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

T: 01630 673426
W: www.loggerheadsparishcouncil.co.uk

Tuesday 8th August 2023

Dear Councillor,

You are summoned to attend the **Finance and General Purposes Committee** meeting of **Loggerheads Parish Council** to be held at **7pm on Monday 14th August** 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 approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 10th July 2023

4. 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 14th August 2023** providing their name, email address and an indication of the subject of their question or comment.

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

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

7. To consider matters relating to finance, and make a recommendation to Full Council

   a. To consider matters relating to the budget for the financial year 2024/25

8. To consider the following grant applications, and make a recommendation to Full Council: -

   a. Loggerheads Craft and Chat Group - £221.62

11. To consider the following governance documents: -

    a. Financial Regulations

    b. Reserves Policy

    c. ICO Publication Scheme

12. To consider matters relating to communications

    NONE

13. To consider matters relating to Parish Events

    NONE

14. To receive updates in relation to ongoing projects

    a. Burntwood Community Area (formerly 'LV1')

    b. Loggerheads Library

15. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 11th September 2023** at 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			

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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 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			

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LOGGERHEADS PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

General	2
Accounting and audit (internal and external)	4
Annual estimates (budget) and forward planning	6
Budgetary control and authority to spend	6
Banking arrangements and authorisation of payments	8
Instructions for the making of payments	9
Payment of salaries	12
Loans and investments	13
Income	13
Orders for work, goods and services	14
Contracts	15
[Payments under contracts for building or other construction works]	17
[Stores and equipment]	17
Assets, properties and estates	17
Insurance	18
[Charities]	18
Risk management	19
Suspension and revision of Financial Regulations	19

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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.

---

[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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Contents

PAGE 3
The UK Prime Minister

PAGE 4
The Royal Navy

PAGES 5 & 6
Introduction

PAGE 7
Women who played key roles during D-Day

PAGE 8
D-Day 80 Proclamation
To be undertaken by Town Criers at 8am

PAGES 9 & 10
Poem for Schools - D-Day Heroes
To be undertaken by Schools at 11am

PAGE 11
A Fisherman's Tale

PAGE 12
Lydia Eva steams ahead in tribute to the fishing industry

PAGE 13
National Fish & Chip Day

PAGE 14
National Federation of Fish Friers

PAGE 15
Let us all Dig Deep for Victory

PAGE 16
Country Women Countrywide 'dig up' the Nation's favourite

PAGE 17
D-Day 80 on Hadrian's Wall

PAGE 18
The International Tribute
To be undertaken at 9.15pm alongside the lighting of a Beacon

