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Nash Mills Parish Council

Minutes

Full Parish Council Meeting

held on

11th November 2019

Nash Mills Parish Hall

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

In Attendance

Nikki Bugden (Clerk)
David Drew (Warden)
6 Members of the public

Meeting Commenced at 8.00pm

19/125/FPC Apologies

- None from Council
- PCSO Sweeting, C/Cllr Howard

19/126/FPC Interests

- a) To receive declarations of interest from Councillors on items on the agenda.
 - Cllr Briggs registered an interest should the planning application for 'Milbor' be discussed.
 - Cllr Maddern registered an interest in any Nash Mills Village Hall discussions.
 - Cllr Bayley and the Clerk declared an interest re the logo (known to graphic designer) and Cllr Bayley should be excused from any financial decisions re the logo.
- b) To receive written requests for dispensations for declarable interests.
 - None
- c) To grant any requests for dispensation as appropriate.
 - None

19/127/FPC Minutes

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

a) NMPC Meeting Monday 14th October 2019

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that the minutes accurately reflected business transacted, and they were duly signed. Unanimous decision.

19/128/FPC Reports to Council

To receive reports from representatives on outside bodies, local authorities and agencies, the parish warden and Clerk:

a) Crime Report – presented by Cllr Bayley on behalf of PCSO Will Sweeting (*appendix 1*)

- Cllr Lester to draft a letter to Chamonix for Clerk to send on behalf on NMPC highlighting the increase in criminal incidents occurring at The Wharf.
- Chairman advised all attendees to report all incidents on the police non-emergency number 101 so that they can be correctly logged and monitored.

b) Parish Warden's Report –David Drew (*appendix 2*)

- Verbal report, food waste bins are now in situ at The Denes.

c) Clerk's report- circulated (*appendix 3*)

Clerk had requested clarity re the comment on the working group report re the play park lease with Abbots Hill. Clerk was asked to investigate whether the version that was circulated (dated May 2015) was the most up to date version.

- Decisions agreed as below;

Play Inspections

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that RoSPA are instructed to carry out an inspection as soon as possible. Unanimous decision.

Clerk Manual

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the Clerk purchases the updated SLCC Clerks Manual. Unanimous decision.

d) County Cllr Report- C/Cllr Tina Howard (*appendix 4*)

- Apologies sent. Cllr Bayley presented the report. Clerk was asked to forward the following questions to C/Cllr Howard.

Bunkers Lane

- Can C/Cllr Howard request larger/clearer signage advising of width restrictions that are in place (at both ends of the road)
- SID (flashing speed awareness sign) – would this be a possibility for traffic calming near to the play park entrance?

Abbots Hill

- NMPC felt that it would be unreasonable to request that AHS consider using the 'back entrance' rather than the drive to the school and that this would also impact on cars waiting to turn right into Bunkers Lane in the morning (as well as waiting to turn right across Bunkers Lane in to the back entrance to the school).
- Please can we ask for clarity regarding the costs supplied for Chambersbury verge works, is this for double height kerbs as the cost for double height kerbs was previously reported as £130 per linear metre and NMPC needs to comprehend where the sum of £8000+ was obtained from?

19/129/FPC Reports from Personnel Committee

- Meeting held same evening therefore report will be circulated for the December meeting.

19/130/FPC Monthly Financial Matters *(documents listed below attached as appendix 5)*

- I. To authorise payments made in accordance with the budget. (Monthly Schedule attached).
- II. **Resolved** that NMPC in accordance with its powers under s.137 of the LGA 1972 should incur expenditure (to purchase the poppy wreath) which, in the opinion of the Council, is in the interest of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure. Unanimous decision.
- III. To note receipt of income and expenditure against budget attached (October).
- IV. To receive bank reconciliation up to end October 2019.
- V. To consider and approve invoices for payment not included in the schedule above.
 - None
- VI. To note on file LG221 Pension return for October.
- VII. To consider requests for items to be purchased by Cllr's and budget area (to be supplied in advance of the meeting)
 - None.
 - Resolved**, proposed Cllr Maddern seconded Cllr Lester that the above financial documents be accepted, approved and noted on file. Unanimous decision.
- VII. To consider any grant applications received. *(appendix 6)*

Chairman requested that the representative from Nash Mills Village Hall Assoc. presented his case to support the application for £18500 that had been circulated in advance of the meeting.

