Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426 E: clerk@loggerheads-pc.gov.uk
W: www.loggerheadsparishcouncil.co.uk

Tuesday 11th July 2023

Dear Councillor,

You are summoned to attend the **Full Council** meeting of **Loggerheads Parish Council** to be held at **7pm on Monday 17th July 2023** at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ.

Yours Sincerely,
B. Minshall
Parish Clerk

AGENDA

1. To receive and consider apologies for absence

2. To note declarations of Members' interests

3. To note the resignation of Cllr Tracey Swinnerton (Tyrley Ward)

4. To approve and sign the minutes of the Full Council meeting held on Monday 19th June 2023

5. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

   Any members of the public wishing to participate in public participation during the meeting should email clerk@loggerheads-pc.gov.uk before **9am** on **Monday 17th July 2023** providing their name, email address and an indication of the subject of their question or comment.

6. To note, consider and approve payments to the value of £3,867.91 as shown in the attached report

7. To receive updates from Chairs of Committees: -

   a. Finance and General Purposes Committee
      Chair: Cllr M. Lee Vice Chair: Cllr L. Beales

      NONE

   b. Planning and Environment Committee
      Chair: Cllr D. Coulson Vice Chair: Cllr H. Roberts

i. To consider planning applications not having been reviewed by Planning and Environment Committee

Application No: 23/00002/OUT
Proposal: Outline planning application for the erection of up to 150 dwellings, associated infrastructure and open space (with all matters reserved except for the details of the main site access). (AMENDED DESCRIPTION AND PLANS RECEIVED)
Location: Land North Of Mucklestone Wood Lane And East Of Rock Lane

Application No: 23/00540/FUL
Proposal: Ground floor side & rear extension
Location: 3 Red Bull Newcastle Road Market Drayton

ii. To consider the response to the public consultation for the DRAFT Local Plan

c. Personnel Committee
Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

NONE

8. To consider the following Member items: -

NONE

9. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

10. To receive updates from Members having attended external meetings

11. To identify additional training needs within the Council

12. To note the dates of **Loggerheads Parish Council** meetings for 2023: -

Planning and Environment Committee	7pm, Monday 7th August 2023 at Loggerheads Community Fire Station
Finance and General Purposes Committee	7pm, Monday 14th August 2023 at Loggerheads Community Fire Station
Full Council	7pm, Monday 21st August 2023 at Loggerheads Community Fire Station

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In attendance: Cllrs Beales, Brown, Butterworth, Coulson, Fox, Henshaw, Hodgkins, Lee, Love, Roberts, Sedgley, Sheard, Swan, Swetman, Tomson and Wellard

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 19TH JUNE 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllrs Barber, Gibson and Swinnerton.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the previous meeting held on Monday 15th May 2023

   Resolved: To sign the minutes of the previous meeting as a true and accurate record.

4. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

   Two residents of The Burntwood Estate raised concerns in relation to a planning application, 23/00431/COU, to convert a residential property at Pheasant Walk into a Children's Home. Residents are not concerned about living amongst a care facility, but the following issues: -

   - Property margins of a private company.
   - Increased risk of nuisance and through traffic.
   - The Burntwood being an unsuitable location for runaways.
   - Covenants stipulating those properties are not to be used for commercial activity.

   This application is discussed under agenda item 8(b)(i).

5. To note the year-to-date financial position for the Parish Council

   Noted

6. To note, consider and approve payments to the value of £5,050.76 as shown in the attached report.

   An invoice in the amount of £266.10 relating to the Internal Audit was submitted to the Council on the day of the meeting. Therefore, the revised total for approval was £5,316.86

Resolved: That the spend of £5,316.86 is approved.

7. To consider matters relating to the Emerging Draft Local Plan

The Chair informed the meeting that abovementioned document has now been proposed for public consultation between 19th June – 14th August, and Councillors are asked to submit thoughts to the Clerk as soon as practicable.

It was proposed to establish a Task and Finish Group to assist with compiling a formal response by the Parish Council.

Resolved: To establish a Task and Finish Group to assist with compiling a formal response by the Parish Council to the Draft Emerging Local Plan.

8. To receive updates from Chairs of Committees: -

a. Finance and General Purposes Committee
Chair: Cllr M. Lee Vice Chair: Cllr D. Coulson

i. To receive, consider, note and approve the Internal Audit Report for 2022 – 23

Resolved: To approve the Internal Audit Report for 2022 – 23

ii. To receive, consider, note and approve the Annual Governance and Accountability Return for 2022 – 23

Resolved: To approve the Annual Governance and Accountability Return for 2022 – 23

b. Planning and Environment Committee
Chair: Cllr D. Coulson Vice Chair: Cllr H. Roberts

i. To consider planning applications not having been reviewed by Planning and Environment Committee

Application No: 23/00446/FUL
Proposal: Replace rear extension with two storey rear extension
Location: The Cottage 96 Chapel Lane Ashley

Resolved: To make no objection nor submit any comment.

Application No: 23/00431/COU
Proposal: Change of use from C3 dwelling to C2 residential care home (for 3No. children), including alterations to existing hardstanding area
Location: 3 Pheasant Walk Loggerheads Market Drayton

Resolved: To submit comments regarding the abovementioned application which express concern for the geographical nature, overriding legal matters and represent the views of the local community.

ii. To note the following applications having been decided by NuLBC: -

Application No: 22/00978/DOB
Proposal: Application for the modification or discharge of planning

obligations made under Section 106 of the Town and Country Planning Act relating to Section 106 Agreement dated 23rd August 2018 (17/00067/DEEM4)

Location Land South of Market Drayton Road, Market Drayton Road Loggerheads Newcastle Under Lyme TF9 4BT

Decision: **Approved**

Application No: 23/00318/FUL
Proposal: Erection of self-contained granny annexe
Location: Castle Hill 63 Mucklestone Road Market Drayton Shropshire TF9 4DW
Decision: **Permitted**

Application No: 23/00234/FUL
Proposal: Conversion of existing barn into 3 no dwellings, one for residential dwelling use, two for holiday let use. The proposals involve the careful modification and restoration of a building in the curtilage of a listed building, Manor House Farm.
Location: Manor House Farm Park Lane Ashley
Decision: **Permitted**

Noted

Application No: 22/01098/LBC
Proposal: The careful modification and restoration of a building in the curtilage of a listed building
Location: Manor House Farm Park Lane Ashley
Decision: **Listed Building Consent**

Noted

c. Personnel Committee
Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

NONE

9. To consider the following Member items: -

a. That Loggerheads Parish Council request that NuLBC gift land on Hugo Way, along with the play equipment and the S106 monies they have received – £81,000 – as shown in green on the document titled Area 19 Loggerheads NBC Grass Cutting. The Parish Council will maintain the play area and land in perpetuity **– Cllr Coulson**

Resolved: To request that Newcastle-under-Lyme Borough Council transfer land on Hugo Way to the Parish Council, along with the corresponding £81,000 S106 monies for redevelopment of the Play Area and adjoining land.

b. That Loggerheads Parish Council request NuLBC to pass responsibility for maintenance of all areas shown in green on the document titled Area 19 Loggerheads NBC Grass cutting, and pay the Parish Council any available for funds for a 3-year period **– Cllr Coulson**

Resolved: To request that Newcastle-under-Lyme Borough Council permit the Parish Council to undertake grounds maintenance operations, if not transfer said land to the Parish Council.

10. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

a. Staffordshire County Council

John Henderson, Chief Officer, will soon be officially departing the County Council. Pat Flaherty, the new Chief Officer, is progressing through the handover and is looking forward to advancing the work of the County Council using new and more innovative methods.

A piece of work undertaken by Trading Standards has shown a rise in fines being issues for car parking offences across the County. Highway maintenance is generating a significant amount of information from residents surrounding what they believe the priority issues to be among highways defects. The County Council received an additional £4.45m of funding from Central Government to support this being actioned. The Council has altered its strategy in relation to pathway repairs because timely repairs are now considered something which residents should expect to see more of. To date there have been 346 potholes repaired, 210 new reports and 28 gullies have been jetted out.

County-wide initiatives to improve both capability and attainment levels in mathematics are generating positive results.

It is hoped that progress surrounding the day-to-day management of Loggerheads Library can be seen before the end of June, if not documents signed.

b. Newcastle-under-Lyme Borough Council

The Borough Council held its Annual Council Meeting on Wednesday 17th May 2023 whereby Cllr Barry Panter was named Deputy Mayor-elect for the year 2023/24.

A planning application to erect a veranda at 43 Mucklestone Wood Lane has been questioned by the Interim Head of Planning, and further clarification sought around aspects of the application. It was also noted that planning application 22/00724/FUL to allow a Dog Training Area at Napley has been permitted in accordance with the application.

Complaints have been received concerning the potential withdrawal of refuse collections along unadopted roads. It has been confirmed by the Borough Council there are no such plans for this to happen.

Complaints have been received concerning speeding and reckless driving along Eccleshall Road. Recently a car was witnessed attempting to overtake a tractor, bouncing off the larger rear wheels and could have been responsible for serious injuries or worse to a nearby pedestrian.

In some good relating to the Draft Emerging Local Plan Consultation, housing figures for Loggerheads Parish have been fixed at 500, which will include those currently being built as well as other with planning permission not yet built. A drop-in Consultation event is scheduled to be held 17:00 – 19:00, 5th July at Oddfellows Hall in Ashley and Borough Councillors are urging local residents to engage in this event to ensure the Local Plan is as representative as possible.

c. Staffordshire Police

Localised data has recorded the following incidents: -

- Two incidents of road traffic collisions, with no injuries.
- One Incident of burglary involving a tractor and trailer in Peatswood. CCTV has been passed to West Mercia Police.
- One incident of criminal damage to Hugo Meynell during half term
- Three incidents of anti-social behaviour with youths loitering in the bus shelters, and setting fires in The Burntwood
- One incident of theft from building site at Market Drayton Road
- Two incidents of speeding on Eccleshall Road which have been referred to the Road Crime Time to identify if resource can be allocated to deal with this increasing issue.

11. To receive updates from Members having attended external meetings

NONE

12. To identify additional training needs within the Council

Cllrs Roberts Tomson want to undertake Planning training.

Cllr Swetman is still wanting to undertake Finance training.

13. To note the dates of **Loggerheads Parish Council** meetings for 2023: -

Planning and Environment Committee	7pm, Monday 3rd July 2023 at Loggerheads Community Fire Station
Finance and General Purposes Committee	7pm, Monday 10th July 2023 at Loggerheads Community Fire Station
Full Council	7pm, Monday 17th July 2023 at Loggerheads Community Fire Station

Noted

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 20:17pm

Signed…….

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In attendance: Cllrs Beales, Butterworth, Coulson, Fox, Henshaw, Hodgkins, Lee, Love, Roberts, Sheard, Swan, Swetman, Swinnerton, Tomson and Wellard

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 15TH MAY 2023

1. To elect a Chair of the Parish Council for 2023 – 24

   Resolved: To elect Cllr Swetman as Chair of the Council for 2023 – 24

2. To elect a Vice Chair of the Parish Council for 2023 – 24

   Prior to a vote being taken, Cllr Swetman thanked Cllr Coulson for his knowledge, support and tireless effort over the last twelve months.

   Resolved: To elect Cllr Coulson as Vice Chair Council for 2023 – 24

3. To receive and consider apologies for absence

   Apologies were received from Cllrs Brown, Gibson and Sedgley

4. To note declarations of Members' interests

   There were no declarations of Members' interests.

5. To approve and sign the minutes of the previous meeting held on Monday 17th April 2023

   Resolved: To sign the minutes of the previous meeting as a true and accurate record

6. Public Question Time

   A period of 15 minutes for Members of the Public to ask questions or submit comments

   Any members of the public wishing to participate in public participation during the meeting should email loggerheadspc@btconnect.com before **9am** on **Monday 15th May 2023** providing their name, email address and an indication of the subject of their question or comment.

   A resident of Loggerheads brought to the attention of the Parish Council an upcoming Dog Show, and it was asked whether the Council would consider publicising this local event. Further to this it was mentioned that plans are being developed to hold an event in July which is intended to recognise the Coronation of King Charles III, and will involve

the crowning of a young King and Queen following nominations from local children. It was also mentioned that Members of the Public are willing to assist the Council should it wish to undertake more events, or to elaborate on those things which it does do. Finally, it was stated that the residents want a stronger relationship with the Council and Councillors.

7. To consider and approve the following governance documents: -

- Code of Conduct
- Communications Strategy
- Complaints Procedure
- Co-Option Policy
- Data Protection Policy
- Data Retention Policy
- Equality and Diversity Policy
- GDPR Privacy Notice
- Financial Regulations
- Health and Safety Policy
- Protocol to Mark the Death of Senior Figure
- Recruitment Policy
- Reserves Policy
- S137 Grants Policy
- Safeguarding Policy
- Social Media Policy
- Standing Orders
- **Terms of Reference**
- **Training and Development Policy**
- **Volunteer Policy**

Resolved: To reaffirm the existing governance documents.

It was requested that the Financial Regulations and Reserves Policy are raised at the next meeting of Finance and General Purposes Committee for any potential amendments.

Resolved: To adopt the Terms of Reference.

Resolved: To adopt the Training and Development Policy

Resolved: To adopt the Volunteer Policy

8. To consider the approval of nominations to existing Committees

Resolved: To approve the nominations as set out in the attached document

9. To consider and approve representations on Outside Bodies

Ashley Memorial Hall	**Cllr Deb Wellard**
Hales and District Club	**Cllr Barber**
	Cllr Swinnerton
Helicopter Noise Liaison Group	**Cllr Swetman**
Knighton Village Hall	**Cllr Sedgley**
Loggerheads Allotments Association	**Cllr Henshaw**
Loggerheads Library	**Cllr Beales**

Resolved: To appoint the abovenamed Members to represent the interests of the Parish Council on Outside Bodies

10. External Support Services: -

    a. To approve Staffordshire County Council for legal support

    Resolved: To approve Staffordshire County Council for legal support

    b. To approve Autela Payroll Services for financial and accountancy support

    Resolved: To approve Autela Payroll Services for financial and accountancy support

11. To note, consider and approve payments to the value of £2,819.71 as shown in the attached report

    Resolved: To approve the spend of £2,819.71

12. To receive updates from Chairs of Committees

    a. Finance and General Purposes Committee
    Chair: Cllr M. Lee Vice Chair: Cllr D. Coulson

    NONE

    b. Planning and Environment Committee
    Chair: Cllr D. Coulson Vice Chair: Cllr H. Roberts

    i. To consider planning applications not having been considered by the Planning and Environment Committee

    Application No: 23/00254/FUL
    Proposal: Two storey side/front extension with balcony at first floor level
    Location: 127 Jug Bank Ashley Market Drayton Shropshire TF9 4NJ

    Resolved: To make no objection nor submit any comment.

    Application No: 23/00304/PLD
    Proposal: Wrap around rear dormer loft conversion
    Location: 43 Mucklestone Wood Lane Loggerheads Market Drayton Shropshire TF9 4ED

    Resolved: To make no objection nor submit any comment.

    Application No: 23/00318/FUL
    Proposal: Erection of self-contained granny annexe
    Location: Castle Hill 63 Mucklestone Road Market Drayton Shropshire TF9 4DW

    Resolved: To make no objection nor submit any comment.

    Application No: 23/00330/FUL
    Proposal: Variation of condition 2 of planning permission 21/00975/FUL to include the pump station access layout.

Location: Tadgedale Quarry Mucklestone Road Loggerheads Market Drayton Shropshire TF9 4DJ

Resolved: To make no objection nor submit any comment.

Application No: 23/00356/FUL
Proposal: Internal Alterations, Front Extension and Build Over, Alterations to external materials of Dwelling
Location: Bowgate Birks Drive Ashley Heath Market Drayton Shropshire TF9 4PQ

Resolved: To make no objection nor submit any comment.

ii. To note the following applications having been approved by NuLBC

Application No: 23/00083/REM
Proposal: Approval of Reserved Matters (access, layout, scale, appearance and landscaping) for the development of 3No dwellings, pursuant to planning permission Approval of Reserved Matters (access, layout, scale, appearance and landscaping) for the development of 3No dwellings, pursuant to planning permission 21/00770/OUT
Location: Land adjacent To 14 Tadgedale Avenue Loggerheads Market Drayton Shropshire TF9 4DD
Decision: **Permitted**

Noted

Application No: 23/00086/FUL
Proposal: Replacement of front extension with new brick built extension
Location: 21 Birch Rise Loggerheads Market Drayton Shropshire TF9 4PZ
Decision: **Permitted**

Noted

Application No: 23/00176/FUL
Proposal: Retention of two temporary static caravans used as agricultural workers dwellings
Location: Willoughbridge Lodge Farm Willoughbridge Lane Willoughbridge Market Drayton Shropshire TF9 4JL
Decision: **Permitted**

Noted

Application No: 23/00202/AGR
Proposal: Construction of a new building for the housing of livestock.
Location: Land Near Studley Farm Church Lane Mucklestone Market Drayton Shropshire TF9 4DN
Decision: **Permitted**

Noted

c. Personnel Committee

Chair: Cllr A. Swetman Vice Chair: Cllr D. Swan

NONE

13. To consider the following Member items: -

    a. Heath Grove **– Cllr Henshaw**

    Cllrs Henshaw and Coulson visited Heath Grove to inspect a self-made cycle track which keeps falling into a state of disrepair, and is periodically maintained by users. Recently, complaints from residents have alluded to the track posing a significant safety risk to pedestrians, vehicles and those cyclists themselves.

    At present there are two potential options for managing the situation – one is to enact a by-law stating that cycling is no longer accepted inside Heath Grove; or, to identify an alternative site whereby a safer, more secure and more suitable facility could be installed to promote cycling as an organised leisure activity.

    It was requested this be raised at the next meeting of Planning and Environment Committee for further review.

14. To receive reports from Staffordshire County Council, Newcastle-under-Lyme Borough Council and Staffordshire Police

    a. Staffordshire County Council

    The next Full Council meeting of the County Council is scheduled to be held on 18th May.

    Councillor community Fund is now 'Live' and can be found on the SCC website to support community projects directly. The new period of DHP Councillor funding is also 'live'.

    Rock lane, Chestnut Road and Mucklestone Road are being put forward for possible pothole Patching schemes which hopefully will be rolled out over the Summer as part of the extra £5m to tackle some of the backlog of potholes; on top of the extra £30m that the Council have put in. The transformation of Highways continues at pace with more focus on quality and value for money of repairs. Bringing inspectors back in house to improve the communications link with our contractors.

    Covid-19 figures remain at around 250 – 300 people per 100,000; but the good news is because of the success of the previous vaccination programmes mortality rates have not been high, and has not overloaded the NHS from residents requiring hospital intervention. Round 4 of the Covid-19 vaccinations is now being rolled out to the elderly and those at greater risk.

    This week marks the start of Fostering Fortnight, a chance to promote the vital impact that carers make in the lives of some of the most vulnerable children and young people

    - With more than 1,300 children in care, there is an urgent need for more people to come forward
    - If you join the fostering family, you are provided with all the training and support you need so you can concentrate on caring for your children.

Finally, Cabinet approved the Joint Draft Mental Health Strategy with the Integrated Care Board for the period of 2023 – 2028. "Good Mental Health In Staffordshire" takes into account recent national changes and the true impact of the effects of Covid-19 on people's mental health and wellbeing. Mental health services in Staffordshire and related to local strategies. The strategies set out 6 main outcomes including equal access to care, timeliness of responses, support in the community and more integrated quality services for young people to achieve independence in adulthood.

b. Newcastle-under-Lyme Borough Council

There next Full Council of the Borough Council is scheduled to be held on 17th May – it is at this meeting that Cllr Barry Panter will be proposed at the new Deputy Mayor Elect.

Otherwise, there was no report from the Borough Council.

c. Staffordshire Police

There was no report from Staffordshire Police.

15. To consider the frequency of meetings for 2023 – 2024

It was suggested that meetings of the Planning and Environment Committee be reviewed to ascertain whether or not this remains a standalone Committee on the current schedule, whether it moves to be something more ad hoc or it is amalgamated into Finance and General Purposes Committee.

The preference was that it moved to be something more ad hoc.

16. To note the dates of all **Loggerheads Parish Council** meetings for 2023 – 24

Subject to any amended dates surrounding the Planning and Environment Committee, the proposed was predominantly accepted.

Noted

17. To note the dates of **Loggerheads Parish Council** meetings for June 2023: -

Planning and Environment Committee	7pm, Monday 5th June 2023 at Loggerheads Community Fire Station

Noted

Personnel Committee	**7:30pm**, Monday 5th June 2023 at Loggerheads Community Fire Station

Noted

Finance and General Purposes Committee	7pm, Monday 12th June 2023 at Loggerheads Community Fire Station

Noted

Full Council 7pm, Monday 19th June 2023 at Loggerheads Community Fire Station

Noted

Chair: Cllr
Clerk: B. Minshall

Close of Meeting: 19:47pm

Signed…….

COUNCIL TERMS OF REFERENCE

Approved by Council:

Planned for review:

Members of the Authority	Quorum
19	7

Annual Parish Council meeting is held in May, and then Council will meet every third Monday of the month in accordance with the Annual calendar of meetings.

The Parish Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, or to an officer. It cannot legally delegate such decisions to an individual Councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.

	Function	Delegation
General Governance		
1.	Adoption and amendment of any strategies and policies.	None generally, but to receive advice from Finance and Governance Committee as appropriate. • Personnel policies and Pensions Discretion policies delegated to Personnel Committee
2.	Comments on Newcastle-under-Lyme Borough Council's Strategic Plans or strategies.	Planning Committee has delegated authority for response to consultations (see terms of reference for that Committee and 64 below). Planning Committee can refer consultations to Council for ratification of further consideration.
3.	Comments on the strategic plans or strategies of other public sector bodies.	To individual committees if within their Terms of Reference.
4.	Liaising with the Police and other outside bodies on matters pertaining to the Parish.	In the first instance to Ward Councillors and/or Parish Clerk. To individual committees as set out in their delegation, otherwise reserved for Council.
5.	Approval of any Neighbourhood Plan for Article 14 consultation or Article 15 submission to Newcastle-under-Lyme Borough Council.	None, but drafts delegated to Planning and Environment Committee.
6.	Adopting and changing the Standing Orders or Financial Regulations.	None
7.	Approving of annual budget and	None

	Precept.	
8.	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules.	None
9.	Election of Chair and Vice Chair of Council.	None
10.	Appointment of Chairs and Vice Chairs of Committees established by Council.	Council, or may delegate to individual Committees.
11.	Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
12.	Appointment of Members or Officers to outside bodies.	None
13.	Adopting an allowance scheme for Chair or other members.	None
14.	Changing the name of the Parish Council.	None
15.	Deciding on honorary titles or awards.	None
16.	Making, amending, revoking, re-enacting or adopting Bylaws.	None
17.	To represent the view of the local community on matters of significance.	None generally, but may be delegated to individual committees, through their terms of reference.
18.	Power to make payments or provide other benefits in cases of fault or maladministration.	Appeals Committee up to the value of £500 Parish Clerk up to £200
19.	Appeals against any decision made on behalf of the Authority.	Appeals Committee
20.	Data Protection, Access to information, Freedom of Information and Human Rights.	Policy and Publication Scheme reserved to Council. Strategic overview to Finance and General Purposes Committee.
21.	To monitor and control the Council's Ethical Framework.	Strategic overview and monitoring to Finance and Governance Committee Proper Officer to obtain declarations, give up- date reminder annually and to act as necessary for Monitoring Officer. Mayor may obtain declarations in the absence of the Proper Officer. Granting of a Dispensation is reserved to Council and only delegated to the Proper Officer where a decision is required in advance of a committee meeting when no Council meeting is to take place.
22.	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally In cases of urgency, the Parish Clerk in consultation with two of Chair of Council, Vice Chair of Council, Chair of Committee or Committee Vice Chair.
23.	1. All powers of the Council (except	The Parish Clerk in consultation with two of:

		those reserved to Council by legislation) in the case of a civil emergency (including health related emergency), limited to £500 expenditure in accordance with Financial Regulations.	Chair of Council, Vice Chair of Council, Chair of Committee or Committee Vice Chair subject to reporting to next Council.
	2.	All powers of the Council (except those reserved to Council by legislation) in the case of utmost urgency, limited to £500 expenditure in accordance with Financial Regulations.	The Parish Clerk in consultation with two of: Chair of Council, Vice Chair of Council, Chair of Committee or Committee Vice Chair subject to reporting to next Council.
	3.	In cases where a civil emergency is over an extended period and which hinders the holding of normal meetings, non-urgent decisions will be taken in consultation with all members of committee or Council.	The Parish Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.
24.	Election issues and filling of vacancies.		None to Committee Proper Officer to undertake all statutory notification and action to advise members as necessary.
25.	Power to direct as to the Custody of Parish documents.		None
26.	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations including issue of notifications and signing documents.		Parish Clerk
27.	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations including issue of notifications and signing documents.		Parish Clerk or other officer designated by resolution of Council.
28.	Nomination for attendance at Conferences.		None Parish Clerk for Member training in accordance with policy.
29.	To do anything calculated to facilitate or conducive or incidental to the discharge of any function.		Council, unless specifically delegated.
30.	Adoption of General Power of Competence.		None.
Personnel Issues			
31.	To direct which post holders will be designated Proper Officer to the Council, Responsible Financial Officer and Data Protection Officer.		None, but may be on recommendation of Personnel Committee.
32.	To determine the overall Staffing structure and approval of additional posts.		None, but may be on recommendation of Personnel Committee.

