

FTC/05/08.1
Officer Report – Council Structure
13th May 2025



Purpose of the Report

To agree to the creation, alteration or abolition of committees, sub-committees or working parties.

Background

The Council can create, alter and abolish committees, sub-committees and working parties to improve the effectiveness of the running of the Council.

Current Structure

Finance & General Purposes Committee
Events & PR Committee
Personnel Committee
Disciplinary & Grievance Committee
Appeals Committee

Recommendation

It is recommended that no changes are made to the current committee structure. If an additional committee, sub-committee or working party is required during the course of the year, this can be formed at the relevant time.

For Consideration

Members are asked to consider the current structure and determine whether to accept officer's recommendation.

Report prepared by:
Linda Brodier
Town Clerk
28th April 2025

FTC/05/08.2
Officer Report – Council Structure
13th May 2025



Purpose of the Report

To approve Terms of Reference, delegation arrangements to Committees and staff, together with determining the time and place of all meetings of the council up to and including the next Annual Meeting.

Appendix 1: Terms of Reference 2025

Background

In accordance with the Council's Standing Orders, at its annual meeting the Council should review its terms of reference for the council and committees together with the delegation arrangements.

The Terms of Reference are attached at Appendix 1 for review and approval.

Amendments to Terms of Reference 2025

It is recommended that the Finance & General Purposes Committee and the Events & PR Committee meet bi-monthly on the second Tuesday of the month.

It is recommended that the Personnel Committee continues to meet quarterly, but on the first Tuesday of the month.

There are no amendments made to the Scheme of Delegation.

Recommendation

It is recommended that the Terms of Reference be approved and adopted as amended.

For Consideration

Members are asked to consider the Terms of Reference and Scheme of Delegation and determine whether to accept officer's recommendation.

Report prepared by:
Linda Brodier
Town Clerk
28th April 2025

FTC/05/08.3
Officer Report – Appointing Members
13th May 2025



Purpose of the Report

To appoint members to Committees and to elect a Chair and Vice-Chair for each.

Background

In accordance with the Council's Standing Orders, each year the Council should consider the appointment of members to existing committees and, having done so, it should appoint the chair (and vice-chair if there is one) of such committees.

Having considered the committee structure at FTC/05/08.1, the council is now requested to appoint members to such committees, electing a chairman for each.

Based on Current Structure

If no alterations to the structure proposed are agreed at FTC/05/08.1, the following gives a basis from which discussions can be had regarding the appointment of members to each committee.

COMMITTEE STRUCTURE
2025-26

Full Council	Finance & Gen. Purp.	Events & PR	Personnel	Disciplinary & Grievance	Appeals
monthly	bi-monthly	bi-monthly	quarterly	as required	as required
Cllr Bellamy	✓		✓	✓	
Cllr Binns		✓			
Cllr Byrnes	✓				
Cllr Draycott		✓	✓	✓	
Cllr Dugdale		✓			
Cllr Ellmer		✓	✓		✓
Cllr Glover	✓				
Cllr Hawkins		✓			
Cllr Severn		✓	✓	✓	
Cllr Shortland-Ford	✓				
Cllr Storey	✓		✓		✓
Cllr Wheeler	✓				
Cllr Wilcox		✓	✓		✓
MAYOR	Ex Officio				
CHAIR	Cllr Storey	Cllr Wilcox	Cllr Severn	Cllr Severn	Cllr Wilcox

Note: This is a basis for discussion only and has been drafted to give guidance.

For Consideration

Members are asked to discuss and agree the appointment of members to the various committees with a view to agreeing each committee, as well as the chair for that committee.

Report prepared by:
Linda Brodier
Town Clerk
28th April 2025

**FTC/05/08.4 Officer Report
Appointing Members to External Bodies
13th May 2025**



Purpose of the Report

To appoint members to external bodies.

Background

In accordance with the Council's Standing Orders, each year the Council should consider the appointment of members to external bodies.

Appointing Members

The following is a list of external bodies which the Council has previously assigned a member to.

- Police Liaison Representative
- CHAT Youth Counselling
- Volunteer Action
- STAUNCH / Warehousing Applications
- Thrapston Nene Valley Park
- Thrapston Neighbourhood Plan

For Consideration

Members are asked to discuss and agree the appointment of members to the various external bodies with.

