

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 1st September at 7.30 p.m.

Gordon Mussett, Parish Clerk
25th August 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 Receive Declarations of Interests

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

3. 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

4. To Approve the Minutes of the Meeting Held 25th August 2015 (previously circulated)

To approve the minutes of the meeting held 25th August 2015

5. To Review The Council's Governance Risks (attached)

To review the Council's Governance risks

6. To Agree to the Purchase of the Local Council Risk Software (attached)

To agree to the purchase of the Local Council Risk Software

7. To Receive a Financial Report to 23rd August (attached)

To receive a Financial Report to 23rd August

8. To Approve the Following Payments:-

To approve the following payments:-

| Cheque No. | Payable to | In Respect of | Amount £ |
|------------|--------------|----------------|----------|
| 100271 | Inprint | Photocopying | £88.20 |
| 100272 | G N Mussett | August Salary | £416.13 |
| 100273 | HM Customs & | August PAYE/NI | £104.00 |

| | | | |
|--------|---------------|----------------------|--------|
| | Revenue | | |
| 100274 | CPRE | Annual Subscription | £36.00 |
| 100275 | Mr Dunningham | Bus Shelter Cleaning | £54.00 |

9. Closure

ITEM 5

To Review The Council's Governance Risks

It is a requirement of legislation that the Council review the risks to its corporate governance on an annual basis.

Risk Assessment Review 2015-16

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis. This assessment is to be reviewed by Full Council at its meeting in September 2015.

Areas where we use insurance to help us manage risks

Examples of Risk

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

| Internal controls | Action by the Council |
|--|---|
| Maintaining an up to date asset register | Asset register being reviewed and updated |
| Fidelity guarantee | Insurance reviewed annually |
| Regular maintenance arrangements for physical assets | Appropriate budget |
| Annual review of risk and adequacy of insurance cover by RFO | Bring risk assessment to council and review insurance in June |
| Ensure robustness of insurance provider | Monitor and take advice from SALC |
| Internal audit assurance | |
| Review internal controls by internal auditor | IA to cover |
| Review management arrangements for insurance | IA to cover |
| Spot test specific internal controls | IA to cover |

Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable amenities or equipment
- Maintenance of vulnerable buildings, amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

| Internal Controls | Action by the Council |
|---|---|
| Standing orders and financial regulations dealing with award of contracts and purchase of capital | Standing orders and Financial Regulations adopted specifying equipment process |
| Regular reporting on performance by suppliers/providers/contractors | Identify suppliers and bring to council where necessary |
| Annual review of contracts | Council to schedule in meetings |
| Regular scrutiny of performance against targets | RFO to consider on agenda |
| Adoption of and adherence to codes of practice for procurement and investment | Financial regs adopted and reviewed annually to ensure they match current best practice |
| Arrangements to detect and deter fraud and corruption | IA to comment on process |
| Regular bank reconciliation, independently viewed | Council to oversee. IA to comment on process |
| | |
| Internal audit assurance | |
| Review of internal controls in place and their documentation | IA to report to Council |

Areas where we can self-manage risk

| Internal Controls | Action by the Council |
|---|--|
| Regular scrutiny of financial records and proper arrangements for the approval of expenditure | Improved review of budget control and expenditure by Council |
| Recording in minutes the precise powers under which expenditure is being approved | Clerk to implement for all new expenditure as part of budget process. . All councillors to note |
| Regular returns to HMRC | Council to check monthly payroll report |
| Contracts for all staff, annually reviewed by the council | Clerk to review and complete |
| Systems for recording any relevant changes in legislation | Clerk to review |
| Regular VAT analysis | Clerk to review |
| Regular budget monitoring statements | Clerk has reviewed way information is presented to Council |
| Procedures for monitoring grants or loans made or received | Council to review during 2015 |
| Minutes properly numbered and paginated with a master copy in safe keeping | Numbering adopted from 2015. Master copy held securely and deposited with Suffolk Record Office after two years. |

| | |
|---|---|
| Adoption of code of conduct for members | Council has adopted Code |
| Safe operating practices of staff | Clerk to ensure proper risk management and training for all staff |
| Training for all Councillors at least every four years | Council to ensure budgetary provision |
| Internal Audit Assurance | |
| Review of internal controls in place and their documentation | IA to note and include in report to council |
| Review of minutes to ensure legal powers in place, recorded and correctly applied | IA to note and include in report to council |
| Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc | IA to note and include in report to council |
| transactions Review and testing of arrangements to prevent and detect fraud and corruption | IA to note and include in report to council |
| Testing of disclosures | IA to note and include in report to council |
| Testing of specific internal controls and reporting findings to management | IA to note and include in report to council |

Members are recommended to note and approve these measures

ITEM 6

To Agree to the Purchase of the Local Council Risk Software

It is a legal requirement for the Council to assess, review, document and take steps to reduce the risks to the public, Council, members and staff from the Council's operations. There appears to be little by way of documented risk assessments and it is crucial that this situation is not permitted to continue. There is a low cost, long established software programme used extensively by small Parish Councils which will enable the Council to document its risks and receive regular reports on steps taken to reduce those risks. The programme, Local Council Risk System, costs £97.15 plus postage and VAT.