PAGE 19
Bonfire Beacon

PAGE 20
Your D-Day 80 Bishops Frome Strawman

PAGE 21
Beacon Brazier

PAGES 22 & 23
Gas-Fuelled Beacons

PAGE 24
Message from the Lord Mayor of Portsmouth

PAGE 25
Messages from the five Charities

PAGE 31
How to take part and register your involvement

PAGE 32
Legal Essentials and Safety

PAGE 33
Hospital Radio

PAGES 35-39
The Chinese Communities Tribute

PAGE 40
Certificate of Grateful Recognition

PAGE 41
Acknowledgements

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

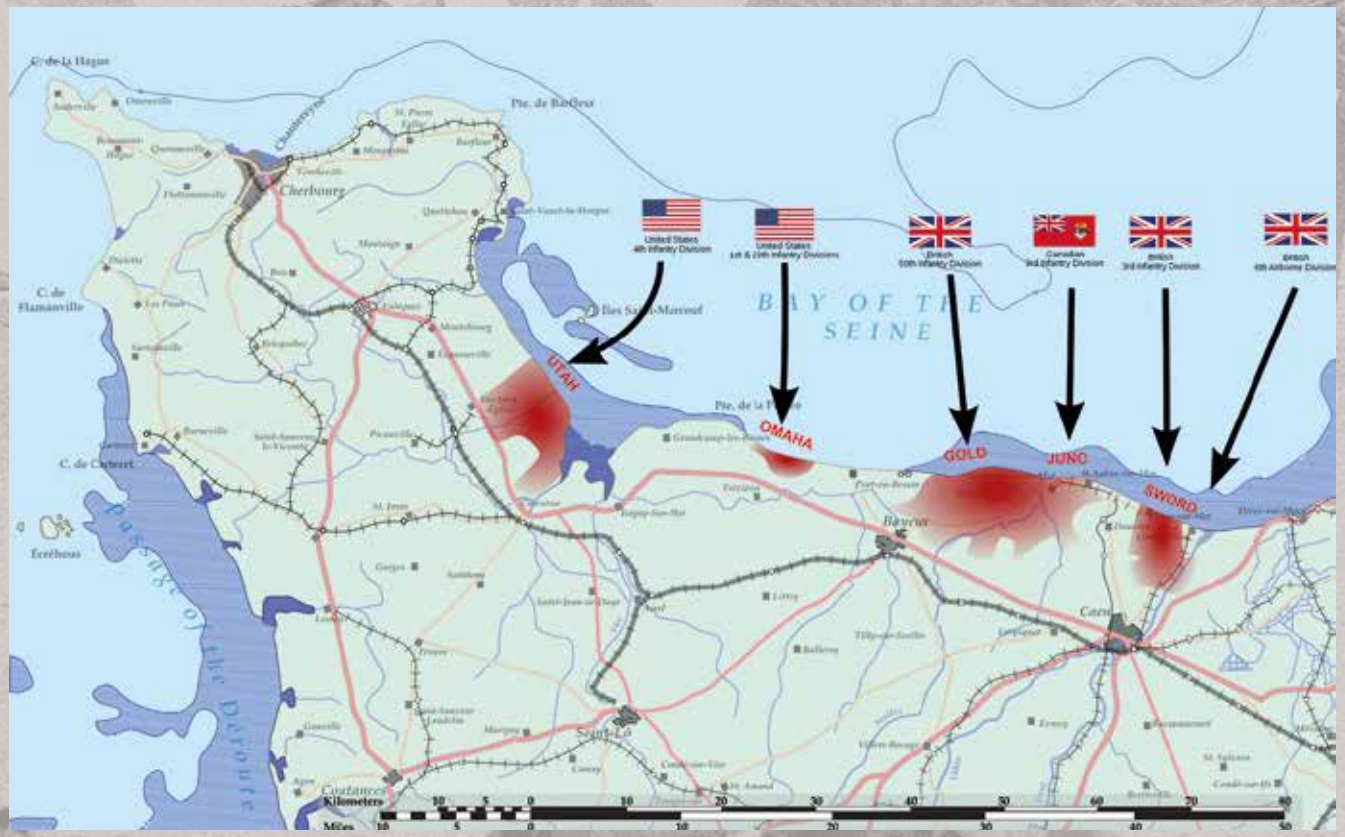


The 6th June 2024 marks the 80th anniversary of D-Day, when Allied forces mounted the largest amphibious invasion the world has ever witnessed. In 1944 Operation Overlord saw around 4,000 ships and landing craft set down about 132,500 troops on five Normandy beaches in an action that would bring about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

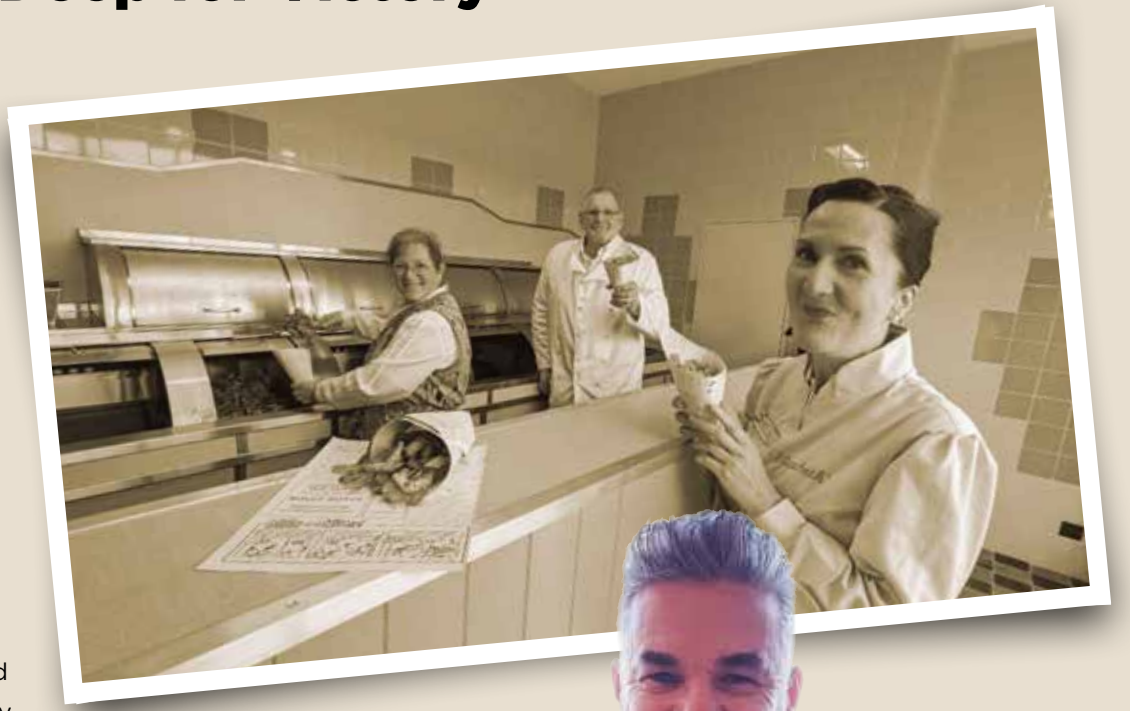
Andrew Crook
President of the National Federation of Fish Friers



