

THE CLERKS MARCH 2017

RESOLUTIONS UPDATE AND INFORMATION

Clerks Networking update

The clerk attended the Society of Local Clerks Staffordshire branch meeting led by the ex-president of the Society. There was an interesting presentation on the host parish Anglesey and how the council have implemented changes, a war memorial stone and a neighbourhood plan, despite 28 languages being spoken in their parish. A code of conduct training session was very useful ahead of the NALC briefing that has recently been distributed by the SPCA. There was also a presentation by Streetscape about the implementation of a play area and the types of equipment available such as exercise equipment table tennis tables and football tables. The managing director lives in Etwall and is happy to come to a meeting and discuss projects considering the green area at Burton Road in connection with the Borough Council

Contracts.

The existing insurer has agreed to match the alternative quote; therefore, the existing policy can be renewed with the updates according to the Risk Assessment.

Letter has been sent to existing contractors to renew the contracts.

A Tender invitation advert has been placed in the Burton Mail for the revised street cleaner contract. The clerk is dealing with enquiries as they arise and will add to the agenda for April appoint a contractor.

Chatsworth Drive

The clerk still awaits a response from the residents on Ironwalls lane to address the replace the fence, and will contact them again.

Churchyard Matters

A meeting has been arranged with the Church at the Village Hall Small Room March 30th 7.30pm.

Owens Bank footpath to Fauld

An email has been sent to Richard Rayson to request that this is addressed and a fault logged on the highways register Enquiry 4073420.

AGENDA ITEMS

ACCOUNTS PAYABLE

Karen Duffill	Clerks Salary and overtime	£ 838.86
Karen Duffill	Expenses	79.90

Lesley Beighton	ClIr Training travel mileage	22.84
HMRC	Tax and NI Payment	86.32
Staffordshire LGPS	Pension Employer contribution Employee Contribution	373.68
Sterilizing services	Legionella control quarterly check inv 35329	54.00
Aucuba Landscapes	Churchyard contract inv 3769	203.45
Karen Duffill	Office 365 renewal	
Daligas	Monthly carriable direct debit for gas supply of Cornmill Lane changing rooms	DD 32.25
Staffordshire Parish Council Association	Annual Subscription	480.00
James Hollis	Street Cleaning Contract	646.33
Staffordshire Wildlife trust	£42 per annum £3.50 monthly	3.50 monthly DD
Staffordshire Parish Council Association	Councillor training Course	£45.00
Best Kept Village	Competition Entry	£17.85
Came and Company	Insurance	1270.78

CLERKS SALARY

The National Association of Local Clerks NALC rate was set and communicated last year and is due to be implemented on the 1st April, subject to the council's approval. see appendix 1.

PLANNING APPLICATIONS

Application P/2017/ 00081

Listed Building application for the replacement of windows to side and rear elevations, in substitution for those conditionally approved under reference P/2015/01332.

Ashleigh House, 11 High Street, Tutbury, DE13 9LP

The above application will be considered by the Planning Applications Committee at its next meeting on **21st March 2017**.

A written submission has been sent of the report spoken at the last meeting for the council to consider.

Decisions

Appeal Ref: APP/B3410/W/16/3158914

Rolleston Park Farm, Lodge Hill, Tutbury, Staffordshire DE13 9HQ

The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant planning permission.

The appeal is made by Mr C Thompstone against the decision of East Staffordshire Borough Council.

The application Ref P/2016/00725, dated 23 May 2106, was refused by notice dated 17 August 2016.

The development proposed is the demolition of cattle sheds and the erection of a B8 storage building.

Decision

1. The appeal is dismissed.

Crown lift to 5 m one Holly tree and one Yew tree and crown lift to 3 m one Maple tree.

Removal of selective branches from 1 Sycamore tree and two Lime trees (TPO 9)

Location:

Riverdale, Lower High Street Tutbury, Staffordshire, DE13 9LU

NO Objections PERMITTED,

Proposal:

Remove overhanging branches from 1 maple, 1 laburnum, 1 beech and 1 leylandii tree to No 17 Fishpond Lane and crown reduction of 1 leylandii by 0.6m in height and spread

Location:

1 Castle Street

Tutbury

Staffordshire

DE13 9JF

NO Objections PERMITTED

Crown lift to 5 m one Holly tree and one Yew tree and crown lift to 3 m one Maple tree

Location:

Riverdale, Lower High Street

Tutbury, Staffordshire, DE13 9LU

Grid Ref:

421387 329075

NO Objections PERMITTED

Minutes of 6th March planning meeting to be approved.

