

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the, Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 10th December 2013

MEMBERSHIP & ATTENDANCE

Chairman: * R Khiroya

| | | |
|---------------------|-----------------|--------------------|
| Councillors: | * Mrs W Boatman | * G Liley |
| | * T Edwards | * F Mahon-Daly |
| | * M. Green | * K Morris |
| | Mrs A Hayward | * Mrs A Preedy |
| | * Miss P Howell | * Mrs L Sutherland |
| | * Mrs M Jarrett | * S Watkins |
| | * R Kipps | Mrs J White |
| | Mrs V Lantree | * Mrs J Worrall |

*Denotes Member present

13/37 PUBLIC FORUM

There were three members of the press and public present.

Mr Naylor-Smith made representation on behalf of Chorleywood Golf Club regarding parking at the War Memorial Hall permissive parking area.

13/38 REPRESENTATIONS FROM THE DISTRICT AND COUNTY COUNCILLORS

A report from Cllr Martin Trevett was read out to the Council.

13/39 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs Hayward, Mrs Lantree, Mrs White.

13/40 DECLARATIONS OF INTEREST

There were no declarations of interest.

13/41 APPROVAL OF MINUTES

The Council
RESOLVED

To approve the minutes of the meeting dated 1st October and the Extra Ordinary Meeting of 29th October 2013 as true and correct

These were duly signed by the Chairman

13/42 MATTERS ARISING

There were no matters arising

13/43 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that he had attended the Royal British Legion Service of Remembrance at Christ Church reading the lesson. He also attended a similar event at

his Temple in Greenford. He also attended the Parish Council charity Quiz Night which raised over £8500 with each charity receiving just under £400 each.

The Chairman attended the opening of the new building at Christchurch School which was officially opened by the Arch Bishop.

The Chairman also announced that he and the Vice Chairman Cllr Mrs Sutherland were attending the WRVS Lunch club to give out Christmas gifts paid for out of the Chairman Allowance, on the 18th December.

The Chairman also advised that it was 100 years since the Parish Council was established. He recognised that this had been discussed in the past but also felt that it was important that the centenary should be recognised and asked that all Councillors agree to have a photo taken of the current council at the next Council meeting on 11th February 2014.

Finally the Chairman announced that since the election date had been changed to the 22nd May 2014 the Annual Parish Meeting would now take place on the 6th May 2014.

13/44 QUESTIONS UNDER STANDING ORDER 9

There were no questions under Standing Order 9.

13/45 COMMITTEE REPORTS

Chorleywood Village Halls 19th November 2013

RECOMMENDATION – REFURBISHMENT OF THE WAR MEMORIAL HALL

That the Committee

RESOLVED TO RECOMMEND

That refurbishment of the ladies toilet and ladies changing room is carried out together with general maintenance and that the shortfall in budget is taken from reserves.

The Clerk advised that she had received an estimate for the work proposed which was likely to be in the region of £50,000. It was possible that planning permission may be required as the plan was to change the front window into a door being as the hall was in a conservation area.

Members felt that the hall really did need to have some refurbishment and felt that it was likely that this work could increase revenue which would, in the long run offset the expenditure.

The Council
RESOLVED

To approve the recommendation to refurbish the ladies toilets, ladies changing room and other general maintenance and that any shortfall should either be taken from reserves or added to the 2014/15 precept.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Watkins and unanimously approved.

Policy & Resources 3rd December 2013 –

13/16 Grant funding for the Chorleywood Youth Council – it was noted that the Council would be grant funding setup fees for the new Chorleywood Youth Council and which the Parish Council had the Power to do under the LGA1972, Part VII Miscellaneous Powers of Local Authorities. 111 Subsidiary powers of local authorities Act.

13/17 Guide Hut Lease – The Clerk explained that she had gone back to the Brownie Leader and explained the Parish Council position. They were looking at their insurance and alternative sources of funding.

13/31 Improving Communications – Cllr Mrs Worrall stated that she had met with the editor of the Chorleywood Magazine to find out her deadlines with a view of the Parish Council have a regular slot within the magazine. Whilst it was understood that it could not take the place of Chorleywood Matters due to the current shortfalls in circulation, it could enhance communication and be another avenue to get our message across on a more regular basis.

13/46 ACCOUNTS FOR PAYMENT

The Committee

RESOLVED

To approve the payments and direct debits

Chorleywood Village Halls £10,607.49

Parish Council £55,898.82

13/47 THREE RIVERS BOUNDARY REVIEW

Following the Three Rivers Boundary Review there appeared to be two anomalies which were discussed. The first being detailed in the report of 35 properties in Loudwater which were currently due to be in the Rickmansworth Town Ward and the second being 12 houses in Stag Lane which were also currently outside the parish. Both areas had logical and geographical reasons for being within the Parish and fell within the criteria within Section 93 of the 2007 Act.

The Council

RESOLVED

That the Clerk writes to TRDC asking them to undertake a Community Governance Review on the two areas identified.

This was proposed by Cllr Mrs Jarrett, seconded by Cllr Mrs Sutherland and carried 13 in favour with one abstention

13/48 PARKING ARRANGEMENTS AT THE WAR MEMORIAL PERMISSIVE PARKING AREA

This item was taken with permission of the Council at the beginning of the meeting.

Members had listened to the representation from a Member of Chorleywood Golf Club with interest. It was noted that the Open Spaces Committee were in favour in principal with the suggestion to play parking meters in the permissive parking area but did not have a capital or revenue budget for this activity. Whilst the Golf Clubs concern was with the War Memorial Hall site, there was a general consensus of opinion that the scheme would have to include the Shepherds Bridge area and may even include other parking sites on the Common in the fullness of time. Therefore any cost analysis should include both sites.

It was generally felt that the meters would have to be solar powered due to the lack of electrical supply on the Common. The timing of the scheme would also be an important factor.

The Council

RESOLVED

That the Meeting agreed that the current situation with regard to parking in the War Memorial Hall permissive parking area is untenable and something has to be done with regard to parking meters.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Mahon-Daly and unanimously approved

The Council then

RESOLVED

That accurate estimates for capital and revenue costs be presented at the next round of meetings as part of the budget setting process with the view of implementation in late March early April.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Miss Howell and unanimously approved.

13/49 CONFIDENTIAL BUSINESS – STAFFING ARRANGEMENTS

The Council

RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.

13/51 CLOSURE

The meeting have started at 8.03pm, closed at 10.15pm

These minutes have been checked by the Chairman.

Signed Dated

These minutes have been agreed at Full Council and signed by the Chairman.

SignedDated.....