Members are recommended to purchase the software and to receive an annual report.

ITEM 7

To Receive a Financial Report to 23rd August

| Income | | | | Precept | Grants | VAT Refund | Bank Interest | Other Interest | Other | TOTAL |
|------------|-----------|------------------------------|-------------------------------------|-------------|----------|------------|---------------|----------------|---------|-------------|
| Date | Reference | From | In Respect of | | | | | | | |
| 01/04/2015 | DD | SCDC | Precept | £ 12,250.00 | £ 413.98 | | | | | £ 12,663.98 |
| 07/04/2015 | DD | HM Treasury 2.5 stocks | interest | | | | | £ 0.45 | | £ 0.45 |
| 23/04/2015 | DD | HSBC | Bank Interest Deposit Account | | | | £ 0.48 | | | £ 0.48 |
| 24/04/2015 | DD | HMRC | VAT Refund | | | £ 4,273.76 | | | | £ 4,273.76 |
| 23/05/2015 | DD | HSBC | Bank Interest Deposit Account | | | | £ 0.47 | | | £ 0.47 |
| 23/06/2015 | DD | HSBC | Bank Interest Deposit Account | | | | £ 0.48 | | | £ 0.48 |
| 06/07/2015 | DD | HM Treasury 2.5 stocks | interest | | | | | £ 0.45 | | £ 0.45 |
| 23/07/2015 | DD | HSBC | Bank Interest Deposit Account | | | | £ 0.47 | | | £ 0.47 |
| 10/08/2015 | DD | HM Treasury 2.5 stocks | Disposal of Stock | | | | | | £ 73.09 | £ 73.09 |
| 10/08/2015 | DD | Suffolk Provincial Grand Cha | Grant towards Memorial Hall Rebuild | | £ 250.00 | | | | | £ 250.00 |
| 23/08/2015 | DD | HSBC | Bank Interest Deposit Account | | | | £ 0.48 | | | £ 0.48 |
| | | | | | | | | | | £ - |
| | | | | £ 12,250.00 | £ 663.98 | £ 4,273.76 | £ 2.38 | £ 0.90 | £ 73.09 | £ 17,264.11 |