Report prepared by:
Linda Brodier
Town Clerk
28th April 2025



**FTC/05/09.1 Officer Report – Review Standing Orders,
Risk Management Scheme, Financial Regulations,
Asset Register
13th May 2025**

Purpose of the Report

To review, approve and adopt the Council's Standing Orders, Financial Regulations, Risk Management Scheme and Asset Register.

Appendix 1: Standing Orders 2025

Appendix 2: Financial Regulations 2025

Appendix 3: Risk Management Scheme 2025

Appendix 4: Asset Register 2024-25

Appendix 5: Amendments to Standing Orders and Financial Regulations

Background

In accordance with the Council's Standing Orders, it is within the remit of Full Council to annually review, approve and adopt the Council's Standing Orders, Financial Regulations, Risk Management Scheme and Asset Register.

The Standing Orders are the Council's written rules and are used to confirm the council's internal organisational, administrative and procurement procedures and procedural matters for meetings.

The Financial Regulations govern the conduct of financial management by the Council.

The Risk Management Scheme enables the Council to assess the risks that it faces to satisfy itself that it has taken adequate steps to minimise those risks.

Town Councils must maintain an Asset Register to ensure its fixed assets are appropriately safeguarded. Various items are included in the Asset Register whether purchased, gifted or otherwise. The Asset Register provides various information and is the basis for decisions on risk and insurance issues. The Register must be adopted by Full Council at the end of each year as it form part of the Annual Return.

Review

Amendments have been made to the model Standing Orders and Financial Regulations following changes to the Procurement Act 2023 and The Procurement Regulations 2024. NCALC have issued new models, together with a paper detailing the amendments (see Appendix 5).

Amendments have been made to the Standing Orders (Appendix 1) and the Financial Regulations (Appendix 2) as guided by NCALC.

There were no amendments made to the Risk Management Scheme.

The Asset Register has been updated as part of the annual year end process.

For Consideration

Members are asked to review and adopt the documents as drafted.

Report prepared by:
Linda Brodier
Town Clerk
29th April 2025

FTC/05/09.5
Officer Report – Review of Policies and Procedures
13th May 2025



Purpose of the Report

To review, approve and adopt the Council's policies and procedures.

Appendix 1: List of Policies and Procedures

Background

In accordance with the Council's Standing Orders, each year the Council should review its policies and procedures, specifically referring to its complaints procedure, procedures and practices in respect of its obligations under freedom of information and data protection legislation, its policy for dealing with the press/media and its employment policies and procedures.

It was agreed in September 2021 that other Council policies would be reviewed every three years unless there were legislative changes or amendments were required by the Council. The last three-year review was undertaken in May 2022; therefore the next scheduled review is May 2025.

For information, all employment related policies and procedures are contained within the Employee Handbook following the move to Peninsula in 2024.

Review at May 2024

All policies have been read and reviewed by Officers. The following amendments have been made:-

- | | |
|-------------------------------|--|
| Charity Policy: | Amendment to reflect that the dog charity chosen by employees will be noted to Full Council via the Clerk's Report and not ratified by the Council. |
| Complaints Policy: | Need to insert the Chairman's name once elected. |
| Memorial Bench Policy: | Updated prices and sizes. |
| Privacy Notice: | Reference to District Council changed to Unitary Authority. |
| Town Awards Policy: | Included newsletter and noticeboards in the list of avenues through which to promote it. |
| Tree Management Policy: | Amended – see policy for detail of amendments. |
| Cemetery Rules & Regulations: | Some additional information has been included to tighten the rules around what is permitted on graves at the cemetery. In doing so a comparison exercise with other local town councils has been undertaken. The following paragraph has now been included:- |

All flower holders or other items left on graves must be made of non-breakable / non-corroding material. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any theft or damage to them howsoever caused. All flowers and decorative items left on graves must be contained within the grave perimeter and are strictly not permitted to be placed on benches, trees, bushes and pathways which may cause interference with the use of the cemetery for other visitors. The Council will remove any items from any grave that it deems may cause a risk, damage or offence to other visitors to the Cemetery or which may interfere with the Council's maintenance

of the site. No perishable items or unattended lit candles are permitted to be left on site and will be removed by the Council.