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

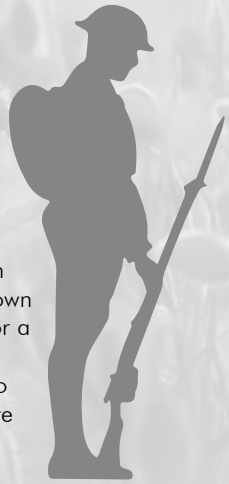
WORLD HERITAGE SITE
HADRIAN'S WALL
COUNTRY

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.

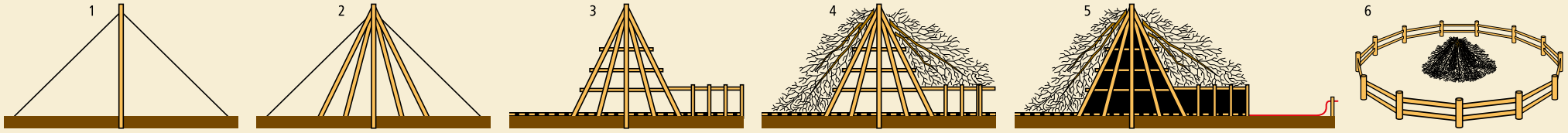
8 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire,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

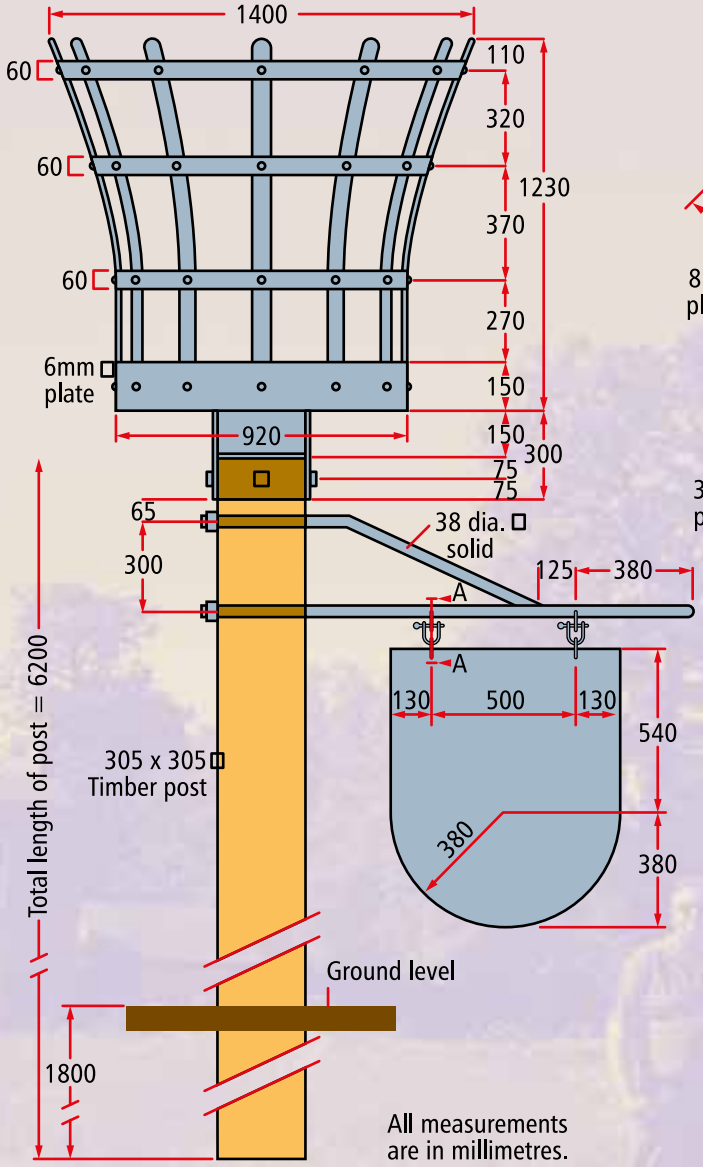


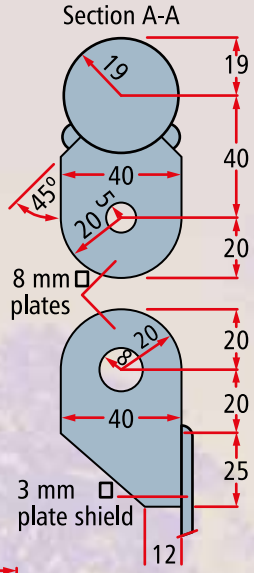






Beacon Brazier





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!

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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

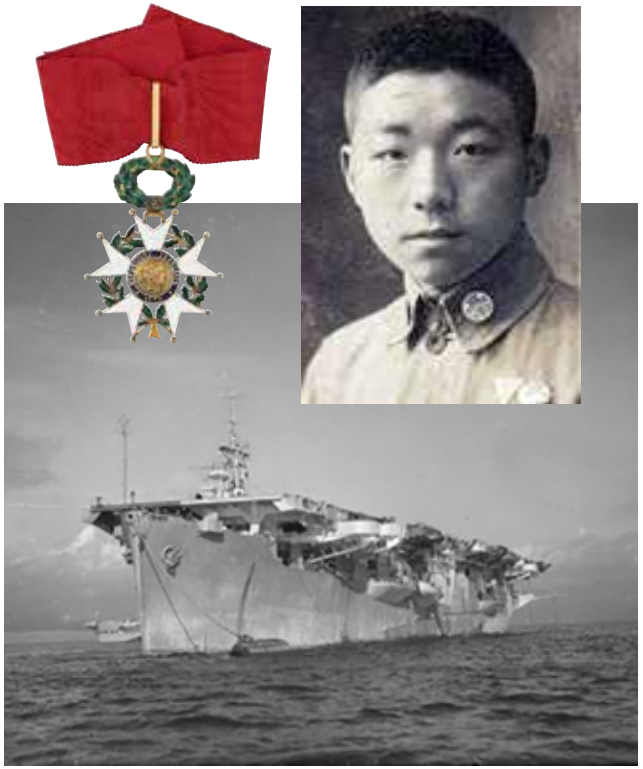
Many have forgotten the sacrifice made by the 24 Chinese Officers that assisted the Allies during D-Day on 6th June 1944.

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

The Caravan and Motor Home Club

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Royal Air Force Benevolent Fund

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NORMANDY MEMORIAL TRUST

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BRITISH HOLIDAY & HOME PARKS ASSOCIATION

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N C I

BBPA
THE VOICE OF BREWERS & PUBS

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

Acknowledgements

Our grateful thanks to



















































Acknowledgements

Our grateful thanks to

Acknowledgements

Our grateful thanks to

healthwatch Norfolk

hrn hospital radio norwich

Hospital Radio Lynn – Especially for You!

