



The following paper was submitted by the Clerk to the Parish Council at its meeting of 05 June 2023

Agenda Item PC 09 (b): To consider and sign up to the Civility and Respect Pledge

Background Information:

The Society of Local Council Clerks (SLCC) and the National Association of Local Councils (NALC) are urging councils yet to sign the [Civility and Respect Pledge](#) to do so. The sector must continue to stand up against bullying and harassment. The more councils that sign the Pledge, the more significant impact it will have in lobbying the government to re-visit its response to the Committee on Standards in Public Life report on local government ethical standards.

The Pledge allows local councils to demonstrate a commitment to stand up to poor behaviour across the sector and enforce positive changes that support civil and respectful conduct.

By signing the Pledge, local councils agree that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Puts in place a training programme for councillors and staff
- Signs up to the code of conduct for councillors
- Has good governance arrangements in place, including staff contracts and dignity at work policies
- Seeks professional help at the early stages should civility and respect issues arise
- Committed to calling out bullying and harassment if and when it happens
- Continue to learn from best practices in the sector and aspire to be a role model/champion council
- Supports the lobbying for change in legislation to support the Civility and Respect Pledge.

SLCC, the National Association of Local Councils (NALC), One Voice Wales (OVW) and county associations developed the Civility and Respect Pledge to address growing concerns about bullying, harassment and intimidation within the sector.

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Action for Council:

By signing up to the civility and respect pledge we are demonstrating that Tattingsstone Parish Council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff.	
Our council has signed up to Code of Conduct for councillors.	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Proposal to Council:

To agree to answer the above statements in the affirmation and thereby approve the resolution to sign up to the civility and pledge statement and to grant delegated power to the Proper Office to sign the pledge on behalf of the Council.

INTERNAL AUDIT 2022-23
TPC ACTION PLAN

 Sections highlighted in this colour are completed

Subject	Requirements	Recommendations	Actions for the Council	Who	Date Completed
SECTION 2 Finance Regulations & Standing Orders	Are the Financial Regulations up to date and reviewed annually?	Council might wish to also review the procurement thresholds amendments (SI 2022/139) of the Public Contracts (Amendment) regulations 2022 which came into force on 21 December 2022 and make the changes to the contract value limits from £25,000 to £30,000 for non-central government authorities.	Amend Financial Regulations accordingly	RFO	June 2023
SECTION 3 Payment controls	Has the Council adopted the General Power of Competence (GPoC) and is there evidence this is being applied correctly	In accordance with the Localism Act, ch1, part1, Sections 1-8, Council should be mindful that it should resolve at a meeting that it meets the criteria relating to the electoral mandate and relevant training of the Clerk and that having confirmed that it meets the criteria, it can then resolve to adopt the General Power of Competence	To adopt the General Power of Competence	ALL	May 2023
SECTION 8 Payroll controls	Do all employees have contracts of employment?	Council is recommended to ensure that a formal employment contract is drawn up and in place in accordance with its duties as an employer.	Draw up and agree a formal contract	Clerk/ALL	On June 2023 agenda for approval
SECTION 10 Bank Reconciliation	Is there regular reporting of bank balances at Council meetings?	Council might wish to consider appointing a Councillor review the bank reconciliation and report back to Council on their finding	Appoint a Cllr responsible for Bank Reconciliation	All	May 2023
SECTION 11 Year end procedures	During the period in question did the small authority demonstrate that it correctly provided for the exercise of public right as required by the Accounts and Audit Regulations 2015	Council must answer 'No' to assertion 4 of the Annual Governance Statement for 2022-23	No completed on AGAR	RFO	

**INTERNAL AUDIT 2022-23
TPC ACTION PLAN**

SECTION 11 Year end procedures	Have the publication requirements been met in accordance with the Regulations	Add Analysis of variances and Bank Reconciliation – year end to the Parish Council website	Add Analysis of variances and Bank Reconciliation – year end to the Parish Council website	RFO	May 2023
SECTION 14 Additional Information	Is there evidence that Minutes are administered in accordance with legislation	Resolutions that are made at meetings when the public are not in attendance should still be recorded in the minutes for the meeting without disclosing or revealing the confidential or sensitive information.	Prepare minutes of in camera meetings accordingly	Clerk	
		Under the FOI Act 2000, public authorities must provide access to information held which must be published proactively. The FOI act requires every authority to have a publication scheme and to publish information covered by the scheme. Council should seek to review the information it holds and collate it into a publication scheme that is available on its website.	Draw up a publication scheme and publish on its website.	Clerk	

The integrity of the Council’s finances is to be protected by two of the three signatories checking and reviewing the invoices for payment for which they will have seen an original copy.

