

Associated Papers APC Meeting on 27th January 2020

Agenda Item 2 Councillor Dispensation

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 7 Routine Correspondence

- Email from Assington Village Charity regarding the playground and annual inspection cost
- Email from Cllr Hills to residents regarding the Befriending Scheme
- Letter from Arthur Charvonia BDC regarding Community Governance Reviews
- Email from resident regarding the signs for The Thicks

Agenda Item 8 Clerks Report

| Minute | Action | Status | Done |
|----------|--|-------------------|-------------------------------------|
| | Minutes placed on website / sent to parish magazine / Lee and James | | <input checked="" type="checkbox"/> |
| | Planning Comments sent to BDC | | <input checked="" type="checkbox"/> |
| | Cheques sent to suppliers. | | <input checked="" type="checkbox"/> |
| 19/138 | CCllrs Finch to send the evidence of children being in the road from The Ryes College to find out how to make it a secure facility | | <input type="checkbox"/> |
| 20/003 | Clerk to change the date of the May meeting to the 18th | | <input checked="" type="checkbox"/> |
| 20/006 | Clerk to respond to resident about the hedge along 1-4 Woodfields | | <input checked="" type="checkbox"/> |
| 20/007 | Clerk to contact carpenter for a quote for the repair of the Village Hall Notice Board | Awaiting a quote | <input checked="" type="checkbox"/> |
| 20/011 | Paul Gant SCC to send his comments regarding the points raised at the meeting on the 3rd December | | <input type="checkbox"/> |
| 20/013 a | Clerk to investigate the requirements for the replacement bench on the playground and obtain photos of proposed bench | | <input checked="" type="checkbox"/> |
| 20/014 b | Clerk to investigate the purchase of a convection heater | | <input checked="" type="checkbox"/> |
| 19/148 | Clerk to contact David Gotts about additional work and the issue of the field being ploughed to the hedge | Awaiting response | <input checked="" type="checkbox"/> |
| | Clerks Hours | | |
| | 1st April to 31st December 2019 : 219 worked /195hrs paid | | |
| | Calendar Reminder | | |
| | Shoulder of Mutton AVC renewal due 19th August 2024 | | |

Agenda Item 9a Finance

Receipts and Payments

| | | | | | | | |
|----------|-------------------------------------|------|-----|-------------------|-------|---|-------|
| 02/12/19 | Bank Interest 2 Sep - 1 Dec | | | | 22.13 | y | |
| 27/01/20 | Jane Hatton - Expenses Aug - Dec | PO26 | 851 | LA 2011 ss 1 to 8 | | | 94.39 |
| 27/01/20 | Auto Innovations - Signs for Thicks | PO27 | 852 | LA 2011 ss 1 to 8 | | | 84.00 |

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Bank Reconciliation

| | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|----------------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community Premium Accounts | 31/12/19 | £100.00 | | | | |
| | | £49,676.30 | £46,313.50 | £3,462.80 | £0.00 | £0.00 |
| Cash | | £0.00 | £0.00 | | | £0.00 |
| | | £49,776.30 | £46,313.50 | £3,462.80 | £0.00 | |

Statement of Accounts vs Budget

| | Budget | Actual | | Reserves | Budget | Actual |
|----------------------|-------------------|-------------------|---------------------------|--------------|------------------|-------------------|
| Assets B/Forward | | £19,181.80 | | | | |
| <u>Income</u> | | | <u>Expenditure</u> | | | |
| Precept | £9,500.00 | £9,500.00 | Staff Costs | | £2,880.00 | £2,444.65 |
| Grants | £331.20 | £9,313.20 | Admin | | £1,550.00 | £555.37 |
| Bank Interest | £5.00 | £52.47 | Donations | | £600.00 | £875.00 |
| Loan | £0.00 | £0.00 | Street Lighting | | £350.00 | £373.75 |
| Other | £360.00 | £360.00 | CIL | | £0.00 | £1,848.22 |
| CIL | £0.00 | £16,697.14 | Insurance | | £350.00 | £329.28 |
| VAT Repayment | £0.00 | £298.01 | Inspection | | £350.00 | £0.00 |
| | | | P3 Scheme | | £360.00 | £0.00 |
| | | | Licensed Footpaths | | £175.00 | £484.00 |
| | | | Contingency | | £500.00 | £193.13 |
| | | | Maintenance | | £630.00 | £42.00 |
| | | | Loan Repayment | | £0.00 | £0.00 |
| | | | Loan Interest | | £0.00 | £0.00 |
| | | | Allotments / Conservation | | £655.00 | £214.92 |
| | | | Neighbourhood Plan | | £1,500.00 | £1,483.19 |
| | | | VAT Paid | | £0.00 | £517.61 |
| Total | £10,196.20 | £36,220.82 | Total | £0.00 | £9,900.00 | £9,361.12 |
| | | | Assets C/Forward | | | £46,313.50 |
| Total | | £55,402.62 | Total | | | £55,674.62 |