33.	Confirming the appointment of the Parish Clerk.	None, but appointment, set out in Terms of Reference for Personnel Committee.
34.	Other personnel matters.	As set out in Terms of Reference for Personnel Committee.
35.	Health and Safety Policy – General Statement and Organisation.	None. Arrangements to Personnel Committee.
Quality and Integrated Management		
36.	Matters relating to Quality Systems and Local Council Award accreditation.	Finance and General Purposes Committee recommend and make decisions on process. Resolutions regarding Local Council Awards reserved to Council.
37.	Administration of the Complaints Procedure.	As set out in Complaints Procedure.
Finance and Audit		
38.	Authorisation of Payment of accounts	Council/Finance and General Purposes Committee Parish Clerk/RFO in accordance with Financial Regulations
39.	Approval of Annual Return, Statement of Accounts and Governance Statement	None
40.	Approval of Banking Arrangements and choosing insurance providers.	None, but on advice of Finance and General Purposes Committee
41.	Approval of Orders for work, goods or services and acceptance of tenders	In accordance with Finance and General Purposes Committee ToR
42.	Audit Arrangements Appointment of internal auditor and determining method of external auditor appointment. Consideration of internal and external audit reports and response recommended by Committee or Sub-Committee.	In accordance with Finance and General Purposes Committee ToR None None
43.	Power to accept gifts, Local Government Act 1972, S139	None
44.	Power to participate in schemes of collective investment, Trustees Investments Act 1962 s11.	None
45.	Power to borrow, Local Government Act 1972 S111 and Sch. 13	None
46.	Writing off bad debts	None
47.	Proceedings or other steps to recover debt owing to the Council	RFO for routine action Finance and General Purposes Committee to consider reports on aged

		debt and action.
48.	Annual review of Fees and Chargers	None
49.	Approval of virements between committee budgets	None
Powers of All Committees		
50.	To undertake all functions delegated to them by Council. They may choose, because of uncertainty as to whether a function is delegated, or because of the sensitivity, controversy or seriousness of a matter, decide not to use the delegated power	Committee Parish Clerk as set out in delegation
51.	To make spending and income recommendations to Finance and General Purposes Committee and to Council during the Budget process	Committee
52.	To arrange extra meetings or alter time/date of meetings	Committee or Parish Clerk in consultation with Chair and/or Vice Chair
53.	To monitor actions on minutes of the Committee	Committee
54.	To manage services for which they are responsible within an approved budget and policy.	Committee as delegated Parish Clerk as delegated
55.	To authorise spending/ issue works orders within budgets delegated to a committee	Committee / Parish Clerk in accordance with Finance Regulations and Standing Orders for Contracts For capital projects, an application is made to Council to access a rolling Capital Fund.
56.	To appoint sub-committees or working groups on a task and finish basis, in accordance with Standing Orders, and appointment of their Chair and Vice Chair	None
Land		
57.	Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 s124, 126,127	None
58.	Power to accept gifts of land, Local Government Act 1972 s139.	None
59.	Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and10	None
60.	To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with Chair and Vice Chair of the Council	Parish Clerk
Delegated Services		

61.	To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 and 112 or Localism Act (2011)	None
62.	To undertake services for another local authority or public body	None
Planning and Development Control		
63.	To make observations on major or controversial planning applications referred to it by Planning Committee.	None
64.	To make observations on Planning consultation documents from the Principal Council or other bodies.	None, for Local Plan or HS2 Project, but to receive recommendations from Planning Committee.
65.	All other Planning and Building Control matters	Planning and Environment Committee
Housing		
66.	Policy	None
67.	All other planning matters	Planning and Environment Committee
Emergency Planning		
68.	To prepare an Emergency Plan for the Parish which supports that of Newcastle-under-Lyme Borough Council and the Newcastle Resilience Forum	Approval by Council Overview by Finance and General Purposes Committee [see also Emergency Powers, 23 above]

NB. Any actions delegated to the Parish Clerk / Proper Officer may in his/her absence be undertaken by deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE

Approved by Council:

Planned for review:

Members of the Authority	Quorum
13	5

To take a strategic overview of Council operations and ensure that strategy is coordinated across all Committees in line with the strategic agenda set by Members.

To oversee the general operations of the Council in areas such as finance, policy review, budget management, audit and risk management.

To build relations with the business community, and promote relationships with local businesses.

To oversee the delivery and commissioning of events in the Parish and to lead on the promotion and marketing of Loggerheads as an attractive destination for tourism, business, retail and leisure.

To oversee, deliver and support the delivery of improvements to the social lives of those who live, work or visit the parish.

Meetings: Second Monday of every month.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

	Function	Delegation
Governance		
1.	To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts	Committee
2.	To advise Council on the Constitution and all Policy documents not specifically allocated to other standing Committees	Committee
3.	To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review dates"	Parish Clerk
4.	Observations on policy or strategy documents by any public body at local, sub regional, regional or national level	Committee, except from Newcastle-under-Lyme Borough Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another Committee

Resources		
5.	To oversee and direct the use of financial and technological resources of the Council	Committee for strategic overview Parish Clerk for operational management in accordance with Financial Regulations
Finance		
6.	To be responsible for the overall management and control of the finances of the Council and banking arrangements	Council to approve banking arrangements Committee for strategic overview Parish Clerk and RFO in accordance with Financial Regulations and for operational management
7.	To monitor the Council's Capital and Revenue budgets	Committee/Parish Clerk and RFO in accordance with Financial Regulations
8.	Approval of variation, overspend and virement in accordance with Financial Regulations	Committee/Parish Clerk and RFO in accordance with Financial Regulations
9.	To authorise payments in accordance with Financial Regulations	Committee/Parish Clerk and RFO in accordance with Financial Regulations
10.	Approval of Orders for work, goods or services and acceptance of tenders	Council/ Committee/Parish Clerk and RFO in accordance with Financial Regulations and Standing Orders for Contracts Parish Clerk to approve or vary list of approved contractors subject to Financial Regulations or Standing Orders
11.	To make recommendations to the Council on Budget and Precept requirements	Committee Parish Clerk and RFO to prepare draft budget and Budget Report with accountancy support as necessary
12.	To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue	Committee
13.	To advise Council on borrowing policy, investment and treasury management	Committee
14.	To regularly monitor the performance of all funds invested	Committee/Parish Clerk and RFO
15.	To supervise the Council's insurance arrangements	Parish Clerk for renewal and operational matters Committee for overview, tendering and changes of cover
16.	To supervise the Council's banking arrangements	Parish Clerk and RFO Authorised signatories to authorise mandate and payments in accordance with Financial Regulations
17.	To be responsible for all matters related to the full range of financial and	Committee for strategic review

	accountancy functions	Parish Clerk and RFO for operational management
18.	Approval of all fees and charges annually	Committee to recommend with ratification from Council
19.	To consider reports on outstanding debts due to the Council and to undertake recovery or write-off	Committee for aged debt in accordance with Financial Regulations RFO for routine actions to recover
20.	Authorisation of investments and debt repayment in accordance with Council's policy	Committee
21.	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Parish Clerk in accordance with Financial Regulations
Procurement		
22.	To coordinate and oversee the Council's Corporate Procurement and advise on its policy	Committee for strategic overview Parish Clerk for operational management in accordance with Financial Regulations, Standing Orders and Standing Orders for Contracts
Information Technology Services		
23.	To oversee the use of information and other technology in support of the Council's business and service commitments	Parish Clerk for operational management Committee for strategic overview and contracts within approved budgets
24.	Amendments and updates to layout of website	Parish Clerk for layout Committee for new websites and contracts within budget
25.	To approve all security arrangements of the Council in respect of computers and financial issues	Committee/Parish Clerk and RFO in accordance with Financial Regulations
Performance and Business Management		
26.	Management of all business aspects of the establishment	Committee for overview Parish Clerk for operational management
27.	Monitor the progress of the capital programme	Committee
28.	Approval of Corporate Business Plan	Committee Parish Clerk to determine underlying action and project plans
29.	Approval of Operating Procedures	Committee for initial Financial Procedures Parish Clerk for other Procedures and updating Financial Procedures
Asset Management		
30.	To have oversight of assets and the transfer of assets	Committee

31.	Maintenance of Asset Register	Parish Clerk to update annually
32.	Corporate landlord management, repair and maintenance. Leasing and licensing of Council land and buildings	Council for acquisition and disposal Committee for strategic overview Parish Clerk for operational management
Public Buildings		
33.	Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings and halls, Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, S133	Committee for strategic review Parish Clerk for operational management
34.	Power to provide and equip Community Centres for use of Clubs having athletic, social and recreational objectives, Local Government (Miscellaneous Provisions) Act 1976, S19	Committee for strategic overview Parish Clerk for operational management
Audit		
35.	To maintain and have oversight of Member Audits	Committee Parish Clerk to support with Operating Procedures
36.	To undertake any actions recommended following the Member Audits and to have oversight of risk management	Committee (Council if change of policy required) Council to receive External Audit Report Parish Clerk and RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns
37.	Final Internal and External Audit Reports	Committee to advise Council on response
Information and Data Protection		
38.	Policy on Data Protection, Access to Information, Freedom of Information and Human Rights	Advice to Council
39.	Decisions on issues relating to Data Protection and Human Rights	Committee for strategic review and monitoring Parish Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the

		Information Commissioner or Data Protection Officer Parish Clerk to update Privacy Notices of all categories
40.	Decisions on issues relating to Access to Information and Freedom of Information	Committee for strategic overview Parish Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner
Ethical Framework		
41.	To monitor and control Council's Ethical Framework, Code of Conduct and related Protocols	Committee for strategic overview and monitoring For Officer delegation see Council Terms of Reference
Economic Wellbeing and Tourism		
42.	To promote the economic wellbeing of the parish through partnerships with businesses, the community and voluntary sector as well as the Borough and District Councils	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
43.	To promote tourism with the parish and power to encourage visitors	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
44.	To promote regeneration in the parish and coordinate/support the work of partner organisations	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
45.	To lobby for sufficient high quality employment sites in the parish and support initiatives promoting inward investment	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
46.	To support skills and training for local businesses	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
47.	To lead on the coordination of infrastructure projects with partners in the parish.	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
48.	To oversee and coordinate parish activities and maintain effective	Committee to have strategic overview and approve acceptance within policy and

	relationships with retail businesses	budget Parish Clerk for operational management
49	To lead on building support to create an effective improvement district	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
Markets		
50.	If made available to lead on the coordination of infrastructure improvement with Markets	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
51.	If made available to oversee the power to protect Markets under the Food Act 1984,S50-61	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
Community Safety		
52.	To contribute to the maintenance of CCTV (Local Government and Rating Act 1997, S31) or install and maintain	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
53.	To support initiatives of the Community Safety Partnership and liaise with Multi Agency Action Groups	Committee/Parish Clerk with Council direction
54.	To lobby for road safety improvement schemes	Committee Parish Clerk in accordance with policy
55.	To liaise with the Police to reduce crime and promote crime reduction initiatives	Committee to respond to consultations
56.	To support the maintenance of PCSOs in the Parish	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
57.	To support Home Safety initiatives in the parish and work with Staffordshire Fire and Rescue on fire safety initiatives	Committee Parish Clerk in accordance with policy
Emergency Planning		
58.	To support Newcastle-under-Lyme Borough Council and, if needed, lead on preparing and implementing the Emergency Plan for the Parish	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
Public Relations and Promotion of the Parish Council		
59.	To coordinate and promote access to	Committee to have strategic overview

	Council services and public information and to advise Council on a Communications and Marketing Policy	Parish Clerk for operational management
60.	To promote the public face of the Council through the management of public and media relations	Committee to have strategic overview Parish Clerk for operational management
61.	To promote implementation of the Council's policies in respect of corporate marketing and communication	Committee to have strategic overview Parish Clerk for operational management
62.	To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on Communication	Committee to have strategic overview Parish Clerk for operational management
Promotion of the Parish and Strengthening Communities		
63.	To consider and make recommendations on the promotion of the parish and to determine the Parish Council's Events Programme for the coming year, or other timeframe as agreed by the Council	Committee to have strategic overview Parish Clerk for operational management
64.	To ensure and deliver an events programme that caters to a wide range of tastes and differing age ranges and appeals to both residents and visitors	Committee to have strategic overview and approval of programme Parish Clerk for operational management
65.	To organise, or partner others to organise events which promote the Parish, Council services or help strengthen communities	Committee to have strategic overview Parish Clerk for operational management
66.	To work in partnership with others to develop a Loggerheads brand and culture	Committee to have strategic overview Parish Clerk for operational management
67.	Promotion and protection of the Brand image including advertising campaigns	Committee to have strategic overview Parish Clerk for operational management
68.	To use the opportunities provided by the Events programme to raise the profile of the Parish	Committee to have strategic overview Parish Clerk for operational management
69.	Provision, directly or indirectly of Christmas Lights, Local Government Act 1972, S144	Committee to have strategic overview Parish Clerk for operational management
70.	Management of the Parish boundary signs, poster sites and Parish Map boards	Committee to have strategic overview Parish Clerk for operational management
71.	To seek and maximise the benefits of external funding	Committee to have strategic overview Parish Clerk for operational management
72.	To have oversight of Working Groups formed to support special events and promotional projects and to give support and advice	Committee to have strategic overview Parish Clerk for operational management
Arts, Culture and Education		
73.	Power to provide entertainment and	Committee within policy

	support for the arts, Local Government Act 1972, S145	Parish Clerk for operational management
74.	To encourage and facilitate any opportunities to develop further the cultural, educational and social life of the Parish's residents	Committee within policy Parish Clerk for operational management
Tourism		
75.	To support local tourism initiatives to promote the Parish of Loggerheads	Committee within policy Parish Clerk for operational management
Community Engagement		
76.	To facilitate and support statutory, voluntary, community and faith-based sector organisations to deliver their aspirations	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
77.	To have oversight of the Council's involvement with Outside Bodies which are relevant to the voluntary, community and faith sector	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
78.	To promote and support: - • Social inclusion within communities • Public and community services and facilities within the Parish • Local Area Partnerships • CAB for the Parish (Local Government Act 1972, S142) • Healthy Living • The development and coordination of NHS services • Public and community services for young people	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
79.	To seek and maximise the benefit of external funding directly or in partnership with others	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
80.	Compile and submit responses to pubic consultations through the promotion and liaison with external stakeholders which are relevant to the aspirations of the Council	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
81.	To have oversight of the Grants Advisory Group	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
82.	To administer the policies and procedures, and make recommendations relating to the	Committee to have strategic overview and approve acceptance within policy and budget

	Council's Grants and Donations	Parish Clerk for operational management
83.	To facilitate, promote and administer the Council's Grants and Donations	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
84.	To have oversight of targeted or responsive grant funds	Committee to have strategic overview and approve acceptance within policy and budget Council to approve establishing grant funds which are over £10,000 Parish Clerk for operational management

NB. Any actions delegated to the Parish Clerk / Proper Officer may in his/her absence be undertaken by deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

PLANNING AND ENVIRONMENT COMMITTEE TERMS OF REFERENCE

Approved by Council:

Planned for review:

Members of the Authority	Quorum
15	5

To oversee all planning, environmental and regulatory matters, and to recommend policy to Council on these matters including housing and transportation.

To improve the quality of the built environment through the grounds maintenance service.

To maximise the heritage value of the parish.

To develop and enhance the parish's public spaces.

Meetings: First Monday of every month.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

	Function	Delegation
Planning and Development Control		
1.	To make observations on all Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations.	Committee Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council.
2.	Referring any Planning enforcement issue to the principal Council.	Parish Clerk
3.	To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	Committee
4.	To comment on Tree Preservation applications or the making of Orders.	Committee Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
5.	To respond to consultations from	Committee

	adjoining authorities outside of Newcastle Borough.	Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
6.	To make observations on Planning consultation documents from Newcastle-under-Lyme Borough Council or other bodies.	Committee, except Local Plan or HS2 Project which are reserved for Council.
7.	To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.	Committee
8.	To make observations on Hazardous Substance applications.	Committee
9.	Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued.	Committee
10.	Making observations on applications and other actions in relation to hedge rows.	Committee Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
11.	Making observations and recommendations on Street naming or numbering.	Committee
12.	To liaise with the Borough council on any matter relating to building control.	Parish Clerk
13.	To monitor proposals from developers under Section 106 Agreements.	Committee
14.	To request a Newcastle-under-Lyme Borough Councillor to "call in" applications to be determined by the Planning Committee.	Committee
15.	To undertake the Council's role in the making, review or management of conservation areas.	Committee
Strategic Planning		
16.	Making observations on Local Plan, HS2 Project or Waste and Mineral Plans.	Council on the advice of Committee for Local Plan and HS2 Project. Committee for Waste and Mineral Plans.
17.	Making observations on supplementary planning documents or non-statutory plans.	Committee
18.	To oversee the Council's role in preparing, reviewing and monitoring the Neighbourhood Plan.	Committee Approval of Plan reserved to Council.

19.	Planning Guidance and Policy by the Parish Council.	Committee to oversee and recommend. Approval reserved to Council.
Clocks		
20.	If made available Power to provide and maintain public clocks, Parish Councils Act 1957, S2	Committee for strategic overview and management Parish Clerk for operational management
Street Lighting		
21.	(Should Council resolve to use these powers) If made available Power to light roads and public places. Maintenance and upgrading of streetlights. Parish Councils Act 1957, S3;Highways Act 1980, S301; Local Government Act 1972, Sch. 14 para 27	Committee for strategic overview and management Parish Clerk for operational management
Licensing		
21.	Making observations on any matter relating to gaming or gambling.	Committee
22.	Making observations on applications and other matters under the Licensing legislation.	Committee Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
Housing		
22.	Parish Council Policy or response to consultation on Newcastle-under-Lyme Policy.	None, but on advice from Committee
23.	To lobby for a suitable mix of housing and adequate affordable homes.	Committee
24.	To take a lead on other housing matters including landlord supervision and design guidance.	Committee
Environment and Sustainability		
25.	To promote the environmental wellbeing of the Parish.	Policy reserved by Council on recommendation of Committee. Committee under the direction of Council. Parish Clerk for operational matters.
26.	Conservation of the built and natural environment.	Strategic Operational management to Parish Clerk.
27.	To lead on the sustainability of the Council as an organisation and to approve and action environmental	Strategic overview to Committee within budget.

	audits.	Operational management to Parish Clerk.
28.	Issues involving ancient monuments and areas of archaeological interest.	Strategic overview to Committee. Parish Clerk for operational matters.
29.	To promote environmental awareness.	Strategic overview to Committee. Parish Clerk for operational matters.
30.	To lead the Parish to address climate change, sustainability and transition.	Strategic overview to Committee. Parish Clerk for operational matters.
Environmental and Public Health		
31.	Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds and ditches, Public Health 1936, S260.	Power and Strategic overview to Committee. Operational management to Parish Clerk.
32.	To liaise with the relevant authorities in cases of public health/environmental nuisance, drainage matters, pollution, or animal welfare issue.	Petitions to Committee. Parish Clerk in other cases.
33.	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).	Committee Parish Clerk in consultation with Chair in cases of urgency.
34.	Waste and recycling.	Strategic overview to Committee Operational management to Parish Clerk.
Public Realm and Public Facilities		
35.	To contribute to the improvement of the public realm, both directly and by supporting and coordinating the contribution of other partners	Committee for strategic management within budget Parish Clerk for operational management
36.	To manage the Grounds Maintenance Service to reduce problems from fly-tipping and waste management through advice and education	Committee for strategic overview and management Parish Clerk for operational management
37.	To manage the Grounds Maintenance Service to ensure a response resource which supports and enhances the general public realm services	Committee for strategic overview Parish Clerk for operational management
38.	Matters relating to street cleaning, litter, fly posting and graffiti	Committee for strategic overview Parish Clerk for operational management
39.	Provision of litter receptacles, Litter Act 1983, SS5 and 6	Committee for strategic overview Parish Clerk for operational management
40.	Provision and maintenance of street furniture and signs	Committee for strategic overview Parish Clerk for operational management
41.	If made available Power to provide and maintain public conveniences, Public Health Act 1936, S87	Committee for strategic overview Parish Clerk for operational management

42.	If made available Power to maintain, repair, protect and alter War Memorials; War Memorials (Local Authorities Powers) Act 1923, S11 as extended by the Local Government Act 1948, S133	Committee for strategic overview Parish Clerk for operational management
43.	To promote and support floral and planting initiatives, Local Government Act 1972, S144	Committee for strategic overview Parish Clerk for operational management
44.	If made available Power to provide and maintain bus shelters, Local Government (Miscellaneous Provisions) Act 1953, S4	Committee for strategic overview Parish Clerk for operational management
Leisure and Recreation		
45.	To oversee the delivery of improvements to green areas in the Parish	Committee for strategic overview Parish Clerk for operational management
46.	If made available Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and 10	Committee for strategic overview Parish Clerk for operational management
47.	If made available Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, and boating pools; Local Government Act 1972, Sch. 14; Public Health Acts Amendment Act 1890, S44; Local Government (Miscellaneous Provisions) Act S19; Public Health Act 1961, S54	Acquisition to Council Committee for strategic management and development within budget and policy Parish Clerk for operational management
Allotments		
48.	To provide Allotments where there is a proven need, improve land and let rights under S23, 26 and 42 of the Small Holding and Allotments Act 1908. To manage through Allotments Associations	Committee for strategic overview and development Parish Clerk for operational management
Burial Facilities		
49.	(should Council resolve to use these powers) If made available Powers and duty for maintenance of closed churchyards, Local Government Act 1972, S215 If made available Power to maintain Monuments and Memorials, Open Spaces Act 1906, S9 and 10; Local Government Act 1972, S214; Parish	

	Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, S1 If made available Power to contribute towards expenses of cemeteries, Local Government Act 1972, S214. Power to provide Mortuaries, Public Health Act 1936, S198	
Strategic Highway and Transportation		
48.	To take policy lead on the Local Transport Plan and general transportation issues including HS2 related activities.	Committee for strategic overview and to advise Council. Parish Clerk for operational matters.
49.	To respond to consultation on any temporary or permanent highways changes.	Committee Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
50.	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.	Committee Parish Clerk after consultation with Members, if consensus view.
51.	Consent for ending maintenance at public expense or stopping up or diversion of highway.	Committee
Non-Strategic Highways and Transportation		
52.	Power to maintain footpaths and bridleways	Committee within Council policy Parish Clerk for operational management
53.	Power to provide parking places for vehicles and cycles	Committee within Council policy Parish Clerk for operational management
54.	If made available improve off-street parking and on-street parking enforcement	Committee within Council policy and budget Parish Clerk for operational management
55.	Power to provide roadside seats and shelters	Committee within Council policy and budget Parish Clerk for operational management
56.	Power to enter into agreement as to dedication and widening of highways	Committee within Council policy and budget Parish Clerk for operational management
57.	If made available Power to contribute financially to traffic calming schemes; Highways Act 1980, S274A	Committee within Council policy and budget Parish Clerk for operational management
58.	If made available Power to provide traffic signs and other objects or devices warning of danger	Committee within Council policy and budget Parish Clerk for operational management
59.	Power to plant trees and lay grass verges and to maintain them	Committee within Council policy and budget Parish Clerk for operational management

60.	If made available Powers relating to car sharing schemes, taxi fare concessions and information about transport; Local Government and Rating Act 1997, S26, 28 and 29	Committee within Council policy and budget Parish Clerk for operational management
61.	If made available Power to erect flagpoles in highway land. Highways Act 1980, S144	Committee within Council policy and budget Parish Clerk for operational management
Challenging Planning Decisions of the Planning Authority		
62.	To progress to Judicial Review issues of concern relating to planning decisions made that require challenging.	Committee, within budget and financial regulations, through appointed representatives. To report to council at a point relevant to outcome. To provide recommendation to council if proceedings are of significant scale and in line with Financial Regulations.

