

## TRIMLEY ST MARTIN PARISH COUNCIL

You are hereby summoned to attend the meeting of Trimley St Martin Parish Council to be held at the Trimley St Martin Memorial Hall on Tuesday 5<sup>th</sup> January 2016 at 7.30 p.m.

Gordon Mussett, Parish Clerk  
23<sup>rd</sup> December 2015

### Public Session

Please Note: residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.

- Police Report
- County and District Councillor Reports (items raised for decision at this time will be placed on the agenda for the next meeting)
- Public Question Time

#### 1. To Receive Apologies for Absence

#### 2. To Co-Opt Councillors to Fill Two Vacancies

To co-opt Councillors to fill two vacancies

#### 3. Receive Declarations of Interests

For Councillors to declare any interests in matters on the agenda.

#### 4. To Receive and Determine Requests for Dispensations

To receive and determine requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest

#### 5. To Approve the Minutes of the Meeting Held 15<sup>th</sup> December 2015 (previously circulated)

To approve the minutes of the meeting held 15<sup>th</sup> December 2015

#### 6. To Note the Receipt of the Minutes of the Planning Committee meeting held 23<sup>rd</sup> December 2015 (attached)

To note the receipt of the Minutes of the Planning Committee meeting held 23<sup>rd</sup> December 2015

#### 7. To Appoint a New Representative to the Memorial Hall Management Committee (attached)

To appoint a new representative to the Memorial Hall Management Committee

#### 8. To Consider Recommendations from the Working Party Regarding Local Listing of Assets

To consider recommendations from the Working Party regarding Local Listing of Assets

#### 9. To Consider Recommendations from the Working Party on How to Commemorate the Queen's 90<sup>th</sup> Birthday in June 2016

To consider recommendations from the Working Party on how to commemorate the Queen's 90<sup>th</sup> Birthday in June 2016

**10. To Receive an Update on the Provision and Siting of a New Dog Bin (attached)**

To receive an update on the provision and siting of a new dog bin

**11. To Consider the Request for Speed Reduction Measures in St Martin's Green (attached)**

To consider the request for speed reduction measures in St Martin's Green

**12. To Consider the Selection of the Council's Pension Provider (attached)**

To consider the selection of the Council's Pension Provider

**13. To Agree to Join the NALC/SLCC External Audit Arrangements for post 2017 (attached)**

To agree to join the NALC/SLCC External Audit Arrangements for post 2017

**14. To Approve the Following Payments:-**

To approve the following payments:-

<b>Cheque No.</b>	<b>Payable to</b>	<b>In Respect of</b>	<b>Amount £</b>
300	G N Mussett	Clerk's Salary	£416.13
301	HM Revenue & Customs	TAX/NI	£104.00
302	Mr B Dunningham	Bus Shelters	£67.50
303	JAS Landscapes	Roundabout grass cutting/weeding	£275.00
304	Trimley Memorial Hall Corporate Trust.	Initial Transfer of Funds	£1,000.00

**15. To Agree to Produce an Edition of the Parish Pump Newsletter**

To agree to produce an edition of the Parish Pump newsletter

**16. Closure**

## **ITEM 2**

### **To Co-Opt Councillors to Fill Two Vacancies**

At the time of preparation of the agenda no requests to be co-opted had been received. Given the recent turbulent history of the Council this is not unexpected but the Council should continue to advertise the vacancies. The Council is under no obligation to co-opt persons other than those it wishes.

**This item is for information only.**

## **ITEM 6**

**To Note the Receipt of the Minutes of the Planning Committee meeting held 23<sup>rd</sup> December 2015**

### **TRIMLEY ST MARTIN PARISH COUNCIL PLANNING COMMITTEE**

**Minutes of the meeting of Trimley St Martin Parish Council Planning Committee held in the Memorial Hall at 10.30 a.m. on Wednesday 23<sup>rd</sup> December 2015**

**Present: Councillors: Garrett, Parker, Owen and Sills**

**Also present: Councillor Barker**

**1. Apologies for Absence**

Apologies for absence had been received from Councillor Good.

**2. Declarations of Interest**

No Members declared any interests in matters on the agenda.

**3. To Confirm the Minutes of the Meeting of the Planning Committee held 10<sup>th</sup> November 2015**

The Committee confirmed and agreed to sign the minutes of the meeting of the Planning Committee held 10<sup>th</sup> November 2015 as a true record

**4. To Comment on the Following Planning Application:-  
DC/15/4902/FUL – Rear two storey extension and formation of front bay window extension under existing bay window – 29 Jasmine Close**

The Committee considered the application and agreed to comment that whilst the design was acceptable, the loss of, and precedent thus set, of a two-bedroomed property was to be regretted.

**5. Closure**

The meeting closed at 10.53 a.m.

## **ITEM 11**

**To Consider the Request for Speed Reduction Measures in St Martin's Green**

A member of the public has asked whether speed reduction measures could be introduced in St Martin's Green. **The Council are asked to consider whether it would support such a request to Suffolk County Council.**

## **ITEM 12**

## **To Consider the Selection of the Council's Pension Provider**

As Members will be aware the Government is introducing a requirement on all employers to have a workplace pension scheme. For this Council such a scheme must be in place by 1st April 2017.

To assist small employers, the Government has set up NEST, and it is recommended that this Council appoint NEST as its pension provider, with pension contributions at the minimum required in law. The alternative would be to select another provider with lower qualifying salary entrance points, and higher contributions for the employer.

