

Associated Papers NPC meeting on 8th February 2017

Agenda Item 2 Dispositions

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 6 Correspondence Circulated

No correspondence received.

Agenda Item 7 Clerk's Report

| Minute | Action | Complete ✓ |
|---------------|--|-------------------|
| 15/021 | Valley Road markings raised with SCC Highways. | |
| 15/069 | Update from Mr H Wheldon circulated via email on 22nd March. | |
| 16/090 | Still awaiting revised date for Broadband update. | |
| 16/168 | Letter re pension outstanding. | |
| 17/003 | Draft Minutes published on website and in newsletters. | ✓ |
| 17/005 | Wrote to Police and Crime Commissioner. | ✓ |
| 17/007 a | Payments made to suppliers. | ✓ |
| 17/007 b | Precept demand acknowledge by Babergh. | ✓ |
| 17/010 | Hastoe to attend February meeting. | ✓ |
| 17/011 | Response being sent to SCC. | ✓ |
| | Planning responses sent to Babergh. | ✓ |
| | | |
| | Clerk Hours | |
| | Up until 29th January 2017 - 295.25 hours worked / 264 hours paid. | |

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Agenda Item 8a Responsible Financial Officer (RFO) Report

Receipts & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|---|--------|-------------------|----------|----------|
| 05/12/16 | Bank Interest 5 Sept to 4 Dec | BS 68 | | 1.38 | 0.00 |
| 05/12/16 | Bank Interest 5 Sept to 4 Dec | BS 293 | | 2.33 | 0.00 |
| 08/02/17 | P Presland - Electricals for Xmas Lights | 1092 | LA 2011 ss 1 to 8 | 0.00 | 34.85 |
| 08/02/17 | Gardens Arb Business - Footpath cutting 2016 | 1093 | LA 2011 ss 1 to 8 | 0.00 | 360.00 |
| 08/02/17 | Road Runner TCA - Speed Gun recalibration & new batteries | 1094 | LA 2011 ss 1 to 8 | 0.00 | 260.40 |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|----------------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community Premium Accounts | 30/12/16 | £100.00 | | | | |
| Tracker Account | 30/12/16 | £18,083.60 | £16,465.72 | £1,717.88 | £0.00 | £0.00 |
| Petty Cash | 02/02/17 | £11,110.16 | £11,110.16 | £0.00 | £0.00 | £0.00 |
| | | £0.00 | £0.00 | | | £0.00 |
| | | £29,293.76 | £27,575.88 | £1,717.88 | £0.00 | |

Statement of Accounts vs Budget

| | Budget | Actual | | Reserves | Budget | Actual |
|---------------|-------------------|-------------------|------------------------|--------------|-------------------|-------------------|
| Assets B/F | | £24,073.19 | | | | |
| Income | | | Expenditure | | | |
| Precept | £9,380.00 | £9,380.00 | Clerks Salary | | £3,742.85 | £2,560.89 |
| Grants | £207.00 | £1,696.14 | Admin | | £1,900.00 | £367.18 |
| Recycling | £500.00 | £280.79 | Grants | | £700.00 | £975.00 |
| Other | £0.00 | £1,455.08 | Annual Subscriptions | | £280.00 | £286.80 |
| Bank Interest | £25.00 | £10.51 | Footpath Maintenance | | £300.00 | £300.00 |
| VAT Repayment | £0.00 | £305.73 | Insurance | | £320.00 | £310.57 |
| | | | Inspection | | £245.00 | £236.00 |
| | | | Maintenance | | £1,820.00 | £1,537.00 |
| | | | Projects | | £1,400.00 | £1,871.10 |
| | | | Other | | £0.00 | £692.23 |
| | | | Village Hall | | £0.00 | £0.00 |
| | | | VAT Paid | | £0.00 | £488.79 |
| | | | Contingency | | £500.00 | £0.00 |
| | | | Youth Council | | £0.00 | £0.00 |
| Total | £10,112.00 | £13,128.25 | Total | £0.00 | £11,207.85 | £9,625.56 |
| | | | Assets Carried Forward | | | £27,575.88 |
| Total | | £37,201.44 | Total | | | £37,201.44 |

Unrecovered VAT = £488.79

Agenda Item 8b Grass Cutting Contract

Flowers Groundcare are willing to undertake the maintenance to the play area grass on the same basis as 2016.

Agenda Item 8c Footpath Cutting Contract

David Gotts has quoted to undertake the footpath cutting at the same rate as 2015 and 2016 - 6 cuts at £50 per cut.

