



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 19th October 2016

To: All Members of the Finance & General Purposes Committee:
Councillors Marsh (Chair), Bartlett, Evans, Freedland, Mifflin, Norman, A
Pendleton, R Pendleton, Rosser and Rumsey.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** to be held on **Monday 24th October 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

Paul Russell
TOWN CLERK

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders
- 5. MINUTES OF PREVIOUS MEETING**
To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 27th June 2016 (**attached**).



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

6. FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – A full financial report for the first six months of the year will be presented to Committee at the meeting. Accounts for this period will be closed down on Thursday 20th October 2016.
- (b) **Outstanding Accounts for Payment** – A list of outstanding accounts for payment for October 2016 to date will be presented to the meeting.
- (c) **Extension of Referendum Principles** – Please see attached report.
- (d) **Budget Sub Committee Report** – Please see the attached report.
- (e) **Committee Report** – Please see the attached Committee update report.
- (f) **Audit for Year Ended 31st March 2016** – Please see the attached report.

7. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

- (a) **Draft Budget** – Please see the attached first draft budget for information.
- (b) **Grant Applications** – To consider grant applications received. Please see attached report.
- (c) **Property Report** – Please see the attached update report.
- (d) **Personnel Report** – Please see the attached report.

8. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 19th December 2016 at 19:00 at the Council Offices, 17 West Street, Leominster HR6 8EP.

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 27th June 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Marsh (Chair), Gibson (Vice Chair), Bartlett, Evans, Mifflin, Norman, A Pendleton, R Pendleton, Rosser and Rumsey.

OFFICER PRESENT: Town Clerk.

ALSO PRESENT: One member of the public and Cllr Thomas.

FG01/16 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Marsh was proposed by Cllr Norman and seconded by Cllr Bartlett. There being no other nominations, Cllr Marsh was formally elected Chair of the Finance & General Purposes Committee.

FG02/16 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Gibson was proposed by Cllr Marsh and seconded by Cllr R Pendleton. There being no other nominations, Cllr Gibson was formally elected Vice-Chair of the Finance & General Purposes Committee.

FG03/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Freedland (work).

FG04/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Norman: Chair of Shopmobility.

FG05/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG06/16 QUESTIONS FROM THE PUBLIC

The following representation was received:

- Cllr Thomas provided some additional background information on the request under grants to allocate £400 for a cabinet for the new defibrillator, which had been secured at no cost to the Council and would be erected outside 11 Corn Square following purchase.

FG07/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 18th April 2016 be agreed and signed as a correct record.

FG08/16 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the financial report from April to June 2016. Following discussion and clarifications, it was **RESOLVED**:
- That the report be noted;
 - That the cheque payments made to date amounting to £121,329.79, inclusive of VAT, be ratified;
 - That a sum of £1,000 be allocated from the Highways budget to help subsidise the replacement 427 bus service to be provided by Community Wheels.

Committee noted that the revised accounting system was still being developed and progress had been held up, due to a number of accounting complications relating to the TIC. A full Quarter One report would be presented to Full Council at its meeting on 25th July 2016.

- (b) **Outstanding Accounts for Payment** – There were no outstanding accounts for payment presented to Committee.

- (c) **Committee Report** – Committee considered the Committee report which provided an update on issues relating to the Town Council. Following discussion, it was **RESOLVED**:
- That the report be noted;
 - That the implications of Herefordshire Council's medium term financial plan on the Town Council be monitored;
 - That the three proposed public realm development stages be adopted;
 - That the two County MPs be contacted to ensure that future funding opportunities in the County are not lost following the exit from the European Union;
 - That five new Past Mayor badges be ordered from Vaughtons at a cost of £546.85 + VAT;
 - That 10 Civic Award badges be purchased at a cost of £412.50 + VAT;
 - That 46 photo ID badges be ordered at a cost of £195.72;
 - That costs be obtained to purchase Leominster Town Councillor badges to enable identification at events;
 - That a Task & Finish Group be set up to develop regular Town Council consultation events throughout the year;
 - That Cllrs Bartlett, Evans and A Pendleton be appointed to the Consultation Task & Finish Group;
 - That the Health & Safety (Display Screen Equipment) Policy be adopted subject to the deletion of the bifocal/varifocal lenses option, Users to include volunteers, members and employees of the Town Council, and further advice from Council's HR Consultants, Ellis Whittam being obtained.

