

**MONTHLY MEETING
OF THE COUNCIL**

6TH JANUARY 2020

SUPPORTING PAPERS

Agenda Item 7b

Arun District Council – Council Tax arrears

Council is asked to note the following letter from Liz Fitcher, ADC Monitoring Officer. This advice was circulated to all councillors electronically on Wednesday, 18th December.

“Dear Clerk

“Councillor Council Tax Arrears and Restrictions on Voting

“I have been contacted by a Clerk about an issue raised at a recent SALC training session that you should be briefing your Councillors about the implications of Section 106 of the Local Government Finance Act 1992. For those of you not aware, this part of the Act covers what happens if a councillor is in arrears of Council Tax of over two months and it introduces a restriction on voting rights. I promised to share some advice that you can all consider issuing to your Parish Councillors to set out their obligations – see the attached letter.

“You will see that the onus is on the Councillor to identify if they are in arrears that fall within the criteria that then prevents them from voting, and must make a declaration accordingly. We would not expect the Revenues Team to be providing the Clerk with personal information of this nature unless you received a Freedom of Information Act 2000 request and then you would need to consider if it was information you held, such as the simple question “is any councillor in arrears of Council Tax”, or if it asked for detailed information you would refer the requester to Arun District Council as the billing authority.

“What you do all need to be aware of is the personal information about a Councillor being in arrears of Council Tax is potentially disclosable information under the Freedom of Information Act 2000. I would recommend you reading this decision from the Information Commissioner’s Office from 3 November 2016 against Leeds City Council
<https://ico.org.uk/media/action-weve-taken/decision-notice/2016/1625351/fs50635609.pdf>

“You will see that it confirms that the expectation is that the information is disclosable unless exceptional circumstances apply, and the bar for such circumstances is very high.

“I hope this advice will be helpful. Please do come back if you have any questions.”

Simon Cross – **Clerk to the Council**

18th December 2019

Agenda Item 8

Minutes of Monthly Full Council meeting, 2nd December

The draft Minutes were circulated to all councillors on 4th December, asking for comments by 11th December.

Simon Cross – **Clerk to the Council**

30th December 2019

Agenda Item 9

Monthly Update Report

- 1. Introduction**
- 2. Minute 1057/19 – Care for Veterans Presentation**

- 1. Introduction**

This is the report covering items discussed during Full Council meetings up to and including the meeting held on 2nd December 2019.

- 2. Minute 1057/19 – Care for Veterans Presentation**

I have twice asked Ms Gillott for a copy of the presentation she gave to the last meeting, but have received no reply either time, hence the lack of detail in Minute 1057/19.

Simon Cross – **Clerk to the Council**

30th December 2019

Agenda Item 11a

Finance & General Purposes Committee – Council budget for 2020/21

Council is asked to agree a recommended budget of £291,771.88 for the financial year 2020/21.

Cllr McElroy to lead on this item.

The Finance & General Purposes Committee met on 16th December to finalise its budget and precept recommendations for the financial year 2020/21.

The committee settled upon a recommended budget of £291,771.88, an increase of 3.5% on the current year's budget. The two big new budget items for the coming year are £15,000 for CCTV to cover the Village Green and the Council Office and £10,000 to offset the likely increase should the council decide to trial a community bus service to the southern end of the village from April 2021. In the event of the latter, there may also be some infrastructure expenditure required in the coming financial year. These two items more than account for the increase in the recommended budget as other budget items are no longer required or have a lower predicted expenditure in 2020/21.

Each of the council's budget-holding committees has created proposed budgets for 2020/21, details in the table below. As I'm not the world's greatest financial expert, the figures in the table below may be slightly rough and ready, but Tracy has reviewed them and agreed they are correct:

