

Nash Mills Parish Council

Minutes

Full Parish Council Meeting

held on

10th June 2019

at

Nash Mills Village Hall, Lower Road, Nash Mills, HP3 8RT

E: clerk@nashmillsparishcouncil.gov.uk W: www.nashmillsparishcouncil.gov.uk

Present

Councillor Lisa Bayley
Councillor Michele Berkeley
Councillor Alan Briggs
Councillor Nicola Cobb
Councillor Mandy Lester
Councillor Jan Maddern
Councillor Steve Roberts
Councillor Emily Tout

In Attendance

Nikki Bugden (Clerk)
David Drew (Warden)
PCSO's Martin & Sweeting
County Councillor Tina Howard
9 Members of the public

Meeting Commenced at 8.01pm

19/064/FPC Apologies

To receive and accept apologies for absence.

None

19/065/FPC Interests

- a) To receive declarations of interest from councillors on items on the agenda
 - Cllr Briggs asked for it to be noted on file that he had a declarable interest in the Milbor Application that would be considered under Agenda item 19/073/FPC Planning (c).
- b) To receive written requests for dispensations for declarable interests
 - None
- c) To grant any requests for dispensation as appropriate.
 - None

19/066/FPC Minutes

To confirm the Minutes of the following as a true and accurate record of proceedings.

- a) NMPC Meeting Monday 8th April 2019

Resolved, Proposed Cllr Bayley, Seconded Cllr Maddern that the minutes accurately reflected business conducted, and they were duly signed.

- b) The Finance Meeting 8th April 2019

Resolved, Proposed Cllr Bayley, Seconded Cllr Maddern that the minutes accurately reflected business conducted, and they were duly signed.

- c) The Planning Meeting 8th April 2019

Resolved, Proposed Cllr Bayley, Seconded Cllr Maddern that the minutes accurately reflected business conducted, and they were duly signed.

- d) The Annual Council Meeting 13th May 2019

Resolved, Proposed Cllr Bayley, Seconded Cllr Maddern that the minutes accurately reflected business conducted and they were duly signed.

19/067/FPC Reports to Council

To receive reports from representatives on outside bodies, local authorities and agencies.

- a) **Crime Report** - PCSO Will Sweeting (attached) *Appendix 1*

PCSO Sweeting mentioned that he had visited the site of the Methodist church to investigate residents' concerns about trespassers and fly tipping and noted that some of the boarding had been updated. PCSO Sweeting had also visited the Wharf development to investigate teens entering the underground car park on bikes.

Cllr Bayley welcomed PCSO Sweeting on behalf of NMPC and thanked PCSO Martin for his long service to the parish.

- b) **Parish Warden's Report** –David Drew

Warden has filed weekly reports to Clerk and asked for help in preventing fly-tipping at The Denes.

Cllr Maddern to investigate usage of CCTV in area.

19/068/FPC Councillor presentation by Hayden Dicker from DLA Town Planning (agent re Nash House Development).

Mr Dicker presented his explanation to the recent changes to planning conditions that have been submitted. Further details are below in the planning section. Mr Dicker has welcomed contact and comment from residents and has provided his contact details for this purpose.

Mr Dicker will also confirm what the revised timescales are for this project as 52 weeks were originally stated at the outset.

19/069/FPC Monthly Financial Matters - Appendix

- a) To authorise payments made in accordance with the budget. (Monthly Schedule attached) *Appendix 2*

Resolved, Proposed Cllr Maddern, Seconded Cllr Bayley that the monthly payments be met whilst noting that the garage rental sum was not included due to an error with DBC (they failed to claim the correct amount in May), however

as this payment has previously been signed off in the annually approved direct debit list no further action is required.

Payments to be made by bank transfer this month as Cllr Maddern is waiting for her online passwords. Letter of Authority signed By Cllr Bayley, Cllr Maddern and Clerk.

- b) To note receipt of income and expenditure against budget attached (April & May) *Appendix 3, Appendix 4*

Resolved Proposed Cllr Maddern, Seconded Cllr Bayley that the figures be noted

- c) To receive bank statements and bank reconciliation up to end April & end May 2019 *Appendix 5*

Resolved Proposed Cllr Maddern, Seconded Cllr Bayley that the bank reconciliation is an accurate record of the parish transactions.

- d) To ratify the expenditure £250.00 to Willow's RA (as resolved at NMPC Annual Council Meeting May 2019).

Resolved, Proposed Cllr Maddern, Seconded Cllr Bayley that this sum should be £200 (typographical error by the Clerk) and that the sum be paid across as discussed at the annual parish meeting May 2019. Clerk advised that this is likely to be from the s.137 expenditure but that she will advise council should this change.

- e) To consider and approve invoices for payment not included in the schedule above.

None

- f) To note on file LG221 Pension return for May and June.

Resolved, Proposed Cllr Maddern, Seconded Cllr Bayley that the returns for May and June are accurate.

- g) To consider applications for grants or funding, clerk circulated applications and supporting documents with agenda.

Nash RA £200 *Appendix 6*

Resolved, Proposed Cllr Maddern, seconded Cllr Roberts that the sum be paid across. Clerk advised that this is likely to be from the s.137 expenditure but that she would advise council should this change.

Chambersbury RA £200 *Appendix 7*

A discussion was held to investigate the necessity for the donation in light of the large credit balance held by Chambersbury RA (supporting documents provided to NMPC) as a non-profit making organisation.

Cllr Maddern queried the membership of the association as a proportion of members do not live in the Parish (but are inside the Nash Mills ward). Cllr Maddern raised the point that the parish council needs to be mindful of this as funds are provided from the precept paid by parishioners but felt that this shouldn't preclude CRA from receiving funds.

The representative from Chambersbury RA explained how difficult it was to exclude members because of the layout of the parish and explained how long the organisation had been in existence and the benefits to its members and to the parish.

Cllr Roberts asked the clerk to confirm whether the policy specifies that proof of use of grant expenditure can be requested. (*clerk confirms that policy states that NMPC may ask for receipts as proof of usage*)

Resolved Cllr Maddern, Seconded Cllr Bayley that this sum be awarded for this transitional year but advised that the initiative will be reviewed on an annual basis. Unanimous decision.

Chambersbury RA £TBA – Verge scheme

Resolved, proposed Cllr Briggs, Seconded Cllr Bayley, that this application be rejected and that the matter be considered when NMPC looks at the parish and the verges in its entirety. Unanimous decision.

- h) To consider and approve the amended asset register value *Appendix 8*

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the value of £15808.33 (as approved by the auditor) be accepted as a true record of the assets of NMPC. Unanimous decision.

19/070/FPC Review of the effectiveness of the system of internal control

NMPC to review the effectiveness of the system of internal control, (report attached) in line with Governance and Accountability for Smaller Authorities in England (JPAG), March 2019 *Appendix 9*

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the review be accepted as attached with an addendum (noted on the attached appendix 9) unanimous decision.

19/071/FPC Audit requirements for the year ending 2018/2019 *Appendix 10*

- a) To approve the Annual Accounts 2018/2019

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the accounts are a true reflection of the year-end financial position of NMPC. Unanimous decision.

- b) To approve the Certificate of Exemption 2018/2019

Not applicable to NMPC

- c) To approve the Annual Internal Auditor Report for the year 2018/2019

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the report be accepted as a true account of 2018/19. Unanimous decision

- d) To approve Section 1, the Annual Governance Statement 2018/2019

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the statement be taken as a true reflection of 2018/19 and duly signed.

- e) To approve Section 2, Accounting Statements 2018/2019

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the statement agrees to the financial year end figures and provides a true and accurate record and be duly signed. Unanimous decision.

- f) To agree the dates for the public rights period

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the dates 17th June 2019-27th July 2019 be set and advertised by the clerk. Unanimous decision.

