

MINUTES OF STANWICK PARISH COUNCIL ANNUAL COUNCIL MEETING HELD ON

Date: 18th May 2023

Venue: Committee Room, Village Hall, Stanwick

Time: 7.15 p.m.

Present: Councillors:-

S Glanville-Hughes

S Kitchener

G Konstantinidis

M Partrick

M Taylor

Clerk to the Council

J Hodgson

Members of the Public

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The meeting was opened by Vice Chair Cllr Kitchener.

23.1 ELECTION OF THE CHAIRMAN OF THE COUNCIL FOR THE CIVIC YEAR

After proposal and voting, it was

RESOLVED

That Councillor Mark Taylor be elected as Parish Council Chairman for the civic year 2023-2024.

Councillor Taylor read out the Declaration of Office and signed the declaration.

Cllr Taylor assumed chairmanship of the meeting.

23.2 ELECTION OF VICE CHAIRMAN FOR 2023-24

After proposal and voting, it was

RESOLVED

That Councillor Susan Kitchener be elected as Parish Council Vice Chairman for the civic year 2023-24.

23.3 APOLOGIES FOR ABSENCE

The importance of attendance at meetings and involvement in Council business outside of the meeting structure was discussed. It was proposed and

RESOLVED

That the reason for Cllr Paterson's absence be approved.

23.4 REGISTER OF INTERESTS

Councillors were reminded of the requirement to ensure their Register of Interests is up to date at all times.

23.5 DECLARATION OF INTEREST

There were no declarations made.

23.6 APPROVAL THE MINUTES

It was proposed and

RESOLVED

That the Minutes of the Council Meeting held 4th May 2023 be approved as a correct record and signed by the Chairman.

23.7 COUNCILLOR CODE OF CONDUCT

The Code of Conduct for Councillors was reviewed and the seven principles of public life acknowledged

23.8 ANNUAL REVIEW OF DELEGATION OF POWERS TO THE CLERK

The Clerk is the Proper Officer of the Council and the Responsible Financial Officer. The Clerk has delegated authority specified within the Financial Regulations. The Clerk has delegated authority to make adjustments to financial arrangements and to transfer money between the bank accounts but not to sign cheques or authorise BACS payments to external bodies. The Clerk also has authority to sign grounds maintenance consortium work orders.

With regard to the cemetery, the Clerk has delegated authority under Local Government Act 1972 s101 to determine the application of the seven year residency rule on whether a resident or non-resident fee should be applied will be based on the residency status of the deceased rather than the owner of the Exclusive Right of Burial. (Minute 69 July 2011).

The Clerk had delegated authority to grant dispensations to Councillors with regard to the Code of Conduct and Disclosable Pecuniary Interests.

Where authority is delegated on specific matters, that authority is detailed in the appropriate Minutes.

The Council has adopted a policy regarding officer decisions in accordance with Openness of Local Government Bodies Regulations 2014, which the Clerk must adhere to.

23.9 ANNUAL REVIEW OF POLICIES

It was proposed and

RESOLVED

That the following policies be readopted as indicated

Standing Orders (no amendments required)

Financial Regulations (no amendments required)

Complaints procedure & approved additional paragraphs 23 & 24

Freedom of Information Policies (Schedule of Information; Supplementary Policy) (no amendments required)

Data Protection Policies (Data Breach; Data Protection; General Privacy; Privacy) (no amendments required)

News Media Policy (no amendments required)

Social Media Policy (no amendments required)

Internet Banking Policy (no amendments required)

23.10 APPOINTMENT OF COMMITTEES

a. Staffing Committee

It was proposed and

RESOLVED

That the Staffing Committee be appointed with Cllr Kitchener, Cllr Glanville-Hughes and Cllr Paterson as members. Cllr Konstantinidis is appointed as the first alternate member.

b. Terms of Reference for the Staffing Committee

It was proposed and

RESOLVED

That the Terms of Reference for the Staffing Committee be re-adopted without amendment.

c. Events Committee

Further to Minute 22.184 it was noted that interest had been expressed by Stanwick Bowls Club, Stanwick Community Gardens, Stanwick Race Group (including Christmas Lights) and Stanwick Pocket Park. It was agreed that the concept of an Events Committee should be pursued with Terms of Reference to be agreed at a later meeting.

d. Other committees

It was agreed that it was not necessary to establish any further committees at this time.

