

DENNINGTON PARISH COUNCIL



DRAFT MINUTES FOR ANNUAL MEETING OF THE PARISH COUNCIL

HELD ON

MONDAY 21st MAY 2018

JUBILEE HALL

Following Annual Parish Meeting 9.10pm

Councillors: Robert C. T. Wardley (Chair), Kathy Whitbread (Vice Chair), Matt Lunn, Mary Mann, Doris Dearing, Nick Watts, John Calver, Rebecca Smith

Members of Public: 0

1. Election of Chairman: Mr. Robert Wardley was voted Chairman unanimously and the Chairman's Declaration of Office was signed.
2. Election of Vice Chairman: Mrs Katherine Whitbread was voted Vice Chairman unanimously and Declaration of Office was signed.
3. Apologies for Absence: Robert Rous
4. Declaration of Interests: Robert Wardley: Dennington Consolidated Charities; Mary Mann: Village Hall Committee; Nick Watts: Village Hall; Matt Lunn: Badingham Playgroup, Sports Club
5. Confirm Council representatives and nominative representatives for: it was agreed unanimously that the following Councillors would continue in their roles:
 - 5.1. Dennington Jubilee Hall: Nick Watts
 - 5.2. Dennington Consolidated Charities: Ms F. Boscowan
 - 5.3. Dennington Sports Club: Matt Lunn
6. Council Committees and group/individual appointments were agreed for the following roles:
 - 6.1. Tree Warden: Katherine Whitbread
 - 6.2. Transport: John Calver
 - 6.3. Highways and Footpaths: Nick Watts
 - 6.4. SALC: Matt Lunn
 - 6.5. Neighbourhood Plan: Matt Lunn/Robert Wardley
 - 6.6. Health and Safety: Robert Wardley
7. Minutes for Parish Council Meeting held on February 19th 2018 were agreed and confirmed as a true record.
8. Matters raised in Annual Parish Meeting: Playgroup – a parish meeting is to be arranged to provide an opportunity for all sides to come to air their views prior to

the planning application – provisional date Monday 4th June; joining Sports Club and Village Hall committee to be discussed at a later date; Clerk to investigate purchase of flashing speed lights, along with discussions with County Councillor Burroughes and the Chairman; letter to be sent to Suffolk Constabulary regarding speeding motorbikes outside of the village speed limit.

9. Comments on the consultation from Dennington C.E.V.C.P regarding Academy Trust status: No comments had been received
10. To review and adopt Standing Orders (although previously adopted February 2018 these need to be reviewed/adopted at the May meeting annually. This year they include major revision to incorporate Data Protection legislation). The revised Standing Orders had been circulated prior to the meeting with the revisions highlighted in yellow. Councillors were asked to note that they include major revision to incorporate Data Protection legislation. The revised Standing Orders were reviewed and adopted unanimously.
11. To review and adopt Financial Regulations (again these were previously adopted in February 2018 but need to be reviewed/adopted at the May meeting annually). These are unchanged. Councillors reviewed and adopted the Financial Regulations.
12. To review and adopt the Asset Register (again this was previously agreed in February 2018, but needs to be reviewed/adopted at the May meeting annually). This is unchanged. Councillors reviewed and adopted the Asset Register
13. Appointment of Responsible Financial Officer: It was agreed unanimously that Ruth Hart should continue as Responsible Financial Officer, having been proposed by John Calver and seconded by Katherine Whitbread
14. Appointment of Internal Auditor: It was agreed that Heelis and Lodge should be retained as Internal Auditors for 2018/2019.
15. Data Protection Regulations Policy (previously circulated to Councillors) Policy as circulated was approved. However, Councillors were made aware that there is a current parliamentary debate for Parish Councils to be exempt from the need to appoint a Data Protection Officer.
16. To receive and note recommendations from the Annual Internal Audit report from Heelis and Lodge (previously circulated).
 - Recommendation (1): The report must be completed in whole £'s and rounded to ensure that it balances according to the External Auditor's requirements. Action: Completed.
 - Recommendation (2): Copy of P60 to be maintained in Audit File as part of year-end process: Action: Noted and P60 filed
 - Recommendation (3): When applicable, the council's response to the Internal Audit recommendations should be contained within the minutes of the meeting: Action: Noted and minuted

Recommendation (4) Modify Section 2 of the AGAR so that the rounding results in the report balance as required by the External Auditor and write RESTATED at top of column: ACTION: Completed

Councillors agreed and confirmed these recommendations unanimously.

17. Agree and sign the Certificate of Exemption: as a smaller authority with a gross annual income or gross annual expenditure not exceeding £25,000, the council is able to certify itself as exempt. Certificate was agreed and signed.
18. Agree and sign the Annual Governance Statement (previously circulated). Statement was agreed unanimously and signed.
19. Agree and sign the Annual Accounting Statement (previously circulated). The Statement was agreed unanimously and signed.
20. Clerk's Report:

Receipts and Expenditure book: a brief explanation by the Chairman was given, approved unanimously by Councillors and signed

Arrangements for cheque signatories: It was agreed that the following Councillors should remain as signatories: Cllr R Wardley, Cllr R Rous, Cllr M Lunn, Cllr N Watts, Cllr K Whitbread, Cllr J Calver and Ruth Hart

Current financial position including account balances: it was reported that the bank accounts are as follows:

Current Account:	£2355.43
Active Saver:	£5771.30
Equipment Acc:	£10409.33

Receipts:

VAT claim for £154.49 had been submitted and received on April 13th 2018
1st Precept payment: £4491.00

The following cheques had been signed since last meeting and were approved unanimously by Councillors:

