



Tuesday 5th March 2019

Notice is hereby given that there will be a meeting of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 11 MARCH 2019** at **6.30PM**

Committee: Cllrs Dr Walsh KStJ (Chair), Baker,
C Blanchard-Cooper, Buckland,
Gammon and Northeast

PETER HERBERT
Town Clerk

AGENDA

2018/2019

1. EVACUATION PROCEDURES

2. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES

During this meeting the public are allowed to film the Town Council and Committee meetings and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but Members and the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Cllr Walsh KStJ is a Member of Arun District Council, West Sussex County Council

- Cllr Buckland is a Member of Arun District Council and West Sussex County Council
- Cllr Purchase is a Member of Arun District Council and West Sussex County Council
- Cllr Gammon is a Member of Arun District Council
- Cllr Northeast is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. **MINUTES**

To confirm the Minutes of the meeting held on Monday 17th December 2018, circulated herewith (pages 3 – 10). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. **CHAIR'S REPORT AND URGENT ITEMS**

7. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. **OFFICER'S REPORTS**

- 8.1 **Town Centre Management** – to receive an update from the Littlehampton Town Centre Regeneration Officer
- 8.2 **Progress Newsletter Review** - report attached (pages 11 – 18)
- 8.3 **Financial Regulations Review** – report attached (pages 19 – 24)
- 8.4 **Policy and Procedure for the Management of Policies** – attached for approval pages (25 – 32)
- 8.5 **Death of a Senior National Figure** - report attached (pages 33 – 38)
- 8.6 **Photocopier Contract Review** - report attached (pages 39 – 40)
- 8.7 **Skate Park – Wheeled Sports Facility**- report attached (pages 41 – 42)

9. **FINANCE**

- 9.1 **Committee Finance Report 2018/19** – attached (pages 43 – 47).
- 9.2 **Annual Investment Strategy 2019/20** – attached for approval (pages 48 – 52).

10. **EXEMPT BUSINESS**

It is **RECOMMENDED** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 17 DECEMBER 2018 at 6.30PM

Present: Cllrs Dr Walsh KStJ (Chair),
Buckland, Chester (Substitute
for Cllr C Blanchard-Cooper)
Gammon and Tandy
(Substitute for Cllr Northeast).

2018/2019

- 47. EVACUATION PROCEDURES**
The evacuation procedures were noted.
- 48. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
- 49. MOBILE PHONES**
Members and the public were reminded that the use of mobile phones (other than on silent) was prohibited at Town Council and Committee meetings.
- 50. APOLOGIES**
There were apologies from Councillors Baker, C Blanchard-Cooper and Northeast.
- 51. DECLARATIONS OF INTEREST**
Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted. Councillors Buckland, Gammon and Walsh KStJ declared personal interests in matters relating to agenda item 8.4, Members' Allowances Review, as Arun District Councillors. Councillor Walsh KStJ declared a personal interest in matters relating to agenda item 8.1, Health Care provision in Littlehampton, as Vice-Chair of West Sussex County Council's Health and Adult Social Care Select Committee.
- 52. MINUTES**
The Minutes of the meeting held on Monday 29th October 2018 (previously circulated) were confirmed as a true record and signed by the Chair.

53. CHAIR'S REPORT AND URGENT ITEMS

53.1 Welcome Signs

The Town Clerk updated the Committee on progress with the welcome signs project. He reported that of the three companies that were able to meet the Spring 2019 deadline for producing the new signage, only one met the compliance standards for highways signage. It was noted that this would be achieved by using the services of a consultant engineer. Whilst this would slightly increase the costs, the project remained within budget. Approval was therefore sought for officers to proceed with commissioning further work to deliver the new welcome signs. Members were content with the proposed way forward and it was therefore **RESOLVED** that:

Authority be delegated to the Town Clerk, in consultation with the Chair of the Committee, to commission the necessary work to meet the Spring 2019 deadline for producing the new welcome signage within the budget allocated to the project.

53.2 Mural

The Committee was asked to consider a proposal to improve the look of the hoardings on the empty retail unit opposite the railway station in Terminus Road by covering it with art work or a mural. The Town Centre Regeneration Officer was working with landlords to address similar issues. It was considered that this proposal could also benefit other empty and undeveloped premises in the Town. It was therefore **RESOLVED** that:

Authority be delegated to the Town Clerk, in consultation with the Chair of the Committee, to explore options further with the Town Centre Regeneration Officer.

54. PUBLIC FORUM

There was one member of the public present.

54.1 Mr Ellis addressed the Committee on a number of points. Observing the Committee's interest in addressing the issue of unsightly hoardings around the Town, Mr Ellis highlighted the need for improvement to the shop fronts along the south side of Terminus Road and the site of the former Locomotive public house. Regarding welcome signs, he asked if consideration would still be given to the inclusion of a coastal themed slogan to promote the Town's seaside attractions. He also highlighted the importance of the new signs being in place at the start of the tourist season. Despite the efforts of the various agencies to tackle anti-social behaviour, this continued to be an issue in the Town. Mr Ellis stated that in his view it was time for the Town Council to make stronger representations to Central Government on the need for a strategy to address these problems.

54.2 The Chairman thanked Mr Ellis for his comments which were noted and would be considered at the appropriate time during the meeting. Regarding the issue of unsightly hoardings, it was noted that the local authorities had limited powers to intervene. It was observed that the Town Centre Regeneration Manager was aware of the issue and was working with landlords to encourage improvements. Regarding the welcome signs, it was noted that the timescale for delivering the new signs meant that a decision on whether to include a slogan had been deferred and that there was scope in the final design to add a slogan at a later date.

55. OFFICER'S REPORTS

55.1 Health Care provision in Littlehampton

55.1.1 The Committee had before it the recent exchange of correspondence with the Department of Health and Social Care (previously circulated). It was noted that the Arun Health Services Advisory Group had recently met and there had been no progress in addressing the disparate need for improvements to primary health care facilities in Littlehampton. The correspondence had also been shared with the District Council at the recent Liaison meeting and the consensus was that the response was very disappointing.

55.1.2 It was clear that the Town Council's original letter had not been seen by the Secretary of State and Members were incredulous that the Department did not consider it was appropriate for Ministers or their officials to intervene. It was also observed that parliamentary protocol dictated that MP's receive replies direct from the appropriate Minister of State. It was therefore considered appropriate that this response be shared with the local MP and that he be requested to send the Town Council's letter again in his name to elicit a more meaningful response. It was therefore **RESOLVED** that:

- 1) *The local MP be requested to send the Town Council's original letter to the Department of Health and Social Care in his name.*
- 2) *The correspondence be otherwise noted.*

55.2 Communications Strategy Review

The Committee received a report (previously circulated) regarding the recent review of the Council's Communications Strategy. The review had been agreed as part of the introduction of the strategy in 2017 and it had subsequently been updated to reflect changes in service delivery and the introduction of the new website. Members discussed the frequency of the reviews. Acknowledging that local elections would be held next May, it was judged that reviews would be more meaningful if they were undertaken at the start of the new administration and once every four years thereafter. Acknowledging the growing reliance on social media in communications with residents, it was observed that this needed to be both positive and engaging. Members thanked the

Communications Manager for the excellent report. It was therefore **RESOLVED** that:

- 1) *1) The work that has been implemented as a result of the Strategy as set out in paragraph 3.1.2 of the report be noted.*
- 2) *2) The actions that remain to be implemented as set out in paragraph 3.1.3 of the report be noted.*
- 3) *3) The changes made to the Strategy and additional actions as set out in paragraphs 3.2.1, 3.2.2 to 3.2.4 of the report be noted.*
- 4) *4) The revised Strategy be agreed and RECOMMENDED to Full Council for adoption on 24th January 2019.*
- 5) *5) A further review of the Strategy be initiated by the new Council following the local government elections in May 2019 with reviews every four years thereafter.*

55.3 Council Communications

The Committee received a report (previously circulated) which provided an update on the monitoring of the Council's communications. Members were pleased to note encouraging figures throughout the report and were supportive of the plan to use social media more to draw residents' attention to topics that were of interest locally. It was **RESOLVED** that:

The report be noted.

55.4 Members' Allowances Review

The Committee received correspondence from the District Council (previously circulated) which set out their proposals to review the Members' Allowances Scheme. Parish and Town Councils were asked to provide some basic information regarding their individual schemes and invited to comment on what might be considered a reasonable level of Parish Basic Allowance. It was noted that the level of allowance paid to Littlehampton Town Councillors was unchanged since 2015 and equated to approximately 10% of that which was paid to District Councillors. Whilst this level was considered reasonable, it was also noted that the final decision on the allowance paid to Town Councillors would be determined by Full Council once the decision of the District Council's Remuneration Panel had been published. It was therefore **RESOLVED** that:

The Committee's comments be forwarded to the District Council and the update be noted.

55.5 Parishes Joint Letter to Chief Constable and the Police Crime Commissioner

The Committee had before it a request from Rustington Parish Council who wished to make a joint parishes representation to the Chief Constable (CC) and the Police Crime Commissioner (PCC) regarding rising crime and neighbourhood policing in the Eastern Arun District (previously circulated). This was precipitated by a presentation of Neighbourhood Crime Comparison Statistics at the last Joint Eastern Arun Area Committee meeting. Members proceeded to consider a draft of the letter that was it was proposed be sent setting out these concerns and seeking a meeting between the Eastern Arun parishes, the PCC and CC. Members shared the concerns of the neighbouring parishes regarding rising crime and the visibility of local policing and supported sending the letter. The Committee therefore **RESOLVED** that:

The Parishes Joint Letter to Chief Constable and the Police Crime Commissioner be supported.

55.6 Car Parking Enforcement, Wick Parade

The Committee received correspondence regarding the recent introduction of car parking enforcement on Wick Parade (previously circulated). Members welcomed the concession that had been agreed by the landlord to exclude Sundays and the period from 8pm to 8am from the new enforcement regime. It was noted that the new parking regime was being trialed and monitored by the landlord's agent. It was therefore **RESOLVED** that:

The correspondence be noted.