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



THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY

Bruno Peek

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Pageantmaster

D-Day 80 Anniversary 6 June 2024

www.d-day80beacons.co.uk

In association with

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

The Army's National Charity

Royal Air Force Benevolent Fund

The Merchant Navy Association

from ship to shore, from past to present

NORMANDY MEMORIAL TRUST

Loggerheads Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Administration			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
1	Payroll				36,000.00	9,413.56	26,586.44
2	Payroll Admin				300.00	144.02	155.98
3	Grounds Maintenance Offi				18,000.00	2,567.51	15,432.49
5	Consultancy and Legal Ad				2,000.00		2,000.00
6	Expenses				300.00	338.10	-38.10
9	Information Technology				4,000.00	4,033.15	-33.15
10	Insurance and Audit				2,000.00	1,774.45	225.55
13	Room Hire				400.00		400.00
15	Subscriptions				1,000.00	1,061.58	-61.58
16	Training				1,000.00		1,000.00
17	Utilities				1,000.00	126.19	873.81
20	Pension					903.96	-903.96
21	Council Tax Support Grant			2,408.00			2,408.00
23	Bank Charges					115.83	-115.83
24	Tax and NI					735.23	-735.23
25	Data Protection Registratic					35.00	-35.00
26	Phone/Internet poss IT					147.79	-147.79
				£2,408.00	**66,000.00**	**£21,396.37**	**47,011.63**

Capital Borrowing			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
11	Burntwood Loan Repayme				1,600.00		1,600.00
					1,600.00		**1,600.00**

General			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
4	Allotments				1,100.00	1,090.00	10.00
12	Parish Events				1,000.00	685.00	315.00
14	Speed Indication Devices				2,100.00		2,100.00
					4,200.00	**£1,775.00**	**2,425.00**

Grounds Maintenance			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
8	Grounds Maintenace				8,000.00	19,784.35	-11,784.35
					8,000.00	**£19,784.35**	**-11,784.35**

Income			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
18	Income			17,812.48			17,812.48
19	Precept			94,000.00			94,000.00
22	Bank Interest			154.55			154.55
				£111,967.03			**111,967.03**

Section 137			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
7	Grants				10,000.00	900.00	9,100.00
					10,000.00	**£900.00**	**9,100.00**

NET TOTAL			**£114,375.03**	**89,800.00**	**£43,855.72**	**160,319.31**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

BUDGET PLANNING 2024 - 25

	2023 - 2024	2024 - 2025	VAR
Payroll	36,000.00	55,000.00	(19,000.00)
Tax and NI	0.00	11,800.00	(11,800.00)
Pension	0.00	4,000.00	(4,000.00)
Payroll Admin	300.00	300.00	0.00
Grounds Maintenance Officer	18,000.00	0.00	18,000.00
Allotments	1,100.00	1,100.00	0.00
Consultancy & Legal	2,000.00	2,000.00	0.00
Expenses	300.00	2,000.00	(1,700.00)
Grounds Maintenance	8,000.00	7,400.00	600.00
IT / Stationery / Printing	4,000.00	6,300.00	(2,300.00)
Insurance / Audit	2,000.00	3,000.00	(1,000.00)
Loan Repayment	1,600.00	1,600.00	0.00
Loan Repayment	2,500.00	0.00	2,500.00
Parish Events	1,000.00	10,000.00	(9,000.00)
Play Equipment	0.00	16,000.00	(16,000.00)
Room Hire	400.00	400.00	0.00
S137 Grants	10,000.00	10,000.00	0.00
SIDs	2,100.00	6,000.00	(3,900.00)
Subscriptions	1,000.00	2,300.00	(1,300.00)
Training	1,000.00	2,000.00	(1,000.00)
Utilities	1,000.00	1,000.00	0.00
TOTAL	**92,300.00**	**142,200.00**	(49,900.00)
	93,419.36		
	94,000.00		

EARMARKED RESERVES	
Loggerheads Library	1,000
Elections	4,000
TOTAL	5,000

INCOME	
Allotments	660.00
Burntwood	800.00
Council Tax Support Grant	2,408.00
Wayleave	12.64
TOTAL	**3,880.64**

TOTAL REQUIRED	**143,319.36**

Precept 2023/24	46.12365064	
		24.19988224
Precept 2024/25	70.32353288	

AGENDA ITEM 8(a)

Summary Grant Report

Report Purpose: To consider a S137 Grant to Loggerheads Craft and Chat Group

Version Control: V1

Author(s): Parish Clerk

1. **Name of Applicant**

   The applicant is Loggerheads Craft and Chat Group

2. **Information About the Project or Event**

   The name of the project is 'Coronation Celebration'.

