

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 5 March 2019 at 7.30 p.m.**

**Present: Councillors Bozier, D'Arville, Garrett, Owen, Parker, Rastrick, Rodwell, Smart and Southworth**

**Also present: County Councillor Bird and two members of the public**

**1. To Receive Apologies for Absence**

Apologies for absence had been received from Cllr Clarke

**2. To Receive Declarations of Interest**

There were no declarations of interest in matters on the agenda.

**3. To Receive and Determine Requests for Dispensations**

There were no 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 Tuesday 5 February 2019**

The minutes of the meeting held on Tuesday 5 March were approved and signed as a true record

**5. Public Forum**

County Councillor Bird reported that the County Council had agreed a budget which would involve a rise of 4% in the element of the council tax collected for the County Council. The bulk of the limited resources available had to be applied to the demands of child and adult services. As cost increased in this sector the amount available for other purposes reduced; in consequence of this the highways maintenance budget had reduced by 40% since 2010. Problems with hedging growing over the road in Innocence Lane and abandoned contractors' signs were reported to Cllr Bird who undertook to make further enquiries.

**6. To receive an update from the Neighbourhood Plan Task and Finish Group and to consider a recommendation from the group for a community event to be held in conjunction with the Communities Team of Suffolk Coastal District Council.**

The group had met with representatives of the Communities Team who had recommended a local event to which local organisations could be invited to showcase their activities. This would give residents the opportunity to find out more about events in the village and to meet the Communities Team who would be on hand to answer questions about neighbourhood planning. On completion it was expected that there would be a clear idea on the level of interest locally in developing a neighbourhood plan. Councillors approved the proposals and agreed that the event should take place on 6 July.

**7. To consider a request from a local trader to locate a gourmet sausage van on the Memorial Hall car park on an occasional basis – approximately once a month.**

It was agreed that this request should be turned down because it did not sit comfortably with the basis on which the Hall was currently let which involved a range of different user groups as well as private individuals. In most instances hirers made extensive use of the car park.

**8. To consider providing an additional Topsey waste bin for public use at a cost of £225 + vat (including installation) and (subject to agreement) to decide on an appropriate location to submit to Suffolk Norse for final approval**

The Council agreed to cover the cost of providing a bin. Subject to the agreement of Suffolk Norse a location on the corner of Grimston Lane and Trimley St Martin High Rd, near to the bus stop, was preferred.

**9. To conduct a review of the Council's governance risks.**

The Council reviewed and approved the schedule of governance risks attached to these minutes.

**10. To conduct a review of internal controls.**

The Council reviewed and approved the schedule of internal controls attached to these minutes.

**11. To review the Parish Council's revised asset register.**

The council reviewed and approved the asset register attached to these minutes.

**12. To note that the Parish Council representations on the final draft of the Local Plan have been submitted to Suffolk Coastal District Council.**

The Council noted that the Parish Council's representations on the final draft of the Local Plan had been submitted to Suffolk Coastal District Council and thanked the Clerk for the additional work involved in this task.

**13. To note the date of the Annual Parish Meeting**

It was noted that the meeting would be held at 7.30 pm on Wednesday 24 April 2019 at the Methodist Church Hall. The earlier date previously proposed could not be proceeded with. It was agreed to produce a flyer to let residents know about the meeting.

**14. To note the footpath diversions which will be in place on completion of the Felixstowe Branchline works.**

The footpath diversions arranged by Network Rail were noted. At Thorpe Lane one of the proposed diversions required access through gates which were currently locked. Another was a cause for concern because walkers joined the road on a blind bend. These Issues would be raised with the Project Manager.

