

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 6 March 2018 at 7.30 p.m. The agenda is set out below.

Caroline Ley, Parish Clerk
28 02 2018

- 1. To receive apologies for absence**
- 2. To receive declarations of interest**
For councillors to declare any 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 on 6 February 2018**
- 5. Public Forum**
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.
 - County and District Councillor Reports
 - Public Question Time
- 6. To receive feedback from the working party on their progress towards making recommendations on the Parish Council's plans to mark the centenary of the armistice.**
- 7. To consider the future of the Christmas entertainment at Reeve Lodge in the light of the poor attendance at the event in both 2016 and 2017**
- 8. To consider adopting a Grants and Donations policy (Annex A)**
- 9. To conduct a review of The Council's governance risks (Annex B)**
- 10. To conduct a review of internal controls (Annex C)**
- 11. To consider the following Planning Applications:**
 - DC/18/0742/LBC: Listed building consent. Proposed upgrading at 2 Capel Hall cottages, Capel Hall Lane
 - DC/18/0770FUL: 8 Heathfields. To extend to the front of building to enlarge the lounge.
- 12. To note that a representative of Norse is liaising with SCC in relation to the problem with lighting in Mill Lane**
- 13. To agree a response to the Suffolk Highways Community Self Help Survey**
- 14. To note that a local resident has expressed concern over possible illegal activity at the picnic site on the corner of Capel Hall Road.**
The Clerk is trying to confirm where responsibility for the site lies. It is thought to be in the ownership of SCC. Once confirmation has been received the matter will be reported to the responsible person. Local residents have already reported their concerns to the local police.

15. To note that the Clerk will be seeking quotations from contractors, including the current contractor, for the maintenance of the planting to the roundabout and borders from 1 April 2018.
16. To receive a report from Councillor Smart on the meeting with representatives of Trimley St Mary Parish Council to discuss sport and play provision within the Trimley villages.
17. To note that work has begun on the Network Rail compound between Cavendish Grove and Reeve Lodge. Footpath 31 has been diverted.
18. To Receive a Financial Statement to 25 February 2018
Bank statements and a full list of payments will be available for inspection at the meeting. Note that the total of payments for expenses associated with the Memorial Hall, for which the Corporate Trustees have been billed, is recorded separately below the itemised budget.

ITEM	Proposed Budget 2017/18	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary and expenses	£ 7,500	£ 8,173.43	109.0%
General Expenses	£ 1,800	£ 821.84	45.7%
Audit Fees	£ 600	£ 410.00	68.3%
Insurance	£ 433	£ 480.84	111.0%
Clerk Training	£ 350	£ 22.00	6.3%
Councillor Training	£ 600	£ 146.14	24.4%
Chairman's Allowance	£ 350	£ 350.00	100.0%
Subscriptions	£ 750	£ 755.19	100.7%
Grants/Donations/Sec 137	£ 750	£ 150.00	20.0%
Bus Shelter Cleaning	£ 800	£ 594.00	74.3%
Flower Beds & Roundabout	£ 1,500	£ 1,111.66	74.1%
Parish Pump	£ 450	£ 333.00	74.0%
Memorial Hall Corporate Trustees	£ 3,145	£ 2,750.00	87.4%
TOTAL	£ 19,028	£ 16,098.10	
Notes			
Expenditure incurred on behalf of Corp Trustees & billed to them (net of VAT): 2211.67			
INCOME			
Bank Interest	£ 5		
Grant Funding	£ -		
TOTAL	£ 5		
NET REQUIREMENT	£ 19,023		

Reconciliation				
As at 31/03/17				
Deposit Account	£ 12,008.80			
Current Account	£ 23,269.96			
	£ 35,278.76		Unrepresented cheques	
Add Receipts to 25/01/2018	£ 32,357.60		300229	£ 195.00
Less Expenditure to 25/01/2018	£ 18,934.43			
Less Unpresented Cheques	£195.00			£ 195.00
	£ 48,896.93			
Balance As at 25/02/2018				
Deposit Account	£ 14,793.51			
Current Account	£34,103.42			
	£ 48,896.93			