23.11 REPRESENTATION ON OUTSIDE BODIES

It was proposed and

RESOLVED

That the Clerk be appointed to represent the Council on the East Northamptonshire Consortium for Grounds Maintenance.

That Councillor Kitchener be appointed to represent the Council on the Village Hall Trust

That Councillor Kitchener be appointed to the Ringstead Quarry Liaison Group

That Councillor Taylor be appointed as the Police Liaison Representative and representative for the Joint Action Group.

23.12 ANNUAL REVIEW OF INVENTORY OF LAND AND ASSETS

It was agreed that the inventory of land and assets was accurate.

23.13 ANNUAL REVIEW INSURANCE COVER

It was noted that the current Long Term Undertaking (LTU) agreement with BHIB was expiring. BHIB have quoted on a LTU basis again. An alternative quote has been obtained from Zurich Insurance plc (£1531.00). It was proposed and

RESOLVED

That a Long Term Undertaking for the provision of insurance for all risks be contracted with BHIB Ltd at a cost of £931.79 and the payment of premium was authorised.

23.14 INTERNAL AUDITOR FOR 2023-24 & THE DATA PROTECTION OFFICER

It was noted that the Internal Audit Service (IAS) Terms of Reference had been circulated to all members prior to the meeting. It was agreed that the IAS satisfied the requirements for independence and competence. It was proposed and

RESOLVED

That the Parish Council would continue to engage N CALC Internal Audit Service and Data Protection Service for the year 2023-24.

23.15 MEMBERSHIP OF OUTSIDE BODIES

After consideration of the merits of belonging to the organisations, it was proposed and

RESOLVED

That membership of Northamptonshire County Association for Local Councils (NCALC), Northamptonshire A.C.R.E, Open Spaces Society, the Society of Local Council Clerks (SLCC) and National Society of Allotments and Leisure Gardeners and CPRE should be continued and that the Clerk is authorised to pay the membership fees as renewal of membership becomes due.

23.16 EXPENDITURE UNDER SECTION 137

It was noted the maximum permissible expenditure under Local Government Act 1972 section 137 for the year 2023-2024 (£14656.68)

23.17 DATES, TIMES AND PLACE OF ORDINARY MEETINGS

It was agreed that the ordinary meetings of the full Council would be held on 20th July, 21st Sept, 16th November, 18th January, 21st March, 18th April (APM) and 16th May 2024

23.18 COUNCILLOR PORTFOLIOS

It was agreed that Councillor Kitchener would hold the portfolio for Finance & Internal Control and Councillor Taylor for Community Safety. It was agreed that Cllr Paterson should be approached about being the Allotment Liaison.

23.19 BANKING ARRANGEMENTS

It was proposed and

RESOLVED

That Councillor Mark Taylor be added to the bank accounts

23.20 PUBLIC SPEAKING TIME

There were no members of the public present.

23.21 REPORTS FROM UNITARY COUNCILLORS

There were no reports to give.

23.22 FOUR YEAR PLAN MASTER DOCUMENT REVIEW

It was agreed that this review should be deferred.

23.23 FINANCIAL MATTERS

a. Internal Control

- i. Budget variance report and statement of accounts

The budget variance report and statement of accounts together with the quarterly variance report were received and noted.

- ii. Report in relation to VAT

It was noted that £811.41 and £362.19 had been received from HMRC in relation to March's and April's submissions respectively.

- iii. Report in relation to PAYE

The final payment for the tax year ending 5th April 2023 has been made and the new tax year systems set up on HMRC Basic Tools.

- iv. Grants received or given

There was no report to give.

- v. Incident reports on council owned land

There was no report to give.

- vi. Reports from volunteer inspectors

There was no report to give.

- b. Schedule of payments

It was proposed and

RESOLVED

That the schedule of payments that forms Appendix A to this Minute be approved for payment

- c. Report from the Internal Control Councillor

It was noted that the accounts were inspected on 11/05/23 and everything was satisfactory.

- d. Report from the Internal Auditor

The report from the Internal Auditor was received and the contents noted.