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 14TH JANUARY 2014

MEMBERSHIP & ATTENDANCE

Chairman: * T Edwards

Councillors * Mrs W Boatman
* Mrs M Jarrett
* R Khiroya (ex officio)
* F Mahon-Daly
* Mrs A Preedy
* Mrs L Sutherland (ex officio)
S Watkins
* Mrs J Worrall

* Denotes members present

There were four members of the public present.

13/67 APOLOGIES FOR ABSENCE

There was one apology for absence from Cllr S Watkins.

13/68 DECLARATIONS OF INTEREST

There was one declaration of interest from Cllr Mrs Worrall regarding the map for Agenda item 18 Water Main renewal as her property was on the map, however as the discussion was about the proposed route of the Water main on the Common it was agreed not to be an issue.

13/69 APPROVAL OF THE MINUTES

The Committee
RESOLVED

That the minutes of the meeting held on 12th November 2013 which had been discussed at Full Council with no changes made, be approved as a true and correct record.

13/70 MATTERS ARISING FROM THE MINUTES

13/56 Open Spaces Officers Report. The Clerk advised Members that she had a meeting later in the week with TRDC where the matter of the availability of the results of the Reptile survey that had been commissioned by TRDC as part of the Play area would be raised. It was noted that the Bird Survey was part of a written report that had been presented to the last Open Spaces Committee.

13/65 RSPB Bird Survey on the Common – this had been part of the previous agenda but a copy of the report would be provided to the member making the enquiry.

13/62 Purchase of a new Tractor – in response to a member's question the Clerk advised that the paperwork for the new tractor had been received but the tractor itself had not yet arrived.

13/71 FINANCIAL COMPARISON STATEMENT 2013/14

The Committee
RESOLVED
To note the report.

13/72 CEMETERY FLOWERS

This agenda item was brought forward to allow a member of the public to speak.

Members were sympathetic to the views of the Parishioner relating to memorial flowers in the cemetery and the difficulty of sourcing ones that would last during the winter months and the possibility of allowing small pot plants during the winter months when the Rangers are not strimming and mowing the grass. The views of plastic flowers were felt to be subjective and members were reminded that some families placed these on graves as they were unable to visit the Cemetery regularly but liked something to be on the grave. Members were also concerned with the importance of the appearance of the cemetery which regularly was commented on favourably by visitors to the cemetery. Concern was raised over the stability of pots during windy or stormy days.

The Committee
RESOLVED

That the Administrator should explore the possibility of sourcing pot holders with spikes that could be used in the Winter defined as Start November to End February.

This was proposed by Cllr Edwards and unanimously agreed.

13/73 PERMISSIVE PARKING AREA PROPOSALS

This agenda item was brought forward to allow a member of the public to speak.

Members were advised that installation of parking meters by March was theoretically possible but that budgets were the issue. The cost of the scheme had surprised some and members were advised that a number of contacts were still being followed up but that the report outlined the most comprehensive quote for the machine provision, installation, maintenance and enforcement of the proposed system to date and was from a company used to working schemes in sensitive areas such as nature reserves. Discussion covered the fact that revenue was likely to be low compared to public car parks and over time, assuming it was successful, would actually reduce, making the proposition generally unattractive to parking enforcement companies. Members were also advised that if the scheme was in place by March, as the Golf Club would benefit there was a possibility that the Golf Club would contribute. Members felt that any contribution needed to cover the ongoing costs as well as the installation costs. The rules of the permissive parking areas were clarified by the Clerk. Permission was given for no obligation quotes to be sought from the appropriate companies to get a more accurate idea of costs.

The Committee
RESOLVED

That the proposals are taken to the Policy and Resources Committee for apportionment across the relevant committees.

This was proposed by Cllr Mrs Worrall, Seconded by Cllr Mrs Jarrett and carried unanimously.

13/74 REQUEST FOR PERMISSION FROM THE GOLF CLUB FOR TREWORKS ON THE COMMON

This request (as part of the Open Spaces Officers report agenda item) was brought forward to allow a member of the public to speak.

Members were advised that the work would be done in partnership between the Golf Club and the Rangers.

The Committee
RESOLVED

That permission for the tree works as outlined in the letter from the Golf Club circulated to all members be given with notices being displayed in the area when the works are undertaken..

This was proposed by Cllr Mrs Jarrett, seconded by Cllr Khiroya and carried unanimously.

13/75 NATURE TRAIL

This agenda item was brought forward to allow a member of the public to speak.

The Chairman of Friends of the Common confirmed that they very much support this project and a letter would be forthcoming. A presentation was made to members on the ideas for and the potential funding of the proposed Nature trail. The legal aspects of the nature trail were discussed in relation to the laws governing the Common and members were advised that advice on the definition of a structure was currently being sought. Grant funding availability was discussed and members advised that funders often required some contribution from the requestor which it was felt might be covered by staff costs. It was agreed that members of the public needed to be consulted on the ideas for the Nature Trail and an Information day was proposed that would cover both the nature trail and the grazing. Bug Storeys, the company that had run events in the Halls and on the Common had bought into the idea of the day and would be running activities for children. Members agreed that the day needed to be well advertised and a number of avenues for this were agreed. The day would be publicised as a Common Information Day and would take place on Sunday 9th February from 11am until 4 pm.

13/76 OPEN SPACES OFFICER'S REPORT

Lawn Cemetery: The Clerk advised that a booking for a burial in the part of Section A that had previously caused problems had been taken for the end of the month. As £4,000 had previously been set aside for Grave shoring Equipment and due to the nature of the soil conditions in this area of the cemetery, an order had been placed for the basic grave shoring equipment to this value to ensure delivery in time for the digging of this grave.

Chorleywood Common: The Chairman advised that a letter had been received from Natural England in response to a question regarding the possible building work proposed by the Cricket Club and the rules relating to Great crested Newts. It confirmed that the building had to be within the existing location and footprint. It was agreed that the information should be shared with the Cricket Club and TRDC. The Clerk advised that she had offered the Cricket Club dialogue with the Council and that a Section 38 application would be required.

The Committee
RESOLVED
To note the report.

ALLOTMENTS

13/77 OCCUPATION

The Council
RESOLVED
To note the occupation

13/78 WAITING LISTS

The Council
RESOLVED
To note the details on the waiting list

LAWN CEMETERY

13/79 INTERMENTS

The Committee
RESOLVED
To note the number of interments that had taken place.

13/80 GRAVESHORING

The Committee
RESOLVED
That the quote of £6884 for Grave shoring equipment from the chosen supplier with 18” walk boards be accepted.

This was proposed By Cllr Mrs Boatman, Seconded by Cllr Edwards and carried unanimously.

COMMON AND GROVEWOOD

13/81 BUTTERFLY SURVEY

Members were advised that Cllr Mrs Jarrett had thanked Bill Cattle for the Butterfly Survey.