Within the Council’s Financial Regulations (4.1) – expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred (i.e. under contractual agreements)

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair. Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

Accounts submitted for payment – Current Account

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	Clerk/RFO Salary	CHQ – 101456	320.70		320.70
S. Keys	Clerk’s Expenses	CHQ - 101456	9.00		9.00
S. Fisher	Email domain registration	CHQ – 101457	130.00		130.00
Leiston Press Ltd	Tattler Printing	CHQ – 101458	268.00	3.00	271.00

Receipts allocated

	Detail	Method	TOTAL
HMRC	VAT reclaim	BACS	768.60
Babergh District Council	Precept 1 of 2	BACS	7750.00

Presented by:..... Sarah Keys, Responsible Finance Officer

Countersigned by:..... Chair to the Parish Council

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2019 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2023. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.

Tattingstone Parish Council Bank Reconciliation as at 28 April 2023

	<u>Current a/c</u>	<u>Savings a/c</u>
bal fwd	47,560.14	3,190.60
receipts	8,518.60	0.00
payments	<u>-14,561.21</u>	<u> </u>
Cash book bal	<u>41,517.53</u>	<u>3,190.60</u>
Bank statement	41,546.53	3,190.60
cheques not rec	25.00	
Banking not received		
Bank Balance	<u>41,571.53</u>	<u>3,190.60</u>
diff	-54.00	0.00
Cheques Outstanding		
101444	54.00	
	<u>54.00</u>	

Signed at a meeting of Tattingstone Parish Council:

.....

NAME:.....

DATE:.....

MINUTE NO......

Tattingstone Parish Council

Summary Income and Expenditure for Period ending 30/03/2024

	ACTUAL TO DATE	ANNUAL BUDGET- BUDGET	BUDGET- ACTUAL
Precept	7,750.00	14,000.00	55%
Bank Interest	0.00	5.00	0%
Tatler	0.00		
Allotments	0.00		
CIL	0.00	500.00	0%
Sundries, Misc.	0.00	0.00	
NP	0.00		
VAT	768.60	0.00	
TOTAL INCOME	8,518.60	14,505.00	
SALARIES			
Clerk/RFO	560.90	4,200.00	13%
Clerk's expenses	13.05	220.00	6%
Payroll	45.00	110.00	41%
ADMINISTRATION			
Audit	0.00	350.00	0%
Hall Hire	0.00	250.00	0%
Insurance	0.00	550.00	0%
Website/email	0.00	100.00	0%
Training	0.00	200.00	0%
GDPR	0.00	40.00	0%
Miscellaneous	9,970.00		
Election costs	0.00	1,000.00	0%
SUBSCRIPTIONS/GRANTS, DONATIONS			
SALC/SLCC Subs	0.00	337.00	0%
Donations	0.00	800.00	0%
Church Support	0.00	800.00	0%
Tattler Support	268.00	400.00	67%
SERVICES			
BDC Litter bin emptying	0.00	350.00	0%
Litter purchases	0.00	300.00	0%
Playground inspection	0.00	100.00	0%
General village maintenanc	0.00	200.00	0%
Play areas grass cutting	1,012.50	2,000.00	51%
SCC Street light contract	0.00	550.00	0%
OTHER ITEMS			
Purchases/assets	402.72	548.00	73%
Miscellaneous/project supp	9,970.00	2,600.00	383%

VAT

VAT

TOTAL EXPENDITURE	<u>22,242.17</u>	<u>16,005.00</u>	139%
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Surplus to date	<u>-13,723.57</u>
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Miscellaneous

Commemorative mugs

Expenditure

402.72

Income0.00402.72**Neighbourhood Plan**

NP Support

1,620.00

Landscape appraisal

8,350.00

ExpenditureIncome0.009,970.00**Fixed Assets****Tattler**

Bal b/f

-235.00

Income

Expenditure

0.00 Balance

-235.00



CIL SPENDING REVIEW – April 2023 for the year ending 31 March 2024

Neighbourhood CIL is governed by the CIL Regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAPO and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation). *The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1st January each year.*

1. CIL Resources available

CIL funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2021-22	£7,485.48		£7485.48	06.10.26
2022-23	£10,838.85		18,323.85	07.04.27
	<i>Committed</i>	£0	£18,323.85	Balance after committed funds
	<i>To consider at PC meeting 05.06.23</i>	£264.99	£18,058.86	Balance after possible approval for litter bin
Totals	£18,323.85	£18,058.86		