- e. Approval & adoption of the Receipts & Payments Accounts & Supporting Statement for the year 2022-23

The Accounts and Supporting Statement shown in Appendix B had been made available to all councillors. It was proposed and

RESOLVED

That the Annual Accounts and Supporting Statement for 2022-23 be approved and adopted.

- f. Annual Governance & Accounts Return for the year 2022-23 section 1

The Annual Governance Statement was read out and the Council directed the completion of the responses. It was noted that the Council's responsibilities had been satisfied during the year 2022/23 and duly Minuted. It was proposed and

RESOLVED

That the Chairman should complete and sign the Annual Governance Statement.

- g. Annual Governance & Accounts Return for the year 2022-23 section 2

It was proposed and

RESOLVED

That the Council accepts the Accounting Statements 2022-23 as presented by the Responsible Financial Officer and that the Chairman should sign the Accounting Statements on the Annual Governance & Accountability Return.

- h. Dates for the exercise of electors rights

It was noted that the period for the exercise of electors rights to inspect the accounts would be 5 June – 14 July 2023

23.24 PLANNING MATTERS

- a. Planning consultations - none

- b. Planning decisions made by North Northamptonshire Council

Table to show Planning Consent granted:

Planning reference number	Planning details and address of property that the application relates to
NE/23/00273/FUL	Single storey front extension and insertion of 2 ground floor windows - Re-submission of approved Scheme Ref: NE/22/01410/FUL at 1 Brookside
NE/23/00042/FUL	Erection of single storey side and rear extension and detached garage with workshop at rear garden at 9 West Street

23.25 MEETING/TRAINING REPORTS FROM COUNCILLORS

Cllr Glanville-Hughes reported on attending the Rights of Way course and recommended it to other councillors.

23.26 CORONATION WEEKEND ‘STANWICK DAY’

It was noted that the Council had received a few queries. It was felt that it would have been beneficial to have more events in the village hall but this would be down to groups to arrange. Overall it was agreed that the Stanwick Day had been a success and the groups involved should be asked if they would like Stanwick Day repeated.

23.27 LYCH GATE AT THE CEMETERY

This item was deferred to a later meeting.

23.28 COMMUNITY SAFETY

a. Report from the Joint Action Group

There was no report to give.

b. Current community safety issues

It was noted that there had been reports of vehicles speeding on Mansfield Street and Dolben Avenue together with accidents and near misses. It was noted that the Clerk has asked Highway Regulations to add Mansfield Street and Dolben Avenue to the existing Section 50 Licence (licence number ZZ050/13-14-052) to enable the Parish Council to use the speed indication device to assess the issue and gather data.

It was noted that there had been a new incident of fly-tipping arising from ground works at Stanwick Pocket Park and an email had been sent to Grand Union Housing Association.

It was noted that a member of the public had been advised of the legal situation regarding donkey manure being left on private land. This is a landowner issue and the Parish Council does not have the power to take action.

c. Double yellow lines around the junction of Mansfield Street/Dolben Avenue

Further to 23.28 b above, it was agreed that enquiries should be made with Northants Highways to determine whether double yellow lines could be introduced at the junction of Mansfield Street and Dolben Avenue in the interests of highway safety.

23.29 POLICIES

a. Financial Reserves Policy

It was noted that a draft policy had been circulated to all members prior to the meeting. It was noted that the JPAG Practitioners Guide 2023 (5.30-5.31) recommends transparency and regular review on the matter of cash reserves. It was proposed and

RESOLVED

That the Financial Reserves Policy that forms Appendix C be adopted with immediate effect.

23.30 GROUNDS MAINTENANCE

a. Consortium contract situation

The Clerk gave a verbal report on the online meeting held 11th May 2023. North Northants Council were proposing to go to open market procurement on behalf of the Consortium. The likely costs of the procurement costs were discussed. It was agreed that the Council needed to make a decision at the July meeting as to whether the Parish Council would look to seek independent procurement with the documents already prepared.

23.31 ALLOTMENTS & COMMUNITY GARDEN

a. Minutes of the Community Garden Meetings

The Minutes were noted.

b. Redesign of plots 9 and 10

It was noted that the plots had been cleared and were ready to be marked out.

c. Allotment Rules

It was noted that the Allotment Rules required review and potentially updating as there had recently been an issue with the materials that were permitted for sheds.