P/2017/00219

Proposal: Prune back branches touching BT telephone lines from 2 Maple trees (T5 and T6), remove broken branches and prune lower branches from 1 Silver Birch tree (T4) and remove lower broken branches from Pear trees (T2) (TPO 305)

Location: Leabrook, Cornmill Lane, Tutbury, DE13 9HA

Grid Ref: 421960 328789

P/2017/00191

Proposal: Removal of branches overhanging property 60 Monk Street of two Silver Birch trees, one Liriodendron Tulipifera tree and one Cherry tree

Location: 61 Monk Street, Tutbury, Staffordshire, DE13 9NA

RISK ANALYSIS 2017

The risk assessment (See Appendix 2) has been updated and the suggested changes are underlined and in bold. The chairman has now got a council cheque book and the details of passwords should anything happen to the clerk the council will still be able to operate. The insurance has been changed to cover the football pitch should it be damaged and the multi games s area surface at Cornmill Lane.

POLICIES AND PROCEDURES.

STANDING ORDERS AMENDMENT.

The standing orders have been reviewed however, due to good practice the clerk proposes the following changes. Once ratified the standing orders will be distributed by email councillors may request printed copies and added to the website.

Admission of the Public and Press to Meetings

The public and press shall be admitted to all meetings of the council and its committees and sub-committees, who may, however, temporarily exclude the public and press by means of the following resolution: -

What in view of the [special] [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.

Unless there are exceptional circumstances, notice of the intention to exclude the press and public for a particular item of business will be given on the agenda for the meeting. The council or committee may permit recordings of excluded meetings.

68 The council, committee or sub-committee shall state the special reason for exclusion. See annex B.

69

- a Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- b The period of time designated for public participation at a meeting in accordance with standing order 69(a) above shall not exceed **(15)** minutes unless directed by the chairman of the meeting.

- c Subject to standing order 69(a) above, a member of the public shall not speak for more than **(3)** minutes.
- d In accordance with standing order 69(a) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- e ~~[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.~~
- f A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- g Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- h) At all meetings of the council, the chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

FINANCIAL REGULATIONS

No proposed changes, the current regulations have been circulated and councillors are invited to propose any changes or ratify the existing regulations.

TRAINING UPDATE

Councillor Training

Cllrs C Smedley, L Beighton and the clerk attended the Councillor training course provided by the Stafford Parish Council Association. Handouts are available for all councillors the course covered the roles of councillors, clerk and chairman. It also covered an overview of the current legislation that governs the parish council. The course is recommended to all councillors to attend in the future.

Social Media for Parish Councils course.

This was attended by Cllr C Smedley and the clerk and the notes have been distributed electronically, the course recommended that the council should set up a Facebook page to secure the name/ domain for the council even if the page would not be in use, it could be saved and taken off the public domain until it was required. The council should ensure that clear communication policies are in place before proceeding with a page. The levels of engagement can be controlled and decided by the council prior to implementation.

Code of Conduct

A guidance note on declaring interest was distributed following the session held at the Clerk branch meeting. The Code of Conduct will be added to a future agenda to ratify and update where necessary.

HMRC End of year accounting procedures for PAYE webinar.

The end of year processed are due in April and the payroll software is due to be updated for the next financial year. The clerk attended the webinar to find out what changes should be made to ensure that correct procedures are followed.

BEST KEPT VILLAGE

Entry deadline is 27th March 1st round judging will take place between 1-18th May finals will take place between 26th June and 9th July County Finals are 17 -22nd July.

This is not a core requirement of the council and therefore the clerk requests councillors to take on this task due to work load of the forth coming End of Year Accounts, processes and audit.

Feedback from last year was given and a suggestion to submit a clearer map and not enough School posters were displayed which was disappointing as we had an overwhelming response to the poster competition from the school.

CORRESPONDENCE

- Consider request from Local Vocals to sing on the Triangle
- Request to use Cornmill Lane for Village Event.
- An email from The War Memorial Preservation Committee that expresses disappointment of the recent press coverage of the Wreath Holders in the Burton Mail and Daily Telegraph that the Parish Council were seen to be in dispute with the villagers.
- Community Council renewal request £25.00
- South Staffs water contract change for business tariff discount offer for water and waste water bills.
- Local Government Pension Fund change of Employer contributions for 2017-2018 22.20% 2018-2019 23.4% and 2019-2020 24.6%
- Staffordshire Wildlife magazine

2. Dear Karen

3.