2. Projects completed as bids against the Neighbourhood CIL Pot

The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position

3. Projects identified as potential bids against the Neighbourhood CIL Pot

The following projects have been identified as valid bids against the Neighbourhood CIL Pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Play area updates	None allocated	£20,000	Neighbourhood CIL (BDC)	£Unknown	Once BDC CIL Funding approved	Funding request to BDC CIL underway
Dog Litter bin opposite Chapel	On an as and when basis	£219.99 – 60l bin + £54.00 – delivery	None	£264.99	On an as and when basis	To review at meeting on 05.06.23

4. The following projects may be identified or submitted as potential discussion bids and will provide the basis for infrastructure spending as developments come online

Items highlighted in GRAY will be identified on an “as and when demand” as the parish continues to grow

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Additional consultation required	Further information
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)		
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)		



Proposal for

Tattingstone Parish Council

Created by
Nathan Foster

Prepared for
Sarah Keys

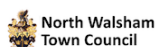
About Scribe

Scribe provides purpose-built cloud applications that enable local councils in England and Wales to manage their financial accounts, facilities bookings, allotments and cemeteries with pinpoint accuracy. Scribe provides continuous, free training sessions from the Scribe Academy, with uncapped support from our team of qualified Accountants and Clerks.

Scribe is the fastest-growing software and training provider operating in the local government sector. Scribe's mission is to help local communities work smarter and have over 950 customers.

We help you by

- Demonstrate the responsible, secure management of public funds, facilities and cemeteries
- Enhance transparency with unlimited, read-only users
- Reduced risk of mismanagement, errors and costly failed audits
- Avoid GDPR & Data Protection Act (2018) pitfalls
- Increase confident decision making with clear, accurate reporting



Plan details & pricing

We outlined the following package based on our discussion, including

- Unlimited users at no extra cost
- Uncapped support and training from our team of accountants
- Unlimited software upgrades
- Daily backups
- Full audit trail
- Online Knowledge base

Name	Price	Quantity	Subtotal
Monthly Subscription			
Accounts subscription fee per month (billed annually)	£19	12 months	£228
Onboarding			
One-off onboarding fee	£99	1	£99
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (excl VAT)			£327

This proposal is valid for 30 days from 12/05/2023

Joining Scribe

Onboarding

- Day 1 - Upon joining us, you will receive a call from our customer support team, who will get your account set up, and add your data, so you can get started immediately.
- Day 30 - You will join our exclusive training academy for Scribe customers. Holding weekly training events to get you familiar with our software and principles and practices.
- Day 60 - After you have completed your 30-day onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.

Ongoing support

Included in your subscription is access to our support team, which are qualified and part-qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.



Jane Dafforn
Chief Customer Officer



Hannah Driver (MAAT),
Senior Accountant



Tracy Russell (AATQB)
Junior Accountant



Jess Shackley (AATQB)
Junior Accountant



Jo Peters
CiLCA Qualified

Scribe Accounts

Annual Return/ Year End – run your annual return and year-end reports at the click of a button

VAT – produce your VAT Return or VAT Form 126 and submit it directly to HMRC through our MTD portal

Invoicing – produce a personalised, professional invoice and run an outstanding invoice report

Bank Reconciliations – run monthly bank reconciliations that can be printed and signed for approval

28 October 2021 (2021-2022)

Dayworth Town Council
ANNUAL RETURN - Section 2 : Statement of Accounts
Accounts for Year from 01/04/2021 to 31/03/2022

This is prepared based on information in "Governance and Accountability for Local Councils - a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	0.00	3248.33
2	Annual precept	0.00	0.00
3	Total other receipts	0.00	10529.90
4	Staff Costs	0.00	16650.02
5	Loan interest/capital repayments	0.00	0.00

Budgeting & Forecasting – Monitor your actuals vs budgets and commit spend throughout the year, forecast for your year-end position and set your proposed budget for the next financial year

Integrations

stripe

Stripe allows customers to pay online while making a booking or via a link printed on the invoice



HMRC to submit VAT Returns, check what you owe and view VAT payment history

Scribe Bookings

Block bookings for your regular hirers - you can even restrict bookings to the 31st March to avoid invoicing that straddles two financial years

Live calendar to view provisional and confirmed bookings and filter by specific venues

Preferential rates for on and off-peak times or for particular groups

Notifications - Automatic SMS and email notifications save you time

Public Bookings page - Unique bookings webpage where customers can view availability, enquire and book venues.

Key Features:

Facility list - parking, catering, equipment & more..

