

Finance & Governance Committee

To: Committee Members

Cllrs Cooper-Marsh (Chairperson) Banks, Chapman, Collins, Goodman, Hitchin, Kumar, Maslen, and Pitt

Copies: County Councillors – S Ferguson, K Prentice, G Seeff & S Taylor

District Councillors – L Davenport-Ray, S Ferguson, A Jennings, M Pickering, I Taylor & S Taylor

Town Councillors (not a member of this committee)

Town Council website

Agenda for the meeting of the **Finance & Governance committee** to be held on **Tuesday 16th July 2024** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

Members of the Finance & Governance committee are hereby summoned to attend this meeting to consider the following business.

C Robson
Town Clerk

1. Apologies for Absence

To receive Councillor's apologies for absence.

2. Declarations of Interest

There were none. To receive from Councillor's declarations as to Disclosable Pecuniary Interests and/or Non-Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

3. Minutes

Members to approve the minutes of the Finance & Governance Committee held on 18th June 2024 as a true and accurate record. Attachment 1

4. St Neots Library Grant

To receive and consider a time limited request for funding towards the St Neots Library Summer Reading Challenge. Attachment 2

5. Payments

To receive and consider payments for May 2024. Attachment 3

6. Public Works Loan Board

To receive and consider a report from the Responsible Financial Officer on repayment of a Public Works loan for the Eatons Community Centre. Attachment 4

- 7. St Neots Skatepark**
To receive and note a report from the Town Clerk on funding awarded to Revamp the Ramp’s skatepark refurbishment project. Attachment 5
- 8. Forget-Me-Not Memorial Garden**
To receive and consider a recommendation from the Finance and Governance Committee on providing Council funded plaques for the Forget-Me-Not Memorial Garden.

RECOMMENDED that that the Council continue to offer free memorial plaques for the Forget-Met-Not Memorial Garden in the future financial years and that the Council consider and budget for the provision of plaques as part of the 2025-26 budget setting process. Attachment 6
- 9. Financial Regulations**
To receive and consider changes to the adopted Financial Regulations in line with new model Financial Regulations released by the National Association of Local Councils. Attachment 7
- 10. Tree Maintenance Policy**
To receive and consider a **RECOMMENDATION** from the Operations and Amenities Committee that the Council adopt the proposed Tree Maintenance Policy. Attachment 8
- 11. Freedom of Information Request Policy**
To receive and review the Council’s Freedom of Information request policy. Attachment 9
- 12. Burial Regulations**
To receive and note draft Burial Regulations which were deferred by the Operations and Amenities Committee to allow further time for consideration. Due to the length and detail of the regulations they are highlighted to the Finance and Governance Committee ahead of further consideration in September 2024 to allow time for Members to review. Attachment 10
Attachment 11
- 13. Payment Approvals**
To note that at a meeting of the Council held on 28th May 2024 the Council resolved that Cllr Goodman be appointed as a third Councillor who can approve payments of over £2,000, excluding regular payments, alongside the Chairperson of the Council and the Chairperson of the Finance and Governance Committee for the 2024-25 Council year.
- 14. Date of Next Meeting**
To note that the next scheduled meeting of the Finance and Governance Committee is the 17th September 2024 at 7:15pm.



Finance & Governance Committee

Present: Cllrs Banks, Chapman, Collins, Goodman, Cooper-Marsh (Chair), Maslen, and Slade

Absent: Cllrs Hitchin, Kumar and Pitt

In attendance: Town Clerk, Responsible Finance Officer

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 18th June** at 7.30pm in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public Participation

There were no members of the public present.

ACTIONS

010 Apologies for Absence

Apologies were received from Cllrs Hitchin, Kumar and Pitt.

Admin

011 Declarations of Interest

Cllrs declared an interest in agenda item

012 Election of Deputy Chairperson

The Chairperson called for nominations for the role of Deputy Chairperson of the Finance and Governance Committee for the 2024-25 Council year.

Admin

RESOLVED that Cllr Chapman is appointed Deputy Chairperson of the Finance and Governance Committee for the 2024-25 Council year.

013 Minutes

RESOLVED to approve the minutes of the 21st May 2024 as a true and accurate record subject to amending that Cllr Collins had given apologies.

014 Payments

The Chairperson took committee members through each page of the payments.

A Member queried a payment to Balfour Beatty, and it was confirmed the payment related to street light repair and replacement works at School Lane, Eynesbury.

Members received and noted payments for April 2024.

015 Year End Accounts 31st March 2024

Members received and noted the following year end account documents;

- i) Annual Governance & Accountability Return 2022/23 Summary (AGAR)
- ii) Statutory Income and Expenditure
- iii) Statutory Balance Sheet
- iv) Income and Expenditure versus budget summary

016 Year End Reserves Reconciliations 31st March 2024

i) Members received and noted the Reserves Reconciliation for the financial year 2023/24.

017 ii) Members received and noted CIL reserves held by the Council and spend by dates associated with those reserves. Noted upcoming date and projects which would use that fund.

018 iii) Members received and noted earmarked reserves as at 31st March 2024.

019 Year End Bank and Investment Reconciliations 31st March 2024

i) Members received and noted bank and investment reconciliation (AGAR box 8)

ii) Members received and noted the Public Works Loan Board Statement (AGAR box 9). It was explained that the loan was for the Eatons Community Centre. Members asked that a new settlement figure and supporting report be brought to the next committee meeting.

020 Internal Audit Report

Members received and noted the final 2023-24 Internal Audit report.

Members expressed thanks to all those involved in the accounting and governance process.

021 Citizen's Advice Bureau Funding

Members received a report from the Town Clerk on funding provided to the Citizens Advice Rural Cambridgeshire and consider any further funding for the 2024/25 financial year alongside information from Huntingdonshire District Council (HDC) on funding provided to CARC and the service this delivers. The Clerk advised Members that HDC had informed him they were not able to share the SLA they have with CARC.

Members discussed potential funding for CAB to continue to fund one day a week's face to face service in St Neots. This would be in addition to the one day a week face to face service funded by HDC.

Members discussed potential funding at length, key points included;

- A Member expressed concern that MAST and CARC are delivering the same type of service and there is risk of duplication.
- A Member commented that the CARC (CAB) offer a lot more than just financial advice and that by making referrals to MAST it takes pressure off CAB and allows them to deliver more.
- A Member commented they were minded supporting the funding for CAB as it gives double the face-to-face provision in the town.
- Members commented on the need for face-to-face service and the lack of such a service from CAB is why organisations like MAST are coming forward.



- The SLA between HDC and CARC always used to be in public domain, a member stated they felt HDC should be sharing the contents of the agreement with the Council.
- A Councillor commented that it is a good value service with specialised knowledge.

It was Proposed and seconded to recommend that the Council provide a further £7,500 in grant funding to CARC to facilitate one day a week's face-to-face CAB advice service in St Neots.

An amendment was proposed that if the Council are minded provide further funding it is paid and reviewed on a quarterly basis, with a further payment of £2,500 per quarter for the remainder of the year. The amendment was not accepted by the proposer of the motion.

The amendment was not seconded.

The Chairperson called for a vote on the proposal that the Council provide a further £7,500 in grant funding to CARC to facilitate one day a week's face-to-face CAB advice service in St Neots.

The proposal was not carried.

021 CIL Project Funding

Members received a report from the Town Clerk on CIL funding and consider recommendations to the Council on availability of funds for projects the Council may be minded providing funds for.

The report advised the committee that a funding request from St Neots Aquatic and Leisure for £650,000 for the build of a new splash park on the former swimming pool land was due to come back to the Council for consideration and the committee was asked to consider and advise if the Council had funding available to consider the request.

Members noted that the committee had previously put forward a number of conditions that would need to be met which had been resolved by the committee when the funding request was last considered and deferred. These conditions still stand and the Full Council would need to be satisfied they had been met.

Proposed and seconded to approve the officer's recommendation in the report.

A Member expressed concern that there had been no sight of legal contracts, agreements and consent from the private company involved in the operation, Charity Commission approval, architect site condition and contamination surveys, how charges would be controlled and other documents that they saw as key. It was responded that it would be for the Full Council to decide if the conditions set out in its resolution had been met and if the Council felt it had suitable information and assurances to make a decision on the funding with the documents and information the applicant had put forward.

RESOLVED to RECOMMEND that should the Full Council be minded providing any funding to the proposed splash park project that any such funding come from CIL reserves subject to the conditions previously recommended by the committee and agreed by the Council for consideration of project funding are satisfied.

022 Town Council Website

Members received and consider a recommendation from the Promotion and Events Working Group on allocating £4,000 in unbudgeted expenditure to deliver a new Council website design.

RESOLVED to RECOMMEND that a budget of £4,000 be allocated to the redesign of the Town Council website. That £1,247 in earmarked reserves for website programming be allocated to the project, along with £2,753 from the General Reserves.

023 Armed Forces Day

Members received a report from the Town Clerk on anticipated overspend in the Armed Forces Day budget as a result of unexpected costs arising from new Safety Advisory Group requirements for the event.

RESOLVED to RECOMMEND allocating £2,626 from the AFD earmarked reserves towards the increased health and safety cost of running the 2024 event and noting a resulting overspend of £1,244 which would come from the Council's General Reserve.

024 General Reserves Policy

Members received and reviewed the Council's adopted General Reserves Policy and noted the required 3-to-6-month reserve level based on the Council's current precept. Expenditure over the 6-month reserve level needs to be considered and allocated to projects and ear marked reserves.

RESOLVED to accept the amended General Reserve Policy.

It was agreed to bring a report to the next committee on allocation of general reserves.

025 Date of Next Meeting

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 16th July 2024 at 7:15pm.

COMMITTEE CHAIRPERSON

SMALL GRANT SCHEME APPLICATION FORM

This form is to be completed by applicants wishing to make an application to St Neots Town Council for community grants up to £2,000.

Please ensure that you have read the Council's Grant Aid Scheme Policy prior to completing the form.

Please answer all questions on the application form. If you would like assistance in completing this form or require any further information relating to the grant aid scheme then please contact:

Responsible Financial Officer
St Neots Town Council
Council Offices
The Priory St
Neots PE19 2BH

Telephone: 01480 388911

Email: teodora.kostova@stneots-tc.gov.uk

A copy of the St Neots Town Council Grant Aid Policy can be found on the Council's website <https://www.stneots-tc.gov.uk/finance>



SECTION A – CONTACT INFORMATION

1.	Name of your organisation	St Neots Library
2.	Your Name	Martin Gilman
3.	Position in Organisation	Library Manager
4.	Your Email	Martin.gilman@cambridgeshire.gov.uk
5.	Your Contact Number	01480379844
6.	Contact Address	St Neots Library Priory Lane PE192BH

SECTION B – ABOUT YOUR ORGANISATION

7	Type of Organisation (Please tick)	Community Organisation	
		Registered Charity	
		Community Interest Organisation (CIO)	
		Community Interest Company (CIC)	
8	Registered Charity Number		
9	Purpose of Organisation	St Neots Library is run by, and receives its core funding from, Cambridgeshire County Council.	
10	Organisation's Website (if applicable)		



SECTION C - ABOUT THE PROJECT

11	Description of project/activity/event funding is sought for	<p>We would like to request funding for our Summer Reading Challenge programme of events.</p> <p>The Summer Reading Challenge is a national scheme to encourage reading and literacy during the long school holiday, and beyond. Last year 636 children took part in the challenge at St Neots Library, more than any other library in Cambridgeshire.</p> <p>We organise a series of events and activities over the summer, to encourage children and families to visit the library and participate in the challenge. Our aim is for these to be affordable and accessible to all families.</p> <p>If we are successful in our application for funding, this will help subsidise these events and activities and enable us to put on a wider program of events.</p> <p>We also aim for our activities to fit in with our green agenda so have a focus on using recyclable and reusable materials.</p> <p>We also provide volunteering opportunities for young teenagers to volunteer over the summer. This year 29 young people have signed up to help library staff deliver the program of events.</p> <p>I have attached a list of events organised for this summer.</p>
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<p>12 Please provide details on the anticipated benefits to the organisation and to St Neots if the project goes ahead.</p>	<p>The library is funded by Cambridgeshire County Council. However, as an individual library we have no additional funding to organise events and pay for materials for events and activities. These are a great way of encouraging local families to visit the library and take part.</p> <p>The library provides a free to use, safe space, for all residents of St Neots. Our events and activities are a great benefit to local families due to their inclusive nature and affordability.</p> <p>This funding will enable us to reach out to the wider community and encourage greater participation in our reading challenge.</p>
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SECTION D – FINANCE AND COST OF PROJECT

<p>13 What is the total cost of your project/activity/event</p>	<p>£</p>			
<p>14 How much of the total cost are you requesting from St Neots Town Council?</p>	<p>£500</p>			
<p>15 Has the organisation previously received any funding from St Neots Town Council ?</p>	<p>YES</p>	<p>Yes</p>	<p>NO</p>	
<p>16 Please provide details (amount and year) of any previous funding received from St Neots Town Council</p>	<p>St Neots Town Council have funded this event in previous years. Last year a grant of £500 was awarded which was used to fund a similar series of activities.</p>			



SECTION E – GRANT BREAKDOWN

Please complete the table below showing the breakdown of how grant funding requested would be used. Please be as detailed as possible.

The sum of the items listed should match the amount of grant funding requested from the Town Council. For any expenditure on a single item over £500 you must demonstrate that best value has been sought, normally by submitting quotations.

	ITEM	AMOUNT (£)
1	Pottery workshop with Crafty Monkey	250
2	Materials for craft activities as detailed above, and other events, including hire of Love's Farm House for outreach event.	200
3	Refreshments for presentation ceremonies, and other expenditure	50
4		
	TOTAL (£)	500

SECTION E – TIMEFRAMES

Tell us more about your project timeline by listing key activities/steps in the project.

	DATE	ACTIVITY
1	13 th July	Summer Reading Challenge launch
2	21 st – 28 th September	Presentation ceremonies
3		
4		
5		
6		
7		
8		
9		
10		

SECTION F - SUPPORTING DOCUMENTATION

Please 'tick' to confirm that you have provided the following documentation to support your application.



- Recent Bank Statement for the organisation making the application
- Copies of the last two years annual accounts
- Constitution or Governing Document
- Quotes for items over £500 (if applicable)
- Any further supporting documents you may want to include with your application

BANK ACCOUNT DETAILS

You are required to disclose details of your organisation's bank account to enable the Council to pay any grants directly into this account electronically by BACS transfer.

Bank Name/Branch:	NatWest
Sort Code	52-10-46
Account Name:	CCC
Account Number	25731718
	IBAN: GB97NWBK52104625731718
	Reference: 30001733 CTB-J2240-01

APPLICANT DECLARATION

To the best of my knowledge, the details in the application are correct. I agree that I will abide by the Terms and Conditions of the grant offer made and understand that information from this form may be used for administration purposes in accordance with the General Data Protection Regulations (GDPR).

Name of applicant: Martin Gilman

Signature of applicant: M Gilman

Date: 1st July 2024



What's On at St Neots Library

Summer Reading Challenge Sign up: From Sat 13th July

Marvellous Makers Library Trail: From Mon 22nd July

Storytime: Every Saturday at 10.30

Retro Toys Workshop*: Weds 24th July, 10.30-12.00

Rhymetime at Loves Farm House: Fri 2nd & 16th August

Marvellous Makers Storytime: Sat 3rd Aug, 10.30

Drawing Club for Teens: Tues 6th & 20th August, 2.00-3.30

Mug Painting Workshop*: Weds 7th August, 9.30-11.00

Cross Stitch Workshop*: Sat 10th August, 10.00-11.00

Eco Car Making Workshop*: Mon 12th August, 10.00-12.00

Board Games for Teens: Tues 13th August, 2.00-3.30

Spinning Top Challenge*: Thurs 22nd August, 10.00-12.00

Musical Storytime: Weds 28th August, 10.00-11.00

*Booking required for these events.

Tickets available from St Neots library. There is a charge for some events. For more information about our events, please ask in the library or email: StNeots.Referral@cambridgeshire.gov.uk

Date: 09/07/2024

St Neots Town Council 2024/2025

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Time: 12:30

Town Council Current Account

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	BACS P/L Pymnt Page 5496	BACS Pymnt	69.77		BACS P/L Pymnt Page 5496
02/05/2024	BACS P/L Pymnt Page 5495	BACS Pymnt	594.00		BACS P/L Pymnt Page 5495
02/05/2024	STAFF	BACS	160.37		EXPENSES
02/05/2024	Mayor's Charity Current	TC TO MAYO	154.17		BALL TICKETS LESS VAT
02/05/2024	Mayor's Charity Current	TC TO MAYO	368.14		EVENTBRITE COMMISSSION CHARGE
02/05/2024	Mayor's Charity Current	TC TO MAYO	416.67		COMPLIM TICKETS BALL
02/05/2024	PAYROLL	BACS	1,652.49		WEEK 4
03/05/2024	Mayor's Charity Current	TC TO MAYO	112.83		MAYORS ACC BNAK CHARGE23-24
03/05/2024	Southern & Scottish Energy -	DD-8974	317.40		Tebutts Rd Jan to March 24
03/05/2024	Southern Electric - Museum	dd-1508	230.96		New Museum Cof bar-1-3/24
03/05/2024	SSE Street lights unmetered	DD-5199	39.23		Street Lights-March 24
07/05/2024	BACS P/L Pymnt Page 5512	BACS Pymnt	13.18		BACS P/L Pymnt Page 5512
07/05/2024	Fuel Card Services	DD-1546	364.12		16590 Fuel bill APR OPS
07/05/2024	BARCLAYS	BACS	26.50		MONTHLY BANK CHARGES
08/05/2024	BACS P/L Pymnt Page 5513	BACS Pymnt	9,840.00		BACS P/L Pymnt Page 5513
08/05/2024	Restore Datashred	08-05-24	75.29		16554 Conf shreddding TC
09/05/2024	BACS P/L Pymnt Page 5508	BACS Pymnt	2,167.91		BACS P/L Pymnt Page 5508
09/05/2024	PAYROLL	BACS	1,670.22		WEEK 5
09/05/2024	Priory Centre Cafe Petty Cash	101357	300.00		PC PETTY CASH
09/05/2024	Petty Cash Town Council	101357	200.00		TC PETTY CASH
10/05/2024	BRITISH TELECOM	100524	50.22		Purchase Ledger DDR Payment
10/05/2024	PWLB	DD	12,801.00		LOAN REPAYMENT
13/05/2024	BACS P/L Pymnt Page 5511	BACS Pymnt	70.00		BACS P/L Pymnt Page 5511
13/05/2024	Fuel Card Services Ltd	130524	63.60		16534 Fuel bill April OPS
13/05/2024	Fuel Card Services	130524	361.74		Purchase Ledger DDR Payment
13/05/2024	Mayor's Charity Current	TC TO MAYO	43.62		JUST GIVING FEES
15/05/2024	MAYOR'S ALLOWANCE	BACS	329.40		23/24 ACCRUED EXPENSES
15/05/2024	O2	150524	314.60		16552 Mobile phones APR TC
15/05/2024	HDC	Std Ord	18.00		RATES-HOWITTS LANE CEM
15/05/2024	HDC	Std Ord	35.00		RATES FARMERS MARKET
15/05/2024	HDC	Std Ord	56.00		RATES OLD CEMETERY
15/05/2024	HDC	Std Ord	119.00		STORE ADJ PUBLIC CONVENEINCE
15/05/2024	HDC	Std Ord	130.00		RATES NEW CEMETERY
15/05/2024	HDC	Std Ord	158.00		RATES 6B SOUTH STREET
15/05/2024	HDC	Std Ord	511.00		RATES-EATONS CENTRE
15/05/2024	HDC	Std Ord	1,453.00		RATES-LEVELLERS LANE
15/05/2024	Barclaycard	BARCLCARD	1,421.04		MOTHLY REPAYMENT
15/05/2024	PAYROLL	BACS	72,845.67		MONTH 2
16/05/2024	BACS P/L Pymnt Page 5507	BACS Pymnt	7,619.23		BACS P/L Pymnt Page 5507
16/05/2024	PAYROLL	BACS	1,206.62		WEEK 6
20/05/2024	O2	20-05-24	18.68		Purchase Ledger DDR Payment
20/05/2024	BRITISH TELECOM	126.78	126.78		Purchase Ledger DDR Payment
20/05/2024	ANGLIAN WATER SERVICES	200524	175.28		16652 Water 2-5/24 RIV PARK