4. I have finally had confirmation from J.F. Miller Properties Limited's solicitor that they are instructed and they have asked for me to prepare the transfer deed.

5.

6. I would be grateful if you could please confirm the following to enable me to complete the drafting of the transfer:

7.

8. 1. Are there any boundary features of the land coloured yellow that would need to be maintained or is it merely just open space?

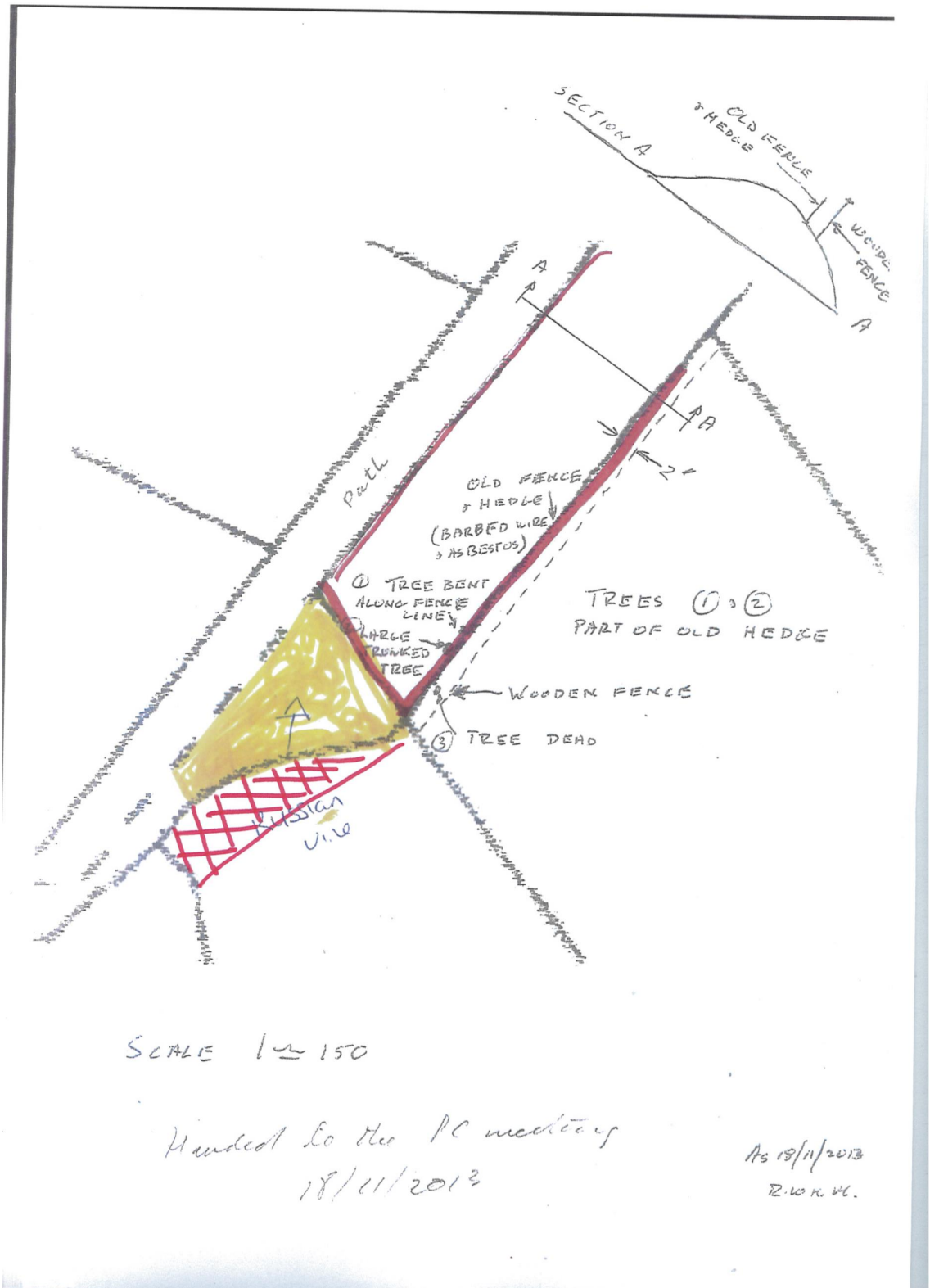
9. 2. I attach the plan showing the land to be acquired – can you please confirm that this is still correct?