A brief history of NMVHA was given with a request for a grant to support resurfacing and improvement works to the car park. NMVHA have been in receipt of approx. £100,000 s.106 monies from the Wharf development, however, there will be insufficient remaining to finish the final works, (the car park improvements). NMVHA are wanting to maintain and improve on a valuable asset for Nash Mills.

There was a discussion about NMPC wanting to support in principal but as there was only one quote NMPC was unable to compare and ensure value for money.

Clerk advised that NMPC could be minded to support with a request to obtain 2 further quotes for comparison and consideration.

Resolved, proposed Cllr Bayley, Seconded Cllr Roberts that NMPC will be minded to support a grant request from NMVHA and that the sum to be awarded will be decided once all three quotes have been received.

Unanimous decision.

19/131/FPC Draft Budget 2020/21 (appendix 7)

Chairman proposed acceptance of the budget figures worked on by Clerk/RFO and Cllr Maddern.

Proposed Cllr Bayley, Seconded Cllr Berkeley that the draft budget submitted to Cllrs be received and used subject to grant income figures used being confirmed at the same level as anticipated for 2020/21. Unanimous decision.

Chairman adjourned the meeting for a break at 9.10pm and restarted at 9.20pm

19/132/FPC Public Issues/Participation – 15 Minutes total (max 3 mins per person)

A representative from Chambersbury Lane RA raised a question regarding the verges and requested that the verges at Chambersbury Lane be considered as a single project and not as part of the wider parish project. Council had previously resolved to treat the parish and the verges as one project. Agenda point 19/069/FPC. Chairman advised that under the standing orders we could not raise the issue for discussion again as a new motion until December 2019. It was directed that the Clerk should add verges to the agenda for further discussion for December.

It was brought to Council attention that the sign for 'Little Wood' had been damaged. Cllr Maddern will take forward as a Borough matter.

A Cllr, acting as a member of the public following their earlier disclosure of their interest raised points of concern regarding the Milbor planning appeal, specifically points 16 and 17 of the planning inspectors report concerning s.106 monies. Clerk to investigate the impact of these statements on NMPC and whether there are any financial implications.

19/133/FPC Planning

- a) To consider the Parish Council's response to the following planning applications and consultations.

Proposed communications installation for Arqiva at Hemel Hempstead Nash Green, Gade Tower, Nash Tower, Nash Mills, Hemel Hempstead, Herefordshire, HP3 8AE Arqiva Site Number: 217102

Resolved, Proposed Cllr Briggs, seconded Cllr Berkeley, that NMPC would offer no comment. Unanimous decision.

Clerk to request assurances that excessive disturbance or disruption to residents will be avoided and to ask how the height of the new aerials compare with the existing.

Forthcoming public consultation for Kings Langley Junction Improvements (ITP170028)

A discussion was held concerning the ongoing parking issues at Red Lion Lane and the possible need for a crossing at the other end near the roundabout. NMPC felt that any comment on our own ongoing issues whilst the consultation was being discussed could delay the crossing which is needed to provide a safe walking route to school for local children.

Resolved, proposed Cllr Briggs, seconded Cllr Maddern that NMPC supports the improvement but would like to request that consideration be given to cyclists with the provision of a 'pressure mat' or camera to assist cyclists using Rucklers Lane and approaching the lights as currently they do not change unless a car is using them. Unanimous decision.