Town Council Current Account

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/05/2024	Fuel Card Services	200524	190.82		Purchase Ledger DDR Payment
20/05/2024	ANGLIAN WATER SERVICES	200524	298.16		Purchase Ledger DDR Payment
20/05/2024	BRITISH TELECOM	200524	324.02		Purchase Ledger DDR Payment
22/05/2024	BACS P/L Pymnt Page 5497	BACS Pymnt	28,310.21		BACS P/L Pymnt Page 5497
22/05/2024	HMRC	BACS	18,824.24		PAYE AND NIC M2
22/05/2024	SHARP	DD	576.00		COPIER LEASE RENTAL
22/05/2024	Priory Centre Cafe Petty Cash	101358	300.00		PC PETTY CASH
23/05/2024	ANGLIAN WATER SERVICES	DD-0015	16.61		16651 Water 2-5/24 GNR
23/05/2024	PAYROLL	BACS	1,745.67		WEEK 7
24/05/2024	STAFF	BACS	73.22		EXPENSES
24/05/2024	GRANTS 23/24	BACS	96.00		ACCESS IN ST NEOTS LEAFLETS
24/05/2024	BOC LTD	240524	38.68		16533 Post mix drinks PC
24/05/2024	Marston's PLC	240524	4,301.67		16593 Brewery order 03-04 PC
28/05/2024	Virgin Media Services	280524	42.92		Purchase Ledger DDR Payment
28/05/2024	Quadient UK Limited	280524	56.00		16577 Postage APR TC
28/05/2024	Virgin Media Services	280524	83.75		Purchase Ledger DDR Payment
28/05/2024	Fuel Card Services Ltd	280524	113.83		16657 Fuel bill 13/5 OPS
28/05/2024	Fuel Card Services	280524	227.56		Purchase Ledger DDR Payment
28/05/2024	BIFFA WASTE SERVICES	280524	1,786.68		16531 Waste disposal April OPS
28/05/2024	CITATION	BACS	628.20		MONTHLY HR SUBSC
28/05/2024	PROPEL FINANCE	DD	355.07		DOOR CONTROLLER RENTAL
28/05/2024	Scottish & Southern Energy - P	dd-5337	3,841.89		16767-Electr PC Jan to April 24
29/05/2024	Quadient UK Limited	290524	76.57		Purchase Ledger DDR Payment
30/05/2024	TOWN CRIER	BACS	800.00		HONORARIUM PAYMENT
30/05/2024	Jola Cloud Solutions	300524	517.86		16616 Telephony APR TC
30/05/2024	PAYROLL	BACS	1,480.56		WEEK 8
30/05/2024	Southern & Scottish Energy - E	dd-0173	376.13		16768-Electr EC April 24
30/05/2024	SSE Street lights unmetered	dd-3322	37.98		16769-Electr str Lights April
31/05/2024	Scottish & Southern Energy - S	DD-3280	63.92		16771-ElectrSouth Str to 9/5
31/05/2024	Scottish & Southern Energy - R	DD-3259	2,085.19		16772-Electr Red Xto 9/5
31/05/2024	Scottish & Southern Energy - D	DD-3302	2,634.43		16773
Total Payments			189,004.57		

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ART003 ARTHUR IBBETT LTD							
16250 Hover mowers Pightle	08/01/2024	166084	1	594.00	0.00	594.00	0.00
					0.00	594.00	
Above paid on 02/05/2024 by Online Payment Ref ART003							
Total Purchase Ledger Payments						0.00	594.00

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALL001	All Undercover Marquees						
16477 Marquee x 3 TC	17/04/2024	005345	1	69.77	0.00	69.77	0.00
					<u>0.00</u>	<u>69.77</u>	
					Above paid on 01/05/2024 by Online Payment Ref ALL001		
				Total Purchase Ledger Payments	<u>0.00</u>	<u>69.77</u>	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ALS001 Alarmsmiths Ltd							
16516 Call out charge EC	19/04/2024	23844	1	132.00	0.00	132.00	0.00
					0.00	132.00	
Above paid on 22/05/2024 by Online Payment Ref ALS001							
AMP001 Amp Clean Energy							
16517 Wood pellets EC	19/04/2024	4062047	1	1,641.60	0.00	1,641.60	0.00
					0.00	1,641.60	
Above paid on 22/05/2024 by Online Payment Ref AMP001							
ART003 ARTHUR IBBETT LTD							
16427 Drive shaft OPS	15/03/2024	169957	1	44.28	0.00	44.28	0.00
16581 PPE OPS	01/04/2024	169595	1	28.44	0.00	28.44	0.00
16582 Mower parts OPS	01/04/2024	170778	1	399.34	0.00	399.34	0.00
16512 MOWER parts OPS	19/04/2024	172257	1	66.41	0.00	66.41	0.00
16515 Mower parts OPS	24/04/2024	172491	1	900.00	0.00	900.00	0.00
16514 Mower parts OPS	26/04/2024	172685	1	639.43	0.00	639.43	0.00
					0.00	2,077.90	
Above paid on 22/05/2024 by Online Payment Ref ART003							
BCD001 Burtons Car Disposal							
16519 Vehicle disposal OPS	08/04/2024	INV-4391	1	336.00	0.00	336.00	0.00
					0.00	336.00	
Above paid on 22/05/2024 by Online Payment Ref BCD001							
BEA001 Bearings Ltd							
16518 Taper roller bearing OPS	30/04/2024	7379	1	56.88	0.00	56.88	0.00
					0.00	56.88	
Above paid on 22/05/2024 by Online Payment Ref BEA001							
BEA002 Beach Energy							
16460 Energy perf cert TC	23/04/2024	230424-01	1	2,202.00	0.00	2,202.00	0.00
					0.00	2,202.00	
Above paid on 22/05/2024 by Online Payment Ref BEA002							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BED2205 BEDFORD TIMBER LTD							
16520 Screws blade bolts OPS	08/04/2024	114616	1	33.73	0.00	33.73	0.00
					0.00	33.73	
Above paid on 22/05/2024 by Online Payment Ref BED2205							
BK0032 KEN BOOTH & CO LTD							
16526 Toilet cleaner PC	24/04/2024	441991	1	15.38	0.00	15.38	0.00
16527 Cleaning products PC	25/04/2024	442112	1	1,206.53	0.00	1,206.53	0.00
16528 Hot Cups PC	26/04/2024	442232	1	142.63	0.00	142.63	0.00
					0.00	1,364.54	
Above paid on 22/05/2024 by Online Payment Ref BK0032							
BQ2404 Trade UK							
16439 Urinal siphon TOILETS	15/02/2024	1465464859	1	32.98	0.00	32.98	0.00
16441 Equipment purchases OPS	15/02/2024	1465464867	1	112.00	0.00	112.00	0.00
16424 Equipment purchases OPS	20/03/2024	1477262075	1	90.50	0.00	90.50	0.00
16532 Tools PPE Car parts OPS	17/04/2024	1486184731	1	306.60	0.00	306.60	0.00
					0.00	542.08	
Above paid on 22/05/2024 by Online Payment Ref 51							
BRO002 Broxap Limited							
16535 Pallets OPS	17/04/2024	317492	1	3,530.40	0.00	3,530.40	0.00
					0.00	3,530.40	
Above paid on 22/05/2024 by Online Payment Ref BRO002							
CHE003 Chef's Table Solutions							
16498 Menu development PC	31/03/2023	0123-24	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 22/05/2024 by Online Payment Ref CHE003							
CLI001 Clickety Clack Parties							
16536 Face painter TC	28/04/2024	28.4.24	1	550.00	0.00	550.00	0.00
					0.00	550.00	
Above paid on 22/05/2024 by Online Payment Ref CLI001							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
COM004 Complete Solutions Group Ltd							
16537 Stationery TC	04/04/2024	SINV03974743	1	55.07	0.00	55.07	0.00
16575 Stationery TC	30/04/2024	SINV03999198	1	199.70	0.00	199.70	0.00
					0.00	254.77	
Above paid on 22/05/2024 by Online Payment Ref COM004							
CON001 Concord Lifting Equipment Ltd							
16574 Lift Svc APR OPS	09/04/2024	327227	1	432.00	0.00	432.00	0.00
					0.00	432.00	
Above paid on 22/05/2024 by Online Payment Ref CON001							
CON005 Concept Activation							
16511 Power Beer Fest PC	18/04/2024	CA-5335-1	1	540.00	0.00	540.00	0.00
					0.00	540.00	
Above paid on 22/05/2024 by Online Payment Ref CON005							
COO001 COOLERAID LTD							
16447 3 x 19 ltr Water PC	31/03/2024	1704332	1	27.90	0.00	27.90	0.00
					0.00	27.90	
Above paid on 22/05/2024 by Online Payment Ref 10							
COP001 Copy IT Digital Solutions Ltd							
16584 Photocopying TC	01/04/2024	8072667223	1	440.58	0.00	440.58	0.00
					0.00	440.58	
Above paid on 22/05/2024 by Online Payment Ref COP001							
DHS001 DOVE'S HYGIENE SERVICES							
16494 Hygiene svc March PC	31/03/2024	43901	1	30.07	0.00	30.07	0.00
					0.00	30.07	
Above paid on 22/05/2024 by Online Payment Ref DHS001							
DRE001 Dream Clean Services Ltd							
16573 Cleaning svc MAR Toilets	10/04/2024	INV-1374	1	1,604.40	0.00	1,604.40	0.00

Linked to Cashbook 1**Entered Month 2
by user DRB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
16572 Cleaning svc MAR DEPOT	10/04/2024	INV-1383	1	210.00	0.00	210.00	0.00
					0.00	1,814.40	

Above paid on 22/05/2024 by Online Payment Ref DRE001

ELE001 Electric Centre

16495 Delivery charge PC	07/03/2024	806-447228	1	16.80	0.00	16.80	0.00
					0.00	16.80	

Above paid on 22/05/2024 by Online Payment Ref ELE001

FST001 F S Trailers Ltd

16538 Trailer repairs OPS	09/04/2024	54257	1	1,632.77	0.00	1,632.77	0.00
					0.00	1,632.77	

Above paid on 22/05/2024 by Online Payment Ref FST001

GWE001 G Webb Haulage Ltd

16579 Subsoil OPS	30/04/2024	00259235	1	345.60	0.00	345.60	0.00
16580 Topsoil OPS	30/04/2024	00259236	1	30.96	0.00	30.96	0.00
					0.00	376.56	

Above paid on 22/05/2024 by Online Payment Ref GWE001

HFV001 Hunts Forum of Voluntary Organisations

16539 SUBS 24-25 TC	01/04/2024	8342	1	50.00	0.00	50.00	0.00
					0.00	50.00	

Above paid on 22/05/2024 by Online Payment Ref HFV001

HYG001 HYGIENE SOLUTIONS

16570 Hygiene svc 4-7 T ROAD	11/04/2024	057001	1	86.24	0.00	86.24	0.00
					0.00	86.24	

Above paid on 22/05/2024 by Online Payment Ref HYG001

IBB001 Bill Ibbott's Catering Equipment

16454 Kitchen repairs PC	23/01/2024	45080	1	102.30	0.00	102.30	0.00
					0.00	102.30	

Above paid on 22/05/2024 by Online Payment Ref IBB001

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ICC001 ICCM							
16541 Membership 24/25 TC	01/04/2024	4502/2024/25	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 22/05/2024 by Online Payment Ref ICC001							
IDI001 i-d Image Development							
16588 Photography ATC	08/02/2024	050224	1	295.00	0.00	295.00	0.00
					0.00	295.00	
Above paid on 22/05/2024 by Online Payment Ref IDI001							
IND001 Industrial Calibration Limited							
16422 PAT Testing OPS	21/03/2024	175417	1	78.00	0.00	78.00	0.00
					0.00	78.00	
Above paid on 22/05/2024 by Online Payment Ref IND001							
INT002 Intercept Management Ltd							
16497 Emergency call out EC	31/03/2023	1233124	1	51.00	0.00	51.00	0.00
16496 Emergency call out EC	31/03/2023	1233129	1	51.00	0.00	51.00	0.00
					0.00	102.00	
Above paid on 22/05/2024 by Online Payment Ref INT002							
JEW001 Jewson Ltd							
16438 Marker frame OPS	07/03/2024	3403/01199890	1	58.84	0.00	58.84	0.00
16436 Sand OPS	08/03/2024	3403/01199930	1	21.59	0.00	21.59	0.00
16571 Wheelbarrow buckets OPS	24/04/2024	3403/01201554	1	613.27	0.00	613.27	0.00
					0.00	693.70	
Above paid on 22/05/2024 by Online Payment Ref JEW001							
KID001 Wider Plan Ltd							
16542 Childcare vouchers TC	23/04/2024	5445142	1	16.00	0.00	16.00	0.00
					0.00	16.00	
Above paid on 22/05/2024 by Online Payment Ref KID001							

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
LAK002 Lakeside Water							
16448 Water testing EC	28/03/2024	248506	1	40.00	0.00	40.00	0.00
16449 Water testing PC	28/03/2024	248507	1	80.00	0.00	80.00	0.00
16543 Hygiene svcs 4-5/24 PC	29/04/2024	248887	1	80.00	0.00	80.00	0.00
16544 Hygeine svcs 4-5/24 EC	29/04/2024	248886	1	40.00	0.00	40.00	0.00
Purchase Ledger BACS Payment	22/05/2024	ON ACC 16728	1	0.00	0.00	80.00	-80.00

0.00	320.00
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Above paid on 22/05/2024 by Online Payment Ref LAK002

LOV002 Love's Farm Community Centre							
16545 Hall hire APR Youth Cafe	01/04/2024	INV-2042	1	102.50	0.00	102.50	0.00

0.00	102.50
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Above paid on 22/05/2024 by Online Payment Ref LOV002

MAD001 Madingley Mulch							
16546 Bark OPS	03/04/2024	010292885	1	267.30	0.00	267.30	0.00

0.00	267.30
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Above paid on 22/05/2024 by Online Payment Ref MAD001

MIN0001 A Mindful Paws							
16428 Dog therapy TC	28/03/2024	280324	1	100.00	0.00	100.00	0.00

0.00	100.00
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Above paid on 22/05/2024 by Online Payment Ref MIN0001

NAB001 National Association of British Markets							
16550 Ann subs 24/25 TC	01/04/2024	153	1	434.00	0.00	434.00	0.00

0.00	434.00
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Above paid on 22/05/2024 by Online Payment Ref NAB001

PEA001 Pear Technology							
16553 Tech support 24/25 TC	29/04/2024	141505	1	288.00	0.00	288.00	0.00

0.00	288.00
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Above paid on 22/05/2024 by Online Payment Ref PEA001

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
RBS001	RBS SOFTWARE SOLUTIONS						
16591 Professional svcs TC	01/04/2024	SM30387	1	132.00	0.00	132.00	0.00
16603 Professional svcs TC	01/04/2024	SM30388	1	298.80	0.00	298.80	0.00
16598 Software support TC	01/04/2024	SM30389	1	132.00	0.00	132.00	0.00
16600 Professional svcs TC	01/04/2024	SM30385	1	696.00	0.00	696.00	0.00
16594 Software support TC	01/04/2024	SM30384	1	298.80	0.00	298.80	0.00
16605 Professional svcs TC	01/04/2024	SM30386	1	532.80	0.00	532.80	0.00
						0.00	2,090.40

Above paid on 22/05/2024 by Online Payment Ref RBS001

ROS001	Playsafety Limited						
16555 Play area inspection OPS	24/04/2024	78457	1	1,260.00	0.00	1,260.00	0.00
						0.00	1,260.00

Above paid on 22/05/2024 by Online Payment Ref ROS001

SJA246	ST JOHN AMBULANCE						
16463 First aid Coronation 23	06/06/2023	SP23003217	1	158.40	0.00	158.40	0.00
						0.00	158.40

Above paid on 22/05/2024 by Online Payment Ref SJA246

STO0001	Stone King LLP						
16513 Professional fees TC	08/04/2024	231319	1	262.80	0.00	262.80	0.00
						0.00	262.80

Above paid on 22/05/2024 by Online Payment Ref STO0001

SUN001	DAYLA DRINKS						
16376 Post mix drinks PC	25/03/2024	1478597	1	0.30	0.00	0.30	0.00
16557 Post mix drinks PC	15/04/2024	1484475	1	123.84	0.00	123.84	0.00
16558 Post mix drinks PC	29/04/2024	1488831	1	85.80	0.00	85.80	0.00
						0.00	209.94

Above paid on 22/05/2024 by Online Payment Ref SUN001

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SUT002 Sutcliffe Play Ltd							
16487 Panel & screws OPS	28/03/2024	OP/I1214179	1	28.70	0.00	28.70	0.00
					0.00	28.70	
Above paid on 22/05/2024 by Online Payment Ref h							
TEL001 Teleshore							
16601 Shoring equipment OPS	01/04/2024	42780	1	578.58	0.00	578.58	0.00
					0.00	578.58	
Above paid on 22/05/2024 by Online Payment Ref TEL001							
THO001 Thomas Ridley & Son Ltd							
16562 Credit missing items PC	12/04/2024	257882	1	-15.43	0.00	-15.43	0.00
16561 Cafe supplies PC	17/04/2024	261191D	1	297.35	0.00	297.35	0.00
16563 CN missing items PC	18/04/2024	263043	1	-24.15	0.00	-24.15	0.00
					0.00	257.77	
Above paid on 22/05/2024 by Online Payment Ref THO001							
VDM001 Velocity Design & Marketing							
16564 Menu design PC	11/04/2024	INV-1099	1	585.00	0.00	585.00	0.00
					0.00	585.00	
Above paid on 22/05/2024 by Online Payment Ref VDM001							
VEH001 Vehicles for Change							
16418 Toilets DBF TC	30/01/2024	INV-12921	1	727.00	0.00	727.00	0.00
					0.00	727.00	
Above paid on 22/05/2024 by Online Payment Ref VEH001							
XLP001 Xlpress Ltd							
16567 Leaflets SUMMER BANDS	22/04/2024	33644	1	38.00	0.00	38.00	0.00
16566 Banners TC	29/04/2024	33709	1	45.60	0.00	45.60	0.00
					0.00	83.60	
Above paid on 22/05/2024 by Online Payment Ref XLP001							
Total Purchase Ledger Payments					0.00	28,310.21	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HDC001	Huntingdonshire District Council						
16540 Rent 4-6/24 DEPOT	01/04/2024	70077812	1	6,875.00	0.00	6,875.00	0.00
					0.00	6,875.00	
Above paid on 16/05/2024 by Online Payment Ref HDC001							
RLM001	RML Ltd Electrical Services						
16421 Repairs toilets OPS	25/03/2024	1345	1	159.23	0.00	159.23	0.00
					0.00	159.23	
Above paid on 16/05/2024 by Online Payment Ref RLM001							
THI001	Think Local						
16560 Advertising MAY TC	16/04/2024	SI-4211	1	585.00	0.00	585.00	0.00
					0.00	585.00	
Above paid on 16/05/2024 by Online Payment Ref THI001							
Total Purchase Ledger Payments					0.00	7,619.23	

List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
FST001 F S Trailers Ltd							
16678 Jockey wheel OPS	07/05/2024	54497	1	1,995.00	0.00	1,995.00	0.00
					0.00	1,995.00	
Above paid on 09/05/2024 by Online Payment Ref FST001							
WHE001 Wheels in Motion							
16569 Trailer tyres OPS	17/04/2024	5520	1	135.60	0.00	135.60	0.00
16568 Vehicle repairs OPS	29/04/2024	5617	1	37.31	0.00	37.31	0.00
					0.00	172.91	
Above paid on 09/05/2024 by Online Payment Ref WHE001							
Total Purchase Ledger Payments						0.00	2,167.91

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
STM001 ST NEOTS MUSEUM							
16556 Training session Youth	15/04/2024	150424	1	70.00	0.00	70.00	0.00
					0.00	70.00	
					Above paid on 13/05/2024 by Online Payment Ref STM001		
				Total Purchase Ledger Payments	0.00	70.00	