Agenda Item 9c Planning Status

| BDC Ref | Application | NPC Ref | NPC Response | BDC Response |
|------------------------|--|---------|---------------------|--------------|
| | Enforcement enquiry on the expected completion date of building works at Motts Farm. | 12/118d | | |
| B/15/01718 | Chilton Woods Mixed Use Development, Land North of, Woodhall Business Park, Sudbury - Outline application (with all matters reserved except for access) - Erection of up to 1,100 dwellings (Use | 16/044c | Objected | |
| APP/D3505/W/16/3159313 | B/16/00131/FUL Farm Shop, Wheldons Fruit Farm, Newton Leys, Newton, SUDBURY, CO10 0QE - Change of use of existing farm shop (Class A1) to dwelling house (Class C3) including parking, gardens and access. | 16/182b | No further comments | |
| APP/D3505/W/16/3159797 | B/16/00629/FUL Abbey House, Rectory Road, Newton, SUDBURY, CO10 0QZ - Erection of two detached dwellings with garaging. | 16/182c | No further comments | |

Agenda Item 10a Hardstanding

I emailed you on the 25th January with a link to a supplier of a range of products that improves the hardstanding. Gary Flowers will be willing to provide a quote to install your preferred option, but he has not got any preferred suppliers of his own.

Agenda Item 10b War Memorial

Following your last meeting I spoke to Tony Langley and sent you the following email on the 12 January:

"Spoke to Tony regarding the war memorial and explained the NPC will look at the hedges to see if a replanting programme is required for the autumn. As far as cleaning is concerned, Tony is happy to keep the memorial clean after work to remove the slime and repairs to the masonry are undertaken."

He has subsequently confirmed that he is happy to replant any hedging once the old bushes have been removed.

Agenda Item 12 Internal Controls and Internal Audit processes

Under the Finance and Audit Regulations NPC must carry out a review of its Internal Controls on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and to consider the findings of this review. In 2011 the need for a council to review its systems of internal audit was removed. However, as it appears to be a good process to undertaken annually, the current process is included for your review.

Internal Auditors

Heelis and Lodge were appointed as Internal Auditor at the NPC meeting held on 11th May 2016 minute 16/072. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent from this Council.

The Internal Auditors produced a professional and helpful report for the 2015 / 2016 accounts which you accepted at the Parish Council meeting held on 11th May 2016 minute 16/077a. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.

Internal Control processes

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are backed up using BT's Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. At the foot of each minuet page it states that NPC adopted the General Power of Competence at its meeting on the 13th May 2015. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Barclays Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Three councillors, Parker, Schwenk and Taylor are the signatories for the Bank accounts and a minimum of 2 must authorise cheque payments.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2017 / 2018 was reviewed at the NPC meeting on 9th November 2016 and the process and financial statements are included in the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon a practicable after receipt.

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Agenda Item 13 Risk Register



NEWTON PARISH COUNCIL - Risk Management Register as at 2nd February 2017

| | Risk | P | S | Control Action | Frequency | CP | CS | Responsible | Actions agreed 13/01/2016 |
|----|--|----------|----------|--|--|-----------|-----------|---------------------|--|
| 1 | Inadequate forward planning and | 1 | 5 | Actual v Budget reviews Budget Review | PC Meeting Annually | 1 | 3 | Councillors | |
| 2 | Poor Reporting to Council, Record | 2 | 3 | Accurate Minutes Timely and accurate financial reporting Regular project reports Internal Audit Review External Audit Review | PC Meeting PC Meeting PC Meeting Annually Annually | 1 | 3 | Councillors | |
| 3 | Council operates Ultra Vires or does not comply with current legislation | 2 | 5 | Within Clerks Job Description Regular training for Councillors and Clerk | PC Meetings | 1 | 5 | Clerk & Councillors | |
| 4 | Council lacks relevant skills | 2 | 3 | Regular training for Councillors and Clerk Create Committee & second skills required | 6 monthly As required | 1 | 3 | Councillors | |
| 5 | Failure to respond to electors` right of access | 1 | 2 | Within Clerks Job Description | Annually | 1 | 1 | Councillors | |
| 6 | Lack of maintenance of council owned | 3 | 5 | Maintenance programme External Risk Assesments of Playground and War Memorial Walk of Parish to review condition of assets | PC Meeting Every 5 years Annually | 2 | 4 | Councillors | |
| 7 | Damage to third party property or | 3 | 5 | Public Liability Insurance Playground inspections External Play Equipment Inspection Walk of Parish to review | Annually Fortnightly Annually 6 monthly | 2 | 4 | Councillors | |
| 8 | Damage or loss to Council owned property | 3 | 3 | Asset Insurance cover Assets insured against Asset Register | Annually Annually | 3 | 2 | Councillors | |
| 9 | Failure to reclaim VAT paid by Council | 1 | 2 | VAT can be claimed back up to 3 years | PC Meeting | 1 | 1 | Councillors | |
| 10 | Clerk Fidelity | 2 | 5 | Insurance Cover Review Bank Statements against reconcilliation | Annually PC Meeting | 1 | 3 | Councillors | |
| 11 | Unexpected Loss of Clerk or Clerk`s | 1 | 5 | Up to date Job Description Copy of filing system index and data backup offsite | Annually Daily | 1 | 4 | Councillors | Computer data automatically backed up to Clerk's BT Cloud. |