- b) To consider any planning applications or consultations received during the period 4th November 2019- 9th November 2019 (Clerk to advise)

*19/02624/FHA - 6, The Leas, Hemel Hempstead, Herts, HP3 8BP
Alterations to roof to form room in roof with rear dormer and pitched roof over existing extension.*

Resolved, proposed Cllr Briggs, seconded Cllr Lester that no parish objection be offered. Unanimous decision.

*19/02650/LDP- 409 Barnacres Road, Hemel Hempstead Herts HP3 8JR
Rear Extension under Lawful Development permissions.
No parish comment as LDP.*

The Clerk then advised of issues with the portal at Dacorum Borough Council whilst they are migrating across to new software. The following applications were not advised to us until after the closing date, however after discussion it was noted that NMPC would not have offered any objections to either of them.

*19/02597/FHA – 175 Belswains Lane Hemel Hempstead Herts HP3 9XA
Proposed 2 storey side extension and canopy over new front door*

*19/02530/TPO - Land Off Bunkers Lane Hemel Hempstead Hertfordshire
Works to Trees*

- c) To discuss actions pertinent to any planning items for consideration at the DBC Monthly Development Management Committee meeting.
- None.
- d) Items for information only (no action or discussion needed)

Consultation details for Luton Airport expansion received and details of public meetings circulated.

19/134/FPC Action List-(circulated) Appendix 8 (showing actions outstanding) Appendix 9 updated following the meeting.

- Cllr Maddern advised that the CCTV meeting with DBC is being rebooked
 - Cllr Bayley will chase Luke Johnson
- Updated list attached as appendix 9

*At this juncture (10pm) it was **Resolved**, proposed Cllr Bayley, Seconded Cllr Roberts that we suspend 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.*

19/135/FPC NMPC Working Groups Updates.

Policy and Procedures Working Group (Clerk)

Clerk advised that whilst a number of policies had been on the agenda the communication policy and newsletter policy required more work. The following were circulated and brought to council for consideration.

Social Media and Electronic Communications Policy

Press & Media Policy

Community Engagement Statement of Intent

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the policies be adopted by NMPC and added to the review schedule. Unanimous decision. Policies will be available on the website.

Cllr Bayley suggested that the risk assessment created by her (and circulated) be used as the blanket risk assessment for NMPC to cover the events on the agenda but that it also be used as the template for any risk assessments

required going forward. Any amendments would have to be brought back to council for full approval.

Resolved, resolved Cllr Bayley, seconded Cllr Maddern that NMPC adopt the risk assessment 'as is' to cover

The Community Engagement Sessions

The NMPC Remembrance Ceremony

The Christmas @ The Denes Event

The Denes Cllr Surgeries

Unanimous decision.

Any changes to the risk assessment will require to be brought back to full council for approval.

Risk assessment will be available on the website.

Communications and Community Engagement Working Group (Cllr Cobb)
appendix 10

Due to availability issues when booking a meeting all working groups were rolled into one meeting and the report was duly circulated. The following actions were brought back to full council for consideration.

- I. To consider examples and if approved resolve the designs for the NMPC logo
Resolved, proposed Cllr Bayley, seconded Cllr Cobb that the version B be accepted as the logo for NMPC. Unanimous decision.

- II. To approve expenditure in relation to works listed above
Resolved, proposed Cllr Briggs, seconded Cllr Maddern that Cllr Bayley may instruct IHD to complete the logo versions for NMPC up to a maximum value of £300. Unanimous decision.

- III. To propose Parish representation on the village hall committee and, if approved, the nominee for that role and term of office.
NMVHA requires a new trustee from NMPC.

Resolved, proposed Cllr Roberts, seconded Cllr Bayley that Cllr Nicola Cobb be appointed as trustee to NMVHA. Unanimous decision. Clerk to circulate information regarding legal responsibilities of trustees.

- IV. To propose Parish arrangements for Christmas Event @ The Denes
Resolved, proposed Cllr Cobb, seconded Cllr Tout that a Christmas Cllr Surgery be held at The Denes on Saturday 7th December 12pm-2pm.
Unanimous decision. Further details to be advised via working group reports or via email.