55.7 Governance Update

The Committee received a report (previously circulated) which proposed further changes to the Scheme of Delegation to Committees (the Scheme). The Town Clerk explained that following the recent review of the Town Council's governance documents, it had become apparent that the Scheme in respect of the Governance and Audit Committee required further clarification so that it corresponded with the Town Council's Complaints Procedure. In addition, the Committee was also asked to consider including a representative from minority political groups on the Complaints Panel. Members considered it appropriate that the Panel should reflect the political balance of the Council and make provision for the nomination of a representative from minority groups if appropriate. It was therefore **RESOLVED** that:

Full Council be RECOMMENDED to:

- 1) Remove the forming of a Complaints Panel from the matters delegated to the Governance and Audit Committee.
- 2) Agree the Complaints Panel procedures as the only way to select a Complaints Panel.
- 3) Include a minority group member on any complaints panel where there is no overall control and that at least two parties are represented on the panel.

55.8 Museum Working Group

The Committee received a report (previously circulated) that set out the work undertaken by the Working Group. It was noted that the report had also been received by the Property and Personnel and Community Resources Committees. Both Committees had approved recommendations within their remit to support the priorities identified by the Working Group regarding the completion of the Museum Collections Documentation Project (CDP). The actions identified also reflected both the scale of the work that would be required to complete the CDP and the resources needed to support the strategic direction of the Museum going forward. It was therefore **RESOLVED** that:

The resolutions of the Property and Personnel and Community Resources Committees be supported.

55.9 NALC Spring Conference 2019

The Committee noted the arrangements for the NALC Spring conference (previously circulated). Reviewing the conference programme, Members concluded that attendance should only be treated as an approved duty if it was considered beneficial. It was therefore **RESOLVED** that:

The NALC Spring Conference 2019 programme be noted.

55.10 Council and Committee Dates 2019/20

The Committee received a draft calendar of dates (previously circulated) for the 2019/20 meeting cycle. Should any potential clashes arise, Members were asked to contact the Town Clerk. It was therefore **RESOLVED** that:

The Draft Council and Committee dates for 2018/19 be RECOMMENDED to Council for approval.

56. FINANCE

56.1 Committee Budget Monitor 2018 – 2019

The Committee considered the periodic finance report (previously circulated) highlighting any significant variances in terms of income and expenditure relating to this Committee's Budget. It was noted that investments were protected under the terms of the UK Banks Financial Services Compensation Scheme. It was **RESOLVED** that:

The report be noted.

56.2 Committee Budget Report 2019 – 2022

The Committee received a report (previously circulated) which set out a draft budget for 2019/20 and the projected budgets for 2020/21 and 2021/22. It was noted that overall the proposed budget for the Committee for 2019/20 decreased by 10.81% but that this was mainly due to funding for expenditure on Welcome Signs, Wi-Fi and Public Conveniences being shown as anticipated expenditure in 2018/19. It was noted that the Democratic Representation and Management budget for 2019/20 had been increased to meet the costs of the additional IT licenses that would be required to provide dedicated Town Council email addresses to Councillors as a result of the General Data Protection Regulations. It was **RESOLVED** that:

The draft Committee Budget for 2019/20 and the projected budgets for 2020/21 and 2021/22 be RECOMMENDED to Full Council for approval as part of the overall Council Budget.

56.3 Full Budget Report 2019 – 2022

56.3.1 The Committee received and considered a report which set out a draft Council Budget for 2019/20 and Projected Budgets for 2020/21 and 2021/22 (previously circulated). The projected budgets were predicated on the Council's previous decision to maintain a 1% increase in the precept. It was noted that in future years the Town Council would be relying on its ability to draw on general reserves to maintain this position and support areas of growth. Members thanked the Responsible Financial Officer for the thorough report and proceeded to consider the proposals in more detail. Acknowledging the recommendations from both the Community Resources and Property and Personnel Committees, there was a strong view that a combination of the ambitious project program and growing inflationary pressures might not be sustainable within the proposed 1% increase.

56.3.2 Recognising constraints within the draft budget for 2019/20, coupled with the potential additional burden of the higher tier authorities scaling back discretionary services, it was considered that the Town Council's ability to respond to future challenges could be severely limited. In the current climate of uncertainty, it was also not considered prudent to continue to draw on reserves. Therefore, to provide the flexibility that

might be needed to support the Town Council's future ambitions, such as the Keystone Centre project, it was proposed that Council be recommended to consider increasing the precept by 3% in 2019/20. It was therefore **RESOLVED** that:

- 1) Subject to the changes set out in Minute 56.3 above, the draft Budget for 2019/20 and the projected Budgets for 2020/21, 2021/22 be RECOMMENDED for approval to Full Council.
- 2) Council be recommended to increase the precept by 3% for 2019/20; setting a precept of £1,197,150 for 2019/20.
- 3) Council be recommended to set Band D Council Tax at £121.45 per annum for 2019/20, an increase of 3%, £3.54.

57. **EXEMPT BUSINESS**

There was none.

The meeting closed at 7:53pm.

CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance
Date: 11th March 2019
Report by: The Town Clerk
Subject: Progress Newsletter Review

1. Summary

- 1.1 This report updates the Committee on the work the Progress Editorial Board has carried out to review its Terms of Reference and the newsletter's aims & objectives with a view to improve the publication's reach.

2. Recommendation

- 2.1. The Committee is RECOMMENDED to:

- 1) Consider and approve the revised Terms of Reference (paragraph 3.2 and Appendix 1 refer).
- 2) Consider and approve the revised Principles and Guidelines Document (paragraph 3.3 and Appendix 2 refer).
- 3) Instruct Officers to develop a tender document for the delivery of a new-style newsletter in line with the proposal set out in paragraph 3.4.
- 4) Otherwise note the report.

3. Background

3.1 Production

- 3.1.1 Progress Newsletter is Littlehampton Town Council's principal method of communication with residents. The Newsletter has been in existence since 1997. The Newsletter is named "Progress" after the motto for the Town.
- 3.1.2 The Newsletter is published four times a year and is overseen by an Editorial Board of Councillors with articles that cover the work of the Town Council written by a professional copy writer. It is designed and produced by a local company called RWP and hand delivered to 13,250 (increasing by 250 in Summer 2019 to accommodate new houses) by a reliable contractor.
- 3.1.3 In November 2018, the Editorial Board discussed the opportunity to change the look of the Newsletter to create a synergy with the new Town Council website. Officers were instructed to speak to designers to develop design concepts based on an improved Newsletter.
- 3.1.4 Design concepts produced free of charge to the Council were produced by three companies the Council works with on several projects including the current Newsletter designer. The concepts were presented to the Editorial Board in December with mixed reviews. The exercise highlighted that a solid brief was required in order to give the designers a fair starting point.

3.1.5 The Editorial Board decided to go back to the start and begin by reviewing the Newsletter's aims and objectives along with the Editorial Board's Terms of Reference with the aim to produce a more defined brief for the Newsletter's redesign.

3.2 Terms of Reference

3.2.1 The Terms of Reference had not been reviewed since 2007. The Editorial Board has made some minor amendments to better reflect current working practice.

3.2.2 It is RECOMMENDED that the Terms of Reference as set out in Appendix 1 are approved.

3.3 Principles and Guidelines

3.3.1 The Principles and Guidelines were first introduced in 2008 and had not been reviewed since. The Editorial Board has made some minor amendments to better reflect current working practices.

3.3.2 It is RECOMMENDED that the revised Principles and Guidelines set out in Appendix 2 are approved.

3.4 Proposal

3.4.1 The Editorial Board met in February 2018 to discuss the redesign of the newsletter.

The Board believed further signposting to other organisations could be included but that the newsletter should remain a Council publication profiling its work and not be diluted by turning into a community publication. Whilst discussing content additions the Board was presented with several newsletters from other Councils which varied in style from A4 to newspaper formats. Officers highlighted the advantages of changing to an A4 publication which included the ability to incorporate the Board's wishes to increase the size of images and make the newsletter appear less text-heavy throughout. It would also allow for inclusion of other content such a section with Councillors' details and it could become more appealing to a wider audience.

3.4.2 The Board liked the current format because it was recognised, and it stood out from other local publications but agreed that a different format should be explored. Officers were instructed to explore the costs associated with printing the publication as an A4 with 8 pages or more.

3.4.3 Indicative costs have been obtained for the redesign of the newsletter in an A4 magazine style including printing prices. There is a one-off charge for designing the template in the region of £400 followed by design and print costs per issue as detailed below:

	A4 8 pages	A4 12 pages
Design	£720	£810
Print	£1,298	£1,792
Total per issue	£2,018	£2,602

3.4.4 In addition to the design and print costs there would be copy writing fees which could remain unchanged if the current amount was transferred to a new design. The distributor indicated that his fees would remain unchanged.

3.4.5 The table below shows the breakdown of costs associated with producing the newsletter for one year in the current format, as an A4 eight-page and an A4 12 page.

	Current Format	A4 8 Page	A4 12 Page
Print Run	13,750	13,750	13,750
Door to Door Distribution	13,500	13,500	13,500
Budget	£15,600.00	£15,600.00	£15,600.00
<u>Summer Edition (committed to current format)</u>			
Writing	£520.00	£520.00	£520.00
Design	£630.00	£630.00	£630.00
Print	£1,114.00	£1,114.00	£1,114.00
Distribution	£952.50	£952.50	£952.50
	£3,216.50	£3,216.50	£3,216.50
Price per copy	£0.23	£0.23	£0.23
<u>Autumn Edition</u>			
Writing	£520.00	£520.00	£520.00
Design	£630.00	£720.00	£810.00
Print	£1,114.00	£1,298.00	£1,792.00
Distribution	£952.50	£952.50	£1,078
	£3,216.50	£3,490.50	£4,200.00
Price per copy	£0.23	£0.25	£0.31
<u>Winter Edition</u>			
Writing	£520.00	£520.00	£520.00
Design	£785.00	£720.00	£810.00
Print	£1,989.00	£1,298.00	£1,792.00
Distribution	£1,078	£952.50	£1,078
	£4,372.00	£3,490.50	£4,200.00
Price per copy	£0.32	£0.25	£0.31
<u>Spring Edition</u>			
Writing	£520.00	£520.00	£520.00
Design	£630.00	£720.00	£810.00
Print	£1,114.00	£1,298.00	£1,792.00
Distribution	£952.50	£952.50	£1,078
	3,216.50	3,490.50	4,200.00
Price per copy	£0.23	£0.25	£0.31
Photography	£300.00	£300.00	£300.00
Annual total	£14,321.50	£13,988.00	£16,116.50
Variance from Budget	£1,278.50	£1,612.00	-£516.50

3.4.6 The estimated cost of producing the newsletter in the current format until 2020 is circa £14,300, if changed to an A4 eight-page publication from Autumn 2019 it could cost £14,388 (including £400 one-off template design fee) or £16,516.50 (including £400 one-off template design fee) if changed into an A4 twelve-page.