13/82 TREWORK ON THE COMMON

Members were advised that although one of the Rangers had a climbing Chainsaw qualification, health and safety required a second Ranger with aerial rescue qualification. It was therefore necessary for contractors to undertake the work. The Clerk would also be seeking a second opinion from TRDC on the Oak that was to be felled as part of this work.

The Committee
RESOLVED
That the work go ahead as per the quote with additional work up to a total contract value of £2,000 be authorised.

This was proposed by Cllr Edwards and Carried unanimously agreed.

GENERAL

13/83 FEES AND CHARGES

The Committee
RESOLVED

That the following Fees and Charges are increased as follows:

Cemetery:

- Discussion took place with regard to the Exclusive Right of Burial and the fact that the cost of maintaining the plot within the Cemetery was included in the price. Members therefore discussed the options and decided that Exclusive Right of Burial charges are increased in two phases to take the above into consideration.

| Exclusive Right of Burial | | 2014/15 | 2015/16 |
|----------------------------------|-----------------|----------------|----------------|
| Full Interment | Parishioner | £375 | £500 |
| Full Interment | Non Parishioner | £750 | £1000 |
| Ashes | Parishioner | £225 | £350 |
| Ashes | Non Parishioner | £450 | £700 |

- Burial charges increased as follows:

FULL INTERMENT

| 2014/2015 | Parishioners | Non-Parishioners |
|---------------------|---------------------|-------------------------|
| Single Depth | £440.00 | £880.00 |
| Double Depth | £510.00 | £1020.00 |

ASHES

| 2014/2015 | Parishioners | Non-Parishioners |
|---------------------|---------------------|-------------------------|
| Single Depth | £195.00 | £390.00 |
| Double Depth | £195.00 | £390.00 |

- That Plaque charges be increased from 01/04/2014 to include the foundry charges increase and rounded before VAT:

12" x 12" £450 plus VAT
 24" x 12" £800 plus VAT
 7" x 2" £60 plus VAT

Allotments:

- Plot Charges for 2014/15:

Whole Plot £44.00
 Half Plot £22
 Pensioners Whole Plot £33.00
 Pensioners Half Plot £16.50

(All the above to be inclusive of the water Charge of £10/ £5 per Whole/half plot)

- The New Tenant Admin Charge to be increased to £25

Licence to use the Common

- For 2014/15 £11.90 per hour

This was proposed by the Open Spaces Chairman Cllr Edwards and carried unanimously.

13/84 OPEN SPACES CAPITAL AND REVENUE BUDGET 2014/15

The Committee

RESOLVED

That the Open Spaces Capital and Revenue budget2014/15 be put forward to Policy and Resources Committee with the changes in fees and charges agreed.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Mahon-Daly and unanimously approved.

13/85 WATER MAIN RENEWAL

The Committee

RESOLVED

That the same charge for an easement be applied as had been recently charged of £60 per meter to the Company accessing the Common in order to renew a water main

This was proposed from the Chair by Cllr Edwards and unanimously agreed.

13/86 ICE CREAM CONCESSION ON THE COMMON

It was agreed that the successful bidder for the tender last year be approached to ascertain if he was interested in the second year of the concession.

13/87 FOUR YEAR VISION

Members agreed that there had been no change to priorities in the Four Year Vision for Open Spaces.

13/88 CLOSURE

The meeting having commenced at 8.00 pm closed at 10.50 pm.

Signed Date

These minutes were agreed as a true and correct record at the Open Spaces meeting and signed by the Chairman.

Signed..... Date.....

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 21st JANUARY 2014**

MEMBERSHIP AND ATTENDANCE

Chairman: *Cllr R Kipps

Members: - *Cllr Mrs A Hayward
* Cllr Mrs V Lantree
* Cllr R Khiroya (ex officio)
*Cllr F Mahon-Daly
*Cllr K Morris
* Cllr Mrs A Preedy
*Cllr Mrs L Sutherland (ex officio)
*Cllr S Watkins

Also in attendance: Mr S Manson - Surveyor
*Mrs Y Merritt – Treasurer
*Mrs M Putman – Secretary

*Denotes members present

13/ 022 APOLOGIES FOR ABSENCE

There were no apologies for absence.

13/023 DECLARATION OF INTEREST

There were no declarations of interest received.

13/024 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 19th November 2013 were approved as a true and correct record.

13/025 MATTERS ARISING

The Clerk advised the Committee that she and Cllr Mrs Sutherland had attended a meeting with The Head of Planning at Three Rivers District Council with regard to various projects that the Council were looking into. The Committee were advised that the relevant Committee at TRDC had recommended that the Parish Council should not be able to purchase South Lodge and any alterations had to include disability access. The refurbishments to the War Memorial Hall were also discussed in the light of TRDC's decision to gage whether it Resolution from Full Council was still relevant.

The Committee
RESOLVED

That the specification is drawn up and planning application applied for to get the toilets Ladies Changing Room, additional maintenance and new meeting room.

This was proposed by Cllr Watkins , seconded by Cllr Mahon-Daly and unanimously agreed.

Cllr Mrs L Sutherland asked if there had been any answer on a Mini bus to pick up residents from Cedars Village. This is currently being looked into.

13/026

SECRETARY'S REPORT

War Memorial Hall

Chorleywood Presents....; The Committee were keen to assist with this show and Members were happy to assist on the day .

It was felt that alcohol should be available on the evening to guests - it was suggested that officers investigate sale or return with this. Cllr Khiroya and Cllrs Mrs Hayward were happy to do the bar.

Indoor Market. We have three bookings so far for the market, needs to be publicised to ensure people attend the event. Again the mini bus would make a lot of difference to getting people to the venue. The Councillors were again happy to help on the day.

CADS The Committee were advised that the Admin Officer had been to the hall to look at their queries. The Admin Officer advised the Committee that the lights facing the stage – 6 of the 7 lights were working.

With regard to the border curtains - there are four on each side as have always been there, Councillors were not aware of any other curtains on the stage.

It was agreed that a site meeting be set up with CADS to go through their queries.

Under the stage CADS are storing all their equipment - a meeting should be arranged to sort out the storage problem.

BROWNIES SLEEPOVER

The Committee

RESOLVED

To allow the sleep over in the War Memorial Hall on Saturday 8th March, 2014.

This was proposed by Cllr Mahon-Daly, Seconded by Cllr Mrs Hayward and unanimously approved.

Cllr Mrs Lantree said she would investigate with B.T getting Wi-Fi into the War Memorial Hall.

13/027

TREASURER'S REPORT

The Committee

RESOLVED

To note the report.

PROPOSED FEES AND CHARGES 2014-15

The Committee

RESOLVED

To agree to the increase in hire charges by 3% for all halls .

This was proposed by Cllr Morris, seconded by Cllr Kipps and unanimously approved.