23.32 LIST OF CORRESPONDENCE

The list that forms Appendix D was received. No other action is required.

23.33 NEXT SCHEDULED MEETINGS

21st May Centenary Bowls Match

20th July 2023

21st September 2023

16th November 2023 (Budget setting)

Meeting closed 8.37pm

Chairman

Appendix A

Schedule of Payments presented for authorisation at the meeting.

Table 1: Schedule of payments made outside of the meeting by cheque (Financial Regulation 6.8)

Cheque no	Payee and reason	Amount
None	None	£0

Table 2: Schedule of cheques presented for authorisation at the meeting

Cheque no	Payee and reason	Amount
none	none	£0

Table 2a : Schedule of BACS payments made between meetings

	Payee and reason	Amount
None	None	£0

Table 2b : Schedule of BACS payments presented for authorisation at the meeting

Payee and reason	Amount
Greyhound Leisure Ltd – repairs at Recreation ground	£1470.00
SLCC Enterprises Ltd – Planning Summit JH	£72.00
BHIB Ltd – annual insurance premium	£931.79

The above payments were approved (signature line)_____Chairman

Date signed 18th May 2023

Table 3: Payments made on the corporate debit card

Date	Payee and reason	Amount
10.05.23	Urban Hygiene Ltd – graffiti removal wipes	£6.08
12.05.23	West End DIY – twine to mark out allotments	£2.69
15.05.23	Stanwick Post Office – 6 x 2 nd class stamps	£6.00

Table 4: For information (Financial Regulation 6.5 & 6.6) automated payments

Date	Method	Payee and reason	Amount
09.05.23	DDM	North Northants Council – grounds maintenance March 2023	£2168.99
09.05.23	STD	Northamptonshire Pension Fund	622.08
16.05.23	DDM	North Northants Council – cleansing March 2023	£14.27

Table 5: Money received since the last meeting:

Date	Where the money was received from	Amount
15.05.23	Mrs L Buffham – allotment clearance costs	£170.00
12.05.23	HMRC VAT refund April 2023	£203.43

Note: *The General Power of Competence adopted 20th May 2021*

Receipts and Payments for the year ended 31 March 2023

2021/2022	Income	2022/2023
£		£
71545.00	Precept	71545.00
405.38	Agency Services	405.38
3495.00	Cemetery Fees	5590.00
40.00	Bowls Club	40.00
125.00	Stanwick Rovers	155.00
857.00	Miscellaneous	126.47
959.60	Allotment fees	666.45
7.66	Interest	393.24
4630.05	VAT	10788.00
457.16	Grants	2850.00
	Total other receipts	21014.54
<hr/> 82521.85	Total Income	<hr/> 92559.54
	Expenditure	
£		£
25126.07	Staff costs	32114.40
4458.68	Loan payments	4394.41
5808.07	General Admin	7380.93
811.45	Insurance	898.44
0.00	Section 137	0.00
19195.42	Grounds maintenance	25161.47
2698.00	Repairs & Renewals	21707.06
3175.36	Miscellaneous	2552.52
600.00	Leisure grant	600.00
123.75	Allotments	60.00
0.00	Projects	5808.92
4454.47	VAT	10737.47
	Total other payments	74906.81
<hr/> 66451.27	Total Expenditure	<hr/> 111415.62
	Deficit	-18856.08

Stanwick Parish Council - Supporting Statement for accounts for the year 2022/2023

Assets

At 31st March 2023 the following assets were held:

Land

Cemetery	1.00
Recreation Ground	1.00
Amenity Area, Spencer Parade	2.00
Mallows Grange	10000.00
Parish Fields	75000.00
	<hr/>
	85004.00

Street furniture

10 Seats	325.00
4 Bus shelters	1264.00
6 Litter bins	44.00
3 Dog waste receptacles	3.00
2 Welcome to Stanwick signs	1480.00
Village Sign (Spencer Parade)	1.00
Jubilee Map (Spencer Parade)	999.00
Speed Indication Device (mobile)	3035.00
Planters x 4 (Spencer Parade)	1490.40
Outdoor notice board (on village hall)	955.00
Street lamps x 5	2003.00
Flagpole	393.00
Cemetery Notice Board	601.00
	<hr/>
	12593.40