   The total project cost is £325.72.

   The amount of grant requested is £221.62.

3. **Purpose of Grant**

   LAST YEAR INAUGURAL CORONATION COINCIDED WITH THE PLATINUM JUBILEE – THIS YEAR THE CORONOATION CELEBRATESTHE CORONATION OF KING CHARLES THE III.

   THE EVENT IS HELPING REINTRODUCE A TRADITIONAL EVENT, WITH A MORE UP TO DATE APPROACH, AND RECOGNISES THE CONTRIBUTIONS THAT OUR YOUNG CHILDREN MAKE TO THE COMMUNITY, SO HELPING TO RAISE THE CHILDRENS' FEELINGS OF SELF-WORTH AND SELF-ESTEEM.

   EVIDENCE SHOWS THAT RURAL AREAS ARE AT INCREASING RISK OF ANTI-SOCIAL BEHAVIOUR, ISOLATION, ACCESS TO COUNTY LINES ACTIVITY, PRIMARILY BECAUSE OF IT'S LOCATION. TO ENSURE THAT WE MAINTAIN A PROACTIVE APPROACH TO REDUCING THE RISK OF SUCH THINGS, A COMMUNITY APPROACH CAN ONLY BE BENEFICIAL.

   PROVIDING SUCH ANNUAL EVENTS GIVES THE COMMUNITY SOMETHING TO LOOK FORWARD TO.

   OLDER MEMBERS OF THE COMMUNITY REFLECT ON HOW EVENTS SUCH AS THE CORONATION, SCARECROW TRAIL AND OTHER EVENTS BRING THE COMMUNITY OUT AND REMIND THEM OF TIMES LONG GONE.

   THE EVENT SHOWS THE COMMUNITY THAT THEY ARE WORTH THE EFFORT THAT GOES INTO ORGANISING SUCH EVENTS AND, RATHER THAN SOLELY BEING RECOGNISED AS A DORMITORY VILLAGE, LOGGERHEADS IS A PLACE TO ASPIRE TO LIVE IN BECAUSE OF THE OPPORTUNITIES AND ACTIVITIES.

   LOCAL BUSINESSES. CRAFTERS, GROUPS AND ORGANISATIONS WILL GAIN RECOGNITION AND AWARENESS, AND WILL BENEFIT FINANCIALLY FROM BEING ABLE TO PROMOTE THEMSELVES AND THEIR SERVICES.

THE ACTIVITIES SEES WIDER FAMILIES COMING TOGETHER WITH THE SPECIFIC INTENTION OF ENJOYING A COMMUNITY ACTIVITY.

THE SCHOOL WILL BE ABLE TO BE A HUB FOR THE ACTIVITY, AND GIVE PROSPECTIVE FAMILIES THE OPPORTUNITY TO SEE EDUCATIONAL OPPORTUNITIES FOR THEIR CHILDREN.

4. **Financial Details**

Item **	**Total Costs**	**Requested from Loggerheads Parish Council**
HALL HIRE	£75.00	£75
ROSETTES	£17.00	£0
SASHES	£25.99	£25.99
CROWN X 2	£27.14	£27.14
ADVERTISING BANNER	£43.49	£43.49
LEAFLET PRINTING	£100	£50
GARLANDS	£35.00	£0
Grand Totals	**£325.72**	**£221.62**

5. **Income and Other Funding**

Funder	Date of Application	Status
None	None	None

6. **Considerations**

- To consider awarding a grant in the amount of £221.62

- Loggerheads Craft and Chat Group a registered Community, Voluntary or Faith-based Group
- They do have a formal constitution.
- The have provided evidence of a registered bank account
- They received a grant from Loggerheads Parish Council in June 2022

AGENDA ITEM 8(a)

Additional Information: -

- Further to my earlier email, you indicated that the …***"annual Craft and Sparkle event to raise funds for the Craft and Chat group and other community groups"…*** - can you please identify the ***"…other community groups…"*** which are intended to benefit from this event?

  Any community groups who book a stall at the event.