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Agenda Item 9b Precept 2019/2020

At the November 2019 meeting, it was agreed a total expenditure of £9,595.00 for 2020/2021.

| | 2018 /19 | | 2019 /20 | | | 2020/21 |
|---------------------------|-----------------|------------------|-----------------|------------------|------------------|-----------------|
| | Budget | Actual | Budget | Actual to Date | To year end | Budget |
| Income | | | | | | |
| Grants | 331.40 | 331.20 | 331.20 | 9,313.20 | 9,313.30 | 331.40 |
| Bank Interest | 5.00 | 18.28 | 5.00 | 30.34 | 30.34 | 10.00 |
| Other | 360.00 | 360.00 | 360.00 | 180.00 | 330.00 | 360.00 |
| CIL | 0.00 | 6,224.51 | 0.00 | 16,697.14 | 16,697.14 | 0.00 |
| VAT Repayment | 0.00 | 320.98 | 0.00 | 298.01 | 298.01 | 0.00 |
| Total Income | 696.40 | 7,254.97 | 696.20 | 26,518.69 | 26,668.79 | 701.40 |
| Precept | | 8,596.94 | | | 9,500.00 | |
| Expenditure | | | | | | |
| Staff Costs | 2,700.00 | 3,226.73 | 2,880.00 | 2,347.95 | 2,900.00 | 2,900.00 |
| Admin | 1,300.00 | 1,122.66 | 1,550.00 | 467.68 | 1,550.00 | 1,550.00 |
| Donations | 600.00 | 550.00 | 600.00 | 875.00 | 875.00 | 600.00 |
| Street Lighting | 350.00 | 0.00 | 350.00 | 373.75 | 373.75 | 375.00 |
| CIL | 0.00 | 3,221.78 | 0.00 | 1,778.22 | 1,778.22 | 0.00 |
| Insurance | 350.00 | 337.34 | 350.00 | 329.28 | 329.28 | 350.00 |
| Inspection | 100.00 | 200.00 | 350.00 | 0.00 | 0.00 | 0.00 |
| P3 Scheme | 360.00 | 240.00 | 360.00 | 0.00 | 360.00 | 360.00 |
| Licensed Footpaths | 175.00 | 0.00 | 175.00 | 0.00 | 175.00 | 175.00 |
| Contingency | 500.00 | 250.68 | 500.00 | 104.78 | 200.00 | 500.00 |
| Maintenance | 630.00 | 317.62 | 630.00 | 42.00 | 400.00 | 630.00 |
| Loan Repayment | 1,417.14 | 1,552.89 | 0.00 | 0.00 | 0.00 | 0.00 |
| Loan Interest | 156.18 | 20.41 | 0.00 | 0.00 | 0.00 | 0.00 |
| Allotments / Conservation | 655.00 | 171.27 | 655.00 | 79.92 | 655.00 | 655.00 |
| Neighbourhood Plan | 0.00 | 425.93 | 1,500.00 | 1,483.19 | 1,500.00 | 1,500.00 |
| VAT Paid | 0.00 | 245.25 | 0.00 | 94.75 | 94.75 | 0.00 |
| Total Expenditure | 9,293.32 | 11,882.56 | 9,900.00 | 7,976.52 | 11,191.00 | 9,595.00 |

Reserves held by APC

Maintaining the reserves for asset replacement and allotment/conservation which may be spent in 2020/2021. General Reserves include Neighbourhood Grant of £9,313.20.