3.4.7 It is RECOMMENDED that a tender document be developed, and companies be invited to quote for a two-year design and print contract based on the Committee's publication format preference.

4. Financial Implications

4.1 A budget of £15,600 has been allocated for the newsletter in the 2019/20 budget which includes a sum of £300 to cover photography requirements. The costs associated with producing the newsletter in the current format would be met from this budget.

4.2 If the newsletter was to be redesigned into an A4 eight-page publication from the Autumn issue the total expenditure for the year could be £14,388 which could be met from the 2019/20 Budget.

4.3 If the newsletter was to be redesigned into an A4 twelve-page publication from the Autumn issue the total expenditure for the year could be £16,516.50 which could create an overspend of £916.50 in the 2019/20 Budget. Which could be met from the Marketing Budget.

Peter Herbert
Town Clerk

PROGRESS NEWSLETTER

TERMS OF REFERENCE AND DELEGATION TO COMMITTEE

The Terms of Reference of the Editorial Board are:

- 1) To report annually to the Policy and Finance Committee on the delivery of its Terms of Reference
- 2) To publish four publications of the Newsletter annually
- 3) To ensure that the publication:
 - Is non-party political
 - Is produced to a timetable agreed by the Policy and Finance Committee
 - Includes comprehensive coverage of all major issues affecting the Town and Town Council
- 4) To ensure that Town Council's policies are observed, namely the Data Protection Policy, Photography Policy and Procurement Policy
- 5) To adhere to the general Code of Conduct expected of Members
- 6) To ensure that the publication remains within budget
- 7) To undertake regular consultation with the public of Littlehampton regarding the efficacy of Progress.

To achieve this the Editorial Board will:

- 1) Adhere to the Newsletter's Principles & Guidelines
- 2) Look to report on all Town Council initiatives of importance or content
- 3) Quote the relevant Chairs and/or Vice-Chairs of Committees and where appropriate Ward Councillors, when reporting stories
- 4) Adhere strictly to the timetable agreed by the Policy and Finance Committee
- 5) Be advised by the Town Clerk and Communications Manager.

PROGRESS NEWSLETTER

PRINCIPLES AND GUIDELINES 2019

Process

The Communications Manager is responsible for the production of the Town Council's Newsletter Progress.

The Newsletter is produced as an A4 4-page publication (A2 folded to A3 4 page and then to A4 for distribution). It is distributed across the Town four times a year (typically spring, summer, autumn and winter). Progress has an all-party editorial board which oversees the magazine's production and agrees content.

The Town Council appointed Journalist and Designer will work with the Communications Manager, to gather and draft up content, quotes and photographs for each issue. Any ideas for future issues of the Newsletter, or comments on its content, format or distribution, are always welcomed by the Editorial Board.

Aims and Objectives

- ✓ To provide a Littlehampton publication which residents recognise and identify with, which is eye-catching, contemporary and professional.
- ✓ To create the opportunity for regular communication / dialogue with residents i.e. to build an on-going relationship with the residents the Town Council serves
- ✓ To reinforce the Town Council's good reputation
- ✓ To promote the work of the Town Council
- ✓ To focus on activities and issues important to the community
- ✓ To make residents aware of services that the Town Council provide and which they can access
- ✓ To promote the successes of the Town Council including new initiatives or changes to existing services
- ✓ To pass on information that the Town Council is required to provide by law, such as budget figures
- ✓ To conform with environmental policies.

PROGRESS NEWSLETTER

PRINCIPLES AND GUIDELINES 2019

The role of the Editorial Board

- Membership of the Editorial Board will comprise a Member from each political group represented on the Full Council
- The Board will meet before the publication of each issue of the Newsletter to agree the content of each issue
- Members of the Board are encouraged to suggest articles for inclusion so long as they meet with the agreed aims and objectives and the criteria for content (below). Suggestions must be made during a Board meeting or via email to the whole Board, including urgent items
- To approve the final design proof before printing, within the allocated timescale, by a minimum of 3 Members, **subject to typographical corrections.**

The role of the Communications Manager and / or Town Clerk

- **The Town Clerk in consultation with the Town Mayor will ensure that the newsletter is not used as a vessel for political campaigning and that Members' quotes are non-political.**
- To compile a list of suggested articles from across the Town Council including from all Councillors
- To advise the Editorial Board on what they think is a priority for inclusion
- To provide information to the Journalist to aid the production of articles
- To source quality photographs
- To work with the Designer who will design and proof the publication before printing.

Content of Progress Newsletter

- The publication must have a balance of stories to represent services and successes across the Town Council
- The publication must have a balance between backward-looking and forward-looking stories

PROGRESS NEWSLETTER PRINCIPLES AND GUIDELINES 2019

- The publication must reflect the Town Council's Communications Strategy guidelines on increasing traffic to the website and offer an opportunity for dialogue with the public
- Stories must have a connection to the Town Council through direct working, partnership or funding but priority will be given to Town Council stories above those from external organisations
- If a story has already received extensive press coverage it will have lower priority for inclusion, unless there is an overwhelming need to cover it again or there is significant change or development in the story
- Stories that have already received coverage in the Newsletter will not be repeated unless there is a significant change in the information it conveys
- How to contact your Councillor should be included
- The final decision on content of the Newsletter lies with the Editorial Board and the Town Clerk.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 11th March 2019

Report by: The Town Clerk

Subject: Amendment to Financial Regulations

1. Summary

- 1.1 For the Committee's consideration and endorsement, attached as Appendix 1 to this report, are proposed amendments to the Financial Regulations to reflect the Town Council's change to electronic banking, to clarify responsibilities and to increase values to reflect increased costs.

2. Recommendation

The Committee is RECOMMENDED to:

Comment upon the proposed amendments to the Financial Regulations and then recommend its proposals to Full Council for approval.

3. Background

- 3.1 In developing the proposed amendments to the Financial Regulations to incorporate the Town Council's change to online banking (Appendix 1) best practice has been sought from other Town Councils. The NALC (National Association of Local Council's) model Financial Regulations have also been referred to.
- 3.2 The Legislative Reform (Payments by Parish Council, Community Council's and Charter Trustees) Order 2014, removed subsection (5) of Section 150 of the Local Government Act 1972 which required cheques or orders for payment to be signed by two elected members. The Order removed a burden on parish and community councils and in so doing facilitates the use of electronic means of payments.
- 3.3 Whilst this requirement has now been repealed, the *Governance and Accountability for Smaller Authorities in England, a practitioners' guide, 2018* states; "the 'two member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.4 to 1.15.7 of this guide. These are:
- (1.15.4) Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter into 'pooling' and 'sweep'

arrangements whereby the bank periodically aggregates the authority's various balances via automatic transfers.

- (1.15.5) If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account.
- (1.15.6) The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.
- (1.15.7) Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.

- 3.4 Littlehampton Town Council's Financial Regulations stipulate that "All arrangements with the Council's Bankers shall be made by the Town Clerk and RFO and approved by the Policy and Finance Committee. The aforementioned Officers shall be authorised to operate such banking accounts as they may consider necessary". (6.1 of the Financial Regulations).
- 3.5 The Town Council's Financial Regulations have defined limits for the charge card (6.6 of the Financial Regulations) and the balance is cleared monthly by direct debit.
- 3.6 All bank mandates are signed by two authorised Member signatories. Financial Regulation 6.2 specifies which members will be authorised signatures for the bank account as well as the limits of authority for each account signature.
- 3.7 As noted by the Internal Auditor, the systems and procedures in place by Littlehampton Town Council are entirely fit for purpose and a model of good practice. Training needs are identified through regular supervision meetings and annual appraisals.
- 3.8 In light of 3.2 – 3.7 above the proposed amendments to the Financial Regulations (Appendix 1 Section 6 and 8.1) have been developed to facilitate the Town Council's implementation of online banking. Amendments are highlighted in red.
- 3.9 The proposed approval for payments using online banking requires the approval of the Town Clerk and one authorised Member signatory who are authorised to approve payments up to a value of £50,000.
- 3.10 It is not proposed to change the number of Member signatories for cheques as these are considered by the bank to be higher risk in terms of fraud and/or loss of cheques in the post.
- 3.11 To reflect increased costs it is proposed to increase the single commitment figure from £5,000 to £10,000 (Financial Regulation Section 1.11) and this amendment is shown in Appendix 1.
- 3.12 To reflect the increased costs of individual items it is proposed to increase the value the Town Clerk is authorised to spend on the Business Charge Card from

£300 to £500 (Financial Regulation Section 6.7) and this amendment is shown in Appendix 1. The procedures have also been amended to provide clarity regarding roles and responsibilities.

- 3.13 An additional paragraph has been incorporated regarding Earmarked Reserves (Financial Regulation Section 24.6) which was approved by Full Council on 24th January 2019 and this is shown in Appendix 1.
- 3.14 For ease of understanding all revisions are attached in colour and the text highlighted as follows.
- **Red lettering** – Amendments/new additions.
 - ~~Strike through~~ - deleted.