Committee	2019/20 (£)	2020/21 (£)	Change (£)	% change	Notes
Amenities	32,885.60	48,193.38	+ 15,307.78	+ 46.5	One-off increase to provide cctv on the Village Green
Audit & Governance	1,250.00	1,000.00	- 250.00	- 20	
Community Engagement	22,123.00	33,420.00	+ 11,297	+51	Increase primarily because of setting money aside for community bus service
Finance & General Purposes	38,950.00	35,096.00	- 3,854	- 9.89	
Finance & General Purposes – Admin	129,694.77	113,492.12	16,202.65	- 12.5	
Major Events	4,650.00	5,100.00	+ 450	+9.7	Main increase for Silver Sunday
Personnel	n/a	n/a		n/a	Budget held by F&GP
Planning & Licensing	n/a	n/a		n/a	Budget held by Full Council
Warren Rec	42,351.83	45,277.28	+ 2,925.45	+6.9	Budget held by Amenities
Contingency	10,000	10,193.10	+ 193.10	+1.9	Budget held by Full Council

Simon Cross – **Clerk to the Council**

30th December 2019

Agenda Item 11b

Finance & General Purposes Committee – Council precept for 2020/21

Council is asked to agree a recommended precept of £275,604.00 for the financial year 2020/21.

Cllr McElroy to lead on this item.

The Finance & General Purposes Committee met on 16th December to finalise its budget and precept recommendations for the financial year 2020/21. The committee AGREED to increase the precept by 3.5% too, in line with the proposed budget increase.

ADC has informed the council its Council Tax base (the number of Council Tax-payable properties in the village expressed as the number of Council Tax Band D properties in the village) has increased this year from 2,797 to 2,800.

An increase of 3.5% on a £95.10 Band D property results in a precept of £98.43, an increase of £3.13. Multiply that by the increased Council Tax base of 2,800, and the overall precept income for 2020/21 will be £275,604.00, an increase of £9,662.20 on the current year's precept.

Simon Cross – **Clerk to the Council**

30th December 2019

Agenda Item 12

Committees

Since the last meeting, the following committee meetings have taken place: Audit & Governance on 9th December; Finance & General Purposes and Major Events on 16th December; and Planning & Licensing on 23rd December. Draft Minutes from each of these meetings, should have been circulated to all councillors ahead of this evening's meeting.

Simon Cross – **Clerk to the Council**

24th December 2019

Agenda Item 12b

Audit & Governance Committee

The committee met on 9th December. Some of the matters discussed are reported below.

The committee reviewed the External Auditor's report on the Annual Return for the year ending 31st March 2019. Whilst the committee noted I have rudimentary access to just one of the council's bank accounts, a quote should be sought for increasing the council's Employee Dishonest cover.

The committee also reviewed the interim Internal Audit report for the year ending 31st March 2020 and agreed what actions are necessary to address comments made within that report.

The committee reviewed the non-financial entries on the council's Risk Register and agreed no changes were necessary at this time.

Simon Cross – **Clerk to the Council**

30th December 2019

Agenda Item 12c

Community Engagement Committee

The Chairman of the Committee, Cllr Linton, and the Chairman of the Council, Cllr Toney, will be meeting with the Chief Executive of the Compass bus company towards the end of January. The purpose of the meeting is to go through comments made by the public so far, in response to the article in the Autumn 2019 Newsletter. These two councillors are also meeting two residents of Manor Road immediately before this evening's meeting to discuss the concerns they have about the proposed community bus and its possible impact upon the existing bus provision within the village.

Simon Cross – **Clerk to the Council**

30th December 2019

Agenda Item 12d

Finance & General Purposes Committee

The committee met on 16th December and agreed a proposed budget and precept for 2020/21, see Agenda Items 11a and 11b above for more details.

The committee also agreed an Investment Policy for adoption by the Council. This can be found at Agenda Item 14a below.

Simon Cross – **Clerk to the Council**

23rd December 2019

Agenda Item 12e

Major Events Committee

The committee met on 16th December. Some of the matters discussed are reported below.

The committee considered the mostly positive feedback received following the Christmas Celebrations event held on 23rd November. The committee agreed to hold a further Christmas Celebrations event on Saturday, 21st November 2020.

The meeting also received updates on the Funday Sunday event scheduled for Sunday, 3rd May and the Food & Drink Festival scheduled for Saturday, 29th August.

Simon Cross – **Clerk to the Council**

23rd December 2019

Agenda Item 12g

Planning & Licensing Committee

The committee met on 23rd December.