19. To Approve the Following Payments

Date	No	Name	In respect of	Amount
06 03 2018		C Ley	Clerk's salary	531.09
06 03 2018		Revenue & Customs	Tax on clerk's salary	102.20
06 03 2018		C Ley	Clerk's Expenses	
06 03 2018		Roger Clarke	Purchase of poppy seed	42.95
06 03 2018		B Dunningham	Cleaning of Bus Shelter	54.00

20. Close

Trimley St Martin Parish Council Grants and Donations Policy

Trimley St Martin Parish Council sets aside a sum of money each year to donate to good causes in the parish as either a grant or a donation. The sum allocated by the Parish is part of the annual precept the Parish Council collects from the electorate and is available for distribution from 1 April each year.

The Parish Council is governed by rules set out in the Local Government Act 1972 (section 137) which states the money must be spent on purposes for the direct benefit of the parish and be commensurate with the expenditure incurred, for example, spending a large amount for the benefit of only one or two people is not acceptable.

Trimley St Martin Parish Council applies different criteria dependent on the type of group or charity. For this purpose, a group not specifically local to Trimley St Martin, but nevertheless benefitting the residents of the village, could receive a grant without the submission of accounts or the requirement to link the sum to a specific project beyond that of their broad purpose. Local groups are asked to apply for specific projects.

No further amount will be allocated from the annual budget if the money is committed before the end of the financial year (end of March each year). Policy Applications will be accepted throughout the financial year from individuals (on behalf of a group) or not for profit community groups, or where the donation is to provide benefit to residents of Trimley St Martin. Any expenditure under section 137 must be properly authorised by resolution, minuted and shown in a separate column in the councils' accounts.

Trimley St Martin Parish Council operate the following criteria for all applications:

- A. Only one application for a grant in each financial year;
- B. A limit of £500 per organisation will be applied except for exceptional circumstances.;
- C. The organisation must be non-profit making (and not an individual);
- D. The organisation must be one that, in some way, benefits the local community.

In addition, local groups must:

- A. demonstrate a clear need for financial support by providing a description of the project / activity for which a contribution is needed ;
- B. provide a set of audited accounts or suitable financial statement to ensure there is a genuine need for a grant. Recently established organisations that do not have audited accounts should provide a statement setting out their funding position;
- C. provide a summary of their efforts to generate income from other sources.

Procedure

Applications will be accepted throughout the year, but will normally be considered twice during the financial year – in the months of June and December. Applications should be submitted to the Parish Clerk no later than the end of the preceding month with the information set out in the policy above. The application will be placed on the agenda for consideration by the Parish Council who will decide on the application based on the information provided.

The Parish Clerk will inform the applicant of the Councils' decision and arrange payment if the application has been successful. A written receipt must be provided by the organisation and a note to show the funds have been used for the purposes specified in the application if applicable. A report on how the money was spent may be requested and monitoring may take place.

The Council reserves the right to require repayment in the event of the funds not being applied in furtherance of the purpose outlined in the application.

This policy was adopted on _____

Signed _____ Chairman

Trimley St Martin Parish Council

Risk Assessment

Topic	Risk Identified	H/M/L	Management of Risk	Review/Assess/Revise
Precept	<p>A Not submitted</p> <p>B Not paid by DC</p> <p>C Adequacy of precept</p>	<p>L</p> <p>L</p> <p>L</p>	<p>A) RFO to follow up if confirmation email of receipt is not forthcoming from Suffolk Coastal District Council Suffolk. If no form is submitted, the previous year's precept will be rolled over.</p> <p>B) RFO to follow up</p> <p>C) Budget and precept prepared and agreed at full Council</p> <p>Monthly review of outturn are received by full council including variances from budget</p>	<p>A & B Reviewed annually</p> <p>C) Outturn report received monthly</p>
Salaries	<p>A Wrong Salary Paid</p> <p>B Wrong Hours Paid</p> <p>C Wrong Rate Paid</p> <p>D PAYE administered wrongly</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>Check to contract and hours worked.</p> <p>Council to verify salary scale and agreed pay-rate</p> <p>PAYE administered on Inland Revenue agreed pay-codes</p>	<p>PAYE administered online through Inland Revenue, details of employee payment presented to PC monthly.</p> <p>Where, exceptionally, additional hours are worked approval in principle within agreed limits approved by full council.</p>
Payments for goods/services	<p>A Goods Not Supplied</p> <p>B Invoice incorrectly calculated</p> <p>C Cheque payable incorrect</p>	<p>L</p> <p>L</p> <p>L</p>	<p>A. System in place to check delivery /service. Full audit trail followed</p> <p>B. Check arithmetic</p> <p>C. Signatory, initials etc – stub and invoice</p>	<p>Checks on service delivery carried out as required. Invoices checked against cheque payments monthly, invoices and stubs initialled</p>
Election Costs	Invoice at agreed rate	L	RFO check	RFO to verify when circumstance arises