19/072/FPC Public Issues/Participation – 15 Minutes total (max 3 mins per person)

Members of the public can raise matters of concern or items for discussion.

- A representative from Chambersbury Residents' Association presented his association's request for consideration to be given to verges and parking in the Parish. Cllr Bayley confirmed that the area would be included for consideration in the parish project that is currently being investigated.
- A representative from Willows Residents' Association requested information relating to grass cutting and the debris left behind.
Whilst not undertaken by NMPC the Warden was able to confirm that the current DBC scheduling is that grass is cut every 6 or 7 weeks (weather permitting) however this period can be extended should there be staffing shortages.
- A resident also commented that Bunkers playing field was difficult to use as the grass was too long and when cut the debris left behind prohibited use of the equipment. Cllr Briggs mentioned that perhaps we could approach Abbot's Hill School to request grass cutting services and will add it to the NMPC plan for investigation.

*At this juncture (10pm) it was **Resolved**, proposed Cllr Bayley, Seconded Cllr Maddern that we suspend the Standing order 3 (x) to allow for the continuation of our meeting beyond the 2hr/10pm cut-off to cover urgent matters left on the agenda. Unanimous decision.*

19/073/FPC Planning

- a) To Consider the Parish Council's response to the following planning Applications:

14 CHAMBERSBURY LANE, HEMEL HEMPSTEAD, HP3 8AZ

Ref.No.4/00084/19/FHA

SINGLE STOREY REAR EXTENSION, PORCH EXTENSION AND FRONT DRIVEWAY INCLUDING NEW CROSSOVER CONSTRUCTION (AMENDED SCHEME).

Resolved, proposed Cllr Briggs, Seconded Cllr Roberts that NMPC raise no objection to this case.

243 BELSWAINS LANE, HEMEL HEMPSTEAD, HP3 9XE

Ref. No: 4/01145/19/FUL

CHANGE OF USE OF EXISTING GRANNY ANNEX AND EXTENSION TO FORM A DETACHED 3 BED DWELLING (AND NEW ACCESS)

Resolved, proposed Cllr Briggs, seconded Cllr Lester that the parish objects to this proposal on the following grounds;

NMPC Objects strongly to this application under CS12 (a) of the DBC core strategy (provide a safe and satisfactory means of access for all users)- This site is proposing access via Belswains Lane. This road is already very busy and the access is also very close to a very busy junction.

Please may we also note that a large tree is showing on the existing drawings and not showing on the proposed drawings. The application states that NO trees will be removed. Please may we request that clarity is obtained re this?

Unanimous decision.

NASH HOUSE, DICKINSON SQUARE, HEMEL HEMPSTEAD, HP3 9GT

Ref. No: 4/01093/19/DRC

DETAILS REQUIRED BY CONDITION 6 (DRAINAGE DESIGN), 8 (BOUNDARY TREATMENT)

Resolved, Proposed Cllr Briggs, Seconded Cllr Cobb that there be no parish comment on the drainage.

NASH HOUSE, DICKINSON SQUARE, HEMEL HEMPSTEAD, HP3 9GT

Ref. No: 4/01092/19/ROC

VARIATION OF CONDITION 5 (APPROVED SITE LAYOUT PLAN) ATTACHED TO PLANNING PERMISSION 4/01679/17/M...

Resolved, Proposed Cllr Briggs, seconded Cllr Bayley No Parish objection to the relocation of the disabled access ramp from the front to the rear of the property, however NMPC would like clarity regarding the allocation or placement of disabled parking spaces. Please may we request that consideration is given to this in conjunction with the re-siting of the ramp to ensure that the relevant spaces are sited appropriately next to the ramp.

29 CHAMBERSBURY LANE, HEMEL HEMPSTEAD, HP3 8AZ

Ref. No: 4/00900/19/FHA

RETENTION OF TWO STOREY SIDE EXTENSION & PORCH TO THE FRONT

Resolved, Proposed Cllr Briggs, seconded Cllr Berkeley that there is no parish objection to this application. Unanimous decision.

- b) To consider any planning applications received during the period 3rd June-10th June 2019 (Clerk to advise)

- **6 THE LEAS, HEMEL HEMPSTEAD, HP3 8BP**

Ref. No: 4/01320/19/FHA

New Roof Over Garage and Laundry

Resolved, proposed Cllr Briggs, seconded Cllr Tout that the parish offer no objection. Unanimous decision.

- **9 BUTTERFLY CRESCENT, HEMEL HEMPSTEAD, HP3 9GS**

Single Storey Rear and Front Porch Extension

Ref. No: 4/01302/19/FHA

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that the parish offer no objection to this application. Unanimous decision.

- **4 SILVERTHORN DRIVE, HEMEL HEMPSTEAD, HP3 8BU**

Ref. No: 4/01370/19/FHA

Part Two Storey Side and Rear Extension Including Raising of Roof Parapet, Front Extension To Garage, Insertion Of Skylights, Changes To External Materials And Fenestration And New Raised Patios.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that whilst the parish offer no objection to the application as a whole they will request the following conditions be considered.

Under CS12 (C) of the Core Planning strategy, avoid visual intrusion, loss of privacy to surrounding properties, NMPC would like to request that the balustrades to the side elevations are altered to full height and obscure glazing to prevent persons overlooking the neighbouring property. If the

balustrades are not amended, it may be the intention of NMPC to object to this proposed redevelopment.

Unanimous decision.

- **3 CHAMBERSBURY LANE, HEMEL HEMPSTEAD, HP3 8AY
4/00677/19/FHA**

First Floor Side Extension, Hip to Gable Loft Conversion with Rear Dormer Window, Front Rooflight And Alterations

Resolved, proposed Cllr Briggs, Seconded Cllr Lester that the original objections from NMPC stand as it is not thought that the revisions negate the original concerns. Unanimous decision.

- **NASH HOUSE 4/01679/17/MFA**

Discharge of conditions

Resolved, proposed Cllr Briggs, Seconded Cllr Roberts that the following comment be submitted. Unanimous decision.

NMPC would like to ensure that the conditions clearly reflect that the 'community use' will be considered on the basis of a fitness studio, designed for 1-2-1 training as opposed to a general gym. The rationale behind this is to ensure that the usage of this space does not impact on the already overstretched parking in the vicinity. NMPC believe that this request will ensure that the usage will not compound the negative impact parking causes for the local residents whilst providing opportunity for commercial viability in association with a community resource.

- c) To discuss actions pertinent to any planning items for consideration at the DBC Monthly Development Management Committee meeting
 - MILBOR application is on the agenda for June. NMPC have previously objected to this application.
Resolved, Proposed Cllr Bayley, Seconded Cllr Berkeley that Cllr Nicola Cobb would address DBC's Development Management Committee on behalf of NMPC to present the objections to this development. Unanimous Decision.

19/074/FPC Reports from Personnel Committee

To receive minutes, recommendations and council actions

- a) To obtain declaration of Office from Chair of Personnel, appointed May 2019
Resolved, proposed Cllr Bayley, Seconded Cllr Berkeley that Cllr Roberts be accepted as Chairman Personnel and his acceptance of office was duly signed in front of the proper officer of NMPC.
- b) To appoint membership of personnel committee
Resolved, proposed Cllr Briggs, seconded Cllr Bayley that the following councillors join the Personnel Committee.
Cllr Michele Berkeley –
Proposed Cllr Berkeley, seconded Cllr Maddern that Cllr Berkeley be elected Vice-Chair.

Cllr Jan Maddern
Cllr Lisa Bayley
Cllr Emily Tout
Cllr Alan Briggs

Its quorum will be no less than 3 and the committee will abide by the adopted terms of reference that have been provided to the Chairman.

- c) to receive, and if approved, to sign the minutes of the last personnel meeting 6th March 2019.