The hire charges for the WRVS in the Bullsland Hall were discussed

The Committee were advised that at present the charges for the WRVS were currently less than other hirers of the hall. The Committee felt that the charges should rise by 3%.

Cllr F Mahon-Daly proposed that the charges went up just 25p per hour. There was no Secunder for this suggestion.

The Committee

RESOLVED

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 28th JANUARY 2014

MEMBERSHIP & ATTENDANCE

- Chairman:** * **R Khiroya**
- Councillors:** * **T Edwards**
* **Mrs M Jarrett**
* **R Kipps**
* **F Mahon-Daly**
* **Mrs L Sutherland**
Mrs J White
* **Mrs J Worrall**

*Denotes members present

Also in attendance Cllrs Mrs Boatman and Morris

RECOMMENDATION

DRAFT PRECEPT 2014/15

Members discussed the figures within the report. It was noted that the precept had not increased since 2009. Members also noted that the draft figures did not include all expenditure but agreed that the remaining budget figures could be contained within the draft precept revenue figures. The grant from TRDC was noted and it was agreed that this should not be deducted from the proposed precept.

Members also considered the capital figures and agreed that all the proposed projects were necessary and that the precept should be increased accordingly.

Members also felt that the figures should be publicised as a weekly total not a percentage figure. It was also noted that it was fitting that the refurbishment of the War Memorial Hall should commemorate the 100th anniversary of the start of the First World War.

The Committee

RESOLVED TO RECOMMEND

That the precept be set at £400,000 or £66.52 per band D Property equivalent to an increase of £7.36 per year or 14p per week.

13/35 APOLOGIES FOR ABSENCE

There were apologies from Cllr Mrs White

13/36 DECLARATIONS OF INTEREST

There were no declarations of interest.

13/37 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 3rd December 2013 be approved as a true and correct record.

13/37 MATTERS ARISING FROM THE MINUTES

13/16 Youth Council Cllr Kipps advised that the Youth Council was progressing well, they were now being supported by a Youth Worker from Youth Connections and were currently trying to organise an event in June to raise awareness and raise funds.

13/31 Improving Communication – Cllr Mrs Worrall stated that she felt the Council needed to do something about what the Common is and the rules associated with it, as there were a lot of misconceptions about the Common and a lot of pressure was being put on the Common by people who did not see the Common for what it is. She advised that she had met with the editor of Chorleywood Magazine and there was to be an article in the March edition about the Common.

13/38 FINANCIAL COMPARISON STATEMENT 2013/14

Members discussed the annual cost of the telephone contract. The Clerk advised that the current system was over 10 years old and still running on the analogue system. Discussion had taken place in the previous financial year but the Council had decided to keep with the current system. The supplier had now put up the monthly fees which were far more expensive than the actual call costs. It was agreed that this should be reviewed in the new Council.

The Committee

RESOLVED

To note the report

13/39 HR AND H&S CONTRACT

The meeting was adjourned at 8.13pm to receive a presentation from Cathy Watson, Head of HR from Watford and Three Rivers. She outlined a list of services that they could provide and stated that the Parish Council could take an all-inclusive package or pay for individual services on a need basis. These services included both HR and H&S.

The Chairman reconvened the meeting at 8.24pm.

Cllr Morris stated that he wished to officially thank Cathy Watson for the professional way she had dealt with a recent HR issue for the Council.

There followed a Q&A Session.

The following was confirmed

- That the HR department was of a sufficient size to be able to deal with any HR or H&S issues the Parish Council may have.
- That the District Council would indemnify the Parish Council for any court costs providing they carried out the recommendations given.
- That the price quoted would represent an annual agreement which would be subject to review.

The Chairman thanked Cathy Watson for her presentation, and she left the meeting.

Discussion continued. The Clerk advised that the contract with the current contractor had ended but payment continues on a monthly basis which allowed the Council to continue to use the service. Members who had had dealings with the current contractor over the past few months stated that they felt there were certainly advantages to having local specialists with local government experience close to hand. Many had lost confidence in the current contractor.

It was agreed that the overall sum quoted from TRDC of £5,000 per annum for the all-inclusive package was too expensive, but also that the Council would not need all the services offered. It was agreed that there would be a great benefit having HR advice which understood local government and also was located near enough to be able to have face to face advice.

The Committee

RESOLVED

That the Clerk compares services of the current provider putting together a list of essential and desirable services and having consulted with the Chairman, Vice Chairman and Cllr Mrs Worrall ask for a price from TRDC.

This was proposed by Cllr Mahon-Daly, seconded by Cllr Mrs Jarrett and unanimously approved.

13/40 QUARTERLY CASHBOOK REPORT

The Committee

RESOLVED

To note the report

13/41 DRAFT P&R BUDGET 2014/15

Members discussed the draft budget and noted that the figures did not include any alterations to the job descriptions which were currently under review.

The Committee

RESOLVED

To accept the draft P&R Budget for 2014/15 noting that there may be a few amendments due to the job evaluations, HR contact and any decision with regard to decisions taken within the content of the current agenda.

This was proposed by Cllr Mahon-Daly, seconded by Cllr Mrs Jarrett and unanimously approved

13/42 DRAFT PRECEPT 2014/15

See Recommendation.

13/43 QUIZ NIGHT

Members considered the details within the report. It was acknowledged that the hall had been crowded and that it was difficult to hear. It also agreed that the table price should be increased but to a round figure. Cllr Edwards acknowledged that it was difficult to collect the table money on the evening and suggested that instead of asking the participants to pay more that they be advised that the money going to their charity would be reduced by 10% if payment was not made prior to the event. It was also acknowledged that the tables representing charities who had not contributed to the auction should not be invited next year.

The Committee

RESOLVED

To reduce the number of tables to 18 next year

To increase the cost of a table to a round figure

Not to invite those charities who had not contributed to the auction in the previous year.

Not to have the flowers on the table in future years.

13/44 ARMED FORCES WEEK

Members considered the information within the letter from Councillor Trevett. Members agreed to plant the hanging baskets and flower beds outside the office and in the cemetery in red white and blue. It was also agreed to replace the hanging baskets in the village and also plant them in red white and blue. It was also agreed that the Parish Council work in conjunction with the bookshop to put on a show to commemorate the 100th anniversary of the First World War.

The Committee

RESOLVED

That the P&R Revenue Budget be increased by £1,000 to pay for hanging baskets in the village planted in red, white and blue.

That the Council flower beds and hanging baskets be planted in red white and blue

That the Parish Council work with Chorleywood Bookshop to put on a show at the War Memorial Hall to commemorate the 100th anniversary of the First World War.