Four Applications were considered. The committee agreed not to object to an Application in Seaview Avenue nor one in Meadow Park. The committee agreed to object to proposed changes to the agreed development of the Scorton site in The Street and also to a proposal for a property in South Strand. Further details are available in the draft Minutes which have been circulated to all councillors.

Simon Cross – **Clerk to the Council**

24th December 2019

Agenda Items 13a and 13b

Community Engagement Committee – website accessibility statement

Council is asked to note the Public Sector Bodies (websites and mobile applications) (No. 2) Accessibility Regulations 2018 report.

As you will see from the report, copied at Appendix A below, the Public Sector Bodies (websites and mobile applications) (No. 2) Accessibility Regulations 2018 came into force on 23rd September 2018. The purpose of the regulations is to improve accessibility to public sector websites and mobile applications so they can be used by as many people as possible.

The report at Appendix A has been produced by Maureen Chaffe, as the host of this council's website. The two-page report is followed by a two-page **Accessibility statement this council is asked to adopt**. This will then be published on the council's website.

Simon Cross – **Clerk to the Council**

30th December 2019

Agenda Item 14a

Finance & General Purposes Committee – Investment Policy

Council is asked to adopt an Investment Policy for the council.

Cllr McElroy to lead on this item.

At its meetings on 18th November and 16th December, the committee has worked upon and agreed a draft Investment Policy for adoption by the council. This can be found at Appendix B below.

Simon Cross – **Clerk to the Council**

30th December 2019

Agenda Item 15a

Working Parties

At its meeting on Monday, 16th December, the Finance & General Purposes Committee elected Cllrs Gunston, Mathias and Wilkinson to the Leases Working Party. Any councillors not on the Finance & General Purposes Committee but interested in joining the Leases Working Party should let me know.

Simon Cross – **Clerk to the Council**

30th December 2019

Agenda Item 16

Clerk's Report

1. **Introduction**
2. **Police matters**
3. **Freedom of Information / Data Protection requests**
4. **East Preston Business Community Business Breakfast, 3rd December**
5. **Society of Local Council Clerks, Sussex branch meeting, 6th December**
6. **East Preston & Kingston Bowls Club**
7. **St Mary the Virgin Christmas Tree Festival, opening reception, 12th December**
8. **Social media**
9. **MailChimp stats**
10. **A selection of things we have been asked since the last meeting**
11. **Recent bouquets and complaints**
12. **Leave**
13. **January meetings and events**

1. **Introduction**

This is the report mainly covering November 2019 and matters which may not arise elsewhere on the agenda.

2. **Police matters**

The council has had no interaction with Sussex Police during December.

3. **Freedom of Information / Data Protection requests**

The council received no Freedom of Information or Data Protection requests during the month of December.

4. **East Preston Business Community Business Breakfast, 3rd December**

I attended this month's Business Breakfast which was held at Kerry's Community Tea-room. Cllr Linton also attended. About ten businesses were present. Conversation tended to be about the East Preston Christmas Celebrations event and the East Preston Christmas Tree Festival.

5. **Society of Local Council Clerks, Sussex branch meeting, 6th December**

I attended this quarterly meeting in Lewes. Littlehampton TC was the only other Arun council present.

As always a variety of topics was covered.

One of particular note to councillors is the requirement under Section 106 of the Local Government Finance Act 1992 for councillors to declare when they are two or more months in arrears in paying their own Council Tax. Such a situation should be declared at any meeting where financial matters are going to be discussed, so pretty much any council meeting. Following the meeting I sought further information on this from Liz Futcher, ADC Group Head of Council Advice and Monitoring Officer. Liz replied, "The onus is on the councillor to keep you updated on their personal situation as this section of the legislation relates to all financial matters considered during a Council year that would affect the precept you would set for Council Tax. We write to all our councillors at the start of each year to advise them of their responsibilities and I would suggest this action. Please be aware that where a councillor is in arrears of more than two months, the ICO have confirmed in decisions made in 2016 that this is disclosable information under the Freedom of Information Act 2000 unless exceptional circumstances apply. The bar for exceptional circumstances is extremely high. [...] I will look to issue some guidance to Clerks by the end of the year on this."