- V. To decide and approve Parish financial contribution (or maximum limit) for refreshments at the above event (LGA 1972 s144).

A variety of ideas were discussed as NMPC wanted to provide refreshments for the event. Clerk advised 'powers to spend' under LGA.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC allocate a maximum sum of £75 for this event. Unanimous decision. Cllr Tout to take forward. Receipts to be forwarded to the clerk should reimbursement be required.

Clerk advised that a request for VE day spend was proposed but we would need an idea as what for and how much to enable us to consider – suggest agenda item for December or January when more clarity obtained.

19/136/FPC Code of Conduct

The code of conduct was circulated to all Cllrs and Cllr Maddern reminded all Cllrs of the importance of adhering to the code in all instances and to be sensitive to the code when using public platforms such as social media.

19/137/FPC Items for Consideration at Next Meeting

To suggest agenda items for the next meeting of the Parish Council on

Monday 9th December 2019

All other items to be advised in writing no later than Thursday 28th November 2019.

VE Day 2020

Verges

Meeting Closed at 22.37pm

.....
Chairman 9th December 2019

Clerks Report December 2019

Quarterly Play Inspections.

Inspection undertaken by RoSPA (week commencing 18/11/2019) awaiting report.

Chambersbury Lane Verge Obstruction

w/c 18/11

- Advice sought from insurer re reporting of risk and NMPC liability should an incident or accident occur.
- Clerk advised to formally report and to notify RA that they should check their insurance as liability could lie with them should an incident happen.
- RA representative and Cllrs advised of actions to be taken by Clerk.
- 25/11 Obstruction reported online via HCC portal. HCC formally notified that C/Cllr and Highways may already be aware of this matter.

DBC Planning Portal

DBC continue to experience issues with the migration to their new planning portal, please advise clerk of any issues so that they can be reported back to the software provider.

Tree Inspections Bunkers Play Park

Quotes for initial tree surveys now received and will be passed across to W/G to discuss prior to bringing back to Council for decision. All companies approached are suitably qualified as required by our insurer. They have also been recommended to me.

The main consideration is the degree of detail that NMPC feels is necessary and appropriate to comply with our obligations whilst ensuring 'best value'

Quote 1 £1285 + Vat (Tree Survey & Digital Mapping)

Quote 2 £900 + Vat (Tree Survey, Tree Management Report & Tree Map)

Quote 3 £450 + Vat (basic tree risk assessment and report)

Quote 4 £780 + vat (Tree Risk Assessment inspection)

Office Closure

Office will be closed 24th December 2019 and will re-open **Monday 6th January 2019**

All agenda items must be advised by 10am Monday 23rd December please.

Please be aware that supporting documents may be slightly delayed in January due to this leave.

Noticeboard

We now have temporary access to the Nash board (owned by DBC)- Warden to remove the old board.

Coming Up 2020 for consideration

Annual Parish Meeting May 2020 – this is a meeting that follows on from the statutory meeting which is usually held in the hour prior.

Traditionally it has been used as a meeting where annual reports are given from Finance, Personnel, Chair etc BUT do NMPC want to change the format for 2020.

Some Parishes use it to;

- Celebrate successes
- Consult on up and coming projects
- Celebrate RA achievements and works
- Highlight services offered by partner organisations

Some do it 'meeting style', some do it informally with 'stalls' highlighting local service providers, some have a meet and greet followed by a guest presenter.

Please advise if you need any further information or support with this.

County Councillor Report December Meeting 2019

C/Cllr Tina Howard (from email to Clerk received 28/11/2019)

Please note that the comments contained within this report are responses to me as C/Cllr from HCC Officers in response to questions raised on behalf of NMPC.

This report does not contain my own comments.

Bunkers Lane signage

There is no width restriction in Bunkers Lane.