Peter Herbert
Town Clerk

Laura Chrysostomou
Deputy Town Clerk

Proposed amendment to Financial Regulations, section 6 (changes in red):

6. BANKING ARRANGEMENTS

- 6.1 All arrangements with the Council's Bankers shall be made by the Town Clerk and the RFO and approved by the Policy and Finance Committee. The aforementioned Officers shall be authorised to operate such banking accounts as they may consider necessary.
- 6.2 All schedules to approve payment of cheques shall be presented to and all cheques up to a value of £249,999 shall be signed by two specified Members and cheques over £250,000 shall be signed by three specified Members as approved by Council. These Members shall be the Mayor, Chairs of the Policy and Finance, Community Resources, Property and Personnel, Planning and Transportation Committees. In cases of duplication the Vice-Chair of the appropriate Committee shall be the designated signatory. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any personal or prejudicial interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby obtain the confirmation of the Town Clerk as to whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.3 Where internet banking arrangements are made with any bank, the Bank Mandate approved by the Council shall identify the number of Members who will be authorised to approve transactions on those accounts along with the Town Clerk. The bank mandate will state clearly the maximum value of payments that can be instructed by the Town Clerk with a stated number of approvals. Online transactions will require the approval of the Town Clerk and one authorised Member signatory who are authorised to approve payments up to a value of £50,000.
- 6.4 To indicate agreement of the details shown on the cheque or order for payment with sight of the invoice or similar supporting documentation, the Town Clerk, or in his/her absence an officer designated by him/her, shall also initial the corner of the cheque. For payments using online banking, the RFO, or in his/her absence an officer designated by him/her, shall initial the printed copy of online payments to indicate agreement of the details shown on the payment with sight of the invoice or similar supporting documentation.
- 6.5 The Town Clerk or in his/her absence, the RFO, is authorised to sign cheques on the Imprest Account to a value not exceeding £200 approved as part of the Town Council's annual budget and precept setting process.
- 6.6 The Council shall have a business charge card through Lloyds TSB Bank for use by the Town Clerk when making purchases over the internet.

6.7 Internal Control Procedures for purchases paid for by Charge Card:

- (i) Monthly expenditure on the Business Charge Card shall be limited to £3,000.
- (ii) Only the Town Clerk shall be authorised to use the Business Charge Card. With his/her written instructions the use of the card may be delegated to the RFO ~~or Finance Assistant~~ up to the value of £5300 per week.
- (iii) The Town Clerk (or as above) shall be authorised to ~~spend up to £500 in any one transaction on items purchase any one item that is identified in the budget (e.g. stationery) or that has previously been approved by Committee up to the value of £5300.~~
- (iv) Prior to a purchase being made or an order placed;
 - (a) An official order shall be raised and signed by the Town Clerk
 - (b) A Business Charge Card authorisation form shall be completed with purchase details attached.
 - (c) ~~The expenditure must be authorised by:-~~
 - (i) ~~The RFO, or in his/her absence, an officer designated by him/her, up to £300, or~~
 - (ii) ~~Any two of the Members who are authorised cheque signatories, £301 – £3,000.~~
- (v) ~~When the monthly Business Charge Card statement is received it shall be included with the schedule of payments to be signed by the authorised cheque signatories. The expenditure must be authorised by:~~
 - (a) ~~The RFO, or in his/her absence, an officer designated by him/her and~~
 - (b) ~~Any two of the authorised Member signatories who will sign the monthly Business Charge Card statement when it is received with sight of the invoice or similar supporting documentation.~~

Proposed amendment (in red) to Financial Regulation 8.1 (section 8 Payment Procedures):

The Council will make safe and efficient arrangements for the making of its payments. Apart from petty cash payments, the normal method of payment of money due from the Council shall be by **online banking**, cheque, business charge card, or other order drawn on the Council's Bank (e.g. Direct Debit or Standing Order).

Proposed amendment (in red) to Financial Regulation 1.11 (section 1 Financial Administration):

In addition the Council (or relevant Committee) 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 ~~£5,000~~**£10,000**; **and**

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference;
- deal with the writing off of bad debts.

Proposed addition (in red) as Financial Regulation 24.6 (section 24 Earmarked Reserves Policy):

24. EARMARKED RESERVES POLICY

- 24.1 Reserves will only be earmarked in line with the CIPFA Code of Practice on Local Authority Accounting in the UK (the Statement of Recommended Practice). The amount Earmarked in any one financial year will not exceed the difference (surplus) between the budgeted net expenditure and the actual net expenditure.
- 24.2 Reserves can be spent or Earmarked at the discretion of the Town Council. They can result from:
- events which have allowed monies to be set aside,
 - surpluses,
 - decisions causing anticipated expenditure to have been postponed or cancelled,
 - monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council may wish to carry out.
- 24.3 Expenditure will not be charged direct to Earmarked Reserves and transfers to and from Earmarked Reserves will be distinguished from service expenditure in the Statement of Accounts.
- 24.4 For each reserve established the following will be clearly documented:
- The reason for or the purpose of the Earmarked Reserve will be clearly defined within the above guidelines.
 - The types of expenditure the Earmarked Reserve will be used for and the basis of transactions will be clearly defined.
 - Any circumstances for which the reserves cannot be used.
- 24.5 Reserves will be managed, controlled and reviewed by the RFO;
- On a transaction by transaction basis to ensure that the correct expenditure is being taken from the correct reserve and that no reserve is overspent.
 - Twice per year, once during the budget review procedure and once at the year end. The RFO, in consultation with the Town Clerk, will review the appropriateness of each reserve, making recommendations as to which reserves should be earmarked in the next financial year. At such time any reserves considered no longer appropriate will be transferred back to the General Reserve.
- 24.6 The Town Clerk or in his/her absence the RFO, is authorised to spend Earmarked Reserves up to the amounts included in the approved EMRs in line with the Financial Regulations, Standing Orders and Scheme of Delegation.**

LITTLEHAMPTON TOWN COUNCIL

POLICY AND PROCEDURE FOR THE MANAGEMENT OF **POLICIES**

1. INTRODUCTION

The Town Council has a duty to ensure that appropriate policies and supporting procedures are in place to comply with legislation, to enable all staff to fulfil their roles safely and competently and to provide consistent, effective and appropriate services for residents, councillors and their colleagues.

Through this policy the Town Council will ensure that there is a process whereby all policy documentation is consistent in format, compilation and dissemination. In addition, there will be an effective process for managing and reviewing policies on a regular basis to ensure that documentation remains procedurally and legally compliant. All policies are available on the G Drive.

2. POLICY STATEMENT

The Town Council will provide a structure for the development, approval and dissemination of policies which will include:

- Ensuring that staff have access to the most recent copies of Town Council Policy documents.
- Establishing a control procedure for all policies to ensure that those in use are current, relevant and that duplication is avoided.
- Developing and maintaining a central index of current policies, procedures and an archive of past documentation.

3. AIM

The aim of this policy is to set out the responsibilities for the development, approval and management of all policies including:

- The approval of Town Council policies by Council and Committees.
- The role of the Officers in writing, distributing and implementing the policy.
- The procedures following approval of a policy.

4. ROLES AND RESPONSIBILITIES

4.1 Town Clerk

As the Proper Officer, the Town Clerk has overall responsibility for ensuring that the Town Council has appropriate policies and procedures in place to ensure the

organisation works to best practice and complies with all relevant legislation. He/she is also responsible for the effective management of, and compliance with, this policy. This includes ensuring that:

- An index of policies and procedures is maintained.
- Policies and procedures are approved as part of the Governance framework at the appropriate level in the organisation.
- The documents are accessible and cascaded appropriately across the organisation, ensuring that staff, particularly those who do not have a dedicated email address, and councillors have read and understood the relevant policies and are aware of any new guidance or revisions as appropriate.
- All policies are reviewed in a timely manner in line with the review timescale set at the time of approval or as a result of changes to practice, procedure, organisational structure or legislation.
- Consultation where appropriate has taken place with the relevant individuals and groups.
- New members of staff that join the Town Council are made aware of the contents of this Policy at induction and how to access Town Council policy documents.
- Arrangements are established to monitor the receipt and understanding of all relevant Town Council policies to help manage risk within the organisation.

4.2 All Managers – are responsible for ensuring that:

- All policies and procedures are accessible to the staff who report to them;
- The staff who report to them have read and understood all policies and procedures that are relevant to their role;
- Staff receive any training that might be required in respect of policies and procedures that are relevant to their role.
- The importance of policies and procedures is embedded through team meetings as a standard agenda item and through supervision and appraisals.
- Any changes in practice, procedure, organisational structure or legislation that would require an urgent review of policy documents is implemented.

4.3 All Staff – are responsible for ensuring that:

- They have read and understood all policies and procedures that are relevant to their role.
- They adhere to the policies and procedures in use across the Town Council and specific to their area of work.
- Information regarding any changes in practice, procedure, organisational structure or legislation that would require an urgent review of policy documents is immediately reported to their Line Manager.

4.4 Administration Team – are responsible for ensuring that:

- The policies folder is maintained.
- Policy updates are disseminated throughout the organisation.
- A record of the distribution and receipt of policy documentation for all staff and councillors where relevant is maintained.

4.5 Full Council and Committees – are responsible for approving policies in line with their delegated responsibilities. In outline they are as follows:

Policy & Finance

Corporate Policies
Finance Policies
Member Policies
Council Performance
Mayoralty

Property & Personnel

HR & Staffing Policies
Town Council Assets

Governance & Audit

Strategic Policies (after consultation with relevant Committees)
Corporate Publicity
Corporate Performance
Standards
Audit

Community Resources

Grants
Community Centres
Museum
Events
Allotments

Planning & Transportation

Planning
Highways
Transportation

5. POLICY ORGANISATION

For ease of reference, all policy documentation will be listed and an index of policies will be maintained to manage the review process. The index is the central register for all policies in the Town Council.

6. DOCUMENT FORMAT

A template has been developed to provide a standard front cover which is to be applied to Town Council policies and procedures and each policy shall include a front sheet (Appendix 1).

7. CONSULTATION

All policies should be developed in consultation with their target audience involving appropriate staff and where necessary Councillor representation. All new, or significantly revised, policies should be the subject of consultation within the organisation as appropriate.

The author must identify and document consultation and provide assurance to the approving Committee that this has been conducted thoroughly.

8. APPROVAL PROCESS

The Town Council will be responsible for the approval of all policy documents. This responsibility can be delegated to an appropriate Committee in accordance with the Scheme of Delegation to Committees and Standing Orders and will be one of the following:

- Approval retained by the Town Council
- Delegated to a Town Council Committee

No changes should be made to a Town Council Policy after it has been ratified and approved.