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BQ2404 Trade UK							
16488 Braided Rope TC	27/02/2024	1469529467	1	13.18	0.00	13.18	0.00
					0.00	13.18	
					Above paid on 07/05/2024 by Online Payment Ref 51		
				Total Purchase Ledger Payments	0.00	13.18	

Linked to Cashbook 1

Entered Month 2
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CAM002 Cambridge Trees Ltd							
<i>Tree maint ES Church</i>	25/03/2024	INV-4498	1	9,840.00	0.00	9,840.00	0.00
					0.00	9,840.00	
				Above paid on 08/05/2024 by Online Payment Ref CAM002			
				Total Purchase Ledger Payments		0.00	9,840.00

Priory Centre Current Account

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2024	SSE business.co.uk	DD-7877	2,302.10		16790-Gsas PC March
03/05/2024	Payment Sense Ltd	DD-9688	20.40		16788-Compl fees 219 PC
03/05/2024	Payment Sense Ltd	DD-4889	20.40		16789 - Compl fees 201 TC
03/05/2024	Payment Sense Ltd	DD-9241	96.42		16787-Compliance fees PC
15/05/2024	HDC	Std Ord	1,884.00		RATES-PRIORY CENTRE
15/05/2024	Payment Sense Ltd	DD-219	53.98		16785-April card charges PC
15/05/2024	Payment Sense Ltd	DD-579	188.15		16784-April card term PC
15/05/2024	AMEX Charges	AMEX	2.05		AMEX Charges
15/05/2024	Payment Sense Ltd	DD-201	33.88		16786-Card terminal fees TC

Total Payments	<u>4,601.38</u>
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Time: 12:33

Barclaycard

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/05/2024	SCREWFIX	BARCLCARD	46.97		BALCK CABLE, ORGANISER OPS
08/05/2024	TESCO	BARCLCAR	5.50		NIGHT LIGHT OPS
08/05/2024	BOHEMIA	BARCLAYCAR	32.70		MAYOR'S ALLOWANCE 23/24
08/05/2024	ADOBE	BARCLCARD	16.64		MONTHLY SUBSC TC
08/05/2024	LAND REGISTRY	BARCLCARD	3.00		PROPERTY SEARCHES
08/05/2024	HDC	BARCLCARD	100.00		PREMSIES LICENCE TC
08/05/2024	CHAI HUB	BARCLAYCAR	74.20		YOUTH CAFE
08/05/2024	NEWSQUEST	BARCLCARD	226.63		MARKET SQUARE LICENCE
08/05/2024	AMAZON	BARCLCARD	99.30		RUBBER FLOOR CABLES TC
08/05/2024	SWEET PARADISE	BARCLCARD	283.20		SWEETS FOR EVENTS
08/05/2024	AMAZON	BARCLCARD	8.99		PRIME SUBSC
08/05/2024	AMAZON	BARCLCARD	13.48		LOCKS YOUTH WORKER
08/05/2024	GIFFGAFF	BARCLCARD	6.00		MOBILE DATA
08/05/2024	INSTANT PRINT	BARCLAYCAR	37.59		FLYERS LEAFLETS
08/05/2024	AMAZON	BARCLAYCAR	29.95		NOISE REDUCING EAR PLUGS
08/05/2024	GIFFGAFF	BARCAYCARD	6.00		MOB PHONE DATA
08/05/2024	TESCO	BARCLCARD	61.54		YOUTH CAFE SUPPLIES
08/05/2024	AMAZON	BARCLARD	9.55		INK PADS
08/05/2024	GIFFGAFF	BARCLAYCAR	6.00		MOBILE DATA
08/05/2024	SUM UP	BARCLAYCAR	1.00		CARD FEE
08/05/2024	AMAZON	BARCLAYCAR	36.99		GIANT TEDDY BEAR PLUSH
08/05/2024	BOHEMIA	BARCLAYCAR	100.00		VOUCHER MAYOR'S ALLOWANCE23/24
08/05/2024	LAND REGISTRY	BARCLYCARD	6.00		SEARCH FEES
08/05/2024	ADOBE	BARCLYCARD	16.64		MONTHLY SUBSC TC
08/05/2024	ADOBE	BARCLYCARD	25.32		PHOTOGRAPHY SUBS TC
08/05/2024	ADOBE	BARCLCARD	19.97		MONTHLY SUBSC TC
08/05/2024	MAILCHIMP	BARCLAYCAR	52.33		MARKETING SUBSC TC
08/05/2024	PURPLE GUIDE	BARCLAYCAR	30.00		1 YEAR SUBSC
08/05/2024	AMAZON	BARCLAYCAR	19.99		LAP TOP STAND
08/05/2024	BOHEMIA	BARCLAYCAR	15.10		CIVIC MEETING
08/05/2024	APPLE	BARCLYCARD	0.99		I-CLOUD STORAGE
08/05/2024	AMAZON	BARCLCARD	12.49		STATIONERY
08/05/2024	AMAZON	BARCLAYCAR	8.99		PRIME SUBSC
08/05/2024	AMAZON	BARCLAYCAR	7.99		FLAG BUNTING SET

Total Payments	<u>1,421.04</u>
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ST NEOTS TOWN COUNCIL

Committee	FINANCE AND GOVERNANCE
Date:	16th JULY 2024
Title:	PUBLIC WORKS LOAN BOARD – SETTLEMENT OF OUTSTANDING LOAN
Contact Officer:	RESPONSIBLE FINANCIAL OFFICER

1. Purpose of the Report

- 1.1 To provide the committee with an up to date settlement figure on an outstanding loan from the Public Works Loan Board (PWLB) which the Council took out to build the Eatons Community Centre.

2. Recommendation

- 2.1 That the Committee notes the information provided.

3. Background

- 3.1 The Council previously obtained a public works loan of £450,000 in 2009 on a 30-year term for the building of the Eatons Community Centre.
- 3.2 The Council makes annual repayments of £7,500 on the loan, which is on a fixed 4.56% rate.
- 3.3 The Council asked that the Responsible Financial Officer (RFO) obtain the latest position of the loan and settlement figures for the committee's information.
- 3.4 Borrowing from the PWLB allows local authorities to share in the preferential rates at which the government may borrow, although PWLB new loan interest rates include a margin to ensure that government on-lending is not made at a loss.
- 3.5 When a loan is agreed with a local authority, it is funded by government borrowing in the gilt market over a matching period, however, whereas a local authority has the option to prematurely repay its loan, either in part or in full, a similar opportunity is not afforded to the government's borrowing, and its matching loan must continue until the original maturity date.
- 3.6 Therefore, when any PWLB loan is settled early, a calculation is made to compare current interest rates over the remainder of the original period of the loan and the rate of interest that it would have received had the original loan continued to maturity. Where the current interest rate is higher a discount is calculated, and where the rate is lower a premium is calculated.

4. Information

- 4.1 The settlement estimate provided was calculated on the latest PWLB interest rates prevailing (AM) 09:30, 01 July 2024, and a repayment date of 03 July 2024. PWLB interest rates are published twice daily.

4.2 If the Council were to look to settle its loan it would need to do so based on the settlement calculations on the day, which would be valid until 16:30.

4.3 Please see **Appendix A** for settlement summary.

4.4 Please see **Appendix B** for repayment schedule.

5. Financial Implications

5.1 The council maintains a revenue budget of £7,500 for the repayment of the PWLB loan.

5.2 The fixed rate of the loan is 4.56%. The Council's current interest received on funds held in its CCLA account is 5.21%.

6. Legal Powers

6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

APPENDIX A

Entity Group: PWLB,ANNUITY,EIP,MATURITY
 Counterparty: ST NEOTS TOWN COUNCIL (CAMBS)
 Settlement Date: 01-Jul-2023

Deal Counterparty	Current Interest Rate	Face Value	Days since last payment	1/2 Years Left (Fixed Loans)	Days in Current Period (Variable Loans)	Amount to Repay	% to Repay	Discount Factor	Accrued Interest	Premium/Discount	Settlement Date	Principal Repayment	Total Settlement
ST NEOTS TOWN COUNCIL (CAMBS)	4.56	225,000.00	54	30	184	225,000.00	100	0.03614392	1505.54	8132.38	03/07/2024	225,000.00	234637.92



APPENDIX B

PWLB Repayments Schedule

Name: **ST NEOTS TOWN COUNCIL (CAMBS)**

Date Report Run: 01 July 2024

Deal No. 60492

As At Date: 01 July 2024

Deal No.	Repayment Method	Interest Rate %	Repayment Date	Principal Balance Outstanding	Principal Repayment	Interest Repayment	Total Due
PW495722	Fixed EIP	4.56	10/11/2009	£450,000.00	£7,500.00	£5,565.70	£13,065.70
PW495722	Fixed EIP	4.56	10/05/2010	£442,500.00	£7,500.00	£10,089.00	£17,589.00
PW495722	Fixed EIP	4.56	10/11/2010	£435,000.00	£7,500.00	£9,918.00	£17,418.00
PW495722	Fixed EIP	4.56	10/05/2011	£427,500.00	£7,500.00	£9,747.00	£17,247.00
PW495722	Fixed EIP	4.56	10/11/2011	£420,000.00	£7,500.00	£9,576.00	£17,076.00
PW495722	Fixed EIP	4.56	10/05/2012	£412,500.00	£7,500.00	£9,405.00	£16,905.00
PW495722	Fixed EIP	4.56	12/11/2012	£405,000.00	£7,500.00	£9,234.00	£16,734.00
PW495722	Fixed EIP	4.56	10/05/2013	£397,500.00	£7,500.00	£9,063.00	£16,563.00
PW495722	Fixed EIP	4.56	11/11/2013	£390,000.00	£7,500.00	£8,892.00	£16,392.00
PW495722	Fixed EIP	4.56	12/05/2014	£382,500.00	£7,500.00	£8,721.00	£16,221.00
PW495722	Fixed EIP	4.56	10/11/2014	£375,000.00	£7,500.00	£8,550.00	£16,050.00
PW495722	Fixed EIP	4.56	11/05/2015	£367,500.00	£7,500.00	£8,379.00	£15,879.00
PW495722	Fixed EIP	4.56	10/11/2015	£360,000.00	£7,500.00	£8,208.00	£15,708.00
PW495722	Fixed EIP	4.56	10/05/2016	£352,500.00	£7,500.00	£8,037.00	£15,537.00
PW495722	Fixed EIP	4.56	10/11/2016	£345,000.00	£7,500.00	£7,866.00	£15,366.00
PW495722	Fixed EIP	4.56	10/05/2017	£337,500.00	£7,500.00	£7,695.00	£15,195.00
PW495722	Fixed EIP	4.56	10/11/2017	£330,000.00	£7,500.00	£7,524.00	£15,024.00
PW495722	Fixed EIP	4.56	10/05/2018	£322,500.00	£7,500.00	£7,353.00	£14,853.00
PW495722	Fixed EIP	4.56	12/11/2018	£315,000.00	£7,500.00	£7,182.00	£14,682.00
PW495722	Fixed EIP	4.56	10/05/2019	£307,500.00	£7,500.00	£7,011.00	£14,511.00
PW495722	Fixed EIP	4.56	11/11/2019	£300,000.00	£7,500.00	£6,840.00	£14,340.00
PW495722	Fixed EIP	4.56	11/05/2020	£292,500.00	£7,500.00	£6,669.00	£14,169.00

Deal No.	Repayment Method	Interest Rate %	Repayment Date	Principal Balance Outstanding	Principal Repayment	Interest Repayment	Total Due
PW495722	Fixed EIP	4.56	10/11/2020	£285,000.00	£7,500.00	£6,498.00	£13,998.00
PW495722	Fixed EIP	4.56	10/05/2021	£277,500.00	£7,500.00	£6,327.00	£13,827.00
PW495722	Fixed EIP	4.56	10/11/2021	£270,000.00	£7,500.00	£6,156.00	£13,656.00
PW495722	Fixed EIP	4.56	10/05/2022	£262,500.00	£7,500.00	£5,985.00	£13,485.00
PW495722	Fixed EIP	4.56	10/11/2022	£255,000.00	£7,500.00	£5,814.00	£13,314.00
PW495722	Fixed EIP	4.56	10/05/2023	£247,500.00	£7,500.00	£5,643.00	£13,143.00
PW495722	Fixed EIP	4.56	10/11/2023	£240,000.00	£7,500.00	£5,472.00	£12,972.00
PW495722	Fixed EIP	4.56	10/05/2024	£232,500.00	£7,500.00	£5,301.00	£12,801.00
PW495722	Fixed EIP	4.56	11/11/2024	£225,000.00	£7,500.00	£5,130.00	£12,630.00
PW495722	Fixed EIP	4.56	12/05/2025	£217,500.00	£7,500.00	£4,959.00	£12,459.00
PW495722	Fixed EIP	4.56	10/11/2025	£210,000.00	£7,500.00	£4,788.00	£12,288.00
PW495722	Fixed EIP	4.56	11/05/2026	£202,500.00	£7,500.00	£4,617.00	£12,117.00
PW495722	Fixed EIP	4.56	10/11/2026	£195,000.00	£7,500.00	£4,446.00	£11,946.00
PW495722	Fixed EIP	4.56	10/05/2027	£187,500.00	£7,500.00	£4,275.00	£11,775.00
PW495722	Fixed EIP	4.56	10/11/2027	£180,000.00	£7,500.00	£4,104.00	£11,604.00
PW495722	Fixed EIP	4.56	10/05/2028	£172,500.00	£7,500.00	£3,933.00	£11,433.00
PW495722	Fixed EIP	4.56	10/11/2028	£165,000.00	£7,500.00	£3,762.00	£11,262.00
PW495722	Fixed EIP	4.56	10/05/2029	£157,500.00	£7,500.00	£3,591.00	£11,091.00
PW495722	Fixed EIP	4.56	12/11/2029	£150,000.00	£7,500.00	£3,420.00	£10,920.00
PW495722	Fixed EIP	4.56	10/05/2030	£142,500.00	£7,500.00	£3,249.00	£10,749.00
PW495722	Fixed EIP	4.56	11/11/2030	£135,000.00	£7,500.00	£3,078.00	£10,578.00
PW495722	Fixed EIP	4.56	12/05/2031	£127,500.00	£7,500.00	£2,907.00	£10,407.00
PW495722	Fixed EIP	4.56	10/11/2031	£120,000.00	£7,500.00	£2,736.00	£10,236.00
PW495722	Fixed EIP	4.56	10/05/2032	£112,500.00	£7,500.00	£2,565.00	£10,065.00
PW495722	Fixed EIP	4.56	10/11/2032	£105,000.00	£7,500.00	£2,394.00	£9,894.00
PW495722	Fixed EIP	4.56	10/05/2033	£97,500.00	£7,500.00	£2,223.00	£9,723.00
PW495722	Fixed EIP	4.56	10/11/2033	£90,000.00	£7,500.00	£2,052.00	£9,552.00
PW495722	Fixed EIP	4.56	10/05/2034	£82,500.00	£7,500.00	£1,881.00	£9,381.00
PW495722	Fixed EIP	4.56	10/11/2034	£75,000.00	£7,500.00	£1,710.00	£9,210.00
PW495722	Fixed EIP	4.56	10/05/2035	£67,500.00	£7,500.00	£1,539.00	£9,039.00
PW495722	Fixed EIP	4.56	12/11/2035	£60,000.00	£7,500.00	£1,368.00	£8,868.00

Name: **ST NEOTS TOWN COUNCIL (CAMBS)**

Date Report Run: 01 July 2024

Deal No. 60492

As At Date: 01 July 2024

Deal No.	Repayment Method	Interest Rate %	Repayment Date	Principal Balance Outstanding	Principal Repayment	Interest Repayment	Total Due
PW495722	Fixed EIP	4.56	12/05/2036	£52,500.00	£7,500.00	£1,197.00	£8,697.00
PW495722	Fixed EIP	4.56	10/11/2036	£45,000.00	£7,500.00	£1,026.00	£8,526.00
PW495722	Fixed EIP	4.56	11/05/2037	£37,500.00	£7,500.00	£855.00	£8,355.00
PW495722	Fixed EIP	4.56	10/11/2037	£30,000.00	£7,500.00	£684.00	£8,184.00
PW495722	Fixed EIP	4.56	10/05/2038	£22,500.00	£7,500.00	£513.00	£8,013.00
PW495722	Fixed EIP	4.56	10/11/2038	£15,000.00	£7,500.00	£342.00	£7,842.00
PW495722	Fixed EIP	4.56	10/05/2039	£7,500.00	£7,500.00	£171.00	£7,671.00

ST NEOTS TOWN COUNCIL

Committee	FINANCE AND GOVERNANCE
Date:	16th JULY 2024
Title:	REVAMP THE RAMP CIC – SKATEPARK REFURBISHMENT PROJECT
Contact Officer:	DEPUTY TOWN CLERK

1. Purpose of the Report

- 1.1 To provide the committee with an update on funding awarded to the Revamp the Ramp Skatepark refurbishment project.

2. Recommendation

- 2.1 That the Committee notes the information provided in the report and the confirmed amount of £35,343 in funding to be awarded to Revamp the Ramp CIC to deliver the skatepark refurbishment project.

3. Background

- 3.1 The Council previously resolved that St Neots Town Council grant a total of £50,210.88 in CIL funding to Revamp the Ramp CIC towards delivering the St Neots Skatepark ramp enhancement project.
- 3.2 The funding was awarded to the project in recognition of the importance and value an enhanced skatepark will have for St Neots and its community. The value of investing in the facility to create a competition standard skatepark was also recognised as valuable.
- 3.3 The total cost of the project at the time the Council considered the funding application was quoted at £75,210.88. Grant applications to other bodies were outstanding at the time of the resolution and the Council invited Revamp the Ramp to come back to the Council should those funding applications be unsuccessful.
- 3.4 Following the meeting of the Council Revamp the Ramp were advised outstanding funding applications for the project had been unsuccessful, which would have led to a project shortfall. However, the CIC were also advised that the preferred contractor had brought in new equipment with which to deliver the project works that would significantly reduce the project cost. As a result, the funding awarded by the Council, the Police and Crime Commissioner and that held by Revamp the Ramp would be sufficient to fully deliver the project.
- 3.5 The revised cost by the contractor means the total amount of funding awarded by the Town Council will not need to be released to the project.

4. Information

- 4.1 Following the awarding of £50,210.88 in grant funding Revamp the Ramp CIC received a revised quote from the appointed contractor which reduced the cost of the project significantly.

Original Project Quote (preferred contractor)	£75,210.88 (+VAT)
Revised Project Quote (preferred contractor)	£43,450.00 (+VAT)

- 4.2 The revised price is the result of new equipment and process being introduced by the contractor which drastically reduces the need for manual labour and the overall time needed to deliver the project. The standard of works and the required final output will remain at the level required and will deliver the enhancements set out by Revamp the Ramp to the same specification as the higher priced quote.
- 4.3 The Town Clerk is now working with Revamp the Ramp and Huntingdonshire District Council to deliver the enhancement works during August 2024. The aim is to complete the works ahead of the end of August when Revamp the Ramp plan to hold a large skating event.
- 4.4 The reduced overall project cost means that the works can be fully delivered within the funding awarded to the project, reducing the amount of funding the Town Council will allocate/release.
- 4.5 The cost of the project can be met through Town Council funding and funding held by Revamp the Ramp from fundraising;

St Neots Town Council	£35,343
Police and Crime Commissioner	£3,500
St Neots Rotary	£2,000
Donations	£2,787
	£43,450

- 4.6 The proposed project funding set out above funds delivery of the project and leaves Revamp the Ramp with a balance of unrestricted funding received from a previous Mayor’s donation which can be used by the group to deliver a skatepark event at the end of August to coincide and celebrate the completed works.

5. Financial Information

- 5.1 The Council awarded £50,210.88 in funding from its CIL Reserves. The updated project cost has resulted in a lower-than-expected delivery cost which reduces the amount required to complete the project. As a result, the amount of the awarded funding to be allocated and released from CIL reserves has been reduced to £35,746.

6. Legal Powers

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

ST NEOTS TOWN COUNCIL

Committee	FINANCE AND GOVERNANCE COMMITTEE
Date:	16th July 2024
Title:	FORGET-ME-NOT GARDEN MEMORIAL PLAQUES
Contact Officer/S:	OPERATIONS MANAGER/ SENIOR ADMINISTRATOR

1. Purpose of the Report

- 1.1 To provide the committee with a recommendation from the Operations and Amenities Committee and seek a recommendation to Full Council.