Cllr Maddern was unsure that the wording regarding the clerk home office allowance was correct, however the clerk confirmed that she will be asking the personnel committee to re visit this subject and also the subject of pay increases for clarity. On this basis it was

Resolved, Cllr Maddern, seconded Cllr Briggs that the minutes be accepted as a true record of the proceedings and duly signed by Cllr Roberts in the capacity as Chairman Personnel.

19/075/FPC Action List

To update the status of outstanding action points from previous meetings.

Appendix 11

Resolved Proposed Cllr Bayley, seconded Cllr Maddern that the action list be moved for consideration at the next meeting due to our overrunning meeting, items listed below were approved for action as they were time critical.

- Memorial repairs and historical matters (building preservation trust), Cllr Briggs to commence investigations re repairs on behalf of NMPC and also local heritage issues and will bring back to NMPC for discussion and resolution re actions.

19/076/FPC Clerk's Report

Items for information only

Appendix 12

Request to Personnel Committee. Cllr Roberts taking forward

Bank mandates – Cllr Berkeley currently with same bank as NMPC so Clerk will arrange completion of forms for approval at next NMPC meeting.

Statement re previous Clerk – Clerk read attached statement.

19/077/FPC Logo

To discuss and resolve the future actions to be taken in respect of the new NMPC Logo

Resolved Cllr Bayley, seconded Cllr Maddern that this topic be moved to the NMPC 3- year plan discussion.

19/078/FPC Nash Mills Parish Council 3-yr plan

Appendix 13

To discuss and resolve the next steps on how to build a 3-year business plan for NMPC.

(The plan could include a pattern of activities and spending over the next three years in line with budgets and with regards prioritising projects whilst improving

community engagement with the formation of working groups, working with community stake-holders or relevant committees).

(Items for consideration under this heading -this list is not exhaustive;

- *Road/ Area allocation -Councillors being assigned areas of responsibility/local interest*
- *Verges/CIL grant – Verges-power to spend, Highways Act 1980 s.96*
- *VE Day 75- power to spend, Local Govt Act 1972, s.145 (1)(a), (2)*
- *Nash Mills Primary School Support- relevant powers to spend/NMPC Liaison with Clerk.*
- *Outdoor gym equipment-power to spend-Local Govt (misc. provisions) Act 1976 s.19 (f) and Open Spaces Act 1906 s.10*
- *Events Team – Cllr Bayley*
- *Partnership working ie NMVH/FOBP*
- *Items outstanding on the action list -defibrillator/ noticeboard/ tommies)*

Resolved, proposed Cllr Briggs, seconded Cllr Roberts that a working group be formed to take this agenda item forward for discussion. It was proposed that a working group meeting takes place on 22nd July 2019. Clerk requested that the findings be provided as a report at the next council meeting after the working group meeting and advised that no decisions for actions to be taken can be made outside of NMPC full meeting.

Clerk requested that Abbots Hill School play area matters (sewage/lease) are included for discussion.

Clerk requested that consideration be given to the attached grant request from Nash Mills Primary School under the relevant 'powers to spend' and Cllr Bayley has asked the clerk to prepare a report of previous funding given over the previous 4 years.

Clerk to advise re statutory requirements once plan discussed by the working group as some items cannot be delegated.

19/079/FPC Communications and NMPC Visibility Working Group - Cllr Cobb

To discuss the creation of a working group and, if agreed, resolve to create the group, appoint its members and outline its initial objectives.

Cllr Cobb expressed an interest in assisting with the next Parish magazine and with re- instating the visibility at The Denes.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that this item be included in the parish plan discussion and that the Clerk will ask for assistance with the next edition of the magazine.

19/080/FPC Discussion Re Land at Red Lion Lane & Fly-Tipping – Cllr Briggs

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that this matter be included in the 3-year plan meeting. Unanimous decision.

19/081/FPC Wicksteed Report

To discuss annual inspection report finding and to resolve actions to be taken.

Report attached

Cllr Bayley suggested that council may wish to consider alternative inspectors to conduct a quarterly visit so that the responsibility does not fall to warden or councillors.

Resolved, proposed Cllr Briggs, seconded Cllr Maddern that this item be discussed by the working group. Unanimous decision.

Clerk advised that there are some items on the report that have been outstanding since previous reports and that a decision should be made re works as soon as practically possible to ensure that there is no liability to NMPC.

19/082/FPC Play equipment Risk Assessment.

Appendix 15

NMPC to discuss, note any requests for amendment and subsequently approve and adopt the draft risk assessment (circulated)

Resolved, proposed Cllr Bayley, seconded Cllr Lester that the risk assessment be adopted unchanged by NMPC. Unanimous decision

19/083/FPC Items for Consideration at Next Meeting

To suggest agenda items for the next meeting of the Parish Council on Monday 8th July 2019.

Items for consideration for the agenda to be emailed to the clerk, no later than Friday 28th June 2019.

Meeting closed at 10.51pm

Enc Appendices 1-15 plus Wicksteed report.

SIGNED

Chairperson 8th July 2019

Appendix 1 Crime Report

	JAN	FEB	MAR	APR	MAY
BURGLARY (DWELLING)	1	1	1		
BURGLARY (Other)					
THEFT FROM MOTOR VEHICLE	4		1	1	1
THEFT OF MOTOR VEHICLE			1	1	
DAMAGE OR DESTROY <£5,000	1	1	1	1	1
THEFT FROM SHOP				2	2
THEFT, OTHER					
DRUG RELATED					
OTHER CRIMES	4			2	
A.S.B (Youths)					
TOTALS	10	2	4	7	4

Theft from MV Embankment – Cleaning products stolen from car.

Theft of MV

Damage or destroy Butterfly Crescent – Cab damaged by drunk fare.

Theft from shop Tesco's x2

Appendix 2 Financials

Monthly Payment Schedule

Payee	Method	Description	Charged to	Amount	Vat	Amount	Minutes ref	Inv No
STAFF SALARIES/PAYBUREAU	SO	MAY net salaries and HMRC	salaries	1695.20		1695.20		
Vodafone	DD	Clerk's Mobile May	General Admin	24.72	3.74	28.46		
NMVHA	SO	Hall Hire May	General Admin	36.00		36.00		
INTUIT	DD	Quickbooks	General Admin	10.80	2.16	12.96		
DBC	DD	Garage Rental	Warden					
Paybureau	SO	Monthly wages Fee	Contingencies	18.00	3.60	21.60		Jun-19
Clerk Pension	OLB	Pension	General Admin	336.73		336.73		
Expenses Clerk	OLB	Ink	General Admin	23.93		23.93		no vat receipt available
Expenses Clerk	OLB	Meeting refreshments	General Admin	8.80		8.80		
Expenses Clerk	OLB	Stationery	General Admin	22.88	4.57	27.45		
HAPTC	OLB	Training Berkeley/Cobb	General Admin	140.00		140.00		
HAPTC	OLB	Training Roberts	General Admin	70.00		70.00		
HAPTC	OLB	Training Maddern	General Admin	70.00		70.00		
JRB	OLB	Dog bags	General Admin	65.89	13.18	79.07		19811
Wicksteed	OLB	An Inspection (play equip)	General Admin	60.00	12.00	72.00	19/062/FPC	806333
Willows RA	OLB	Willows RA	RAI	200.00		200.00	19/069/FPC	
Peter Fleming	OLB	New Website	Reserves	1350.00		1350.00		
				4132.95	39.25	4172.20		