13/45 FOUR YEAR VISION

Office Premises – Purchase of South Lodge – Cllr Mrs Worrall stated that the Council should thank Cllr Mrs Sutherland for swift action following the decision by TRDC not to sell South Lodge to the Parish Council. From information received it appeared that the previous negotiations regarding the sale of the building had not been acknowledged by the new personnel. The report put before TRDC Members had not explained the reasons behind the Parish Council’s desire to purchase the building and therefore they had recommended that the building not be sold. Cllr Mrs Sutherland had given the correct information to Members and it was agreed by both political parties that they would ask for the item to be referred back to the original TRDC committee in order that their Members consider the proposal again with the correct information.

13/46 REVIEW OF JOB DESCRIPTIONS

Members discussed the job descriptions and made some minor amendments. It was agreed that they would be sent to TRDC for evaluation. It was also agreed that once the new Council had set its targets the Clerk should review progress made by the occupants and the jobs ensuring that the necessary training takes place and report back to this Committee with any amendments or recommendations.

The Committee

RESOLVED

That the amended Job Descriptions be sent to TRDC for evaluation

That once the new council has set its targets the Clerk reviews progress made by the occupants and the jobs and report be to the P&R committee with any amendments or recommendations.

13/47 CLOSURE

The meeting having started at 8.00 pm, finished at 10.16 pm

These minutes have been checked by the Chairman.

Signaturel Date.....

These minutes were agreed as a true and correct record at the Policy & Resources meeting and signed by the Chairman.

Signature Date

Parish Council Cheque list

Start of year 01/04/13

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|------------|---------|-----------------|-------------------------------|---------------------------------|
| 408245 | 3151 | 27/11/13 | £3,129.60 | £0.00 | £3,129.60 | Hertfordshire County Council | Superannuation |
| 408246 | 3152 | 03/12/13 | £40.35 | £0.00 | £40.35 P & R | Merritt Y D | Payment of Petty cash |
| 408247 | 3153 | 03/12/13 | £2,554.15 | £121.30 | £2,432.85 P & R | R L H Whitney | Payment for Quiz night expenses |
| 408248 | 3154 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Arnett Hills School | Quiz Night Donation |
| 408249 | 3155 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | CADS Chorleywood | Quiz Night Donation |
| 408250 | 3156 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Chiltern Open Air Museum | Quiz Night Donation |
| 408251 | 3158 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Chorleywood Care | Quiz Night Donation |
| 408252 | 3159 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Chorleywood Choral Society | Quiz Night Donation |
| 408253 | 3157 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Chorleywood Cricket Club | Quiz Night Donation |
| 408254 | 3160 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Chorleywood CY Football Club | Quiz Night Donation |
| 408255 | 3161 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Chorleywood Literary Festival | Quiz Night Donation |
| 408256 | 3162 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Chorleywood Twinning | Quiz Night Donation |
| 408257 | 3163 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | 1st Chorleywood Scouts | Quiz Night Donation |
| 408258 | 3164 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Chorleywood Youth Club | Quiz Night Donation |
| 408259 | 3165 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Christ Church School | Quiz Night Donation |
| 408260 | 3166 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Friends of Carpenters Wood | Quiz Night Donation |
| 408261 | 3167 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Friends of Chorleywood | Quiz Night Donation |
| 408262 | 3168 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Hurstleigh | Quiz Night Donation |
| 408263 | 3169 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | MacMillian Nurses | Quiz Night Donation |
| 408264 | 3170 | 03/12/13 | £500.00 | £0.00 | £500.00 P & R | Michael Sobell Hospice | Quiz Night Donation |
| 408265 | 3171 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Restore Hope | Quiz Night Donation |
| 408266 | 3172 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Rickmansworth Waterways | Quiz Night Donation |
| 408267 | 3173 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | St Andrews PCC | Quiz Night Donation |
| 408268 | 3174 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | War Memorial Hall | Quiz Night Donation |
| 408269 | 3175 | 03/12/13 | £393.00 | £0.00 | £393.00 P & R | Watford Mencap | Quiz Night Donation |
| 408270 | 3176 | 10/12/13 | £48.76 | £8.13 | £40.63 P & R | Sos Office Supplies | Stationery |
| 408271 | 3177 | 10/12/13 | £1,668.00 | £278.00 | £1,390.00 OS | Charles Webb & Son | footpath in lawn cemetery |
| 408272 | 3178 | 10/12/13 | £64.00 | £0.00 | £64.00 P & R | Fleming P | Website |
| 408273 | 3179 | 10/12/13 | £474.77 | £0.00 | £474.77 CNCL | War Memorial Hall | VAT repayment |
| 408274 | 3180 | 10/12/13 | £110.00 | £0.00 | £110.00 P & R | War Memorial Hall | hall hire for quiz night |
| 408275 | 3181 | 10/12/13 | £156.75 | £13.64 | £143.11 | Petty Cash | Petty Cash |
| 408276 | 3182 | 10/12/13 | £660.00 | £110.00 | £550.00 OS | Geo Brown Implements Ltd | guard kits for tractor |
| 408277 | 3183 | 10/12/13 | £70.14 | £11.69 | £58.45 P & R | Minatol Limited | hand towels |
| 408278 | 3184 | 10/12/13 | £6.54 | £1.09 | £5.45 P & R | Hertfordshire County Council | stationary |
| 408279 | 3193 | 16/12/13 | | | OS | Watts C | salary December |
| 408280 | 3194 | 16/12/13 | | | OS | Goddard.A | Salary December |
| 408281 | 3195 | 16/12/13 | | | OS | Horwood.J | salary December |
| 408282 | 3196 | 16/12/13 | | | P & R | Merritt Y D | salary December |
| 408283 | 3197 | 16/12/13 | £10,788.91 | | | James.C | salary December |
| 408284 | 3198 | 16/12/13 | | | | Horwood D | salary December |