FG09/16 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act

1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(a) Grant Applications – Committee considered the Grant Report and, following discussion, **RESOLVED:**

- That the report be noted;
- That the following grants be awarded:
 - Leominster Tennis Club: £450
 - Friends of Leominster Library: £578
 - Leominster Shopmobility: £1,500
 - Defibrillator cabinet: £400.
- That the following shop front grants be awarded:
 - The Light Shop: £250;
 - No 14: £250;
 - Tash @ No 16: £250.

(b) Property Report – Committee considered the Property Report and, following discussion, **RESOLVED:**

- That the report be noted;
- That the completion of the purchase of 11 Corn Square be completed as soon as possible;
- That a sum of £1,500 + VAT be allocated to develop a lease agreement for the property known as 17 West Street;
- That an Energy Performance Certificate and an Asbestos Survey be undertaken at 17 West Street at a total cost of £455 + VAT;
- That the party interested in leasing 17 West Street be contacted through the Solicitor to commence negotiations.

FG10/16 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee will be held on Monday 24th October 2016 at 19:00 at the Council Offices, 17 West Street, Leominster HR6 8EP.

There being no other business the Chair thanked members for their attendance and closed the meeting at 8:40pm.

CHAIR:

DATE:



Finance Committee

Date: 19th October 2016

Title: Consultation on extending Referendum Principles to Parish Councils Report

Purpose of the Report: To provide Members with a draft response to this proposal by Central Government.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;**
- 1.2 That a response as outlined in Section 5 of the report be submitted to the relevant parties.**

2. INTRODUCTION

- 2.1 This report outlines the Government's proposal to extend the council tax referendum principles to parish and town councils.
- 2.2 The Department for Communities and Local Government (DCLG) recently published the Local Government Finance Settlement Technical Consultation, which includes proposals to extend council tax referendum principles to parish and town councils in England.
- 2.3 There are two important parts of the consultation affecting local councils:
- The government is minded to extend referendum principles to the larger, higher spending local councils for 2017/18. It proposes to limit increases to 2% or £5 (whichever is greater) for all councils that had a 2016/17 precept over £500,000 and whose band D council tax was higher than £75.46. This is expected to affect 120 councils.
 - The paper also states that increases in precepts continue to concern local tax payers and the government is seeking views on extending referendum principles to ALL parishes.
- 2.4 NALC and SLCC have been working together to ensure that the sector is aware of the consultation. 120 councils are likely to be affected next year if the proposals go through.
- 2.5 The consultation ends on 28th October 2016 at 5pm. Whilst it is important to encourage a high level of response, the Government has previously shown that it will consider how well the case is made as well as the number of responses.

3. THE CONSULTATION TEXT

3.3.1 Since the introduction of council tax referendums in 2012/13, no referendum principles have been set for local precepting authorities such as town and parish councils (“parishes”), although the Government has made it clear that we would keep this under review and take action if necessary.

3.3.2 We recognise the value of parishes and the greater role in service delivery that many are performing to deliver ambitious services for their residents. However, the increase in the average Band D council tax level of 6.1% set by parishes in 2016/17 is notably higher than those in the previous 5 years, as shown in Table 1 below:

Table 1: Average percentage increase in Band D council tax levels set by parishes

2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
2.3%	3.9%	5.2%	4.3%	3.3%	6.1%

3.3.3 In light of this, the Government is minded to apply referendum principles to larger, higher-spending town and parish councils in 2017/18. There are around 8,800 precepting parishes in England, which vary widely in terms of resident population and precept charge. We believe there is a strong argument in favour of extending referendums to those larger parishes whose precept is equivalent in size to that of a district council.

3.3.4 We propose that referendum principles are introduced for local precepting authorities (town and parish councils) whose Band D precept is higher than that of the lowest charging district council for 2016/17 (£75.46), and which have a total precept for 2016/17 of at least £500,000 (subject to the next paragraph). These parishes would face the same referendum principles as shire districts: increases of less than 2% or up to and including £5 (whichever is higher) can be set without triggering a referendum. Based on these thresholds, the Government expects this new principle will affect around 120 of England’s 8,800 local precepting parishes.