Appendix 3
Income/ Expenditure April 2019

Working Budget 2019/2020		Annual Budget	Actual April M1
Precept Awarded	£		
Clerk's Sal/NI/Tax/OT/Backpay		£ 16,700.00	£ 1,145.41
Sundries: Office/Energy/Travel		£ 750.00	£ 10.80
Clerk's mobile		£ 360.00	£ 21.80
Chess Comms		£ -	
Clerk's pension	Monthly	£ 4,500.00	£ 336.73
Printer Parish Magazine	July/Dec/March	£ 1,095.00	£ 295.00
Clerk PO Box	Annually November	£ 300.00	£ -
Delivery of magazine	July/Dec/March	£ 300.00	
Print/copy/supplies	As needed	£ 250.00	£ 11.39
Subscriptions (HAPTC/SLCC/ICO)	Reserves 2018/19	£ 1,200.00	£ 912.83
Parish Insurance came and co	June/LTA 2018	£ 856.48	£ -
Election Costs	4 Yearly/Reserves	£ 500.00	£ -
Equipment Replacement	As needed	£ -	£ -
Press advertising	As needed	£ 45.00	£ -
Petty Cash	As needed	£ 50.00	£ -
Internal Audit Fee	May/Annually	£ 378.00	£ -
External Audit Fee	June/Annually	£ 240.00	
Competition winners (Magazine)	April/Aug/Jan	£ 30.00	£ 10.00
Website Maintenance	As needed	£ 100.00	£ -
Website hosting	Jan Annually	£ 50.00	
Chess ICT -hosted emails/software	Annually/April	£ 723.72	£ 369.81
RAI	Reserves 2018/19	£ -	£ -
SUB TOTAL		£ 28,428.20	£ 3,113.77
			£ -
			£ -
Grants and miscellaneous			£ -
Grants Awarded	£		£ -
Grants / Donations	Reserves 2018/19	£ 20.20	
Conferences/Training Courses	As Needed	£ 500.00	£ -
Miscellaneous	As Needed	£ -	£ -
Dog Bags	As Needed	£ 200.00	£ 65.44
AED/Defib	Reserves 2018/19	£ -	
Contingencies		£ 300.00	£ -
Grit	Winter Help Scheme	£ -	£ -
Payroll Charges	Monthly	£ 260.00	£ 18.00
			£ -
			£ -
SUB TOTAL GRANTS/MISC		£ 1,280.20	
			£ -
			£ -
Sub Total Precept		£ 29,708.40	£ 3,197.21
use of reserves		£ 2,800.00	£ -
Expenditure sub total		£ 32,508.40	£ 3,197.21
			£ -
CONCURRENT SERVICE FUND			
Street Furniture Maint		£ 650.00	
Repairs/Signs/Fencing		£ 900.00	£ 215.00
Misc		£ 95.00	£ -
VILLAGE HALL/VENUE			£ -
Hire Costs		£ 396.00	£ 36.00
			£ -
WARDEN'S SCHEME			
Salary		£ 6,597.48	£ 549.79
Clerk			£ -
Tools and replacement equipment		£ 72.60	£ 24.95
Garage Rent		£ 757.44	£ 52.60
Total Concurrent services		£ 9,468.52	£ 878.34
INCOME & EXPENDITURE SUMMARY			
Total Annual Expenditure		£ 41,976.92	£ 4,075.55
vat added back on			£ 118.24
agreed to schedule			£ 4,193.79
Use of Reserves (elections)	£2,800.00		
Wardens Grant		-£ 8,074.82	
Concurrent Services Grant		-£ 1,468.39	
Council Tax Support Grant		-£ 1,268.93	
SubTotal		£ 31,164.78	
Total Precept requested		£ 28,364.78	
expenditure from CIL			
expenditure from cclr grant			

Appendix 4

Income/Expenditure May

Working Budget 2019/2020		Annual Budget		*mnth	
Precept Awarded	£		Mnthly EXP	CUMUL BUDGET YTD	CUML EXP YTD
May Expenditure to budget/cashbook					
Clerk's Sal/NI/Tax/OT/Backpay		£ 16,700.00	£ 1,145.41	£ 2,783.33	£ 2,290.82
Sundries: Office/Energy/Travel		£ 750.00	£ 10.80	£ 125.00	£ 21.60
Clerk's mobile		£ 360.00	£ 22.80	£ 60.00	£ 44.60
Clerk's pension		£ 4,500.00	£ 336.73	£ 750.00	£ 673.46
Printer Parish Magazine		£ 1,095.00	£ -	£ 182.50	£ 295.00
Clerk PO Box		£ 300.00	£ -	£ 50.00	£ -
Delivery of magazine		£ 300.00	£ -	£ 50.00	£ -
Print/copy/supplies		£ 250.00	£ 16.40	£ 41.67	£ 27.79
Subscriptions (HAPTC/SLCC/ICO)		£ 1,200.00	£ -	£ 200.00	£ 912.83
Parish Insurance came and co		£ 856.48	£ 813.56	£ 142.75	£ 813.56
Election Costs		£ 500.00	£ -	£ 83.33	£ -
Equipment Replacement		£ -	£ -	£ -	£ -
Press advertising		£ 45.00	£ -	£ 7.50	£ -
Petty Cash		£ 50.00	£ -	£ 8.33	£ -
Internal Audit Fee		£ 378.00	£ -	£ 63.00	£ -
External Audit Fee		£ 240.00	£ -	£ 40.00	£ -
Competition winners (Magazine)		£ 30.00	£ -	£ 5.00	£ 10.00
Website Maintenance		£ 100.00	£ -	£ 16.67	£ -
Website hosting		£ 50.00	£ -	£ 8.33	£ -
Chess ICT -hosted emails/software		£ 723.72	£ -	£ 120.62	£ 369.81
RAI		£ -	£ -	£ -	£ -
SUB TOTAL		£ 28,428.20	£ 2,345.70	£ 4,738.03	£ 5,459.47
Total Grants Awarded	£	£ -	£ -	£ -	£ -
Grants/Misc		£ 20.20	£ 138.98	£ 3.37	£ 138.98
Conferences/Training Courses		£ 500.00	£ -	£ 83.33	£ -
Miscellaneous		£ -	£ -	£ -	£ -
Dog Bags		£ 200.00	£ -	£ 33.33	£ 65.44
AED/Defib		£ -	£ -	£ -	£ -
Contingencies		£ 300.00	£ -	£ 50.00	£ -
Grit		£ -	£ -	£ -	£ -
Payroll Charges		£ 260.00	£ 18.00	£ 43.33	£ 36.00
SUB TOTAL GRANTS/MISC		£ 1,280.20	£ 156.98	£ 213.37	£ 3,354.19
Sub Total Precept		£ 29,708.40	£ 2,502.68	£ 4,951.40	£ 2,502.68
use of reserves		£ 2,800.00	£ -	£ 466.67	£ -
Expenditure sub total		£ 32,508.40	£ 2,502.68	£ 5,418.07	£ 2,502.68
CONCURRENT SERVICE FUND				£ -	£ -
Street Furniture Maint		£ 650.00	£ -	£ 108.33	£ -
Repairs/Signs/Fencing		£ 900.00	£ -	£ 150.00	£ 215.00
Misc		£ 95.00	£ 16.40	£ 15.83	£ 16.40
VILLAGE HALL/VENUE		£ -	£ -	£ -	£ -
Hire Costs		£ 396.00	£ 36.00	£ 66.00	£ 72.00
WARDEN'S SCHEME				£ -	£ -
Salary		£ 6,597.48	£ 549.79	£ 1,099.58	£ 1,099.58
Tools and replacement equipment		£ 72.60	£ -	£ 12.10	£ 24.95
Garage Rent		£ 757.44	£ 57.38	£ 126.24	£ 109.98
Total Concurrent services		£ 9,468.52	£ 659.57	£ 1,578.09	£ 1,537.91
Total net Expenditure		£ 41,976.92	£ 3,162.25	£ 6,996.15	£ 7,237.80
Use of Reserves		£ -		£ -	£ 4,193.79
vat plus total agree to monthly summary			25.77		
total gross mnthly exp			£ 3,188.02	correct gross amt re dd	
			3182.28	signed schedule	