Parish Council Cheque list

Start of year 01/04/13

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|-------------------------------|---------|-----------|--------------------------------------|---|
| 408285 | 3199 | 16/12/13 | | | | P & R Putman.M | salary December |
| 408286 | 3200 | 16/12/13 | | | | OS Bindloss E | salary December |
| 408287 | 3185 | 18/12/13 | £518.02 | £0.00 | £518.02 | OS Christ Church Chorleywood | Maintenance of Christ Church |
| 408288 | 3186 | 18/12/13 | £1,364.53 | £0.00 | £1,364.53 | Gardner B | Contracted Employment |
| 408289 | 3187 | 18/12/13 | £290.40 | £48.40 | £242.00 | OS TBS Hygiene Ltd | Collection of dog waster |
| 408290 | 3188 | 18/12/13 | £567.96 | £94.66 | £473.30 | OS Falon Nameplates Ltd | Memorial Plaque - FN713 |
| 408291 | 3189 | 18/12/13 | £567.96 | £94.66 | £473.30 | OS Falon Nameplates Ltd | Plaque - Q768 - Dunston |
| 408292 | 3190 | 18/12/13 | | | | P & R Watts L | December Salary |
| 408293 | 3191 | 18/12/13 | £3,360.93 | £0.00 | £3,360.93 | Inland Revenue | December Salaries - Inland Revenue |
| 408294 | 3192 | 18/12/13 | £2,955.65 | £0.00 | £2,955.65 | Hertfordshire County Council | December Pensions |
| 408295 | 3201 | 07/01/14 | £0.00 | £0.00 | £0.00 | P & R Cancelled Cheque | cancelled cheque |
| 408296 | 3202 | 07/01/14 | £481.96 | £80.33 | £401.63 | OS Geo Brown Implements Ltd | strimmers and pruner |
| 408297 | 3203 | 07/01/14 | £594.00 | £99.00 | £495.00 | P & R D2DDistribution | delivery of Chorleywood Matters |
| 408298 | 3204 | 07/01/14 | £214.55 | £0.00 | £214.55 | P & R John Beech | repairs to village notice board |
| 408299 | 3205 | 07/01/14 | £846.00 | £141.00 | £705.00 | P & R Blitz Advertising Ltd | production of Chorleywood Matters |
| 408300 | 3206 | 07/01/14 | £300.00 | £50.00 | £250.00 | P & R Blaser Mills | Legal advice for DH |
| 408301 | 3207 | 07/01/14 | £253.95 | £0.00 | £253.95 | P & R Neopost | Postage charges |
| 408302 | 3208 | 07/01/14 | £313.47 | £52.24 | £261.23 | P & R Hertfordshire County Council | stationery |
| 408303 | 3209 | 07/01/14 | £60.00 | £0.00 | £60.00 | P & R Fleming P | website |
| 408304 | 3210 | 07/01/14 | £1,512.00 | £252.00 | £1,260.00 | OS J Byne | repairs to car park and skip hire |
| 408305 | 2780 | 07/01/14 | £1,440.00 | £240.00 | £1,200.00 | OS Right Maintenance Ltd | barrier to Cemetery Shed |
| 408306 | 3211 | 07/01/14 | £280.68 | £46.78 | £233.90 | P & R Right Maintenance Ltd | repairs to cemetery shed doors |
| 408307 | 3212 | 07/01/14 | £154.93 | £25.82 | £129.11 | OS Geo Brown Implements Ltd | repairs to mower |
| 408308 | 3213 | 07/01/14 | £457.22 | £76.20 | £381.02 | OS Geo Brown Implements Ltd | repairs to RTV |
| 408309 | 3214 | 07/01/14 | £30.00 | £0.00 | £30.00 | P & R Merritt Y D | refund of petty cash |
| 408310 | 3215 | 07/01/14 | £50.00 | £0.00 | £50.00 | P & R RSPB | grant funding for help with the bird survey |
| 408311 | 3240 | 08/01/14 | £174.16 | £9.06 | £165.10 | Petty Cash | petty cash |
| 408312 | 3229 | 16/01/14 | | | | OS Watts C | Salary January |
| 408313 | 3230 | 16/01/14 | | | | P & R Merritt Y D | Salary January |
| 408314 | 3231 | 16/01/14 | | | | P & R James.C | Salary |
| 408315 | 3232 | 16/01/14 | Total salary payment£13818.37 | | | OS Horwood.J | salary January |
| 408316 | 3233 | 16/01/14 | | | | OS Goddard.A | salary January |
| 408317 | 3234 | 16/01/14 | | | | OS Bindloss E | salary January |
| 408318 | 3216 | 16/01/14 | £232.32 | £38.72 | £193.60 | OS TBS Hygiene Ltd | Collection of Dog Waster |
| 408319 | 3217 | 16/01/14 | £30.00 | £0.00 | £30.00 | P & R Mills Window Cleaning Services | Window Cleaning |
| 408320 | 3218 | 16/01/14 | £567.96 | £94.66 | £473.30 | OS Falon Nameplates Ltd | Plaque - Q835 - |
| 408321 | 3219 | 16/01/14 | £567.96 | £94.66 | £473.30 | OS Falon Nameplates Ltd | Plaque - Q810 |
| 408322 | 3220 | 16/01/14 | £99.59 | £16.60 | £82.99 | P & R Neopost | Postage |
| 408323 | 3221 | 16/01/14 | £7,125.00 | £0.00 | £7,125.00 | P & R Hertfordshire Police Authority | PCSO payment |
| 408324 | 3222 | 16/01/14 | £567.96 | £94.66 | £473.30 | OS Falon Nameplates Ltd | Plaque - Q787b |
| 408325 | 3235 | 16/01/14 | | | | P & R Putman.M | salary January |

Parish Council Cheque list

Start of year 01/04/13

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|------------|-----------|------------|------------------------------|---|
| 408326 | 3243 | 24/01/14 | | | | P & R Horwood D | settlement agreement |
| 408327 | 3242 | 24/01/14 | | | | P & R Horwood D | salary January |
| 408328 | 3244 | 29/01/14 | | | | P & R Watts L | salary January |
| 408329 | 3245 | 29/01/14 | £2,800.90 | £0.00 | £2,800.90 | Hertfordshire County Council | superannuation January |
| 408330 | 3246 | 29/01/14 | £3,531.17 | £0.00 | £3,531.17 | Inland Revenue | Tax & Ni January |
| 408331 | 3247 | 29/01/14 | £666.32 | £111.05 | £555.27 | OS Falon Nameplates Ltd | memorial plaque A-001A |
| 408332 | 3248 | 29/01/14 | £666.32 | £111.05 | £555.27 | OS Falon Nameplates Ltd | memorial plaque A-12A |
| 408333 | 3249 | 29/01/14 | £666.32 | £111.05 | £555.27 | OS Falon Nameplates Ltd | memorial plaque Q822E |
| 408334 | 3250 | 29/01/14 | £79.32 | £13.22 | £66.10 | OS Falon Nameplates Ltd | memorial plaque refurb |
| 408335 | 3251 | 29/01/14 | £250.80 | £41.80 | £209.00 | OS Rainer Security Products | new padlocks for allotment |
| 408336 | 3252 | 29/01/14 | £432.00 | £72.00 | £360.00 | P & R Auditing Solutions | interim audit |
| 408337 | 3253 | 29/01/14 | £178.20 | £29.70 | £148.50 | OS Rainbow Florist Supplies | cemetery vases |
| 408338 | 3254 | 29/01/14 | £4,804.45 | £800.74 | £4,003.71 | CNCL Henderson Products | virtual fencing products & cattle collars |
| Total | | | £82,398.30 | £3,489.91 | £78,908.39 | | |