9. REVIEW PROCESS

All policy documents must be reviewed at least once every three years. Where policies are subject to different review periods by virtue of statutory or regulatory requirements, this shall take precedence. Documents will be reviewed more frequently if changes in

legislation or the service requires it. It is the responsibility of the Town Clerk to ensure that documents are reviewed in line with their review dates.

Where a review necessitates considerable change to the previous document, the process will be treated as though it is a new document. Minor amendments can be made with the agreement of the Town Clerk and notified by distributing copies of the policy to appropriate recipients, with the front sheet (Appendix 1) annotating where and what the changes are.

10. PUBLICATION, DISSEMINATION AND DISTRIBUTION

All policies and procedures that have been ratified appropriately must be forwarded to the Administration Team. They will then ensure that the document is:

- Distributed to the relevant staff and councillors obtaining the appropriate acknowledgements where necessary.
- Included within the policies section on the G Drive and that the policy index is updated, and obsolete documentation is archived or deleted as required.
- Uploaded onto the website if appropriate.

All policy documents must be produced, vetted, approved and disseminated in accordance with this policy.

11. REVIEW

This policy will be reviewed every three years, or sooner should the author or legal requirements deem it to be relevant or required.

Peter Herbert
Town Clerk
March 2019



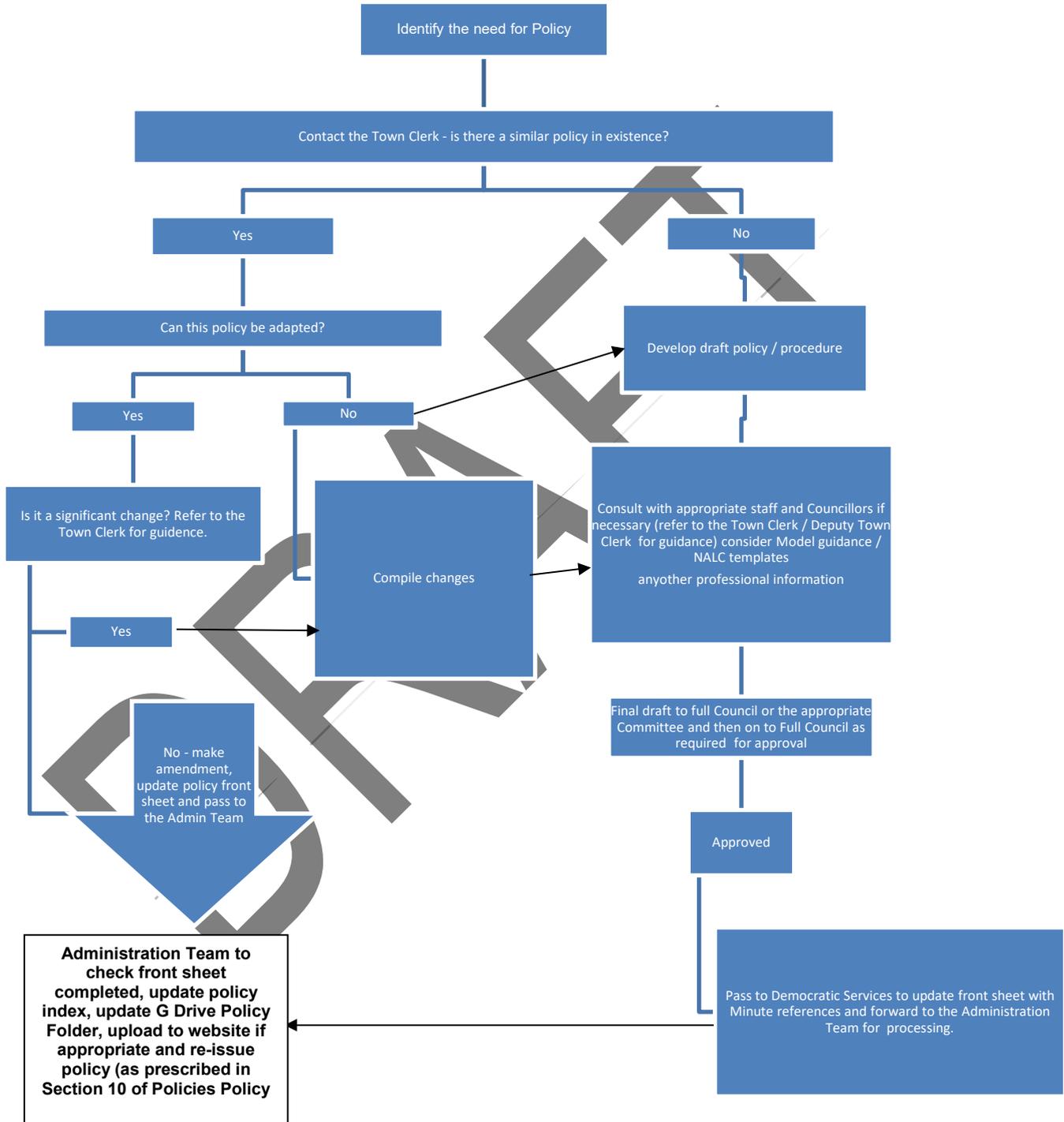
Please Insert Document Title

- Date** please insert date of adoption
- Document Number** Added centrally if a new policy/procedure, otherwise please copy from previous edition
- Edition Number** please insert edition number
- Replaces** please insert previous title, edition number, and date **to be discarded**
- Policy Maker** please insert policy maker's name and job title
- Responsibility** please insert committee responsible for policy
- Resolution Number** please insert resolution number from minutes
- Review Cycle** please insert review cycle e.g every 3 years or earlier in the event of legislative changes

This information pack contains:

please insert document title
please insert details e.g. Policy No.1 - ...
please insert details e.g. Procedure No.1 - ...
please insert details e.g. Procedure No.1.1 - ...
please insert details e.g. Appendix No. 1 - ...

PROCESS FLOW CHART



LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance
Date: 11th March 2019
Report by: Town Clerk
Subject: Death of a Senior National Figure

1. Summary

- 1.1 The Town Council needs to have in place procedures to mourn the death of a Senior National Figure. This might include the Sovereign; Members of the Royal Family; the Prime Minister or former Prime Minister; serving MP; Mayor or other prominent person.
- 1.2 In March 2017 it was agreed to consult with Arun District Council and Arundel and Bognor Regis Town Councils to progress a cohesive approach. Authority was given to the Town Clerk, in consultation with the Town Mayor, to undertake appropriate action.
- 1.3 This report looks to have in place certain agreed actions, whilst still leaving some flexibility to take actions according to the mood of the nation/town. The report mainly focuses on arrangements relating to HM The Queen, HRH The Duke of Edinburgh and HRH The Prince of Wales. It is proposed that proportionate advice be taken, as agreed by the Town Clerk in consultation with the Town Mayor, at the time for other senior national and local figures.

2. Recommendations

- 2.1 The Committee is RECOMMENDED to:
 - 1) Comment upon the proposals in the report to allow an Action Plan to be taken to Council for approval.
 - 2) Recommend to Council that the costs of the required materials to deliver the Action Plan be met from the Community Initiatives Budget as set out in paragraph 4 of the report.

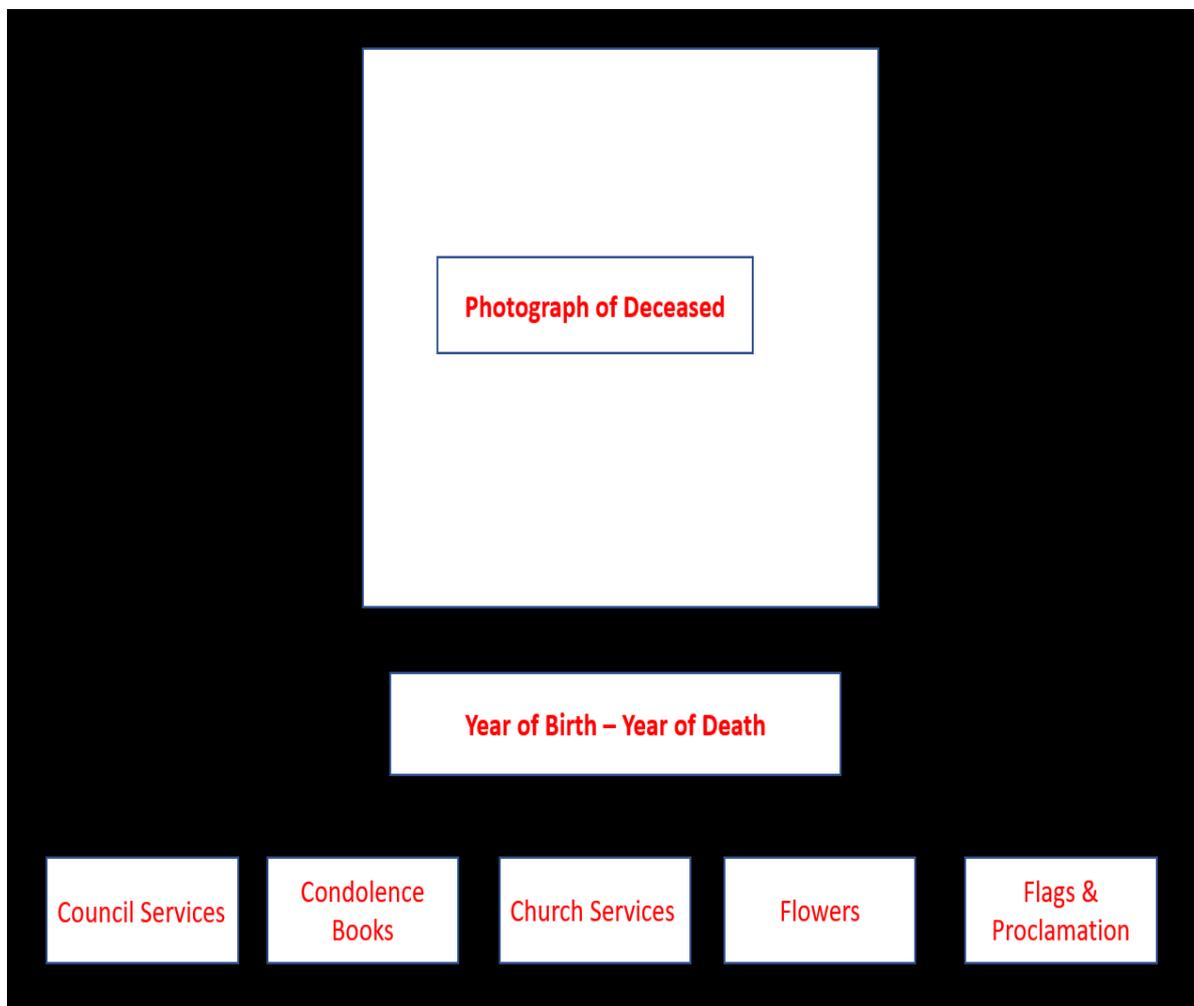
3. Background

- 3.1 Planning for the death of a senior member of the Royal Family has been ongoing nationally for many years. Some operational code names to note are: -