Recommendation

It is recommended that all policies be approved and adopted as drafted and amended, together with those that remain unchanged.

Report prepared by:
Linda Brodier
Town Clerk
29th April 2025

Appendix 1 – List of Policies

Policy Title	Reviewed on
Accident and Incident Investigation Policy	13 May 2025
Advertising Policy	13 May 2025
CCTV Policy	13 May 2025
Cemetery Memorial Safety Policy	13 May 2025
Cemetery Rules and Regulations	13 May 2025
Charity Policy	13 May 2025
Company Pool Vehicle Rules	13 May 2025
Complaints Procedure	13 May 2025
Co-option Policy	13 May 2025
Data Breach Policy	13 May 2025
Data Protection Policy	13 May 2025
Deductions From Pay Agreement	13 May 2025
Dignity at Work Policy	13 May 2025
Drivers Handbook	13 May 2025
Employee Handbook (contains employment policies)	13 May 2025
Employee Safety Handbook	13 May 2025
Environmental Policy	13 May 2025
Filming, Recording and Photography Policy	13 May 2025
Financial Regulations 2025	13 May 2025
Flag Flying Policy	13 May 2025
Freedom of Information and Publication Scheme	13 May 2025
Graffiti Removal Policy	13 May 2025
Grants and Donation Policy	13 May 2025
Grave Digging Policy	13 May 2025
Health & Safety Contractors Handbook	13 May 2025
Health & Safety General Policy Statement	13 May 2025
Health & Safety Policy & Procedures	13 May 2025
Member Code of Conduct	13 May 2025
Memorial Bench Policy	13 May 2025
Memorial Trees Policy	13 May 2025
Payroll Policy	13 May 2025
Press and Media Policy	13 May 2025
Privacy Notice	13 May 2025
Private Drivers Handbook	13 May 2025
Recruitment and Selection Policy	13 May 2025
Reserves Policy	13 May 2025
Retention of Records Policy	13 May 2025
Risk Management Scheme 2025	13 May 2025
Safeguarding children, Young People and Vulnerable Adults Policy	13 May 2025
Sexual Harassment Policy	13 May 2025
Social Media Policy	13 May 2025
Standing Orders 2025	13 May 2025

Subject Access Request Procedure	13 May 2025
Town Awards Policy	13 May 2025
Training & Development Policy for Staff & Members	13 May 2025
Tree Management Policy	13 May 2025
Tree Planting Plan	13 May 2025
Volunteer Policy	13 May 2025
Worker Safety Handbook	13 May 2025
Working at Home Policy	13 May 2025



Purpose of the Report

To confirm eligibility to use the General Power of Competence, having met the eligibility criteria as set out in the Parish Councils (General Power of Competence (Prescribed Conditions) Order 2012

Introduction

Local councils in England were given a “general power of competence” (GPC) in the Localism Act 2011, sections 1 to 8.

The Freedom of the GPC

Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011, s1(1)) gives local authorities, including **eligible** local councils “*the power to do anything that individuals generally may do*” – as long as they don't break other laws. It is a “power of first resort” which means that when searching for a power to act, the first question to ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:-

- An individual can't put someone in prison – and neither can a local council (although like an individual, the council can press for a prosecution).
- An individual can't impose taxes on other people – so a local council can't use the GPC to raise taxes.

On the other hand, an individual:-

- could run a community shop or post office (provided they abide by the relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society for this purpose.

Sometimes a council can do things than an individual can't do – such as creating byelaws or raising a precept – but it must do so using the specific original legislation.

Criteria for Eligibility

The freedom of the GPC is available to local councils that meet two criteria for eligibility (LA 2011, s8) set out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* that came into force in April 2012.

A local council must decide at a full council meeting that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every “relevant” annual meeting¹ to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed.

The two criteria are:-

¹ A “relevant” annual meeting is the annual meeting of the council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year.

At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number of councillors. Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted councillors do not count as they are not elected.

For Thrapston Town Council which has a total of 13 seats, the requirement for eligibility is 9 elected members.

Following the elections in May 2025 Thrapston has 13 elected members.

The second criteria is for a qualified clerk. The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.