Parish Council Direct Debit list

Start of year 01/04/13

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|---------|-------|-----------|----------------------------|------------------|
| DD041213 | 3225 | 04/12/13 | £22.71 | £3.79 | £18.92 | P & R British Gas Business | service contract |
| DD161213 | 3238 | 16/12/13 | £77.00 | £0.00 | £77.00 | OS TRDC | cemetery rates |
| DD161213 | 3239 | 16/12/13 | £425.00 | £0.00 | £425.00 | P & R TRDC | office rates |
| DD161213 | | 16/12/13 | £502.00 | £0.00 | £502.00 | | |
| DD271213 | 3228 | 27/12/13 | £24.00 | £4.00 | £20.00 | P & R Peninsular | HR contract |
| DD91213 | 3226 | 09/12/13 | £32.00 | £0.00 | £32.00 | P & R Co-Op. Bank | credit card |

Chorleywood Village Halls Cheque list

Start of year 01/04/13

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|-----------------------|--------|-----------|------------------------------------|---|
| W403094 | 560 | 27/11/13 | £651.25 | £0.00 | £651.25 | WMH Hertfordshire County Council | Superannuation - November |
| W403095 | 540 | 03/12/13 | £159.60 | £26.60 | £133.00 | WMH Merritt Y D | Payment of Petty cash for Radiator Hire |
| W403096 | 541 | 10/12/13 | £70.00 | £0.00 | £70.00 | WMH TRDC | Licence - Hollybuish Hall |
| W403097 | 542 | 10/12/13 | £157.18 | £26.20 | £130.98 | WMH Hertfordshire County Council | Stationery/Consumables |
| W403098 | 549 | 16/12/13 | | | | WMH Putman.m | salary december |
| W403099 | 543 | 18/12/13 | Total Salary £2233.42 | | | WMH Watts Mrs L | December Salary |
| W403100 | 544 | 18/12/13 | | | | Sears Derek | December Salary |
| W403101 | 545 | 18/12/13 | | | | Arnold M | December Salary |
| W403102 | 546 | 18/12/13 | £637.17 | £0.00 | £637.17 | WMH Hertfordshire County Council | December - Superannuation |
| W403103 | 547 | 18/12/13 | £548.94 | £0.00 | £548.94 | WMH Inland Revenue | December Superannuation |
| W403104 | 548 | 18/12/13 | £30.00 | £0.00 | £30.00 | WMH Merritt Y D | payment of petty cash |
| W403105 | 550 | 07/01/14 | £246.00 | £41.00 | £205.00 | WMH Right Maintenance Ltd | repairs to external light |
| W403106 | 551 | 07/01/14 | £70.00 | £0.00 | £70.00 | WMH TRDC | Bullsland Hall Licence |
| W403107 | 559 | 08/01/14 | £64.82 | £5.37 | £59.45 | WMH Petty Cash | petty cash |
| W403108 | 557 | 16/01/14 | £35.00 | £0.00 | £35.00 | WMH Mills Window Cleaning Services | window cleaning |
| W403109 | 558 | 16/01/14 | | | | WMH Putman.m | salary January |
| W403110 | 561 | 29/01/14 | Total Salary £1955.79 | | | WMH Arnold M | Salary January |
| W403111 | 562 | 29/01/14 | | | | WMH Sears Derek | Salary January |
| W403112 | 563 | 29/01/14 | | | | WMH Watts Mrs L | Salary January |
| W403113 | 564 | 29/01/14 | £608.23 | £0.00 | £608.23 | WMH Hertfordshire County Council | Superannuation |
| W403114 | 565 | 29/01/14 | £419.86 | £0.00 | £419.86 | WMH Inland Revenue | Tax & Ni January |
| Total | | | £7,887.26 | £99.17 | £7,788.09 | | |

Chorleywood Village Halls Direct Debit List

Start of year 01/04/13

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|---------------|--------|-----------|--------|-------|-----------|-----------------|-------------------------|
| DD091213 | 555 | 09/12/13 | £2.00 | £0.00 | £2.00 | WMH Co-Op. Bank | credit card payment fee |
| DD161213 | 556 | 16/12/13 | £80.01 | £3.81 | £76.20 | WMH E.on | hollybush elec bill |

Date: TUESDAY 11th FEBRUARY 2014

Subject: CiLCA TRAINING FOR THE CLERK

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Parish Council decide if they wish the Clerk to do her CiLCA qualification to enable the Council to become a Quality Parish Council and have the General Power of Competence.

2. RELEVANT PREVIOUS DECISIONS

None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The Council have agreed to move forward with the Community Plan. It is quite possible that projects may come out the plan which will require additional funding. The Parish Council can raise additional funds through the General Power of Competence as outlined in Appendix 1.

4. RISK MANAGEMENT ISSUES

4.1 At this stage the Parish Council is not aware what will come out of the Community Plan, however it should be noted that the CiLCA qualification takes time and therefore it would be preferable to start on the current course offered by HAPTC to enable the Clerk to be qualified before the Community Plan is completed.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The cost of registration is £150.00

5.2 The cost of the training programme from HAPTC and the final assessment of the portfolio costs £220.00 making a total of £370.00

5.3 The Clerk is prepared to put together the portfolio and attain the CiLCA qualification if the Council wishes to become a Quality Parish Council and have the Power of General Competence.

6. LEGAL ISSUES

6.1 . The Localism Act 2011, Chapter 1 of Part 1, Sections 1-8

6.2 The general power of competence was brought into force by SI. 961, The Localism Act 2011 (Consequential Amendments) Order 2012 on 28th March 2012.

Both detailed in Appendix 1 of this report

7. BACKGROUND INFORMATION

7.1 Details of the Power of General Competence are attached in appendix 1 of this report

- 7.2 The Clerk must have passed the Certificate in Local Councils Administration (CiLCA)
- 7.3 The qualification is a portfolio of evidence based reports which has 6 modules with 24 sections
- 7.4 These include Roles and Responsibilities, Law, Procedures, Finance, Planning, Community Action
- 7.5 It usually takes 180 hours to put together, however most Clerks who have already undertaken this qualification have found it to be worthwhile.
- 7.6 A parish council cannot become a Quality Parish Council and gain the Power of General Competence without having a qualified Clerk

8. BACKGROUND PAPERS

**General Powers of Competence
CiLCA Portfolio Guide**

Chorleywood Parish Council

Internal Audit Report 2013-14 (Interim Update)

Prepared by Adrian Shepherd-Roberts

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to apply an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process at the outset of the updated Regulations, appointing Auditing Solutions Ltd to provide its internal audit service.

This report sets out those areas examined during the course of our interim visits for the financial year 2013-14 which took place on 17th & 18th September 2013 and 22nd January 2014 . We also reviewed and verified detail of the War Memorial Hall Statement of Accounts for 2012-13 during our first two-day visit, duly signing off the Independent Examiner's Certificate for submission to the Charity Commission.