P = Probability S = Severity CP = Probability after Control Action CS = Severity after Control Action - Rating 1 = Low to 5 = High

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Agenda Item 14 Speed Watch Administration

Please find below the accounts for the Speed Watch scheme that NPC has administered since 2008. The items in red have not been accounted for in NPC finances at the current time.

| Date | Organisation | Grant conditions | £ Received | £ Spent | Balance | |
|------------|-----------------------------|--|---------------|------------------|------------------|----------------|
| 18/11/2008 | SCC | SCC Locality budget towards Speed Watch scheme | £537.50 | | | |
| 05/01/2010 | Acton PC | Transfer from Acton PC of Locality Budget towards Speed Watch scheme | £1,000.00 | | | |
| 20/02/2010 | | Road Runner TCA Ltd - camera | | £1,041.00 | | |
| 20/02/2010 | | Came & Company - insurance of camera (Admin Fee) | | £25.00 | | |
| 10/03/2010 | | ARCO - Hi Vis Jackets | | £149.52 | | |
| 10/03/2010 | | Village Hall hire for training on 27th March 2010 | | £15.00 | | |
| 25/03/2010 | | The Parking Shop - road signs | | £241.80 | | |
| 31/08/2010 | | Expenses 1st March to 31st August 2010 | | £20.16 | | |
| 08/09/2010 | | Came & Company - Insurance of Camera | | £4.63 | | |
| 17/02/2011 | | Road Runner TCA Ltd - camera calibration | | £122.00 | | |
| 17/02/2011 | | ARCO - 4 x Hi Vis Jackets | | £94.88 | | |
| 18/02/2011 | | Expenses 1st September 2010 to 18th February 2011 | | £1.03 | | |
| 31/03/2011 | APC, CPC, LWPC & GWPC | Share from 4 other councils | £160.00 | | | |
| 31/03/2011 | | NPC Share | £40.00 | | | |
| 07/09/2011 | | Came & Company - Insurance of Camera | | £4.75 | | |
| 27/02/2012 | SCC | Locality Grant | £150.00 | | | |
| 31/05/2012 | | Head 2 Top - Jackets | | £78.27 | | |
| 31/05/2012 | | Amazon - Dictaphone | | £30.38 | | |
| 08/07/2012 | | Unimobiles - 2 new batteries for camera | | £13.84 | | |
| 07/09/2012 | | Came & Company - Insurance of Camera | | £4.88 | | |
| 06/03/2013 | | Road Runner - new batteries | | £72.00 | | |
| 23/03/2013 | Police Commissioner | Grant for new batteries | £72.00 | | | |
| 05/09/2013 | | Came & Company - Insurance of Camera | | £4.99 | | |
| 06/01/2014 | | Cost of camera postage | | £26.80 | | |
| 24/01/2014 | | Jacket Cleaning | | £25.00 | | |
| 04/02/2014 | APC, CPC, LWPC & GWPC | Share from 4 other councils | £200.00 | | | |
| 04/02/2014 | | NPC Share | £50.00 | | | |
| 12/03/2014 | | Camera postage costs | | £26.80 | | |
| 12/03/2014 | | Jackets Dry Cleaning | | £20.83 | | |
| 12/03/2014 | | Road Runner TCA Ltd - camera calibration | | £101.00 | | |
| 12/03/2014 | | ARCO - Hi Vis Jackets | | £123.03 | | |
| 22/08/2014 | Police Commissioner | Grant for Jackets etc | £200.00 | | | |
| 06/09/2014 | | Came & Company - Insurance of Camera | | £5.10 | | |
| 08/01/2015 | APC, BPC, CPC, GWPC & LWPC. | Share from other 5 councils. | £250.00 | | | |
| 08/01/2015 | | NPC Share | £50.00 | | | |
| 13/05/2015 | | Batteries & Charger | | £159.00 | | |
| 09/09/2015 | | Came & Company - Insurance of Camera | | £5.20 | | |
| 14/09/2016 | | Came & Company - Insurance of Camera | | £5.30 | | |
| 17/01/2017 | APC, CPC, LWPC & GWPC | Share from 4 other councils | £200.00 | | | |
| 17/01/2017 | NPC Share | | £50.00 | | | |
| 18/01/2017 | | Road Runner TCA Ltd - camera calibration & new batteries | | £217.00 | | |
| | | | Totals | £2,959.50 | £2,639.19 | £320.31 |