The recognised sector-specific qualifications are:-

- The Certificate in Local Council Administration (CiLCA)
- The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor/successor institutions, namely
 - The Certificate of Higher Education in Local Council Administration
 - The Certificate of Higher Education in Local Policy
 - The first level of the Foundation Degree in Community Engagement and Governance (Level 4)
 - Any equivalent successor qualification

For Thrapston Town Council the Clerk attained CiLCA in October 2016 and the first level of the Foundation Degree in Community Governance (Level 4) in January 2022.

Further points to note:-

- The Council must still be mindful of its statutory duties and must continue to abide by its duties.
- Councils must continue to comply with employment law, H&S legislation, equality legislation and duties related to data protection and freedom of information.
- If the action a council wishes to take is covered by a specific power, then any restrictions that apply are still in force. For example, if existing legislation requires the council to ask permission before acting (e.g. working on roadside verges), the council must continue to seek such permission.

For Consideration

Members are asked to consider the contents of this report and resolve that the Council meets the criteria of eligibility and is therefore eligible to use the General Power of Competence.

Report prepared by:
Linda Brodier
Town Clerk
30th April 2025

**FTC/05/11.3 – Officer Report
Review of Preferred Electrical Contractor
13th May 2025**



Purpose of the Report

To review the Council's preferred contractor for electrical works and determine the continued use of Thorn Electrical as the Council's preferred contractor.

Appendix 1 – Buzzbees Quote

Appendix 2 – MH Electrical Quote

Appendix 3 – Thorn Electrical Quote

Background

Each year the council agrees its use of preferred contractors for the following year. At its Annual Meeting in May 2024 the members requested that in 2025 a more in depth review be undertaken of the Council's electrical contractors by way of obtaining multiple quotes to check whether the current supplier remain reasonable and cost effective.

The Council has had a long working relationship with Thorn Electrical since 2021. Thorn have helped maintain the Council's buildings, keeping them within the latest regulations. They have also helped with numerous projects/trouble shooting and for the past 2 years have installed the Christmas lights in the High Street.

To ensure value for money a project has been chosen, and 3 electrical contractors have been asked to quote. The air extraction system in the public toilets requires repairing to avoid damp issues in the future.

Spend

Below is a breakdown of the Council's spending with Thorn Electrical since 2021. Over the past 4 years Thorn have become familiar with the electrics at the Plaza, the Office, the High Street etc. This experience with our buildings allows Thorn to offer informed solutions to the Council's issues, in a timely manner.

Date	Description	Cost	Annual Total
2024/25	Maintenance (Planned and reactionary)	£1,474.42	£10,573.42
	Projects	£911.00	
	Christmas Lights	£8,188.00	
2023/24	Maintenance (Planned and reactionary)	£0.00	£9,103.00
	Projects	£1,235.00	
	Christmas Lights	£7,868.00	
2022/23	Maintenance (Planned and reactionary)	£898.20	£1,338.20
	Projects		
	Christmas Lights	£440.00	
2021/222	Maintenance (Planned and reactionary)	£4,483.00	£12,916.69
	Projects	£7,518.94	
	Christmas Lights	£914.75	
		Total Spend	£33,931.31

Price Comparison

Thorn and 2 local electrical contractors were contacted and asked to quote on a project: To inspect the extraction unit in the loft of the Public Toilets and quote for what they felt would be required to get it operational again. The basic work required is:

- x3 new in line fans to be wired in
- Rigid reducer ducting
- Flexible ducting
- Labour

No additional information was given by the Facilities Team so each contractor has quoted for what they felt is required.

Copies of the quotes can be found in the appendices.

Contractor	Price Quoted
Buzzbees	£ 895.00
MH Electrical	£2,100.00
Thorne Electrical	£ 880.00

For Consideration:

The Facilities Team has a good working relationship with Thorn and would be happy to continue to work with them in the future. The standard of work, working attitude and reaction time are all acceptable. They are a large enough business to be able to complete projects that require several electricians.

Recommendation:

Taking this information into account along with the report/comparison above it is recommended that the Council continue using Thorn Electrical as its preferred supplier.