Internal Audit Approach

As previously, we have employed a combination of selective sampling techniques (where appropriate) and detailed checks on a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls continue to be appropriate and fit for the purposes intended.

We have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts and Annual Return. We have continued our review of the Council's financial control systems and procedures, undertaking appropriate testing as deemed necessary, to afford suitable assurance as to the soundness of those systems for their intended purpose and to ensure reasonable accuracy in the disclosure of information in the Council's detailed year-end Statement of Accounts, as summarised in the Annual Return that now forms the statutory accounts.

As the Council's Internal Auditor and under the revised audit arrangements, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas: this will be undertaken at our final visit for the year.

Overall Conclusion

We are pleased to record that, in the areas examined to date; the Council continues to operate effective systems that should help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are pleased to acknowledge that Council members and officers operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council continues to use Edge software to maintain its day-to-day accounting records, which also form the basis of the year-end Statement of Accounts and Annual Return. Our objective in this area is to ensure that the accounting records are being maintained accurately and in a timely manner and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Ensured that an appropriate income and expenditure coding structure remains in place;
- Agreed the year's opening balances to those reported in the closing Trial Balance and Annual Return for 2012-13;
- Reviewed the current account bank reconciliations as at 30th June 2013, 31st August and 30th November 2013, ensuring that no long-standing "out-of-date" cheques were in existence;
- Reviewed all transactions to date on the Council's other accounts where surplus funds are deposited in order to achieve a better rate of interest return; and
- Checked and agreed each "sweep" transfer between the current and business premium accounts for June to October 2013.

Conclusions

We are pleased to report that no significant issues have been identified in this area at present: We shall undertake further testing in this area at our final visit, including ensuring that the year-end bank reconciliations contain accurate detail and that balances are recorded accurately in the year's Annual Return.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders, that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable expectancy of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation.

We note that a review of the Standing Orders and Financial Regulations was last undertaken by the Council in September 2012 and duly minuted. We have discussed with the Clerk the new draft Model Standing Orders issued by NALC in October 2013: in light of the Local Council elections due in 2014 we consider that these should be reviewed at that time if not before.

We have also continued our review of the full Council and Standing Committee minutes for the year to date to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist.

Conclusions and recommendations

Overall, we consider that the Council currently has sound corporate governance arrangements in place. We would however recommend that Council review the Standing Orders during 2014. We shall undertake further testing in this area at future visits.

R1. The Council should consider a review of the Council Standing Orders in line with the revised NALC model Standing Orders issued in October 2013.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have selected an extended sample of payments processed in the year to December 2013 for examination, including each payment in excess of £1,500 and every 20th other non-pay related payment. Our test sample provides a broad cross section of expenditure totalling £69,300 and equating to 52% of total non-pay related expenditure to date.

Conclusions

We are pleased to report that the controls in place relating to the payment of invoices continue to operate effectively. At our first visit, we noted that payment schedules had not been signed by the members signing cheques from April to June 2013 and discussed the issue with the Clerk and understand that the situation arose due to reduced staffing levels: we are pleased to note that the schedules have been "signed-off" retrospectively for those three months.

We shall extend testing in this area at our final visit examining a further sample of transactions covering the remainder of the financial year, also ensuring the accurate and timely submission of VAT Returns and disclosure of the year-end VAT debtor in the Annual Return.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health / safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that an overall strategy, linking risk assessments to policy or strategic objectives has been put in place, together with an updated Risk Assessment which was last approved by Council in February 2013;
- We have examined the Council's insurance policy with Aviva for the financial year and confirmed that appropriate cover is in place in each relevant area.

Conclusions

No significant issues have been identified in this area. We shall continue to monitor the Council's approach to risk management at future visits.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be the precept on the District Council, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

The Council has commenced consideration of the 2014-15 budgetary and precept requirements and will reach a final decision on the outcome at the Council meeting scheduled for 11th February 2014: we shall consider the outcome of those deliberations, also ensuring the formal adoption of the year's precept, at our final visit.

We are again pleased to note that members continue to receive regular budget monitoring reports with the level of earmarked reserves also the subject of regular review.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process at present and, as indicated above, we shall undertake further work at our final visit.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies.

We have examined the controls in place over the identification and recovery of income due to the Council from the 3 allotment sites, examining receipts from the plot holders, the recording of rents due and subsequent banking of income received. We have ensured that, for each allotment hire, hirers have completed and signed a "Hire Agreement Form" and that appropriate fees have been charged and recovered within a reasonable time frame.

We have also reviewed the funds received from the Open Spaces including the "rights" to film on the Common.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process. We would also like to again record our appreciation of the quality of administration records being maintained and consider that controls are operated to a high standard. Further work will be undertaken in this area at our final visit, including the update of our year-on-year analysis of income across the various headings / sources and examining a sample of burial records to ensure that the appropriate fees are charged and recovered, if time permits.

Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that an imprest style petty cash scheme operates at the Council office with a maximum holding of £200. We have reviewed the Petty Cash file for both the Parish Council and the War Memorial Hall at this visit to ensure that the system continues to operate effectively, also checking and verifying the physical cash held against the control records maintained.

Conclusions

No matters arise warranting formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, from 1st April 2013, as regards employee contribution bandings. To meet this objective, we have:

- Reviewed the Council's payroll preparation procedures;
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff;
- Checked and agreed the amounts paid to individuals by reference to the approved pay rates, examining payments made in August, October and November 2013;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the HMRC software and revised pension contribution bands;
- Ensured that the appropriate month's deductions and contributions have been paid over to HMRC and the County Pension Fund in a timely manner;
- Checked that any overtime paid is properly supported by authorised timesheets.
- We have also reviewed the pay increases backdated to 1st April 2013 and the pay calculated for a member of staff in respect of salary and statutory sick pay. This staff member has subsequently left the employ of the Council.

Conclusions

We are pleased to report that no significant issues have been identified in this area.

Investments and Loans

The Council “invests” surplus funds in a Co-op Instant Access account, National Westminster investment account and a Scottish Widows “60 day investment account”. We have reviewed and verified detail of these deposits and their subsequent repayment to the Council for the year to date, together with receipt and recording of accumulated gross interest for the year with no issues arising.

The Council has no loans either repayable to or by it.

Conclusions

No issues have been identified in this area to date: we shall extend our examination of the deposits / investments at our final visit, also ensuring the accurate and appropriate disclosure of any such funds in the year-end Accounts and Annual Return.

| Rec. No | Recommendation | Response |
|---------------------------------------|---|----------|
| Review of Corporate Governance | | |
| R1 | The Council should consider a review of the Council Standing Orders in line with the revised NALC model Standing Orders issued in October 2013. | |