10. 3. The land that is owned by Tutbury Parish Council currently has an address for service i.e., if the Land Registry need to contact the Parish Council as 23 Meadow View Rolleston on Dove Burton upon Trent DE13 9AL. Is this address still correct?

11.

12. I look forward to hearing from you.

Kind regards **Helen McGrath Commercial Solicitor**



ITEMS FOR THE NEXT AGENDA
Street Cleaning Tender, End of Year Accounts, Annual Parish Meeting

Appendix 1



E02-16

May 2016

- 2018 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2016-2017 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017-2018 to be implemented from 1 April 2017

Annex 1 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2016**.

Annex 2 lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from **1 April 2017**.

The recommendations in Annex 1 & 2 are made jointly by NALC and SLCC.

ANNEX 1

NJC has reached agreement on the pay scales for 2016-17. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2016.

Pay scales from 1 April 2016

Scale range	Points below Benchmark range	Substantive range	Points above Substantive range	Substantive range	
LC1					
	(15-17)		(18-22)	(23-25)	
15	£16,772	18	£17,891	23	£21,057
16	£17,169	19	£18,560	24	£21,745
17	£17,547	20	£19,238	25	£22,434
	21		£19,939		
	22		£20,456		
LC2					
	(26-29)		(30-34)	(35-38)	
26	£23,166	30	£26,556	35	£30,480
27	£23,935	31	£27,394	36	£31,288
28	£24,717	32	£28,203	37	£32,164
29	£25,694	33	£29,033	38	£33,106
		34	£29,854		
LC3					
	(39-42)		(43-47)	(48-51)	
39	£34,196	43	£37,858	48	£42,474
40	£35,093	44	£38,789	49	£43,387

41	£36,019	45	£39,660	50	£44,473
42	£36,937	46	£40,619	51	£45,580
		47			£41,551

LC4

	(52-55)		(56-60)		(61-68)
52	£46,727	56	£51,573	61	£59,923
53	£47,885	57	£52,858	62	£61,678
54	£48,943	58	£54,623	63	£63,455
55	£50,313	59	£56,379	64	£65,198
		60	£58,145	65	£66,850
66	£68,538				
67	£70,265				
68	£72,042				

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES April 2016

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **prorata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2016 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP	15	£8.717
SCP	16	£8.924
SCP	17	£9.120
SCP	18	£9.299
SCP	19	£9.647
SCP	20	£9.999
SCP	21	£10.363
SCP	22	£10.632
SCP	23	£10.944
SCP	24	£11.302
SCP	25	£11.660
SCP	26	£12.041
SCP	27	£12.440

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£14,514	£7.544	11	£15,507	£8.060
7	£14,615	£7.596	12	£15,823	£8.224
8	£14,771	£7.677	13	£16,191	£8.415

9	£14,975	£7.783	14	£16,481	£8.566
10	£15,238	£7.920			

ANNEX 2

NJC has reached agreement on the pay scales for 2017-18. Consequently NALC and SLCC jointly recommend the below salary scales of all full and part-time clerks, employed under the terms of the model contract (including SCPs 50 and above) to be applied from 1 April 2017.

Pay scales from 1 April 2017

Scale	Points below	Substantive	Points above	Substantive	Substantive
range	Benchmark	range	Substantive	Substantive	Substantive

LC1

(15-17)		(18-22)		(23-25)	
15	£17,072	18	£18,070	23	£21,268
16	£17,419	19	£18,746	24	£21,962
17	£17,772	20	£19,430	25	£22,658
		21	£20,138		
		22	£20,661		

LC2

(26-29)		(30-34)		(35-38)	
26	£23,398	30	£26,822	35	£30,785
27	£24,174	31	£27,668	36	£31,601
28	£24,964	32	£28,485	37	£32,486
29	£25,951	33	£29,323	38	£33,437
		34	£30,153		

LC3

(39-42)		(43-47)		(48-51)	
39	£34,538	43	£38,237	48	£42,899
40	£35,444	44	£39,177	49	£43,821
41	£36,379	45	£40,057	50	£44,918
42	£37,306	46	£41,025	51	£46,036
		47	£41,967		

LC4

(52-55)		(56-60)		(61-68)	
52	£47,194	56	£52,089	61	£60,522
53	£48,364	57	£53,387	62	£62,295
54	£49,432	58	£55,169	63	£64,090
55	£50,816	59	£56,943	64	£65,850
		60	£58,726	65	£67,519
66	£69,223				
67	£70,968				
68	£72,762				

ANNEX 2 - PART-TIME CLERKS - HOURLY RATES April 2017

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **prorata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place.