NB. Any actions delegated to the Parish Clerk / Proper Officer may in his/her absence be undertaken by deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

PERSONNEL COMMITTEE TERMS OF REFERENCE

Approved by Council:

Planned for review:

Members of the Authority	Quorum
10	4

Meetings: Meetings will take place at least bi-annually in September and March.

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chair's discretion, but are unable to vote.

	Function	Delegation
1.	All delegated functions as set out in the Terms of Reference and Delegation of Council & Finance & Governance Committee	Committee
2.	To recommend to Council the overall Staffing structure and approval of additional posts.	None – Final approval remains with Council
3.	To agree the pay scales and conditions of staff	Parish Clerk reserved for Council All other staff to Sub-Committee including payment of honoraria providing within agreed budget.
4.	Approval of personnel policies and Employee Handbook	Committee to make recommendation to Council, including discretionary provisions of National Joint Agreement.
5.	Management and Appointment of Staff (Local Government Act 1972 s112-119)	Recommend appointment of new Parish Clerk to be endorsed by Council. Selection of long list by Parish Clerk with personnel assistance if appropriate. Selection of final short list – Committee Chair, Committee Vice Chair, Chair of Council and Vice Chair of Council. Final Interview – Committee and Council Chair. Appointment of other Staff Scale Point XX and above to Parish Clerk in consultation with 2 members of Committee. Appointment of Staff below Scale Point XX to Parish Clerk. Parish Clerk for casual staff and

		temporary appointments to approved positions below Scale Point XX. Decision on whether to fill vacant positions is delegated to Parish Clerk. Decision on recruitment of contract staff or interim contract staff to Committee. Management of staff in accordance with Council policy, procedures and budget to Parish Clerk.
6.	Disciplinary matters under the Council's Disciplinary Procedure.	Parish Clerk with appeal to Committee. Committee in the case of the Parish Clerk with appeal to Appeals Sub-Committee (only members of the Committee). Dismissal of Parish Clerk to be ratified by Council.
7.	Determination of individual grading issues and job evaluation.	Committee
8.	Issues relating to the NEST Pension Scheme as it affect individual employees and administration of retirement.	Committee (Council in case of Parish Clerk). Administration of retirement in cases of permanent ill health, after appropriate medical advice via NEST. Pensions Discretions Policies to Committee.
9.	Approval of Job Descriptions and Person Specifications.	Committee
10.	Absence issues under the Council's Attendance Management Guidelines.	Parish Clerk, except Committee in the case of Parish Clerk.
11.	Appeals Procedure	Appeals Sub-Committee
12.	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working.	Council
13.	Competence Procedure.	Parish Clerk, except Committee in the case of Parish Clerk.
14.	Issue of Contracts of Employment.	Parish Clerk, except Committee in the case of Parish Clerk. Model Contract approved by Committee.
15.	Redundancy and Redeployment.	Committee – recommending amended structure to Council.
16.	Monitoring Equalities Policy in relation to employment.	Committee
17.	Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol.	Council
18.	Health and Safety.	Committee for approval of Policy other than General Statement and organisation which are reserved for Council. Committee to oversee responsibilities for

		Council within budget and policy. Parish Clerk for routine management.
19.	Grievance Procedure.	Parish Clerk, except Committee in the case of Parish Clerk.
20.	Administration of other Personnel Procedures.	Parish Clerk, except Committee in the case of Parish Clerk.
21.	Employee Development Review and assessment at end of Probationary Period.	Parish Clerk for all staff often delegated to direct manager. Chair of Council, Committee Chair and one other Member of the Committee for Parish Clerk.
22.	Training and Development Plan for Officers.	Parish Clerk
23.	To administer the Volunteers Policy.	Parish Clerk to administer. Committee to monitor and recommend to Council.
24.	To administer the Safeguarding Policy.	Parish Clerk to administer. Committee to monitor and recommend to Council.
25	To administer the Council's Equality Policy.	Parish Clerk to administer for employees, services, volunteers and democratic process. Committee to monitor and recommend to Council.

NB. Any actions delegated to the Parish Clerk / Proper Officer may in his/her absence be undertaken by deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

LOGGERHEADS PARISH COUNCIL
TRAINING AND DEVELOPMENT POLICY

Approved by Council: Pending
Date of Review: Pending

Introduction

Loggerheads Parish Council recognises that its most important resources are its Councillors and Officers and it is committed to keeping them apprised of current issues and to developing them to their potential. Some training is necessary to ensure compliance with all legal and statutory requirements.

Training can be defined as "a planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation" (Chartered Institute of Personnel and Development)

The objectives of this Policy are to:-

- Encourage Councillors and Officers to undertake appropriate training and development
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value.
- Ensure that the Parish Council has the necessary skills to plan and deliver high quality services.

Commitment to Training

Loggerheads Parish Council is committed to the training and development of all Councillors and Officers to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services to the Town.

There are a number of benefits to training:-

- Improves the quality of the services and facilities provided by the Council.
- Enables the organisation to achieve its corporate aims and objectives.
- Demonstrates commitment to employees and acts as a motivator, attractor and retention aid.
- Enables Councillors to undertake their duties to the best of their ability.
- Improves the skill base of both Councillors and employees and aids team working.

Councillors

Councillors bring a vast range of skills and experience to the Council. However, both local government and the world around it are fast changing and it is an essential investment to develop Councillors to their full potential. In addition, the Council is likely to have a number of new functions over the coming years and it will be important for Councillors fully appreciate the implications of the decisions they make.

The Council will establish a comprehensive Development Programme for Councillors, based on the following approach:-

- Skills development for individual Councillors or groups of Councillors.
- Seminars, Briefings and Workshops to raise general awareness of topical issues.
- Briefings and awareness raising prior to making a key decision or policy

A rolling programme will be established immediately following the adoption of this Policy and following normal elections and updated annually.

Certain training is identified as essential for all Councillors including:-

- Induction for new Councillors;
- General Power of Competence;
- Code of Conduct and Ethical Framework
- Equality responsibilities.
- Understanding the Planning System (for Councillors of Planning and Environment Committee).

Some Councillors may have undertaken relevant training at principal Council level or in some cases as part of their employment.

Training needs are prioritised by the Personnel Committee following advice from the Parish Clerk and completion of a questionnaire by Councillors.

Employees

An annual training and development plan will also be established by the Parish Clerk and approved by Personnel Committee for employees and volunteers. It will however be flexible to accommodate new Officers or newly identified needs.

Training needs are determined by the appraisal process and are set as targets for individual Officers Councillors by the Parish Clerk on a yearly basis. Training needs are also identified during the appointment process and by informal discussion. Although sometimes training does need to be prioritised, the Council will try to accommodate requests from Officers which are reasonable and appropriate.

Certain Officers are required to hold valid First Aider qualifications or be trained

as fire wardens Training is prioritised on the following grounds (not in priority

order):-

- Legislative requirements e.g. health and safety
- Changes in relevant legislation
- Changes in systems, new working methods or equipment
- New or revised qualifications available
- The delivery of devolved or new services
- Specialist need.
- Unexpected need e.g. following a service failure or accident
- Identified competence issue

Corporate training is necessary for subjects including corporate objectives or working

practices, equality, health and safety.

Other considerations include:-

- Implications of employee release for training courses upon the operational need and capacity of the Parish Council
- Economic and effective means of training the employee
- Provision and availability of the training budget
- Continued professional development in line with requisite professional bodies.

All new Officers will receive induction training.

Resourcing Training

Sufficient funds are allocated in the budget for Officers and Councillors for training purposes with a forecast of anticipated expenditure presented to Councillors for consideration each year as part of the Budget setting process. Separate budget headings are allocated for Councillors and Officers

Qualifications

Employees may apply to take qualification training. These will be considered on an individual basis and will be dependent upon the need or priorities of the Parish Council. Qualifications may include:-

- National Vocational Qualifications (NVQs)

The Parish Council view these as accrediting existing knowledge and is greatly encouraged.

- Career Personal Development (CPD)

The Parish Council supports the Career Personal Development of all its employees.

- Employees will be required to attend training courses, workshops or seminars where necessary relating to legal responsibilities and corporate standards

Delivery

Councillors training, learning and development opportunities will be arranged predominately by Staffordshire Parish Council Association (SPCA). This will be supplemented as appropriate by in-house provision, the use of local training organisations and by inviting "guest speakers" to Council or committee meetings.

Most Officers training needs are catered for by SPCA, Society of Local Council Clerks (SLCC), or local colleges, again supplemented by specialist providers.

Some joint training for both Councillors and Officers is not only cost effective but often gives added value through a cross fertilisation of ideas.

Officers and Councillors attending courses are encouraged to pass on what they have learned to colleagues where appropriate.

Financial Assistance

The cost of training for Councillors will be paid for by the Council and reasonable associated

costs such as travel an subsistence, reimbursed.

The Parish Council will pay and/or assist with expenses incurred to cover the cost of tuition and examination fees for employees provided that the training is approved by the Parish Clerk

Costs for travel to tuition, courses or examination will generally be paid. This will include such expenses as:-

- Course fees
- Examination fees
- Associated Councillorship fees
- The purchase of resources to complete a course or examination

Where training is provided for a qualification or exceeds the general costs of training, then employees will be expected to sign an appropriate agreement to manage the risks associated with the Council's investment in the training. If an employee fails to sit an examination within a reasonable period of time, fails to satisfyingly progress or discontinues the course, the Parish Council may withdraw its support and may request reimbursement of the financial assistance the employee has received to that date

Should any absence from attending any training or courses occur, it must be reported to the Parish Clerk immediately. Failure to do so may result in disciplinary action being taken.

LOGGERHEADS PARISH COUNCIL
VOLUNTEER POLICY

Approved by Council: Pending
Date of Review: Pending

Introduction

Loggerheads Parish Council recognises the valuable contribution that volunteers make to Loggerheads and its community. They can bring a richness of skills and experience and can often provide a vital bridge to the community.

The Parish Council recognises that a volunteer is someone who chooses to commit their time, energy and is motivated because it is their choice to volunteer and give their time freely.

Status of Volunteers

A volunteer is not an employee and will not have a contract of employment. The role will be discussed by a Parish Council Officer with the volunteer and there will be an expectation that the volunteer will meet the roles requirements as well as the time commitment, frequency and availability required.

Volunteers are encouraged to inform Loggerheads Parish Council as soon as possible if they are unavailable or wish to withdraw from their voluntary role.

Principles

Loggerheads Parish Council:

- Recognises that voluntary work brings benefits to volunteers themselves and others;
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute positively to the organisation
- Will not introduce volunteers to replace paid staff
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work where appropriate
- Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively
- Will endeavour to identify and cover the costs of involving volunteers
- Recognises that the management of volunteers requires designated responsibilities within specific posts
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible

Recruitment

We will endeavour to recruit volunteers through a range of methods including word of mouth, advertising, talking to other agencies and making contact with local volunteering organisations.

We will also endeavour to help any volunteer overcome barriers that they may make it difficult for them to volunteer at Loggerheads Parish Council.

The Loggerheads Parish Council Equal Opportunities Policy will be adhered to at all times in relation to the recruitment and support of volunteers.

All volunteers will be asked to sign a Volunteer Agreement, which requires them to abide by the policies and procedures of Loggerheads Parish Council it sets out what the volunteers and what the project can except from each other.

DBS (Disclosure and Barring Service) checks and references may be required for some volunteer roles, especially where regular contact with children and vulnerable people is necessary. This requirement would be discussed with relevant volunteers. A volunteer will be informed if we intend to apply for DBS checks. DBS checks are not a reflection on the individual, but a legal requirement in certain circumstances

Health and Safety

Loggerheads Parish Council has responsibility for the health and safety of volunteers. Volunteers should at all times follow the Health and Safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area of work. Volunteers should report all accidents to the appropriate person and should be recorded in the accident book.

We will provide volunteers with appropriate guidance on any health and safety issues that arise.

Health and Safety

Loggerheads Parish Council takes their role in the safeguarding of volunteers, staff and other members of the public seriously and as such have a Safeguarding Policy to be followed at all times.

Insurance

Loggerheads Parish Council will ensure that volunteers are covered for insurance purposes in respect of personal injury. The Parish Council will ensure that volunteers are provided with professional and public liability. The insurance will not cover unauthorised actions or actions outside the volunteering agreement.

Induction and Training

All volunteers will receive an induction to familiarise them with the work of Loggerheads Parish Council in general and their own particular area of work. Training will be offered where it helps to fulfil the role.

Support and Supervision

All volunteers will have a named person as their main contact at Loggerheads Parish Council. They will be given regular feedback and provided with an opportunity to discuss how things are going and air any problems.

Networking meetings between volunteers will be developed to encourage peer support and share experiences.

Expenses

Volunteers will be reimbursed for out of pocket expenses incurred on behalf of Loggerheads Parish Council as long as this has been approved in advance. Receipts will be required.

Grievance

The relationship between Loggerheads Parish Council and its volunteers is entirely voluntary and it does not imply any contract. However, it is important that Loggerheads Parish Council is able to maintain its agreed standards of service to those who visit the premises and it is also important that volunteers should enjoy making their contribution to this service. If, in their role volunteering for us, a volunteer does not meet with our standards, their case will be dealt with in the same manner as a paid member of staff.

If a volunteer has any concerns regarding our treatment of them and this has been fully discussed with their named contact, but they are still not satisfied, any complaint may be taken to the Parish Clerk.

Committee Membership List 2023 – 2024

Full Council (19)	Finance and General Purposes Committee	Personnel Committee	Planning and Environment Committee
Cllr Darren Barber	Cllr Laura Beales	Cllr Laura Beales	Cllr Darren Barber
Cllr Laura Beales	Cllr Don Butterworth	Cllr Jacqueline Brown	Cllr Laura Beales
Cllr Jacqueline Brown	Cllr Dave Coulson	Cllr Dave Coulson	Cllr Jacqueline Brown
Cllr Don Butterworth	Cllr Sue Fox	Cllr Leah Gibson	Cllr Don Butterworth
Cllr Dave Coulson	Cllr Pat Henshaw	Cllr Mike Lee	Cllr Dave Coulson
Cllr Sue Fox	Cllr Bunty Hodgkins	Cllr Jeff Love	Cllr Sue Fox
Cllr Leah Gibson	Cllr Mike Lee	Cllr Harry Roberts	Cllr Bunty Hodgkins
Cllr Pat Henshaw	Cllr Jeff Love	Cllr Graham Sedgley	Cllr Mike Lee
Cllr Bunty Hodgkins	Cllr Harry Roberts	Cllr Dave Swan	Cllr Jeff Love
Cllr Mike Lee	Cllr Chris Sheard	Cllr Andy Swetman	Cllr Harry Roberts
Cllr Jeff Love	Cllr Dave Swan		Cllr Graham Sedgley
Cllr Harry Roberts	Cllr Andy Swetman		Cllr Dave Swan
Cllr Graham Sedgley	Cllr Debra Wellard		Cllr Andy Swetman
Cllr Christine Sheard			Cllr Tracey Swinnerton
Cllr Dave Swan			Cllr Andy Tomson
Cllr Andy Swetman			
Cllr Tracey Swinnerton			
Cllr Andy Tomson			
Cllr Debra Wellard			

Parish Council Lead Members and Representatives on Outside Bodies					
Ashley Memorial Hall	**Hales & District Club**	**Helicopter Noise Liaison Group**	**Knighton Village Hall**	**Loggerheads Allotment Association**	**Loggerheads Library**
	Cllr Barber Cllr Swinnerton	Cllr Swetman	Cllr Sedgley	Cllr Henshaw	Cllr Beales

AGENDA ITEM 11

Report Statement

Report Purpose: To note, consider and approve payments to the value of £2,819.71

Version Control: V1

Author(s): Clerk and RFO

1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of May 2023.

2. Position

Date	Supplier	Amount (£)
25/05/2023	B. Minshall – Salary	£1,448.00
15/05/2023	BT – Telephone and Broadband	£100.55
25/05/2023	Carrera UK - Webhosting	£52.00
25/05/2023	Cambers Country Stores Ltd	£282.99
25/05/2023	fuelGenie+	£42.17
25/05/2023	I. N. Fabrications Ltd	£822.00
25/05/2023	The Midlands News Association Ltd	£72.00
		£2,819.71

Loggerheads Parish Council - Committee Dates 2023/24

2023

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Apr	SA	SU	MO P&E SH	TU SH	WE SH	TH SH	FR BH SH	SA	SU	MO BH SH	TU F&GP SH	WE SH	TH SH	FR SH	SA	SU	MO APM FC	TU	WE	TH	FR	SA	SU	MO	TU	WE CLOSED	TH	FR	SA	SU	
May	MO CLOSED BH	TU	WE	TH	FR	SA CRIII	SU	MO BH	TU	WE	TH	FR	SA	SU	MO FC	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO BH SH	TU SH	WE SH
Jun	TH SH	FR SH	SA	SU	MO P&E	TU	WE	TH	FR	SA	SU	MO F&GP	TU	WE	TH	FR	SA	SU	Mo FC	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	
Jul	SA	SU	MO P&E	TU	WE	TH	FR	SA	SU	MO F&GP	TU	WE	TH	FR	SA	SU	MO FC	TU	WE	TH	FR	SA	SU	MO	TU	WE SH	TH SH	FR SH	SA	SU	MO SH
Aug	TU SH	WE SH	TH SH	FR SH	SA	SU	MO P&E SH	TU SH	WE SH	TH SH	FR SH	SA	SU	MO F&GP SH	TU SH	WE SH	TH SH	FR SH	SA	SU	MO FC SH	TU SH	WE SH	TH SH	FR SH	SA	SU	MO BH SH	TU SH	WE SH	TH SH
Sep	FR SH	SA	SU	MO P&E PC	TU	WE	TH	FR	SA	SU	MO F&GP	TU	WE	TH	FR	SA	SU	MO FC	TU	WE	TH	FR	SA	SU	MO	TU	WE CLOSED	TH	FR	SA	
Oct	SU	MO P&E	TU	WE	TH	FR	SA	SU	MO F&GP	TU	WE	TH	FR	SA	SU	MO FC	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO SH	TU SH
Nov	WE SH	TH SH	FR SH	SA	SU	MO P&E	TU	WE	TH	FR	SA	SU	MO F&GP	TU	WE	TH	FR	SA	SU	MO FC	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	
Dec	FR	SA	SU	MO P&E	TU	WE	TH	FR	SA	SU	MO F&GP	TU	WE	TH	FR	SA	SU	MO FC	TU	WE	TH	FR	SA	SU	MO BH SH	TU BH SH	WE	TH	FR	SA	SU

2024

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	MO BH SH	TU BH SH	WE	TH	FR	SA	SU	MO P&E	TU	WE	TH	FR	SA	SU	MO F&GP	TU	WE	TH	FR	SA	SU	MO FC	TU	WE	TH	FR	SA	SU	MO	TU	WE
Feb	TH	FR	SA	SU	MO P&E	TU	WE	TH	FR	SA	SU	MO F&GP	TU	WE	TH	FR	SA	SU	MO FC	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH		
Mar	FR	SA	SU	MO P&E PC	TU	WE	TH	FR	SA	SU	MO F&GP	TU	WE	TH	FR	SA	SU	MO FC	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
Apr	MO	TU	WE	TH	FR	SA	SU	MO P&E	TU	WE	TH	FR	SA	SU	MO F&GP	TU	WE	TH	FR	SA	SU	MO APM FC	TU	WE	TH	FR	SA	SU	MO	TU	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

School Holidays
Bank Holidays
Annual Parish Council
Parish Council
Finance & General Purposes
Personnel
Planning & Environment

AGENDA ITEM 6

Report Statement

Report Purpose: To note, consider and approve payments to the value of £5,050.76

Version Control: V1

Author(s): Clerk and RFO

1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of May 2023.

2. Position

Date	Supplier	Amount (£)
25/06/2023	B. Minshall – Salary	£2,321.00
25/06/2023	G. Cheshire – Salary	£1,112.80
30/05/2023	8x8 – Telephone	£12.00
13/06/2023	8x8 – Telephone	£121.25
15/06/2023	BT – Broadband	£100.55
25/06/2023	Carrera UK – Webhosting	£52.00
25/05/2023	Cllr Sheard – Expenses	£128.20
08/06/2023	fuelGenie+	£48.53
06/06/2023	NFU Mutual – Insurance	£707.31
31/05/2023	O2 – Mobile Phones	£32.40
06/06/2023	Scribe Accounts – Finance System	£414.72
		£5,050.76

Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
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In attendance:	Cllrs Beales, Butterworth, Coulson, Fox, Hodgkins, Lee, Love, Roberts, Sheard, Swan, Swetman and Wellard

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 12TH JUNE 2023

1.	To elect a Chair of the Finance and General Purposes Committee for 2023 - 2024	
	Resolved:	To elect Cllr Lee as Chair of the Finance and General Purposes Committee for 2023 – 2024
2.	To elect a Vice Chair of the Finance and General Purposes Committee for 2023 - 2024	
	Resolved:	To elect Cllr Beales as Vice Chair of the Finance and General Purposes Committee for 2023 – 2024
3.	To receive and consider apologies for absence	
	Apologies were received from Cllr Henshaw	
4.	To note declarations of Members' interests	
	There were no declarations of Members' interest	
5.	To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 13th March 2023	
	Resolved:	To sign the Minutes of the previous meeting as a true and accurate record
6.	Public Question Time	
	Two residents raised concerns in relation to speeding along Eccleshall Road, and whether any other traffic calming measures could be installed in addition to Speed Indication Devices. The resident was advised that it was not within the remit of the Parish Council to install additional measures without consulting Staffordshire County Council as the Highway Authority, and that further discussion will come under a later agenda item.	
7.	To note the year-to-date financial position for the Parish Council **(attached)**	
	Noted	

8.	To consider a virement of £5,270.29 into the budget line item for Speed Indication Devices	
	Resolved:	To carry out a virement of £4,000 from the Grounds Maintenance budget into the Speed Indication Device budget
9.	To consider quotes in relation to replacements of Speed Indication Devices	
	Resolved:	To accept the quote for the replacement and maintenance of Speed Indication Devices and the corresponding galvanised poles at a cost of £8,985.59
10.	To consider a virement of £2,500 into an earmarked reserve for The Burntwood Community Area	
	Resolved:	To carry out a virement of £2,500 into earmarked reserves
11.	To receive a report from the Member Auditors – **Cllrs Sheard and Wellard**	
	Cllrs Sheard and Wellard conducted a Member Audit concerning January – March of the 2022 – 23 financial accounts. It was identified that additional documentation was required; however, this was either present or has since been added.	
12.	To receive, consider, note and approve the Internal Audit Report for 2022/23	
	Resolved:	To defer this item to the July meeting of the Finance and General Purposes Committee
13.	To consider and approve the Annual Governance and Accountability Return for 2022/23	
	Resolved:	To defer this item to the July meeting of the Finance and General Purposes Committee
14.	To consider the following grant applications, and make a recommendation to Full Council a. Loggerheads Craft and Chat Group - £325.72	
	Resolved:	to award a contribution of £196.75 to the Loggerheads Craft and Chat Group towards costs relating to room hire and 50% of the printing leaflets
15.	To consider the following governance documents: -	
	a.	Financial Regulations
		Resolved: To defer this item to the July meeting of the Finance and General Purposes Committee
	b.	Reserves Policy
		Resolved: To defer this item to the July meeting of the Finance and General

			Purposes Committee
16.	To consider matters relating to communications		
	a.	To consider the future direction of the Community Newsletter	
		Resolved:	To no longer produce a Community Newsletter, and to explore other viable streams for disseminating locally relevant news items
17.	To consider matters relating to Parish Events		
	NONE		
18.	To receive updates in relation to ongoing projects		
	a.	Burntwood Community Area (formerly 'LV1')	
		It was noted that there is no further update in relation to the Parish Council taking formal occupation of the land. However, an element of outstanding negotiations between Shropshire Homes and Newcastle-under-Lyme Borough Council has since been concluded, and gained the Parish Council £17,000 of income, which means that both the lease and sublease can now be progressed.	
	b.	Loggerheads Library	
		It was noted that formal agreement of the Parish Council becoming the contracted Partner is expected to be signed towards the end of June 2023.	
19.	To note the date of the next **Finance and General Purposes Committee** meeting as being held at 7pm, Monday 10th July 2023 at Loggerheads Community Fire Station		
	Noted		

Chair: Cllr M. Lee
Clerk: B. Minshall

Close of Meeting: 20:03pm

Signed…….