| Expenditure | | | | | | | | | | | | | | | |
|-------------|-----------|--|--|----------------|------------------------|---------------|------------|---------------|--------------|-------------|-------------|-----------------------|---------------|------------|---------------|
| Date | Reference | Paid To | In Respect of | Clerk's Salary | General Administration | Subscriptions | Audit Fees | Grass Cutting | Bus Shelters | Flower Beds | Parish Pump | Memorial Hall Rebuild | Total Exc VAT | VAT | Total Inc VAT |
| 01/04/2015 | 245 | A C Harding | Final Settlement - Memorial Hall Rebuild | | | | | | | | | £ 6,299.87 | £ 6,299.87 | £ 1,259.97 | £ 7,559.84 |
| 01/04/2015 | 246 | Concerus | Memorial Hall Fees | | | | | | | | | £ 14,840.05 | £ 14,840.05 | £ 2,968.01 | £ 17,808.06 |
| 07/04/2015 | 247 | K Coutts | Clerk's Salary | £ 890.66 | | | | | | | | | £ 890.66 | £ - | £ 890.66 |
| 07/04/2015 | 248 | HM Customs & Revenue | Tax/NI | £ 156.49 | | | | | | | | | £ 156.49 | £ - | £ 156.49 |
| 07/04/2015 | 249 | B Dunningham | Bus Shelter Cleaning | | | | | | £ 67.50 | | | | £ 67.50 | £ - | £ 67.50 |
| 07/04/2015 | 250 | JAS | Roundabout Maintenance | | | | | £ 275.00 | | | | | £ 275.00 | £ - | £ 275.00 |
| 07/04/2015 | 251 | JAS | Flower Beds | | | | | | | £ 270.00 | | | £ 270.00 | £ - | £ 270.00 |
| 07/04/2015 | 252 | Community Action Suffolk | Subscription | | | £ 25.00 | | | | | | | £ 25.00 | £ 5.00 | £ 30.00 |
| 07/04/2015 | 253 | K Coutts | Expenses | | £ 162.73 | | | | | | | | £ 162.73 | £ 5.00 | £ 167.73 |
| 07/04/2015 | 254 | Computing Needs | Toner Cartridges | | £ 47.90 | | | | | | | | £ 47.90 | £ 9.58 | £ 57.48 |
| 07/04/2015 | 255 | SALC | Subscription | | | £ 664.00 | | | | | | | £ 664.00 | £ - | £ 664.00 |
| 01/05/2015 | 256 | K Coutts | Clerk's Salary | £ 968.90 | | | | | | | | | £ 968.90 | £ - | £ 968.90 |
| 01/05/2015 | 257 | HM Customs & Revenue | Tax/NI | £ 128.39 | | | | | | | | | £ 128.39 | £ - | £ 128.39 |
| 01/05/2015 | 258 | K Coutts | Expenses | | £ 101.41 | | | | | | | | £ 101.41 | £ 5.28 | £ 106.69 |
| 01/05/2015 | 259 | B Dunningham | Bus Shelter Cleaning | | | | | | £ 54.00 | | | | £ 54.00 | | £ 54.00 |
| 02/06/2015 | 260 | B Dunningham | Bus Shelter Cleaning | | | | | | £ 67.50 | | | | £ 67.50 | | £ 67.50 |
| 23/06/2015 | 261 | Felixstowe District Council for Sport & Recreation | Subscription | | | £ 5.00 | | | | | | | £ 5.00 | £ - | £ 5.00 |
| 23/06/2015 | 262 | 123-Reg | Web Hosting | | £ 35.88 | | | | | | | | £ 35.88 | £ 7.18 | £ 43.06 |
| 23/06/2015 | 263 | B Dunningham | Bus Shelter Cleaning | | | | | | £ 67.50 | | | | £ 67.50 | | £ 67.50 |
| 23/06/2015 | 264 | SALC | Internal Audit Fee | | | | £ 330.00 | | | | | | £ 330.00 | £ 66.00 | £ 396.00 |
| | | | | £ 2,144.44 | £ 347.92 | £ 694.00 | £ 330.00 | £ 275.00 | £ 256.50 | £ 270.00 | £ - | £ 21,139.92 | £ 25,457.78 | £ 4,326.02 | £ 29,783.80 |

| Reconciliation | |
|-----------------------------|---------------------------|
| As at 31/3/15 | |
| Deposit Account | £ 10,020.38 |
| Current Account | <u>£ 32,022.08</u> |
| | £ 42,042.46 |
| Add Receipts to 23/07/15 | £ 17,264.11 |
| Less Expenditure to 23/7/15 | <u>-£ 29,783.80</u> |
| As at 23/7/15 | <u>£ 29,522.77</u> |
| As at 23/7/15 | |
| Deposit Account | £ 10,022.76 |
| Current Account | <u>£ 19,500.01</u> |
| | <u>£ 29,522.77</u> |

| ITEM | BUDGET 2015/16 | Spend to Date Net of VAT) | Percentage Spent |
|--------------------------|--------------------|------------------------------|---------------------|
| Clerk's Salary | £ 12,225.00 | £ 2,144.44 | 17.5% |
| General Expenses | £ 1,200.00 | £ 347.92 | 29.0% |
| Audit Fees | £ 440.00 | £ 330.00 | 75.0% |
| Insurance | £ 1,352.91 | | 0.0% |
| Election Fees | £ 2,000.00 | | 0.0% |
| Clerk Training | £ 500.00 | | 0.0% |
| Councillor Training | £ 500.00 | | 0.0% |
| Recruitment Fees | £ 500.00 | | 0.0% |
| Subscriptions | £ 648.00 | | 0.0% |
| Grants/Donations | £ 525.00 | | 0.0% |
| Bus Shelter Cleaning | £ 800.00 | £ 256.50 | 32.1% |
| Flower Beds & Roundabout | £ 1,500.00 | £ 545.00 | 36.3% |
| Hall Hedge Cutting | £ 300.00 | | 0.0% |
| Christmas Tree | £ 100.00 | | 0.0% |
| Parish Pump | £ 700.00 | | 0.0% |
| School Vouchers | £ 100.00 | | 0.0% |
| New Dog Bin | £ 295.00 | | 0.0% |
| Memorial Hall Rebuild | £ - | £ 21,139.92 | N/A |
| TOTALS | £ 23,685.91 | £ 24,763.78 | |