Imagery - upload multiple images

Video - embed videos from youtube and Vimeo

Live Availability - provide full availability information via the calendar and minimum booking slots

Payments - accept payments via stripe

Invoicing - Send to Scribe Accounts

Dayworth Town Council 01603 856521
bookings@dayworthtowncouncil.gov.uk

Dayworth Town Hall
★ 4.9 (google reviews) ■ £31.25 - £250.00/hour

Hall - 200 standing - Parking available - Catering facilities - Projector facilities - 1 hour room preparation time - 1 hour time slots
Dayworth's beautiful Town Hall is an ideal venue for your wedding ceremony with a wealth of local history.
The Dayworth Town Hall is suitable for ceremonies, corporate events, music practice, parties and weddings.

Location
6B New Rd, North Walsham NR28 9DF, UK

Additional Services
• Parking
• Catering
• Projector
£5.00 per booking

Scribe Allotments

Waitinglist - add and remove people from your waiting list. Send them offers when plots become available.

Plot Register & Fees- add all your plots and define your fees

Tenancy Agreements - Attach agreements and letters and send them out via email.

Additional Services - Configure your plots with additional services, such as water, waste, sheds and more. Added to invoices.

Rents & Reminders- generate invoices, bulk email to customers and automatically send payment reminders

Reports - allotments, tenants, notices

Inspections - Record results of inspections and send out notices

Mapping - map your sites and plots (coming soon)

Import - import your allotment data (plots, sites, fees, waiting list) from a spreadsheet.

The screenshot shows the Scribe Allotments web application interface. The top navigation bar is orange and contains the Scribe logo, a menu icon, and links for Accounts, Cemetery, Bookings, Allotments, Help, and Sign Out. The main content area is titled "Plots" and includes a sub-header: "Plot records with details entered on Scribe. New records can also be added from this screen." Below this is a search bar and a table of plots. The table has columns for Name, Site Name, Area, Area Unit, Fees Name, and an edit icon. The table lists 10 plots with their respective details.

Name	Site Name	Area	Area Unit	Fees Name	
EL Meadow - M1	EL Meadow	125.5	m ²	Standard fees	
EL South - 20a	EL South	37.9	m ²	Standard fees	
TR - 6A	TR	63	m ²	Standard fees	
EL South - 21	EL South	179.6	m ²	Standard fees	
EL South - 22	EL South	154.5	m ²	Standard fees	
TR - 4	TR	94.6	m ²	Standard fees	
EL South - 23	EL South	154.5	m ²	Standard fees	
EL South - 24	EL South	199.8	m ²	Standard fees	
TR - 3A	TR	81.4	m ²	Standard fees	

Free Training – Webinar and Toolkits

Free webinars and conferences

We have hosted

- 171 events for 2021
- Attracting over 6,800 attendees.

Scribefest 1 day Conference attracted 650 registrations

Free Community Support

[The Clerks` Corner](#) - 1,500 members

[The Councillor's Corner](#) - 500 members

Free Toolkits and Guides

[Free Code Of Conduct Guide For Councillors](#)

[The Ultimate Marketing Checklist For Village & Town Halls](#)

[A-Z Of Grant Funding For Town And Parish Councils](#)

[Free Parish & Town Council Budgeting Spreadsheet](#)

[Free Parish & Town Council Year-End Checklist](#)

[Council Accounting Whitepaper](#)



 **Scribefest**
Bringing Town and Parish Councils Together



Jackie Weaver

What our customers say



"Scribe saved me so much time, I have managed to secure £50,000 in grants"

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham Parish Council

On average our customers report

12 hrs

per month saved per user



"Scribe is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes 1 hour" -> [watch here](#)

Nicola Gray - Corfe Mullen Town Council



"Scribe listened and upgraded the bookings system based on my suggestions" -> [watch here](#)

Wendy Alcock - Eye Town Council

Agenda Item : Correspondence

ITEM ONE: (For information)

From:

Sent: Sunday, May 14, 2023 9:21 PM

To: tatt.pc@gmail.com

Subject: Recycling banks at Tattingstone village hall

Dear Sir/Madam,

My wife and I live next to the Tattingstone village hall at The clothes and bottle banks in the village hall car park are situated in close proximity to our property. Unfortunately the recycling banks are very noisy when used and it is affecting the enjoyment of our home, particularly when they are used in the evenings and early mornings.

In view of this, I would be very grateful if you could consider a polite notice for people to refrain from using these recycling facilities between 7pm and 8am.

Thank you in advance for considering this request and look forward to your response.

Kind regards