Recreation Ground

Play equipment at the recreation ground	50000.00
NeXus play equipment	9950.00
Adult fitness equipment	10000.00
	<hr/>
	69950.00

Office Equipment

Furniture and fittings	1036.37
Lap top & software (2014 purchase)	615.45
Laptop (2022 purchase)	524.25
PA System	143.83
Projector & screen	620.83
Display boards x 10	857.60
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	3798.33

General contents/Civic regalia

Chairman's Chain of Office	1185.00
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Community Garden

Poly tunnel	946.67
Notice boards	2258.00
Tools	1706.00
Storage container	1795.00
Early years play tractor	2900
Seating	1303.00
	<u>10908.67</u>
Total value	<u>182254.40</u>

Value of assets stated according to acquisition values recorded in the Asset Register

Borrowings

At the close of business on 31st March, the following loans to the Council were outstanding:

Public Works Loan Board (Parish Fields)	£56666.25	Final payment date 13/07/2059
Public Works Loan Board (Recreation Ground)	£21707.19	Final payment date 13/07/2027

Leases

At the year end the following leases were in operation:

Lessee	Purpose	Annual Rent	Year of expiry
Stanwick Rovers Football Club New lease from 2021 Lease review 1st July 2021 and every fifth anniversary of that date	Land for changing rooms	£1.00 per year	2051 (30 year lease)
Stanwick Bowls Club (new 2022)	Land for bowling green & club house	£40.00	2052
East Midland Electricity	Land on The Avenue for substation	£10.00. Paid as a commuted sum in 1999. Lease arranged by Raunds Town Council	2041

The Council leases a room for office space in Stanwick Village Hall on an annual lease to be the Parish Office.

Debts Outstanding

At the year-end debts of £362.19 were outstanding and due to the council. The age of these debts were:

Less than three months old: HMRC for £362.19 and was received on 11th April 2023.

Capital Reserves

Capital Reserves are used to hold funds for specific capital projects. As the account attracts an interest rate, this account is also used to hold General Reserves that are not required for immediate access.

Reserve balances at 31st March 2023:

Green Projects Fund	£4,065.00
Cemetery Fund	£52,598.00
Headstone Levy	£1,420.00
Recreation Ground Fund	£0.00
Election Fund	£2,500.00
Parish Fields	£2,007.96
Church wall fund	£0.00
General Reserve	<u>£14,662.92</u>
	<u>£77,253.88</u>

Tenancies

The Council does not hold a tenancy on any property.

The Council issued tenancies on 26 allotments in 2015. As at 31st March 2022, 25 allotments were let.

Agreements

The Parish Council has entered into the following Agreements:

Management Agreement for Stanwick Pocket Park. Stanwick Pocket Park Group have a 25 year management agreement for the site until 2037.

Agreement to permit Stanwick Races Group to site a storage container at Parish Fields. Ten year agreement commenced February 2016 for ten years. A commuted sum for rent was paid in February 2016.

A user agreement between the Parish Council and the Community Garden Group was entered into in April 2016 for ten years. A commuted sum for the rent was paid in April 2016.

S.137 Payments

None.

Note: General Power of Competence adopted 19th November 2015 and renewed 20th May 2021.

Agency work

During the year the Council undertook the following Agency work on behalf of other authorities:

For Northamptonshire County Council	Maintenance of grass verges	£405.38
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This sum was received on 10th February 2023 from West Northamptonshire Council

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year: None

Race Relations (Amendment) Act 2000

In recognition of the Parish Council's responsibility under the Employers Duty of the Race Relations (Amendment) Act 2000 the Parish Council publishes the fact that the Council has one employee of White – British origin.

Date approved by Council:

FINANCIAL RESERVES POLICY

INTRODUCTION

1.1 Stanwick Parish Council is required to maintain adequate Financial Reserves to meet the needs of the Parish Council. The purpose of this policy is to set out how the Council will determine and review the level of Reserves.

1.2 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of Reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of Reserves that an authority should hold and it is the responsibility of the Clerk/Responsible Finance Officer to advise the Council about the level of Reserves and to ensure that there are procedures for their establishment and use.