Hyde Park Corner	–	HM King George VI
Hope Not	–	Sir Winston Churchill
Tay Bridge	–	HM The Queen Mother
London Bridge	–	HM The Queen (planning since 1960)

- Forth Bridge – HRH The Duke of Edinburgh (planning since 1960)
- Menai Bridge – HRH The Prince of Wales (planning since 1968)

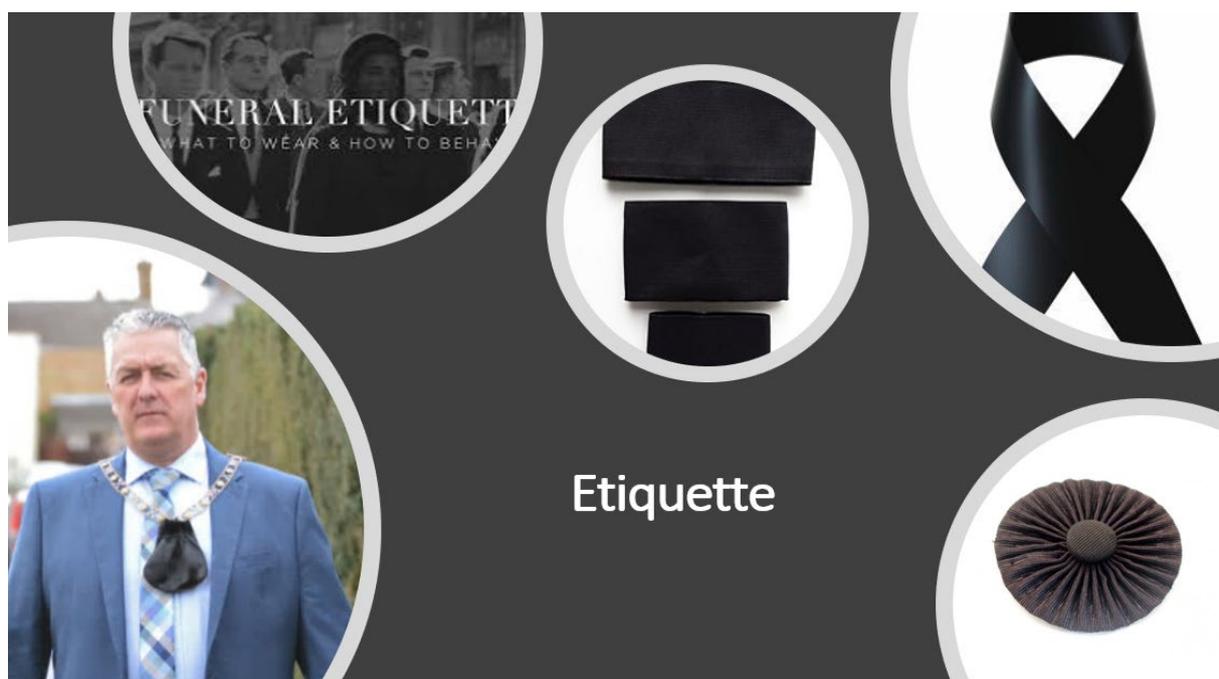
- 3.2 There are various types of funeral for senior Royals as illustrated below: -
 State Funeral - H.M. King George VI
 Ceremonial Royal Funeral – Diana, Princess of Wales
 Non-ceremonial Royal Funeral – HRH The Duke of Windsor
 Ceremonial State Funeral – Lady Thatcher
- 3.3 A State Funeral will only extend to H.M The Queen, HRH, The Duke of Edinburgh (who is making his own arrangements) and HRH The Prince of Wales.
- 3.4 There is a prescribed National Mourning Timetable, namely: -
- | | | |
|----------------|---|--------------------------------|
| D Day | - | Date of Death |
| D + 1 | - | *Proclamation Day (London) |
| D + 2 | - | * Proclamation Day |
| D + ? | - | Middle Sunday – Civic Services |
| D + 4/6 to D9- | | Lying in State |
| D10 | - | Date of Funeral |
- *Sovereign only
- 3.5 On Proclamation Day (D+2) the Proclamation will be read in Edinburgh, Cardiff etc. Counties/Cities may then follow. The Town could choose to read the proclamation later in the day, but this is not expected. Should this be desired, it needs to be agreed who would do this and, perhaps as importantly, where. It is suggested that this is not something that should be prescribed for the Council, but that the Town Clerk and Town Mayor at the time should make a judgement on the public mood. Similarly, it is not recommended that the Town Council seek to arrange a Civic Service, although similarly the Town Clerk and Town Mayor will need to gauge the public mood. However, it is suggested that the presumption should be towards not making a local proclamation or organising a civic service.
- 3.6 Consideration needs to be given to how the services of the Town Council will be delivered during this time. The key message is that business should continue as usual, mixed with grief. The Action Plan should be instigated. Should the funeral be on a weekday, there will be a public holiday (for a State Funeral). However specific reference needs to be made to: -
- a) The website
 - b) Events and meetings
 - c) Dress Code
 - d) Proclamation
- 3.7 The homepage of the website will need to change, and the following is the recommended layout:



- 3.8 Careful thought needs to be given to holding any meetings or events, with a presumption in favour of cancellation or rescheduling. The latter is the more obvious choice for Council meetings, but it is likely that, given the booking of external services, events during these few days will need to be cancelled. Outside of the Sovereign, the mood of the nation should be taken into account. It is certainly clear that events such as the Town Show and Family Fun Day and Pancake Olympics would not be appropriate during the mourning period for HM The Queen, HRH The Duke of Edinburgh and HRH The Prince of Wales. The decision to cancel or reschedule for any other notable figure should rest with the Town Clerk, in consultation with the Town Mayor. Armed Forces Day is a national event and guidance will be received at the time. Remembrance Sunday and Armistice Day are likely to proceed, although there may be some further guidance at the time.
- 3.9 The Council may wish to consider taking out insurance cover to meet the costs should events be cancelled. To date, this has not been done for

inclement weather and it is suggested that this should not be progressed. However, the views of Members are sought.

- 3.10 For any events/meetings, sensitivity and respect are the key words.
- 3.11 Consideration should be given to a dress code, particularly following the death of HM The Queen, HRH The Duke of Edinburgh and HRH The Prince of Wales. It would be appropriate for all “public-facing” Members and staff to wear black ties/arm bands or rosettes/ribbons. Whilst not enforceable, it should be strongly suggested to all these people that during working hours these be worn. A supply of arm bands and ribbons can be purchased at a reasonable cost.



- 3.12 The Jewels on the Chain/Badges of Office will need to be covered in a black bag. A jewellery bag can meet this requirement at a minimal cost.
- 3.13 Returning to the Proclamation, the timetable is set out below: -
- | | | |
|----------------------|---|--|
| D + 1 | - | Proclamation read in London. |
| D + 2 @ 12 noon | - | Proclamation read in Belfast, Cardiff and Edinburgh. |
| D + 2 @ 2pm | - | High Sheriff reads County Proclamation. |
| D + 2 @ 4pm or after | - | Civic Leaders read local Proclamation. |

Should it be decided to proceed with this, arrangements will need to be agreed with the District Council to ensure that no overlap occurs. Decisions will be needed as to who will read it; where; whom to invite; publicity arrangements and who will form the platform party. The initial views of Members are sought.

- 3.14 Although the Council has a “Flags” policy, additional clarity on this has been obtained relating to the death of the Sovereign. The Union Flag on a vertical

flagpole should be flown at half mast and then returned to “full fly” for the Proclamation. The detailed timescale is set out below: -

- D Day - Flags at half-mast.
- D + 1 - Flags at half-mast until 11am.
- D + 1 - At 11am flags flown at full mast for the Proclamation.
- D + 2 - At 1pm flags return to half mast, unless local Proclamation, when they should return following this.
- D + 3 – D + 11 - At 8am on day following Funeral, flags returned to full mast or removed.

The Amenity Team/Caretakers need to be informed of the arrangements so that this can be achieved.

- 3.15 A decision as to whether to provide a Condolence Book, is required. It is thought that the answer is yes, but consideration needs to be given to whether there will also be one at the Civic Centre, together with type and style. It is suggested that a loose-leaf style would be appropriate. The book will need to be accompanied by an approved portrait. It is suggested that only one copy be made available, at the Manor House. Once the funeral has taken place, the Condolence Book will be archived, and a letter sent to the Private Secretary.
- 3.16 Should a church service be required, liaison is needed with local clergy immediately. They will need to check what is being planned across the Diocese. Consideration might be given to a Civic Service on the middle Sunday or a Parish Service on the Eve of the Funeral.
- 3.17 Flowers can become an issue if not managed properly. A designated/defined area is recommended, clearly stating that flowers left elsewhere will be removed and that access must be maintained. It is important to state that no plastics or cellophane should be left as ideally the flowers should be composted. It should clearly be stated on the website and other publicity when and how the flowers will be removed. Possibly the Mayor should be involved. Composting and also a possible tree planting are good environmentally friendly options.
- 3.18 Consideration should also be given to what happens next? As referred to earlier, the Condolence Book will be archived, and a letter sent to the Private Secretary. The flowers should be composted, and a tree planting considered, including type and site. The Royal Portrait(s) should be acquired and remain hanging in the Chamber/meeting room, with a Mourning Ribbon for one month.
- 3.19 Lastly, in the event of the death of the Monarch, the final step is to prepare and budget for the Coronation.