Report prepared by:
Mark Wood
Facilities Manager
02/05/2015

Appendix 1 – Buzzbees Quote

Buzzbees Group Limited

Unit 16 Barnwell Workspaces
Barnwell
Cambridgeshire
PE8 5PL
+44 1832279421
buzzbeesgroup@outlook.com
www.buzzbeesgroup.co.uk
VAT Registration No.: 379173067



Estimate

ADDRESS
Thrapston Town Council
77 High Street
Thrapston
NN14 4JJ

ESTIMATE 4184
DATE 29/04/2025
EXPIRATION DATE 29/05/2025

DATE	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Thrapston Toilet Block - Sackville Street				
	Parts & Labour				
	Supply & Fit 3 x inline Mixed Flow Fans (5yr Fan parts guarantee)	20.0% S	1	895.00	895.00
	Flex Ducting				

This is an estimation of the cost of the work and parts required to complete this work.
The customer shall be liable to meet the cost of any additional work, deviations, services or fittings that need to be provided to rectify any event or situation which arises during the course of the works that

SUBTOTAL	895.00
VAT TOTAL	179.00
TOTAL	£1,074.00

Appendix 2 – MH Electrical Quote



MH Electrical Services

10 Walmergate Avenue
 Thrapston
 NN14 4UH
 +44832593008
 mickhelectrical@outlook.com

ESTIMATE

ADDRESS
 Mark Wood
 Thrapston Town Council
 77 High Street,
 Thrapston
 Northants
 NN14 4JJ

ESTIMATE 00002483
 DATE 28/04/2025
 EXPIRATION DATE 06/06/2025

PROPERTY ADDRESS
 Co-Op Toilet Block

DATE		DESCRIPTION	QTY	RATE	AMOUNT
28/04/2025	Bathroom Extractor	Installation of 150mm In-line Low Noise Extractor Fans	3	150.00	450.00
28/04/2025	Bathroom Extractor	Repairs To Existing Duct Pipework & Install Reducers To Achieve A Tight Fit. Secure With Cable Ties.	6	50.00	300.00
28/04/2025	PIR Sensor Installation	Installation of PIR Occupancy Sensors To Control Extractor Fans - Auto On/Off	3	100.00	300.00
28/04/2025	Materials	Materials: 3 x 318 cfm Low Noise Omtech 150mm In-Line Fans 9 x Universal Duct Reducer Connector Tube 100 - 150 4 x 100mm Blue Connectors 3 x PIR Occupancy Sensor To Control Ventilation Circuit 1 x 25m 1.5mm 3 Core Flex 1 x Pack 18mm Flooring Grade Chipboard For Joists	1	1,050.00	1,050.00

Dear Mark,

TOTAL

£2,100.00

Appendix 3 – Thorne Electrical Quote



£1,056.00
EXPIRES IN 28 DAYS

Decline

Accept

Invoice to 77 High Street Thrapston Northants NN14 4JJ	Deliver to Public toilets Sackville Street Thrapston	Issued 30 Apr 2025	Expires 30 May 2025 Expires in 28 days	Reference Public Toilet extract
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Description	Qty/Hrs	Price/Rate	VAT	Net
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Supply and install new public toilet extract system consisting of: - 3no. 100mm 4" Inline Mixed Flow Fan with Timer (3 year warranty) - 6metres new 100mm rigid ducting - 3metres new 100mm flexible ducting - 3no. new Flush mounted Presence detectors	1.00	880.00	176.00 Standard 20.00%	880.00
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Terms & Conditions

Payment strictly within 28 days of date of invoice.

Notes

To proceed please contact
chris@thornelectrical.co.uk quoting the estimate reference number

Total Net	880.00
Total VAT	176.00

Total (1 item)
£1,056.00

FTC/05/11.7
Officer Report – Bank Signatories
13th May 2025



Purpose of the Report

To review the Council's bank account signatories and approve any changes required.

The Council will appoint and review its bank signatories annually. Given the recent local elections a review was undertaken in April 2025 to ensure there were enough bank signatories going forwards so as not to disrupt the Council's business.

It was agreed at Full Council in April to remove Rachael McLuckie, Andy McGovern and Alan Winter from all accounts, and to add Cllrs Steve Bellamy, Jerry Hawkins and Chris Shortland-Ford as signatories.