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In attendance:	Cllrs Beales, Coulson, Fox, Hodgkins, Lee, Love, Roberts, Swan, Swetman and Tomson

MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE HELD ON MONDAY 5TH JUNE 2023

1.	To elect a Chair of the Planning and Environment Committee for the year 2023 - 2024	
	Resolved:	To elect Cllr Coulson as Chair of the Planning and Environment Committee for the year 2023 – 2024
2.	To elect a Vice Chair of the Planning and Environment Committee for the year 2023 - 2024	
	Resolved:	To elect Cllr Roberts as Vice Chair of the Planning and Environment Committee for the year 2023 – 2024
3.	To receive and consider apologies for absence	
	Apologies were received from Cllrs Brown and Butterworth	
4.	To note declarations of Members' interests	
	Declarations were received from Cllr Tomson in Item 7.	
5.	To approve and sign the minutes of the Planning and Environment Committee meeting held on Monday 3rd April 2023	
	Resolved:	To sign the Minutes of the previous meeting as a true and accurate record
6.	Public Question Time	
	There were no Members of the Public in attendance.	
7.	To consider the following planning applications: -	
	Application No:	21/00365/NMA3
	Proposal:	Application for a non-material amendment relating to alterations to planning permission 21/00365/REM for the alterations to floor levels.
	Location:	Land Off Market Drayton Road Bloreheath

	Resolved:	To make no objection nor submit any comment
	Application No:	23/00266/FUL
	Proposal:	Demolition of existing garage blocks and erection of 2no. dwellings
	Location:	Land Adjacent To 27 Esselie Avenue Ashley Market Drayton
	Resolved:	To make no objection nor submit any comment
	Application No:	23/00300/FUL
	Proposal:	Proposed replacement of fire damaged dwelling and outbuildings with new dwelling, annexe, summer house and garage block
	Location:	Wharmadine House Wharmadine Lane Ashley
	Resolved:	To make no objection nor submit any comment
	Application No:	23/00396/FUL
	Proposal:	Two storey side and single storey rear extension.
	Location:	4 Smithy Lane Knighton Market Drayton
	Resolved:	To submit a comment concerning both working hours and noise reduction measures
	Application No:	23/00424/FUL
	Proposal:	Replacement livestock building (including demolition of existing building)
	Location:	Bridge Farm London Road Knighton
	Resolved:	To make no objection nor submit any comment
	Application No:	23/00380/FUL
	Proposal:	Replacement livestock building (including demolition of existing buildings)
	Location:	Bridge Farm London Road Knighton Market Drayton Shropshire TF9 4HS
	Resolved:	To make no objection nor submit any comment
	Application No:	23/00057/FUL
	Proposal:	Steel framed portal side extension to form young livestock housing
	Location:	Upper House Farm Pinfold Lane Almington
	Resolved:	To make no objection nor submit any comment
8.	To note that the following planning applications have been considered by NuLBC: -	
	Application No:	23/00176/FUL
	Proposal:	Retention of two temporary static caravans used as agricultural workers dwellings
	Location:	Willoughbridge Lodge Farm Willoughbridge Lane Willoughbridge
	Decision:	**Permitted**
	Noted	

	Application No:	23/00237/ADV
	Proposal:	Erection of totem pole with non-illuminated signage
	Location:	Zoom Fishbar 15 Eccleshall Road Loggerheads
	Decision:	**Permitted**
	Noted	
	Application No:	23/00217/FUL
	Proposal:	Demolition of the existing rear extensions and erection of a single and two storey extensions
	Location:	Studley Farm Church Lane Mucklestone
	Decision:	**Permitted**
	Noted	
9.	To consider the following Member Items: -	
	a. Heath Grove **– Cllr Henshaw**	
	Resolved:	To defer this item to the July meeting of the Planning and Environment Committee
10.	To receive an update in relation to the Burntwood Community Area	
	It remains the case that the Parish Council has yet to take formal occupation of the land due to new, and as yet unresolved, matters in relation to both contractual and commercial aspects; however, one of those matters has since been resolved and resulted in the Parish Council receiving £17,500 which will is reserved for future development of the site once the lease has been delivered.	
11.	To note the date of the next **Planning and Environment Committee** meeting as being held at **7pm, Monday 3rd July 2023** at Loggerheads Community Fire Station	
	Noted	

Chair: Cllr D. Coulson
Clerk: B. Minshall

Close of Meeting: 19:14pm

Signed…….

Loggerheads Parish Council
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In attendance:	Cllrs Beales, Coulson, Lee, Love, Roberts, Swan and Swetman

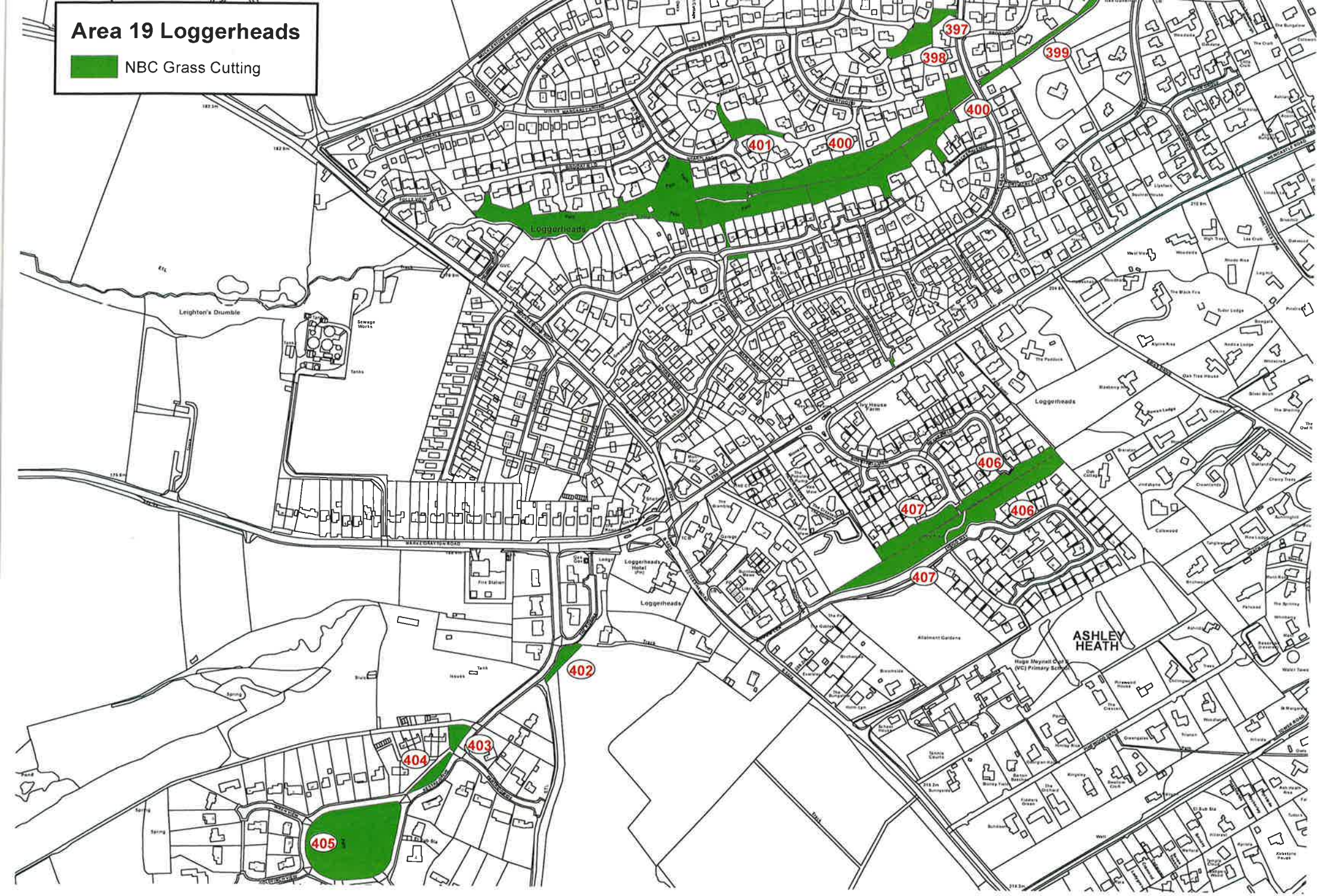
MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 5TH JUNE 2023

1.	To elect a Chair of the Personnel Committee for 2023 – 24	
	Resolved:	To elect Cllr Swetman as Chair of the Personnel Committee for the year 2023 – 2024
2.	To elect a Vice Chair of the Personnel Committee for 2023 – 24	
	Resolved:	To elect Cllr Swan as Vice Chair of the Personnel Committee for the year 2023 – 2024
3.	To receive and consider apologies for absence	
	Apologies were received from Cllr Brown and Gibson	
4.	To note declarations of Members' interests	
	There were no declarations of Members' interests	
5.	Public Question Time	
	There were no Members of the Public in attendance	
6.	To note the date of the next **Personnel Committee** meeting as being held at 7:30pm, Monday 4th September 2023	
	Noted	

Chair: Cllr A. Swetman
Clerk: B. Minshall

Close of Meeting: 19:31pm

Signed…….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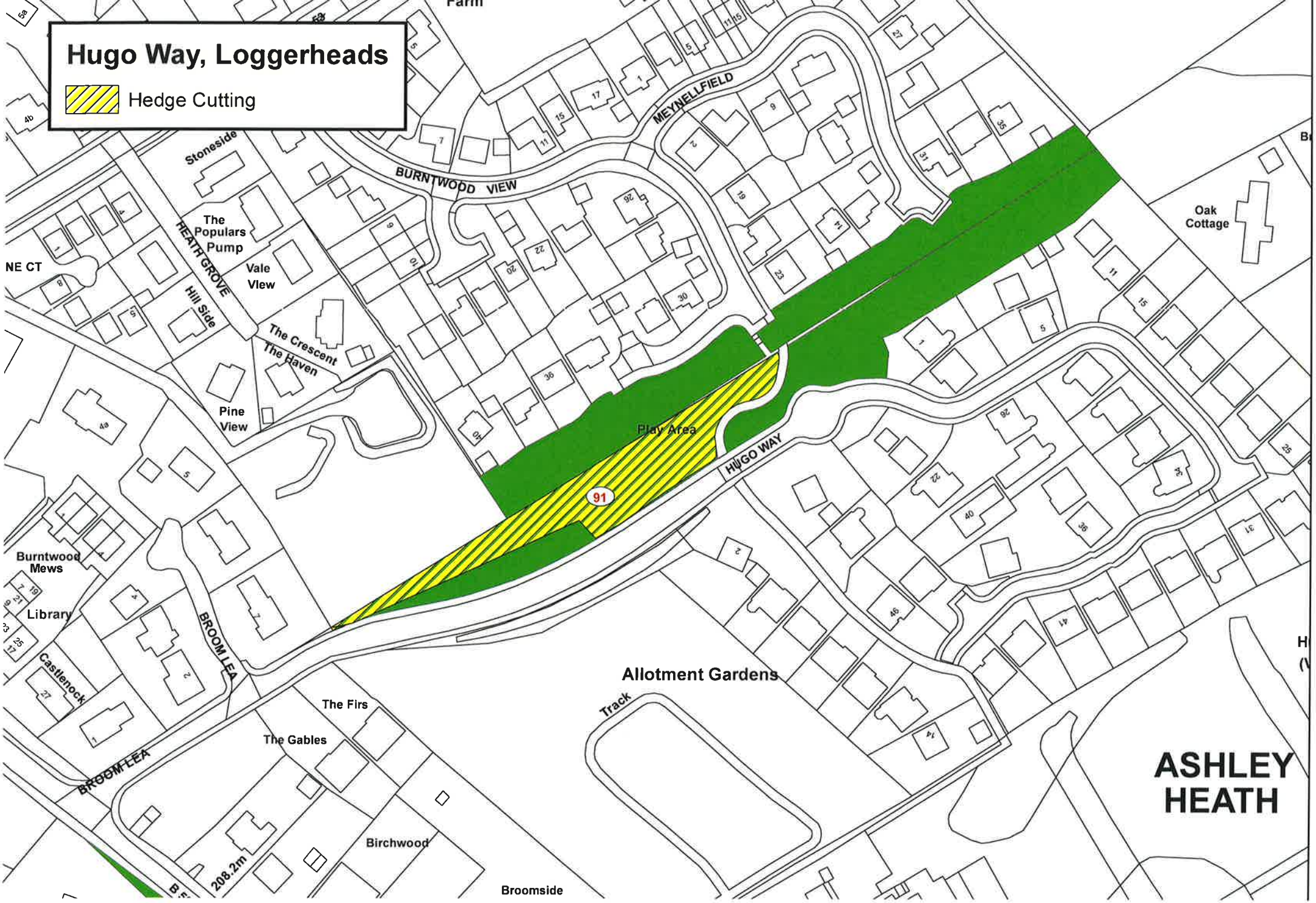
Loggerheads
Leighton's Drumble
Sewage Works
Loggerheads Hotel
ASHLEY HEATH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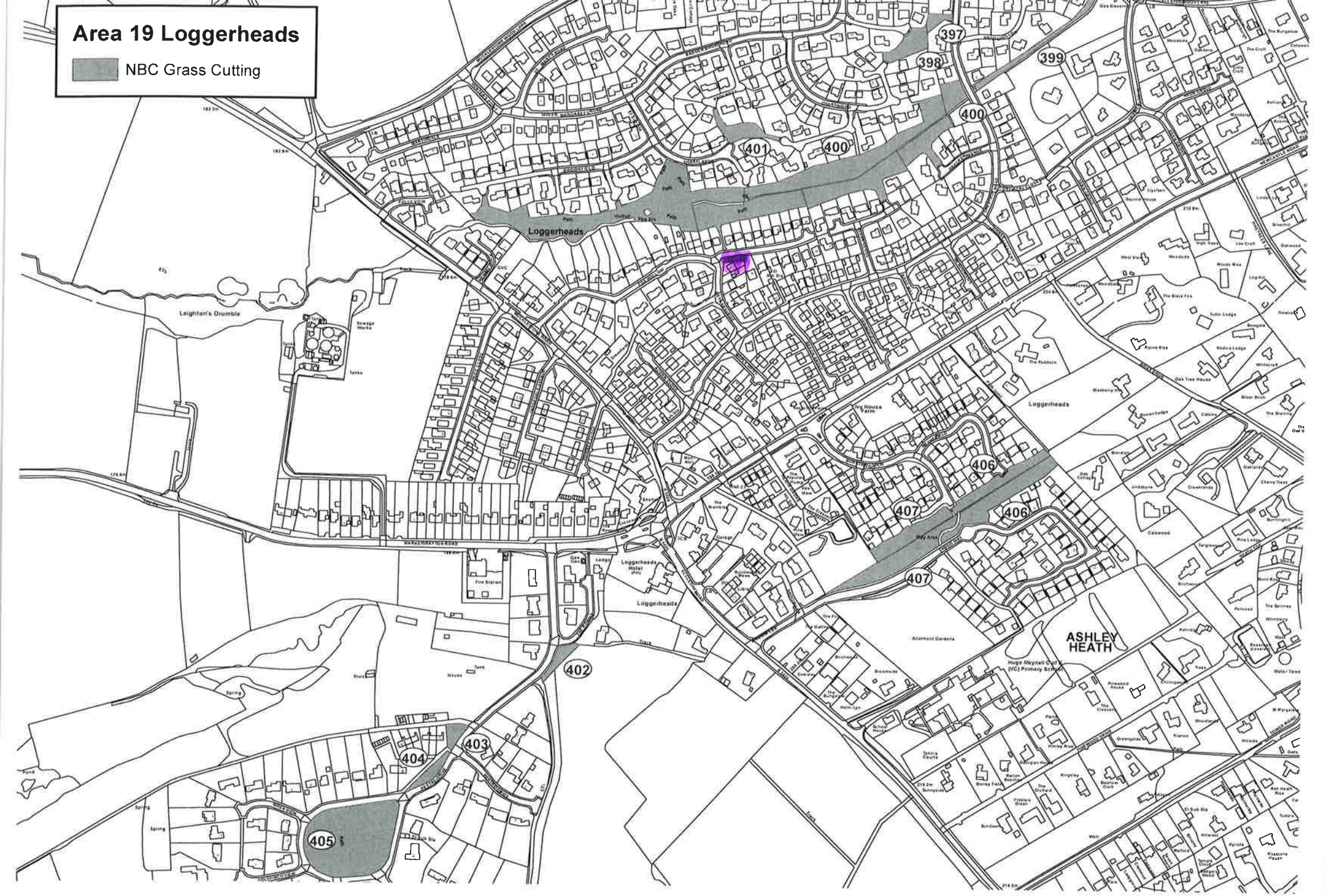
Hedge Cutting
Stoneside
BURNTWOOD VIEW
MEYNELLFIELD
The Populars
Pump
HEATH GROVE
Vale
Vlew
Hill Side
The Crescent
The Haven
Pine
View
Play Area
HUGO WAY
91
Oak
Cottage
Burntwood
Mews
Library
Castlenock
BROOM LEA
Allotment Gardens
Track
The Firs
The Gables
Birchwood
208.2m
Broomside
ASHLEY
HEATH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AGENDA ITEM 6

Report Statement

Report Purpose: To note, consider and approve payments to the value of £3,867.91

Version Control: V1

Author(s): Clerk and RFO

1. Report Summary

The report outlines the list of invoices which have been received, and the payments which are due to be made for the month of July 2023.

2. Position

Date	Supplier	Amount (£)
25/07/2023	B. Minshall – Salary	£2,321.00
25/07/2023	G. Cheshire – Salary	£1,112.80
30/07/2023	8x8 – Telephone	£12.00
15/07/2023	BT – Broadband	£100.55
25/07/2023	Carrera UK – Webhosting	£52.00
08/07/2023	fuelGenie+	£185.06
31/07/2023	O2 – Mobile Phones	£32.40
10/07/2023	Pozitive Energy	£52.10
		£3,867.91

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Loggerheads Community Fire Station
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In attendance: Cllrs Beales, Butterworth, Coulson, Fox, Henshaw, Hodgkins, Lee, Love, Roberts, Sheard, Swan, Swetman and Wellard

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 10TH JULY 2023

1. To receive and consider apologies for absence

   There were no apologies.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 12th June 2023

   Resolved: To sign the minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. To note the year-to-date financial position for the Parish Council **(circulated)**

   The bank reconciliation for quarter one was circulated during the meeting and demonstrates the overall position for the Parish Council is incredibly healthy.

6. To receive a report from the Member Auditors – **Cllrs Sheard and Wellard**

   NONE

7. To consider the following grant applications, and make a recommendation to Full Council

   NONE

11. To consider the following governance documents: -

    a. Financial Regulations

    Resolved: To defer this item to the August meeting of Finance and General Purposes Committee.

b. Reserves Policy

Resolved: To defer this item to the August meeting of Finance and General Purposes Committee.

12. To consider matters relating to communications

a. To consider matters relating to Loggerheads Parish Council social media

It is thought the Parish Council Facebook page can be better utilised to share good news stories more promptly, and consequently those stories can also be shared with traditional media outlets through electronic means at the same time.

13. To consider matters relating to Parish Events

a. To consider matters relating to the 80th Anniversary of D-Day in 2024

The meeting felt that should the Parish Council choose to hold a public event, this would be better done on Saturday 8th June 2024, as opposed to Thursday 6th June 2024. To organise something of this nature enquiries will need to be made, and invitations extended as soon as possible to secure wide-ranging participation.

It was suggested to form a Task and Finish Group to assist with the arrangements and could possibly involve Members of the Armed Forces.

14. To receive updates in relation to ongoing projects

a. Burntwood Community Area (formerly 'LV1')

It was noted that there is no further update in relation to the Parish Council taking formal occupation of the land. However, an element of outstanding negotiations has since been concluded, which means that both the lease and sublease can now be progressed.

b. Loggerheads Library

The Parish received documentation concerning the Library on Thursday 29th June 2023. Once all parties had signed, the documents were returned to the County Council for sealing, and the effective handover date is scheduled to be Friday 21st July 2023. In the meantime, the Parish Council is working with other Delivery Partners for Community Managed Libraries as well as Service Providers.

It is anticipated that an internal meeting can be arranged in the next couple of weeks to start planning a regularised programme of activities.

15. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 14th August 2023** at Loggerheads Community Fire Station

Noted

Chair: Cllr M. Lee
Clerk: B. Minshall

Close of Meeting: 19:46pm

Signed…….

Loggerheads Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2023			
	Cash in Hand 01/04/2023			58,322.47
	ADD			
	Receipts 01/04/2023 - 30/04/2023			96,471.04
				154,793.51
	SUBTRACT			
	Payments 01/04/2023 - 30/04/2023			15,075.20
A	**Cash in Hand 30/04/2023** (per Cash Book)			**139,718.31**
	Cash in hand per Bank Statements			
	Petty Cash	01/04/2023	0.00	
	Natwest Reserve 806	30/04/2023	15,720.05	
	Natwest Business Reserve 459	30/04/2023	21.22	
	CCLA Public Sector Deposit Fund	30/04/2023	0.00	
	Leek United	30/04/2023	37,164.32	
	NatWest Current 443	30/04/2023	86,812.72	
				139,718.31
	Less unpresented payments			
				139,718.31
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**139,718.31**
	A = B Checks out OK			

Created by Scribe

Loggerheads Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/05/2023			
	Cash in Hand 01/04/2023			58,322.47
	ADD			
	Receipts 01/04/2023 - 31/05/2023			114,073.20
				172,395.67
	SUBTRACT			
	Payments 01/04/2023 - 31/05/2023			27,401.87
A	**Cash in Hand 31/05/2023** (per Cash Book)			**144,993.80**
	Cash in hand per Bank Statements			
	Petty Cash	01/04/2023	0.00	
	Natwest Reserve 806	31/05/2023	14,977.60	
	Natwest Business Reserve 459	31/05/2023	37,260.15	
	CCLA Public Sector Deposit Fund	31/05/2023	0.00	
	Leek United	31/05/2023	0.00	
	NatWest Current 443	31/05/2023	92,851.88	
				145,089.63
	Less unpresented payments			95.83
				144,993.80
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**144,993.80**
	A = B Checks out OK			

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Loggerheads Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/06/2023			
	Cash in Hand 01/04/2023			58,322.47
	ADD			
	Receipts 01/04/2023 - 30/06/2023			114,374.37
				172,696.84
	SUBTRACT			
	Payments 01/04/2023 - 30/06/2023			42,232.69
A	**Cash in Hand 30/06/2023** (per Cash Book)			**130,464.15**
	Cash in hand per Bank Statements			
	Petty Cash	01/04/2023	0.00	
	Natwest Reserve 806	05/06/2023	5,270.29	
	Natwest Business Reserve 459	30/06/2023	1.17	
	CCLA Public Sector Deposit Fund	30/06/2023	37,164.32	
	Leek United	30/06/2023	0.00	
	NatWest Current 443	30/06/2023	88,028.37	
				130,464.15
	Less unpresented payments			
				130,464.15
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**130,464.15**
	A = B Checks out OK			

Created by Scribe

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w: www.nalc.gov.uk
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LOGGERHEADS PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders[1] and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]

1.9. The RFO;

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

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- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

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1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].