4. Financial Implications

4.1 Some indicative costs for the items identified above have been obtained: -

• Condolence Book paper (500 sheets)	- c. £220
• Binding into Book	- c. £170
• Portrait & frame (each)	- c. £25
• Black mourning ribbons (40)	- c. £42
• Black rosette (20)	- c. £74
• Black armbands (20)	- c. £40
• Black ribbon for portrait (each)	- <u>c. £4</u>
Total	c.£475

4.2 The Black ribbon and Mourning bags for the Mayoral chain have already been acquired.

4.3 The costs for the website update will be reported to the Committee.

4.4 The cost of these could be met from the Community Initiatives Budget.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance
Date: 11th March 2019
Report by: The Town Clerk
Subject: Photocopier Contract Review

1. Summary

1.1 This report outlines options for a new photocopier contract renewal.

2. Recommendation

2.1 The Committee is RECOMMENDED to:

Approve the appointment of Company C for a three-year contract agreement for the new photocopier.

3. Background

3.1 The current photocopier contract has been in place for three years and is due to end at the beginning of April 2019.

3.2 The photocopier is the Town Council's main source of printing/photocopying/scanning and has unfortunately had a few errors and maintenance issues in the past year. It is therefore proposed to update with a new make and model for better and slightly faster print as well as improved reliability.

3.3 Officers have sought quotes from three companies, as per the Town Council's Financial Regulations and Procurement Policy, for the delivery of a three-year contract agreement.

3.4 The three quotes are detailed below:
(The costs for black & white (B/W) and colour printing are calculated using the cost per copy x copies per annum).

	Current	Company A	Company B	Company C
	Kyocea TASKalfa 4551ci	Ricoh MPC5504EXSP	Ricoh MPC5504EXASP	Ricoh MPC5504EXSP
Lease Rental p/a	£1,294	£2,355.08	£1,610.68	£1,147.84
B/W printing p/a	£386.36	£274.02	£310.56	£228.36
Colour printing p/a	£1,925.76	£1,903.81	£1,142.29	£1,594.04
Total p/a	£3,606.12	£4,532.91	£3,063.53	£2,970.24

3.6 Members are recommended to enter into a three-year agreement with Company C which would commence in April 2019.

4. Financial Implications

4.1 A three-year contract with Company C would save £635.89 per annum compared with current costs.

4.2 The 2019/20 Budget includes £1,300 for photocopier rental and c.£2,800 for printing costs.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committee: Policy and Finance

Date: 11th March 2019

Report by: Town Clerk

Subject: Skate Park – Wheeled Sports Facility

1. Summary

1.1 The report outlines the progress made and estimated final costs with regard to the development of a new skate park facility for a variety of wheeled sports including scooters, skateboards, inline skates and BMX at the existing Sea Road site.

2. Recommendation

The Committee is RECOMMENDED to:

- 1) Note the estimated cost and agree that that the cost should be met from the Loan Capital EMR budget.
- 2) Delegate back to the Town Clerk, in consultation with the Chair, agreement of the final contribution to the contract cost and authority to progress the project.
- 3) Note the remainder of the report including the timescale for the delivery of the project.

3. Background

3.1 Littlehampton Skate Park is owned by Arun District Council. The skate park was first installed in c.2001 and upgraded in 2009 and consists of a range of steel ramps fixed to a tarmac surface. Although the current facility is popular as there is no local alternative and the skate park is in need of upgrading to a more modern design with a wider variety of obstacles. At a meeting of this Committee in June 2018 it was agreed that the Town Council would partner with Arun District Council to progress and jointly fund the creation of a new once in a generation skate park.

3.2 Officers from both Councils have been working closely together to progress the project. The Design and Build invitation to tender closed on the 11th September 2018 with Maverick Industries being the successful applicant.

3.3 Members of this Committee had the opportunity to review and comment on the concept designs an Extraordinary Meeting of this Committee on the 8th October 2018. Members had supported the proposal for a more expensive extended scheme which covered 560sq metres to the west of the existing site. The cost for this scheme was estimated at £150,000 and would require an application to Sport England for the additional funding. The Town Council made an initial budget commitment of £50k to work in equal financial partnership with the District Council to deliver a new facility.

- 3.4 Officers from ADC and LTC have been successful in their application to Sport England and have secured a grant of £50k. The grant includes £10k towards an element of Parkour equipment. In order to be able to accept the grant Sport England have stipulated that the lighting of the skatepark must be installed at the time of the build. It was originally envisaged that this would be installed at a later date to allow for the new facility to establish itself however Sport England will not release the funding unless the criteria can be met.
- 3.5 An initial quote for £16k has been provided for the installation of lighting to help inform the original design brief. Further quotations are currently being sought by ADC. The Town Council has already approved a contribution of £16k for lighting as part of the 2019/20 budget approved by Full Council.
- 3.6 The installation of the lighting scheme has now confirmed the need for a full planning application for the new skate park. This will delay the delivery of the new facility (summer 2019) and also add to the cost of the overall project. Additional costs include the planning application, a flood risk assessment and infrastructure work in order to connect the lighting to the mains supply. Members are asked to note the estimated final cost of the project detailed below (4- 4.2) and delegate back to the Town Clerk, in consultation with the Chair, agreement of the final financial contribution to the contract once all costs are confirmed. Members are also asked to give the Town Clerk, in consultation with the Chair, the authority to progress the project to completion.

4. Financial Implications

4.1 The Town Council allocated an initial £50,000 from the Loan Capital Earmarked Reserves budget for this project.

4.2 Estimated costs are currently:

Design & Build of the skate park (including drainage)	£150,000 (confirmed)
Lighting	£ 16,000
Electrical Infrastructure works	£ 10,000
Flood Risk Assessment	£ 1,000
Contingency	£ 10,000
Parkour	£ 10,000
Planning Application	£ 250
TOTAL estimated cost	£197, 250

4.3 The Town Council has agreed that it is not seeking match funding from ADC for the lighting and £16k from the Loan Capital EMR been already been approved as part of the 2019/20 budget.

4.4 The £50k from Sport England leaves an estimated £131,250 to be funded equally between ADC and LTC. Members are asked to agree that the estimated contribution by the Town Council (excluding the lighting) will be £65,625 which can be funded from the Loan Capital EMR budget with the additional £15,625, in effect, coming from the unspent seafront Wi-Fi budget.

Peter Herbert

Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 11th March 2019

Report by: Town Clerk

Subject: Finance Report

1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance (P & F) Committee's budget for 2018/19. Actual figures are shown in Appendix 1.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendations

The Committee is RECOMMENDED to

- (1) Approve the proposed investment for the Capital receipt (3.5.6-3.5.8).
- (2) Note the potential transfers to Earmarked Reserves delegating authority to the RFO to make the final transfers when all current year expenditure is known (4.1 and Appendix 2).
- (3) Otherwise note the report.

3. Budget monitor

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.

3.2 Central Admin & Support Services

- 3.2.2 All expenditure is in line with expectations.
- 3.2.3 There is a potential underspend of £400 in the IT budget and this along with the £1,000 for server replacement will be earmarked for future liability.
- 3.2.4 Income from photocopying is £69 and has exceeded the annual budget of £50.

3.3 Democratic Representation & Management

- 3.3.1 There are underspends for Members Conferences and Training (£360) and Members Travel and Expenses (£400). It is proposed the underspends are transferred to EMRs for future liability.
- 3.3.2 Budgeted election expenses of £15,000 will be earmarked for future liability.
- 3.3.3 The Mayor's Allowance is expected to be spent by the Mayoral year end and some expenditure will need to be met from EMR. When all expenses have been received the EMR will be capped at £2,000 to be used by the 2019/20 Mayor should it be required and any surplus will be returned to the General Reserve. Budgeted Mayoral Chain expenses of £500 will be earmarked for future liability.

3.4 Town Centre Management

3.4.1 General Town Maintenance is overspent by £328. Part of this is the annual honorarium for the Town Clock maintenance and for Stage by the Sea signage and maintenance.

3.4.2 £4,208 of the £7,000 Town Centre Initiatives budget has been spent. £3,800 of this was the contribution to the Town Centre Regeneration Officer Post, along with £11,200 from EMR (as previously agreed by this committee). Any underspend will need to be earmarked for future liability.

3.5 Corporate Management

3.5.1 £238 was spent from EMR as part of the overall cost of solicitor's fees for the Lineside Lease renewal.

3.5.2 The Publicity budget is projected to overspend by £25 due to the increased costs of Adobe Licences. This can be met from the overall Corporate budget which is currently within budget.

3.5.2 The low interest rates and a decision to invest the Capital Receipt in a Fixed Term Deposit rather than the CCLA Local Authority Property Fund (based on facts and information received by the fund managers) mean that a year-end interest figure of c. £41,319 (£40,519.69 2017/18) is expected against a budget of £43,000.

3.5.3 At 28th February 2019 the Council had £1,954,260 in medium term and £500,000 in long term investments. See table below for the breakdown of current deposits.

Medium Term Investments as at 28/02/19						
Bank	Date placed	Period of Investment	Amount Invested £	Interest rate %	Maturity Date	Total Investment £
Lloyds Fixed Interest	19/02/2018	1 year	£250,000	0.85%	19/02/2019	
	03/04/2018	1 year	£1,500,000	0.90%	03/04/2019	£1,750,000
CCLA Public Sector Deposit Fund	11/07/2013	N/A	£100,000	variable	instant access	
	19/08/2013	N/A	£100,000	variable		
		total interest rec'd	£4,260			£204,260
CCLA Local Authority Property fund	30/04/2015	N/A	£500,000	Variable	instant access	£500,000
TOTAL INVESTMENTS						£2,454,260

3.5.4 A net dividend of £356.30 for the period October – December 2018 has been received from the Public Sector Deposit Fund (PSDF).

3.5.5 A net dividend of £5,622 after management expenses, for the 3-month period October-December 2018, has been received from the Local Authority Property Fund for the £500,000 investment.