CIL monies has been shown separately to General Reserves and these are as follows:

| CIL monies held by NPC | | | |
|--|------------------|------------------|-------------------|
| | 2017/18 | 2018/19 | 2019/20 |
| CIL monies received | £3,221.78 | £6,224.51 | £5,352.33 |
| | | | £11,344.81 |
| Total CIL monies received | £3,221.78 | £6,224.51 | £16,697.14 |
| CIL monies spent | | | |
| Assington Village Charity for the Playground | | £3,221.78 | £1,778.22 |
| Signs for The Thicks | | | £70.00 |
| Total CIL monies spent | | £3,221.78 | £1,848.22 |
| | | | |
| Total CIL retained | £3,221.78 | £6,224.51 | £21,073.43 |

| Reserves held by NPC | | | | | | |
|---|----------------------|--------------------|----------------------|--------------------|----------------------|--------------------|
| | 2018/19 | | 2019/20 | | 2020/21 | |
| | Start of year | End of year | Start of year | End of year | Start of year | End of year |
| Asset Replacement | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| Allotments / Conservation | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| Election Costs | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| Total Earmarked Reserves | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 |
| General Reserves | 7,501.12 | 8,446.39 | 8,446.39 | 16,921.52 | 16,921.52 | ? |
| CIL monies | 3,221.78 | 6,224.51 | 6,224.51 | 21,143.43 | 21,073.43 | ? |
| <i>Figures in italics includes £9313.20 NP Grant of which £1,483.19 has been spent.</i> | | | | | | |

Precept 2020/21

| | 2018/19 | 2019/20 | 2020/21 Example 1 | 2020/21 Example 2 | 2020/21 Example 3 |
|---------------------------|------------------|------------------|----------------------|----------------------|----------------------|
| START OF YEAR | | | | | |
| Earmarked Reserves | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 | 4,500.00 |
| General Reserves | 7,539.26 | 6,765.00 | 16,921.52 | 16,921.52 | 16,921.52 |
| Total Reserves | 15,222.90 | 11,265.00 | 21,421.52 | 21,421.52 | 21,421.52 |
| Income ex Precept | 696.40 | 696.20 | 701.40 | 701.40 | 701.40 |
| Precept | 8,594.94 | 9,500.00 | 9,500.00 | 9,700.00 | 10,058.88 |
| Total | 9,291.34 | 10,196.20 | 10,201.40 | 10,401.40 | 10,760.28 |
| Expenditure | 9,293.32 | 9,750.00 | 9,595.00 | 9,595.00 | 9,595.00 |
| Tax Base | 177.22 | 204.29 | 216.32 | 216.32 | 216.32 |
| Band D Council Tax | £48.98 | £46.50 | £43.92 | £44.84 | £46.50 |

The 3 examples I have given show:

Example 1: Precept remains at £9,500.00

Example 2: Increase Precept to £9,700.00 to cover expected expenditure

Example 3: Increase Precept to £10,058.88 to keep the Council Tax the same as in 2019/20

The Council Tax that a Band D household in Assington pays is the Precept demanded by APC divided by the Tax Base received.

Agenda Item 10 Status of planning applications

| Date Received | BDC Ref | Application | APC Ref | APC Response | BDC Response |
|---------------|-------------|---|---------|-------------------------------------|--------------|
| 19/09/19 | DC/19/04391 | Outline Planning Application for the erection of up to 19 dwellings at Land East of The Barn at Assington, The Street, Assington | 19/132a | Objected | |
| 06/12/19 | DC/19/05503 | Erection of a summerhouse and creation of a swimming pool at Abbots Meadow, Dorking Tye, Assington | | No comment | Granted |
| 17/12/19 | DC/19/05808 | Outline planning permission Appearance, Landscaping, Layout and Scale for up to 7 dwellings at Land at Assington Barns, The Street, Assington | 20/009a | Objected | |
| 17/12/19 | DC/19/05807 | Outline planning permission Appearance, Landscaping, Layout and Scale for up to 8 dwellings at Land at Assington Barns, The Street, Assington | 20/009a | Objected | |
| 17/12/19 | DC/19/05831 | Change of use of existing restaurant and outbuilding to 5 dwellings with new vehicular access at The Case Restaurant, Further Street, Assington | 20/009c | Supported but subject to conditions | |