In the meantime, if you think you are two or more months in arrears with your Council Tax, please let me know.

Further advice was received from the ADC Monitoring Officer on 18th December and circulated to all councillors the same day. This advice can be found at Item ?? on the Agenda for this meeting.

6. **East Preston & Kingston Bowls Club**

On Friday, 6th January, I received the following email from the new General Secretary of the Bowls Club:

Dear Mr Cross,

Following a recent reshuffle of our Club's General Management Committee (GMC), I have to advise you that all three of our Trustees have changed.

The appropriate newly-elected Officers are:

- Mrs Janet Pidgeon, GMC Chair & Club President;
- Mr Ian Campbell, Club Treasurer; and
- Myself, Jonathan Colebrook-Taylor, Club General Secretary.

I look forward to meeting you in due course but, in the meantime, please let me know if you need anything more from me.

Yours sincerely,

Jonathan Colebrook-Taylor
General Secretary, EP&KBC

7. St Mary the Virgin Christmas Tree Festival, opening reception, 12th December

I attended the opening reception for the Christmas Tree Festival along with Cllrs Toney, Chapman and Duff all representing the council. Together with Cllr Walker, Chairman of Kingston Parish Council, Cllr Toney officially opened the event. The reception was enjoyed by those present but the main news is over 2,500 people visited the event over its three official days of business and over £11,000 has been raised for repairs to the building.

8. Social media

These are the Facebook posts published since the last supporting papers which reached more than 500 people:

- Post detailing the mystery of two Christmas presents (see below) – 4,785 people
-
- Poster for Angmering Chorale concert - 789
- Reminder Polling Stations were open - 781
- Black Mercedes blocking the access to the residents' car-park at Parade Mansions – 719
- Lost gentleman's wedding ring, 5th December – 719
- Poster for December meeting of the East Preston Railway Club – 664
- Lost purse, 13th December – 576
- Poster for *Carols at the Tudor Tavern* - 563
- Poster for St Mary the Virgin Christmas Tree Festival - 509

† Food & Drink Festival page

▲ East Preston Business Community page

* East Preston Christmas Celebrations page

(posts up to and including 29th December)

The number of people currently liking the council on Facebook is 1,279, an increase of five over the last report.

9. MailChimp stats

Since the last papers were issued, the council has sent out the following emails to local residents on the council's main e-mailing list:

Parish Council news – 27th November – sent to 810, opened by 431 (53.2%)

Parish Council news – 13th December – sent to 812, opened by 438 (53.9%)

Parish Council news – 23rd December – sent to 811, opened by 431 (53.3%)

The sharp-eyed amongst you will notice these last three e-newsletters, whilst a higher number of recipients has seen a marked decrease in the number of people opening them. This could just be a seasonal occurrence, although not seen in previous years, or it could be something to do with the way in which MailChimp collects its data. Something to keep an eye on in the coming months.

10. Things we have been asked since the last meeting

“Whilst I was in a class at the Village Hall, someone has left Christmas presents for x in my car, and I don’t know anyone called x. Can you help find the right person?” (Turns out the questioner had given her friend x a lift to the Village Hall class that day, but had forgotten.)

11. Recent bouquets and complaints

(In addition to anything reported above)

On 17th December, Malcolm McLelland, Chairman of the Friends of St Mary’s, called into the office, partly to return some temporary signage we had lent him and partly to thank the council and its officers for the support given to the Christmas Tree Festival. Over 2,500 people visited the event over its three days, and £11,000 was raised. Both these figures are up on the two previous Christmas Tree Festivals.

From a resident of Sea Lane, “Just a very brief note to wish you, and your Staff, a very happy Christmas and, of course, all the very best of good fortune for the New Year! Thank you all for your support during the year - it hasn't been necessary to re-instate meetings of the "East Preston Grumblers Club" at all!! - and we have continued to enjoy living in the Village.”

From residents of Sea Lane Close, “Thank you for all your hard work again this year.”