May income Breakdown (cashbook)				
Actual Total Income (precept plus grants)				0
Income from CIL				0
Additional Income	£			
Advertisers Parish Magazine				0
Natwest Interest Deposit Account				0.01
Lloyds Bank Interest				52.96
Any other Income				
TOTAL INC -LESS VAT SEE NOTES				52.97
VAT reclaimed (net purchases/sales)				25.77
			tot	78.74

Appendix 5

Bank reconciliation

April 2019

Bank Reconciliation									
Month									
1st-30th April 2019									
	Lloyds Bank	Lloyds 32 Day	Natwest Bank BR	Natwest Bank CA	Natwest Bank TRO	Totals			
C/F from previous month	45806.63		81.69	97	80000	£ 125,985.32	31/03/2019		
Opening Balance on Cashbook	45806.63	0	81.69	97	80000				
Payments (from monthly schedule)	4193.79	60000							
credits in (from monthly income)	42395.84								
debit items not on schedule	60000								
debit items on sch but not dtd from bank	63.12								
credit items not on schedule		14.78	0.01						
Closing cashbook balance	24008.68	60014.78	81.7	97	80000	£ 164,202.16			
Uncleared receipts									
Uncleared payments	63.12					£ 63.12	diff is dd not claimed as per schedule		
Closing Bank Balance	24071.8	60014.78	81.7	97	80000	£ 164,265.28	held by NMPC 30/4/2019		
Agreed to Bank Statement	sheet	sheet 1	sheet 271	sheet					
Difference	-63.12		0	0					
Ticked back to bank entries	yes								
RFO									
Chair of Finance	---/--/2019								
Notes									
Lloyds	63.12 diff= dd for DBC not claimed this month. So removed from cashbook and changed wef May								
Natwest									

May 2019

Month									
1st-31st May 2019									
	Lloyds Bank	Lloyds 32 Day	Natwest Bank BR	Natwest Bank CA	Natwest Bank TRO	Totals			
C/F bank from previous month	24071.8	60014.78	81.7	97	80000	£ 164,265.28	31/05/2019		
Opening Balance on Cashbook	24008.68	60014.78	81.7	97	80000				
Payments (from monthly schedule)	3182.28								
credits in (from monthly income)	0	38.18							
debit items not on schedule	68.86								
credit items not on schedule			0.01						
diff c/f April corrected	63.12								
Closing cashbook balance	20889.52	60052.96	81.71	97	80000	£ 161,121.19			
Uncleared receipts									
Uncleared payments	229.8	hmc online o/s							
	138.98	tea urn cq 62							
	18.29	cq 64 dave							
	-5.74	diff dd to dbc							
sub total uncld pyts	381.33								
Closing Bank Balance	21270.85	60052.96	81.71	97	80000	£ 161,502.52	held by NMPC 31/5/2019		
Agreed to Bank Statement	sheet	SHEET 2	sheet 272	sheet					
Difference cashbook to bank	-381.33		0	0					
Ticked back to bank entries	yes								
RFO									
Chair of Finance	---/--/2019								
Notes									
Lloyds	diff on lloyds unbanked entries and entry for dbc claimed £5.74 higher than scheuled amt./ diff on cashbook is error corrected from april as dd not claimed but included in figures.								
Natwest									

Appendix 6

Nash RA Grant Application

NASH MILLS PARISH COUNCIL GRANT & DONATION APPLICATION FORM

Should you require this document in a different format (such as large-print) or require assistance to complete it then please contact the clerk.

APPLICANT'S DETAILS	
Name of Applicant Organisation i.e. who are you applying on behalf of? NASH Residents Association	
Who will be our main contact for correspondence about this application? Andrea Maloney	
Address for all correspondence Close, Belwains Lane, Hemel Hempstead, Herts, HP3 8AD	
Email address	
Can we contact you by telephone? (Daytime)	
(Evening/Weekend)	
What authority do you have to submit this application? For example, has the application been authorised by committee decision? If so, what committee and when? (For your own protection it is important that you are properly authorised). Chairman/Secretary/Treasurer of this Association	
What type of organisation would you describe the Applicant as? Local Residents Group	
Approximately how long has the Organisation been in existence? Years 17 newly formed	
Are you a Registered Charity? YES / NO (If YES, state your Charity No) No	
Are you affiliated to a Governing Body? YES / NO No	
Which one(s)?	

NASH MILLS PARISH COUNCIL GRANT AND DONATION APPLICATION FORM

2 DETAILS OF YOUR APPLICATION

Please give a concise but detailed description

Our plans for this year include a bbq but as yet we have no other activity planned. I am hoping that when we come together for that we can have a conversation about another community activity or project that will involve all of us and maybe some residents who have not so far joined in.

USAGE
Approximately how many people are currently regular, active participants in your Organisation? 30-40
How many of them are resident in the Parish of Nash Mills? All
FUNDING
How much are you applying for? £200.00
What other grants have you applied for or obtained recently None since 2018 from NMAPC
Have you applied elsewhere for equivalent funding (if so please can you advise us of the outcome)? No. Previously supported by Dacorum Borough Council but their support ceased years ago.
Is this part funding of a bigger project? If so please give further details. No

Please confirm the following documents are enclosed in support of this application?

Constitution Latest Annual Accounts and Balance Sheet

SIGNED: [Signature] DATE: 3/6/19

NASH MILLS PARISH COUNCIL GRANT AND DONATION APPLICATION FORM

Appendix 7
Chambersbury RA Appln 1

Approximately how many people are currently regular, active participants in your Organisation?

There are 70 houses in the Association, so approx. 140 people (excluding children) of which approx. 100 are active participants + we have a number of associate members.

Two Hints

FUNDING

How much are you applying for?

The NMPC Residents' Association Initiative Grant of £200

What other grants have you applied for or obtained recently?

None

Have you applied elsewhere for equivalent funding (if so please can you advise us of the outcome?)

No

Is this part funding of a bigger project? if so please give further details.

No

Please confirm the following documents are enclosed in support of this application?

✓ Constitution ✓ Latest Annual Accounts and Balance Sheet

SIGNED.....

DATE.....

Please return this form to

Nikki Bugden Clerk@nashmillsparishcouncil.gov.uk

NMPC PO Box 1602, Hemel Hempstead, Herts HP1 9ST

Please note that by completing this form you are giving consent for your details to be shared for consideration of this application and (if successful) for publication as evidence of our grants/donations given. You consent for your details to be retained on file in line with our retention policy.

NASH MILLS PARISH COUNCIL GRANT AND DONATION APPLICATION FORM

NASH MILLS PARISH COUNCIL GRANT & DONATION
APPLICATION FORM

Should you require this document in a different format
(such as large-print) or require assistance to complete it
then please contact the clerk.

APPLICANT'S DETAILS
Name of Applicant Organisation i.e. who are you applying on behalf of?
CHAMBERSBURY RESIDENTS' ASSOCIATION (CRA)
Who will be our main contact for correspondence about this application?
RICHARD BALL
Address for all correspondence
CHAMBERSBURY LANE, HEMEL HEMPSTEAD, HP3 8BG
Email address
[REDACTED]
Can we contact you by tel
(Daytime) [REDACTED]
(Evening/Weekend)
What authority do you have to submit this application? For example, has the application
been authorised by committee decision? If so, what committee and when? (For your own
protection it is important that you are properly authorised)
☒ CHAIRMAN OF THE CRA COMMITTEE MEETING - 14 APR. 2019
What type of organisation would you describe the Applicant as?
RESIDENTS' ASSOCIATION
Approximately how long has the Organisation been in existence?
☒ Years 46 newly formed
Are you a Registered Charity? ☒ YES ☐ NO (If YES, state your Charity No)
Are you affiliated to a Governing Body? ☒ YES ☐ NO
Which one(s)?