Reserves	Adequacy	L	General and earmarked reserves considered at budget setting	Annual check
Assets	A) Loss or damage B) Third party risk	L L	A) insurance and asset register updated annually B) Review adequacy of Public liability insurance	Annual checks
Staff	A) Loss of Clerk B) Fraud by staff	M L	A) Reserve fund held to cover cost of appointment and cover B) Fidelity guarantee value reviewed annually	Annual review
Maintenance of assets	Poor maintenance of assets	L	Condition of noticeboard checked monthly on posting of notices Risk of vandalism to the two bus shelters owned by the Council – cleaner of shelter asked to report any damage	As required. Shelters checked monthly or more frequently
Legal powers	Illegal activity or payment	L	Councillors trained in relation to their legal powers. Legal authority under which payments are made recorded in the meeting minutes	Training -on appointment of new councillor Legal authority of payments recorded monthly
Financial Records	A) Inadequate Records B) Loss of Records C) Access to bank records	L L L	A) Internal controls in place and reviewed separately B) Back-ups taken on a monthly basis C) Online access allows for viewing of account only.	Records of all payments for financial year to date of meeting available for inspection at each monthly meeting C) password to be changed at 6 monthly intervals
Council records	A) Unauthorised access to records held on council's laptop	L	Password renewals to be undertaken at 6 monthly intervals Back up hard disk held securely in	6 monthly

	or B) loss of records		clerk's home	
Minutes	Failure to ensure records are accurate and legal	L	Reviewed at next meeting and signed by Chairman. Pages numbered	Monthly
Meetings	A.Failure to post notices 3 clear days prior to meeting B. Risk of personal injury	M	A. All notices posted 3 clear days before meeting on noticeboard and website. B. ensure that standards are being maintained at the Memorial Hall, and that the Hall Committee and the council has appropriate insurance cover	A. Monthly. Chairman will make enquiries if documents are not received. B. Clerk to ensure no slip or trip hazards before admitting members and public to the Hall. Insurance cover reviewed annually.
Members Interests	Conflict of Interest	L	Opportunity to declare interest in item on the agenda offered at each meeting. Councillors asked to update entries on the SCDC site when a change takes place and to conduct a routine check on an annual basis	Chnges to be recorded within 28 days of change
Investment	Loss of invested funds	L	No invested funds aside from those held in bank account	
Web Site	Placing of Information on site that may place people at risk	L	Clerk to ensure that no personal details other than those of the councillors and clerks are placed on the site without the permission of the individuals concerned. Information relating to persons no longer living and offered for	A) As required – website kept under scrutiny

			inclusion in the context of local history, to be considered carefully by the Clerk on an individual basis.	
GDPR	Failure to observe the requirements of GDPR	M	Evaluate the requirements in line with the GDPR toolkit provided by NALC and adopt procedures as recommended. Data Protection Officer to be appointed and advice and guidance to be followed.	To be determined when information to hand. Checks to be made in line with the recommendations of the DPO

Review of the Council's Internal Controls

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis.

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 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. Council informed of regulations governing the purposes to which CIL can be applied and confirmation to be sought from SCDC that any plans for the expenditure of CIL monies fall within the definition of approved purposes.
Recording in minutes the precise powers under which expenditure is being approved	Information recorded in the minutes from 2016
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	Policy and procedures adopted March 2018
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
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 required to note and amend these governance arrangements as necessary.