100146	Hall hire Nov to Mar	£85
100147	R Staff paint	£29
100148	Nicholson Groundworks kerbstones	£1008
100149	Suffolkbiz website hosting	£100
100150	SALC membership	£251.15
100151	Hall hire Mar	£10
100152	Information Commissioner's Office	£35
100153	Robins Row tractor insurance	£401.58

The following cheques were approved and signed at this meeting:

100154	J Westrup: tree work	£550.00
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100155	R Staff: paint	£59.54
100156	R Wardley	£24.00
100157	R Wardley	£115.98
100158	R Wardley	£50

Insurances: the following insurances have been renewed:

Parkway 3 Mower with Robins Row

Public liability, asset register equipment, etc. with Came and Company

Subscriptions to other bodies: SALC: confirmed

Details of expenditure made under Section S137, donations to:

Village Hall	£300
Sports Club	£300
Church	£450
East Anglian Air Ambulance	£55
Village Hall	£500

21. Highways and Footpaths: Councillor Wardley reported that he had cleaned and repaired several road signs with the village. He was thanked by fellow councillors.

22. Correspondence: The Council had received request from Dennington Consolidated Charities to ask for confirmation of Robert Rous as Parish Council nominee to the Charities Committee. It was proposed and confirmed unanimously.

23. Public Session: No comments

Meeting closed at 9.45pm

SIGNED:

DATE:

APPENDIX:

INTERNAL AUDIT REPORT

HEELIS & LODGE

Local Council Services • Internal Audit

Internal Audit Report for Dennington Parish Council – 2017/18

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £8,894 Expenditure: £6,736 Reserves: £13,841

AGAR Completion:

Section One: Yes - not approved

Section Two: Yes - not approved but not all figures entered are rounded to whole £'s.

Recommendation (1): Report must be completed in whole £'s and rounded to ensure that it balances according to the External Auditor's requirement.

ACTION: COMPLETED

Annual Internal Audit Report 2017/18: Yes

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year end accounts. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 19th February 2018 (Minute 9)
Financial Regulations in place: Yes
Reviewed: 9th February 2018 (Minute 9)

VAT reclaimed during the year: None received during year but claim made for 24th March 2016 through to 31st March 2018 on file dated 27th March 2018.

Registered: Yes

General Power of Competence: No

Financial Regulations and Standing Orders in place. Financial Regulations have been updated to include the Public Contracts Regulations 2015.

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes - ZA116681 Expiry
20th May 2018

Data Protection

The General Data Protection Regulations are changing and the new Regulations will come into force on 25 May 2018. It is likely that this will affect the way in which the Town Council handles its data. It is advised that the new Data Protection Regulations should form part of the Town Council's Risk Assessment.

ACTION: To be included in review September 2018

Insurance was in place for the year of audit. The Risk Assessment was reviewed on 11th September 2017 (Minute 7).

The Council have satisfactory internal financial controls in place. Cheque stubs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Fidelity Cover: £150,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency Code

Compliance for smaller councils with income/expenditure under £25,000.

Smaller authorities should publish on their website from 1 April 2015:

Smaller Council: Yes

Website: www.dennington.suffolk.cloud

a) all items of expenditure above £100
Published – Yes

b) annual governance statement (By 1 July)

- 2017 Annual Return, Section One Published – Yes*
- c) end of year accounts (By 1 July)
2017 Annual Return, Section Two Published – Yes
- d) internal audit report (By 1 July)
2017 Annual Return, Section Four Published – Yes
- e) list of councillor or member responsibilities
Published – Yes
- f) the details of public land and building assets (By 1 July)
Published – Yes
- g) Minutes, agendas and meeting papers of formal meetings
Published – Yes

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £8,850 (2017/2018) Date: 7th November 2016
Minute 7)

Precept: £8,982 (2018/2019) Date: 20th November
2017 (Minute 7)

Satisfactory budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash

Associated books and established system in place

*No Petty Cash held
A satisfactory expenses system is in place with supporting paperwork.*

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: **Yes**

The Council continue to operate RTI in accordance with HMRC regulations. All supporting paperwork is in place but P60 has not been produced as part of the year end process.

Recommendation (2): Copy of P60 to be maintained in Audit File as part of year-end process.

ACTION: Noted and filed

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place and was reviewed at the meeting held on 9th February 2018 (Minute 9). Values are recorded at cost value. The total value of assets are recorded at £44,364

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves in their year-end accounts.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on a Receipts & Payments Basis

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The Council reviewed the effectiveness of the internal audit at a meeting held on 11th September 2017 (Minute 7).

The Internal Audit report was considered by the Council at a meeting held on 15th May 2017 (Minute 11). Whilst the report was considered by councillors there is no record in the minute of the actions the council were to take with regard to the 3 recommendations in the report.

Recommendation (3): *When applicable, the council's response to the Internal Audit recommendations should be contained in the minutes of the meeting.*

ACTION: Noted and minuted

Heelis & Lodge were appointed Internal Auditor at a meeting held on 15th May 2017 (Minute 10).

External Audit


The External Auditor's report was considered by the Council at a meeting held on 11th September 2017 (Minute 6). The minutes did not reference the Issues Arising Report which highlighted two minor issues, the second of which will require the council to RESTATE the accounts for the year-ending 31st March 2017 in the Annual Governance and Accountability Return (AGAR) 2017/18 Section 2.

Recommendation (4): *Modify Section 2 of the AGAR so that the rounding results in the report balance as required by External Auditor and write RESTATED at top of column.*

ACTION: Completed

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 15/5/2017, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for the quality of documentation presented in the Audit File.



Dave Crimmin PSLCC
Heelis & Lodge
29th April 2018