Agenda Item 11 Contracts for Grass Cutting

David Gotts has quoted the following which are the same as in 2019/20 with an additional cost of £175 plus VAT to cut back the hedge and bank in front of 3 and 4 Woodfield.

- Allotments and conservation area = £135 for 3 cuts
- Footpaths = £360 for 6 cuts
- Permissive paths = £124 for 3 cuts

Agenda Item12 Risk Register

**ASSINGTON PARISH COUNCIL RISK ASSESSMENT AND MANAGEMENT REPORT
JANUARY 2020**

| Risk Identified | Impact | Risk | Insurance Cover | Steps Taken to Minimise Risk |
|--|-------------------------------------|------------------------------|--|--|
| Fraud by Clerk or Councillor(s) resulting in immediate financial loss | Medium | Low | Yes | 1. Internal accounting procedures and controls as under Financial Regulations 2. Examination of all records by Internal Auditor (following end of financial year) 3. Councillors check bank statements against accounts reconciliation at each meeting. 3. No assets held in cash |
| Financial loss due to negligent or inadequate accounting | Medium | Low | No | 1 and 2 as above, with attention paid to sound budgeting and adequate precept arrangements |
| Loss of or damage to Council records 1. Accounts 2. Minutes i. Historical ii. Post-1973 iii. May 2001 onwards | Medium Low Medium High | Low Low Low Low | Limited Insurance Limited Insurance | Accounts books from 1st April 2001 backed up by: 1. Computer hard disk 2. Back up held on Chrome Pre-Oct.1973 held in Bury archives. Minute books held by Clerk. Minutes also retained on: 1. Computer hard disk 2. Back up held on Chrome |
| Loss of or damage to Council property 1. Street Lighting 2. Seats, notice board 3. Dog Bins & Grit Bins (Bus shelter is the property of SCC) | Medium Low Low | Low Low Low | Yes Yes Grit Bins only as dog bins below excess. | Assets register kept up to date Regular inspections carried out by Suffolk County Council Inspected and maintained by Parish Council Inspected and maintained by Parish Council |
| Injury to persons as a consequence of assets ownership or provision of amenities | Low | Low | Yes | All physical assets and parish footpaths regularly inspected |
| Damage to Council's reputation | Medium | Low | No | The Council and each individual councillor follow legal requirements and standing orders. They adhere to the Code of Conduct for Parish Councils. The councillors consider any training requirements at the meeting in May. Any complaints or grievances are investigated without delay. |

No changes have been made to the working practices of the Council which are likely to have any bearing on risks and their management.

Agenda Item 13 Internal Audit and Internal Control

Under the Finance and Audit Regulations APC 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 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 undertake annually, the current process is included for your review.

Internal Controls

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 Chrome.

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. On the foot of each page of the minutes the fact that Assington Parish Council adopted the General Power of Competence on the 18th May 2019 is noted. 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, Symonds, Symons and Thorogood are the signatories for the Bank accounts.

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 2020/21 was reviewed at the APC meeting on 25th November 2019 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 as practicable after receipt.

Internal Auditor

Mr White was appointed as this Council's Internal Auditor at the APC meeting held on 20th May 2019 minute 19/052. Mr White meets the criteria set for an internal auditor as he is completely independent from the Council, undertakes the audit in accordance to the APC's Audit Plan with integrity, objectivity and a good understanding of local council legislation and procedures.

Mr White produced a professional and helpful report for the 2018/19 accounts which you accepted at the Parish Council meeting held on 20th May 2019 minute 19/058a. Mr White undertakes the level of coverage required of a council of this size at no fee.