- 3.5.6 The capital receipt for the sale of land North Littlehampton was invested in a one-year fixed interest deposit until 3rd April 2019. This committee needs to decide how to reinvest the £1.5 million. The performance of the LAPF has been discussed with the Fund Managers CCLA and it remains that to ensure a return on investment the Council would need to invest any lump sum for 5 years, looking to use dividends to fund projects rather than withdrawing lump sums.
- 3.5.7 The Council's investment strategy determined that investments may be made with LAPF but only balances that will not be needed for at least five years. It also requires that the Council does not take risks with investments.
- 3.5.8 On this basis it is recommended that the prudent investment for the capital receipt would be a one-year fixed interest deposit. At the end of that year the position can be reviewed.
- 3.5.9 The Council's bank reconciliations have been checked and signed by the Chair, up to 31st December 2018 and the total balance of both accounts was £1,020,590.42. The balance of investments signed off by the chair was £1,954,131.10.

4. Earmarked Reserves

- 4.1 Attached as Appendix 2 is a list of budgets to be considered for earmarking at the year-end should underspends be sufficient. The current figures are as of 28th February 2019 and could change before the year end.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2018/19

POLICY & FINANCE COMMITTEE MEETING 11th March 2019

SERVICE		Actual I & E as at 26/02/2019 £	Budget 2017/18 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure Income	21,305 69	23,145 50
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure Income	17,021 ✓	39,005
TOWN CENTRE MANAGEMENT*	Expenditure Income	34,420 -	36,915 -
CORPORATE MANAGEMENT	Expenditure Income	15,821 12,098 ✓	20,040 43,000 ✓
Total Expenditure		88,567	119,105
Total Income		12,167	43,050
Net Expenditure		76,400	76,055

*Only the part of the budget that P&F is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.

In addition to the above budgeted expenditure the following has been spent from Earmarked Reserves

Solicitors Fees for Lineside Renewal	238
	<u>238</u>

Potential Earmarked Reserves 18/19			
Training	Balance	Future Liability	£386.00
IT	Balance	Future Liability	£1,400.00
Election Expenses	Balance	Future Liability	£15,000.00
Mayors Allowance	Balance	Mayoral Chain	£500.00
Members Conferences, Training and Expenses	Balance	Future Liability	£760.00
Youth Mayor	Balance	2019/20 Budget	£1,000.00
Memorial Maintenance	Balance	Future Liability	£1,680.00
Town Centre Initiatives	Balance	Future Liability	£2,792.00
General Grants	Balance	Future Liability	£285.00
Wick Initiatives	Balance	Future Liability	£750.00
A Team Vehicles & Equipment	Balance	Future Liability	£5,000.00
Lineside Unit Rent	Balance	Future Liability	£10,500.00
Event Support	Balance	2019/20 Budget	£4,600.00
CRC Initiatives	Balance	Future Liability	£6,960.00
Southfields Furniture & Equipment	Balance	Future Liability	£365.00
Southfields IT	Balance	Future Liability	£300.00
Rosemead	Balance	Future Liability	£5,793.00
Museum Donations	Balance	Future Liability	£414.00
			£58,485.00

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 11th March 2019

Report by: The Town Clerk and Deputy Town Clerk and Responsible Financial Officer

Subject: Annual Investment Strategy 2019/20

1. Summary

- 1.1 The Town Council is required to review its Annual Investment Strategy for each financial year. The existing Strategy also requires that there is a report on investment activity during the previous year.
- 1.2 The Annual Investment Strategy 2019/20 is included at Appendix 1.

2. Recommendation

The Committee is RECOMMENDED to RECOMMEND that Council

- 1) Approve the Annual Investment Strategy 2019/20 set out in this report as Appendix 1.

3. Background

- 3.1 The *Guidance on Local Government Investments* issued by the Department of Housing, Communities and Local Government in March 2004 requires the Council to approve an Annual Investment Strategy that is made available to the public. This complements the *CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*.
- 3.2 The strategy when adopted is included in the Council's Policies.
- 3.3 The Council has a Lloyds Bank current and instant access account, investments with Lloyds Bank and investments with the Public Sector Deposit Fund (PSDF) and Local Authority Property Fund (LAPF).

4. Implications

4.1 Financial

4.1.1 The strategy contains the manner in which financial investments are maintained and reported. This is through the budget setting exercise where Members, when approving the budget, take into consideration investment returns through interest received.

4.2 Legal

4.2.1 It is a requirement by the Secretary of State that this report is presented annually to Members for approval.

4.3 Policy

4.3.1 The strategy details in the report, when adopted, will become the policy for the coming year.

4.4 Risk Management

To minimise Investment risk to the Council and taxpayers the Council's risk assessment criteria has centred on -

- (i) The Council has always adopted a prudent approach in relation to investments.
- (ii) The Council has never had (and is unlikely to have in the future) the level of investment funds that Principal Councils' possess. The relatively small sums involved mean that, of necessity, the Council's options are limited.
- (iii) The Council's limited resources also means adopting a cautious approach to investing any surplus funding.
- (iv) The Council at all times must maintain adequate levels of security, a stable overall financial position, ensure liquidity and a balance in relation to its spending commitments.
- (v) The variances, unpredictability and uncertainties surrounding investments in the money market, stocks, shares, equities and the like are such that the Council consider the risks too high and will not use them for investment purposes.
- (vi) Seeking to manage any surplus funds so as to provide the Council with a secure high yield rate of interest.
- (vii) Risk analysis will be embedded within the organisation as a technique used in relation to all major revenue and capital transactions.

5. Communication

5.1 It is a requirement that this Strategy be made available to the public. It is therefore intended to make the Strategy available for inspection on the Council's Web Site and make it available for public inspection whenever requested.

6. Current year's Investment activity

6.1 Interest rates have risen slightly over the course of the year but still remain low.

6.2 The low interest rates and a decision to invest the Capital Receipt in a Fixed Term Deposit rather than the CCLA Local Authority Property Fund (based on facts and information received by the fund managers) mean that a year-end interest figure of c. £41,319 (£40,519.69 2017/18) is expected against a budget of £43,000. There are no signs at the moment of interest rates increasing significantly next year. Commercial interest rates are still very low compared to personal savings rates. The Interest Rates achieved in the year (2017/18 figures in brackets) were:

- 9 months 0.7% (0.7%)
- 1 year 0.90% (0.90%)

6.3 As at 28th February 2019, £1,750,000 was invested with Lloyds Bank, £204,260 with the CCLA (Charities, Churches and Local Authorities) Public Sector Deposit Fund and £500,000 with the Local Authorities Property Fund. Investments are placed to facilitate the working capital requirements of the Council, which are required to meet the Council's budgeted obligations during the year.

6.4 Management of day to day funds is facilitated by the operation of the 'sweeping' account which transfers cleared funds to an interest-bearing account overnight. Movement between the accounts works well enabling funds to be readily available whilst earning a small amount of interest when not required.

6.5 The capital receipt for the sale of land North Littlehampton was invested in a one-year fixed interest deposit until 3rd April 2019. This committee needs to decide how to reinvest the £1.5 million. The performance of the LAPF has been discussed with the Fund Managers CCLA and it remains that to ensure a return on investment the Council would need to invest any lump sum for 5 years, looking to use dividends to fund projects rather than withdrawing lump sums.

6.6 The Council's investment strategy determines that investments may be made with LAPF but only balances that will not be needed for at least five years. It also requires that the Council does not take risks with investments.

6.7 On this basis it is recommended that the prudent investment for the capital receipt would be a one-year fixed interest deposit. At the end of that year the position can be reviewed.

Peter Herbert
Town Clerk

Laura Chrysostomou
Deputy Town Clerk and RFO

LITTLEHAMPTON TOWN COUNCIL
ANNUAL INVESTMENT STRATEGY 2019/20

1. The Council has had regard to the Department of Housing, Communities and Local Government's Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.
2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.

3. Investment Objectives

- 3.1 All investments will be in sterling.
- 3.2 The general public policy objective for this Council is the prudent investment of its treasury balances.
- 3.3 The Council's investment priorities are the security of reserves and liquidity of its investments.
- 3.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
- 3.5 The DCLG maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.

4. Investment Balances/Liquidity of Investments

- 4.1 Based on its cash flow forecasts, the Council anticipates its fund balances in the financial year 2019/20 will be up to £2,400,000 including the £1,500,000 capital receipt and taking into consideration planned expenditure on large projects such as the Skate park.
- 4.2 The Council has considered the current level of balances and estimated levels over the next 3 years coupled with the need for liquidity, its spend commitments and provision for contingencies. The Council has determined that should all expected funds be received then investments may be made for longer than 1 year but only in CCLAs Local Authorities Property Fund (LAPF) and only balances that will not be needed for at least 5 years.
- 4.3 In order to maintain sufficient security and liquidity the Council will manage any surplus funds mainly through their Lloyds Business Instant Access Savings Account and Lloyds Treasury Accounts which provide a secure rate of interest. At the discretion of the RFO, in consultation with the Town Clerk, deposits in CCLAs Public Sector Deposit Fund and other UK banks, with a minimum long term Moody's (or equivalent) credit rating of 'A', may be used if offering a

higher rate of interest.

5. Investments defined as capital expenditure

- 5.1 The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as “non specified investments”.
- 5.2 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons (e.g. to the registered social landlord for the construction/improvement of dwellings) or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Council for “specified” and “non-specified” investments.
- 5.3 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2019/20. Investment in the LAPF is not classed as Capital Expenditure.

6. Provisions for credit related losses

- 6.1 If any of the Council’s investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount.

7. Investment Strategy to be followed in house

- 7.1 To retain not less than one month’s average working capital requirement in current and instant access accounts giving immediate access.
- 7.2 Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year to be placed on deposit of up to one year’s duration depending on the prevailing interest rates.
- 7.3 Any other funds may be placed on deposit of up to one year’s duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 7.4 Funds may be placed for more than one year in CCLA’s LAPF, depending on cash flow requirements, up to a maximum of £2,000,000.

8. End of year Investment Report

- 8.1 During the budget process the Responsible Financial Officer (RFO) will report on investment forecasts.
- 8.2 At the end of the financial year, the RFO will prepare a report on investment activity.