boat
Manufacturer: Kompan Ltd
Surface Type: Gravel
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1






Finding 1

Inspection required - Bearings not working correctly

Findings Information

 10 - Low Risk (Finding 1)			
Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
Finding:	Steps on banking rotten	Action:	New timbers required

 10 - Low Risk (Finding 1)			
Item:	Ancillary Items - Palisade Logs	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
Finding:	Timbers rotting	Action:	Timbers rotting



12 - Moderate Risk (Finding 2)

Item: Ancillary Items - Palisade Logs
Manufacturer: Owner/Operator

Risk Level: M - Moderate Risk
Surface: N/A



Finding: Timbers rotten

Action: Repair required



3 - Very Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



Finding: Concrete slab broken

Action: New slab required



10 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Wall
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: Timbers rotting

Action: Monitor



5 - Very Low Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Seat vandalised

Action: New seat required



3 - Very Low Risk (Finding 2)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Bearings worn

Action: New bearings required



6 - Low Risk (Finding 1)

Item: Activity Equipment - Balance Beam
Manufacturer: Sik Holz

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Algae present, surface slippy

Action: Monitor



4 - Very Low Risk (Finding 1)

Item: Activity Equipment - Log Walk
Manufacturer: Sik Holz

Risk Level: V - Very Low Risk
Surface: N/A



Finding: Timbers rotting

Action: Monitor



8 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Sik Holz

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Algae present

Action: Monitor



8 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior) **Risk Level:** L - Low Risk
Manufacturer: Sik Holz **Surface:** Grass Matrix Tiles



Finding: Timbers split, on leg **Action:** Repair required



0 - Risk Assessment not Undertaken (Finding 3)

Item: Activity Equipment - Multi Play (Junior) **Risk Level:** N - Risk Assessment not Undertaken
Manufacturer: Sik Holz **Surface:** Grass Matrix Tiles



Finding: Tower slightly loose in ground **Action:** Monitor



0 - Risk Assessment not Undertaken (Finding 1)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Massey & Harris

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass Matrix Tiles



Finding: Service required

Action: Service required



3 - Very Low Risk (Finding 1)

Item: Activity Equipment - Boat
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Gravel



Finding: Inspection required

Action: Bearings not working correctly



Ulley Parish Council

DRAFT FINANCIAL REGULATIONS (2019)

ADOPTED XXXX

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These Financial Regulations were adopted by the council at its meeting held on XXX..

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;

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

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- 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 £50; 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, all member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The members 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.

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. The Council 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 beginning of January each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than the beginning of January, 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 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 £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

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 October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or 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 £500. The Clerk shall report such action to the chairman 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 £100 or 15% 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. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. 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 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 finance 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 finance committee]; or

c) fund transfers within the councils banking arrangements up to the sum of £1,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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 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.

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.

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 member of council 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 Finance Committee] at the next convenient meeting.

6.7. The following payment for utility supplies (energy, telephone and water) and other services 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.

- Electricity use for the Hall
- Water use for the Hall
- HMRC tax/national insurance contributions in relation to Clerk's salary
- Annual Data Protection Licence Premium

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 two of the Clerk a member. A programme of regular checks of standing data with suppliers will be followed.

6.19. 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.

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.

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 (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 Chairman 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.

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(s) and shall refer to the terms of the Bribery Act 2010.

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)

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 shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk 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 £250.

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. In each case a report in writing shall be provided to council 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.

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

15.3. 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.

15.4. 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 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 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.

Halifax Fund

Grant application form

Name of applicant : Ulley Millennium Trust	
Contact person Sue Hubbard	Title (e.g. Mr, Mrs, Miss, Ms) Mrs
If applying on behalf of a group your role/position Secretary	
Telephone (land line)0114 2873846	Telephone (mobile)07793046238
E-mail suehermec@hotmail.com	Best times to contact
Contact address (this box must be completed) 2, Penny Hill Lane, Ulley Post Code S26 3YA	
Address for correspondence (if different) Post Code	

The contact person must be someone who can talk about bid in detail.

Please describe your project/activity. What do you want to do?

To provide food, decorations and gifts for the following Village events:

Halloween Party:

Open to all Children resident in the village and Children with close family links to the village. There is an organised fancy dress 'Trick or Treat' walk through the village, with adult supervision ensuring the children can participate in Halloween fun safely and that elderly residents know who it is knocking on their doors. The event closes with hotdogs and games in the village hall.

Children's Christmas Party:

Open to all Children resident in the village and Children with close family links to the village. A Christmas party with food, Children's Entertainer, disco and games plus a visit from Father Christmas. Each Child receives a small gift.

Over 60's Christmas Meal

The over 60's Christmas dinner is one of the key social events in the village, bringing together the older residents (with an age range from 60 – 85+) for an afternoon of Christmas fun. A three course meal with wine is provided to approx.25 people. For those elderly residents no longer well enough to attend in person a 'meals on wheels' option is available. Open to Ulley residents only.

Halifax Fund

How will this benefit the community of Ulley?

Provides community focussed events that bring together specific groups of residents allowing them to get to know one another in a fun and festive environment.