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2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

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3. Annual estimates (budget) and forward planning

[3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.]

3.2. The RFO must each year, by no later than [month], prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£5,000];
- a duly delegated committee of the council for items over [£500]; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

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4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. [The council shall seek credit references in respect of members or employees who act as signatories.]

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [or finance committee]. The approved schedule shall be ruled off and initialled by the

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Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or

c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

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5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one] two member[s] of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided

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that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those

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accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO] [a member]. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

OR

[6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

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b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

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7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

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9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three

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or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[2].

[2] The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

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c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[3].

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[ ], [4][insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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[3] Thresholds currently applicable are:
a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)

[4] Based on NALC's Model Standing Order 18d ©NALC 2018

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[12. Payments under contracts for building or other construction works]

[12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).]

[12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.]

[12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

[13. Stores and equipment]

[13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.]

[13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.]

[13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.]

[13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each

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case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

[15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

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

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. [Charities]

[16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and

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RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

LOGGERHEADS PARISH COUNCIL
RESERVES POLICY

Approved by Council: October 2022
Date of Review: May 2026

1. Purpose

1.1 Loggerheads Parish Council (LPC) is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

1.2 Section 31A 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 Responsible Financial Officer (RFO) to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

1.3 Reviewing the Council's finances is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

2. Types of Reserves

Reserves can be categorised as general or ear-marked. Earmarked 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 cash flows, offset the budget requirement, if necessary, or can be held in case of unexpected events or emergencies.

2.1 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 made by the Council. Expenditure from reserves can only be authorised by the Council.

Earmarked reserves can be held for several reasons:

- Renewals – to enable the council to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward – of underspend on an identified project which cannot be spent in the budget year. Reserves are used as a mechanism to carry forward these resources.

- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other ring fenced reserves may be set up from time to time to meet known or predicted liabilities.

Earmarked 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 will be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

3.2 General Reserves

The level of general reserves is a matter of judgement 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 at least 3 months and no more than 12 months of the annual critical expenditure figure (between £11250 and £43500). 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.

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.

The Council is increasingly responsible for land (including play equipment and trees) and employment of staff. 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.

4. Opportunity Cost of Holding Reserves

4.1 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.

4.2 However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no funds to manage unexpected risks nor provide a mechanism to fund the planned expenditure for which the reserves were earmarked.

4.3 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.



THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY

In association with
The Royal Naval Association, ABF The Soldiers Charity, RAF Benevolent Fund, The Merchant Navy Association & The Normandy Memorial Trust

U.S. troops landing on Omaha Beach.
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British troops landing on Gold Beach.
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THE PRIME MINISTER

I am honoured to support the 80th anniversary celebrations to commemorate D-Day.

D-Day on 6 June 1944 was the largest Naval, Air and land Operation in history, involving many hundreds of thousands of brave men who had to leave their families at home, not knowing if they would ever return home, a feat we hope will never have to take place again.

The heroism of those who landed on the shores of the Normandy beaches, represented a beacon of light for the world during a particularly dark period of war. It is therefore fitting that local communities throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and those along the shorelines of Utah, Omaha, Gold, Juno and Sword beaches in Normandy, France, should light Beacons on 6 June 2024, in 'tribute' to the light of peace that they brought out from the misery of darkness during that dreadful campaign, of which many unfortunately did not return.

I am therefore delighted to support this initiative and I urge communities across the country to support this event. I would like to pay particular tribute to Pageantmaster, Bruno Peek for his tremendous efforts in leading these historic celebrations. It also gives me great pleasure in congratulating The Royal Naval Association, The Merchant Navy Association, The Royal Airforce Benevolent Fund and ABF The Soldiers Charity for their remarkable efforts in supporting our service personnel, along with their families.

As we look forward to the future, I believe we should take strength from the shared hardship of our experience during World War II. That future is why so many of our service men gave their lives – and protecting the peace they fought for is the greatest way we can honour those who fell.

February 2023

The Royal Navy

Admiral Sir Ben Key KCB CBE ADC - First Sea Lord and Chief of Naval Staff



On 6 June 1944, Operations Neptune and Overlord unfolded. Meticulously planned over the course of years, they set the stage for one of humanity's most audacious military campaigns as the Allies sought to retake Western Europe from the Nazis. In planning and execution, the synchronised movements of hundreds of thousands of personnel and millions of tonnes of steel by sea and air onto the land, paved the way for extraordinary success.

In 2024 we will gather to celebrate the 80th anniversary of D-Day. The numbers of those who remain grow fewer every year but their deeds remain as inspiring as ever. They sailed offshore, flew overhead and stormed the beaches, facing down incredible odds with unwavering resolve. Their footsteps are forever etched in history's sands and their bravery reflects the highest of human courage and determination.

The Royal Navy is delighted to participate in the lighting of beacons on 6 June 2024 to pay tribute to all those who took part in D-Day, whether as part of the landings or supporting from the United Kingdom. The values that those involved were fighting for are ones that we continue to uphold – peace, freedom and democracy. Through this endeavour, we can connect communities across the country in memory of all those who made the ultimate sacrifice.

Admiral Sir Ben Key KCB CBE ADC
First Sea Lord and Chief of Naval Staff

Introduction

Bruno Peek CVO OBE OPR, Pageantmaster

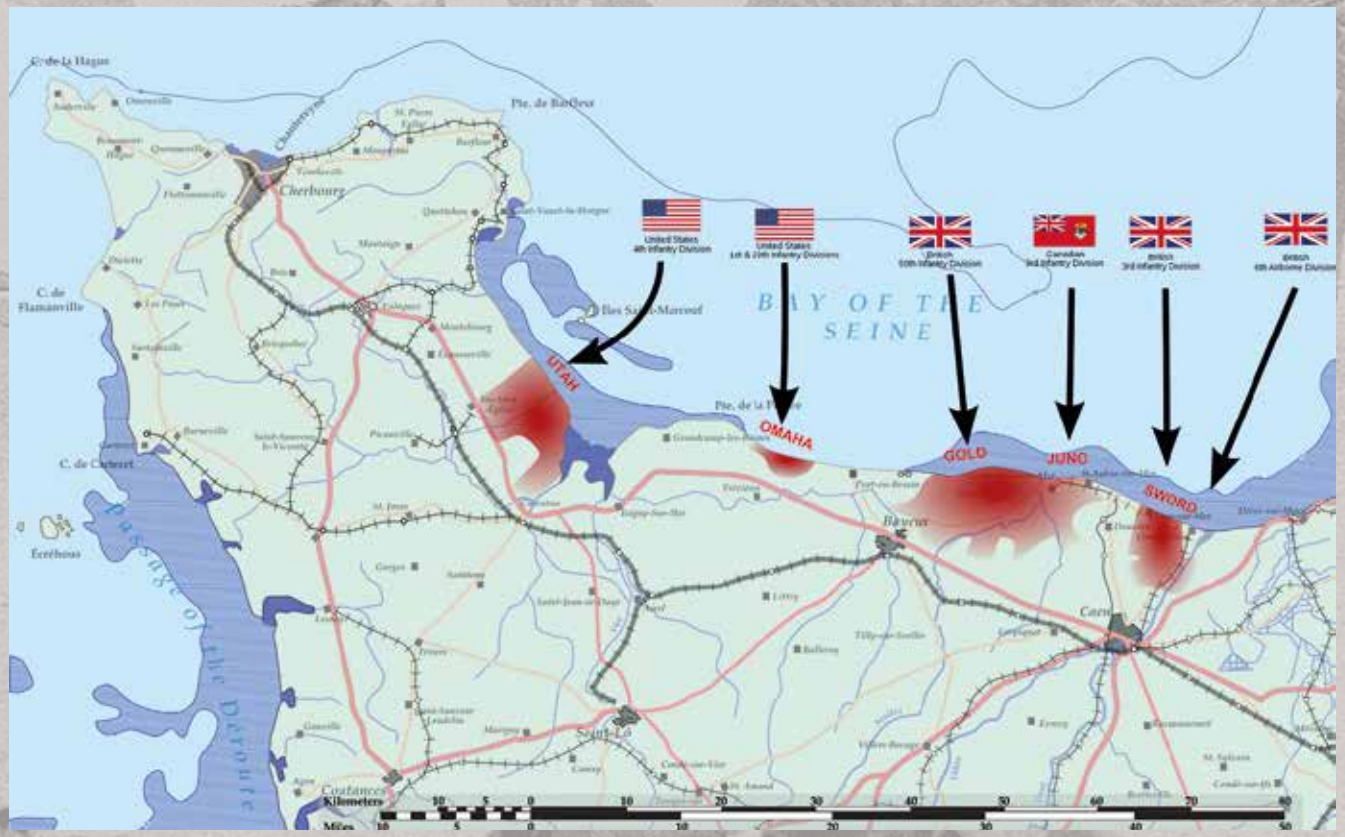


The 6th June 2024 marks the 80th anniversary of D-Day, when Allied forces mounted the largest amphibious invasion the world has ever witnessed. In 1944 Operation Overlord saw around 4,000 ships and landing craft set down about 132,500 troops on five Normandy beaches in an action that would bring about the liberation of north-west Europe from Nazi occupation.

The bravery and sacrifice of those people in securing the peace and freedom we enjoy today will be observed by the lighting of beacons around the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories. I hope your community will join us.

We are asking villages, towns, cities and organisations of all sizes to mark the 80th anniversary of D-Day by lighting a beacon at **9.15pm** on 6th June 2024, in celebration of the 'light of peace' that emerged out of the darkness of war, followed by an event to commemorate one of the most momentous achievements in living memory. Your event could be devoted to raising valuable funds for The Royal Naval Association, ABF The Soldiers' Charity, The Royal Air Force Benevolent Fund and The Merchant Navy Association. You will find details of how to participate on **pages 31 and 32** of this guide.

It is our country's opportunity to remember over 209,000 Allied casualties of Operation Overlord. This includes nearly 37,000 ground forces and 16,714 air forces killed in the invasion of Normandy's Utah, Omaha, Gold, Juno and Sword beaches, and the long and bloody campaign that followed. We plan to light beacons on all five beaches to remember those who died or came home wounded.



Plan for landings in Normandy June 1944. Background photo: British troops landing on Sword Beach. © Robert Hunt Library/Mary Evans Picture Library.

The statistics behind the successful operation, which eventually convinced the Nazi high command that their defeat was inevitable, are both shocking and awe inspiring. German defence forces were drawn away from Normandy by distraction tactics as resources were secretly built up on the English coast.

Nine million tonnes of supplies and equipment were shipped across the Atlantic and 1.4 million American servicemen arrived to join a substantial contingent of Canadian forces. By 1944 over two million troops from 12 countries were in Britain preparing for the invasion. On D-Day, American, British and Canadian troops were augmented by personnel from Australia, Belgium, Czechoslovakia, the Netherlands, France, Greece, New Zealand, Norway, Rhodesia and Poland. Soon after midnight on 6th June, more than 180,000 Allied paratroopers were dropped into the invasion area, and Allied air crews flew 14,674 sorties to support the landings.

Operation Neptune, the naval phase of the campaign, saw nearly 7,000 vessels, including battleships, destroyers, minesweepers and assault craft, escorting and landing the ground troops on the beaches and bombarding German coastal defences.

There were approximately 156,000 Allied troops that landed in Normandy by sea and air on D-Day, of whom around 130,000 landed on the beaches, so you might be surprised to learn that despite the extraordinary courage displayed by so many on 6th June 1944, just one Victoria Cross was awarded. It went to **Company Sergeant Major Stanley Hollis** of the 6th Battalion, The Green Howards, who landed on Gold Beach. During an intense day of fighting, Stan Hollis took two enemy pillboxes and a field gun and crew, capturing 30 Germans single-handedly. The citation for the Yorkshireman's VC, presented by King George VI, says: "It was largely through his heroism and resource that the Company's objectives were gained and casualties were not heavier, and by his own bravery he saved the lives of many of his men."



Company Sergeant Major Stanley Hollis VC.
© Imperial War Museum.

Already battle-hardened at the age of 31, Stan should have been one of the most famous soldiers of WW2 but was a naturally modest man and after the war worked in a number of trades before becoming a publican.

His earliest job, however, was working in his father's fish and chip shop in Robin Hood's Bay. Fittingly, fish and chips will play a major part in the D-Day 80 commemorations. They were never rationed during the war and the words were even used as code by British paratroopers dropped behind enemy lines to identify friendly soldiers nearby – one calling out 'fish' and hopefully getting the reply 'chips'.



Cap badge of the Yorkshire Regiment.

Thanks to the generous support and involvement of National Fish and Chip Day and the National Federation of Fish Friers, many thousands of fish and chip shops around the United Kingdom will take part in the day's activities. Schools, pubs, hotels and restaurants etc, are also encouraged to get involved by serving up this great British tradition in tribute to those who gave so much, and to raise valuable funds for the four charities involved.

The International 80th Anniversary D-Day Beacon will be lit in Normandy at **8.15pm** (British Summer Time), at the British Normandy Memorial overlooking Gold Beach, with the other Beacons located on Utah, Omaha, Juno and Sword beaches being lit at **8.30pm** BST, followed by the Principal United Kingdom, Channel Islands and Isle of Man Beacon at Portsmouth, England at **9.15pm** BST. As the Beacons are lit, we would ask all communities in France and the UK to stop what they are doing and undertake **The International Tribute**, using the wording found on **page 18**. This could be undertaken by your Lord Mayor, Mayor, High Steward, Town and Parish Clerk, Town Crier, Pub Landlord or even a young person from one of your local youth organisations etc, paying their tribute to those who gave so much to enable us to enjoy the many years of peace and freedom we have enjoyed since the Second World War. Pubs up and down the country will be marking this moment too, involving their customers.





D-Day was a monumental campaign to rid Europe of Nazi horror, and the 80th anniversary of this remarkable operation deserves the recognition and gratitude of our country. Please join us on 6th June 2024 to commemorate the sacrifices made by so many in our name.

Bruno Peek

***Bruno Peek** CVO OBE OPR*
Pageantmaster
D-Day 80 Anniversary 6 June 2024
www.d-day80beacons.co.uk

Women who played key roles during D-Day

Women played key roles in D-Day, the Allied assault on Nazi-held France that is the largest amphibious invasion in history.

People tend to think women were just secretarial couriers and messengers. No, there were female special forces agents on the ground and working to keep the Allies from being blown back into the water.



Sister Mollie Evershed.

Among those who lost their lives during D-Day and the Battle of Normandy are two women, both nurses, 27-year-old **Sister Mollie Evershed** and **Sister Dorothy Anyta Field**, 32.

Sister Evershed was on a Hospital Carrier ship, the Amsterdam, treating casualties from Juno Beach when the ship hit a mine.

As it sank, she and another nurse went below decks and carried 75 men to safety, helping them into a waiting lifeboat. But she and her fellow nurse went down with the ship.

She was posthumously mentioned in dispatches and awarded the King's Commendation for Brave Conduct.



Sister Dorothy Anyta Field.

In addition to the men who took part in that invasion, many women – including Women Airforce Service Pilots – also risked their lives on June 6, 1944. Women also played pivotal roles in war efforts throughout history, assuming the roles of nurses, spies, code breakers, journalists and so much more.



Lise de Baissac.

37-year-old **Lise de Baissac**, the daughter of a wealthy family in British-ruled Mauritius, was in France when Hitler's troops moved into Paris in 1940. She fled to the south and then to London. When the SOE started recruiting multilingual women as agents, she joined the fight.

After parachuting into Central France, de Baissac set up an Allied safe house for agents in the town of Poitiers in western France, selecting an apartment near Gestapo headquarters - a hiding-in-plain-sight strategy she felt would arouse less suspicion.

She bicycled around occupied territory as a liaison among different underground networks, often riding 60-70 kilometres a day and carrying contraband. On one occasion, a Nazi stopped her and her clandestine radio operator, patting them down. The officer searched them for guns, which they didn't have, so he let them go. She'd later report that a radio crystal fell out of her skirt as she was leaving but that she leaned over, grabbed the crystal off the ground, and pedalled on.

In August of 1943, when her network in Poitiers was blown, the SOE airlifted her back to England by Lysander aircraft. She trained new female SOE recruits in Scotland. In April of 1944, after recovering from a broken leg, she jumped back into occupied France. She made her way to Normandy, joining her brother, fellow SOE agent Claude de Baissac, in leading a network of Resistance fighters in Normandy. They carried out attacks to weaken Nazi communication and transportation circuits, strategically cutting phone lines and blowing up roads, railways, and bridges to hinder the movement of German reinforcements Hitler was ordering to the beaches.

On June 5, 1944, de Baissac was in Paris recruiting when she learned D-Day was imminent. She biked for three days, speeding through Nazi formations, sleeping in ditches, and reaching her brother and their Resistance circuit headquarters in Normandy.

As the bloody Normandy campaign raged and the Allies struggled to penetrate the Axis front, the de Baissacs continued leading espionage and sabotage operations. They gathered intelligence on enemy positions and transmitted messages back to England, helping lay the groundwork for Operation Cobra, the Allied breakout in which U.S. Army forces came out of the peninsula and pierced Hitler's front line seven weeks after D-Day.

After the war, she worked for the BBC.



Martha Gellhorn.

Martha Gellhorn was not ready to bow out.

On the night of June 5, 1944, before the ships departed for Normandy, Gellhorn made her way to the waterfront on the pretext of interviewing the nurses aboard a hospital ship. Once on board, she hid herself in the bathroom. Gellhorn knew that if she got caught, she would lose her accreditation and might even get deported back to America. Still, to witness the great invasion was worth the risk. Gellhorn remained in her hideout for several hours and only emerged when the ship was well on her way to France. Later that night, after the troops had landed and the massacre on the beach was finally over, Gellhorn sneaked ashore with a couple of doctors and medics as a stretcher bearer to collect the wounded. In the chaos of the war, nobody gave a damn that Gellhorn was a woman.

D-Day 80 Proclamation

8am - 6th June 2024

Oyez, Oyez, Oyez

Today we commemorate the 80th anniversary of the D-Day landings in Normandy, France -
an incredible achievement in military planning and logistics
uniting brave service personnel from air, sea and land forces at the beginning of Operation Overlord.

By the day's end, over one hundred and fifty thousand Allied troops had successfully stormed
the now famous Gold, Juno, Sword, Utah and Omaha beaches
to achieve a toehold in France.

In the weeks that followed,
the Allies fought bitterly against a determined foe
from the unforgiving countryside of Normandy
to the liberation of Paris two months later.

We should all remember and never forget the selfless sacrifice and courage of all those involved
and use this Commemoration to pay our tribute
to those who gave so much to secure the freedom
we all enjoy today.

God Save the King

Christian Ashdown
Ex Household Cavalry



Poem for Schools
D-Day Heroes

To be undertaken by Schools at 11am - 6th June 2024

It is D-Day, the Sixth of June Nineteen-Forty-Four.
Operation Overlord commenced, leaving the world in awe.
The planning started in Nineteen-Forty-three.
Bringing Allies together, to make our World free.
Deception was used, codenamed Operation Bodyguard.
Making rubber tanks and wooden planes as a façade.
An American unit was formed for General Omar Bradley.
Then a web of lies was spread, by his Ghost Army.
Much more was done, to keep the Germans in the dark.
Before the Allies on foreign shores, could disembark.
Everything was Most Secret and kept Hush Hush.
As Allies gathered resources, for their big push.
The Allied Supreme Commander was General Dwight Eisenhower.
With General (Monty) Montgomery as Temporary Ground Commander.
Eleven Thousand Aircraft and Gliders with Paratroopers and Soldiers.
Were dropped behind enemy lines to secure the area.
More than Five-thousand ships, the biggest Armada ever seen.
Sailed from British shores and our fields of green.
Monty's battle plan was written, on one sheet of paper.
Set for June the Fifth, the Day of their departure.
But bad weather, caused a Twenty-four-hour delay.
Then conditions changed, and they got underway.
British, American, Canadian and many other countries, were together thrown.
Going to fight a War, something many had never known.
Over One Hundred and Fifty-Thousand men of every creed.
Will perform acts of courage, that must succeed.
There were Soldiers, Sailors, Airmen and the Merchant Navy.
Many Civilians who volunteered to fight against Nazi tyranny.
Over the English Channel and to Normandy, France will go.
To land on beaches called Sword, Gold, Utah, Omaha and Juno.
Were they afraid? Yes! they most certainly were.
But the world must be saved, that was their spur.
The German defences were called, the Atlantic Wall.
Hitler told Field-Marshall Rommel, he must, the Allies stall.
The Allies landed Twenty-Four-Thousand troops on D-Day.
Commencing at Six-Thirty, then things went into disarray.
Wind and rough seas helped landing craft, miss their mark.
Putting the plan in jeopardy from the start.
Fierce resistance was put up, by Germans guarding the beaches.
The time had come to fight, no further need for speeches.
Beaches were Mined, Barbed wire laid, metal tripods and many hazards.
Were set to kill, maim and make things awkward.
Over Ten-Thousand casualties, the Allies had that first day.
With over Four-Thousand dead, a heavy price to pay.
D-Day made Heroes, in that hell unknown.
Helping turn the Tide of War, as the Enemy were overthrown.

Roy Palmer - Chelsea Pensioner and Herald
Royal Hospital Chelsea.



CHELSEA PENSIONERS

Poem for Schools
D-Day Heroes

Bramble Hall

Children´s Pre-School and Nursery

School first established in 1864



During the Blitz there were 7,736 children killed by enemy actions. A further 7,672 were recorded as being seriously injured, with many of them being orphaned and others losing brothers and sisters.

Over 1.5 million evacuees, or 'unattended children' as they were called at the time, were transported from towns and cities to the countryside.

D-Day or Operation Neptune was the largest amphibious invasion in the history of warfare and could not have been achieved unless victory had been achieved in the Battle of the Atlantic in May 1943.

The children listened to the poem written by Roy Palmer Herald and Chelsea Pensioner, The Royal Hospital, Chelsea, and would like to encourage every school of all ages in the country to take part in this unique 'tribute' to the many thousands of children killed by enemy action and over 1.5 million evacuees, or 'unattended children', at 11am on 6th June 2024.

They all made their own union flags, and the poem could be read out by the form teacher, or a pupil.

The children will also be served fish and chips with mushy peas for lunch that day, as they want to support the fishermen who fished the seas avoiding the mines and the German submarines, along with the men and women who farmed the fields to keep the nation fed, not knowing if their loved ones would return.

The poem can be found on page 9 of this guide.



John Sail MNM MNI MIoS
Managing Director
Bramble Hall Day Nursery,
Station Road, Sutterton, Boston, England.

