

Introduction

Dursley Town Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their position. Dursley Town Council has the power to allocate funds towards training and development of staff and councillors, ~~under S111 of the Local Government Act 1972~~ GPC (LA 2011) s1(1).

Prospective Councillors and applicants for staff vacancies should be made aware of the content of this policy and the expectations placed upon them contained within it.

Policy Statement

The aim of this policy is to ensure Dursley Town Council is committed to fulfilling its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

Training needs identification

Training requirements will usually be identified by the individual, the Chairman or the Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

This includes, one-off specific project or projects not previously carried out by council e.g. ~~Neighbourhood Plan~~ Issuing of Fixed Penalty Notices.

It is expected the new councillors with no previous experience of the role will attend training courses deemed beneficial to the individual during the first term of office.

Annually, the Council will formally review the training needs of the staff during the appraisal process.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required for the staff and councillors.

Resourcing Training

Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

Annually, the Council will consider an allocation in the budget for the payment of a subscription to various training bodies including; the Society of Local Council Clerks, Institute of Local Council Management and Gloucestershire Association of Parish & Town Councils to enable the staff and Councillors to take advantage of their training courses and conferences at discounted rates.

Purchases of relevant resources such as publications will be considered on an ongoing basis.

Evaluation and review of training

All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process.

Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; expiry of qualifications/certifications, new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or staff.

The Clerk will maintain a record of training attended by themselves and Councillors.

Fees paid for by the council will be recovered from staff and councillors whom leave the council within two years of the training being completed. The rates of recovery are:

Within 6 months – 100% of training fees.

Between 6 -12 months – 50% of training fees.

Between 12-24 months – 25% of training fees.

The costs can be recovered from staff and councillors who fail to attend a course that is booked and paid for by the council without good reason.

Dursley Town Council Investment Policy

1. This policy sets out the council's policy for investing its funds. The priorities for any investment decision, in order of importance shall be:
 - a. Ensuring that funds are prudently invested, putting security before yield
 - b. The need to meet cash flow requirements
 - c. Ease of operation and monitoring
 - d. The limitations of the Financial Services Compensation Scheme (FSCS)
2. The council maintains a current account from which payments for expenditure are made by BACS, cheques, chargecard (online and telephone purchases only) or direct debit.
3. The clerk/RFO will prepare a monthly cash flow projection based on planned and expected expenditure to determine the amount of cash that can be invested and for what period.
4. The clerk/RFO will negotiate terms for short term investments of up to 12 months with banks that meet the following requirements:
 - a. Minimum A rated by Standard and Poor's.
 - b. For investments over 6 months a Standard and Poor's Ratings Outlook of "stable" or "positive".
 - c. Regulated in the UK.
5. Where the total investment is greater than £255,000 (Consider reviewing figure) it will be split between at least 2 different banks that meet the requirements above.
6. Suitable accounts for short-term investments will include deposit and savings accounts and treasury deposits. Typical investment periods will be: 1, 3 or 6 months and no more than 12 months. The rolling over of treasury accounts held within the Council's bank's system will be carried out by the Town Clerk
7. The clerk will include a report on investments in the quarterly management accounts.
8. Investment proposals over three months that fall within the terms of 5,6, and 7 above will be discussed with the Chair and Vice Chair of the Policy and Finance Committee. All other investment proposals will be decided at a full Town Council meeting

Reserves.

- a) A general reserve which is sufficient to cover three to six months of gross expenditure will be maintained.
- b) Earmarked reserves are maintained for capital or other projects.
- c) The Clerk/RFO maintains records of the amounts allocated to earmarked and general reserves.

Dursley Town Council

INCOME & EXPENDITURE ACCOUNT

	<u>2017/18</u>	<u>2018/19</u>
INCOME		
Precept	£ 331,250	£ 435,816
Loans	£ 499,825	£ -
Grants	£ 4,120	£ 60,670
Interest/Investment	£ 890	£ 1,564
Cemetery	£ 23,699	£ 14,816
Allotments	£ 475	£ 477
War Memorial Recreation Ground	£ 4,869	£ 4,286
Youth Services	£ 15,289	£ 8,238
Christmas	£ 1,354	£ 1,727
General Administration	£ 1,015	£ 11,999
	<u>£ 882,785</u>	<u>£ 539,591</u>
Adjustments (Payments Due to Council)	£ 5,525	£ 1,053
	£ 1,053	£ -
	<u>£ 878,313</u>	<u>£ 538,538</u>
EXPENDITURE		
Staff	£ 172,215	£ 199,707
General Administration	£ 28,489	£ 29,444
Green Spaces	£ 46,864	£ 27,996
Town Improvements	£ 15,531	£ 24,519
Loan Interest/Repayments	£ 4,958	£ 35,526
Jacobs House	£ 8,999	£ 7,672
Grants	£ 34,339	£ 41,605
Youth Services	£ 54,185	£ 43,642
Future Dursley (NDP)	£ 3,154	£ 1,937
Long Stay Car Park	£ 501,216	£ 222,718
Total	<u>£ 869,948</u>	<u>£ 634,767</u>
Adjustments (Bills Received not paid)	£ 2,625	£ 7,852
	£ 7,852	£ 747
	<u>£ 875,176</u>	<u>£ 627,662</u>
Balance at 1st April	£ 110,903	£ 144,418
Add Total Income	<u>£ 878,313</u>	<u>£ 538,538</u>
	<u>£ 989,216</u>	<u>£ 682,956</u>
Deduct Total Expenditure	<u>£ 875,176</u>	<u>£ 627,662</u>
	£ 114,040	£ 55,295
Transfer from Earmarked Reserves	<u>-£ 30,378</u>	<u>-£ 65,367</u>
	<u>£ 144,418</u>	<u>£ 120,662</u>

Note

This isn't the final version, I am awaiting a bank statement before I can complete the final accounts.