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LOGGERHEADS PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

General	2
Accounting and audit (internal and external)	4
Annual estimates (budget) and forward planning	6
Budgetary control and authority to spend	6
Banking arrangements and authorisation of payments	8
Instructions for the making of payments	9
Payment of salaries	12
Loans and investments	13
Income	13
Orders for work, goods and services	14
Contracts	15
[Payments under contracts for building or other construction works]	17
[Stores and equipment]	17
Assets, properties and estates	17
Insurance	18
[Charities]	18
Risk management	19
Suspension and revision of Financial Regulations	19

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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 Finance and General Purposes 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 December each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than December, 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 all committees 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 £1,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to £1,000.

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 December 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 £1,000. 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 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.

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. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the 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

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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;

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

c) fund transfers within the councils banking arrangements up to the sum of £5,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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.

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.

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

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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.

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 two members 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 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 that the instructions are signed by two members and any payments are reported to council

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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 and 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 accounts. The bank mandate will state clearly the amounts of payments that can be

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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 the Clerk and RFO and two Members. 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 RFO and will also be restricted to a single transaction maximum value of £1,000 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 following advice from the Finance and General Purposes Committee. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

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 and RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

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

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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 following advice from the Personnel 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.

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.

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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 Clerk and 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.

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.

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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 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;

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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].

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.

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[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

[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)

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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 £5,000 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.

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 15% 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.

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

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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 £1,000.

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 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

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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 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 and 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 and 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.

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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:
Date of Review: May 2026

1. Introduction

Loggerheads Parish Council is required to maintain adequate financial reserves to meet the needs of operational and financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2020) advises:

"As with any financial entity, it is essential that authorities have sufficient reverses (Earmarked and General) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies that such reserves are not excessive."

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

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

2. Types of Reserves

Reserves can be categorised as general or earmarked.

2.1 General Reserves

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 requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget

JPAG advises:

"The generally accepted recommendations with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that is should be maintained between three (3) and twelve (12) months Net Revenue Expenditure

(NRE)"

"The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice any authority with an NRE in excess of £200,000 should plan on 3 months equivalent"

The primary means of building General Reserves will be through a reallocation of funds and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves are exhausted due to major unforeseen spending pressure within a particular financial year, the Parish Council would be able to draw down from its EMRs to provide short term resources.

The Council is increasingly responsible to 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 months salaries to staff, in General Reserves at all times.

2.2 Earmarked Reserves

Earmarked Reserves must be held for a genuine and intended purpose and their level should be subject to annual review and justification. 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 should be separately identified within the account to prevent queries from internal and external auditors.

EMRs are held for several reasons and shall only be used for the purpose for which they were created.

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when taking into account asset conditions and asset lifecycles. They are a mechanism to smooth expenditure without the need to vary the budgets.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Developer contributions – proceeds from developers which can only be used for specified purposes.
- Other Ear Reserves – these may be set up from time to time to meet known or predicted liabilities.

When the purpose of an Earmarked Reserve become obsolete, or where there is an over provision of funds, the excess may, on approval of the Parish Council be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

Earmarked Reserves will be established on a "needs" basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an Earmarked Reserve must be approved by Parish Council. If the Earmarked Reserve are used to meet short term funding gaps, they must be replenished in the following financial year. However, Earmarked Reserves which have been used to meet a specific liability would not need to be

replenished, after having served the purpose for which they were originally set up.

3. Management and Control of Reserves

Movement in Earmarked Reserves and General Reserves shall be reported to the Parish Council as part of the quarterly Budget to Actual Report and at monthly meetings where required. The use of Reserves shall be approved by the Parish Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Parish Council. The minimum level of General Reserves shall be recommended to the Parish Council by the Responsible Finance Officer. This will form part of the recommendations for the Annual Budget request by the Parish Council.

The current level of General Reserves to be held by the Council is set at equal to between three and six months of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Parish Council.

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Publication Scheme Information Guide

Class 1 – Who we are and what we do

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Where to find us Location and map	Hard Copy Website	Free
Committee Structure Current only	Hard Copy Website	£0.20 per page
Council and Committee Membership	Hard Copy Website	£1.00
Contact Details for Councillors	Hard Copy Website	Free
Officer Management Structure	Hard Copy Website	£0.20 per page
Contact Details for Parish Clerk and Officer	Hard Copy Website	Free
Ward Details	Hard Copy Website	Free
Council and Committee Terms of Reference	Hard Copy Website	£1.00
Calendar of Events	Hard Copy Website	Free
Calendar of Meetings	Hard Copy Website	Free