The 7.5T weight is signed at both ends; the junctions with Bedmond Road and Belswains Lane are also in advance on both sides, of both junctions.

The present signs are sufficient to inform drivers of the restriction.

The entry signs could be improved slightly. The 'No public service vehicles' sign is now defunct and could be removed. That would allow the 7.5T sign to be increased from 600 to 750mm diameter.

Bunkers Lane SID (Speed Indicator device)

Would first need a speed and volume survey to confirm there is an issue with speeding at the location. **Cost £300**

If speeding proven at the location the present cost of a SID is **£5100**.

2nd sign for playground and distance sign

Warning SLOW road marking **£600**

Traffic sign and post **£300**

Bunkers Lane Playground entrance

Bollard to prevent Parking at Playground (for 1 bollard and fitting) **£435**

Chambersbury Lane verge

I quote;

"preferred option is still double height kerbs with, in addition some wooden posts to deter vehicles from using the dropped kerbs to get behind the kerbing. The principle benefit of this option is the longevity and low maintenance costs.

(cost of **£8491** includes double height kerbing, posts, and traffic management)

I have priced bird beak fencing at **£4407**. The fencing covering the same length of kerbs as the kerbing option and with some wooden posts that I feel are necessary with this option. Wooden fencing is prone to vehicle damage and if damaged is unlikely to be seen as a high priority for repair from maintenance budgets."

Highways Locality Budget (HLB) is fully committed for the 19/20 financial year.

"Funding the verge protection in Chambersbury Lane is a possibility, in 20/21, however, there are other requests on 20/21, some of those are for verge repairs, and if I were to rank the 5 sites that I (HLO) have looked at in Hemel Hempstead South East I would rank Chambersbury Lane joint last with one site in particular way ahead and in extremely poor condition."

Note from Clerk

**SE division covers Nash Mills, Bennetts End, Corner Hall, and part of Apsley and a tiny part of Leverstock Green
Barnacres junction with Fouracres 3rd in ranking and Chambersbury Lane 5th in ranking**

NASH MILLS PARISH COUNCIL

PERSONNEL COMMITTEE

Report to Full Council

11 November 2019

Report of meeting held on 11 November 2019 at Nash Mills Village Hall

PRESENT:

Councillor Lisa Bayley
Councillor Michele Berkeley (Vice Chair)
Councillor Alan Briggs
Councillor Steve Roberts (Chair)
Councillor Jan Maddern
Councillor Emily Tout

NOTES:

1. Full minutes for this meeting are confidential due the nature of information contained within them but have been provided to all members of the committee and will be signed at the next Committee Meeting
2. By reason of the confidential nature arising out of the business to be transacted, in accordance with LGA1972, Schedule 12a (part1), members of the public and press were not allowed at this meeting.

Warden Contract

Our Warden, Dave Drew, has only ever had an initial one-year contract, and therefore a new, permanent contract was required. The Chairman of the Personnel Committee and the Clerk drew up a new, permanent contract based on a template document provided by HAPTC.

The contract also awarded Dave a salary increase in line with the current NJC Pay Scales (adopted by NALC). This award will be backdated to 1 April 2019, and his salary will now be maintained in line with this scale each year.

The contract was accepted by the Committee who also instructed the Clerk to arrange signing of the contract and notify the payroll provider of the new salary and backdated award.

Clerk Working Pattern

The clerk had proposed a new working pattern which better suited her work activities and needs of the Council. This was discussed and accepted by the Committee and would be adopted from Monday 18 November.

The Chairman agreed to update all Councillors accordingly in advance of the start date.

Next meeting

No date was set for the next meeting.