**15. To receive an update on Highways issues.**

- The Clerk reported that the Police had been asked to comment on any safety concerns associated with the loss of the central white lines at Howlett Way.
- Work by Suffolk County Council Highways on the professional service estimate for the installation of a pedestrian refuge near the Memorial Hall was underway.
- The Clerk had asked Highways if the Council could be permitted to install a 'cyclists dismount' sign at the foot of the bridge as these signs could be purchased online at a much lower price than that quoted by Highways.
- Kier had reported that work to restore working lights to the bridge had to be deferred until the necessary traffic management arrangements could be put in place. This response had been included on the Parish Council website.
- The problems with the encroachment of grass and weeds along the pavement between Roselea Nursery and Trimley St Martin Primary School had not yet been fully corrected. The Clerk would remind Bidwells that the work remained outstanding.

**16. To consider an offer made by a local resident to take on responsibility for changing the battery of a portable SID, and to shift the SID between predetermined locations at regular intervals, in the light of the health and safety requirements laid down by Suffolk County Council and the necessary insurance arrangements.**

Following lengthy discussions the Council decided not to proceed with the installation of a SID at this time. The resident's offer of help was very much appreciated, but the Council took the view that the risks associated with the task - and the need to ensure that all the guidelines laid down by the County Council were fully observed - were such that they could not approve the arrangement as one to be undertaken by a volunteer. The Clerk was



ITEM	Proposed Budget 20118/19	Spend to Date Net of VAT)	Recharge to corp Trustees	Spend - Recharge to Corp Trustees	Percentage Spent
Clerk's Salary and expenses	8,800.00	7,872.47	0.00	7,872.47	89.46
General Expenses	1,050.00	3,453.00	2,365.00	1,088.00	103.62
Audit Fees	800.00	420.00	0.00	420.00	52.50
Insurance	550.00	1,332.07	800.00	532.07	96.74
Clerk Training	500.00	77.00	0.00	77.00	15.40
Councillor Training	1,000.00	1,064.54	0.00	1,064.54	106.45
Chairman's Allowance	350.00	350.00	0.00	350.00	100.00
Subscriptions	800.00	781.00	0.00	781.00	97.63
Grants/Donations/Sec 137	500.00	500.00	0.00	500.00	100.00
Bus Shelter Cleaning	700.00	584.00	0.00	584.00	83.43
Flower Beds & Roundabout	2,250.00	2,313.43	215.00	2,098.43	93.26
Parish Pump	750.00	477.00	0.00	477.00	63.60
Memorial Hall Corporate Trustees	2,000.00	3,500.00	0.00	3,500.00	175.00
Appt of Data Protection Officer	300.00	150.00	0.00	150.00	50.00
Centenary of Armistice	500.00	281.42	0.00	281.42	56.28
<b>Total</b>	<b>20,850.00</b>	<b>23,155.93</b>	<b>3,380.00</b>	<b>19,775.93</b>	<b>94.85</b>
<b>Unbudgetted item - prof services est*</b>		<b>7,334.62</b>			
<b>Total Exp</b>		<b>30,490.55</b>			
<b>Notes</b>					
<b>Professional services estimate covered by grant from SCDC</b>					

## 20. To Approve the Following Payments

Date	No	Name	In respect of	Amount	Power
05/03/2019	335	C Ley	Clerk's salary	547.55	LGA1972 s112
05/03/2019	336	Revenue & customs	Tax	109.40	LGA1972 s112
05/03/2019	337	C Ley	Clerk's expenses	39.59	LGA1972 s112
05/03/2019	338	B Dunningham	Bus shelter cleaning	54.00	LGA Misc Provs Act 1953 s4
05/03/2019	339	R Clarke	Expenses	52.99	LGA1972 s112

## 21. Items for consideration of inclusion on next agenda

The following items were identified for inclusion on the April agenda

- Update on noise problems arising from the works being carried out by Volker Fitzpatrick.
- Arrangements for the annual parish meeting