From Marcelle on the St Barnabas House Hospice Outreach Project vehicle, “Thank you so much for all your support for the ‘HOP’ service in 2019.”

12. Leave

No leave booked at this time.

13. January Meetings and Events

This list may be incomplete and is subject to change.

- 6th Full Council (19:00, East Preston Infant School)
- 13th Planning & Licensing Committee (18:00, East Preston Infant School)
Finance & General Purposes Committee – Business Plan (18:45, East Preston Infant School)
- 14th Angmering-on-Sea Lawn Tennis Club meeting (10:30, Tennis Club) (RM, GM, ST, SW and SC only)
Community Speed Watch team meeting (18:00, Fire Station)
- 20th Personnel Committee (18:00, East Preston Infant School)
Amenities Committee (19:00, East Preston Infant School)
- 27th Planning & Licensing Committee (18:00, East Preston Infant School)
Community Engagement Committee (18:00, East Preston Infant School)
- 30th St Barnabas House Hospice Outreach Project vehicle (10:00-14:00, Village Green car-park)

N.B. where committee meetings fall on the same day, the timings of these meetings may be subject to change.

Simon Cross – **Clerk to the Council**

30th December 2019

Agenda Items 17a-f

Other meetings and events – Part 1

Council is asked to note the following reports:

Arun Youth Aqua Centre Annual General Meeting, 30th November

Marjorie Bridger Hall, East Preston

I was invited on behalf of the Parish Council to attend the Arun Youth Aqua Centre A.G.M. at the East Preston Scout hut by the Chairman Mr R Elliman on Saturday 30th November.

The Chair from Rustington and the Mayor from Littlehampton were also invited but did not show.

Various club representatives spoke about how it is getting harder to encourage juniors to join these clubs and how to retain the members that they have already. The club at the moment is managing to keep its head above water. During the evening, there was a slide show highlighting personal achievements gained by club members and how the new storage facilities were coming on.

I was there to present trophies, awards and certificates which had been gained during the past 12 months water activities on the high sea and in the lake.

The club had managed to gain support in the form of 2 very large donations which will keep them “AFLOAT” for the next 12 months.

After the formalities, I mingled with the award winners and their families whilst having some refreshments.

If anyone would like to try sailing they have “taster” sessions for you to have a go at.

Cllr Steve Toney – **Chairman of the Council**

5th December 2019

Agenda Items 13a and 13b

Community Engagement Committee – website accessibility statement

Council is asked to note the Public Sector Bodies (websites and mobile applications) (No. 2) Accessibility Regulations 2018 report and agree the Accessibility statement.

Report to	:	East Preston Parish Council
Title of Report	:	The Public Sector Bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018
Purpose of Report	:	Introduction to new accessibility statement
Date of Report	:	September 2019

1. Background

The Public Sector Bodies (websites and mobile applications) (No.2) Accessibility Regulations 2018 (“the 2018 Regulations”) came into force on 23 September 2018.

The purpose of the 2018 Regulations is to improve the accessibility of public sector websites/mobile applications so that they can be used by as many people as possible. They build on existing obligations to disabled people under the Equality Act 2010 and the duty to make reasonable adjustments for disabled people.

2. Accessibility requirement

Regulation 6 of the 2018 Regulations provides that subject to exemptions contained in Regulation 7 (see below) public sector bodies must comply with the accessibility requirement. This is defined as a requirement to make a website or mobile application accessible by making it perceivable, operable, understandable and robust. This can be done by meeting accessibility standards, that is, it complies with the International WC AG 2.1 AA accessibility standard.

As per Regulation 7 (1) of the 2018 Regulations a council is not required to comply with the accessibility requirement if doing so would impose a disproportionate burden on the council. The council seeking to rely on this exemption must perform a disproportionate burden assessment of the extent to which compliance with the accessibility requirement imposes a disproportionate burden.

In undertaking a disproportionate burden assessment, the council must take account of relevant circumstances including (a) the size, resources and nature of the council and (b) the estimated costs and benefits for the council in relation to the estimated benefits for persons with disabilities, taking into account the frequency and duration of use of the specific website / mobile application.

Things like lack of time or knowledge cannot be taken into account.