3.3.5 In doing this, the Government wishes to ensure that parishes continue to have the flexibility to take on responsibilities from other tiers of local government without being unduly constrained by council tax referendum principles. It is therefore proposed that parishes will not be in the category to which the referendum principle applies where there has been a transfer of responsibilities, and where three conditions are satisfied:

- i. the parish council and a principal council covering the area of the parish council have each resolved that a particular function carried out by the principal council in relation to the parish council’s area in the financial year 2016-17 is to be carried out instead by the parish council in the financial year 2017-18
- ii. the parish council and the principal council have agreed the reasonable cost of the exercise of that particular function in the parish council’s area by the parish council in the financial year 2017-18

iii. that the agreed cost, if collected by way of the parish council precept, would take the parish council over the threshold of a 2% or £5 increase on the previous year.

3.3.6 A large proportion of parishes are modest in size – for example, around 4,000 parishes have precepts of £25 or less. However, the Government is aware that increases in these precepts continue to concern local tax payers and is therefore prepared to consider extending referendums to all parishes.

3.3.7 We recognise that issues of proportionality, practicality and cost could be raised by such a step, and would welcome views on this.

4. THE CONSULTATION QUESTIONS

Question 4: Do you agree that referendum principles should be extended to larger, higher-spending town and parish councils in 2017/18 as set out in paragraphs 3.3.3 to 3.3.4?

Question 5: Do you agree with the proposed approach to take account of the transfer of responsibilities to town and parish councils as outlined in paragraph 3.3.5?

Question 6: Do you agree with the suggestion that referendum principles may be extended to all local precepting authorities as set out in paragraph 3.3.6? If so what level of principle should be set?

Question 7: Do you have views on the practical implications of a possible extension of referendum principles to all local precepting authorities as set out in paragraph 3.3.7?

5. PROPOSED RESPONSE

5.1 At parish level, a referendum is expensive and the cost disproportionate to the council tax increase. It could cost £3 per band D property to ask whether to spend more than £5. Leominster's Tax Base in 2016/17 was 3,525.99. Therefore a referendum would cost Leominster rate payers £10,577.97. If required the Town Council could carry out a full survey of each household in Leominster at a cost of 49p per household. There were 5,624 dwellings in Leominster at the beginning of the 2016 financial year. A four sided A4 mono leaflet sent to all dwellings outlining budget proposals would cost £2,755.76, a saving of £7,822.21.

5.2 In 2010 the Tax Base was devalued by about 10%, dependant on area. Despite this initial reduction in the value of the Tax Base, and the increased responsibilities taken on through devolved services, parish and town councils have kept increases to well below that 10% loss.

5.3 Even if residents vote no in a referendum, the council would still need to meet the cost of it. The referendum cost alone would probably lead to a rise of well over 2%.

- 5.4 Leominster Town Council already consults with its residents through its website, a monthly update in Leominster News and at regular meetings where public participation is encouraged. In 2015 it carried out a comprehensive consultation on its budget proposals.
- 5.5 Parish councils are more accountable, their meetings are open and accessible to local residents and they are also accountable to them through the parish meeting.
- 5.6 There is no evidence that parish and town councils overspend or are irresponsible with public funds. This is borne out with many Councils taking on extra devolved services, the financial effect of the devaluation of the tax base, much lower overheads than larger authorities, greater flexibility, improved responsiveness, more proactive management and improved investment.
- 5.7 If such a proposal is implemented then it would take local democratic decision making away from local decision makers. Town and parish councils normally provide services to meet the needs of local people. The proposal is essentially anti-democratic.
- 5.8 The effects of such a proposal on the Localism agenda will be devastating and remove the ability for many town and parish councils to support their local community. Despite receiving no funding from local businesses Leominster Town Council has implemented a complimentary street cleaning operation three times a week to improve the town environment. Such initiatives, which support the local economy and provide much needed local employment, would never be developed.
- 5.9 Leominster Town Council has increased its expenditure over the past two years by around £150,000. This has been required in order to continue to provide such essential infrastructure as public conveniences, a tourism information centre, proactive management and maintenance of important green open spaces, the Friday market and a raft of other initiatives which would have been discontinued due to budget cuts required by Herefordshire Council. In addition, the council has had to increase its precept to cope with a reduction in the level of council tax support grant passed on by your principal authority. In 2015 Leominster Town Council received £40,477 in Council Tax Support Grant funding. In 2017 this will have been reduced to nil, an income reduction of approximately 12%.
- 5.10 There are huge variations in size, complexity, levels of deprivation, social makeup and the services provided by Towns and Parish Councils. No simple formula can equitably take these very different circumstances into consideration.
- 5.11 Breckland is one of only three district councils with a band D council tax below £100 and all three of those had increases in excess of 5% last year. The council also appears to be benefiting from New Homes Bonus to meet its funding needs, something not available to local councils. The area also has

some very active parishes, at least 10 of them have band D council tax higher than Breckland District Council itself, suggesting that some local services are not delivered by the district council. Overall, there seems to be little logic in selecting Breckland as a benchmark for parish councils that operate under very different circumstances.