2. Recommendation from Operations and Amenities Committee

- 2.1 RESOLVED to RECOMMEND that the Council continue to offer free memorial plaques for the Forget-Met-Not Memorial Garden in the future financial years in line with the existing policy and that the Council consider and budget for the provision of plaques as part of the 2025-26 budget setting process.

3. Background

- 3.1 The Forget-Me-Not Garden was created in St Neots New Cemetery following a resolution by the Council to renovate an existing area within the cemetery as a dedicated baby loss memorial garden. The garden was opened in October 2023.
- 3.2 As part of the initial project planning and engagement with local businesses, Co-operative Funeral Services offered to provide memorial plaques free of charge. The Council approved and published a policy and regulations for the memorial garden which included the provision of free memorial plaques to applicants.

4. Information

- 4.1 Three memorial plaque applications were received and processed earlier this year. On receipt of the completed plaques, the working group were concerned that the chrome finish, which is highly reflective, would make it difficult to read the inscription. The working group also had concerns about the longevity of this type of plaque provided. Officers approached Co-operative Funeral services, who had generously provided the plaques to enquire if they were able to provide a different finish, which unfortunately they are not able to do.
- 4.2 Officers contacted the applicants to inform them of the concerns with the current style plaque and to reassure them that these concerns were being addressed. Applicants were advised that the plaques would be replaced with a new style plaque once an alternative was sourced and a decision by the working group had been reached. All applicants were very understanding and happy to wait.
- 4.3 A local business which provides plaques for Huntingdonshire District Council, including memorial benches, is able to provide alternative options for memorial plaques at a cost of £35 (including engraving).
- 4.4 Urban and Civic/Wintringham have generously donated £450 towards the cost of purchasing plaques this financial year, along with AJ Mills Stone Mason who have donated funds for three plaques.

4.5 To date we have received 14 enquiries for a memorial plaque for the garden, 7 of these have submitted applications which are currently being processed using the existing available funding. The current secured funding will provide 15 memorial plaques.

5. Future Provision

5.1 The Council's policy for the Memorial Garden states that plaques will be provided free of charge. This was based on the generous offer from Cooperative Funeral Services. However, as the plaques which are available are not suitable the Council is having to source appropriate plaques at a cost. The generous donations of local organisations will cover the current plaque applications.

5.2 The Operations and Amenities Committee heard from a representative of the Working Group who established the policy, considering future provision and whether it amends its policy to reflect the cost of the memorial plaques for future years, or if it looks to continue to provide free plaques and the costs associated with these.

Option 1 – The Council amends its policy to include that future applications for memorial plaques will be required to fund the cost of £35 for the installation of a plaque.

Option 2 – That the Council continue to offer free memorial plaques in future years in line with the current policy and include funding provision within the 2025-26 budget.

Option 3 – That the Council continue to offer free memorial plaques in future years in line with the current policy and that the Working Group look to secure external grant funding on an annual basis to support these costs. That the Council acknowledge there is a risk funding will not be able to be secured through external donations.

5.3 The committee recognised the impact the policy has and the benefits it provides for grieving parents. The Committee resolved to recommend Option 2.

6. Financial Implications

6.1 The current available funding sourced by Officers is £525. The funding was sourced as a short-term solution to be able to continue to offer families plaques at no cost in line with the policy at the time they made an application. This funding will provide 15 plaques to families who have suffered the loss of a little one.

6.2 The cost of a brushed stainless-steel plaque with inscription is currently £35.

6.3 Officers predict, given the number of applications received to date, that the available funding will be sufficient to provide plaques for the 2024/2025 financial year.

6.4 Currently no budget has been allocated by the Council to provide the memorial plaques free of charge to applicants for future financial years. If the Council were to do this it would need to consider budgeting £525 in future budgets.



St Neots
Town Council

ST NEOTS TOWN COUNCIL FINANCIAL REGULATIONS 2024

**Reviewed by Finance and Governance
Committee on 16 July 2024**

ST NEOTS TOWN COUNCIL FINANCIAL REGULATIONS

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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 financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - 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 control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk, with the RFO, shall prepare, for approval by the council, a risk assessment register for all activities of the council. These risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with managers shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. The accounting control systems determined by the RFO must include measures to:

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least, once in each quarter, and at each financial year end, a member other than a bank mandate signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and crosscheck balances to original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance and Governance Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored online as per the council's IT Policy. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;

- initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future 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.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the personnel committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of personnel committee. The RFO will inform the Personell committee of any salary changes before they consider the draft salary budget.
- 4.3. The RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year to be considered by the finance and governance committee no later than the end of November each year.
- 4.4. Unspent funds for uncompleted/partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the council.
- 4.5. Departmental managers must formulate and submit proposals to the relevant committee in respect of revenue and capital expenditure including the use of reserves and sources of funding for the following financial year no later than the end of September each year.
- 4.6. Each committee must review its draft budget and submit any proposed amendments to the finance and governance committee not later than the end of October each year.
- 4.7. The draft budget with all committee proposals, including any recommendations for the use or accumulation of reserves, shall be included in the draft budget to be considered by the finance and governance committee and a recommendation made

full council. **The full council must review the draft budget not later than the end of December each year.**

- 4.8. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. **The council shall set a precept for this amount in line with the deadline set by HDC each year.**
- 4.9. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.10. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.11. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.12. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in **paragraph 5.11**) obtain prices as follows:
- 5.6. For contracts estimated to exceed **£30,000 including VAT**, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- 5.8. For contracts greater than £3,000 (excluding vat) but lower than £30,000 (including VAT) the appropriate manager must strive to obtain 3 fixed-price quotes;
- 5.9. For contracts and purchases, smaller than £3,000 (excluding vat) all managers shall seek to achieve value for money.
- 5.10. Contracts must not be split into smaller lots to avoid compliance with these rules.
- 5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the relevant committee. Avoidance of competition is not a valid reason.
- 5.13. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- Departmental managers or Clerk, under delegated authority, for any items below £2,000 excluding VAT.
 - The council can nominate any two out of three of chairperson of the council, chairperson of finance & governance committee and one other member of the finance and governance committee to approve expenditure over £2,000 (excluding vat) excluding regular payments. The nominated members shall be contactable during working hours and able to approve such payments within set time limit to ensure Council business is not impacted by delayed response.
 - the Clerk, in consultation with the Chair of the Council and Chair of finance and governance committee may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk must report the action to the Council as soon as practicable thereafter.

- in respect of grants, any payments not in excess of £5,000 must be made following a resolution made by the grants sub-committee.
- grants in excess of £5,000 must be approved by full council following recommendation made from grant sub-committee.

Such authorisation must be supported by minutes (in the case of council decisions).

5.15. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

5.17. In cases of emergency repairs that exceed £5,000, if there is a significant risk to personal safety, whether or not there is any budget for such expenditure, the Clerk and the chair of finance & governance committee can authorise a payment to make safe at a minimal cost. The deputy Clerk can deputise for the Clerk; the chair of full council can deputise for chair of finance & governance Committee. For full repairs exceeding £5,000, an extraordinary full Council meeting must be called, with full information provided in the agenda pack.

5.18. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the finance and governance committee is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.19. An official purchase order shall be issued for all work, goods and services above £2,000 excluding VAT unless a formal contract is to be prepared. Copies of orders shall be retained, along with invoices received upon receipt of goods/completion of services.

5.20. A purchasing ordering system shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. The online payments made through Barclays.net require more than one person to be involved, by having a person who is a bank mandate signatory to authorise a payment. This is required even where a purchase has been authorised. In cases of cheque payments, signing is to be made in accordance with the approved bank mandate.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or

services were received, checked and represent expenditure previously authorised by the council before being signed off by each manager and subsequently reviewed by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), for the council to note.
- 6.6. A list of all monthly payments, excluding those made by petty cash, shall be reported to the next appropriate meeting of the finance and governance committee for members to note.
- 6.7. The Clerk, deputy Clerk and RFO have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £2,000 excluding VAT, within an agreed budget.
 - ii. payments of over £2,000 excluding VAT within budget subject to purchase approval or grant resolution as detailed in 5.14.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance and governance committee.
 - iv. Fund transfers within the councils' bank accounts can be made by the Clerk or RFO, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance and governance committee. Transfers to long-term investments should be made in accordance with Investment Strategy and with prior approval of the finance and governance committee.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk or RFO, shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the finance and governance committee.
- 7.3. The Finance assistant is responsible for setting up all payments made through Barclays.net. A list of payments for approval, together with copies of the relevant invoices, shall be provided to the RFO or Clerk for authorisation.
- 7.4. In the absence of the finance assistant, the RFO shall set up any payments to be authorised by the Clerk.

- 7.5. A full list of all payments made in the previous month shall be provided to the next finance and governance committee meeting.
- 7.6. Regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, salaries and pension contributions and HMRC payments) may be made by variable direct debit (and BACS for salaries, pensions and PAYE and NIC). The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.7. Payment may be made by BACS or CHAPS should be made in accordance with bank mandate.
- 7.8. If thought appropriate by the RFO, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed in line with the bank mandate and any payments are included in the monthly payments reports presented to finance and governance committee. The approval of the use of a banker's standing orders shall be reviewed by the council at least every two years.
- 7.9. Account details for supplier payments should be cross checked to their invoices by the RFO. If no bank details are shown on the invoices, a written confirmation of these by the supplier is to be provided. A notification received for change of bank details should be verified by contacting the supplier beforehand to check that change is genuine.
- 7.10. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated in line with IT policy.

8. Cheque payments

- 8.1. Cheques shall be signed by in accordance with bank mandate – under £1,000 one signatory on the mandate, over £1,000 – 2 signatories need to sign.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any cheque payments shall be reported as part of the monthly payments to the finance and governance committee at the next convenient meeting.

9. Payment cards

- 9.1. 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 £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the finance and governance committee as part of the monthly payments report.

- 9.3. A corporate credit card opened by the council, with a monthly limit spent per cardholder of £1,500, will be provided to be used by the Clerk, managers, communication and events officer and engagement and participation youth worker. Automatic direct debit repayments of total credit card balance is to be set up to settle credit balance in full each month. Each cardholder is to provide vat receipts on a monthly basis to the RFO in support of each card transactions shown on the cardholder's statement.
- 9.4. Personal credit or debit cards of members or staff may be used for business travel and subsistence expenses or in exceptional circumstances of up to £1,000 including VAT. These will then be reimbursed by the RFO upon submission of signed by manager expenses claim.
- 9.5. A trade card account can be provided to the operations team to use for topping up council's vehicle with petrol or diesel. Each officer is to provide a receipt to the operations manager to cross check to the supplier invoice.

10. Petty Cash

- 10.1. The council shall maintain a petty cash floats of £500 (£200 – Town Council and £300 for Priory Centre) so that petty cash can be provided for café purchase by the Priory Centre and to other officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment and petty cash should be reconciled by the finance assistant and checked by the RFO on a monthly basis.
 - b) Cash 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 will be shown on the monthly schedule of payments presented to the finance and governance committee.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Changes shall be made to employees' gross pay in accordance with NALC pay scale awards. Change of terms and conditions of employment will require prior consent of the personnel committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account

or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the RFO to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council will have an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk and/or departmental managers.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO before being written off. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that appropriate control procedures are in place with segregation of duties and that there is a reconciliation of cash to other records such as tickets issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each department shall be responsible for the care and custody of stores and equipment.

15.2. 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.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified by each departmental manager at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land 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. In each case a written report 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 where required by law).

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, except where the estimated value of any one item does not exceed £2,000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk and each departmental manager 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.
- 17.3. The Clerk and RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and the Clerk shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. 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 approved annually in the risk register.

18. Charities

- 18.1. 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.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any 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.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. 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.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing **Order 18.d** and shall refer to the terms of the Bribery Act 2010.
- 6) Where 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, 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.



TREE MAINTENANCE POLICY

Reference	SNTC/	Adopted by
Prepared by	C Robson (Town Clerk)	Adopted date
Monitored by	Town Clerk	Minute reference
Monitoring Review	Every four years	Review date

1. INTRODUCTION

This is a policy for dealing with tree management across the land in St Neots Town Council’s ownership and management. This policy does not cover trees on other authorities land, or land in private ownership which are outside of St Neots Town Council’s control. Trees in private ownership are the responsibility of the private landowner. The policy also does not cover Tree Preservation Orders, Conservation Areas or high hedge legislation which is administered by Huntingdonshire District Council.

This Policy is intended to act as a point of reference for the public, Councillors, officers and professionally interested people to enable informed decision making and to establish a clear, consistent and more structured approach to the issues affecting trees.

Trees are a highly valued feature in the landscape and are of immense environmental and aesthetical value to the Town and its residents. They make a contribution to the character and beauty of our parks and open spaces, provide a habitat for wildlife, enrich the biodiversity, act as the Town lungs and help to reduce rising temperatures caused by climate change. Some trees in the Council’s ownership may help absorb traffic noise in built-up areas and can help limit noise pollution; as such they act as a screen, increasing privacy in residential roads and gardens. St Neots Town Council recognises these benefits, seeking to preserve healthy trees.

We recognise that although trees are a positive feature, they can be the cause of a range of problems, from being a nuisance or inconvenience to potentially causing serious injury or even death. As a tree owner we have a direct responsibility for ensuring our trees do not pose a danger to the public or property and are managed appropriately. This policy sets out our approach to tree management.

The overall aim of the tree policy is to ensure that our tree stock is retained whilst ensuring the health, safety and well-being of the public and property.

2. LEGISLATION

We have a responsibility to maintain trees within our ownership / management to ensure they are in a safe condition and not causing an unreasonable danger or actionable nuisance.

As the owner and manager of trees, St Neots Town Council has a legal duty of care to take all reasonable steps to ensure that any foreseeable hazards can be identified and made safe. This duty is laid down in the Occupiers Liability Act 1984 and the Health and Safety at Work Act 1974 Section 3.

Tree works shall be carried out whilst ensuring adherence to all wildlife and conservation laws are observed including:

- Wildlife and Countryside Act 1981 (amended 1995)
- The Wildlife and Countryside Act 1981(England and Wales) (Amendment) Regulations 2004
- Countryside and Rights of Way Act 2000
- The Town and Country Planning (Trees) (Amendment) (England) Regulations 2008
- The Conservation of Habitats and Species Regulations 2010
- The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007
- The Hedgerows Regulations 1997.
- Highways Act 1980

3. INSPECTION OF TREES

The Town Council works to a risk-based approach to tree management: a programme of inspection identifying and prioritising potential hazards. The cycle of inspection for trees will be set according to their location and area of risk. A full inspection of all tree stock will happen every 5 years. Inspections are carried out by appropriately qualified individuals following the Council's financial regulations.

This inspection programme is designed to assess the trees' condition and health whilst highlighting any work that may be required to ensure the tree is retained in the best possible condition.

The decision to prescribe work to a tree is calculated on a risk basis. Risk is calculated through the process of a visual tree assessment. An evaluation of the tree takes into account many factors including:

- Location
- Size
- Species
- Presence of structural decay or defects
- Relationship of any fungal infection relative to species.

Tree defects likely to cause a hazard are identified, categorised and the appropriate work is undertaken where appropriate to remove the hazard.

In bad weather even the healthiest of trees can become hazardous. St Neots Town Council will take prompt action in such emergencies, to ensure that everything possible is done to protect road users, residents and property.

When the level of risk has been established by surveying the tree any works required will be dependent on reducing the risk to an acceptable level. The legal framework does not require the elimination of risk altogether, but that the risk is minimised to an acceptable level.

If a tree is highlighted to be dead, dying, diseased or dangerous and is posing an unacceptable risk to



public safety, it will be identified for felling.

There may be exceptional occasions when a higher risk may be acceptable for example if there is a tree of particular additional value or for reasons of heritage. In these circumstances the advice from an independent consultant will be sought. In addition to this further arboricultural advice or investigations into the condition of the tree may be sought.

4. TREE MAINTENANCE / MANAGEMENT

The Town Council will ensure that tree maintenance work will be conducted as a result of information gathered during tree inspections. However, reactionary tree maintenance will always form a key element of overall tree maintenance operations and normally originate from enquiries from councillors, residents, council officers, contractors or utility companies.

We receive requests and complaints regarding trees. It is important that individual issues are dealt with consistently and that decisions are balanced against the positive contribution that trees make to the environment and enjoyment of the area by local residents and visitors. Many of the complaints received involve minor or seasonal issues that are generally considered to be foreseeable or social problems associated with living near trees, which can potentially be minimised through careful pruning and careful species selection when planting.

In all cases, consideration will be given as to whether the tree in question meets the necessary criteria for protection. We will respond positively to tree issues raised regarding safety and endeavour to undertake works to alleviate damage to property, though it is not possible or desirable to undertake all works requested. Some requests would not alleviate the problem whilst others would only be a temporary measure which could not be repeated due to restricted budgets. Pruning can be to the detriment of many trees and can have the adverse effect of accelerating additional growth.

To ensure that requests for works to trees are dealt with efficiently, consistently and fairly, our policy in relation to the more common types of request is outlined below.

5. OVERHANGING TREES/BRANCHES

The Council has no legal obligation to prune overhanging trees unless they are causing direct damage to an adjacent property or are dangerous. The Council will not prune trees that overhang neighbouring properties unless the trees are dangerous or are causing an actionable nuisance. This reflects the Council's position as an owner of a large tree stock and the resources available.

Adjacent landowners are entitled to prune encroaching tree branches or roots back to the boundary of their property providing that the works do not unbalance the tree or do other damage to it. Legally, they are required to retain the prunings and offer them back to the Council, but the Council is not obliged to accept them.

Where access to the Council's land is required in order to undertake tree works, the adjacent landowner must seek the permission of the Council to enter their land. This will not be unreasonably refused.

It is a requirement that all Contractors working on Council land are suitably qualified to undertake the proposed work. It is also a requirement that adequate public liability insurance (a minimum of £5m or £10m when adjacent of a highway) is in place and that appropriate risk assessments and method statements have been completed. The Council will request evidence of this before permitting access.

6. PRUNING TREES FOR LIGHT IMPROVEMENT

A common complaint about urban trees is that they block light from properties or shade gardens. However, the seriousness of this effect is variable and often removal of the tree will have little effect on the amount of sunlight reaching the house or garden. An example of this is where the house is north facing and the tree is small or at a distance.

There is no right to light under the law and therefore the Council has no legal obligation to abate this perceived nuisance.

However the Council will consider taking action (pruning or felling) in the following circumstances:

- Trees over 12m in height – distance between base of the tree and the window of the nearest habitable room is less than 5m.
- Trees smaller than 12m high – distance between base of the tree and the window of the nearest habitable room is less than half the height of the tree.
- Where the separation between the edge of the tree canopy and a vertical line through that window is less than 2m. A 'habitable room' means a dining room, lounge, kitchen, study or bedroom but specifically excludes WCs, bathrooms, utility rooms, landings and hallways.

It is recognised through the preparation of the Equalities Impact Assessment that there are exceptional circumstances in which this approach needs to be more flexible. Where it can be established that the presence of trees is causing a detriment to the health of residents, further consideration will be given to the management approach of trees. This consideration will also take in to account the quality and importance of the tree in question. This approach is important as the presence of trees also has a beneficial impact on other residents and the reduction in the number or size of trees may have a greater impact than on just one original enquirer.

Where a situation falls within these guidelines cases will be prioritised according to proximity and account will also be taken of the orientation of the affected window. The results of any consultation exercise may modify decisions if it appears that any work would be by and large unpopular with the rest of the community.



7. PRUNING TREES TO IMPROVE TELEVISION, SATELLITE OR RADIO, RECEPTION

Interference with television or satellite reception can be a cause for frequent complaints. Interference is worse when leaves are on trees and in bad windy and rainy weather. Satellite reception is more sensitive to interference than television reception. Some Councils have seen an increase in these complaints in recent years with the advent of this new technology and increased numbers of subscribers.

There is no right to good reception and in many cases it is possible to resolve issues of poor reception by finding an engineering solution.