TYPES OF RESERVES

2.1 Reserves may be categorised as General or Earmarked. Earmarked Reserves, also known as Capital Reserves, can be held for several reasons and are intended to be restricted for that agreed use. General Reserves are funds that do not have any restrictions as to their use. These Reserves can be used to smooth the impact of uneven cashflows, offset the budget requirement, if necessary, or can be held in case of unexpected events or emergencies.

2.2 Earmarked Reserves – Earmarked Reserves will be established on a ‘needs’ basis, in line with anticipated requirements. Any decision to set up a Reserve must be given by the Parish Council. Expenditure from Reserves can only be authorised by the Parish Council.

Reserves will not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the Reserves would be exhausted. To the extent that Reserves are used to meet short term funding gaps, they must be replenished in the following year. However, Earmarked Reserves that have been used to meet a specific liability (or project) would not need to be replenished, having served the purpose for which they were originally established.

2.3 General Reserves – the level of General Reserves is a matter of judgment and so this policy does not attempt to prescribe an overall level. However, the current level of General Reserves to be held by the council is targeted to be a minimum of 50% of the annual precept figure.

2.3.1 The primary means of building General Reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish Reserves that have been consumed in the previous year.

2.3.3 The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its Risk Assessment & Management Schedule, which is reviewed annually.

2.3.4 If, in extreme circumstances, General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Earmarked Reserves to provide short-term resources.

2.3.5 Even at times when extreme pressure is put on the Council’s finances the Council must keep a minimum balance, sufficient to pay three month’s salaries to staff, in General Reserves at all times.

Opportunity costs of holding Reserves

3.1 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding Reserves in terms of the interest earned on funds

which are not utilised. This investment income is fed into the budget strategy. However, there is an “opportunity cost” of holding funds in Reserves, in that these funds cannot then be spent on anything else. Given the opportunity costs of holding Reserves, it is critical that Reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

POLICY IN PRACTICE

4.1 The Council will hold Reserves for these three main purposes:

- A working balance to help cushion the impact of uneven cashflows and avoid unnecessary temporary borrowing – this forms part of the General Reserves
- A contingency to cushion the impact of unexpected events or emergencies – this also forms part of the General Reserves
- A means of building up funds (Earmarked Reserves), to meet known or predicted requirements.

Earmarked Reserves

5.1 Earmarked reserves are held for the following specific purposes:

Green Project Fund	Fund to support Parish Council projects that meet the Green Strategy or appropriate village community group grant applications
Cemetery Extension Fund	Fund to contribute to the acquisition of land and works required to provide additional burial space
Headstone Levy	Fund to contribute to work on unsafe headstones where the appropriate owner cannot be traced. Each memorial application contributes £20.00 to the fund (Minute 150 18 th March 2004)
Playground Repairs Fund	Fund to contribute to work on repairs in the play area at the recreation ground
Election Fund	Fund to contribute to the cost of a contested election. Fund maintained at £2500.00 and when drawn down, will be replenished annually until the full balance is held
Parish Fields Fund	Fund for works at Parish Fields
Church Wall Fund	Fund to cover repairs to the church wall that cannot be met by insurance
Office Equipment Renewal Fund	Fund to contribute towards replacement office IT equipment. Fund established 2023 and to be built up annually
Cemetery Future Works Fund	Fund to contribute to future improvements/enhancements at Stanwick Cemetery. Fund established 2023 and to be built up annually

5.2 The balance of each fund will be provided on each month end bank account reconciliation.

5.3 The Council will review the Earmarked Reserve Funds to determine if the fund is still required and the fund levels are appropriate as part of the budget setting process.

5.4 Certain funds will be added to regularly, without corresponding expenditure, as part of financial risk management to mitigate against future significant expenditure.

5.5 Where funds are drawn down to a zero balance due to necessary expenditure, consideration will be given to whether the fund should be rebuilt, and if so, an annual amount will be set as part of the budgetary process.

Reserves Accounting

6.1 A separate financial record will be kept to record financial movements in the General Reserve Funds and Earmarked Reserves.