Councillor Steve Roberts

Chair of Personnel Committee

Working Budget 2019/2020		Annual Budget			*mnth				
Precept Awarded	£		Mnthly BUDGET	Mnthly EXP	Monthly difference inc/exp	CUMUL BUDGET YTD	CUML EXP YTD	cumul diff inc/exp	% exp to annual annual budget
Clerk's Sal/NI/Tax/OT/Backpay	£								66%
Sundries: Office/Energy/Travel	£ 750.00		£ 62.50	£ 27.00	£ 35.50	£ 500.00	£ 146.88	£ 353.12	20%
Clerk's mobile	£ 360.00		£ 30.00	£ 24.13	£ 5.87	£ 240.00	£ 192.92	£ 47.08	54%
Clerk's pension	£								62%
Printer Parish Magazine	£ 1,095.00		£ 91.25		£ 91.25	£ 730.00	£ 295.00	£ 435.00	27%
Clerk PO Box	£ 300.00		£ 25.00	£ 285.00	-£ 260.00	£ 200.00	£ 285.00	-£ 85.00	95%
Delivery of magazine	£ 300.00		£ 25.00		£ 25.00	£ 200.00	£ 120.00	£ 80.00	40%
Print/copy/supplies	£ 250.00		£ 20.83	£ 57.23	-£ 36.40	£ 166.67	£ 140.63	£ 26.04	56%
Subscriptions (HAPTC/SLCC/ICO)	£ 1,200.00		£ 100.00	£ -	£ 100.00	£ 800.00	£ 912.83	-£ 112.83	76%
Parish Insurance came and co	£ 856.48		£ 71.37	£ -	£ 71.37	£ 570.99	£ 813.56	-£ 242.57	95%
Election Costs	£ 500.00		£ 41.67	£ -	£ 41.67	£ 333.33	£ -	£ 333.33	0%
Equipment Replacement	£ -		£ -	£ -	£ -	£ -	£ -	£ -	
Press advertising	£ 45.00		£ 3.75	£ -	£ 3.75	£ 30.00	£ -	£ 30.00	0%
Petty Cash	£ 50.00		£ 4.17	£ -	£ 4.17	£ 33.33	£ -	£ 33.33	0%
Internal Audit Fee	£ 378.00		£ 31.50	£ -	£ 31.50	£ 252.00	£ 360.00	-£ 108.00	95%
External Audit Fee	£ 240.00		£ 20.00		£ 20.00	£ 160.00	£ 200.00	-£ 40.00	83%
Competition winners (Magazine)	£ 30.00		£ 2.50		£ 2.50	£ 20.00	£ 20.00	£ -	67%
Website Maintenance	£ 100.00		£ 8.33	£ 13.50	-£ 5.17	£ 66.67	£ 13.50	£ 53.17	14%
Website hosting	£ 50.00		£ 4.17		£ 4.17	£ 33.33	£ -	£ 33.33	0%
Chess ICT -hosted emails/software	£ 723.72		£ 60.31		£ 60.31	£ 482.48	£ 449.81	£ 32.67	62%
RAI	£ -		£ -	£ -	£ -	£ -	£ -	£ -	
SUB TOTAL	£ 28,428.20		£ 2,369.02	£ 2,010.89	£ 358.13	£ 18,952.13	£ 18,322.89	£ 629.24	64%
Total Grants Awarded	£					£ -	£ -	£ -	
