

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall Small Room, Monk Street, Tutbury Monday 20th March 2017.

- 1.1 Those presents were Cllrs W Crossley (Chairman), Councillor A. Allen (Vice Chair) C Smedley, S Adams, J Hale, F Crossley and P Steadman, T Spencer Smith, M Guest, Borough Councillors S Gaskin and Cllr D Goodfellow, in attendance, Karen Duffill (Clerk)
- 2 Part attendance PCSO Representative Lucy Hadfield attended part of the meeting representing Julia Wells due to the request of Deputy Commander Robert Champeu. No police issues were raised.

179/1.0 APOLOGIES

- 2.1 Apologies were received from, Parish Councillors, L Beighton
- 2.2 Non-Attendance Parish Councillors, D Morris, County Cllr B Fraser,

180/2.0 MINUTES OF THE MEETING HELD ON 20th February 2017

- 2.1 The minutes were agreed that they were a true record, and signed by the chairman.

181/3.0 DECLARATION OF INTERESTS

Cllr P Steadman and Cllr T Spencer Smith. Agenda item 14. Grants for Local Organisations.

182/4.0 CLERKS REPORT

4.1 Clerks Networking update

The clerk attended the Society of Local Clerks Staffordshire branch meeting led by the ex-president of the Society. 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 conjunction with the Borough Council.

Resolution

Cllr Gaskin would investigate the time scale for the implementation of the play area on the green space on the Burton Road development and enquire how the parish council can be involved in the planning of this project.

Contracts.

The existing insurer has agreed to match the alternative quote; therefore, the existing policy can be renewed with the updates in accordance with 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 with a view to installing a temporary fence to protect the existing fence.

Resolution

The clerk will contact the residents regarding the fence.

Churchyard Matters

A meeting has been arranged with the Church at the Village Hall Small Room March 30th 7.30pm. Agenda items suggested included the Burial ground and any other parish or church matters. It was resolved to keep the agenda short to allow more general discussion of church matters.

Resolution

The clerk will issue an agenda the Village hall is already booked.

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. Richard Rayson has suggested that the NHT team could address this with the help of volunteers to tackle the job. The clerk explained about the proposed devolution agenda from the County Council to devolve some aspects of highways responsibilities to parish councils. This is in the process of consultation at the moment but parish councils should be aware that the work that highways are able to do are now limited due to budget cuts.

Resolution

The councillors did not agree that this should be done by volunteers.

183/5.0 BOROUGH COUNCIL REPORT

- 5.1 Cllr S Gaskin has requested that bins are installed on the Burton Road development as currently there were none available.
- 5.2 Cllr Gaskin would be making a representation at the planning hearing regarding the Ashleigh House application on High Street Tutbury regarding non-timber windows at the rear and side elevation of the property.
- 5.3 Both Borough Councillors have secured a Community Council Fund payment of £1762 for the new floor in Tutbury Village Hall Large Room to enable this to comply with Health and Safety regulations for playing sports on. A further £2000 will be available in this fund in the next financial year.

- 5.4 Cllr Gaskin commented on the Appeal decision of Rolleston Park Farm, stating that the planning committee refused this application based on the size and height of the building. Applicants would have to reapply again reducing the proposed height of the warehouse.

184/6.0 ACCOUNTS PAYABLE

Cllr S Adams proposed the accounts for payment and Cllr F Crossley seconded them.

Karen Duffill	Clerks Salary and overtime March Clerks Salary and overtime	£ 929.62
Lesley Beighton	Cllr Training travel mileage	22.84
HMRC	Tax and NI Payment	86.12
Staffordshire LGPS	Pension Employer contribution Employee Contribution Mar April Payment	373.68
Sterilizing services	Legionella control quarterly check inv 35329	54.00
Aucuba Landscapes	Churchyard contract inv 3769	203.45
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	646.66
Staffordshire Wildlife trust	£42 per annum £3.50 monthly	3.50 monthly DD
Staffordshire Parish Council Association	Councillor training Course	£45.00

185/ 7.0 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.

Resolution

An annual increase of £111.1311 was proposed by Cllr T Spencer Smith and seconded by Cllr F Crossley.

A letter informing the Parish Council that the increase of employer contribution to the Local Government Pension Scheme will increase 1.2% and this will be implemented on 1st April. The 2017/2018 rate will be 23.40% and 2018/2019 will be 24.60%

186/8.0 PLANING 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

1 Castle Street, Tutbury, Staffordshire, DE13 9JF

NO Objections PERMITTED

Minutes of 6th March planning meeting to be approved at the planning meeting 10th April.

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

No Objection

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

No Objection

187/9.0 RISK ANALYSIS

9.1 The updated Risk Analysis was reviewed and approved by the councillors see Appendix 1. An exit policy has been written and the chairman now holds a council cheque book and passwords to access electronic files that are secured in cloud storage, to ensure the smooth running of the council in case of an unexpected absence of the clerk.

All other consideration for the forthcoming year are bold and underlined in the document. The council's insurance covers the risks outlined in the Risk Analysis.

Resolution

The updated document will be added to the council website.

188/10 POLICIES AND PROCEDURES.

10.1 Standing orders.

The clerk proposed changes as recommended in the model Standing orders issued by the Staffordshire Parish Council Association, to the existing standing orders to include Public Participation in meetings. The following changes were agreed.

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.

- a 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.

- b Subject to standing order 69(a) above, a member of the public shall not speak for more than (3) minutes.
- c 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.
- d [A person shall raise his/her hand when requesting to speak
- e A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- f 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.