The Council will only consider requests to prune trees to improve reception where all the following conditions are true:

- Efforts have been made to find an engineering solution to the problem and have not been successful;
- The work required is consistent with good arboricultural practice and will not unduly affect the amenity or health of the tree;
- The work required can be executed within financial resources available.

8. PRUNING FOR CLEARANCE OF OVERHEAD POWER CABLES AND TELECOMMUNICATIONS EQUIPMENT

In accordance with Schedule 4 of the Electricity Act 1989, electricity suppliers are empowered to remove obstruction to their equipment. This applies where any tree is or will be in such close proximity to an electric line or electrical plant that it will obstruct or interfere with the installation, maintenance or working of the line or plant; or constitute an unacceptable source of danger to the public. In accordance with Schedule 3A of the Communications Act 2003, telecoms operators may require trees to be lopped to prevent obstruction or interference.

9. PRUNING TO PREVENT DIRECT DAMAGE TO PROPERTY

Trees or branches proven beyond reasonable doubt to be the cause of serious structural damage to buildings as identified by a competent professional assessor may be removed by the Council. We endeavour to provide a 1.5 metre clearance from overhanging trees to a dwelling house (not property boundaries).

The Council will cut back trees from properties where they touch windows, walls, roofs or gutters. This will ensure that damage to property such as aerials, tiles or gutters is avoided.

Cases of direct root damage will be considered on an individual basis. A balance will be struck between the nuisance experienced by individuals and the benefits offered by the tree to the wider community.

The Council will not normally take action in response to complaints that Council trees are damaging drains. Trees do not have the capacity to break into a sound drain, but they will ruthlessly exploit any existing fault. The removal of one tree will not prevent other vegetation from exploiting the same



opportunity. The Council's presumption is that the appropriate way to deal with tree root blockage of drains is for the property owner to ensure that the drains are watertight.

It is often possible to rebuild or repair garden walls and fences to take account of adjacent trees. This can be achieved in a number of ways (for example installing a section of railing or bridging foundations around the base of a tree). Therefore where trees are considered to be causing damage to walls or fences, we will only consider tree removal if the walls or fence are irreplaceable and of exceptional importance e.g. a retaining wall or of historical interest, or if there is a risk to public health in leaving the tree which cannot otherwise be mitigated. If a damaged wall or fence was constructed after planting of the tree, it may mean that the design or construction has failed to take the presence of nearby trees into account and will not be considered appropriate for replacement.

It is often possible to repair paths to take account of adjacent trees and tree roots. Where roots protrude they can be root pruned, or the path re-laid around the tree with flexible materials such as asphalt to provide a smooth surface. Where trees are considered to be causing damage to paths or footpaths, we will not normally consider tree removal except where there is a risk to public health which cannot otherwise be mitigated.

10. PRUNING TO PREVENT GENERAL NUISANCES

The Council will not fell or prune Council owned trees solely to alleviate problems caused by natural and/or seasonal phenomena, which are largely outside of their control.

There are a variety of potential nuisances associated with trees, most of which are minor or seasonal and considered to be social problems associated with living near trees. Examples of such problems are:

- Falling leaves, sap, fruit, nuts, bird droppings or blossom;
- Reduction or increase of moisture to gardens;
- Suckers or germinating seedlings in gardens;
- Leaves falling into gutters, drains or onto flat roofs;
- The build-up of algae on fences, paths or other structures.

Clearing of leaves from gutters and pathways and weeding of set seeds are considered to be normal routine seasonal maintenance which property owners are expected to carry out.

As with leaves, honeydew is not readily controllable by pruning and cleaning of affected surfaces can be considered to be routine maintenance. Pruning will not normally be considered solely as a way of alleviating problems with honeydew.

Tree works WILL take place in the following situations:

- Dead, dying or dangerous trees and branches that are or likely to be a danger public safety;
- Trees or branches creating unreasonable obstructing to a public highway, public right of way or access to property;
- Trees obstructing established essential fixtures and services situated in the highway;

Tree works MAY take place in the following situations:



- Trees deemed by the Council to be an inappropriate species for their situation;
- Trees in an area which is designated for development or redevelopment;
- To maintain historic or important vistas or in the interest of preservation of heritage or locally important structures;
- Re-pollarding or re-coppicing on a regular cycle;
- Trees giving rise to justifiable fears about risk of crime, or trees that have provided access and/or cover for criminal activity;
- Trees and branches restricting other grounds maintenance operations;
- Trees which need formative pruning to shape or train them during the early years;
- Thinning of trees where it will benefit adjacent specimens or those of more favourable species;

- The tree is a species which is known to ultimately outgrow its location and in doing so unreasonably restricts the use of the area;
 - To protect or enhance biodiversity;
 - To improve the aesthetics of the designed landscape;
 - Self-set trees on boundaries where they are a significant nuisance;

The Council will not undertake tree work operations which may be to the detriment of the tree. Tree works WILL NOT be carried out in the following situations or for the following reasons:

- Because trees are perceived as being too large by a member of the public;
- Obstruction of views from private residence;
- Where tree roots have entered gardens;
- To allow construction of new access or driveway to property;
- Erection of fencing, walls, play areas and sports pitches
- To facilitate the implementation of non-essential underground or over ground works.
- The tree 'moves in the wind'

11. OTHER FACTORS CONSTRAINING WORK TO TREES

Birds

Under the Wildlife & Conservation Act 1981 (as amended) it is an offence to kill, injure or take wild birds, their young, their eggs or nests. Non-urgent major tree work involving tree removal / reduction and hedge cutting operations should not normally be undertaken during bird nesting / breeding season, which is considered to be from 1st March to 31st July.

Bats

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended). Causing damage to a roosting / nesting site is a criminal offence which can lead to imprisonment. Trees displaying signs of roosting bats will be referred to an Ecologist before any work commences. Any trees supporting roosting bats will not be worked on until Natural England is consulted.



12. VANDALISM AND DAMAGE TO COUNCIL OWNED/MANAGED TREES

Vandalism is an increasing pressure on trees. Usually, it is young newly planted trees that are damaged; however, mature trees are often damaged too. There are various ways in which vandalism can be counteracted, but none of these are 100% effective against determined attack.

The main methods of deterring vandals are to plant large numbers of very young trees, known as whips, or to plant larger robust trees depending on the site. Another method is to put guards or fencing around trees, but these must be large enough and strong enough to offer real protection.

This latter approach tends to be the most expensive method and only appropriate in very high-profile positions. In the long run, increasing environmental awareness within schools and communities should help reduce vandalism.

We will investigate any reports of vandalism or damage to trees in our ownership/ management and try to repair any damage where we can. Where appropriate, we will take legal action against the person(s) causing the damage.

Any felling or heavy pruning of Council trees on Council land is deemed as criminal damage. The perpetrator will be investigated and under the Anti-social Behaviour, Crime and Policing Act 2014 a Community Protection Notice may be issued, breach of which would result in a fine of up to £2,500 for an individual and £20,000 for a body.

13. RECORD KEEPING & APPLICATION OF THE POLICY

The Council, or its contractor, will retain adequate records of the details of inspection and maintenance regime for all trees.

Although, we believe this policy to be as comprehensive as possible, we acknowledge it does not cover every situation. St Neots Town Council reserve the right to exercise discretion in application of this policy when to do so commit to be in the best interests of the Council and residents.

All enquiries regarding trees on St Neots Town Council land should be directed to the Council on 01480 388911 or enquiries@stneots-tc.gov.uk.



t: 01480 388911
e: enquiries@stneots-tc.gov.uk

w: www.stneots-tc.gov.uk
a: The Priory, St Neots, PE19 2BH

FREEDOM OF INFORMATION REQUEST POLICY

Reference	SNTC/AD024	Adopted by
Prepared by	Town Clerk	Adopted date
Monitored by	Town Clerk	Minute reference
Monitoring Review	Every 4 Years	Review date

1. Introduction

1.1 The Freedom of Information Act 2000 (FOI) and the Environmental Information Regulations 2004 (EIR) provides the public with a general legal entitlement to view all recorded information held by the Town Council subject to certain exemptions. The public will have rights to view:

- All information held in line with the Council’s Publication Scheme ensuring transparency
- To request all recorded information held by the Council, regardless of when it was created, by whom, or the form in which it is now held.

1.2 The Council wishes to show that it is an ‘open’ organisation committed to delivering the best possible public service. Openness helps the public to trust and have confidence in the Council’s ability to deliver services.

1.3 Failure to comply with this policy could have serious consequences for the Council, in the release of inappropriate material or illegally withholding information with adverse publicity and possible legal censure.

1.4 The implementation and enforcement of this policy in association with the terms and conditions of employment is intended to protect employees, Councillors, members of the public and the Council.

1.5 There is a need to manage information and requests for information to ensure that the rights under the Freedom of Information Act and the Data Protection Act 2018 are fulfilled.

2. Aims and Scope of the Policy

2.1 This policy applies to all the recorded information that the Town Council holds, that is information created, received, and maintained by members and officers in the course of their work.

2.2 The policy is intended to ensure everyone is aware of their responsibility under the Freedom of Information Act.

3. Guidelines

3.1 Non adherence or disregard to any points below will be seen as a breach of this policy and the disciplinary procedure will be invoked which could result in dismissal.

St Neots Town Council will:

- i) Comply with the Freedom of Information Act (FOI) 2000 and the Environmental Information Regulations (EIR) 2004.
- ii) Maintain a comprehensive Publication Scheme that provides information which is readily accessible without the need for a formal FOI request and ensures transparency.
- iii) The publication scheme can be accessed on the Town Council's website; [AD016-Publication-Scheme-October-2022.pdf \(stneots-tc.gov.uk\)](#)
- iv) Respond within 20 working days to straightforward written requests. However, if necessary, this timescale will be extended to give full consideration to the request. If the deadline is not expected to be met the applicant will be advised of the reasons for the delay and the anticipated reply date.
- v) Continue to protect the personal data entrusted to us, by disclosing that information only in accordance with the provisions of the Data Protection Act 2018.
- vi) Keep on file a copy of the request and response.
- vii) Apply the exemptions provided in the FOI Act and, where qualified exemptions exist, disclose the information unless the balance of public interest lies in withholding it.
- viii) Pro-actively publish and make information readily available on the Town Council's website to provide transparency.
- ix) Review complaints about the release or of the misuse of information by referring them to the Town Clerk and remind requestors that they can appeal such decisions to the Information Commissioner.
- x) Ensure that all staff and elected members are aware of their obligations under FOI and will include FOI training in the induction of new staff and newly elected members.
- xi) Charge for information requests in line with FOI Fees Regulations or other applicable regulations, including the Data Protection Act 2018.
- xii) Apply the "appropriate limit" in the regulations. Where the cost of complying with the request exceeds this, we will issue a refusal notice inviting the requestor to refine their request.



4. Responsibilities

- 4.1 The Council has the responsibility to make its recorded information available in accordance with the Act.
- 4.2 Staff and Members must ensure that all such data is always handled properly and confidentially, irrespective of whether it is held on paper or by electronic means.
- 4.3 Staff and Members should familiarise themselves with this policy and the Freedom of Information Act guidance which is available on the web.
- 4.4 Staff and Members will comply with all the conditions set out within the Act.
- 4.5 Staff must ensure that data protection is not breached and must refer to the Town Council's Information and Data Protection Policy and the Data Protection Act 2018.
- 4.6 The Town Clerk is responsible for ensuring that all staff are aware of the Freedom of Information Act and that they adhere to the guidelines within this Policy.
- 4.7 The Town Clerk will assist staff with advice when a complex request is received in conjunction with the Deputy Town Clerk

5. Exemptions

- 5.1 Information can be exempt for several reasons, including:
 - It is personal information that is covered by the Data Protection Act
 - It is covered by the Environmental Information Regulations
[What are the Environmental Information Regulations? | ICO](#)
 - It is confidential
 - It will be published in the future
 - It is accessible by other means, such as the publication scheme
 - It is prohibited by law
 - It is about law enforcement
 - It is about investigations and proceedings conducted by the council

6. Data Protection

- 6.1 The Data Protection Officer is responsible for gathering and disseminating information and issue relating to information security, the Data Protection Act and other related legislation.
- 6.2 St Neots Town Council's Data Officer is the Cambridgeshire and Peterborough Association of Local Councils.



St Neots
Town Council



ST NEOTS LAWN CEMETERY RULES AND REGULATIONS 2024

The purpose of this document is to set out St Neots Town Council Cemetery Rules and Regulations which apply to the provision of the Cemetery services.

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1. Terms of Reference

In this document, unless the context otherwise requires, the following terms shall have the meanings given to them below:

- “Cemetery” means the Cemeteries for which St Neots Town Council is the Burial Authority.
- “Exclusive Right of Burial” means an exclusive right of burial granted in accordance with Rule 7.1.
- “Deed Holder” means the person or persons who have been granted an exclusive right of burial.
- “Right of Burial” means an Exclusive Right of Burial granted in accordance with Rule 10.
- “Interment” means the burial of a body or cremated remains.
- “Memorial” means an object serving as a remembrance and for the purposes of these rules include a headstone, flat memorial tablet, wooden grave markers, temporary grave markers and those memorials permitted under Rule 10
- “Memorial Rules and Regulations” means those rules set out under Rule 10 of this document.
- “Operations Manager” means the person employed by the Council to manage the cemeteries.
- “Operations Team” means the persons employed by the Council to manage the operational requirements for the cemeteries.
- “Register of Burials” means a register of all burials in a cemetery kept and maintained by the Council.
- “Rules and Regulations” means St Neots Town Council rules and regulations for the Lawn Cemetery as set out in this document.
- “Table of Fees” means the list of fees and charges for goods and services provided by St Neots Town Council.
- “Cemeteries Admin/Burial Officer” means the person employed by the Council to manage the cemeteries administration.
- “The Clerk” means the person holding the office of Clerk to the Council or any person appointed by the Council to act on their behalf.
- “The Council” means St Neots Town Council.
- “The Council Office” means the office at St Neots Town Council, The Council Offices, Priory Lane, St Neots, Cambridgeshire, PE19 2BH.

2. Cemetery Rules and Regulations

All local authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. The Rules and Regulations are designed to inform all cemetery users of the aspects of the management of the cemeteries and the requirements applicable to them.

These Rules and Regulations should be read in conjunction with the statutory requirements contained within the Local Government Act 1972 and the Local

Authorities Cemeteries Order 1977 (LACO 1977 as amended) together with any other relevant legislation that governs this service.

Under LACO 1977 Order, St Neots Town Council is the Burial Authority for the parish of St Neots.

St Neots Town Council (“the Council”) reserves the right to alter, add to, or amend the Cemetery Rules and Regulations from time to time as necessary.

St Neots Town Council does operate other cemeteries for which different Rules and Regulations apply. For further information regarding the other cemeteries please contact the Cemetery Office.

If you need help in interpreting the Rules and Regulations, please contact the Council Office.

3. Burial Authority

The Burial Authority is St Neots Town Council located at Council Offices, Priory Lane, St Neots, PE19 2BH.

All enquiries regarding St Neots Town cemeteries should be made to the Council Offices.

Postal enquiries: Council Offices, Priory Lane, St Neots, PE19 2BH.

Telephone enquiries: 01480 388 911

Email enquiries: enquiries@stneots-tc.gov.uk

Burial Law (Local Authorities Cemeteries Order 1977) states that none of the following can take place without the written permission of the Burial Authority (Council)

- Burials
- Interment of Ashes
- Scattering of Ashes (Not permitted in our cemeteries)
- Exhumations
- Installation or fixing of a memorial, kerb edge, trees, plants, seats or benches
- Adding an inscription to a memorial
- Renovation of a memorial
- Removal and/or replacement of a memorial.

4. Our Cemetery

The cemetery to which these Rules and Regulations apply is located at:

- St Neots Lawn - Cemetery Road, St Neots, PE19 2BX. [\(click for map\)](#)

St Neots Lawn Cemetery is a designated lawn cemetery, which means that all graves have flat grass surfaces and only headstone or flat tablet type memorials are permitted.

No flower vases may be placed on or around the grave other than in a receptacle approved by the Council as part of a permanent memorial. Shrub, trees and bushes etc may not be planted in the grave and other than Rule 9.5 flowers should be placed only within receptacles that form part of the memorial itself. In the Lawn Cemetery, St Neots Town Council aims to provide a dignified setting, free from any fencing or vases around the memorial stones.

This will keep the area well maintained for the benefit of all visitors to the Cemetery. The burial authority has adopted these regulations in order to ensure that the long-term maintenance of the Cemetery can be properly and efficiently undertaken in order to maintain the feelings of serenity and dignity as benefits Cemeteries of this type.

Our Cemeteries also play host to a variety of wildlife and are key to maximising biodiversity in and around St Neots. As such, our rules ensure sympathetic consideration is given to wildlife, whilst also considering the environmental impact of any activities within our Cemeteries

Such rules are for the long-term care of all grave spaces perhaps for long after those who initially were responsible for such care are able to continue that obligation.

4.1 Cemetery Opening Hours

Other than as set out to the contrary in this Rules and Regulations or in exceptional circumstances, the cemetery is open to visitors every day of the year including weekends and public holidays.

4.2 Cemetery Sections

St Neots Lawn Cemetery provides grave choices for the bereaved.

It is strongly recommended that anyone considering a burial at this cemetery, read and understand the grave choices available to them before making a final decision.

Our cemetery has sections available for:

- Full burial
- Baby section (full burial up to an included 1 year of age).
- Interment of cremated remains

A plan/map of the various sections are available by contacting the Council Offices.

4.3 Conduct in the Cemetery

Children under the age of 12 shall not be permitted in the cemetery unless in the charge of a responsible adult.

All persons must conduct themselves in a decent, quiet and orderly manner and must

keep to the pathways unless visiting a grave and must not:

- Create any disturbance or nuisance.
- Play loud music (whether live or recorded).
- Interfere with any burial taking place in the cemetery.
- Interfere with any grave, stone or other memorial or floral tribute.
- Play any game or sport in the cemetery.
- Ride a bicycle or use any other recreational equipment.
- Enter the cemetery when it is closed to the public.
- Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.
- Organise or be part of any gathering, other than for the purpose of interment or remembrance.

Any person who contravenes the above shall be liable, on summary conviction, to a fine as laid out in Article 19 of the Local Authorities Cemeteries Order 1977.

In addition, it is an offence under the Criminal Damage Act 1971 to destroy or damage any property (including statues, monuments, memorials, railings or fences) belonging to another within the cemetery.

All persons entering a cemetery will be subject to the Rules and Regulations set out in this document. The Council reserves the right to eject or have ejected from the cemeteries any person who acts in a manner which is deemed by the Council to constitute inappropriate behaviour.

Any unapproved notices will be removed.

Any person found picking or damaging shrubs, trees or flowers in the Cemetery may be prosecuted.

No person, other than an officer of the Council, or a person so authorised by or on behalf of the Council, shall enter or remain in the Cemetery when it is closed to the public.

4.4 Vehicles in the Cemetery

All vehicles not connected with the excavation and maintenance of graves, funeral cortege or the erection or maintenance of memorials, shall not be permitted in the cemetery.

The use of bicycles, e-bicycles, skateboards, roller-blades, roller-skates, scooters and e-scooters are prohibited in the cemeteries.

The Council reserves the right to seek compensation for any damage done by vehicles to graves/memorial/benches or the cemetery (e.g. damage to turf).

4.5 Dogs in the Cemetery

Dogs are not allowed in the Cemeteries unless on a short lead. Owners or persons for the time being in charge of a dog who allow it to foul the Cemetery must clean up any dog faeces and dispose of it in a litter or dog bin away from the site. Failure to clean up after your dog may result in a fine or prosecution.

4.6 Maintenance of Cemetery Grounds

Maintenance of the grounds (e.g. grass cutting, spraying, leaf and litter clearing, upkeep of trees, shrubs, flower beds and hedges) will be carried out by the Council at a frequency determined by the Council. The Council has the right to prune, cut down or remove any shrub, tree, plant or flowers that has become unsightly, overgrown or dangerous and to spray around graves in any area of the cemetery.

The Council reserves the right to place soil or any other material onto a grave space in the cemetery (whether occupied or not) when carrying out maintenance works. Any soil or material placed will be removed and the area re-instated as soon as possible after the work has taken place.

4.7 Removal of floral arrangements and other items from graves

All large floral tributes placed on a grave space following an interment will be removed and disposed of 14 days after the funeral.