A Fisherman's Tale

by The National Federation of Fisherman's Organisations

11 months of hard fighting and sacrifice still lay ahead before the fall of Berlin in May 1945, but D-Day, on 6th June 1944, marked the beginning of the liberation of Europe from Nazi tyranny. Fishermen played multiple roles in holding off the aggressors and in the final defeat of fascism in Europe. Skilled seamen in their own right, many fishers fought directly in the Royal Navy and other services in multiple theatres of war. Famously, trawlers and their crews were requisitioned and adapted to minesweeping and coastal patrol functions, defending our coasts until the fight could be taken to the enemy. Many fishing vessels from the continent escaped as the Nazis advanced, to continue fishing from ports like Fleetwood in the Irish Sea, helping to break the U-boat blockade and its attempt to starve Britain into submission. The Shetland Bus, run on fishing vessels, was an essential escape route, then a key element in the Resistance in Norway.

Famously, fishing vessels were prominent amongst the flotilla of small boats which helped embark the embattled army from the beaches of Dunkirk, allowing Britain's survival as a fighting force and ability to return on D-Day to begin the liberation.

We, in the fishing industry, would like to add our voice to those who mark this pivotal day in world history and salute all who made the ultimate sacrifice to ensure our freedoms and urge all those taking part in the 80th anniversary commemorations on 6th June 2024, to serve up and eat Fish and Chips with Mushy Peas on board ship that evening, along with lighting a ships lantern at 9.15pm. This will coincide with the lighting of the beacons throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and on the five beaches in Normandy, France, in celebration of the 'light of peace that emerged from the darkness of war'. We will use this historic occasion to pay tribute to the brave fisherman that fished the dangerous seas during the difficult time of war, having to leave loved ones at home, to keep the nation fed. (We also ask those taking part to sound their ships horn at 9.15pm).

Paul Gilson
President of the National Federation of Fishermen's Organisations

British trawlers minesweeping in the North Sea. © John Jones.

Lydia Eva steams ahead in tribute to the fishing industry

The Lydia Eva & Mincarlo Charitable Trust is extremely delighted, honoured and proud to be involved in the D-Day 80 Commemorations on 6 June 2024, by inviting guests on board that evening for a Fish & Chip supper, along with lighting a brass ships lantern at 9.15pm to coincide with the thousands of Beacons being lit at that time throughout the United Kingdom, Channel Islands, Isle of Man, UK Oversea Territories on the five following Beaches in Normandy, France - Sword, Utah, Omaha, Gold and Juno, representing the 'light of peace that emerged from the darkness of war'. (The ships horn will also be sounded at 9.15pm).

The Lydia Eva, the world's last surviving steam-powered herring drifter, was built in 1930, fished along the East Coast of the North Sea for nine years and was bought by The Royal Air Force in 1939, using her to maintain and service buoys around the West coast.

In 1942 she was requisitioned by the Ministry of War Transport and became engaged in salvage work. In 1966 she was transferred to the Marine Services Division of The Royal Navy where she was fitted with a new boiler.

It is only fitting therefore, that she should play this unique maritime role in D-Day 80, enabling her crew and those guests on board to pay their 'tribute' to those brave seaman who fished the dangerous seas and assisted in the D-Day landings, constantly having to dodge the mines and the German Submarines eighty years ago on 6th June 2024.

With the above in mind, we would like to encourage the whole of the UK fishing fleet and maritime world to join us in this special, simple, but meaningful way in commemorating the 80th anniversary of the D-Day landings on 6th June 2024.

Paul Mitchell
Chairman,
The Lydia & Mincarlo Charitable Trust





The biggest food awareness day of the year, National Fish and Chip Day, will be back in 2024 for its 9th year and we are delighted to be moving the day from its traditional Friday slot to Thursday 6th June 2024, in support of the D-Day 80th celebrations.

National Fish and Chip Day has always brought the nation together to celebrate this iconic dish, and because of the strong links fish and chips had with WW2, we knew we wanted to be a part of this commemoration. Fish and chips are often considered the British national dish and this humble meal was a vital ingredient of the war effort in both the First and Second World Wars. The British Government safeguarded the supply of fish and potatoes during both world wars to ensure the dish remained a boost to morale and these foods were among the few not to be subject to rationing during both world wars.

One of the highlights of National Fish and Chip Day has always been the London roadshow, held at Trinity House, a charity dedicated to safeguarding shipping and seafarers, providing education, support and welfare to the seafaring community. During WW2, Trinity House worked extensively with the Admiralty to decide which lights on the many lighthouses and lightvessels should be merely dimmed, and not extinguished, to aid navigation for Britain's merchant and fighting ships. Trinity House Pilots worked through the nights to get ships into safe ports, and Trinity House Tenders worked to help clear minefields, evacuate the occupied Channel Islands and take part in the events of D-Day. So, this spiritual home of the London Roadshow will be even more significant next year.

National Fish and Chip Day recognises and thanks everyone involved in bringing fish and chips to the centre of every community; from the fishers who go out in all weathers to catch the delicious fish, and the farmers who grow and harvest the perfect potatoes and peas, to the fish and chip shops and restaurants who take those fresh ingredients and create our family favourite.

What better way to do this in 2024 than by helping to sell 150,000 portions of fish and chips on Thursday 6th June to mark the number of Allied troops that landed in Normandy by sea and air on D-Day. To join this celebration on the 80th Anniversary of D-Day marks our appreciation for the incredible sacrifice made by so many to secure the freedom that we all continue to enjoy today.

National Fish and Chip Day is championed and run by trade organisation, **The National Edible Oil Distributors' Association**, who founded the Day in 2015 and since its inception, more than half the population have seen, heard or read about National Fish & Chip Day.

Visit www.nationalfishandchipday.org.uk to find out more.

National Federation of Fish Friers

For over 160 years fish and chips have been a firm favourite of the British public providing nourishment for the nation. This was never more important than during the war years where the ingredients were left unrationed to help feed those involved in the war effort and keep the country and our factories working.

The National Federation of Fish Friers is proud to be involved in the commemorations to celebrate the 80th Anniversary of D-Day on 6th June 2024, and we would encourage all fish and chip outlets to get involved to show our appreciation for what those brave souls did to protect our freedom and our thanks for the continued protection provided by our armed forces.

There were approximately 156,000 Allied troops that landed in Normandy by sea and air on D-Day, so we are hoping to sell 156,000 portions of fish and chips (and mushy peas) across the country that day representing a portion for each one involved in the landings. For each portion sold, we ask that £1.00 be equally divided between the four charities involved - The Royal Navy and Merchant Navy Associations, Royal Air Force Benevolent Fund and ABF The Soldiers' Charity.

This will just form part of what promises to be an amazing event and a fantastic opportunity to show the important role our industry has played and why we hold a special place in the heart of the nation.

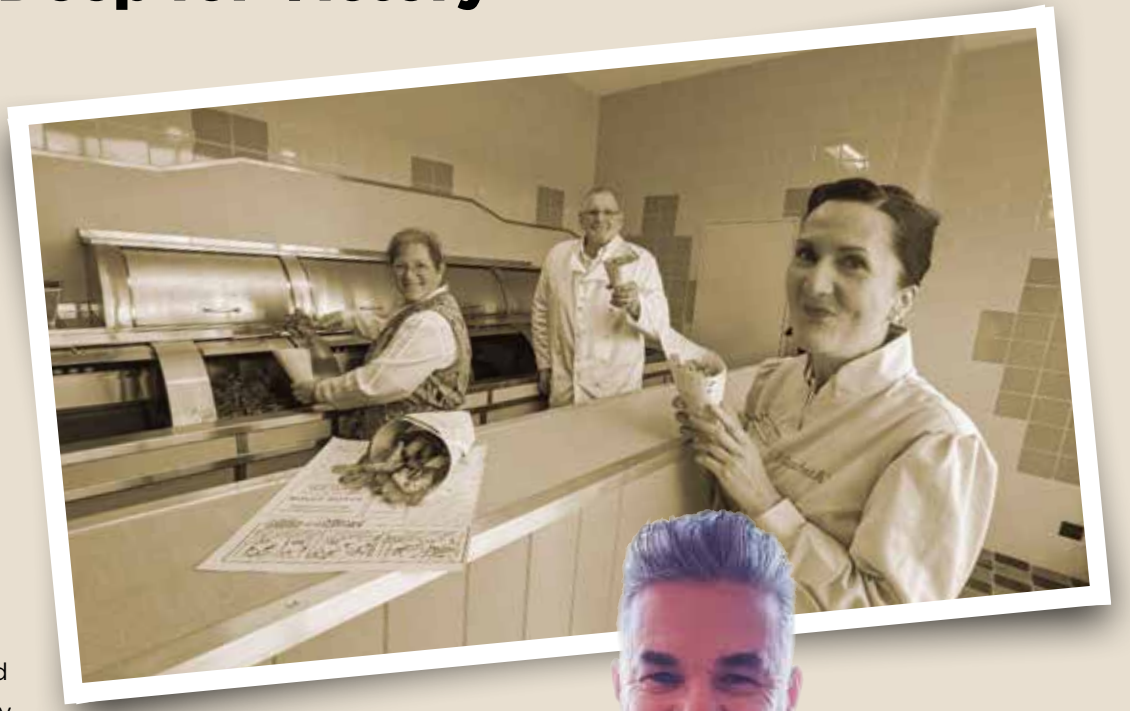
Andrew Crook
President of the National Federation of Fish Friers



There can be no greater coincidence that during WW2 Winston Churchill couched the term 'Good Companions' for the traditional British dish of fish and chips and the connection with the only recipient of the Victoria Cross on D-Day, CSM Stanley Hollis VC, who had started his working life in his father's fish and chip shop in Robin Hood's Bay.

Let us all Dig Deep for Victory

It was with great delight that Chippy Chat have been asked to be part of the D-DAY 80 Anniversary on June 6, 2024. We will join forces with our friends and colleagues at the National Federation of Fish Friers and NEODA to encourage as many people as possible to eat fish and chips on the day and for our shops to donate a percentage per portion to raise as much money as possible for the four charities.



My name is Austen Dack and I am the Publishing Editor of Chippy Chat. Our fish and chip platform is read by over 50,000 people a month both online, in print and across numerous social network sites. I'm proud to work with Bruno Peek CVO OBE OPR, Pageantmaster back in 2000 when he championed the mighty fine beacon campaign. He has lost little of his enthusiasm in the ensuing 20 years and very few would turn down a phone call of help once again from such a legend.

The owners of Chippy Chat are Isle of Ely Produce. They grow and sell over 2000 tonnes of chipping potatoes every year for fish and chip shops and food service. That's 80m portions of chips. Chippy Chat is used by IOE to nurture and grow partnerships across the industry. We are very passionate about the journey of a potato, all the way from seed to the frier. So much so we have sponsored an award at the NFFF National Fish & Chip Awards for the chip shop who has the best all round knowledge of potato varieties, storage, prepping and of course frying. We are joined in this sponsorship by chip variety Babylon from Agrico.

We deal with over 300 merchants and farmers. We will be asking them all to help us raise awareness of this important day and in turn encourage the UK's 10,000 fish and chip shops to take part. As we speak the 2024 crop is now being planted. A big percentage of the chipping potatoes needed to feed the UK are grown in the East of England. We are based in Ely, Cambridgeshire where some of the best varieties are grown in the region's dark peaty soils.



AJ Dack

Austen Dack Publishing Editor Chippy Chat

CHIPPY CHAT & FAST FOOD
In Print On Line In Vision

IOE
ISLE OF ELY PRODUCE

Country Women Countrywide 'dig up' the Nation's favourite

What a privilege it was when Bruno Peek, Pageantmaster of D-Day 80 invited Country Women Countrywide to design a menu to accompany the national lighting of beacons event for D-Day 80. It was an added honour that we were also asked to relate our suggestion to the memory of the only serviceman to receive the esteemed Victoria Cross for his heroic actions on 6 June 1944 – D-Day. Our brief required us to create a simple readily accessible menu to include quintessentially British food.

It was clear that some research into the background of this brave, yet modest, soldier would be necessary and we could never have guessed where the information gained would lead us. It would indeed take us to a simple, yet hugely significant, solution.

'Our soldier' Company Sergeant Major (CSM) Stanley Hollis VC had served in The Green Howards throughout WW2. Looking at his background prior to joining the army it was revealed that Stanley had assisted his father in the family's fish and chip shop in Robin Hood's Bay, in Yorkshire. Would this be our first clue? Where to next?

We all took on board this connection and following contact with the President of the Federation of Fish Friers discovered another interesting fact. **'FISH'** and **'CHIPS'** had played a significant role in ensuring the safety of our troops whilst on foreign soil. When a soldier was aware of others in the vicinity but unaware of whether they were friend or foe he called out **'FISH'**. If the response was **'CHIPS'** he could be pretty certain that this unseen person was a 'friend'. If no response was received then it would be highly likely that there was a 'foe' nearby and extreme caution was essential.

So, should we be taking the connection with fish and chips more seriously? There was clearly resonance with our soldier, Stanley.

The next fact to emerge was that during both the World Wars fish and chips was considered so key to maintaining the morale of the nation that, unlike meat, cheese, eggs and other sources of protein, fish was never rationed. During WW2, the Government of the day, led of course by Winston Churchill, was committed to safeguarding the accessibility of fish and chips because the nation needed it to maintain spirits. It was Winston Churchill himself that couched the phrase 'The Good Companions' to refer to fish and chips, further highlighting its importance to the nation's morale.

However, whilst the main ingredient – the fish – was not rationed, it was expensive which rendered it out of reach financially for many and it would not have been economically possible to live on fish and chips. Whilst we can accept that the waters around our island would not be the safest place to be during WW2 it was also the case that many fishing boats particularly trawlers were requisitioned, along with their crew, for war service not least during the evacuation of Dunkirk in 1940. This left a smaller fishing fleet often run by the wives of the now serving fishermen; those wives would have in the past been engaged in making and repairing nets and gutting the fish once landed. Now they were fishermen as well. This reduced fishing activity and the inevitably limited safe waters in which to fish reduced the catch and had the knock on effect of increasing the price. Even if a family could afford fish and chips it was likely that a single portion would be shared between parents and a number of children. It was even more likely that a portion or two of much cheaper mushy peas would be purchased to stretch the meal further.



Sir Winston Churchill was sure that fish and chips helped keep national morale high and called them our ***'good companions'****.*

And so, our journey has led us to identify, not a menu, but a single dish to link 'our soldier' to the beacon lightings across the land - and clearly that dish must be 'fish and chips' – potentially with the added and equally traditional mushy peas which helped to bulk up a meal for a very hungry population during the times of rationing.

Given that the beginnings of our organisation date back to 1948, under the name of Farm Women's Club, it is fitting that Country Women Countrywide was invited to become involved in this historic event. Some of our older members will have first-hand memories of growing up in the war years, possibly 'digging up spuds' or harvesting peas. For others it would have been their mothers, aunts and grandmothers who were working the land at a time when many of the menfolk were away at war – and possibly did not return.

And now there is a challenge for all of us. Fish and chips has been decided upon in honour of CSM Stanley Hollis VC and brave and decorated though he was, he was just one soldier. There were approximately 156,000 Allied troops that landed in Normandy by sea and air on D-Day, of whom around 130,00 landed on the beaches, so wouldn't it be a fitting tribute if we could honour their bravery by consuming a total of least 156,000 portions of fish and chips (and mushy peas) on 6th June 2024.

Christine Bish
on behalf of Country Women Countrywide

D-Day 80 on Hadrian's Wall

Photo © Helen Smith Photography.





Above photo and main photo © The Bigger Picture/Hadrian's Wall Partnership.

The communities along Hadrian's Wall will be lighting beacons on 6th June 2024 to commemorate this important 80th anniversary, acknowledging the men and women, families and communities who all contributed to Operation Overlord. We are pleased to support the military charities and the VC & GC Association and there is no better way to do that on Hadrian's Wall than with fish and chips (with mushy peas) and beer!

Jane Gibson

Jane, Lady Gibson OBE
Chair, Hadrian's Wall World Heritage Site Partnership Board

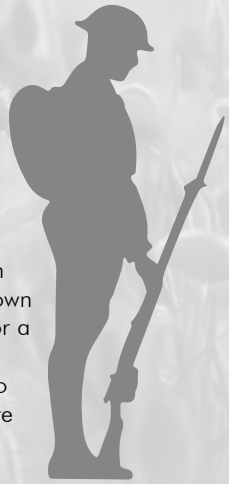
WORLD HERITAGE SITE
HADRIAN'S WALL
COUNTRY

The International Tribute

To be undertaken at 9.15pm alongside the lighting of a Beacon - 6th June 2024



When the International 80th Anniversary D-Day Beacon will be lit at **8.15pm** (British Summer time), at the British Normandy Memorial overlooking Gold Beach, with the other Beacons located on Utah, Omaha, Juno and Sword, in Normandy, France, being lit at **8.30pm** BST, followed by the Principal United Kingdom, Channel Island and Isle of Man Beacon at Portsmouth, England at **9.15pm** BST, we would ask all communities in France and the UK to stop what they are doing and undertake **The International Tribute**, using the wording found on this page. This could be undertaken by your Lord Mayor, Mayor, High Steward, Town and Parish Clerk, Town Crier, Pub Landlord or a young person from one of your local youth organisations etc, paying tribute to those who gave so much. In doing so, we commemorate D-Day and give thanks for eighty years of peace and freedom.



The Tribute

Let us remember those who gave their lives at home and abroad during the D-Day landings, whose sacrifice enables us all to enjoy the peace and freedom we have today.

Let us remember those who came home wounded, physically and mentally, and the friends and family who cared for them.

Let us remember those who returned to restore their relationships and rebuild their working lives after years of conflict and turmoil.

Let us remember the families that lost husbands, wives, sons, daughters and sweethearts.

Let us remember the servicemen and women and merchant seafarers of all faiths and nationalities - from all countries - who fought, suffered and died during the D-Day landings and six years of war.

Let us all remember those in the Royal Navy, Army, Royal Air Force, Merchant Navy, and our Allies - the brave people who kept us safe on the home front and abroad and those in reserved occupations during the difficult time of war.

Let us remember the brave doctors and nurses who cared for the wounded, the men and women who toiled in the fields, the coal mines, the factories and the air raid wardens, police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who all played such a vital role in the war.



Bonfire Beacon

Locate the bonfire at least 60m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Obtain the landowner's permission and involvement.

Liaise with your local fire brigade and all emergency services in your area, presenting them with your plans, and seek their advice and support.

1 Prepare site by removing top layer of turf and stack away from fire area. Obtain seven poles, 5-6m in length. Attach four guy ropes to top of one pole and anchor as shown.

2 Erect remaining poles as shown, ensuring tops are secured in place.

3 Use either pallets or suitable lengths of timber, spreading them over ground area of beacon for a good through draught. Secure timber horizontally between poles as shown, preventing material placed over the framework from dropping through. Construct access tunnel to the middle of the beacon. Keep middle empty until required. Always construct the bonfire so it collapses inwards as it burns.

4 Use only wood for combustible materials. Do not burn dangerous items such as foam-filled furniture, old tyres, aerosols or tins of paint. Build upwards until height of centre pole is reached. Materials around top should be loosely packed to allow air flow. Cover bonfire to keep it dry.

5 Fill centre with suitable, dry combustible materials. Check construction is stable and remove any unsuitable materials that may have been added. Look specifically for fireworks, aerosols, highly inflammable materials or containers with such materials.

6 Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

7 In daylight, and for several hours, and up to lighting, check that there are no children or animals, such as hedgehogs etc playing or hiding in or round the bonfire. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the beacon.

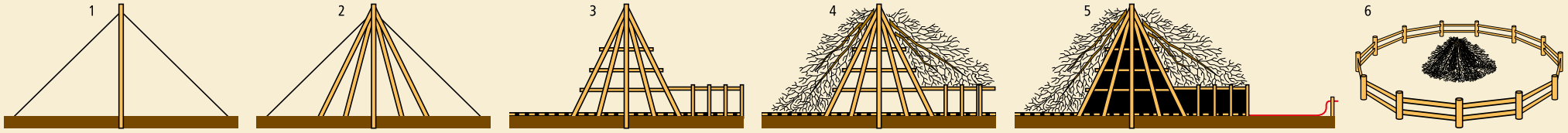
8 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

9 Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the beacon to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

10 To light the beacon: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your beacon lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



Bonfire Beacon, Shipston-on-Stour, Warwickshire, England. In memory of Fred Gardner and Sid Peachey. Photograph by Rob Hadley.



▲ After the event, extinguish fire and collect remaining debris. ▲ Dig over site and re-lay turf. ▲ Leave site clean and tidy.

Your D-Day 80 Bishops Frome Strawman

Ideal for Farms, Stately Homes and Country Landowners

How to Build your Strawman Beacon

This type of Beacon is ideal for farms, stately homes and our country landowners, using it a as fun aspect to celebrate/ commemorate and pay tribute to the many that gave their lives unconditionally. It could be a public event or just for family, friends and those that work so hard on the land but in a similar way during WII to keep the Nation fed during those difficult times when many of the men of the land were out defending our country overseas, never to return.

Obtain the landowners's permission and involvement then ensure you locate your Bishops Frome Strawman at least 60m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Liaise with your local fire brigade and all emergency services in your area, presenting them with your plans, and seek their advice and support. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

1 Prepare site by removing top layer of turf and stack away from fire area.

2 Use only wood and straw for combustible materials and wrap steel banding around them all to hold the bales together while burning to stop them from falling away. Please dispose of the bands responsibly after the event.

3 Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

4 In daylight, and for several hours, and up to lighting, check that there are no children or animals playing or hiding in or round the Strawman. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the Strawman.

5 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the Strawman area along with a number of fire extinguishers.

6 Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the Bishops Frome Strawman to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

7 To light the Strawman: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your Strawman lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.

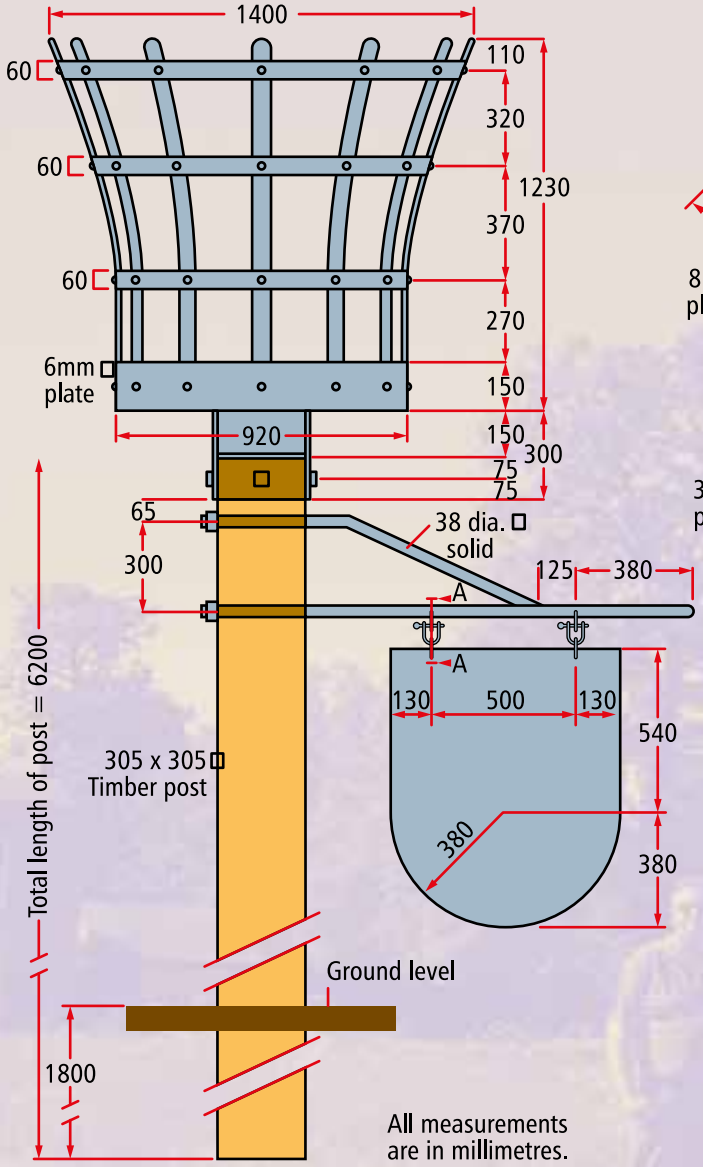


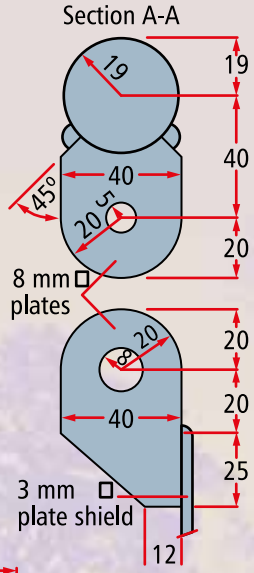






Beacon Brazier





Beacon Brazier

with Metal Shield

It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.