If following the assessment, the council determines that compliance with the accessibility requirements would impose a disproportionate burden, they must explain in an accessibility statement the parts of the accessibility requirements that could not be complied with and, where appropriate, provide accessible alternatives to documents it holds that are not available on its website/mobile application.

3. Accessibility statement

In addition to complying with the accessibility requirement, a council not seeking to rely on the disproportionate burden exemption must provide an accessibility statement and keep that statement under regular review. For a website, the accessibility statement must be provided in an accessible format and published on the council's website. For mobile applications, the accessibility statement must be provided in accessible format; and available on the council's website or alongside other information available when downloading the mobile application.

4. Providing an accessible alternative format upon request

The council is also required to provide information in another format if someone requested where it's reasonable to do so.

5. Issues for the Parish Council

As the website is relatively new it was built using the most up to date software and therefore complies in most of the technical aspects set out in the WCAG 2.1 AA accessibility standard. Work is ongoing to improve the areas, such as image tags, that do not currently meet the standards.

Going forward staff must not in future put scanned documents onto the website and where it loads a poster it must also provide a textual description of the document/image. Training for staff will be provided.

6. Recommendation

An accessibility statement has been produced for East Preston Parish Council (attached) and it is recommended that it be adopted and published on the website.

Accessibility statement for East Preston Parish Council

This website is run by East Preston Parish Council. We want as many people as possible to be able to use this website. For example that means that you will be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the site using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using the screen reader

We have also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- you cannot modify the line height or spacing of text
- some older PDF documents are not fully accessible to screen reader software unless they are downloaded from the site

What to do if you cannot access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email eparishcouncil@btconnect.com
- call 01903 770050

We will do our best to respond within three working days.

If you cannot view our map on our 'contact us' page, call or email us and we will provide directions.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact eparishcouncil@btconnect.com

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical information about this websites accessibility

The Council is committed to making its website accessible, in accordance with Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to issues with the naming of image files which we intend to remedy and some old pdfs not being readable within the browser window.

How we tested this site

This website was tested in August 2019 using online testing software. Our approach was to review all image tags and to test the main textual pages for use with the adaptive and assistive technology readily available on a normal PC.

Agenda Item 14a

Finance & General Purposes Committee – Investment Policy

Council is asked to adopt the following Investment Policy for the council.

INVESTMENT POLICY

1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of East Preston Parish Council.
- 1.2 Authority reference is to the council's Financial Regulations.
- 1.3 The Local Government Act 2003 Section 12 provides the power to invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.4 The council acknowledges its duty of care to the community and the prudent investment of funds.

2. OBJECTIVES

- 2.1 The council's investment priorities are, in the following ranking order:
 - (i) The security of capital to minimise the risk of losses.
 - (ii) The liquidity of investments to meet the cash flow needs of the council.
 - (iii) Achieving a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

3. INVESTMENTS

- 3.1 All investment and deposits will be with UK banks, building societies or public investment bodies registered with, and regulated by, the Prudential Regulation Authority and the Financial Conduct Authority. Such banks, building societies and public investment bodies must participate in the Financial Services Compensation Scheme (FSCS).
- 3.2 All investments, deposits and interest will be in £ sterling.
- 3.3 Bank accounts should not exceed the current FSCS amount + 5%.
- 3.4 Investments for current expenditure will be in an instant access current account with a 30-day access account for topping as required.

- 3.5 Investments not required for current expenditure i.e. the general reserve may be placed on longer term deposits of up to 5 years.
- 3.6 Investments not required for current expenditure i.e. earmarked reserves may be placed on medium term deposits not exceeding 3 years.
- 3.7 In order to spread the financial risk to a minimum, investments will be made with a minimum of two financial institutions.
- 3.8 The credit ratings of the institutions will be a minimum of 'B' and these will be monitored regularly.
- 3.9 The management of this policy will be by the Clerk / RFO and reported to two Finance & General Purposes Committee meetings each council year.

4. REVIEW

- 4.1 This policy will be reviewed by the Finance & General Purposes Committee on an annual basis. Any variation to the policy will be submitted to the council for approval.