2 DETAILS OF YOUR APPLICATION
Please give a concise but detailed description

- ☒ - NEW PRINTER FOR THE ASSOCIATION, WITH SUPPLY OF INKS
AND PAPER ETC
- ☒ - With 'communication' so obviously being such an essential and
integral part of both our organisation and in keeping in touch with our
local community through our quarterly newsletters (specimen copy attached)

Appendix 8

Asset Register

NASH MILLS PARISH COUNCIL ASSETS REGISTER

Full details on website or available on request.

Description		Amount
Play Equipment		£1.00
Grit Bins		£1,263.00
Office Equipment		£759.00
Notice Board		£500.00
Telephone		£90.00
Boundary Signs		£4,500.00
Warden's Equipment		£150.00
Waste Bin		£452.00
16m fencing,rail guard,gate		£5,109.00
Wooden Bench		£1.00
Projector/laptop		£1.00
Wifi Booster		£33.00
		£12,859.00
Total Value in 2018 :		
Updated Dec 2018	filing cabinet	£93.33
	phone	£112.00
		£13,064.33
Defibrillator ZOLL AED		£999.00
Aivia lockable cabinet item number H31010		£495.00
		£14,558.33
Tommies		£1,250.00
Total assets as at 31/3/2019		£15,808.33

Appendix 9

NASH MILLS PARISH COUNCIL
STATEMENT OF INTERNAL CONTROL
FOR THE YEAR ENDED 31 MARCH 2018

1. SCOPE OF RESPONSIBILITY

Nash Mills Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should be they be realised and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended **31 March 2018** and up to the date of approval of the annual report and accounts and except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman, ~~who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.~~ **The Chairman must preside and he has control of its procedure for the purpose of enforcing the law and good order. He must prevent decisions being taken on matters which are not on the agenda. NB ADDENDUM requested by Chairman and agreed by NMPC.**

The Council reviews its obligations and objectives and approves budgets for the following year at its **November** meeting. The **December** meeting of the Council approves the level of precept for the following financial year. The Council operates its controls in line with its financial regulations, standing orders and risk assessments which have all been formally adopted by full council and are reviewed on a regular basis. These are based on NALC 'model' documents. The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council/Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments: All payments are reported to the Council for approval. **Two Members** of the Council and the Clerk must authorise every cheque. Online banking is the preferred payment method. The Clerk creates the payments online which are then signed off by **two councillors**.

Risk Assessments/Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls. There is a schedule of review.

Insurance

The Council reviews its insurance cover and fidelity insurance annually.

Internal Audit:

The Council has appointed a qualified, independent internal auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal Control
- Regulations
- Risk Management
- Reviews

The Council carries out an annual review of the effectiveness of its system of Internal Audit

External Audit:

The Council's External Auditors, PKF Littlejohn, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The full Council
- The Clerk to the Council/Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- The Independent Internal Auditor who reviews the Council's system of internal control;
- PK Littlejohn, the Council's External auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. PK Littlejohn issue an Annual Audit Certificate;
- The number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the **2018/2019** financial year.

Whilst no significant internal control issues were identified during the year, the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all minor issues and weaknesses raised and reported during the review process.

Appendix 10 – 19/071/FPC - Audit

Annual Accounts 2018/19

	2018/2019	JULY YTD ACTUAL	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	March Accruals	ACTUAL BANK EXP
Clerk's Salary/Ni/Tax/OT/Backpay.	£ 17,359.00	£ 5,685.68	989.22	385.5			931.56	£ 1,147.76	1084.55	1187.77	1238.3	19838.21
Running Costs: Office/Energy/Fuel	£ 656.50	£ 368.60		53			401.63		62.64	12.96		979.16
Communications	£ 606.00	£ 202.26		50.41	50.52	17.68		£ 22.80	27.74	22.8		491.63
Clerk's Pension	£ 4,934.00	£ 1,639.16		409.79	0	0	46.41	£ 336.76	673.46	225.55	336.73	3667.86
Parish Magazine	£ 843.00			308								589
Delivery of Magazine	£ 255.00	£ 85.00										255
Printing	£ 15.00	£								39.14		46.97
Subs-SLCC/CO/HAPTC	£ 1,080.70	£ 903.86					247					1150.86
Parish Insurance	£ 928.00	£ 789.86										789.86
Election costs	£ -	£ -										
Equipment replacement	£ -	£ -							35.99	19.99		85.97
Signs/Fencing	£ -	£ -										
Press Advertising	£ 30.00	£ -										
Petty Cash	£ 75.00	£ 75.00										75
Internal Audit	£ 360.00	£ -					360					360
External Audit Fee	£ 200.00	£ -		200								240
Competition prizes	£ 30.00	£ 10.00		10						10		20
Chess ICT	£ 630.00	£ 620.00										744
Website/Virtual Server	£ 80.00											
bank charges	£											
Residents' Assoc Initiative		£ 800.00										800
	£ 28,082.20											
Grants and Miscellaneous												
Grants	£ 20.00							£ 1,595.00		1596.74		3191.74
Conferences / Training Courses	£ 50.00							£ 154.99		230		384.99
Dog bags	£ 147.03	£ 103.11										123.73
AED DEFIB		£ 1,593.00										1792.8
misc	£ 10.00											
TOMMIES					1250							1500
WEBSITE												450
Contingencies												
Grit	-											
Payroll charges	£ 190.80	£ 60.00		15	15	0	30	15	15	18	18	223.2
TOTAL PRECEPT	£ 28,500.03											
CONCURRENT SERVICE FUND												
Open Spaces	£ 650.00											
Street Furniture Maint	£ 900.00	£ 31.66										37.99
Repairs/Signs/Fencing	£ 95.00	£ 45.00										54
MISC (wickstead)	£ 1,645.00											
VILLAGE HALL/AVENUE												
Hire Costs	£ 489.72	£ 173.25		0	0		0	108		108		389.25
WARDEN'S SCHEME												
Salary	£ 7,916.49	£ 2,044.00		549.9	549.79	549.79	549.79	549.79	549.99	549.79	549.79	
Tools and replacement equipment	£ 66.00											
Garage Rent	£ 610.56	£ 210.40		52.6	52.6	52.6	97.99		78.9	92.05		764.57
	£ 8,593.05											
	£39,227.80											
BUDGET	£67,727.83											bank
												39045.79
												919.11
												38126.68
schedule spend	£ -											
BANK EXPENDITURE	£ 39,045.79											39045.79
Lindas accruals (inc in bank figs)	£ 919.11											0
bank exp less accruals	£ 38,126.68											
less vat on bank but not in exp	£ 982.01											
	£ 37,144.67											
BUDGETED INCOME												
PRECEPT	28500.03											
WARDENGRANT INCOME	9277.08											
HCC CCIr GRANT	1008.79											
GROUNDWORKS GRANT	1000		vat	61	rec apr for prev yr							
CT SUPPORT GRANT	1224.83					BANK INT	Natwest	Natwest tro	TRO	Lloyds		INCOME
cil 2 nov 2018	150								0			
VAT REFUNDS on purchases	965.19		jul	414.76						0		
INCOME	535.69		MAG ETC INC NWB £40 net mag figs			tro int			126.33		hcc GRANT	
BANK INTEREST	131.02			111.22					4.69			
INCOME TOTAL	42792.63		dec	378.21								
EXPENDITURE	£ -		£ 3,746.84									
	£ 42,792.63		to bank debits				0	131.02	0	0		1008.79
OUR ACCRUALS	2650.66											
SURPLUS 2018/19	£ 40,141.97											
LESS CLERK HOME OFFICE												