Materials Required for Beacon Construction

Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:
1 x 920mm diameter steel plate.
1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 950mm diameter ring.
1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
2 x pins and loops.

Gas-Fuelled Beacon

Bullfinch Gas Equipment

The beacon's burner-head is in the shape of a globe, surrounded by a D-Day 80 banner. It is of lightweight construction and comes assembled and complete, with the exception of the gas cylinders, which must be purchased separately. 2 x 19kg full cylinders of propane are recommended to give a full flame for a good three quarters of an hour. If you wish for less than this then one 19kg cylinder or 2 x 13kg cylinders should be sufficient. These should be full or nearly full.

These cylinders can be purchased from good lp gas (propane and butane) stockists and dealers. Do order early to ensure you can get availability.

The Gas Torch needed to light your beacon safely requires a 400g cylinder of propane with CGA600 fitting - Bullfinch No 1644 or Rothenberger or equivalent. Travis Perkins, Screwfix, Plumb Centres and some DIY stores should have these as stock items, or you can purchase from us.

The D-Day 80 Gas-Fuelled Beacon Package contains:

- Burner unit with D-Day 80 insignia
- 2m high stand
- Ground anchor and rope for fixing the stand to the ground
- 10m hose with the regulator for connecting to the gas
- Gas torch for lighting
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions



Photograph: Andrew Williams - Bullfinch Gas Equipment.

The above items are packed into 2 strong cartons. The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.

We have made many different beacons over the years. The flames are very stable in winds and the structures are also wind stable. The beacon is supplied with a ground anchor and rope for securing to the ground if this is possible, or we would recommend the use of sandbags. Full instructions are provided for this. The beacon must be supervised by two people at all times when lit and a fire extinguisher must always be available. It is important that supervision should be undertaken by those who are competent and it is essential that a lighting trial takes place before the event to ensure that everyone is fully trained and familiar with the operation.

The price of a gas-fuelled D-Day 80 Beacon is **£549** plus VAT, including carriage to your door within UK mainland (Highlands and Islands excluded). There will be an extra charge for other areas.



Some of the benefits of this style of beacon are that it can be seen for miles once lit, is suitable for all manner of high and low locations, is easily collapsible and once used can be stored away for later use.



Gas-fuelled Beacon on a Church Tower.

To order your beacon please contact:
Bullfinch Gas Equipment,
Kings Road, Tyseley, Birmingham, B11 2AJ.

Tel: 0121 765 2000
Fax: 0121 707 0995
Email: **sales@bullfinch-gas.co.uk**
Web: **www.bullfinch-gas.co.uk**

Payment by cheque, BACS transfer, or Credit/Debit Card.

Please order by 30th April 2024 to guarantee delivery by 26th May. However please enquire after this date for availability.

Gas-Fuelled Beacon

21CC Group Ltd



D-Day 80 beacon being lit on Edinburgh Castle.

The beacon will come ready for easy assembly, designed with a commemorative top and a special anniversary plaque underside. The beacon will burn for approximately 1 hour using two 13kg standard propane gas cylinders, which are available from most gas stockists and petrol stations around the UK. The gas assembly is easily connected to the burner by a quick release fitting. The beacon is inherently stable; however, we recommend the use of anchors on soft ground or sandbags on hard ground for additional stability. Full set-up instructions are included within the pack and we recommend a trial set-up and lighting before the actual event to familiarise yourself with the set-up and operation. We have included two long-reach lighting sticks so that you can practice lighting the beacon in advance. We would also recommend that a fire extinguisher is available when lighting the beacon and whilst it is burning and that two people are always present.

The D-Day Beacon package contains:

- Assembly, lighting and safety instructions
- 2m high stand and burner
- 5m hose with the regulator for connecting to the gas
- Two long-reach lighting sticks
- Spanner and leak detection fluid
- Hose and Y splitter manifold to link 2 cylinders
- No additional connections required - all you need is in the box

Beacon Price:

The price of our beacon is **£549** + vat, including carriage within the UK mainland. An additional charge may be applied for other areas.

Ordering & Payment

To order your D-Day 80 beacon, please contact 21CC Group Ltd by phone; **0131 331 4509** or email our beacon team on **beacons@21ccgroup.com**. Additional information can be found on our website at **www.21ccgroup.com/D-Daybeacons**. Payment can be made in all the usual ways including BACS, cheque and credit/debit card. Orders received before the **3rd of May 2024** will be delivered by **31st May 2024**. All orders received after 3rd of May 2024 will be accepted on a case-by-case basis depending on stock levels available.



Message from the Lord Mayor of Portsmouth

Councillor Tom Coles



On behalf of the City of Portsmouth, I am both pleased and honoured that our great city has been chosen as the location for the lighting of the D-Day 80th Commemoration Principal UK Beacon. Portsmouth played a very significant role in the preparations for D-Day and consequently is proud to have been, over many years, the focus of international commemorations of D-Day.

Portsmouth was, indeed, at the very heart of D-Day. Allied commanders held meetings at nearby Southwick House. Thousands of troops camped in the woods north of Portsmouth before they embarked from the city on their way to Normandy, with the people of Portsmouth waving them off. Local furniture makers built Horsa glider components, and Portsmouth Dockyard played a key role in modifying, maintaining and repairing the ships and landing craft that took part in the landings. Moreover many of the wounded from the D-Day landings and the whole Normandy campaign were treated in our hospitals.

Portsmouth also has had a lengthy association with Normandy, going back over 800 years, and we are proud of our long and close relationship with our twin city of Caen. At the heart of this relationship is the suffering which both cities endured during the Second World War, and the part that both played in the liberation of Europe.

I strongly encourage all the cities, towns and villages throughout the UK, Channel Islands, Isle Man and UK Overseas Territories, to join with Portsmouth City Council and light beacons within their locality and to organise community celebrations around those beacons. It would be good if this occasion could be used to raise valuable funds for Forces and Merchant Navy charities thus continuing to honour and remember the tremendous sacrifice of those whose lives were touched and so often changed by D-Day.

Portsmouth CITY COUNCIL

Lord Mayor of Portsmouth
Councillor Tom Coles

Messages from the five Charities

The Royal Naval Association, ABF The Soldiers Charity, RAF Benevolent Fund, The Merchant Navy Association & The Normandy Memorial Trust

There has been no greater combined air, sea and land operation in the history of warfare than Operation Overlord – codename for the invasion of Normandy.

The seaborne element of the invasion – Operation Neptune – required 6,833 vessels from great battleships pounding German defences, down to small floating galleys, salvage tugs and landing craft. The naval force was crewed by Frenchmen, Norwegians, Dutch, Poles, Greeks, Americans, but especially Britons and Canadians, who accounted for nearly 80 per cent of all the sailors taking part.

The Royal Marines played a vital part too. Of the hundreds of landing craft sent against the beaches of Normandy, two out of every three were crewed by Royal Marines.

With ever diminishing numbers of Naval veterans who survived this great victory, it is vital that we pay tribute to those who died on this great endeavour, are no longer with us or are not well enough to attend in person.

Vice Admiral (Retd)
Duncan L Potts CB
National President,
Royal Naval Association.

The D-Day landings in June 1944 paved the way for the liberation of North-West Europe and, ultimately, victory in the Second World War. To this day, our charity remembers - and will always remember - the courage and sacrifice of those Allied soldiers who took part in what was the largest amphibious operation in the history of warfare. Our charity was established during the same year as the D-Day landings, with HM King George VI as Patron, to ensure support would be available for soldiers, veterans and their families in peacetime – and our founding purpose remains the same to this day. Thank you to everybody who participates in this important national campaign to remember the greatest amphibious operation in history, and the beginning of the end of the Second World War.

General Sir James Everard
KCB CBE
President,
ABF The Soldiers' Charity.

On behalf of the RAF Benevolent Fund, I am proud to support the D-Day 80 Commemoration event. On D-Day over 11,590 Allied aircraft of all types were involved, 5,656 of these were Royal Air Force. What is often forgotten is that over 1,800 RAF personnel and 456 vehicles landed on the beaches and by 9 June, this had increased to over 3,500 RAF personnel and 815 vehicles in Normandy, working on airfield construction, aircraft servicing and forward controlling. As the accounts of the men and women of that fateful time drift further into the past, we must continue to share their stories with our future generations and ensure that their sacrifices for our country are never forgotten.

Air Vice Marshal Chris Elliot
CB CBE DL
Controller of the RAF Benevolent Fund.

The men of the Merchant Navy and the merchant fleets of the other allied countries were a major part of the seaborne force. Merchant ships were among the first vessels to arrive off the beaches on D-Day. Their crew were civilians without the support of military discipline and training, yet they faced the dangers and did not waver. Never was there a lack of willing hands to man the ships though they knew the horrors of an enemy attack at sea. They took troops to the scene of battle and sustained them as they fought. Tugs brought over the sections of the Mulberry harbours. During the Invasion, between 6th June and 30th August 1944, 180 MN seamen sacrificed their lives whilst many more were lost bringing supplies across the Atlantic. Around 50,000 men manned the 835 ships that carried the troops and over half a million tons of cargo from ports between the Bristol Channel and Thames Estuary. We are proud today to be known as the Fourth Service. Their efforts and sacrifices must never be forgotten.

Captain Ian Hodge
M.Mar, MRIN, MNI
Chairman,
The Merchant Navy Association.

The Normandy Memorial Trust was set up in 2015 to realise the ambition of Normandy Veterans for Britain finally to have a national memorial in Normandy which brought together the names of all those in British units who lost their lives in the D-Day landings and the subsequent Battle of Normandy.

The completed memorial was opened by the then Prince of Wales on 6th June 2021. Inscribed on its walls and pillars are the names of 22,442 men and women who made the ultimate sacrifice in the name of Western Europe's freedom in the summer of 1944.

Few events in European history can match the significance of what happened on the D-Day beaches and in the towns and villages of Normandy.

I hope you will visit the British Normandy Memorial and, with us, reflect and give thanks for the sacrifice which it commemorates.

General The Lord Dannatt
GCB, CBE, MC, DL
Chairman of Trustees,
The Normandy Memorial Trust.



ROYAL NAVAL ASSOCIATION

ONCE NAVY ALWAYS NAVY

We are a family...

...of current and former personnel, relatives and supporters of our country's Royal Navy.



The Royal Naval Association is committed to supporting Naval veterans, serving personnel and their families by offering community and guidance on a local, national and international level.

With a team of volunteers and full-time members of staff, we endeavour to help every member of our community when they are in need.

When times are tough, we can help you find the right support services.

We are always grateful for any support and donations we receive to help us continue the work we do to support naval personnel, their families, other naval charities and organisations, as well as our own members. As we do not receive funding direct from the government, we rely on the generosity of the public, our members and sponsors.



Our Corporate Members

We're delighted to introduce you to our Corporate Members whose sponsorship helps us to make a difference to the lives of our members and the Naval Service Family:

Donate Here

www.royal-naval-association.co.uk

ABF THE SOLDIERS' CHARITY

The Army's National Charity

WE ARE PROUD TO MARK THE 80TH ANNIVERSARY OF D-DAY



Since 1944 we have supported soldiers, veterans and their families in times of need. We have supported many D-Day veterans and continue to provide support to soldiers to this day.

As the Army's national charity, you can be sure that any donation made to us will be used to provide this vital support whenever it is needed.

To learn more about our work, to donate or to take part in a fundraising event please visit **soldierscharity.org**

LEN'S STORY

Second World War veteran Len took part in the Normandy landings and Operation Market Garden.

Now in his nineties, he lives at Care For Veterans in Worthing, one of the charities we proudly fund.

Our ongoing support for Care for Veterans provides funding towards its specialist care services for disabled military veterans, enhancing their daily lives by improving independence, dignity and self-esteem.

Read Len's full story at soldierscharity.org/stories

ABF The Soldiers' Charity is a registered charity in England and Wales (1146420) and Scotland (SC039189) and registered as a company limited by guarantee in England and Wales (07974609).

Registered with FUNDRAISING REGULATOR

Cobseo The Confederation of Service Charities

VS Veterans Scotland

SUPPORT US AND YOU SUPPORT THE WHOLE ARMY FAMILY

Royal Air Force Benevolent Fund

STANDING SIDE BY SIDE WITH THE RAF FAMILY FOR OVER 100 YEARS

Find out how we help serving and former members of the RAF and their families.

CALL 0300 102 1919
rafbf.org/help

- ✓ EMOTIONAL WELLBEING
- ✓ FRIENDSHIPS AND CONNECTIONS
- ✓ FAMILY AND RELATIONSHIPS
- ✓ INDEPENDENT LIVING
- ✓ FINANCIAL ASSISTANCE

The RAF Benevolent Fund is a registered charity in England and Wales (1081009) and Scotland (SC038109)

Merchant Navy Association

The main Aims and Objectives of the Merchant Navy Association Charity are for public benefit, to provide charitable support and services to the Association's members, other connected persons, or associations, societies or other bodies whose aims and objectives are similar. We also are able to relieve and assist all serving and retired seafarers and their dependants who are in hardship or distress by;

1. fostering comradeship and consideration to all those in the community of the sea,

2. endeavouring to assist members and when appropriate other eligible persons, to find access to information and practical support on such matters as pensions, health, social security, debt management and other subjects affecting their welfare and,

3. endeavouring to provide grants to assist members and other eligible persons in financial need for the purchase of goods, services or facilities or, in exceptional circumstances payment of priority debts. This may also be undertaken in partnership with other charitable organisations.

Next year (2024) on the 6th June, sees the Commemoration of the 80th Anniversary of the D-Day landing. The aim of this event is to commemorate and celebrate the many thousands of Servicemen that gave their lives during this important turn in WW II, but NOT forgetting the amazing involvement and the important role the Merchant Navy Seamen that took part too, not knowing if they would return home to their wives and loved ones.

The Merchant Navy Association will be playing an equal role in these commemorations alongside the Royal Naval Association, ABF The Soldiers Charity and the RAF Benevolent Fund.

Your valued support, especially during this Commemorative campaign, will help British merchant seafarers and their families. Please direct your donations, however small to;
The Seafarers' Charity website;

https://www.theseafarerscharity.org/merchant-navy-fund/home

Your generosity will be very much appreciated. Thank You!

---

https://www.mna.org.uk
49 The Park, Yeovil, Somerset BA20 1DF
Registered as a charity in England & Wales no. 1135661







Look out over Gold Beach - Follow the story of D-Day
Reflect and remember

THE BRITISH NORMANDY MEMORIAL

13 AVENUE PAUL PORET, 14114 VER SUR MER, NORMANDY

britishnormandymemorial.org

NORMANDY MEMORIAL TRUST
ALWAYS REMEMBERED

BRITISH NORMANDY MEMORIAL

How to take part and register your involvement

Step 1: To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to **brunopeek@mac.com** as soon as possible please, but **no later than 30th May 2024.**

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job title of contact/coordinator
Name of Council, School, Pub, Organisation etc
Name of Country - ie England, Scotland, Wales, Northern Ireland, Channel Island, Isle of Man, UK Overseas Territory
Name of County
Name of Parish, Town, Borough, District, Community, or County Council etc
Full Postal address including post code
Telephone number - Landline/Mobile
Email
Will you be having Fish & Chips as part of your Beacon lighting YES/NO
Will your School be involved in the reading of the Poem at 11am, found YES/NO
Will your School/Pub/etc/ event be involving the eating of Fish & Chips during the day YES/NO
Will your event involve the reading of the International Tribute at 9.15pm YES/NO
Public event
Private event

Public or private event & legal essentials

Ensure you have undertaken all the legal essentials and safety requirements on **page 32** before lighting your beacon. Alert the emergency services, including the Fire Brigade, undertake any risk assessments required and ensure everyone involved is happy and familiar with your plans. **(This is your responsibility as coordinator)**. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

Beacon lighting ceremony - 6th June 2024

Please light your Beacon and undertake the Nation's Tribute using the wording found on page 18 at 9.15pm.

The Beacon lighting ceremony and Nation's Tribute should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, DL, Lord Mayor, Sheriff, High Steward, Lord Provost, Chairman or leader of the Council or another of your choice from within your local community to light your Beacon and undertake the Nation's Tribute at **9.15pm**, using the wording found on **page 18**. Alternatively, you may wish to organise a competition in partnership with your local media, with the winner having the honour of lighting the beacon and the Nation's Toast.

Step 3: You might consider having professional photographs taken during your event. Immediately after, please send no more than two high quality, copyright-free photographs to **brunopeek@mac.com**, including the name of the photographer, the beacon location, county, country and postcode, along with the name of the council or organisation.

Step 4: If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

Step 5: Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.











Above and background: The Tower of London built by William the Conqueror in the early 1080s. Through the centuries, successive monarchs have added to the fortifications.

Legal Essentials and Safety (This is your responsibility)

If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.

Licensing

Generally, all public entertainment has to be licensed by the local authority. The law on this aims to ensure the safety of the public and performers. Local authorities treat each event individually, and what one will allow another will not. Do not be put off by the length of some of the forms - the licensing officer is there to help you.

The licensing officer's job is to advise the local authority's licensing committee on the granting of public entertainment licenses. For small scale events he or she, in effect, makes the decision. Only if your event is contentious will the licensing committee decide to consider the application in detail. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor license from the Northern Ireland Court Service.

Insurance

Unfortunately, accidents can happen at even the best organised events. Therefore, you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. beacon/bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event. Therefore, to help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector.

They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity and donates all its profits back to charity, so to obtain a quote or for more details or advice on the insurance cover you may need, please visit Unity's website or telephone them on 0345 040 7702.

Alternatively, the licensing officer may be able to direct you to a suitable specialist company or broker, but you should not try to source this kind of insurance from a non-specialist.

Emergency Services

Tell your local Fire and Rescue Service and Police Force well in advance about the type of event you are planning, and get in touch with your local community police officer. Ensure that access for emergency services is maintained for your event. Write to the local fire brigade and ambulance service, particularly if you are planning to have a beacon/bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. In some areas they are simply happy to receive a donation. In others, expect a fee to be charged.

Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice on this subject can be obtained from your local council environmental officer.

Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licenses are granted by the local authority rather than the Magistrates Court. You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licenses have to be renewed and this will inevitably lead to long lead-in-times. Please apply as early as possible.

Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public ground (check for possible charges). You can help this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.

Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and bunting, or may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too.

All Ability Access

Access for people with a disability is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On greenfield sites, access may be improved by cutting the grass before the event.

Legal Essentials and Safety

This aspect of your event is your total responsibility, so please ensure you have undertaken all the necessary risk assessments and respective insurance etc, to reflect this.

Hospital Radio

The sacrifice and dedication of all those involved in D-Day can never be underestimated.

As Healthwatch Norfolk, we also want to acknowledge the efforts of those in the medical and caring professions who did so much to help those injured in the huge air, sea, and land operation.

The doctors, nurses, orderlies and their teams were the hidden heroes and heroines of this huge operation.

Often soldiers had been transported for several days to wards in this country with burns, fractures, and disfiguring injuries.

As well as the surgery and treatment, these healthcare staff provided care, reassurance and emotional support to those who had gone through so much to serve their country.

We would ask people to remember these caring, dedicated and passionate people alongside the many who gave so much on D-Day to help the liberation of Europe.

With this in mind therefore, we would like to encourage every Hospital Radio throughout the United Kingdom, Channel Islands and the Isle of Man, to join this event by reading out the poignant 'International Tribute' at **9.15pm** on D-Day 80 - 6th June 2024, as the Beacons are being lit, enabling those in hospital that evening, to feel part of this important anniversary, paying tribute to those who gave so much to ensure the freedom we all share today.

***Alex Stewart**, Chief Executive,*
Healthwatch Norfolk

Our tribute to the many who gave up so much that we are enjoying a carefree life.

As Norfolk has a high incidence of older people and some of them hospitalised, they very often request this song. We here at Hospital Radio Norwich feel the words gave hope to the country during that time and certainly must have done so after D-Day. It seems the song and its poignant words and will never be forgotten…

There'll be bluebirds over
The white cliffs of Dover
Tomorrow, just you wait and see
There'll be love and laughter
And peace ever after
Tomorrow, when the world is free
The shepherd will tend his sheep
The valley will bloom again
And Jimmy will go to sleep
In his own little room again
There'll be bluebirds over
The white cliffs of Dover
Tomorrow, just you wait and see
The shepherd will tend his sheep
The valley will bloom again
And Jimmy will go to sleep
In his own little room again
There'll be bluebirds over
The white cliffs of Dover
Tomorrow, just you wait and see

Songwriters: Nat Burton / Walter Kent
Rest in peace, brave souls, and thank you so much for our FREEDOM!

***Irenee Batch**, Hon. Secretary*

We are all aware of the importance of remembering the sacrifices made by those who fought for our freedom during the Second World War. As we approach the 80th anniversary of D-Day in 2024, we have a unique opportunity to pay tribute to those who gave so much.

As hospital radio stations, we have the power to involve our patients and staff in this commemoration.

This year is especially meaningful for Hospital Radio Lynn as we celebrate our 50th year of broadcasting. We believe that this is a wonderful opportunity for all hospital radio stations to join together and remember the sacrifices made by so many.

Together, we can ensure that the brave men and women who fought for our freedom are never forgotten.

***David Llewellyn**, Chair, Hospital Radio Lynn*

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Chinese Community Tribute

L HOLDING GROUP

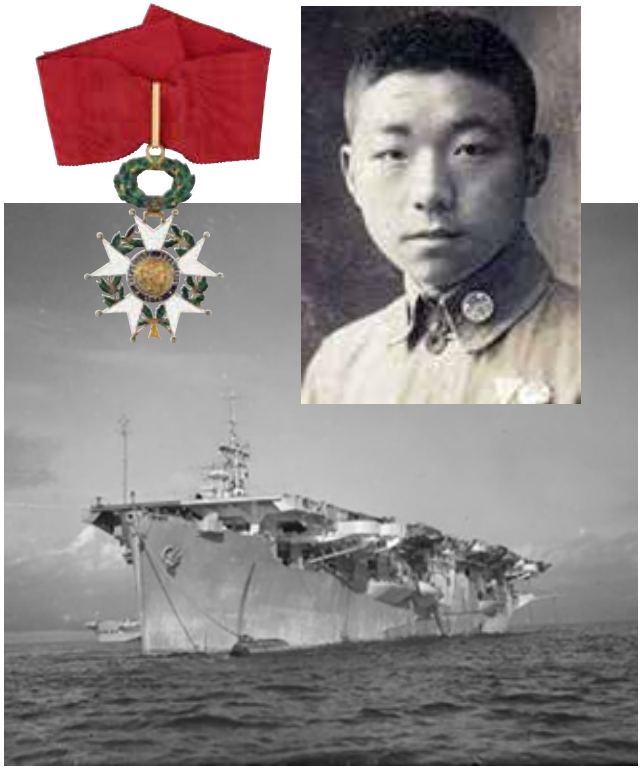
Many have forgotten the sacrifice made by the 24 Chinese Officers that assisted the Allies during D-Day on 6th June 1944.