- 5.12 Leominster Town Council has already taken on devolved services from Herefordshire Council. As indicated previously this has required an additional £150,000 to provide.
- 5.13 Extending referendum principles to all local councils would be detrimental to those less active councils that currently have very low band D council tax. It would make it much more difficult for those councils to begin doing more for their community and provide services similar to neighbouring councils that raise more council tax.
- 5.14 Parish and town councils have not benefited from other funding such as Revenue Support Grant, New Homes Bonus, Non-Domestic Rates or Council Tax Freeze grant. Council tax generally accounts for a much greater proportion of income at parish level than it does for principal authorities.
- 5.15 The proposals may put into jeopardy many services that are in the process of being devolved but have not yet been completed.
- 5.16 Finally, the proposals will take away the ability for town and parish councils to become more proactive in their communities. Local councils support so many organisations from businesses to the voluntary sector, and to reduce their ability to continue to support these worthy recipients will further undermine local communities.



Finance Committee

Date: 21st June 2016

Title: Finance & Budget Sub-Committee Report

Purpose of the Report: To provide Members an interim update regarding the work to date of the Finance & Budget Sub-Committee.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;**
- 1.2 That the budget development timeline be ratified by Committee.**

2. INTRODUCTION

- 2.1 A Finance & Budget Sub-Committee was set up by Full Council at its meeting on 26th September 2016. It held its inaugural meeting on Friday 7th October 2016 when Cllr Marsh was appointed Chair.
- 2.2 The report of the initial meeting is included below.
- 2.3 An initial budget for 2017/18 has been drawn up for consideration. Due to the inaccuracy and gaps within the initial proposals the draft has been included under confidential matters.
- 2.4 In addition the sub-committee has yet to review the draft and consider details such as staff provision, project development and investment programmes.
- 2.5 Details of projects various committees would like to undertake are also awaited and have not as yet been included in the draft budget.
- 2.6 The full budget development timeline is outlined in the report below.
- 2.7 As part of this project a Corporate Strategy, Key Performance Indicators (KPIs) and an Action and Implementation Plan will be developed and published.

LEOMINSTER TOWN COUNCIL

FINANCE & BUDGET SUB-COMMITTEE

Report of the Finance & Budget Sub-Committee held on Friday 7th October 2016 at 10am at 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Cllrs Bartlett, Marsh and Pendleton.

1. Election of Chair

Cllr Marsh was elected Chair.

2. Apologies

No apologies had been received.

3. Declaration of Interests

No Declarations of Interest were made.

4. 2016/17 Budget

Members carried out a quick overview of the current budget and discussed areas that would need revising. The following work would be carried out and items considered:

- The development of a draft budget for 2017/18 based on the previous budget. Information would initially include 2016/17 budget and draft 2017/18 requirements;
- A full report on personnel requirements and costings;
- Additional funding for Councillor training would be included;
- Grant funding would be reviewed;
- Income and expenditure across all cost centres would be revised based on initial trading figures;
- Income and expenditure for 11 Corn Square would be revised;
- Premises costs currently being incurred for 1 Corn Square and 17 West Street would be revised;
- A revised Tax Base figure would be requested from Herefordshire Council.

5. Budget Development 2017/18

The following work would be carried out as part of the sub-committee's remit and the outline timeline was approved:

- a. Project Identification: Committees and Officers would develop a list of projects to be developed.
- b. Investment Requirements: Areas requiring investment would be identified and costed.
- c. Corporate Strategy: As part of the budget development a Corporate Strategy would be developed as well.
- d. Work/Action Plan: An action plan and timeline would be developed to ensure that the projects and corporate strategy was delivered.
- e. Timeline: The following timeline was agreed:

- i. Initial budget – F&GP 24th Oct, details required by 17th Oct.
- ii. Draft investment plan – Full Council 28th Nov, details required by 21st Nov.
- iii. Final Budget – F&GP 19th Dec, details required by 12th Dec.
- iv. Formal Ratification – 23rd January 2017.

6. Additional Matters for Consideration

There were no other matters considered.

7. Dates of Future Meetings

- 21st October 2016
- 4th November 2016
- 18th November 2016
- 2nd December 2016
- 16th December 2016.