Following the elections it is confirmed that Cllrs Steve Bellamy, Jerry Hawkins and Chris Shortland-Ford were elected to Thrapston Town Council and as such can remain as bank signatories.

The signatories will be as follows:-

Cllrs Steve Bellamy, Jerry Hawkins, Chris Shortland-Ford, Michele Storey, Craig Wheeler. In addition the Clerk and Assistant Clerk are signatories.

As priority the Unity Trust Bank forms have been submitted and actioned, as this is the regular bank account for the Council's business.

The other bank account signatory forms will be actioned as priority following the elections.

Consideration

Council is asked to consider and note this report.

Report prepared by:
Linda Brodier
Town Clerk
30th April 2025

FTC/05/11.8
Officer Report – Verification Councillors
13th May 2025



Purpose of the Report

To review and appoint the Council's Verification Councillors (internal controllers).

Background

In accordance with its Terms of Reference, the Council will appoint 2 verification councillors who will be responsible for carrying out no less than quarterly internal checks on behalf of the Council to ensure that its financial management is adequate and effective. The verification councillors will not be the Mayor or Deputy Mayor and will not be a bank signatory.

Verification Councillors (Internal Controllers)

Members are asked to appoint two verification councillors (internal controllers) who cannot be:

Cllr Bellamy
Cllr Hawkins
Cllr Shortland-Ford
Cllr Storey
Cllr Wheeler
Mayor
Deputy Mayor

Consideration

Members are asked to consider this report and appoint 2 x verification councillors.

Report prepared by:
Linda Brodier
Town Clerk
30th April 2025

Internal Audit Report

(to be read in conjunction with the Annual Governance and Accountability Return)

Name of council:	Thrapston Town Council		
Name of Internal Auditor:	John Marshall	Date of report:	07.05.2025
Year ending:	31 March 2025	Date audit carried out:	07.05.2025

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. It is important to note that managing the council's internal controls is a day-to-day function of the council through its staff and councillors and it would be incorrect to view internal audit as the detailed inspection of all records and transactions of the council in order to detect error or fraud. This report is based on the evidence made available to and seen by me. **The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.***

To the Chairman of the Council:

On 07 May, by agreement I met with Linda Brodier, Town Clerk & RFO via an online meeting platform to conduct the year-end internal audit. As ever, I would thank Linda for her co-operation in delivering this audit.

Prior to our meeting, I had examined the publicly available information displayed on the council's website including the council's policies, procedures, agendas, minutes, financial and other records. I checked that any issues raised either by me or the external auditor as part of last year's audit had been drawn to the council's attention and properly addressed; they had.

I then examined the council's arrangements for the management and control of its business in the areas of bookkeeping, due process (ie compliance with the 'proper practices' as set out in the Practitioners' Guide), risk management, budget setting and monitoring, payroll, asset register, bank reconciliations, internal control and year-end procedures including the display of information including the exercise of public rights. Where necessary, I requested and was provided with supplementary evidence to enable me to reach a conclusion regarding the enquiries I am required to make as set out in the Annual Internal Audit Report (AIAR).

I would draw attention to just two items, viz the importance of keeping under review;

- the sums held in the currently 4 banks and deposit takers, to ensure that the risk associated with the limitations of the Financial Services Compensation Scheme (FSCS) are properly weighed against all other risks, including the council's need to maintain access, both instant and deferred to funds and up to date mandates and secondly

- the Reserves Policy, prepared in pursuance of the 'proper practices' to ensure that the amounts held properly reflect the council's current and future needs in respect of both the general and earmarked sums (see para 1.13 and 5.33 – 5.39 of The Practitioners' Guide 2025) and as such are both adequate and appropriate

Notwithstanding these comments the council, supported by its diligent and competent Clerk & RFO continues to demonstrate financial prudence and an above average standard of compliance and. I was able to answer 'yes' to all relevant questions in the AIAR and consequently, I am pleased to report that having tested all the aspects of the council's internal controls that I am required to consider, based on the information made available to me I am satisfied that in all significant respects, the internal control objectives were achieved throughout the financial year to a standard adequate to meet the council's needs. Accordingly, I have completed and signed off the Annual Internal Audit Report as required.