Resolution

Public participation will be added to the beginning of future agendas, a decision would be made to move an agenda item if it was deemed appropriate. The member of the public will be informed they have three minutes to speak on a specific agenda item. The revised document will be emailed to all councillors and printed copies will be provided if requested. The standing orders will be added to the Council Website.

10.2 Financial Regulations

There were no changes made to the current Financial Regulations, councillors signed to declare that these were accepted as the ratified regulations. These will be added to the council website.

189/11.0. TRAINING UPDATE

11.1 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.

11.2 Social Media for Parish Councils course.

This course 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.

Cllr W Crossley was concerned that Facebook was not accessible and understood by all and different types of communication were still required to reach all parishioners. He raised concern regarding incorrect representations made by using this method and the level of control the council would have by communicating in this way. Cllr Steadm proposed that the council should communicate via Facebook to reach more parishioners as this type of media was effective at reaching a lot of people giving the ability to engage and represent parishioner more effectively. Cllr Steadm and recommended that the training slides could be used in a council meeting to ensure that all councillors understood how social media was used.

It was resolved to add Communications Policy to a future agenda item to address the issues around this.

190/12.0 COMMUNITY BUILDING

12.1 Cllr Steadman reported that 17 people attended the working party meeting including 4 councillors. Suggestions for uses of the community building were made. These included football training if floodlights were available otherwise a football pitch would be deemed unplayable for the full 12 months of the year.

12.2 Parking was considered a potential problem near the community building as there were insufficient places on the plan if a sports team were to use the green space.

Resolution

The clerk will request up to date plans of the site in light of the current planning changes that have been made.

12.3 The working party wanted clarification on the type of lease the property would have and if a rent would be levied onto a community group who were willing to adopt it. Cllrs reported that Peverill would probably retain a freehold lease and no rent would be levied. However further clarification and advice would need to be sought when negotiating these terms with Peverill Homes

Resolution

To obtain guidance from publications suggested by the clerk on how to set up and run a management committee for a community building.

Resolution

Cllr Steadman will ascertain costs from other community buildings to give a clearer picture of the running costs of the proposed building.

The working party wanted to know when the building would be available to use. Cllrs who attended the meeting with Peverill believed that the decision to build it would be made by Jan 2018 and it would be built after that.

A flyer has been agreed with the printers and will be distributed before 10th April the next meeting at The Club (formerly the Tutbury Institute 7.15pm) to

all parishioners in Tutbury. A Facebook page has been set up Tutbury New Community Building WP.

191/13.0 BEST KEPT VILLAGE

13.0 Entry to the competition was due 27th March with £16 fee plus the costs of posters, payment had been approved so the entry form could be submitted by the clerk. However, the clerk raised concern that due to the feedback from last year changes would need to be made to the map and other areas of the competition and requested help from the councillors. The clerk's workload with financial year end meant that time could not be spent on this.

Resolution

Cllr W Crossley and Cllr F Crossley agreed to assist with a new map.

192/14.0 ANNUAL PARISH MEETING

1

3.1 The date agreed for the annual meeting was Friday May 12th 7.30pm Tutbury Village Hall Large Room.

13.2 W Crossley proposed details of the flyer and the agenda. Suggested agenda items included Chairman's report that would be accompanied by Tutbury or Uttoxeter band and would include video clips and photos of Tutbury during the demolition period 50 years ago. Other agenda items include Parish Council Report, Charities report, Borough Councillors report, County Council report and school report.

13.3 A flyer could be distributed nearer the time.

193/15.0 GRANTS FOR LOCAL ORGANISATIONS

15.0 A grant application has been received for £1500 from Tutbury Old School Association for the replacement of a fence damaged by storm Doris. No insurance cover is in place as the association are not the land owners the County Council are. A budget allocation of £1000 had been made for TOSCA and therefore £1000 was proposed by Cllr W Crossley and seconded by F Crossley. The remaining £500 would be considered under the grant budget at the next meeting.

Resolution

A grant of £1000 would be awarded to TOSCA.

194/16.0 CORRESPONDENCE

- Consider request from Local Vocals to sing on the Triangle
- **Resolution** – The Parish Council has no objection but stipulated that the group should take full responsibility for people and property concerned.
- Request to use Cornmill Lane for Village Event.

- **Resolution** The Parish Council has no objection but stipulated that the people involved should take full responsibility for people and property concerned. The clerk will write to confirm this.
- 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.
- **Resolution** The clerk will respond.
- Community Council renewal request £25.00
- **Resolution** Cllrs agreed to renew subscription.
- South Staffs water contract change for business tariff discount offer for water and waste water bills.
- **Resolution** Cllrs agreed to apply for the £50 discount for dual billing for a three year contract.

195/17.0 ITEMS FOR THE NEXT AGENDA

- End of Year Accounts and Audit
- Annual Parish Meeting
- Community Building
- Street Cleaning Tender
- Best Kept Village
- Grants for Local Organisations
- Communications Policy

196/18.0 DATE OF THE NEXT MEETING

- 17.1 Church Meeting March 30th 7.30pm
Planning and Accounts Payable Meeting April 10th 2017 7.30pm.
Parish meeting April 24th April 7.30pm

Appendix 1

Tutbury Parish Council

Risk Analysis 2017-2018)
(Reviewed 20th March 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 Cornmill 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
2. 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.

3. 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.

4. Land adjacent to the path on the approach to the church. Trees and vegetation controlled periodically.
5. 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.**
6. 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 Councils 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 form 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 supplier's 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 doc's	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.