For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1 April 2017 are:

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.873
SCP 16	£9.054
SCP 17	£9.237
SCP 18	£9.392
SCP 19	£9.743
SCP 20	£10.099
SCP 21	£10.467
SCP 22	£10.739
SCP 23	£11.054
SCP 24	£11.415
SCP 25	£11.777
SCP 26	£12.161
SCP 27	£12.564

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
6	£15,014	£7.804	11	£15,807	£8.216
7	£15,115	£7.856	12	£16,123	£8.380
8	£15,246	£7.924	13	£16,491	£8.571
9	£15,375	£7.991	14	£16,781	£8.722
10	£15,613	£8.115			

Appendix 2

Tutbury Parish Council

Risk Analysis 2017-2018)
(Reviewed 20th February 2017)

GENERAL

Risk to, or risks arising from the ownership/leasing of assets and other operations/ responsibilities (where possible) are covered by insurance. Statutes, standing orders, financial regulations, internal and external audits and this policy document, control other matters.

- 1) Recent actions to mitigate risks are highlighted in bold text
- 2) Items for further consideration are in bold italics underlined

INSURANCE COVER

Property

1. Changing rooms . Legionella control - periodic checks are carried on the water system by Sterilizing Services Ltd. Extract fan in roof repaired and a periodic electrical check carried out.
2. Bus shelters subject to annual checks by the council
3. Bench seats .
4. Trophies . .
5. Computer . laptop and projector purchased and insured
6. Play equipment - goal posts at Commill Lane and Ferrers Ave
7. Highway signs. .
8. Multi use games area and equipment . Planters in High Street .
9. All 8 planters fall under the planting remit of the Parish Council.
10. Closed churchyard . The council is responsible for the maintenance of the closed area of St Mary's churchyard. The area is mown by a contractor and repairs to retaining walls are carried out periodically. Public indemnity insurance cover is provided by the contractor together with a risk assessment. The southern boundary of the churchyard has as far as possible, been defined and extent of the councils' responsibilities in this area clarified. **Financial Provision for a retaining wall behind the closed church boundary wall has been made and *will be monitored.***
11. A set of concrete steps leading to the Church off Church Street has been replaced

The insurance cover for the above items is periodically reviewed and reflects the contents of the council's asset register. Insurance cover is provided through Came and Company (Brokers) by Aviva Insurers

Land

1. Cornmill Lane Playing fields: The entrance road to car park has been repaired and pot holes filled. The path at the pedestrian entrance has been extended and a safety rail fitted

A metal gate and barrier is sited at the main entrance to the Cornmill Lane Playing field (CLPF)

fitted with three locks. Keys for the (CLPF) entrance gate/barrier Clerk and a named person from

Tutbury Tigers FC to facilitate access for training sessions with the proviso that the gate & barrier

are always locked after use. Should a need to evict unauthorised persons from council leased

playing fields, assistance from ESBC would be sought to effect their removal. Costs incurred

would be met from the council's contingency reserve.

The **football teams' responsibilities** include removal of debris and litter from the basketball court at the CLPF.

The use of the CLPF by a circus can occur in the summer. The statutory licensing position has

been checked with ESBC see Licensing Act 2003 ESBC Statement of Licensing Policy 2015 – 2020

and will be notified to the circus owners. The use of the area is subject to written conditions and

appropriate public indemnity insurance cover being provided by the circus.

2. The Triangle

The area is mown by a mowing contractor; trees are inspected periodically by a qualified contractor. A Christmas tree is positioned at yuletide with a battery operated electrical supply for the lights. Trees have been inspected and remedial work carried out on them with Ivy and undergrowth removed. A small stone wall on the boundary of the triangle has been removed.