Before concluding my report and as discussed with Linda, I would draw your attention to some significant changes in the audit regime. Whilst the changes may not become apparent until the year-end, they came into effect on 01 April 2025 ie the current year; the changes are set out in the current 2025 version of The Practitioners' Guide.

A sharper focus on 'Digital and data compliance' and increasing expectations regarding transparency and data access underpin the changes, that are designed to ensure that taxpayers can access relevant information about an authority's accounts and governance in pursuit of the principle that all data held and managed by local authorities should be made available to the public unless there are specific sensitivities to doing so.

It is therefore important that the council notes the current 2025 edition of the Practitioners' Guide at an early stage in the year and puts in place any necessary changes that are identified. This will enable you to enter a positive response to the new and additional question 10 in the Annual Governance Statement (AGS), section 1 of the AGAR.

Finally, the council should ensure that it has made available on the website, all the information required to be displayed by The Local Government Transparency Code 2015, available via this link
<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

The Code applies to all councils having a gross annual income or expenditure (whichever is the higher) exceeding £200,000 and whilst much of the required information is already displayed, prompted in part by the introduction of The Procurement Act 2023 earlier this year, all annexes, even those where the response is 'not applicable' or 'nil return' should now be addressed and reported. NB monitoring of compliance with the transparency code is not carried out by the external audit as part of its limited assurance review of the AGAR, rather it falls to internal audit to conduct the review of this control area.

I trust this information is helpful.

John Marshall, CiLCA, Cert PIALC
07505 139832

The figures submitted in the Annual Return are:

	Year ending 31 March 2024	Year ending 31 March 2025
1. Balances brought forward	712,109	774,107
2. Annual precept	434,942	463,363
3. Total other receipts	180,542	90,136
4. Staff costs	180,031	192,878
5. Loan interest/capital repayments	0	0
6. Total other payments	373,455	331,951
7. Balances carried forward	774,107	802,777
8. Total cash and investments	776,707	794,267
9. Total fixed assets and long term assets	706,787	794,980
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations 2015 that smaller authorities must follow are set out in *The Practitioners' Guide*. A copy of the current version of the Guide and other useful information is available for free download from this page:

<https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links>

Section 2 – Accounting Statements 2024/25 for

THRAPSTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	712,109	774,107	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	434,942	463,363	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	180,542	90,136	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	180,031	192,878	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	373,455	331,951	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	774,107	802,777	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	776,707	794,267	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	706,787	794,980	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

FTC/05/16
Officer's Report to Full Council
13th May 2025



Purpose of the Report

To give an update to the Council on activities since the last Full Council meeting in April.

Clerk's report for noting:

Lauren Wheeler

Lauren continues to recover well, though she has had a little set back with an infection. She has an initial sick note of 6 weeks; we will discuss her return to work nearer the time and whether a phased return is the best option.

Public Toilets

The public toilets opened on Thursday 1st May 2025. The new cleaning contractor is in place and attending daily.

MUGA

The resurfacing works at the MUGA are now complete.

Be Active

The concrete table tennis is now installed and residents can use it.

Citizens Advice Pilot Scheme

The first two sessions have been held and reports circulated following each session. We will monitor its use.

Former St Johns Ambulance Building

Oglesby & Limb have now sent in their project appraisal. I will make arrangements to invite them to the June meeting.

The legal transfer should be completed imminently – I am chasing as to what the current hold up is.

Warehousing Development - Newlands Appeal

Following the Extra Ordinary meeting I contacted NNC advising that we wish to speak at the Appeal Hearing as a participant. I have been informed that they are not able to provide time slots in advance. Councillors should attend on the opening day and make themselves known to the Case Officer and/or the Inspector and they will let us know when our views can be heard.

Facilities' report for noting:

Work completed April/May

- Public Toilets – Snagging completed; toilets opened to the public.
- Muga re-surfaced and re-lined.
- Sissinghurst Play Area cleaned and prepped for painting.

Work for May/June

- Paint Sissinghurst play kit and peace park play kit
- Paint Peace Park seating areas
- Plaza entrance maintenance work (paint steps and railings, add silicone to porch roof).

Report prepared by:
Linda Brodier & Mark Wood
Clerk & Facilities Manager
7th May 2025