## 22. Close

The meeting closed at 21.15

## Item 9: Risk Assessment

Topic	Risk Identified	H/M/L	Management of Risk	Review/Assess/Revise
Precept	A Not submitted  B Not paid by DC C Adequacy of precept	L  L L	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. B) RFO to follow up C) Budget and precept prepared and agreed at full Council Monthly review of outturn are received by full council including variances from budget	A & B Reviewed annually C) Outturn report received monthly
Salaries	A Wrong Salary Paid B Wrong Hours Paid C Wrong Rate Paid D PAYE administered wrongly	M M M M	Check to contract and hours worked. Council to verify salary scale and agreed pay-rate PAYE administered on Inland Revenue agreed pay-codes	PAYE administered online through Inland Revenue, details of employee payment presented to PC monthly. Where, exceptionally, additional hours are worked approval in principle within agreed limits approved by full council.
Payments for goods/services	A Goods Not Supplied B Invoice incorrectly calculated C Cheque payable incorrect	L L L	A. System in place to check delivery /service. Full audit trail followed B. Check arithmetic C. Signatory, initials etc – stub and invoice	Checks on service delivery carried out as required. Invoices checked against cheque payments monthly, invoices and stubs initialled
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	M	A) Reserve fund held	Annual review

	B) Fraud by staff	L	to cover cost of appointment and cover B) Fidelity guarantee value reviewed annually	
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 or B) loss of records	L	Password renewals to be undertaken at 6 monthly intervals Back up hard disk held securely in clerk's home	6 monthly
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	Changes to be recorded within 28 days of change

			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	
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 inclusion in the context of local history, to be considered carefully by the Clerk on an individual basis.	A) As required – website kept under scrutiny
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.	Checks to be made in line with the recommendations of the DPO

## Item 10

### 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
<b>Internal audit assurance</b>	
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
<b>Internal audit assurance</b>	
Review of internal controls in place and their documentation	IA to report to Council



### Areas where we can self-manage risk

<b>Internal Controls</b>	<b>Action by the Council</b>
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
<b>Internal Audit Assurance</b>	
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

### Item 11 – Asset Register

The asset register has been updated to include the projector and screen. Some time ago members asked why it was that the register reflected the purchase price of the items without any steps taken to allow for depreciation. The advice provided by SALC on this point, drawn from the Governance and Accountability Guide for Local Councils (2014), is: *‘Commercial concepts of depreciation, impairment adjustments, etc. are not appropriate for local councils. For reporting purposes therefore, the ‘book’ value of fixed assets will stay constant throughout their life until disposal.’*

TRIMLEY ST MARTIN PARISH COUNCIL ASSET REGISTER AS AT 28/02/2019

LOCATION	DESCRIPTION	DATE ACQUIRED or PURCHASED	VALUE	Totals
High Road/Link Road	Bus Shelters x 2	Over a period of years, most recent in 2009	estimate following reduction from 4 to 2 = 4,053.75	£4,053.75
High Road	Memorial and other public seats	Over a period of years, most recent in 1982	£1,000 (no property damage insurance – public liability only)	£1,000.00
Junction High Road and St Martin's Green	Village Sign	1977	£500 (no property damage insurance – public liability only)	£500.00
Reeve Lodge, High Road	'Peace' Sign (jointly with Trimley St Mary)	1995	£500 (no property damage insurance – public liability only)	£500.00
Various Locations in the village	Dog and Litter Bins	Over a period of years,	£1,000 (no property damage insurance – public liability only)	£1,295.00
Just past Goslings Farm	Bench (George Harlow)	2002	£500 (no property damage insurance – public liability only)	£500.00
Outside The Memorial Hall	Noticeboard	Mar-04	£1326.47 (insured value-index linked)	£1,326.47
Clerk's Home	HP Laptop Computer plus external HD	Dec-11	£759.50 (insured value-index linked)	£759.50
Trimley Foreshore	Bench (Nigel Smith)	May-07	£500 (no property damage insurance – public liability only)	£500.00
Clerk's Home	Epson EB-970 Projector	Oct-19	£441.00 (insured value index linked)	£441.00
Memorial Hall	Eyeline Presenter Tripod Screen	Oct-19	£64.92	£64.92
				<b>£10,940.64</b>