3. Land adjacent to the path on the approach to the church. Trees and vegetation controlled periodically.
4. A section of the Park Pale ancient monument off Chatsworth Drive has been acquired. **Steps to replace a residents fence will be made by a certified contractor.**
5. Trees on council owned land are inspected periodically

Public liability cover is in place up to **£10m**. **Consideration is to be given to the register of council owned land**

RELIANCE OF THIRD PARTIES TO CARRY OUT WORK AND SERVICES

Contracts: ongoing . all contracts are reviewed annually. Contracts are awarded each year. Risk assessments for operations are provided by contractors

1. Mowing contract for the Cornmill Lane and Ferrers Avenue playing fields, the contractor is required under the terms of the contract to hold public indemnity insurance to indemnify the council against claims.
2. Street & bus shelter cleaning contracts . This covers the clearing of litter in a defined area of the village and in the council's five bus shelters. The contractor is required to hold public indemnity insurance. Yearly confirmation that appropriate insurance cover remains in place is required. The contractor has been instructed to wear personal safety clothing when operating on the highway. Maintenance work is carried out periodically on the five shelters.
3. **Football team . is responsible for the cleaning of the Cornmill Lane changing rooms. The council's insurance provides cover for this area of work**
4. Churchyard contract. Covers the mowing of the grass in the closed churchyard and the burial ground extension at St Marys Church. Payments for contract work are made in line with invoices received.
5. Park Pale contract - A maintenance contract has been let and a risk assessment prepared. The contractor has been notified of restrictions regarding disturbance of the ground stipulated by English Heritage
6. Elm Lane A strimmer has been obtained and two members of the Friends of Elm Lane have been trained to use it. An annual risk assessment is to be carried out
7. Banking services. The council has used its current UK based bankers for many years without any major problems; their terms and condition apply. External Audit services. These are carried out by Grant Thornton using the Annual return.
8. Internal audits. Yearly audits are carried out by an auditor appointed annually.

Contracts: one off services/works:

1. Capital works & Maintenance works

The council uses contractors for both capital and maintenance work. Standing orders and financial regulations provide for the following:

- The clerk arranges for the provision of goods and services of value up to £100
- The clerk in consultation with the chairman arrange for the provision of goods and services of value up to £500 and in the case of an emergency involving a danger to life, health or property £1,000

- Tenders are invited for contracts in excess of £5,000 and contracts are awarded at parish council meetings. The council is not obliged to accept the lowest tender. If no tenders are received the council can make arrangements to carry out the work as it thinks fit

Payments are made on completion of the work/service carried out to the council's satisfaction. Invoices are generally presented for payment at council meetings and initialled by members except where contract terms dictate payment in between meetings. All payments are recorded in the minutes. Direct debit payments are in place for gas, electricity and water payments for the changing rooms at Cornmill Lane.

Where major contracts are involved, the suitability of the contractor to carry out the work is ascertained by reference to the other councils, consultants and by an assessment of their capabilities.

All contractors must carry public indemnity insurance.

IN HOUSE ACTIVITIES

As the council's proper officer the clerk has the responsibility to progress the council's business in accordance with various statutes, standing orders, financial regulations and council decisions. The clerk is also the council's responsible financial officer (RFO) as required under section 151 of the Local Government act 1972 and is responsible for its financial affairs. The council has agreed the duties of the RFO, the nature of the council's financial records and the financial control documents and measures. These are reviewed periodically. **The Clerk is undertaking the CiLCA qualification to ensure that the council is operating within current legislation in a professional manner.**

The Council's website will be reviewed to ensure that it complies with the transparency code and all governance documentation is accessible.

An exit policy has been written in the event of unexpected departure or illness of the clerk

Following a revision of audit guidance and the requirement to complete an annual return, the council appoints an internal auditor, to review year-end accounts, financial procedures and internal financial controls and to complete an intermediate audit. The comments of all auditors are reported to the council. An annual review of internal audit procedures is undertaken. The council also has insurance cover for the following:

- Employers liability of up to £10m
- Officials indemnity - £250K
- Slander/libel - £500K
- Loss of cheques up to £1000, loss of money on council premises up to £1000 and at the clerks home £1000
- A fidelity guarantee (i.e. misappropriation of funds by councillors or clerk) of up to £40,000

The council has a code of conduct and a register of councillors interests published on its web site open to public scrutiny. Cllrs interests are reviewed annually. The rights of public to be informed of and to attend meetings and view documents are facilitated.

The council's standing orders are reviewed from time to time, updated and adopted

The council has few cash transactions. Most receipts and payments involve cheques.

Football teams may make direct debit payments for the hire of the football pitch to the Council's bank account. Loss of income of up to £10k Business interruption is covered by insurance.