Grants/Misc	£ 20.20		£ 1.68	£ -	£ 1.68	£ 13.47	£ 1,747.77	-£ 1,734.30	8652%
Conferences/Training Courses	£ 500.00		£ 41.67	£ -	£ 41.67	£ 333.33	£ 520.00	-£ 186.67	104%
Miscellaneous	£ -		£ -	£ -	£ -	£ -	£ -	£ -	
Dog Bags	£ 200.00		£ 16.67		£ 16.67	£ 133.33	£ 197.22	-£ 63.89	99%
AED/Defib	£ -		£ -	£ -	£ -	£ -	£ -	£ -	
Contingencies	£ 300.00		£ 25.00	£ -	£ 25.00	£ 200.00	£ 200.00	£ -	67%
Grit	£ -		£ -	£ -	£ -	£ -	£ -	£ -	
Payroll Charges	£ 260.00		£ 21.67	£ 18.00	£ 3.67	£ 173.33	£ 144.00	£ 29.33	55%
SUB TOTAL GRANTS/MISC	£ 1,280.20		£ 106.68	£ 18.00	£ 88.68	£ 853.47	£ 2,208.99	-£ 1,355.52	
Sub Total Precept	£ 29,708.40		£ 2,475.70	£ 2,028.89	£ 446.81	£ 19,805.60	£ 15,108.54	£ 4,697.06	51%
use of reserves	£ 2,800.00		£ 233.33	£ -	£ 233.33	£ 1,866.67	£ 1,950.00	-£ 83.33	70%
Expenditure sub total	£ 32,508.40		£ 2,709.03	£ 2,028.89	£ 680.14	£ 21,672.27	£ 22,481.88	-£ 809.61	69%
CONCURRENT SERVICE FUND						£ -	£ -		
Street Furniture Maint	£ 650.00		£ 54.17	£ -	£ 54.17	£ 433.33	£ -	£ 433.33	0%
Repairs/Signs/Fencing	£ 900.00		£ 75.00		£ 75.00	£ 600.00	£ 242.25	£ 357.75	27%
Misc	£ 95.00		£ 7.92	£ -	£ 7.92	£ 63.33	£ 76.40	-£ 13.07	80%
Hire Costs	£ 396.00		£ 33.00	£ 36.00	-£ 3.00	£ 264.00	£ 252.00	£ 12.00	64%
WARDEN'S SCHEME						£ -	£ -		
Salary	£								67%
Tools and replacement equipment	£ 72.60		£ 6.05		£ 6.05	£ 48.40	£ 24.95	£ 23.45	34%
Garage Rent	£ 757.44		£ 63.12	£ 52.60	£ 10.52	£ 504.96	£ 420.79	£ 84.17	56%
Total Concurrent services	£ 9,468.52		£ 789.04	£ 638.39	£ 150.65	£ 6,312.35	£ 8,037.43	-£ 1,725.08	85%
Total Annual Expenditure	£ 41,976.92		£ 3,498.08	£ 2,667.28	£ 830.80	£ 27,984.61	£ 25,255.42	£ 2,729.19	60%
Use of Reserves	£ -		£ -		£ -	£ -	£ 3,439.01	-£ 3,439.01	
s137 Expenditure				20					
				£ 2,687.28					
				agrees to schedule					
				91.6 vat					
				£ 2,778.88 gross exp					
						Clerk to check PO Box DD is claimed in Nov and if not monthly summary to be adjusted.			