INCOME					
PRECEPT		28500.03			
WARDENGRANT INCOME		9277.08			
HCC CCIr GRANT		1008.79			
GROUNDWORKS GRANT		1000			
CT SUPPORT GRANT		1224.83			
cil 2/11/2018		150			
VAT REFUNDS on purchases		965.19			
INCOME		535.69	MAGAZINE ETC plus £40 paid into natwest		
BANK INTEREST		131.02			
		14292.6	inc sub total		
		28500.03	precept		
		42792.63			

Annual Internal Audit Report 2018/19

Nash Mills Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not checked
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The process or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic end year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (Not Covered) should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR.			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable
M. (For local councils only) Trust funds (including charitable) – The Council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (set any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 08/05/2019 16/05/2019 03/06/2019 Name of person who carried out the internal audit: Etsario Ltd (Philip Rhoden)

Signature of person who carried out the internal audit: P.K. Rhoden Date: 07/06/2019

If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2018/19 Part 3 Local Councils, Internal Drainage Boards and other Smaller Authorities* Page 3 of 6

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

NASH MILLS PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to ensure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of election rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund/trustees, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trust.

Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on: 10/6/19 Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference: 19/03/19 PC (d)

Chairman: [Signature] Clerk: [Signature]

Other information required by the Transparency Codes (not part of Annual Governance Statement) Authority web address:

https://nashmillsparishcouncil.gov.uk

Annual Governance and Accountability Return 2018/19 Part 3 Local Councils, Internal Drainage Boards and other Smaller Authorities* Page 4 of 6

Section 2 – Accounting Statements 2018/19 for Nash Mills Parish Council

	Year ending		Notes and guidance
	31 March 2019	31 March 2018	
1. Balances brought forward	121522	121365	Total balances and reserves at the beginning of the year as recorded in the financial records. Values must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	26531	28500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11410	14263	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	28675	23504	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employees), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9423	14679	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (+) Balances carried forward	121365	125975	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	121365	125975	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	12850	15808	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PFI/R).

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) Yes No The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets N/A The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval:

Date: 10/6/2019

I confirm that these Accounting Statements were approved by this authority on this date:

10/6/2019

as recorded in minute reference:

19/03/19 PC (d)

Signed by Chairman of the meeting where the Accounting Statements were approved:

[Signature]

Date: 10/6/2019

Annual Governance and Accountability Return 2018/19 Part 3 Local Councils, Internal Drainage Boards and other Smaller Authorities* Page 5 of 6

Smaller authority name: NASH MILLS PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

Local Audit and Accountability Act 2014 Sections 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement: 10/6/2019 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below.
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2019, these documents will be available on reasonable notice by application to: (b) NASH MILLS PARISH COUNCIL, 10/6/2019, 10/6/2019, 10/6/2019 commencing on (c) Monday 17 June 2019 and ending on (d) Friday 26 July 2019	(b) Insert name, position and address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts. (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below. (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: The opportunity to question the appointed auditor about the accounting records; and The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public internal report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 1 Westbury Circus Canary Wharf London E14 4HD (sba@pkf.littlejohn.com)	
5. This announcement is made by (e) NASH MILLS PARISH COUNCIL	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority.

Appendix 11

Full Council Action List
April 2019- updated May 2019

Actions From Most Recent Meeting	Comment
Clerk salary increase to be notified to Paybureau	Clerk
Compile list re parking issues/verges	Clerk then Agenda item
Herts Building preservation Trust	AB taking forward.
Personnel Minutes from March required	NB email LG
Appoint Auditor	Clerk
Submit Affinity Consultation	Clerk
Book Wickstead	Clerk
Update policies and procedures with adoption dates, add to review schedule.	Clerk
Awaiting Further Updates (ONGOING to be discussed)	
Clerk to update o/s items at end of term	Clerk
DD/NB Dog bag dispenser-NB to investigate.	NB
Tommies –quotes and proof of various permissions required	TC
Memorial repairs	JM
Debris on paths	TH (C/CLLR)
All councillors to continue to report unauthorised banners within NM to JM.	ALL
Defibrillator	JM
Noticeboard	JM/NB
2019/013/P/Milbor	AB Awaiting Dev Mgmnt Committee
Draft Communication to be prepared regarding NMPC concerns surrounding handling of Nash House Appln and wider concerns re handling of local planning applications.	JM/CLERK NB to request all pertinent, historic emails and notes from LG re communication and meeting with James Doe & Cllr Lardi
Long Term Actions No Immediate Resolution (Reminders)	
LG to contact Andrew Williams and Tina Howard re: steps on Chambersbury Lane. (ongoing)	LG/TH
Warden Risk assessment to be approved by personnel committee, then brought to full council	LG
JM to contact Steve Barnes re: ticket meter. (ongoing, waiting until mosque planning application is complete)	
Traffic calming Bunkers Lane –C/Cllr Tina Howard to take forward	TH (C/CLLR)
LS contacted Luke Johnson, re: tree survey in Highbarns. (JM requested – Luke Johnson added to next local circuit, DBC to cut back ivy so they can see the trees better to survey).	JM
Garage Clear out/archiving	

Appendix 12

Clerk Report

June 2019

Request to Personnel Committee please re outstanding personnel items.

Please can I respectfully request that the New Chairman of Personnel and committee discuss the following at the next personnel meeting please.

- Warden cost of living pay rise, clarity required if this is to be approved effective April please (I believe it usually was).
Clarity re wardens pay scale/salary point to be discussed by personnel committee
- Clerk requires decision re home office allowance (outstanding since Nov 2018)
- Clerk requires clarity re pay award effective April 2019 in line with NALC 2019 pay awards.

Bank Mandates

We need to add new signatories to our bank accounts. Lloyds is an immediate priority, if we have anyone banking with Lloyds I would suggest that we start by adding them first as it is quicker if they are already account holders. Council to suggest who will be signatories please? The approval will then need to be on the July agenda. We will then need to look at the Natwest Accounts.

Statement re Previous Clerk.

The Chairman received correspondence from the previous clerk who requested clarity regarding the wording of the minutes from Feb 2019 Agenda item 19/019/F which she felt could be misconstrued. I have confirmed that the following statement will be minuted.

“Whilst the content (of the minutes) was correct, I understand how Linda has read them, without the background relating to the errors after she left and thus seen a different nuance to the wording. I do not wish to cause any distress to Linda. There was absolutely no reflection on her, it purely related to matters after July and Linda’s absence, namely the missed VAT return and incorrectly calculated schedules. I have always been grateful for the very organised way in which Linda left NMPC’s administration.”

Nikki Bugden

June 2019

Appendix 13 (19/078/FPC)

Report

Agenda Item 19/080/FPC June 2019- Nash Mills Parish Council 3-yr plan (outdoor gym equipment)

Objective

To discuss the time frame, budget and details for consideration relating to the purchase and siting of new outdoor gym equipment and to consider and approve the actions arising from this discussion, including the appointment of a working group to take this project forward.

Relevant legislation

Power to spend-Local Govt (misc. provisions) Act 1976 s.19 (f) and Open Spaces Act 1906 s.10

Origin of project

Cllr Louise Gross and Cllr Dave Jackson (NMPC Councillors until May 2019) both suggested purchasing equipment that would appeal to a variety of residents of differing age groups. We currently have no equipment to appeal to our teenagers or adult residents. The equipment investigated would be for ages 14+.

NMPC considered that it would be an investment in the health and wellbeing of residents and a project worthy for consideration in view of the large sum NMPC holds on deposit.