Dursley Town Council - Reserves

Named Reserve	Responsible Committee	Confirmed Balance at 31/3/18	Transfers during 2018/19	Balance at 31/3/19	Notes
Town Centre Upgrade Fund	TI	8000	5560	2440	Castle Street Railings - Oct 2018
Christmas Lights	TI	2957	0	2957	
War Memorials	TI	1000	0	1000	
Tourism	TI	0	2000	2000	Unspent 2018/19 Budget
Total Town Improvements				£ 8,397	
Facilities Improvements	GS	5311	1208	4103	Allocate £1208 for shower pump replacement and associated works
Cemetery Extension	GS	16000	0	16000	
Additional Allotments	GS	60000	40000	20000	Transfer to General Reserve on 31/3/19
Repainting Fund	GS	1500	0	1500	
Noticeboards, bins	GS	2796	0	2796	
Trees/tree work	GS	536	0	536	
Machinery/Vehicle Fund	GS	10000	0	10000	
Play areas/equipment	GS	2000	2000	0	Agreed at Council in October 2018 (Kingshill Play Area - Basket Swing)
Highfields Play Equipment Upgrade	GS	9960	-15470	25430	
Tennis Court (S106/Grant)	GS	1834	0	1834	S106 contribution of £15,470 from S.05/1866/FUL
Total Green Spaces				£ 82,199	
IT support/hardware	Policy & Finance	1,000	1000	0	2018/19 Budget Overspend
Temporary Staff	Policy & Finance	1,000	0	1000	
Jacobs House	Policy & Finance	4,109	525	3584	2018/19 Budget Overspend (1st Oct)
H&S Audit	Policy & Finance	3,000	0	3000	
Election costs	Policy & Finance	3,000	0	3000	
Youth Centre Reward Fund	Policy & Finance	1,120	0	1120	
				£ 11,704.00	
Car Park	Car Park Committee	121,046	121046	0	Expenditure in 2018/19
Total Other Services			-28746	£ 28,746	Balance (Available Budget - Actual Expenditure)
Total Earmarked Reserves		£ 256,169		£ 131,046	

Dursley Town Council 2018/19

Bank Accounts Investments & Charges at :

31-Mar-19

Bank Account	Balance	Date of Last Statement	Interest Rate	Interest Earned in 2018/19
Barclays - Base Rate Reward	£ 104,579.45	27/02/2019	0.25%	£ 778.91
Lloyds Bank - Instant Access Account	£ 98,011.83	31/03/2019	0.01%	£ 35.42
Lloyds Bank - Electronic Tariff Account (Business)	£ 13,030.22	31/03/2019	0.00%	£ -
	£ 215,621.50			£ 814.33

Investments (Current)	Amount Invested	Start Date	End Date	Interest Rate	Interest Earned
Public Sector Deposit Fund	£ 50,000.00	Continuous		0.30%	£ 315.74

Total sum held (Bank Accounts & Current Investments)	£ 265,621.50				£ 315.74
---	---------------------	--	--	--	-----------------

Investments (Completed)	Amount Invested	Start Date	End Date	Interest Rate	Interest Earned
Lloyds - Short Term Deposit - 1 month (Completed)	£ 50,000.00	13/03/2018	13/04/2018	0.37%	£ 15.71
Lloyds - Short Term Deposit - 1 month (Completed)	£ 100,000.00	01/05/2018	01/06/2018	0.41%	£ 34.82
Lloyds - Short Term Deposit - 2 month (Completed)	£ 100,000.00	01/05/2018	02/07/2018	0.50%	£ 84.93
Lloyds - Short Term Deposit - 2 month (Completed)	£ 50,000.00	06/06/2018	06/08/2018	0.43%	£ 35.93
Lloyds - Short Term Deposit - 1 month (Completed)	£ 50,000.00	01/10/2018	03/11/2018	0.61%	£ 25.90
Lloyds - Short Term Deposit - 2 month (Completed)	£ 100,000.00	01/10/2018	03/12/2018	0.66%	£ 113.92
Lloyds - Short Term Deposit - 1 month (Completed)	£ 100,000.00	04/12/2018	04/01/2019	0.61%	£ 51.81
Lloyds - Short Term Deposit - 1 month (Completed)	£ 40,000.00	22/01/2019	22/02/2019	0.61%	£ 20.72
					£ 383.74

Total Interest Earned in 2018/19

£ 1,513.81

Bank Charges	Date	Charge	Date	Charge
Monthly Charge for Lloyds "Electronic Tariff" Account	Apr-18	12.07	Oct-18	12.82
	May-18	19.05	Nov-18	8.45
	Jun-18	13.84	Dec-18	16.71
	Jul-18	11.15	Jan-19	15.45
	Aug-18	12.45	Feb-19	9.10
	Sep-18	13.20	Mar-19	14.64
			Total	£ 158.93

Note: This isn't the final version, I am awaiting a bank statement (Barclays) before I can complete the final accounts.