The Council has the right to remove items from graves which have perished; pose a hazard; encroach on an adjacent grave space; or have not been authorised and dispose of such items without prior reference to the Deed Holder. This includes flowers, wreaths, weeds, plants, balloons, rubbish, fencing, border edging, glass objects, other decorations and unauthorised items placed on a grave (for further information see section on Memorials).

The cemetery is home to an abundance of wildlife some of which may damage floral tributes. The Council therefore cannot accept responsibility for tributes left displayed in any of its grounds.

The removal of seasonal floral tributes/memorabilia from all areas will commence four weeks after any event (e.g. Christmas Day – removal will begin after 22nd January).

4.8 Water

Water is available for tending graves in the cemetery.

Water containers are not permitted to be left on grave or ashes plots.

Containers may be removed by the Operations Team if these interfere with the maintenance of the cemetery.

4.9 Ballons

Balloons and the releasing of balloons is not permitted in the cemetery to prevent harm to wildlife and the wider environment. It is understandable that you will wish to remember your loved ones in a special way, so you may wish to consider alternatives such as blowing bubbles in the sunlight, scattering petals into the river, planting a tree or shrub in your garden, wildflower seed bombing in your garden, gathering together by jam jar lanterns, or taking a walk through their favourite outdoor spaces.

6. Fees

Various fees and charges are applicable in relation to the cemetery. The Council reviews its fees and charges annually.

Anyone intending to use the cemeteries services is advised to obtain an up-to-date copy of the fees and charges which will be supplied on request.

There are no restrictions on who can be interred within the cemetery provided by this Council; however, the Council has a Scale of Charges which outlines the difference in costs as follows: -

- Resident Fees – apply if the deceased was a St Neots resident or within 3 years of death.
- Former Resident Fees - apply if the deceased lived within St Neots but not within the last 3 years of death.
- Non-Resident fees – apply if the deceased lived outside St Neots.

A copy of the current fees is available on St Neots Town Council website:

[CEMETERIES & BURIALS / St Neots Town Council \(stneots-tc.gov.uk\)](https://www.stneots-tc.gov.uk/CEMETERIES%20&%20BURIALS)

7. Purchasing a Grave

Requests to purchase a grave should be made through the cemetery office. This can be done at the time a funeral is arranged. Purchasing a grave in advance is not permitted.

Purchasing of a grave space will only be allowed in rotation.

7.1 Grant of Exclusive Right of Burial

After a grave is purchased, the Exclusive right of Burial will be granted for a period

of 100 years beginning with the date upon which the grant is made and upon such terms and conditions as the Council deems appropriate.

The fee for an Exclusive Right of Burial is set out in the Table of Fees.

St Neots Town Council retains ownership of the land at all times.

After a grave is purchased, the Council will issue a Grant of Exclusive Right of Burial (the Deed) to the purchaser.

The Grant of Exclusive Right of Burial is a legal document. It does not give ownership of the actual land but allows the Deed Holder to:

- Be buried into the grave if space is available (including cremated remains).
- Authorise further burials into the grave where space is available.
- Place an inscribed memorial onto the grave subject to the Council's regulations on memorials.
- Give permission for additional inscription(s) to be made onto an existing memorial subject to the Council's regulations on memorials.

The Council recommends a maximum of four people hold the Rights to the Exclusive Right of Burial. Please note all owners must give written consent for future interments and memorial applications on the purchased plot.

The holder of the Exclusive Right of Burial may surrender their right at any time in respect of the grave or grave space where the said right has not been exercised (i.e. where no burial has taken place and/or no memorial has been placed on the grave).

If there is more than one holder of the Exclusive Right of Burial, all holders must agree to surrender their right. In all cases the fee repayable will be that of the original fee paid to purchase the Exclusive Right of Burial.

The Deed Holder may transfer the Grant of Exclusive Right of Burial during their lifetime to another individual on completion of an Assignment Form and payment of the required fee.

Where a Deed Holder is deceased, and other family members wish to arrange a further burial into the grave space (or install a memorial, add an additional inscription or clean and renovate the memorial) the Grant of Exclusive Right of Burial will need to be transferred and payment of appropriate fees, before the grave can be further re-opened (or any memorial erected onto the grave or any existing memorial repaired, altered or removed).

Further advice on how this may be possible can be obtained from the Council Office. Depending on individual circumstances, the transfer may require the consent of other family members. If the relevant consents are withheld the ownership cannot be transferred and no further burial will be allowed. Only the next of kin reaching an agreement between themselves can resolve this.

It is the responsibility of the Deed Holder to advise the Council of any change of address.

7.2 Public Graves

A public grave is an unpurchased grave where no Exclusive Right of Burial exists. There is usually no family connection with those buried in this type of grave. No memorial rights exist for a public grave therefore no headstone or memorial can be placed on it without the consent of the Council.

8. Arranging an Interment

All arrangements for an interment must first be made to the Council Office either by telephone, email or in person and confirmed in writing as soon as possible thereafter using the Council's specified form referred to in 8.1 below.

Coffins, caskets and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc... and the coffin must be suitably secured.

Wherever possible embalming should not take place if burial is planned at our cemetery due to the impact the process poses to the environment.

A shroud burial is permitted so long as an appropriate board is positioned underneath the deceased for safe lowering into the grave.

8.1 Notice of Interment

Interment requests must be made on the official Notice of Interment application form supplied by the Council and must be delivered to the Council's Office at least five (5) working days prior to the interment. Email copies of the specified form are acceptable.

The forms are available by request or can be downloaded from the Council's website. The details provided on the form must be clear and complete. In the case of a second interment the Notice of Interment application form should be signed by the Deed Holder (except where the deceased is the Deed Holder) and the Deed produced with the Notice of Interment.

The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance unless an alternative arrangement is in place. Payment can be made by BACS, by card payments over the phone or in person or cheques.

The Council reserves the right to delay or cancel any interment where, in its opinion, ownership of the Grant of Exclusive Right of Burial is disputed.

Coffin sizes should be detailed on the Notice of Interment application form. If these are not known at the time of giving notice, they may be supplied later in writing to the cemetery admin. The Council shall not accept liability for any coffin sizes given other than in writing.

If an existing grave is required to be re-opened for the purposes of an interment the person responsible for the funeral shall ensure that before the grave is reopened a completed Notice of Disclaimer form is provided to the Council by the grave owner or if deceased, their representative and if so required by the Council the existing memorial or gravestone and any base, kerbstone and foundation is removed from the Cemetery and delivered to the premises of a registered Memorial Mason. Failure to do so may result in the postponement or cancellation of the interment.

Times of Interment

Interments can take place on any weekday (other than a public holiday).

April to September Bookings

Body

Monday - Friday 10.00am to 2.00pm

Ashes

Monday - Friday 10.00am to 2.30pm

October to March Bookings

Body

Monday - Friday 10.00am to 1.00pm

Ashes

Monday - Friday 10.00am to 2.30pm

At the discretion of the Town Clerk Interments outside of the above hours may be available by special arrangement and will incur extra fees

The time stated in the Notice of Interment application form is the time the funeral cortege must be at the cemetery.

The Council reserve the right to refuse to accept a notice of interment in special circumstances.

In the event of a confirmed booked interment being cancelled after work on the preparation of the grave has commenced, the Council reserve the right to retain a part of or whole interment fee.

The Council accepts no liability for the consequences arising from the loss or delay in delivery of any notice, Orders or other document sent to the Council by email or post.

8.2 Disposal Certificates

No interment can take place unless the Council has first received the appropriate certification. This is:

- A 'Certificate of Disposal' issued by the Registrar of Births and Deaths, or
- An 'Order for Burial' issued by the coroner, or
- A 'Certificate of Cremation' issued by the crematorium

This documentation must be submitted to the Council before the interment can take place. Failure to provide the necessary documentation may result in the delay of the interment until the appropriate certification can be produced.

A scanned copy of the document(s) should be sent by email in advance to the Council.

8.3 Religious ceremony

A burial can take place with or without a religious service or ceremony. It is the responsibility of the bereaved family or funeral director to arrange for a Minister, Clergy or other authorised person to officiate at the burial. Any authorised person may officiate at an interment providing the ceremony is conducted with decorum.

8.4 Alterations to funeral arrangements

No alteration to a notice of interment is permitted unless:

- (i) a written request for any such alteration has been submitted to the Council Office and:
- (ii) Such alteration has been agreed by the Clerk/Operations Manager.

Any additional expense incurred by the Council as a result of incorrect information having been supplied will be charged to the person making the application.

9. Graves

Interments will only be allowed in designated areas previously laid out for burial. These areas are identified on the cemetery plans held by the cemetery office.

9.1 Allocation of Graves

When purchasing a grave at the time of death a person will be allocated the next available space. (Normally the next grave space "following on" from the previous interment).

The use of the plot at time of need is subject to ground suitability and weather conditions, for instance if digging becomes unsuitable due to high water table or other factors outside of our control. However, every effort will be made to accommodate family wishes where this is possible.

9.2 Excavations

A grave shall be of sufficient width and length to admit a coffin to the size specified

on the notice of interment. Where possible, a member of the Operations Team will arrange with the funeral service provider to check the coffin measurements before grave preparation starts.

It is the responsibility of the person making the funeral arrangements to provide accurate measurements of the coffin size to ensure the correct size grave is prepared.

The Council reserves the right of passage over all graves and to place on a grave, excavated material from a neighbouring grave (whether or not contained in a soil box) the right to remove headstones and in exceptional circumstances to move material and equipment, including mechanical diggers etc. over graves. However, in undertaking such work, the Council will always exercise due care and afford the level of dignity to the operation which would be expected in a cemetery environment. In addition, the Council will make good any damage that may be done during such work.

Where a temporary wooden marker (cross or stake) is placed on a new grave, the Council has the right to remove the marker if it deteriorates to a poor condition or when a memorial is erected on the grave.

9.3 Type and depth of graves

The types of graves available at the cemetery are lawn, cremated remains and infant graves. Below is an explanation of each type: -

Lawn Graves permits a memorial headstone only. A lawn grave does not permit any planting, kerbs, edging or mounding on the grave or within the grave space. This type of grave can accommodate up to two coffins and up to six cremated remains.

Cremated Remains Graves are for the burial of cremated remains only. A flat tablet memorial is permitted. This type of plot can accommodate two cremated remains.

Baby Graves are reserved for the burial of infants under the age of one year, however, should parents prefer an alternative grave in another burial section, which will enable them to be buried in the future with their child the Council will try and accommodate their needs as long as their requirements are outlined at the time of booking. An infant grave can be purchased for the burial of infant/child cremated remains. Graves in this section will accommodate one burial only.

For any oversized grave, the Council has the right to charge for two grave spaces to facilitate the interment.

Graves shall be excavated to a minimum depth of:

- (i) 6 feet 4 inches (1930 mm) deep (double depth)

- (ii) 4 feet 6 inches (1370 mm) deep (single depth)

Ashes plots can hold up to two caskets and shall be excavated to a minimum depth of:

- (i) 1 foot 6 inches (450 mm)

Scattering of ashes is not permitted in the cemetery.

Funeral Service Providers must carry appropriate insurance, have in place a health and safety policy and comply with other statutory requirements. They must ensure that any contractors employed by them also comply with this requirement.

Funeral Service Providers shall at all times provide sufficient bearers for the carrying and lowering of the coffin into the grave.

Anyone acting as a bearer during an interment does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a bearer howsoever caused unless such injury is caused by the Council's negligence.

9.4 Re-Instatement

Following the burial taking place, the grave will be filled in and, when the ground has settled, it will be seeded so that the level of the top of the grave corresponds with the level of the surface.

For the interment of cremated remains, the grave will be filled in and a marker slab with a centre hole will be placed on the plot.

Requests for personal involvement during the backfilling process will be considered upon request and should be notified to the Council prior to the burial taking place. Any personal involvement agreed to will be undertaken under the supervision of the Council.

Anyone taking part in backfilling of a grave does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a person howsoever caused unless such injury is caused by the Council's negligence.

After an interment has taken place, the soil will continue to settle for approximately 9 - 12 months, or longer, depending on the soil conditions.

Graves can also settle unexpectedly during adverse weather and if this happens arrangements will be made to level the grave as soon as possible.

9.5 Items placed on a grave

The Council will not be liable for any loss, damage, theft or vandalism of any item (including memorials) placed onto a grave however caused.

Anything added to a memorial/memorial tablet or grave not permitted under these regulations can be removed without notice by the Council. This includes items in

disrepair or broken. Items will be removed by staff of St Neots Town Council and either disposed of (if broken) or placed in the wooden structure situated in the Lawn Cemetery. Items remaining in the wooden structure will be disposed of periodically throughout the year and if the structure becomes full.

Council staff may remove articles from a grave, without prior consent from the Deed Holder, which, in their opinion, are likely to cause risk, damage or offence or which may interfere with the Council's maintenance of the site.

The following items are not allowed to be placed onto graves and if found will be removed: -

- Unauthorised memorials
- Unauthorised kerb edgings
- Unauthorised trees and plants
- Artificial grass
- Flower vases which are not integral to the memorial headstone
- Glass items or breakable containers
- Stone chippings on graves
- Wire / plastic fencing
- Lantern stands with a pointed top
- Balloons
- string/rope lights

To protect the character of the cemetery and avoid attractions that might encourage undesirable visitors during the hours of darkness, as a general principle solar lamps are permitted but limited to two lamps on any one grave and should be positioned on the plinth of the headstone and should not exceed 30 cm in height.

9.6 Tributes

Floral tributes placed on a grave or ashes plot at the time of the interment, Religious Festivals, significant dates and anniversaries can remain for a period of 14 days. The Council reserves the right to remove any wreaths, flowers flower holders or other receptacles which remain on any grave or ashes plot after 14 days and once seeded. We encourage plastic-and-wire-free tributes where possible to facilitate the composting of flowers.

Please remove all cellophane, plastic wrappings, string, elastic bands or ties before placing flowers in the permitted flower holders.

Tributes may be placed on the base of a permitted memorial or on the concrete beam of a grave with the following restrictions:

- Items must sit within the boundary (the base/plinth) of the permitted memorial and not protrude/overhang onto the grass.
- Items must be made of unbreakable materials, for example, outdoor frost proof pots.

- Items must not be placed on the concrete beam if a permitted memorial has been installed.
- Items placed on the concrete beam of a grave in use, where there is no permitted memorial installed, must not exceed the maximum permitted width of 910mm (3 feet) and depth of 300mm (1 foot) and must not protrude/overhang onto the grass.
- Temporary crosses/markers must be removed once a permitted memorial has been installed.
- Temporary crosses/markers must be removed if broken.
- Tributes are permitted on grave spaces that are in use which have not been seeded. Any items placed on the earth must be frost proof and unbreakable and be removed once seeded.

Tributes may be placed on a permitted memorial tablet or on the marker slab of an ashes plot with the following restrictions:

- Items must sit within the perimeter of the marker slab or permitted memorial tablet and not protrude/overhang onto the grass.
- Items must be made of unbreakable materials, for example, outdoor frost proof pots.
- Temporary crosses/markers must be removed once a permitted memorial has been installed.
- Temporary crosses/markers must be removed if broken.

10. Memorials

Unless specified these rules apply to graves and ashes plots.

A Deed Holder may apply to the Council to install a memorial following an interment. There is no requirement to allow the ground to settle in the Lawn Cemetery.

Memorials remain the ownership of the grave owner for the duration of the ownership of the grave. The maintenance, repair and safety of the memorial remain the responsibility of the grave owner. It is recognised that many memorials require a considerable financial investment. ***It is strongly recommended that all memorials are insured against accidental damage or vandalism.*** Memorial insurance is available and can be sourced independently or through your memorial masons.

The Council cannot accept any responsibility for the condition of any memorial. The Council cannot accept any responsibility for any damage caused to memorials or graves unless caused by the Council's own negligence.

Memorials are only permitted on graves for which the Exclusive Right of Burial has been acquired and on the application of the deed-holder. A memorial may not be erected on a grave prior to the first interment. Mourners' flowers may be placed on top of the grave after a funeral has taken place. They must not be placed on adjacent or other nearby graves and will be removed by the Council and placed in a more suitable area of the cemetery.

A fee will be charged for the erection of a headstone, tablet memorial, an added inscription, repair or other change.

The brass plaque/wooden cross that is placed on the grave by Funeral Service Providers is considered to be a temporary memorial and should be removed by the stonemason when a permanent memorial is in place.

Permission to maintain a memorial above a grave shall remain for a period **not exceeding 50 years** from the date of burial, after which the owner at the time must apply for an extended period. Failure to obtain permission from the Council could result in the removal of the Memorial subject to Article 10(1), (5) and (7) of the Local Authorities Cemeteries Order 1977 and any cost incurred by the Council shall be met by the grave owner.

Granted memorial permits will expire two years from the date of approval (unless the memorial is erected) and a new application must then be submitted to and approved by the Council.

Any unauthorised memorials are subject to removal by the Council without notice and the cost of removal and disposal shall be charged to the owner of the Exclusive Right of Burial or other responsible person.

Memorial headstones must be marked with the grave number on the rear of the memorial.

10. Application to install a memorial

Only stonemasons that have been approved by the National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM) will be permitted to install or undertake fixing work on memorials within the St Neots Lawn Cemetery. The stonemason will be required to supply to the cemetery office a copy of their NAMM or BRAMM certification, together with evidence of their Public Liability Insurance for a minimum value of £5million before any permission will be issued by the Council.

An "Application for a Memoria Permit" should be submitted in writing on the appropriate form supplied by the Council, which includes;

- Grave/plot reference number
- A sketch and/or design of the proposed memorial
- The exact dimensions
- The wording and layout of any inscription
- Method statement to include chemicals used for cleaning a memorial
- Signed by the holder/s of the Exclusive Right of Burial

Memorial Masons must not start to make a memorial or add an inscription to an existing memorial until all details (including sizes) have been submitted to the Council and approval has been granted in writing.

Memorial Masons who start to make or add an inscription to an existing memorial

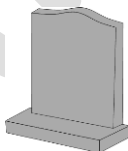

prior to being granted approval does so at their own risk.

Stonemasons, or other persons engaged in erecting a memorial, must perform the work in accordance with these regulations. All stonemasons must be registered with the Town Council. Headstones/plaques must be prepared ready for fixing before being taken into the Cemetery.

All memorials installed or refixed must be fixed in accordance with British Standard 8415.


10. Memorial Sizes

Lawn memorials on graves maybe headstones, books, hearts or other shapes as appropriate.

Section	Memorial Type Permitted		Example	
A, B	A headstone can be installed at the head of the grave space. The remainder of the grave space is seeded.			
Maximum Measurements permitted	Height of Headstone (including base/plinth)	Width of memorial (including base/plinth)	Depth (including base/plinth)	Thickness of headstone
	40" (1000mm)	36" (914mm)	12" (305mm)	4" (102mm)
Planting	Not Permitted			
Additional Items Permitted	Vases must be securely fixed to the base and form an integral part of the overall memorial and must be clearly stated on the memorial application.			

Lawn memorials on ashes plots maybe flat with any integrated vase at least 2" (50mm) from the edge.

Section	Memorial Type Permitted	Example
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Cremated Remains	Flat horizontal tablet			
Maximum Measurements permitted	Height	Width	Depth	Overall Plot Size
	2" (20mm)	18" (457mm)	18" (457mm)	18" x 18"
Planting	Not Permitted			
Additional Items Permitted	Vases must form an integral part of the overall memorial and must be clearly stated on the memorial application.			

10. Memorial Materials

To encourage greater artistic input and reflect the individuality and spirit of the deceased and/or local community, memorials must be constructed from natural stone, slate, granite, sandstone or wooden temporary markers. The Council encourages the use of locally sourced materials to reduce the negative aspect of the carbon footprint relating to distance of travel.

10. Inscriptions

Stonemasons should not start work on a memorial until approval has been granted in writing by the Council.

The Council reserves the right to refuse permission for a memorial where, in its opinion, the proposed inscription could cause offence or is deemed unsuitable.

10. Installing a memorial

The Council has authority to refuse to allow any person to undertake work in the cemetery unless a notice is produced giving the written permission of the Council for such work to be carried out.