Finance Committee

Date: 19th October 2016

Title: Committee Report

Purpose of the Report: To provide Members with a full report relating to all current Committee matters.

Contact Officers: Paul Russell

1. RECOMMENDATION

1.1 That the report be noted.

2. INTRODUCTION

2.1 This report intends to update members of progress to date regarding various Committee related projects, outline decisions required and offer an opportunity for Members to question Officers regarding Council business.

2.2 The responsibilities of the Finance & General Purposes Committee are contained within the Terms of Reference and Scheme of Delegation. These include monitoring the Council's finances, recommending budgets and overseeing project development.

2.3 Measures such as Key performance Indicators (KPIs) will be developed over the next few months so that Committee will be in a position to adopt targets and KPIs.

3. COMMITTEE REPORT

Public Realm

3.1 A walk round the town centre with the Cabinet Member, Cllr Rone, was held on Monday 10th October 2016. At the same time a survey was being undertaken by Balfour Beatty to assess the existing infrastructure and begin to develop proposals for the refurbishment of the public realm

3.2 Once proposals have been developed these will be subject to a public consultation.

3.3 A sum of £25,000 has been allocated by Herefordshire Council to develop proposals in the 2016/17 financial year. A significant investment will be required to upgrade the public realm as a scheme has been adopted.

Destination Leominster

- 3.4 A further meeting to discuss Destination Leominster was held on Wednesday 21st September 2016. Minutes of that meeting have been circulated.
- 3.5 The meeting received a presentation on the new branding for Leominster that is being developed. A branding consultation questionnaire has been developed and distributed. The questionnaire is available for download via the Town Council website, or in hard copy from the Tourist Information Centre and Town Council Offices. Responses are due to be returned to the Town Council by 4th November 2016.
- 3.6 The next Destination Leominster meeting has been scheduled for Wednesday 23rd November, 2-4pm in the John Abel Room at Grange Court. An agenda will be circulated in advance of the meeting.
- 3.7 A further verbal update will be provided at the meeting.

Youth Provision

- 3.8 As members will be aware, HVOSS has been appointed to deliver youth services in Leominster at Barons Cross and Sydonia. The services, using the MYLO van, commenced on 19th April 2016.
- 3.9 Due to a number of issues raised a meeting was recently held with HVOSS to discuss the project. The following agreement was reached:
- HVOSS to redraft Qtr 1 Report to include 121 support; progress against outcomes, ideally monetized/measured; and scoping of any gaps or unmet need
 - HVOSS to review SLA regarding provision at Sydonia to extend into November to meet targets
 - HVOSS to produce separate proposal for more intense working with targeted 16-18 client group
 - HVOSS to recast provision for consideration by LTC in 2017/18 budget setting process.
- 3.10 A further update will be provided at the meeting.

Past Mayoral Badges

- 3.11 The past Mayoral and Civic Award Badges have now been ordered and are currently being manufactured.

Asset Transfers

- 3.12 Final completion of the transfer of the three toilet blocks at Grange, Central Car Park and Westbury Street are still awaited.



Finance Committee

Date: 19th October 2016

Title: End of Year Accounts Report

Purpose of the Report: To provide Members with details of the end of year accounts audit

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That any actions identified within the report be commenced.

2. INTRODUCTION

- 2.1 The annual external audit report has now been completed by Grant Thornton. The cost of the external audit was £800 plus VAT and no additional charges were made. An invoice is awaited.
- 2.2 The Notice of Conclusion of Audit has been completed and uploaded on to the website as well as on the main Council notice board.
- 2.3 New guidance has been published for the 2016/17 audit and further information will be provided to Members if relevant.
- 2.4 The following items were raised:

ITEM	ACTION
Signing of Sections 1 & 2	Council must ensure that the Annual Return has been properly completed before submission.
Period for the exercise of public rights	Council must comply with the Local Audit Regulations and ensure that the dates are correctly calculated. Electors have 30 days to exercise their rights.
Completion of Audit Notice 2015 was not provided.	The notices were correctly displayed but copies were not retained. This has now been addressed.
Period for the exercise of public rights	This should commence the day following the publication of the Statement of the Accounts. The Council commenced its notice period on the same day.
Inspection period	In future this should be properly advertised

AGENDA ITEM 6(f)

	according to the Accounts and Audit (England) Regulations 2011.
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- 2.5 In future the Clerk will ensure that the correct period of publication are included on future notices.