



Part 1: TO REQUEST THAT ALL ADVISORY GROUP CHAIRMEN ADVISE THE CLERK OF PLANNED NON-RECURENT EXPENDITURE IN 2022-23 BUDGET WHICH HAS NOT YET BEEN INCLUDED IN ANY PAYMENTS FOR SANCTION LIST.

This information is required to enable the Clerk and Chairman of the Finance Advisory Group to predict the 31 March 2023 end-of-year balance and ensure that committed but so far unpaid funds are carried forward through the Earmarked Reserves.

If any of the Advisory Group Chairmen want help with this important task please contact the Clerk in the first instance.

If any Councillor would like information on the operation of year-end balances and Earmarked Reserves to protect planned projects please contact the Chairman of the Finance Advisory Group in the first instance.

PART 2: TO NOTE BASIS FOR PAYMENT OF A GIFTED SUM TO CLERK AND ASSISTANT CLERK AND REFUND OF THAT SUM TO THE STAFFING AG CHAIRMAN.

In November and December 2022 the members of the Staffing Advisory Group¹ considered the additional pressures on the Clerk and Assistant Clerk and the exceptional commitment of these members of BPC staff to ensure, in addition to their usual duties, that the operational problems with the new Christmas lights were resolved.

In response the AG Chairman proposed, and the other Councillors in the AG agreed, to make a Thank you gift of £100 to each, in the form of a M&S voucher.

The authorised basis of this payment is contained in Section 4 of the BPC Financial Regulations (last updated October 2022) in relation to the request in February PFS for Council to authorise a refund to the Chairman of the Staffing AG for the cost of these vouchers.

It is confirmed that a payment of Twox£100 is within the in the approved 2022-23 BPC Budget for Staffing.

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 £1,000;*
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate Advisory Group or 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.

¹ Staffing AG members: Cllr A Howell-Jones (Staffing AG Chairman) Cllr C Underwood (Council Chairman) and Cllr S Ashwell (Finance AG Chairman)