**Members are recommended to appoint NEST as the Council's Pension Provider paying the minimum contribution required by law.**

### **ITEM 13**

#### **To Agree to Join the NALC/SLCC External Audit Arrangements for post 2017**

The National Association of Local Councils and the Society of Local Council Clerks have agreed to jointly form a new organisation, the Smaller Authority Audit Appointment Authority Limited to address the changes in the External Audit arrangements from April 2017. The factsheet is shown below.

#### **FACTSHEET - PROCUREMENT OF AUDIT FOR SMALLER AUTHORITIES**

Auditing procedures for smaller authorities continue as before, but the procurement process will change from 2017.

From the start of the 2017/18 financial year smaller authorities, including parish and town councils and internal drainage boards, can choose to have an auditor appointed to them by a new 'sector-led body' or they can decide to procure their own. We intend to call this procurement body the Smaller Authority Audit Appointment Authority Limited.

This letter sets out how the new arrangements will work, what the new body will do, what it will offer to smaller authorities, and how you can opt out of having an auditor appointed to you and what you will then need to do.

Smaller authorities with a turnover of less than £25,000 will be exempt from having to submit an annual financial return, but will still need to have an auditor appointed in case there are questions from electors to be resolved. The SLB will be the first point of contact in such a case.

#### **Background**

The National Association of Local Councils (NALC) is working with the Department of Communities and Local Government (DCLG), Society of Local Council Clerks (SLCC) and Association of Drainage Authorities (ADA) on the establishment of a 'sector led body' to procure audit for smaller authorities for the 2017/18 financial year.

The new body will be responsible for procuring audit services for smaller authorities – this is all parish and town councils and internal drainage boards with an income of less than £6.5m – and for the management of these audit contracts for a period of five years.

The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally.

The Smaller Authority Regulations<sup>1</sup> enabled the establishment of a sector-led, collective procurement body to appoint auditors and manage audit contracts. This approach acknowledges both the benefits of collective procurement and the important fact that smaller authorities may not have resources or capacity to individually appoint auditors locally.

Audit of smaller authorities remains mandatory and the creation of the body is aimed at easing the administrative burden, reducing costs and ensuring quality, while maintaining the opportunity for a local approach to auditor appointment.

The audit regime remains unchanged with limited assurance engagements being required from all authorities except those smaller authorities with zero expenditure, who will continue to confirm this annually in response to auditor requests.

One important change is that from 2017 those smaller authorities with a turnover below £25,000 will still be required to complete and publish an Annual Return, but will no longer be required to submit it for audit.

### **About the Sector-Led Body (SLB)**

As previously stated, NALC, SLCC and ADA are currently working together to set up a 'sector led body' to procure audit for smaller authorities for the start of the 2017/18 financial year. This process is being supported and funded by DCLG.

As was the case with the former Audit Commission, the running costs of the new body will be funded from the audit fees charged to smaller authorities.

The board of the new body will comprise an independent chair, two independent members, and representation from NALC, SLCC and ADA. Secretariat support will be provided by NALC. The new body will have a Memorandum of Understanding with DCLG, who will have optional observer status, and who will also review and monitor progress and quality of SLB work.

The SLB will appoint auditors for **all those smaller authorities 'opted in' to the new arrangements.**

A tender process (compliant with European rules and regulations) will be completed by the end of September 2016.

The SLB will procure, deliver and manage the audit contracts; this will include specification of contract requirements, management of auditors, recording of all authorities opting in or out, communications and quality management of audit contracts.

Quality assurance of audits/limited assurance engagements will be conducted by a process to be managed through DCLG.

The SLB will be charged with monitoring those smaller authorities who decide to 'opt out' and reporting those bodies to DCLG, confirming when they have appointed auditors locally.

### **What you need to do**

Those smaller authorities who wish to participate in the SLB do not need to do anything as all smaller authorities are automatically opted in to the new body and will have an auditor procured for them.

This is aimed at helping the transition to new arrangements in 2017 to be as seamless as possible and with no disruption to your audit arrangements.

### **How to opt out of the new arrangements**

However your council is entitled to opt out of the new arrangements. The decision to opt out must be through a formal meeting of the council, and as such every council who is eligible to opt-out needs to actually formally consider if they are going to.

If you wish to opt out of the Sector Led Body Audit procurement you must email [slboptout@nalc.gov.uk](mailto:slboptout@nalc.gov.uk) or write to:

Audit Opt Out

Sector Led Body

National Association of Local Councils

109 Great Russell Street

London

WC1B 3LD

by 31 January 2016 (if you do not do so by that date the next chance to opt out will be in five years time)

All authorities who wish to opt out must make their own arrangements with auditors, which will include but is not limited to the following:

- establishing an Auditor Panel;

- following a statutory appointment process set out in regulations;
- appointing an auditor by 31 December 2016;
- providing the SLB with the contact details of your auditor.

Smaller authorities who 'opt out' but fail to appoint an auditor by the deadline will have an auditor appointed for them, as the appointment of an auditor is a legal requirement. Such an appointment may be at a considerably higher cost as the savings from the bulk procurement of auditors may not be available and there will be additional administrative charges.

A small fee will be charged for this to cover the whole five year period and will be payable before the start of the new audit arrangements in April 2017. These authorities may 'opt out' but will still have to appoint auditors and meet the requirements set out above and it is highly likely this will be a far more expensive option.

**Recommended: That the Council joins the Sector Led Body Audit Procurement body and adopts the arrangements as outlined above.**