A Chinese naval officer named Huang Tingxin, with 23 other Chinese officers were among the naval force that successfully supported and participated in the landings on the Beaches of Normandy in 1944.

In recognition of this, the French Consul General Jean-Marin Schuh awarded Huang Tingxin the French Legion d'honneur, the highest order of military and civil honours that France bestows, in 2006.

Aside from pushing back the Imperial Japanese soldiers domestically, China also played a major role in the war with the West. Some 40,000 Chinese soldiers fought in Burma along with British and American troops in 1944 too, so I want to take this special opportunity to show my deepest respect and assist in promoting awareness of the Chinese involvements in WWII, with the sacrifices made by so many, and would urge the whole of the Chinese community of the UK to assist me in this.

Tai Wee Kuang
Director, L Holding Limited



Huang Tingxin served on HMS Searcher, a Bogue-class escort aircraft carrier.
© Imperial War Museum.

Chinese Community Tribute

As an individual of Malaysian Chinese descent, I am honoured to convey the significant role played by my grandfather, who selflessly served in the military to safeguard our beloved homeland.

Our generation arose amidst the adversities of scarcity, enduring periods of hunger and deprivation. It is within the crucible of these challenges that I discovered my true purpose in restaurant and food manufacturing.

Jen Scent represents the epitome of my ambitions, striving to create culinary masterpieces that not only tantalise the taste buds but also promote well-being, sustainability, and cultural enrichment. Through Jen Scent, I aim to harmoniously blend flavours and ingredients to deliver dishes that are not only delicious and nourishing but also contribute to the collective knowledge and appreciation of diverse cultures.

I respectfully honour overseas Chinese who bravely fought for peace and call upon the Chinese community to unite in raising awareness for the forgotten Chinese soldiers and labourers of the Western front. Together, let us commemorate them and ensure their sacrifices are not consigned to obscurity.



Bee Fang Tan
Founder and Director
Jen Scent (trading name)
MAXIGAIN LIMITED

Chinese Community Tribute

饭团外卖
Fantuan Delivery

Looking back at history, the Normandy landings were the most emblematic operation of World War II, symbolising the power of freedom and democracy against evil and oppression. Eighty years have passed, and we are still deeply moved and grateful for that chapter in history. Today, we commemorate the 80th anniversary of the Normandy landings, a pivotal event in World War II. This occasion calls for solemn reflection and gratitude as we honour the brave Chinese soldiers who fought for freedom.

As a Chinese food-delivery company founded in 2014, we remain committed to embodying and promoting the courage and spirit displayed during that historic chapter. Our mission is to provide each customer with exceptional cuisine and service, delivering an authentic Chinese dining experience. We understand that peace, friendship, and understanding are vital in shaping a better world. We extend our deepest respect to the valiant soldiers who dedicated themselves to the cause of freedom, and we express our gratitude to you, our valued customers, for supporting us on this journey. Your patronage enables us to share the flavours of China and foster cultural harmony.

Together, let us honour the heroes of the past, celebrate the present, and build a brighter future hand in hand.





Yuchen Chan
Co-Founder
Fantuan Delivery

Chinese Community Tribute

We pay solemn tribute to the Chinese soldiers who valiantly served in Europe during World War II. Their unwavering courage, resilience, and sacrifice in the face of adversity exemplify the highest ideals of bravery and honour. Their contributions, often overlooked but significant, played a pivotal role in the Allied victory and the preservation of freedom. We express our deepest gratitude for their selfless service and unwavering commitment to defending peace and justice.

These extraordinary individuals, from a distant land, answered the call to defend liberty and democracy alongside their international allies. Their dedication and acts of valour will forever be etched in history, serving as a lasting testament to their contribution and the bond of solidarity forged between nations. In remembrance of the Chinese soldiers who bravely fought on European soil during World War II, we honour their legacy and express our profound respect and appreciation for their invaluable service and enduring legacy.



Wei SHAO
Chairman of Barshu Group

Chinese Community Tribute

CHEW ON THIS

As a Singaporean restauranteur with over 15 years of experience in the F&B industry in the UK, my heart has always been intertwined with the spirit of the Commonwealth.

I want to take this opportunity to pay a heartfelt tribute to the courageous Chinese soldiers who served selflessly through remarkable roles in World War II in Europe. Their unwavering bravery and unyielding dedication in the face of adversity will always remain etched in history: this commitment to upholding freedom and justice continues to inspire us all.

Guided by the rich tapestry and roots of my Chinese heritage and driven by the valour and sacrifices of these soldiers, I embark on a passionate mission to curate menus that befit such a momentous occasion. Through the power of cuisine, I hope to weave a strong unity between the Chinese and British communities, fostering greater social harmony for a harmonious future.

Together, let us honour their memory and express our deepest gratitude for their invaluable contribution in shaping a world that embraces peace and tranquillity.



Ellen Chew
Founder of Chew On This group

MRS CHEW'S CHINESE KITCHEN

rasa sayang

山水 SHAN SHUI RESTAURANT

SINGAPULAH 新加坡啦



Your free Certificate of grateful recognition for taking part.

Please download it, providing copies to all involved in your activities on 6th June 2024.

Acknowledgements

Our grateful thanks to

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In the UK the red poppy is a symbol of both remembrance and hope for a peaceful future and is worn as a show of support for the Armed Forces community.
In France the bleuet de France is the symbol of memory and solidarity for veterans, victims of war, widows and orphans.



Acknowledgements

Our grateful thanks to

The Tan Hill Inn, Richmond, North Yorkshire - the highest altitude Pub in Great Britain

The Turks Head, Scilly Isles - the most South-Westerley Pub in the British Isles

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Hospital Radio Lynn – Especially for You!

D-Day 80 Anniversary guide to taking part designed by Nick Marshall.



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from ship to shore, from past to present

NORMANDY MEMORIAL TRUST

Loggerheads Parish Council
Loggerheads Community Fire Station
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Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426 E: clerk@loggerheads-pc.gov.uk
W: www.loggerheadsparishcouncil.co.uk

In attendance: Cllrs Brown, Butterworth, Coulson, Fox, Hodgkins, Lee, Love, Roberts, Swan, Swetman, and Tomson

MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE HELD ON MONDAY 3RD JULY 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllr Swinnerton and Beales.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Planning and Environment Committee meeting held on Monday 5th June 2023

   Resolved: To sign the Minutes of the previous meeting as a true and accurate record.

4. Public Question Time

   There was one of Member of the Public in attendance who made no statements nor asked any questions.

5. To consider the following planning applications: -

   Application No: 23/00254/FUL
   Proposal: Two storey side/front extension with balcony at first floor level
   Location: 127 Jug Bank Ashley Market Drayton

   Resolved: To make no objection nor submit any comment.

   Application No: 19/05127/EIA
   Proposal: Construction of two poultry sheds, feed bins and associated ancillary works
   Location: Land South of Hollins Lane Newport Road Woodseaves Market Drayton Shropshire

   Resolved: To make no objection nor submit any comment.

   Application No: 23/00520/FUL
   Proposal: Application for variation of condition 2 of planning permission 22/00736/FUL to allow the size of the garage at Top Lodge to be

extended for ease of manufacture and consistency.
Location: Old Springs Hall Stoneyford Market Drayton

Resolved: To make no objection nor submit any comment.

Application No: 23/00356/FUL
Proposal: Internal alterations, single storey front/side and rear extensions, alterations to external materials of dwelling. (Revised description and plans)
Location: Bowgate Birks Drive Ashley Heath

Resolved: To make no objection nor submit any comment.

7. To note that the following planning applications have been considered by NuLBC: -

Application No: 23/00304/PLD
Proposal: Wrap around rear dormer loft conversion
Location: 43 Mucklestone Wood Lane Loggerheads Market Drayton Shropshire TF9 4ED
Decision: **Permitted**

Noted

Application No: 23/00318/FUL
Proposal: Erection of self-contained granny annexe
Location: Castle Hill 63 Mucklestone Road Market Drayton Shropshire TF9 4DW
Decision: **Permitted**

Noted

Application No: 23/00431/COU
Proposal: Change of use from C3 dwelling to C2 residential care home (for 3No. children), including alterations to existing hardstanding area
Location: 3 Pheasant Walk Loggerheads Market Drayton Shropshire TF9 2QZ
Decision: **Withdrawn**

Noted

Application No: 22/01100/FUL
Proposal: Proposed agricultural steel framed building, concrete block to 2metres, box profile steel plasticoat roof sheets, box profile steel plasticoat cladding. Roller shutter and personnel door.
Location: Wrekin Mucklestone Wood Lane Loggerheads
Decision: **Permitted**

Noted

8. To consider the response to the public consultation for the DRAFT Local Plan

The Chair provided the meeting with an update on a previously held Task and Finish Group meeting which generated a written document, which the Clerk circulated to Members during the meeting.

Resolved: To recommend the document, subject to amendment, to Full Council as a formal response to the First Draft Local Plan Consultation.

9. To receive an update in relation to the Burntwood Community Area

It remains the case that the Parish Council has yet to take formal occupation of the land due to new, and as yet unresolved, matters in relation to both contractual and commercial aspects; however, one of those matters has since been resolved and resulted in the Parish Council receiving £17,500 which will be reserved for future development of the site once the lease has been delivered.

10. To consider matters relating to sport and recreation facilities in The Burntwood

Since a manmade cycle track was first created inside Heath Grove it has become increasingly utilised by local young people; however, it is now believed to a pose a risk to health of safety.

Members undertook a site visit to The Burntwood and believe that a potential site has been identified whereby a more suitable, purpose-built facility.

It was noted that Staffordshire County Council currently has an initiative aimed at promoting walking and cycling which could be a source of information and industry-specific advice to be accessed.

Resolved: To defer the item to the next available meeting of the Planning and Environment Committee pending further information being sought.

11. To note the date of the next **Planning and Environment Committee** meeting as being held at 7pm, Monday 7th August 2023 at Loggerheads Community Fire Station

Noted

Chair: Cllr D. Coulson
Clerk: B. Minshall

Close of Meeting: 19:25pm

Signed…….

Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
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T: 01630 673426
W: www.loggerheadsparishcouncil.co.uk

Response to the First Draft Local Plan

Loggerheads Parish Council is the corporate body which is responsible for the Loggerheads Neighbourhood Plan. Therefore, Council submits this formal response to the First Draft Local Plan from Newcastle-under-Lyme Borough Council: -

In broad terms, Council supports the strategic objectives and policies contained in the Plan – more specifically those in the areas of sustainable transport and biodiversity – however, considers several others not to be particularly descriptive, extensive, or encompassing in relation to such aspects as health and wellbeing, climate change or the allocation and preservation of open and recreational spaces.

Policy PSD 3: Distribution of Development: -

Policy PSD 3: Distribution of Development	
1.	The strategic centre of Newcastle-under-Lyme is expected to accommodate in the order of 4,800 new homes.
2.	The urban centre of Kidsgrove is expected to accommodate in the order 900 new homes.
3.	The rural centres are expected to accommodate development as shown below: -
4.	a. Audley and Bignall End (joint): in the order of 250 new homes b. Betley & Windhill (joint) and Madeley & Madeley Heath (joint): in the order of 200 new homes c. Loggerheads: in the order of 500 new homes d. Keele and Keele University (joint): in the order of 600 new homes

Council acknowledges the figures above, specifically that in relation to Loggerheads Parish, considers those developments which either have been, or are currently being built since 2020; however, proposes the wording of *'…in the order of…'* is changed to *'…no more than….'*. Ultimately, the figures stated in the plan do not make sense as it stands – because with everything which has been built, and all planning applications currently on the system Loggerheads stand to gain in the region of an additional 639 dwellings.

Loggerheads Neighbourhood Plan contains within it a Housing Needs Assessment which identified a need for 396 dwellings between 2013 – 2033 – a number which has already

been overreached in the last three years – however, the Draft Local Plan is seeking to identify a further need for 354 additional dwellings per annum.

Council proposes that instead of the 142 dwellings that the abovementioned sites amount to, Loggerheads Parish will consent to 49 dwellings based on infill of 7 dwellings per year, over the next 7 years.

Policy PSD 4: Development Boundaries and the Open Countryside: -

Policy PSD 4: Development Boundaries and the Open Countryside	
1.	Development boundaries for the Strategic Centre, Urban Centre and Rural Centres are defined on the draft Policies Map. Outside of these centres, Other Settlement Village Boundaries are also identified and defined on the draft Policies Map. Open countryside is defined as land outside of the development or Other Settlement Village Boundary.
2.	Within Development or Other Settlement Village Boundaries, development proposals will be supported where they are in keeping with the scale, role, and function of that settlement and do not conflict with any other relevant policy in the Local Plan.

Council is concerned that defined boundaries, which were given effect in 2019 but backdated to 2013, can so easily be changed to accommodate what is the suspected approval of planning application 23/00002/OUT for up to 200 dwellings at Mucklestone Wood Lane. If this is not the intended purpose for the preferred site *'LW53'*, Council asks what exactly is being considered for the future use of that site?

Policy PSD 6: Health and Wellbeing: -

Policy PSD 6: Health and Wellbeing	
1.	Supports public health initiatives and encourages healthy lifestyles and environments to tackle health inequalities and: a. Is supported by a rapid health impact assessments (HIA) as part of the application process on all major development proposals. This will include a review of the potential health impacts of a policy or proposal. Following the screening assessment, a full health impact assessment may be required. b. For housing developments, achieves Building for a Healthy Life Standard (or as updated). c. Provides opportunities for healthy living and promote mental wellbeing through the encouragement of safe and accessible walking and cycling, good housing design (including the minimisation of social isolation and creation of inclusive communities) and access to services. d. Does not result in the unnecessary loss of open spaces identified in the Open Space Strategy e. Provides appropriate access to sports facilities and opportunity for recreation and leisure f. Supports schemes that encourage life-long learning and skills training g. Supports initiatives that seek to reduce obesity across the Borough, including for schemes that require planning permission by i. Ensuring hot food takeaways within 400 metres of a primary or secondary school are not open to the public before 17:00 on weekdays and there is no over the counter sales before that time

	ii. Reducing the clustering of hot food takeaways by ensuring that no more than 2 hot food takeaways are located adjacent to each other in the town centres of Newcastle-under-Lyme and Kidsgrove iii. Ensuring any proposals for hot food takeaways are subject to a full health impact assessment, at the cost of the developer.

Council seeks further and more detailed information concerning this policy – specifically whether there is a mechanism for the abovementioned points to be achieved retrospectively, and how those can be ensured in future. Clause 'e' is vague and ambiguous in that it does not carry a set of defining parameters in the same way that clause 'g' does. It would also appear the Draft Local Plan is not reflective of other previously undertaken studies such as *'Beyond the 6 Acre Standard'* by Fields in Trust as one example.

11: Infrastructure and Transport: -

Policy IN 1: Infrastructure	
3.	Development should be located so as to make the best use of existing infrastructure. Where new or improved infrastructure is required to meet needs arising directly from a development or to mitigate any adverse impacts of a development on existing infrastructure, the development will make provision either through the direct allocation of land and / or financial contribution through Community Infrastructure Levy (CIL) regulations or planning obligation made under Section 106 of the Town and County Planning Act 1990 or any other future 'developer contributions' regime towards the provision of infrastructure.
4.	Development should have regard to the latest Infrastructure Delivery Plan (IDP). The areas potentially subject to direct provision and / or contributions include but are not limited to: a. Affordable housing. b. Highway and transport infrastructure including sustainable transport measures. c. Flood prevention and surface water drainage including future maintenance. d. green infrastructure, including future maintenance. e. Education. f. Health care provision. g. Biodiversity net gain

With specific reference to Community Infrastructure Levy (CIL), Council asks that greater consideration is given to ensure that CIL contributions are properly applied to relevant planning applications. Typically, the way S106 contributions have been applied has inconsistent, nonsensical, and often end up not being actioned. Is there any way in which this can be retrospectively applied to developments where planning conditions for infrastructure improvements went unsatisfied and / or were allowed to lapse?

Council seeks answers to the following questions: -

1. Based on the overall scale and scope of development which has taken place within Loggerheads Parish over recent years, what is the threshold for integrating improvements, enhancements and augmentations to infrastructure, amenities, and services?

2. If that threshold has already been reached, what is the justification for this not having been duly considered?

3. Given that existing and emerging developments have either failed to deliver on, or breached planning conditions what will be the mechanism in future for ensuring this cannot happen?

Council notes the reference to an existing Infrastructure Delivery Plan (IDP), but cannot see how this is relevant to Loggerheads Parish or where it has been applied? Furthermore, there is not mention within this policy of plans to develop **Retail Outlets,** sports and recreation facilities, parks and play areas or car parking. Council therefore requests a copy of the Infrastructure Delivery Plan, with specific reference to Loggerheads Parish, as soon as practicable.

Policy IN 2: Transport and Accessibility	
1.	Development proposals which contribute towards an accessible, efficient, and safe transport network that offers a range of transport choices for the movement of people and goods and improves accessibility through sustainable modes of travel will be supported. All developments should demonstrate, where appropriate, that they have had regard to the following criteria: a. Located where travel can be minimised, and the use of sustainable transport modes maximised. b. Minimise additional travel demand with measures such as travel planning, safe and convenient public transport and associated infrastructure, car clubs, walking and cycling links, and integration with existing infrastructure. c. Make allowance for low and ultra-low emission vehicle refuelling infrastructure. d. Protect, and where possible, enhance public rights of way. e. Not cause unacceptable highway safety problems. f. Avoid severe residual impacts on the road network, either direct and / or cumulative.

Council requests detailed information as to how the abovementioned considerations can be retrospectively applied to Loggerheads Parish, and detailed information concerning how these can be implemented for the benefit of Loggerheads Parish going forward.

Policy SE4: Open Spaces, Sports, and Leisure Provision: -

In addition to other comments surrounding the creation of open spaces, greenspaces, sports and recreations facilities as well as leisure provision the Council notes the Draft Local Plan has made no effort to follow existing designations within existing Neighbourhood Plans – such as *'LV1'* and *'LV2'* within Loggerheads Parish.

'LV1', which is known to the Borough Council as *'Land off Market Drayton Road*, and the Parish Council as *'The Burntwood Community Area'* is presently subject to legal discussions between the Parish and Borough Councils with respect to its ongoing future, and the intention to have community-based amenities and facilities on the site.

'LV2' is privately owned land, which is designated as open space, with the only other acceptable use being for sports recreation facilities.

Council requests the next iteration of the Draft Local Plan demonstrates an emphasis on echoing existing Neighbourhood Plans, many of which have been in place a lot longer than

any Boroughwide Local Plan. There needs to be a longer term plan for locations and infrastructure, and not a piecemeal approach on a site-by-site basis.

SO-IX	Support activity, including sport and recreation. Maintain the vast majority of the wide variety of open spaces in urban areas and improve green corridor linkages, one of the Borough's greatest unique assets to help enhance health and wellbeing.
Policy SE4: Open Space, Sports, and Leisure Provision	
1.	The Council will work with developers and other stakeholders to provide, enhance, and maintain open space across the Borough to meet the needs of existing and future residents and aid the Council's strategy of Carbon Capture Areas.
4.	The direct provision of or contributions towards sports and leisure provision will be sought in line with Playing Pitch Strategy (2019) and the Sports England Sport Pitch Calculator. Leisure provision should also refer to the Retail and Leisure Study (2019).

The abovementioned strategic objective seeks to support the creation, inclusion and enhancement of sports and recreation facilities.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL
STRATEGY & ACTION PLAN

Site ID	Site	Sport	Management	Current status	Recommended actions	Partners	Site hierarchy tier	Priority	Timescales [16]	Cost[17]	Aim
3	The Burntwood	Football	Parish Council	One poor quality adult pitch which is played to capacity. Loggerheads Parish Council is applying for planning permission in order to install basic changing rooms to accommodate Loggerheads FC's senior team. Loggerheads Parish Council also has plans to create additional football pitches to allow for the future growth of the club.	Improve pitch quality through enhanced maintenance regime. Support the Parish to provide changing facilities on site. Explore the feasibility of assisting Loggerheads Parish Council in the creation of additional grass football pitches and small size floodlit 3G pitch.	Parish Council SFA FF	Local	L	L	M	Protect Enhance Provide

The Playing Pitch Strategy and Action Plan, December 2020, stated that the support of strategic partners and key stakeholders would be given to assist the Parish Council in developing a 3g pitch facility. To date, this has not happened.

15: Residential and Employment Allocations: -

LW53	Land corner of Mucklstone Wood Lane & Rock Lane, Loggerheads	Rural Centre (Loggerheads)	8.35	Around 130	n/a	The delivery of the site should be masterplan led The site should be supporte

						d by infrastructure delivery strategy, which includes setting out the approach to supporting community and health infrastructure
LW87	Former Petrol Station, Eccleshall Road, Loggerheads	Rural Centre (Loggerheads)	0.19	Around 12	n/a	

Council is concerned that defined boundaries, which were given effect in 2019 but backdated to 2013, can so easily be changed to accommodate what is the suspected approval of planning application 23/00002/OUT for up to 200 dwellings at Mucklestone Wood Lane. If this is not the intended purpose for the preferred site *'LW53'*, Council asks what exactly is being considered for the future use of that site?

Considering the abovementioned request for further clarification, it is too important not to reiterate the request as first stated in relation to Policy PSD 4 above; and, furthermore, Council ask that *'LW53'* is removed from residential allocation on the basis that where any planning application were to be granted permission it would have to be rejected due to a perceived conflict with other policies should those be applied as stipulated.

In addition, Council asks that *'LW87'* is also removed from residential allocation and redesignated for retail or employment allocation, as the site is completely unsuitable for residential development. The reasons being the current limitations of the highways network locally due to a planning condition for a crossing still not having been actioned; the limitations of the public footway network locally due to planning conditions for the installation of footpaths still not having been actioned; the extensive, and well known, car parking issues along Eccleshall Road during School drop-off and pick-up times as well as the increasing problems with speeding motorists along Eccleshall Road.

Appendix 1: Monitoring Framework

Appendix 1: Monitoring Framework	
1.1	A monitoring framework has been developed, as set out below, to effectively monitor the policies of the Local Plan. On adoption of the Plan, the monitoring framework will be included in the Council's yearly authority monitoring report (AMR).
1.2	It is considered that any one of the following circumstances would require the Council to consider a review of the plan or to bring sustainable alternative / additional sites forward, as appropriate: a. A failure of the Plan to meet its Strategic Objectives SO I - XII and a failure to deliver the amount of development required by policy PSD 1. b. Evidence established through another LPA local plan process that its unmet strategic requirements can only be accommodated within the Borough of Newcastle-under-Lyme c. Significant changes in national planning policy or Ministerial Statements that mean one or more of the plan's policies can no longer be effectively applied. d. Evidence in the Authorities' Monitoring Report that one or more Plan policies are not achieving the plan's objectives or are working contrary to the effective planning of the Borough of Newcastle-under-Lyme.

The explanation at page 75 concerning how the Borough Council will measure and monitor a variety of deliverables against the Draft Local Plan is believed to be woefully inadequate as it does nothing to explain to the reader what the standards for measurement of those deliverables will be, and how the person on the street can know these things are being accurately measured, the nature of any follow up actions or how the mechanism for reporting standards which fall below that which is expected. Council requests that further iterations of the Draft Local Plan rectify this with significantly greater detail.

In closing, Council is concerned that Loggerheads Parish and its residents will continue to have none of the associated or fringe benefits conferred upon them – whatever those may be. In recent years, the Parish and its residents have been blighted by new development which borders on overdevelopment; no improved or additional infrastructure; no improved or additional amenities; no improved or additional services as well as unnecessary delays to, and outright loss of investment due the policies which decide how S106 monies are decided.

Council welcomes the progress which is being made in relation to the Draft Local Plan, and whilst it is understood this is a first draft, Council feels there is a significant degree of scope for more to still be incorporated.
Yours sincerely,

B. Minshall

Benn Minshall, Clerk and Responsible Financial Officer