6.2 Expenditure against the Earmarked Reserves will be recorded in the payments ledger in the normal manner.

6.3 Interest received on bank accounts will be applied to the General Reserve Fund.

Policy review

7.1 This policy will be reviewed every 3 years or more frequently if required.

Date adopted	Minute reference
18/05/2023	23.29

Appendix D

List of correspondence 10th March 2023 to 11th May 2023

This list is comprised of generic or informational emails sent by other organisations and Councils rather than listing correspondence with members of the public. A separate list of correspondence with members of the public or correspondence on specific matters with other bodies is not maintained.

1. Email: NCALC Friday mini eUpdate - 10/03/23
2. Email: CPRE Spare our land for food and nature
3. Email: Active Places Newsletter March 2023
4. Email: NNC consultation Public Safety Protection Order – Kettering extension to November 2023
5. Email: Notification of essential works A14 junction 9 - junction 10
6. Email: The Open Space magazine Spring 2023 issue (circulated to councillors)
7. Email: NCALC Friday mini eUpdate - 17/03/23 (circulated to councillors)
8. Email: OSS Open spaces and paths: a new guide to protection (circulated to councillors)
9. Email: North Northamptonshire Council - Easter Free Swimming & School holiday activities
10. Email: N ACRE Parish Council Members - Ebulletin (circulated to councillors)
11. Email: NCALC Friday mini eUpdate - 24/03/23 (circulated to councillors)
12. Email: Notification of works - A14 LED improvements
13. Email: NNC Update from the Leader of the Council #46 (circulated to councillors)
14. Email: Northants CALC eUpdate - Mar/Apr 2023 (circulated to councillors)
15. Email: Voluntary Impact Northamptonshire Friday Bulletin
16. Email OSS March updates: Our new information sheet | Saving historic paths | Our campaigning works (circulated to councillors)
17. Email: Consultation: North Northamptonshire Gypsy and Traveller Local Plan (circulated to councillors)
18. Email: Notification of National Alert test
19. Email: Cancelled - Wellingborough Mayor's Quiz Night, 28th April
20. Email: OPFCC April newsletter (circulated to councillors)
21. Email: Upcoming LAP events week commencing April 24th (circulated to councillors)
22. Email: NNC Update from the Leader of the Council #47 (circulated to councillors)
23. Email: Mayor Making Higham Ferrers - Monday 15 May 2023
24. Email: NCALC Friday mini eUpdate - 06/04/23 (circulated to councillors)
25. Email: Are you coming to the NAS AGM on 10th June 2023?

26. Email: Two consultations: 1. Kettering Energy Park Masterplan / 2. Gypsy and Traveller Local Plan (circulated to councillors)
27. Email: 6 weekly Teams meetings with the Commissioner, Chief Constable and Chief Fire Officer - Tuesday 18th April at 6pm. (circulated to councillors)
28. Email: Voluntary Impact Northamptonshire Friday Bulletin
29. Email: NCALC Friday mini eUpdate - 14/04/23
30. Email: Consultation on the draft Kettering Local Cycling, Walking and Infrastructure Plan
31. Email: NNC: Short Break Service – Engagement
32. Email: Northants CALC Training Newsletter - April 2023 (circulated to councillors)
33. Email: NNC Notice of non-immediate Article 4 Direction - Kingswood, Corby
34. Email: : NNC Update from the Leader of the Council #48 (circulated to councillors)
35. Email: Friday mini eUpdate - 21/04/23 (circulated to councillors)
36. Email: Unity Trust Bank - April Newsletter
37. Email: Home to School Transport Policy Review
38. Email: You Said...We did (Northants Police) (circulated to councillors)
39. Email: CPRE Friend, the results of Star Count are here! (circulated to councillors)
40. Email: OSS April updates: Could you be our next case officer? (circulated to councillors)
41. Email: NCALC Friday mini eUpdate - 28/04/23 (circulated to councillors)
42. Email: Voluntary Impact Northamptonshire Friday Bulletin
43. Email: CPRE Hedgelife Help Out is here! (circulated to councillors)
44. Email: CPRE Friend, can you help our hedges? (circulated to councillors)
45. Email: N ACRE Parish Council Network Meetings 2023 (circulated to councillors)
46. Email: NCALC Friday mini eUpdate - 05/05/23 (circulated to councillors)
47. Email: NNC Consultation: Have your say on sexual health services
48. Email: NCALC Responding to Planning Applications 19 May 2023 (circulated to councillors)

End