Prior to carrying out any work in the cemetery, memorial masons must contact the Operations Manager or Council office to make an appointment. Masons should also provide the permit number given on their memorial works permit.

No memorial shall be installed or placed on a grave without the presence of a member of the Operations Team.

All memorials and materials must be carried into the cemetery in a way that does not cause damage to roads, walkways or grass areas.

A memorial may only be erected on a burial or cremated remains plot within the

cemetery in accordance with the current regulations in force at the time of application.

All memorials installed or refixed must be fixed in accordance with British Standard 8415.

Masons or other persons employed in fixing, painting or restoring memorials will be required to remove any debris, tools and clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them to either the ground or memorials erected within the cemetery and will be charged according to the cost of such damage.

Memorial masons must ensure that the grave and the area around the grave is left in a clean and tidy condition to the satisfaction of the Council.

All memorials, or materials for fixing memorials into position, admitted into the cemetery or permitted to be erected therein shall be so conveyed, erected, remain and removed at the owner's risk and the Council shall not be held responsible for any damage or breakage occurring to, or loss of any such materials howsoever caused.

Any employee or subcontractor of a memorial mason firm breaching any applicable cemetery rule will render themselves liable to such action as the Council thinks necessary to prevent further breaches, including disqualification.

If any memorial fitting or other work to be carried out is in violation of these rules, the memorial or work may be removed at any time by the Council, without notice, at the cost or expense of the person responsible and suitable enforcement action will be taken by the council against those in breach of these rules.

The fixing of memorials is not allowed on Saturdays, Sundays or Public Holidays. Erectors or masons are requested to note that no incidental work will be permitted in the cemetery after 3.30pm, unless agreed otherwise with the Operations Manager.

A signed copy of the memorial permit must be sent to the Council within 7 days of the Memorial Mason completing work in St Neots Lawn Cemetery to confirm the memorial has been fixed in accordance with BS8415 and NAMM Working Code of Practice.

Basic cleaning/washing down and non-specialist cleaning of a memorial may be undertaken by any person with the permission of the owner/their families/heirs. Only the use of a water and standard household dish soap is permitted to prevent any health risk to the public or harm to the environment and wildlife.

10. Removing a memorial

No memorial shall be removed from the cemetery without the permission of the Deed Holder or their representative and without the Council being informed of the whereabouts of the memorial.

When a memorial/kerb/edging is to be removed to allow a second burial to take place it is the responsibility of the Deed Holder or their agent to remove the memorial at their own risk and expense prior to the burial taking place. Removal of the memorial must take place within four working days prior to the booking.

The Council reserves the right to:

- Remove without notice, any unauthorised monument, memorial, stone, kerb, edging, tree, shrub, plant or item erected or placed in the cemetery in contravention of these regulations or where, in its opinion, items reach a condition that could be a health and safety risk.
- Remove a memorial headstone/kerb/edging from a grave to allow for adjacent graves to be excavated. As soon as the funeral has taken place the headstone will be fully re-instated by the Council.

10. Memorial safety

Memorials remain in the ownership of the Deed Holder or their family and must be kept in good repair. Any repairs will be at the expense of the Deed Holder if the memorial needs repairing to a safe condition.

If the Deed Holder cannot be contacted, the council reserves the right to make safe or remove any memorial that is allowed to fall into disrepair or become unsightly or dangerous. The Council will seek reimbursement from the owner or the successor in title for the whole of the costs of these works.

The Council undertakes a program of memorial inspections and has the right to lay down or remove (without notice) memorials it believes to be unsafe. Every effort will be made to contact the Deed Holder if this happens to advise them of the action taken and request repairs be carried out. Notice will be sent to the Deed Holder at their last recorded address and a notice placed onto the memorial.

If a memorial is not repaired by an approved memorial mason after notification has been sent to the Deed Holder, the Council has the right to remove the memorial from the grave space.

11. Exhumation

Once a body or cremated remains have been buried, they can only be removed with permission from the cemetery office and a license granted by the Ministry of Justice. In the case of consecrated ground, consent from the Church of England (called a faculty) will also be required.

Please note exhumation is a complicated legal procedure and the first step in attempting to arrange an exhumation is to contact the cemetery manager who will be able to provide support and assistance.

Any disturbance of human remains is deemed to be an exhumation.

12. Cemetery Records

As soon as is reasonably practicable after a grave has been purchased, or after an interment has taken place, details will be recorded in the burial registers held by the Council and, in the case of new graves, the Grant of Exclusive Right of Burial will be sent to the purchaser.

The burial registers and cemetery plans may be viewed by the public by prior appointment with the Council office. Searches of the registers and copies of entries may be made for a fee as laid down in the Council's scale of charges and within the confines of the General Data Protections Regulations.

13. Complaints Procedure

Council Complaints procedure - We aim to provide the highest standards with the resources available, however, if for any reason you feel these standards have not been met, we would welcome your complaint (in writing) in an effort to:

- Put things right for you.
- Make sure we do not make the same mistake again.
- Improve the service for everyone.
- If we are unable to resolve your complaint informally, you can lodge a formal complaint in writing to the Town Clerk.

The cemetery staff are required to carry out the burial and grounds maintenance activities in a caring and careful manner. If an incident occurs whilst carrying out their duties, they are required to report it.

Alternatively, if you have reason to think damage has been caused as a result of the operations to either a memorial or item on a grave, please report the matter either by telephone or email to the Council office.

St Neots Town Council Complaints Policy can be found on our website:

[Documents and Policies / St Neots Town Council \(stneots-tc.gov.uk\)](https://www.stneots-tc.gov.uk/Documents-and-Policies/)

14. **Application of the Rules and Regulations to Graves in existence prior to the coming into force of the Policy Document.**

St Neots Town Council acknowledge that there may be some graves within the Cemetery which were already in existence prior to the coming into force of this document and which will not comply with the Rules and Regulations set out in this document. In some circumstances the Council reserves the right to use its discretion to waive some or all of these Rules with respect to such graves on the condition that such graves are well kept and maintained by the owners of the graves and/or their families/next of kin.

DRAFT



St Neots
Town Council



CEMETERY RULES AND REGULATIONS 2024

Eaton Socon, Eynesbury, St Neots New, St Neots Old Cemeteries

The purpose of this document is to set out St Neots Town Council Cemetery Rules and Regulations which apply to the provision of the Cemetery services.

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1. Terms of Reference

In this document, unless the context otherwise requires, the following terms shall have the meanings given to them below:

- “Cemetery” means the Cemeteries for which St Neots Town Council is the Burial Authority.
- “Exclusive Right of Burial” means an exclusive right of burial granted in accordance with Rule 7.1.
- “Deed Holder” means the person or persons who have been granted an exclusive right of burial.
- “Right of Burial” means an Exclusive Right of Burial granted in accordance with Rule 10.
- “Interment” means the burial of a body or cremated remains.
- “Memorial” means an object serving as a remembrance and for the purposes of these rules include a headstone, flat memorial tablet, wooden grave markers, temporary grave markers and those memorials permitted under Rule 10
- “Memorial Rules and Regulations” means those rules set out under Rule 10 of this document.
- “Operations Manager” means the person employed by the Council to manage the cemeteries.
- “Operations Team” means the persons employed by the Council to manage the operational requirements for the cemeteries.
- “Register of Burials” means a register of all burials in a cemetery kept and maintained by the Council.
- “Rules and Regulations” means St Neots Town Council rules and regulations for Eaton Socon, Eynesbury Old and New and St Neots Old and New cemeteries as set out in this document.
- “Table of Fees” means the list of fees and charges for goods and services provided by St Neots Town Council.
- “Cemeteries Admin/Burial Officer” means the person employed by the Council to manage the cemeteries administration.
- “The Clerk” means the person holding the office of Clerk to the Council or any person appointed by the Council to act on their behalf.
- “The Council” means St Neots Town Council.
- “The Council Office” means the office at St Neots Town Council, The Council Offices, Priory Lane, St Neots, Cambridgeshire, PE19 2BH.

2. Cemetery Rules and Regulations

All local authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. The Rules and Regulations are designed to inform all cemetery users of the aspects of the management of the cemeteries and the requirements applicable to them.

These Rules and Regulations should be read in conjunction with the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 (LACO 1977 as amended) together with any other relevant legislation that governs this service.

Under LACO 1977 Order, St Neots Town Council is the Burial Authority for the parish of St Neots.

St Neots Town Council (“the Council”) reserves the right to alter, add to, or amend the Cemetery Rules and Regulations from time to time as necessary.

St Neots Town Council does operate other cemeteries for which different Rules and Regulations apply. For further information regarding the other cemeteries please contact the Cemetery Office.

If you need help in interpreting the Rules and Regulations, please contact the Council Office.

3. Burial Authority

The Burial Authority is St Neots Town Council located at Council Offices, Priory Lane, St Neots, PE19 2BH.

All enquiries regarding St Neots Town cemeteries should be made to the Council Offices.

Postal enquiries: Council Offices, Priory Lane, St Neots, PE19 2BH.

Telephone enquiries: 01480 388 911

Email enquiries: enquiries@stneots-tc.gov.uk

Burial Law (Local Authorities Cemeteries Order 1977) states that none of the following can take place without the written permission of the Burial Authority (Council)

- Burials
- Interment of Ashes
- Scattering of Ashes (Not permitted in our cemeteries)
- Exhumations
- Installation or fixing of a memorial, kerb edge, trees, plants, seats or benches
- Adding an inscription to a memorial
- Renovation of a memorial
- Removal and/or replacement of a memorial.

4. Our Cemeteries

The cemetery to which these Rules and Regulations apply are located at:

- St Neots (New) – Cemetery Road, St Neots ([click for map](#))
- St Neots (Old) – Cemetery Road, St Neots ([click for map](#))
- Eynesbury – Howitts Lane, Eynesbury ([click for map](#))
- Eynesbury (Old) - School Lane, Eynesbury, St Neots ([click for map](#))
- Eaton Socon – Little End Road, Eaton Socon, St Neots ([click for map](#))

The cemeteries listed above are traditional cemeteries, which means that all graves have either flat grass surfaces and headstone, footstone, kerb sets, cover slabs or wedge and flat tablet type memorials are permitted.

Shrub, trees and bushes etc may not be planted in the grave and flowers should be placed only within receptacles that form part of the memorial itself or within the boundaries of kerb set memorial.

Our Cemeteries also play host to a variety of wildlife and are key to maximising biodiversity in and around St Neots. As such, our rules ensure sympathetic consideration is given to

wildlife, whilst also considering the environmental impact of any activities within our Cemeteries.

Such rules are for the long-term care of all grave spaces perhaps for long after those who initially were responsible for such care are able to continue that obligation.

4.1 Cemetery Opening Hours

Other than as set out to the contrary in this Rules and Regulations or in exceptional circumstances, the cemeteries are open to visitors every day of the year including weekends and public holidays.

4.2 Cemetery Sections

The cemeteries provide grave choices for the bereaved. Some of our cemeteries are closed which means grave choice are not possible.

It is strongly recommended that anyone considering a burial at our cemeteries, read and understand the grave choices available to them before making a final decision.

Our cemeteries have the following sections available:

- St Neots (New) Closed
Burial- pre-purchased/re-open only
Interment of cremated remains - pre-purchased/re-open only
- St Neots (Old) Closed
Burial - pre-purchased/re-open only
Interment of cremated remains - pre-purchased/re-open only
- Eynesbury (New)
Burial – single depth only (limited availability)
Interment of cremated remains (limited availability)
- Eynesbury (Old) Closed
Burial - pre-purchased/re-open only
Interment of cremated remains - pre-purchased/re-open only
- Eaton Socon
Burial - pre-purchased/re-open only
Interment of cremated remains

A plan/map of the various sections are available by contacting the Council Offices.

4.3 Conduct in the Cemetery

Children under the age of 12 shall not be permitted in the Cemetery unless in the charge of a responsible adult.

All persons must conduct themselves in a decent, quiet and orderly manner and must keep to the pathways unless visiting a grave and must not:

- Create any disturbance or nuisance.
- Play loud music (whether live or recorded).

- Interfere with any burial taking place in the cemetery.
- Interfere with any grave, stone or other memorial or floral tribute.
- Play any game or sport in the cemetery.
- Ride a bicycle or use any other recreational equipment.
- Enter the cemetery when it is closed to the public.
- Deposit litter or spent floral tributes other than in the receptacles provided for such purposes.
- Organise or be part of any gathering, other than for the purpose of interment or remembrance.

Any person who contravenes the above shall be liable, on summary conviction, to a fine as laid out in Article 19 of the Local Authorities Cemeteries Order 1977.

In addition, it is an offence under the Criminal Damage Act 1971 to destroy or damage any property (including statues, monuments, memorials, railings or fences) belonging to another within the cemetery.

All persons entering a cemetery will be subject to the Rules and Regulations set out in this document. The Council reserves the right to eject or have ejected from the cemeteries any person who acts in a manner which is deemed by the Council to constitute inappropriate behaviour.

Any unapproved notices will be removed.

Any person found picking or damaging shrubs, trees or flowers in the Cemetery may be prosecuted.

No person, other than an officer of the Council, or a person so authorised by or on behalf of the Council, shall enter or remain in the Cemetery when it is closed to the public

4.4 Vehicles in the Cemetery

All vehicles not connected with the excavation and maintenance of graves, funeral cortege or the erection or maintenance of memorials, shall not be permitted in the cemetery. The use of bicycles, e-bicycles, skateboards, roller-blades, roller-skates, scooters and e-scooters are prohibited in the cemeteries.

The Council reserves the right to seek compensation for any damage done by vehicles to graves/memorial/benches or the cemetery (e.g. damage to turf).

4.5 Dogs in the Cemetery

Dogs are not allowed in the Cemeteries unless on a short lead. Owners or persons for the time being in charge of a dog who allow it to foul the Cemeteries must clean up any dog faeces and dispose of it in a litter or dog bin away from the site. Failure to clean up after your dog may result in a fine or prosecution.

4.6 Maintenance of Cemetery Grounds

Maintenance of the grounds (e.g. grass cutting, spraying, leaf and litter clearing, upkeep of trees, shrubs, flower beds and hedges) will be carried out by the Council at a frequency determined by the Council. The Council has the right to prune, cut down or remove any shrub, tree, plant or flowers that has become unsightly, overgrown or dangerous and to spray around graves in any area of the cemeteries.

The Council reserves the right to place soil or any other material onto a grave space in the cemeteries (whether occupied or not) when carrying out maintenance works. Any soil or material placed will be removed and the area re-instated as soon as possible after the work has taken place.

4.7 Removal of floral arrangements and other items from graves

All large floral tributes placed on a grave space following an interment will be removed and disposed of 14 days after the funeral.

The Council has the right to remove items from graves which have perished; pose a hazard; encroach on an adjacent grave space; or have not been authorised and dispose of such items without prior reference to the Deed Holder. This includes balloons, rubbish, fencing, border edging, glass objects, other decorations and unauthorised items placed on a grave (for further information see section on Memorials).

The cemetery is home to an abundance of wildlife some of which may damage floral tributes. The Council therefore cannot accept responsibility for tributes left displayed in any of its grounds.

The removal of seasonal floral tributes/memorabilia from all areas will commence four weeks after any event (e.g. Christmas Day – removal will begin after 22nd January).

4.8 Water

Water is available for tending graves in the cemetery.

Water containers are not permitted to be left on grave or ashes plots.

Containers may be removed by the Operations Team if these interfere with the maintenance of the cemeteries.

4.9 Ballons

Balloons and the releasing of balloons is not permitted in our cemeteries to prevent harm to wildlife and the wider environment. It is understandable that you will wish to remember your loved ones in a special way, so you may wish to consider alternatives such as blowing bubbles in the sunlight, scattering petals into the river, planting a tree or shrub in your garden, wildflower seed bombing in your garden, gathering together by jam jar lanterns, or taking a walk through their favourite outdoor spaces.

5. Fees

Various fees and charges are applicable in relation to the cemeteries. The Council reviews its fees and charges annually.

Anyone intending to use the cemeteries services is advised to obtain an up-to-date copy of the fees and charges which will be supplied on request.

There are no restrictions on who can be interred within the cemeteries provided by this Council;

however, the Council has a Scale of Charges which outlines the difference in costs as follows: -

- Resident Fees – apply if the deceased was a St Neots resident or within 3 years of death.
- Former Resident Fees - apply if the deceased lived within St Neots but not within the last 3 years of death.
- Non-Resident fees – apply if the deceased lived outside St Neots.

A copy of the current fees is available on St Neots Town Council website:

[CEMETERIES & BURIALS | St Neots Town Council \(stneots-tc.gov.uk\)](http://stneots-tc.gov.uk)

6. Purchasing a Grave

Requests to purchase a grave should be made through the cemetery office. This can be done at the time a funeral is arranged. Purchasing a grave in advance is not permitted.

Purchasing of a grave space will only be allowed in rotation.

6.1 Grant of Exclusive Right of Burial

After a grave is purchased, the Exclusive right of Burial will be granted for a period of 100 years beginning with the date upon which the grant is made and upon such terms and conditions as the Council deems appropriate.

The fee for an Exclusive Right of Burial is set out in the Table of Fees.

St Neots Town Council retains ownership of the land at all times.

After a grave is purchased, the Council will issue a Grant of Exclusive Right of Burial (the Deed) to the purchaser.

The Grant of Exclusive Right of Burial is a legal document. It does not give ownership of the actual land but allows the Deed Holder to:

- Be buried into the grave if space is available (including cremated remains).
- Authorise further burials into the grave where space is available.
- Place an inscribed memorial onto the grave subject to the Council's regulations on memorials.
- Give permission for additional inscription(s) to be made onto an existing memorial subject to the Council's regulations on memorials.

The Council recommends a maximum of four people hold the Rights to the Exclusive Right of Burial. Please note all owners must give written consent for future interments and memorial applications on the purchased plot.

The holder of the Exclusive Right of Burial may surrender their right at any time in respect of the grave or grave space where the said right has not been exercised (i.e. where no burial has taken place and/or no memorial has been placed on the grave).

If there is more than one holder of the Exclusive Right of Burial, all holders must agree to surrender their right. In all cases the fee repayable will be that of the original fee paid to purchase the Exclusive Right of Burial.

The Deed Holder may transfer the Grant of Exclusive Right of Burial during their lifetime to another individual on completion of an Assignment Form and payment of the required fee.

Where a Deed Holder is deceased, and other family members wish to arrange a further burial into the grave space (or install a memorial, add an additional inscription or clean and renovate the memorial) the Grant of Exclusive Right of Burial will need to be transferred and payment of appropriate fees, before the grave can be further re-opened (or any memorial erected onto the grave or any existing memorial repaired, altered or removed).

Further advice on how this may be possible can be obtained from the Council Office. Depending on individual circumstances, the transfer may require the consent of other family members. If the relevant consents are withheld the ownership cannot be transferred and no further burial will be allowed. Only the next of kin reaching an agreement between themselves can resolve this.

It is the responsibility of the Deed Holder to advise the Council of any change of address.

6.2 Public Graves

A public grave is an unpurchased grave where no Exclusive Right of Burial exists. There is usually no family connection with those buried in this type of grave. No memorial rights exist for a public grave therefore no headstone or memorial can be placed on it without the consent of the Council.

7. Arranging an Interment

All arrangements for an interment must first be made to the Council Office either by telephone, email or in person and confirmed in writing as soon as possible thereafter using the Council's specified form referred to in 8.1 below.

Coffins, caskets and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc... and the coffin must be suitably secured.

Wherever possible embalming should not take place if burial is to take place at in our cemeteries due to the impact the process poses to the environment.

A shroud burial is permitted so long as an appropriate board is positioned underneath the deceased for safe lowering into the grave.

7.1 Notice of Interment

Interment requests must be made on the official Notice of Interment application form supplied by the Council and must be delivered to the Council's Office at least five (5) working days prior to the interment. Email copies of the specified form are acceptable.

The forms are available by request or can be downloaded from the Council's website. The details provided on the form must be clear and complete. In the case of a second interment the Notice of Interment application form should be signed by the Deed Holder (except where the deceased is the Deed Holder) and the Deed produced with the Notice of Interment.

The Council will determine the appropriate fees to be paid for the funeral, which must be

paid fully in advance unless an alternative arrangement is in place. Payment can be made by BACS, by card payments over the phone or in person or cheques.