Special events

The Council helps facilitate special one off community activities such as the Tutbury Festival. This can involve funding local groups, arranging a street closure, obtaining entertainment and other licences; appropriate insurance cover is sought when required. All statutory requirements are complied with.

The use of the car park at Cornmill Lane as an overspill for events held at the castle has been agreed by the council and its insurers. This is subject to adequate stewarding with the site access being manned at all times.

Financial assistance to local organisations

The council gives financial assistance to local organisations from time to time. Applications are made to the council on an application form making the case for assistance. All such applications are considered at council meetings and if authorised, funds are made available under Section 137 of the local government act 1972. The purpose, for which the application is being made, is stated by the organisation applying for assistance and a receipt provided for funds paid is given to the council. Start and completion dates for any project are required.

Payroll and IT

The loss of payroll and council information due to system failure fire or theft is reduced by regular back up of information. Up to date versions of the programs are maintained. Implementation of cloud storage for back up of information and sharing of information.

Annex A

DUTIES AND RESPONSIBILITIES OF THE PARISH COUNCIL'S RESPONSIBLE FINANCIAL OFFICER

1. Prepare financial reports to cover budget monitoring, fund balances, receipts, payroll, payment of accounts and other relevant matters and report to the council at regular intervals thereon.
2. Prepare draft estimates, when approved by the council from the budget monitoring mechanism during the year and report thereon to the council.
3. Submit the request for the parish council's precept to the borough council at the appropriate time
4. Record regularly all monies received and expended by the council
5. Ensure that all money due to the council billed promptly and in all cases collected promptly
6. Identify the duties of officers and others dealing with financial transactions and ensure as far as possible the division of responsibilities between officers, others and members of the council in relation to significant transactions.
7. Manage cash flow and control of investments and bank transfers
8. Control issuing of cheques
9. The overall management of payroll. Ensure the correct payment of tax and national insurance to the collector of taxes either monthly or quarterly using HMRC's PAYE software
10. Be responsible for the submission of VAT returns and dealing with VAT inspections
11. Verification of suppliers' invoices prior to certification for payment
12. Prepare and balance financial accounts and complete the annual return in accordance with the current audit regulations.
13. Produce accounts and records for the council appointed auditor in accordance with current audit regulations.
14. Undertake internal audits of all aspects of the council's affairs.
15. Monitor compliance with the council's financial regulations and ensure that the correct financial systems are in place.
16. Management of insurance and other risks undertaking regular reviews. Process claims as necessary. Report annually to the council on insurance and other risks covered.
17. Maintain the council's register of property and assets and safe storage.
18. Familiarisation with any computer system used for the council's financial records.

Annex B

PARISH COUNCIL FINANCIAL DOCUMENTATION

Minute book	Records all payments made by the council
Financial regulations	Regulates the councils financial affairs, based on NALC model
Invoice file	Contains invoices paid initialled by two members
Chequebook	Current account chequebook, cheques require three signatures . the Clerk and two members. Counterfoils are also signed
Bank Statements	For three accounts provided monthly by the council's bankers (Lloyds) i.e. Current account Instant access account (interest bearing) Premier interest account (interest bearing)
Account transfer slips	Records transfers made between accounts to meet commitments
Deposit credit books	Records payments into accounts
Clerk's expenses book	Records all mileage by the clerk, records all postage costs incurred by the clerk and the clerk's phone and office allowances
Insurance documents	Details of the cover provided by the council's insurance policy
Council budget	Agreed each year . determines precept requirements and guides expenditure throughout the year
Precept request forms	Provided by ESBC to enable precept to be paid at April and September each year
VAT claim form	Enables VAT to be reclaimed from Customs & Excise
Computer records	Enable finalised receipts payments and budget monitoring statements to be produced
Budget monitoring documents	Monitors council income and expenditure against budget provision, reconciles this with bank statements; produced quarterly
PAYE & NI records	Records payments and returns made to HMRC
Internal auditor's report	The annual audit carried out by the council appointed auditor
Vice chairman's report	The (vice) chairman or nominated Cllr undertakes an intermediate audit
Annual accounts	Records all financial activities of the council during the year. Submitted to the council for approval at the year end

Annual return

Supplied by government appointed auditors for completion by the council to enable external audit of council financial affairs to be undertaken. Three sections are required to be completed, a statement each by the council the internal auditor and the external auditor. The finalised return is reported to the council.