Considerations for Council to discuss

- Total budget
- Possible sites
- Permissions needed
- Health and safety implications
- Estimated commencement date.
- Suppliers to consider
- Working group membership

Total budget

NMPC have approx. £160000 on deposit. It is recommended that at least 1.5 years precept and grants are held in reserve for emergencies (£60000) therefore there are funds available to spend. Current estimates are in the region of £7000 for a six-piece fitness pack and £5000 for a 4-piece cardio bundle. These prices are estimates only and exclude VAT and delivery but include installation. These prices exclude the surfacing options which are bespoke.

Source: Sovereign Play Equipment.

<https://www.sovereignplayequipment.co.uk/img/cms/Brochures/SOV-Outdoor%20Gym%20Equipment-v2.pdf>

Action: Council to decide on budget maximum.



NASH MILLS C of E PRIMARY SCHOOL
VOLUNTARY AIDED

BELSWAINS LANE, HEMEL HEMPSTEAD, HERTS, HP3 9XB
Telephone No:- 01442 252972
Fax No:- 01442 214652
www.nashmills.herts.sch.uk
Headteacher: Mrs R. Washford Mower B Ed (Hons) NPQH

Dear Parish Councillors

Many thanks for providing some funding recently to assist us with recent treeworks; one neighbour in particular is very grateful that the height of some has been reduced.

I am writing to seek your kind assistance once again. As you may be aware, our budget was cut significantly last year and there are further cuts in our new one for 2100-20. We have been through a very painful period of restructuring and have fewer staff, meaning that there is more work to be shared.

Not only this, but we are trying to maintain the resources we have for our pupils' benefit. The PTA continues to support us financially, buying texts and writing books to help us with the Writing Project, an initiative that is already having a positive impact on the quality of children's writing. Over the next year, as well as continuing to fund some of this project, they will be fundraising to help us buy more computers as the ones we have are now in need of total replacement; this is going to cost a considerable sum and of course we will be putting some capital funds towards it where we can.

Our Reception class is fortunate to have an interactive whiteboard in it, as do the other classes – all, that is, except Nursery, where the layout of the room is not conducive to this. There are cupboards, a sink and toilets on one side, a short wall and a door on another, and windows along the rest. I would be very grateful if the Parish Council could see its way to providing the funds for us to purchase an interactive tilt table – please see details attached. I am also attaching a personal plea from Mrs Wilson, our Nursery teacher.

Thank you for your consideration.

Yours sincerely

Mrs Rosie Washford Mower
Headteacher



Dear Town and Parish Clerk,

TOWN & PARISH COUNCILS - VE DAY 75

I have pleasure in outlining plans for **VE Day 75**, being organised to celebrate and commemorate the 75th Anniversary of VE Day as mentioned in my last communication to you last year.

The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The official, exclusive charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through www.veday75.org. As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

FRIDAY 8TH MAY 2020

3pm – Battle's O'er & VE 75 Years

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

Appendix 14

Wicksteed Report

Will be attached as a separate document

Appendix 15

Risk assessment for Bunkers Play Park for the Period 1 April 2019 to 31 March 2020

The risk management procedures, as documented below, were confirmed to be in practice by the Internal Auditor on (date)

Topic	Risk Identified	Risk Level	Management of Risk	Staff action
All Play equipment and surrounding area including perimeter trees, fence, gates.	Injury from damaged equipment Injury due to faulty gates Injury from overhanging trees.	M	Weekly inspections using Wicksteed proforma (appendix 1) Quarterly inspection using Wicksteed proforma (appendix 2)	Warden to action within agreed schedule and maintain diary folder of reports, reports to be handed to Clerk monthly. Any faults to be advised to clerk by email immediately.
Falls from climbing apparatus	Falls	M	Condition monitored weekly Grass matting under play apparatus	Warden to monitor
	General injuries from using the equipment	M	Equipment complied with regulations at time of installation, equipment is inspected annually	Diary May Annual AHS Park inspection by Warden/Wicksteed All actions from report to be actioned/reported to NMPC
	Injury from damaged equipment	M	Equipment and seats inspected visually weekly and any faults dealt with immediately. Annual play inspection undertaken Inspection complies with BS EN 1176:2008	Warden to monitor See above Insurance in place Diary March for ins renewal
Playground equipment	Trip hazards on the approach to equipment	M	Visual inspection of area carried at time of other inspections	Warden to check weekly
Litter and Glass	Minor injuries, cuts / abrasions	H	Inspection of the area and litter pick as required	Warden to monitor

1 | Page

Risk assessment for Bunkers Play Park for the Period 1 April 2019 to 31 March 2020

Topic	Risk Identified	Risk Level	Management of Risk	Staff action
Used Needles	Needle stick injury Blood borne viruses (HIV, Hepatitis B)	H	Inspection of the area and litter pick (Identify measures for preventing needle stick injuries)	Warden to check Warden Risk Asses in place
Dog faeces	Infection, Toxicariasis Minor injury, abrasion, allergic reaction	M	Prevent dogs within play area by fences and gate Provide signage for No Dogs Inspection of the area and remove faeces	Warden to maintain Warden to remove faeces
Reeds, poisonous or thorny plants	Minor injury, abrasion, allergic reaction	M	Grounds maintenance in place which includes a visual identify any foreseeable risks from falling branches etc. Identify any plants identified as being an irritant or a danger	Warden to monitor and advise Clerk of any concerns

Reviewed and adopted on:

Minuted:

Note: Risk assessment must be reviewed and adopted by council/meeting/board/body annually during the financial year and before 31 March



WICKSTEED
playscapes

**Playscape Classics
Routine
Inspection**

Checklist 1

Playscape Classics

Inspection guidelines for playscape classics, including swings, slides, catwalks, roundabouts, see-saws, rockers, springers and others.

1. Review hazards, such as broken glass, litter, debris from trees or falling from the site and from the equipment and ensure play area is safe. (Climb Guards are free from rubbish and weeds.)

Completed on: _____

Action required: _____

2. Check that all supports, climbing bars and the take off / landing ramps of slides are present and secure.

Completed on: _____

Action required: _____

3. Ensure that all safety are present and secure. Wicksteed equipment uses See-saws with tamper-resistant pre-sealed rubber fenders. You will have been provided with a special key for tightening these when the equipment was installed. If you need a replacement, contact Wicksteed Playscapes.

Completed on: _____

Action required: _____

4. Check catwalk inlay panel joint facing to the slide slide. The grab screw and lock pin to be checked they are secure on a weekly basis. The grab screw and pin are to be found on the inside facing facing the slide on the underside of the inlay.

Completed on: _____

Action required: _____

5. On catwalks ensure that the correct clearance for the stop is maintained. Refer to installation instructions for measurements for specific units.

Completed on: _____

Action required: _____

6. Check that all components, including handgrips and swing seats, are present and undamaged. If anything is missing from moving equipment that could be replaced immediately, it is likely this could cause a significant hazard. In this event, take immediate action to prevent further use of equipment until public access to the site, until the fault has been rectified. Order the appropriate parts, as listed on the product specification sheet from the original manufacturer. (An alternative replacement part may include a product's trademark.)

Completed on: _____

Action required: _____

7. Check slides for sharp edges that may cause injury, paying particular attention to plastic sections of 'twister' slides where palms may have been damaged or foreign objects trapped in them. If a fault of this type is found, it should be remedied by your own competent personnel, or the manufacturer should be asked to carry out any necessary repair or replacement.

Completed on: _____

Action required: _____

Please turn over

Protocols of these guidelines will provide you with a valuable aid to record keeping.

Routine Inspection

This should be carried out every month or more frequently if the site is subject to heavy use or vandalism. It is essential that the record is kept in an appropriate position. The inspection of the equipment should be carried out by a competent person in order to ensure that the manufacturer's instructions. The level of competence required will vary with the test.

Site Name

Inspection Date

Signed Minutes plus all appendices 1-15

.....

Chair 8th July 2019