The children attend several different schools (primary and secondary) in the area so these parties offer an opportunity for them to socialise as a group. This is especially important for children new to the village as it gives them an opportunity to integrate. This year, younger children will be entertained by 'Sparky Marky' whilst older children will enjoy a Disco and Pizza evening.

The over 60s dinner provides a community event for the older residents at a time of year when it is easy for some to feel lonely and isolated.

If a grant is awarded, please provide details of the supplier/contractor to whom the cheque should be made payable to (this box must be completed to enable us to process your grant).

Name Ulley Millennium Trust

Address c/o 2, Penny Hill Lane, Ulley. S26 3YA

Cheque payable to Ulley Millennium Trust

Contact telephone number

Or for BACS payment:

Bank Name RBS

Account Name Ulley Millennium Trust

Sort Code 83 – 04 -25

Account Number 16406256

Who is the landowner and do you have their permission to undertake this project? If so please provide a copy of the consent. Or if the land is leased, please provide information about your landlord and lease duration.

N/A

It may also be helpful to submit some or all the following with your application. Please indicate if they have been included:

Location Plan (i.e., A-Z map)

Sketch plans of proposed work

Agreed final version 2016

Halifax Fund

Evidence of landowner's/landlord's permission
Evidence that planning permission (if appropriate) has been obtained

What is the total cost of the project/activity including VAT? Please provide a breakdown of the project budget.

Item or activity	Cost (£)
Halloween Party	£80
Children's Christmas Party	£115
Children's Entertainer (Sparky Marky)	£195
Over 60s Meal	£185
Total cost of items listed above	£575

How much are you applying to us for?

£575

If you are not applying to us for the total cost of the project, how do you intend to finance the rest of the project? Please tell us if you are applying to any other funder for any part of the project described in this application.

Other Funders:

Funder	£ Applied for/Awarded

If this is an ongoing project/activity, how will you pay for it in the future?

Halifax Fund

I certify that the information enclosed is correct. By signing this application form, I agree to abide by the Terms and Conditions and any additional special conditions that may be specified. I understand that I will be expected to monitor expenditure and provide receipts/invoice(s) and a report on the progress of the project.

Signature

Date 14.10.2019

(Person submitting the form)

Print Name Sue Hubbard

Halifax Fund

Grant application form

Name of applicant : Ulley Millennium Trust

Contact person	Sue Hubbard	Title (e.g. Mr, Mrs, Miss, Ms) Mrs
If applying on behalf of a group your role/position Secretary		
Telephone (land line)0114 2873846	Telephone (mobile)07793046238	
E-mail suehermec@hotmail.com	Best times to contact	
Contact address (this box must be completed)		
2, Penny Hill Lane, Ulley		Post Code S26 3YA
Address for correspondence (if different)		
		Post Code

The contact person must be someone who can talk about bid in detail.

Please describe your project/activity. What do you want to do?

To purchase new Christmas decorations (internal and external) for the Village Hall. This will include a large (approx. 7') pre-lit Christmas tree, decorations, wreaths and swags for the walls and external illuminated decorations for outside the hall..

Halifax Fund

How will this benefit the community of Ulley?

Replacing the very tired and broken Christmas decorations will benefit everyone who uses the Village Hall over the Christmas period. It will look much more festive and appeal to those hiring the hall.

The external decorations will be a welcome addition to the Village Christmas decorations.

Modern lighting is much safer as well as being more environmentally friendly and decorations will be chosen that are easier to put up and store away.

If we act quickly there are significant savings to be made by purchasing decorations on line in August.

If a grant is awarded, please provide details of the supplier/contractor to whom the cheque should be made payable to (this box must be completed to enable us to process your grant).

Name Ulley Millennium Trust

Address c/o 2, Penny Hill Lane, Ulley. S26 3YA

Cheque payable to Ulley Millennium Trust

Contact telephone number

Or for BACS payment:

Bank Name RBS

Account Name Ulley Millennium Trust

Sort Code 83 – 04 -25

Account Number 16406256

Who is the landowner and do you have their permission to undertake this project? If so please provide a copy of the consent. Or if the land is leased, please provide information about your landlord and lease duration.

N/A

It may also be helpful to submit some or all the following with your application. Please indicate if they have been included:

Location Plan (i.e., A-Z map)

Sketch plans of proposed work

Agreed final version 2016

Halifax Fund

Evidence of landowner's/landlord's permission
Evidence that planning permission (if appropriate) has been obtained

What is the total cost of the project/activity including VAT? Please provide a breakdown of the project budget.

Item or activity	Cost (£)
Internal and External Christmas decorations	£800
Total cost of items listed above	£800

How much are you applying to us for? £800

If you are not applying to us for the total cost of the project, how do you intend to finance the rest of the project? Please tell us if you are applying to any other funder for any part of the project described in this application.

Other Funders:

Funder	£ Applied for/Awarded

If this is an ongoing project/activity, how will you pay for it in the future?

I certify that the information enclosed is correct. By signing this application form, I agree to abide by the Terms and Conditions and any additional special conditions that may be specified. I understand that I will be expected to monitor expenditure and provide receipts/invoice(s) and a report on the progress of the project.

Halifax Fund

Signature

Date 16.08.2019

(Person submitting the form)

Print Name Sue Hubbard