Class 2 – What we spend and how we spend it

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Financial Regulations Current Only	Hard Copy Website	£1.00
Standing Orders Current Only	Hard Copy Website	£1.00
Approved Budget (Including Balances and Precept) Current and 3 previous years	Hard Copy Website	£1.00 each
Approved Budget and Precept (One Page Summary)	Website	Free
Procurement Policy Current Only	Hard Copy Website	£1.00
S137 Grants Policy	Hard Copy Website	Free
Pensions and Pensions Discretion Policy (Where Applicable)	Hard Copy Website	£1.00
Annual Return Form and Report by Auditor Current or Previous 3 years	Hard Copy Website	£1.00 each
Annual Accounts Current or previous 3 years	Hard Copy Website	£1.00 each
Grants Received	Hard Copy Website	£1.00
Grants Given Current or previous 3 years	Hard Copy	£1.00 each
List of current contracts awarded and value of contract	Hard Copy Website	£1.00

Class 3 – What our priorities are and how we are doing

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
External Audit Report Current or previous 3 years	Hard Copy Website	£1.00 each
Internal Audit Report Current or previous 3 years	Hard Copy Website	£1.00 each

Class 4 – How we make decisions

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Monthly Meeting Schedules	Hard Copy Website	Free
Data Protection Policy	Hard Copy Website	£1.00
Minutes of Annual Parish Meeting Current and Previous Year	Hard Copy Website	£0.20 each
Calendar of Meetings	Hard Copy Website	Free
Agendas of Meetings Current and previous 3 years	Hard Copy Website	£1.00 each
Minutes of Meetings Current and 3 previous years	Hard Copy Website	£1.00 each
Responses to Consultation Papers	Hard Copy Website	£1.00
Responses to Planning Applications	Hard Copy Website	£0.20
Byelaws (Where Applicable)	Hard Copy	£1.00 each

Class 5 – Our Policies and Procedures

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Accessibility Statement	Hard Copy Website	£1.00
Co-option Policy	Hard Copy Website	£1.00
Code of Conduct	Hard Copy Website	£1.00
Communications Policy	Hard Copy Website	£1.00
Complaints Procedure	Hard Copy Website	£1.00
Data Protection Policy	Hard Copy Website	£1.00
Data Retention Policy	Hard Copy Website	£1.00
Disciplinary Procedure	Hard Copy Website	£1.00
Equality and Diversity Policy	Hard Copy Website	£1.00
Financial Regulations	Hard Copy Website	£1.00
GDPR Privacy Notice	Hard Copy Website	£1.00
Health and Safety Policy	Hard Copy Website	£1.00
Neighbourhood Plan	Hard Copy Website	£1.00
Neighbourhood Plan Monitoring Report	Hard Copy Website	£1.00
Protocol to Mark the Death of a Senior Figure	Hard Copy Website	£1.00
Recruitment Policy	Hard Copy Website	£1.00
Reserves Policy	Hard Copy Website	£1.00
Safeguarding Policy	Hard Copy Website	£1.00
Social Media Policy	Hard Copy Website	£1.00
Standing Orders	Hard Copy Website	£1.00
Terms of Reference	Hard Copy Website	£1.00
Training and Development Policy	Hard Copy Website	£1.00
Volunteers Policy	Hard Copy Website	£1.00

Class 6 – Lists and Registers

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Members Declaration of Acceptance of Office	Hard Copy	£0.20 each
Assets Register	Hard Copy	£10.00
Risk Register	Hard Copy	£10.00
Register of Members' Interests	Hard Copy Website	£1.00 each

Class 7 – The services we offer

Information to be Published	How the Information Can be Obtained	Cost (Hard Copies Only)
Allotments	Hard Copy Website	£0.20
Play Areas	Hard Copy Website	£1.00 each
Winter Gritting	Hard Copy Website	£1.00

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Printing - £0.20 per page	Use of Council Resources
	Photocopying - £0.20 per page	Use of Council Resources
	Postage	Actual cost of Royal Mail Standard 2nd Class

Contact Details: -

Address:	Parish Clerk, Loggerheads Parish Council, Loggerheads Community Fire Station, Market Drayton Road, Loggerheads Shropshire TF9 4EZ
Telephone:	01630 673426
Email:	clerk@loggerheads-pc.gov.uk