The Council reserves the right to delay or cancel any interment where, in its opinion, ownership of the Grant of Exclusive Right of Burial is disputed.

Coffin sizes should be detailed on the Notice of Interment application form. If these are not known at the time of giving notice, they may be supplied later in writing to the cemetery admin. The Council shall not accept liability for any coffin sizes given other than in writing.

If an existing grave is required to be re-opened for the purposes of an interment the person responsible for the funeral shall ensure that before the grave is reopened a completed Notice of Disclaimer form is provided to the Council by the grave owner or if deceased, their representative and if so required by the Council the existing memorial or gravestone and any base, kerbstone and foundation is removed from the Cemetery and delivered to the premises of a registered Memorial Mason. Failure to do so may result in the postponement or cancellation of the interment.

Times of Interment

Interments can take place on any weekday (other than a public holiday).

April to September Bookings

Body

Monday - Friday 10.00am to 2.00pm

Ashes

Monday - Friday 10.00am to 2.30pm

October to March Bookings

Body

Monday - Friday 10.00am to 1.00pm

Ashes

Monday - Friday 10.00am to 2.30pm

At the discretion of the Town Clerk Interments outside of the above hours may be available by special arrangement and will incur extra fees

The time stated in the Notice of Interment application form is the time the funeral cortege must be at the cemetery.

The Council reserve the right to refuse to accept a notice of interment in special circumstances.

In the event of a confirmed booked interment being cancelled after work on the preparation of the grave has commenced, the Council reserve the right to retain a part of or whole interment fee.

The Council accepts no liability for the consequences arising from the loss or delay in delivery of any notice, Orders or other document sent to the Council by email or post.

7.2 Disposal Certificates

No interment can take place unless the Council has first received the appropriate certification. This is:

- A 'Certificate of Disposal' issued by the Registrar of Births and Deaths, or
- An 'Order for Burial' issued by the Coroner, or
- A 'Certificate of Cremation' issued by the crematorium

This documentation must be submitted to the Council before the interment can take place. Failure to provide the necessary documentation may result in the delay of the interment until the appropriate certification can be produced.

A scanned copy of the document(s) should be sent by email in advance to the Council.

7.3 Religious ceremony

A burial can take place with or without a religious service or ceremony. It is the responsibility of the bereaved family or funeral director to arrange for a Minister, Clergy or other authorised person to officiate at the burial. Any authorised person may officiate at an interment providing the ceremony is conducted with decorum.

7.4 Alterations to funeral arrangements

No alteration to a notice of interment is permitted unless:

- (i) a written request for any such alteration has been submitted to the Council Office and:
- (ii) Such alteration has been agreed by the Clerk/Operations Manager.

Any additional expense incurred by the Council as a result of incorrect information having been supplied will be charged to the person making the application.

8. Graves

Interments will only be allowed in designated areas previously laid out for burial. These areas are identified on the cemetery plans held by the cemetery office.

8.1 Allocation of Graves

Eynesbury Old, St Neots Old and St Neots New Cemeteries are closed cemeteries which means that there are no available grave spaces for interments other than those that have been pre-purchased or to be re-opened for an additional interment.

When purchasing a grave, a person will be allocated the next available space. (Normally the next grave space "following on" from the previous interment).

The use of the plot at time of need is subject to ground suitability and weather conditions, for instance if digging becomes unsuitable due to high water table or other factors outside of our control. However, every effort will be made to accommodate family wishes where this is possible.

8.2 Excavations

A grave shall be of sufficient width and length to admit a coffin to the size specified on the notice of interment. Where possible, a member of the Operations Team will arrange with the funeral service provider to check the coffin measurements before grave preparation

starts.

It is the responsibility of the person making the funeral arrangements to provide accurate measurements of the coffin size to ensure the correct size grave is prepared.

The Council reserves the right of passage over all graves and to place on a grave, excavated material from a neighbouring grave (whether or not contained in a soil box) the right to remove headstones and in exceptional circumstances to move material and equipment, including mechanical diggers etc. over graves. However, in undertaking such work, the Council will always exercise due care and afford the level of dignity to the operation which would be expected in a cemetery environment. In addition, the Council will make good any damage that may be done during such work.

Where a temporary wooden marker (cross or stake) is placed on a new grave, the Council has the right to remove the marker if it deteriorates to a poor condition or when a memorial is erected on the grave.

8.3 Type and depth of graves

The types of graves available at the cemeteries are traditional and cremated remains. Below is an explanation of each type:

Traditional Graves are offered for those who want greater choice over the design of the memorial, or do not want people to walk over the grave. The grave can be surrounded by kerbs or have a cover slab.

Cremated Remains Graves are for the burial of cremated remains only. A headstone, wedge tablet or flat tablet memorial are permitted. Kerbs, edging and other surrounds are not permitted. This type of plot can accommodate two cremated remains.

For any oversized grave, the Council has the right to charge for two grave spaces to facilitate the interment.

Graves shall be excavated to a minimum depth of:

- (i) 6 feet 4 inches (1930 mm) deep (double depth)
- (ii) 4 feet 6 inches (1370 mm) deep (single depth)

Ashes plots can hold up to two caskets and shall be excavated to a minimum depth of:

- (i) 1 foot 6 inches (450 mm)

Scattering of ashes is not permitted in any of the cemeteries.

Funeral Service Providers must carry appropriate insurance, have in place a health and safety policy and comply with other statutory requirements. They must ensure that any contractors employed by them also comply with this requirement.

Funeral Service Providers shall at all times provide sufficient bearers for the carrying and lowering of the coffin into the grave.

Anyone acting as a bearer during an interment does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a bearer howsoever

caused unless such injury is caused by the Council’s negligence.

8.4 Re-Instatement

Following the burial taking place, the grave will be filled in and, when the ground has settled, it will be seeded so that the level of the top of the grave corresponds with the level of the surface.

For the interment of cremated remains, the grave will be filled in and a marker slab with a centre hole will be place on the plot.

Requests for personal involvement during the backfilling process will be considered upon request and should be notified to the Council prior to the burial taking place. Any personal involvement agreed to will be undertaken under the supervision of the Council.

Anyone taking part in backfilling of a grave does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a person howsoever caused unless such injury is caused by the Council’s negligence.

After an interment has taken place, the soil will continue to settle for approximately 9 - 12 months, or longer, depending on the soil conditions.

Graves can also settle unexpectedly during adverse weather and if this happens arrangements will be made to level the grave as soon as possible.

8.5 Items placed on a grave

The Council will not be liable for any loss, damage, theft or vandalism of any item (including memorials) placed onto a grave however caused.

Anything added to a memorial/memorial tablet or grave not permitted under these regulations can be removed without notice by the Council. This includes items in disrepair or broken. Items will be removed by staff of St Neots Town Council and either disposed of (if broken).

Council staff may remove articles from a grave, without prior consent from the Deed Holder, which, in their opinion, are likely to cause risk, damage or offence or which may interfere with the Council’s maintenance of the site

The following items are not allowed to be placed onto graves and if found will be removed: -

<ul style="list-style-type: none">• Unauthorised memorials• Unauthorised kerb edgings• Unauthorised trees and plants• Artificial grass	<ul style="list-style-type: none">• Glass items or breakable containers• Wire / plastic fencing• Lantern stands with a pointed top• Balloons• String/rope lights
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To protect the character of the cemetery and avoid attractions that might encourage undesirable visitors during the hours of darkness, as a general principle solar lamps are permitted but limited to two lamps on any one grave and should be positioned on the plinth of the headstone and should not exceed 30 cm in height.

8.6 Tributes

Floral tributes placed on a grave or ashes plot at the time of the interment, Religious Festivals, significant dates and anniversaries can remain for a period of 14 days. The Council reserves the right to remove any wreaths, flowers flower holders or other receptacles which remain on any grave or ashes plot after 14 days and once seeded. We encourage plastic-and-wire-free tributes where possible to facilitate the composting of flowers.

Please remove all cellophane, plastic wrappings, string, elastic bands or ties before placing flowers in the permitted flower holders.

Tributes may be placed on the base of a permitted memorial or within a kerb set surround of a grave with the following restrictions:

- Items must sit within the boundary (the base/plinth) of the permitted memorial or kerb set surround and not protrude/overhang onto the grass.
- Items must be made of unbreakable materials, for example, outdoor frost proof pots.
- Temporary crosses/markers must be removed once a permitted memorial has been installed.
- Temporary crosses/markers must be removed if broken.
- Tributes are permitted on grave spaces that are in use which have not been seeded. Any items placed on the earth must be frost proof and unbreakable and be removed once seeded.

9. Memorials

Unless specified these rules apply to graves and ashes plots.

A Deed Holder may apply to the Council to install a memorial following an interment. There is a requirement to allow the ground to settle in the Cemeteries, usually 12 months.

Memorials remain the ownership of the grave owner for the duration of the ownership of the grave. The maintenance, repair and safety of the memorial remain the responsibility of the grave owner. It is recognised that many memorials require a considerable financial investment. ***It is strongly recommended that all memorials are insured against accidental damage or vandalism.*** Memorial insurance is available and can be sourced independently or through your memorial masons.

The Council cannot accept any responsibility for the condition of any memorial.

The Council cannot accept any responsibility for any damage caused to memorials or graves unless caused by the Council's own negligence.

Memorials are only permitted on graves for which the Exclusive Right of Burial has been acquired and on the application of the deed-holder. A memorial may not be erected on a grave prior to the first interment. Mourners' flowers may be placed on top of the grave after a funeral has taken place. They must not be placed on adjacent or other nearby graves and will be removed by the Council and placed in a more suitable area of the cemetery.

A fee will be charged for the erection of a headstone, tablet memorial, an added inscription, repair or other change.

The brass plaque/wooden cross that is placed on the grave by Funeral Service Providers is

considered to be a temporary memorial and should be removed by the stonemason when a permanent memorial is in place.

Permission to maintain a memorial above a grave shall remain for a period **not exceeding 50 years** from the date of burial, after which the owner at the time must apply for an extended period. Failure to obtain permission from the Council could result in the removal of the Memorial subject to Article 10(1), (5) and (7) of the Local Authorities Cemeteries Order 1977 and any cost incurred by the Council shall be met by the grave owner.

Granted memorial permits will expire two years from the date of approval (unless the memorial is erected) and a new application must then be submitted to and approved by the Council.

Any unauthorised memorials are subject to removal by the Council without notice and the cost of removal and disposal shall be charged to the owner of the Exclusive Right of Burial or other responsible person.

Memorial headstones must be marked with the grave number on the rear of the memorial.

9.1 Application to install a memorial

Only stonemasons that have been approved by the National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM) will be permitted to install or undertake fixing work on memorials within the Cemeteries. The stonemason will be required to supply to the cemetery office a copy of their NAMM or BRAMM certification, together with evidence of their Public Liability Insurance for a minimum value of £5million before any permission will be issued by the Council.

An "Application for a Memoria Permit" should be submitted in writing on the appropriate form supplied by the Council, which includes;

- Grave/plot reference number
- A sketch and/or design of the proposed memorial
- The exact dimensions
- The wording of any inscription
- Method statement to include chemicals used for cleaning a memorial
- Signed by the holder/s of the Exclusive Right of Burial

Memorial Masons must not start to make a memorial or add an inscription to an existing memorial until all details (including sizes) have been submitted to the Council and approval has been granted in writing.

Memorial Masons who start to make or add an inscription to an existing memorial prior to being granted approval does so at their own risk.

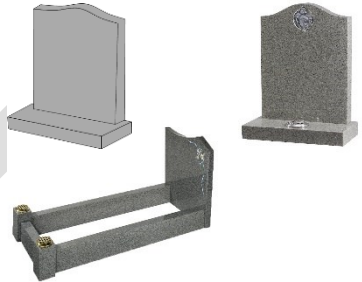
Stonemasons, or other persons engaged in erecting a memorial, must perform the work in accordance with these regulations. All stonemasons must be registered with the Town Council. Headstones/plaques must be prepared ready for fixing before being taken into the Cemetery.

All memorials installed or refixed must be fixed in accordance with British Standard 8415.


9.2 Memorial Sizes

Memorials on traditional graves maybe headstones, books, hearts or other shapes as appropriate. They may also include a kerb set surround, cover slab, post/vases and footstone. Due to the age of some of our cemeteries, the space available for memorials may vary. We strongly advise that you contact the Council in the first instance for confirmation of the maximum size memorial that can be accommodated.

Memorials

Section	Memorial Type Permitted		Example	
All sections	Memorial designs can include a headstone at the head of the grave space, kerb set surround, cover slab and additional memorial items.			
Maximum Measurements permitted	Height of Headstone (including base/plinth)	Width of memorial (including base/plinth)	Length of kerb set surround/cover slab	Thickness of headstone
	36" (900mm)	27.5" (700mm)	Length of grave space 77" (1955mm)	4" (102mm)
Planting	Not Permitted			
Additional Items Permitted	Vases must be securely fixed to the base and or form an integral part of the overall memorial and must be clearly stated on the memorial application.			

Cremated Remains Memorials

Section	Memorial Type Permitted		Example	
Cremated Remains	Memorial designs can include a headstone at the head of the grave space.			
Maximum Measurements permitted	Height of Headstone (including base/plinth)	Width of memorial (including base/plinth)	Depth of tablet memorial	Depth of headstone memorial (including base/plinth)
	36" (900mm)	27.5" (700mm)	18" (457MM)	12" (305mm)
Planting	Not Permitted			
Additional Items Permitted	Vases must form an integral part of the overall memorial and must be clearly stated on the memorial application.			

9.3 Memorial Materials

To encourage greater artistic input and reflect the individuality and spirit of the deceased and/or local community, memorials must be constructed from natural stone, slate, granite, sandstone or wooden temporary markers. The Council encourages the use of locally

sourced materials to reduce the negative aspect of the carbon footprint relating to distance of travel.

9.4 Inscriptions

Stonemasons should not start work on a memorial until approval has been granted in writing by the Council.

The Council reserves the right to refuse permission for a memorial where, in its opinion, the proposed inscription could cause offence or is deemed unsuitable.

9.5 Installing a memorial

The Council has authority to refuse to allow any person to undertake work in the cemetery unless a notice is produced giving the written permission of the Council for such work to be carried out.

Prior to carrying out any work in the cemetery, memorial masons must contact the Operations Manager or Council office to make an appointment. Masons should also provide the permit number given on their memorial works permit.

No memorial shall be installed or placed on a grave without the presence of a member of the Operations Team.

All memorials and materials must be carried into the cemetery in a way that does not cause damage to roads, walkways or grass areas.

A memorial may only be erected on a burial or cremated remains plot within the cemetery in accordance with the current regulations in force at the time of application.

All memorials installed or refixed must be fixed in accordance with British Standard 8415. Suitable foundations must be provided to prevent memorials from sinking or tilting. All memorials erected in the cemetery must comply with BS8415 and the BRAMM/NAMM Recommended Code of Practice.

Masons or other persons employed in fixing, painting or restoring memorials will be required to remove any debris, tools and clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them to either the ground or memorials erected within the cemetery and will be charged according to the cost of such damage.

Memorial masons must ensure that the grave and the area around the grave is left in a clean and tidy condition to the satisfaction of the Council.

All memorials, or materials for fixing memorials into position, admitted into the cemetery or permitted to be erected therein shall be so conveyed, erected, remain and removed at the owner's risk and the Council shall not be held responsible for any damage or breakage occurring to, or loss of any such materials howsoever caused.

Any employee or subcontractor of a memorial mason firm breaching any applicable cemetery rule will render themselves liable to such action as the Council thinks necessary to prevent further breaches, including disqualification.

If any memorial fitting or other work to be carried out is in violation of these rules, the memorial or work may be removed at any time by the Council, without notice, at the cost or expense of the person responsible and suitable enforcement action will be taken by the council against those in breach of these rules.

The fixing of memorials is not allowed on Saturdays, Sundays or Public Holidays. Erectors or masons are requested to note that no incidental work will be permitted in the cemetery after 3.30pm, unless agreed otherwise with the Operations Manager.

A signed copy of the memorial permit must be sent to the Council within 7 days of the Memorial Mason completing work in the Cemeteries to confirm the memorial has been fixed in accordance with BS8415 and NAMM Working Code of Practice.

Basic cleaning/washing down and non-specialist cleaning of a memorial may be undertaken by any person with the permission of the owner/their families/heirs. Only the use of a water and standard household dish soap is permitted to prevent any health risk to the public or harm to the environment and wildlife.

9.6 Removing a memorial

No memorial shall be removed from the cemetery without the permission of the Deed Holder or their representative and without the Council being informed of the whereabouts of the memorial.

When a memorial/kerb/edging is to be removed to allow a second burial to take place it is the responsibility of the Deed Holder or their agent to remove the memorial at their own risk and expense prior to the burial taking place. Removal of the memorial must take place within four working days prior to the booking.

The Council reserves the right to:

- Remove without notice, any unauthorised monument, memorial, stone, kerb, edging, tree, shrub, plant or item erected or placed in the cemetery in contravention of these regulations or where, in its opinion, items reach a condition that could be a health and safety risk.
- Remove a memorial headstone/kerb/edging from a grave to allow for adjacent graves to be excavated. As soon as the funeral has taken place the headstone will be fully re-instated by the Council.

9.7 Memorial safety

Memorials remain in the ownership of the Deed Holder or their family and must be kept in good repair. Any repairs will be at the expense of the Deed Holder if the memorial needs repairing to a safe condition.

If the Deed Holder cannot be contacted, the council reserves the right to make safe or remove any memorial that is allowed to fall into disrepair or become unsightly or dangerous. The Council will seek reimbursement from the owner or the successor in title for the whole of the costs of these works.

The Council undertakes a program of memorial inspections and has the right to lay down or remove (without notice) memorials it believes to be unsafe. Every effort will be made to contact the Deed Holder if this happens to advise them of the action taken and request repairs be carried out. Notice will be sent to the Deed Holder at their last recorded address and a notice placed onto the memorial.

If a memorial is not repaired by an approved memorial mason after notification has been sent to the Deed Holder, the Council has the right to remove the memorial from the grave space.

10. Exhumation

Once a body or cremated remains have been buried, they can only be removed with permission from the cemetery office and a license granted by the Ministry of Justice. In the case of consecrated ground, consent from the Church of England (called a faculty) will also be required.

Please note exhumation is a complicated legal procedure and the first step in attempting to arrange an exhumation is to contact the cemetery manager who will be able to provide support and assistance.

Any disturbance of human remains is deemed to be an exhumation.

11. Cemetery Records

As soon as is reasonably practicable after a grave has been purchased, or after an interment has taken place, details will be recorded in the burial registers held by the Council and, in the case of new graves, the Grant of Exclusive Right of Burial will be sent to the purchaser.

The burial registers and cemetery plans may be viewed by the public by prior appointment with the Council office. Searches of the registers and copies of entries may be made for a fee as laid down in the Council's scale of charges and within the confines of the General Data Protections Regulations.

12. Complaints Procedure

Council Complaints procedure - We aim to provide the highest standards with the resources available, however, if for any reason you feel these standards have not been met, we would welcome your complaint (in writing) in an effort to:

- Put things right for you.
- Make sure we do not make the same mistake again.
- Improve the service for everyone.
- If we are unable to resolve your complaint informally, you can lodge a formal complaint in writing to the Town Clerk.

The cemetery staff are required to carry out the burial and grounds maintenance activities in a caring and careful manner. If an incident occurs whilst carrying out their duties, they are required to report it.

Alternatively, if you have reason to think damage has been caused as a result of the operations to either a memorial or item on a grave, please report the matter either by telephone or email to the Council office.

St Neots Town Council Complaints Policy can be found on our website:

[Documents and Policies / St Neots Town Council \(stneots-tc.gov.uk\)](https://www.stneots-tc.gov.uk/Documents-and-Policies/)

13. Application of the Rules and Regulations to Graves in existence prior to the coming into force of the Policy Document.

St Neots Town Council acknowledge that there may be some graves within the Cemetery which were already in existence prior to the coming into force of this document and which will not comply with the Rules and Regulations set out in this document. In some circumstances the Council reserves the right to use its discretion to waive some or all of these Rules with respect to such graves on the condition that such graves are well kept and maintained by the owners of the graves and/or their families/next of kin.

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