Care: % calculation has changed from previous versions as is now % year to date cumul exp against annual budget not exp year to date.

this is mitigated by use of reserves
overspend

Clerk to check PO Box DD is claimed in Nov and if not monthly summary to be adjusted.

NMPC INCOME**Nov month end income**

Bank Interest Natwest	£	0.01
Lloyds Bank Interest	£	29.91
Parish Mag Advertisers	£	93.00
	£	122.92

B/FWD 30TH Oct 2019	£150,042.44
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£19,291.13

Natwest BR	£81.76	
Natwest Ca	£440.71	
TRO	£80,000.00	
Lloyds 32 Day	£50,228.84	
	£150,042.44	B/FWD
	£150,042.44	

Lloyds closing	£16,584.72
Natwest BR	£81.77
Natwest Ca	£440.71
TRO	£80,000.00
Lloyds 32 Day	£50,258.75
	£147,365.95


[home](#) [online forms](#) [end of year](#) [automatic enrolment](#) [monthly return](#) **LG221** [view stats](#) [general](#)

LG221 - Authorisation

To authorise the payment, fill in your details, check the information and press "Authorise".

LG221 Details

Payment Period

Empl 00226

Please enter a brief description for this payment

Employer contribution % *

Employer contribution to use %*

Employer cash payments due in year
(please pay 1/12th unless otherwise agreed) £

Contribution Details

Full Scheme pensionable remuneration against which contribution calculated * £

50/50 Scheme pensionable remuneration against which contribution calculated * £

Total pensionable remuneration against which contribution calculated * £

Employees Full Scheme contributions * £

Employers Full Scheme contributions * £

Employees 50/50 Scheme contributions * £

Employers 50/50 Scheme contributions * £

Employee's Additional contributions Pre 2014 * £

Employee's Additional contributions Post 2014* £

Employers lump sum in respect of annual payment due * £

Employers shared Additional pension contribution * £

Adjustment amount * £

Please specify type of adjustment

Total Payment* £

Remittance amount paid £

Reason for Discrepancy

Reason for Discrepancy

Payment Details

Payment method

Payment date

Bank: Barclays Account name: Hertfordshire County Council - LGPS Account

Account number: Sort Code:

Payment submitted by Nikki Bugden

User Designation/Grade

User Email address

LG221

LG221

[Submit new LG221](#)

[Cash only LG221](#)

[Authorise required](#)

[Rejected forms](#)

	CLERK@NASHMILLSPARISHCOUNCIL.GOV.UK
User Telephone number	
Payment to be authorised by	Nikki Bugden
Authoriser Designation/Grade	RFO
Authoriser Email address	clerk@nashmillsparishcouncil.gov.uk
Telephone number	
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© Local Pensions Partnership

Note to Councillors.

The attached document is a 'model' document that was slightly updated by NALC in Summer 2019. The changes are minimal and I have made all changes necessary for NMPC to remain compliant in line with the financial and management risk assessment and audit requirements.

Please note the points highlighted in yellow that have been updated/inserted by me which are the items being brought to council for comment

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Nash Mills Parish Council

Financial Regulations

Adopted	
Agenda Reference	
Review Date	

MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND

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1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant application
- [approve any single](#) commitment in excess of £500
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

Commented [CN1]: Clerk delegation for emergencies or for office expenditure?
Check risk asses and check TofR

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of

verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.2. The RFO must each year, by no later than **end of November** prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £500
- the Clerk in conjunction with Chairman of Council for any items **below £500**

Commented [CN2]: This was previously £150

Such authority is to be evidenced by a minute and email confirmation.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October or November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform

committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. **[The council shall strive to seek credit references in respect of members or employees who act as signatories.]**

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be signed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

Commented [CN3]: The banks would do this for any new customers but if an existing account holder it is unlikely that a credit search will be undertaken.
No Cllr has sole access to any account so this mitigates the risk.

The invoices shall be initialled by the Clerk plus two additional bank signatories. If applicable they will also be annotated with the agenda reference where it was resolved that there was a 'power to spend'

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or
- c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made (unless these regular payments are listed in the monthly schedule presented to council at each full meeting.)

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any

Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

5.12 At least three councillors plus the Clerk will be signatories on the bank accounts. This will include the Chairman and Vice-Chairman

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by online banking, cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [a member]. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council Transactions and purchases made will be reported to the [council] and authority for topping-up shall be at the discretion of the [council]

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. **Personal credit or debit cards of members or staff shall not be used under any circumstances.** The Clerk may use their own card to purchase goods but reimbursement will be upon receipt of a completed expenses form only.

Commented [CN4]: Remove first sentence and adds second.
NMPC cant operate without me using my card

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6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least **quarterly and only if supported by a completed expenses form accompanied by receipts.**

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council or personnel committee](#)

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). [These payments are calculated by our payroll provider and are checked by the RFO for accuracy](#). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the council clerk, [this will then be signed by the Chairman, along with the bank reconciliation at the monthly meeting.](#)

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end. Each [return will then be signed by the Chairman at the next council meeting.](#)

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)
b) For public works contracts 5,225,000 Euros (£4,551,413)

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders^[18c], and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Commented [CN5]: Is this still correct reference

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The warden shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.]

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the [council](#).

Commented [CN6]: This will be reviewed when the insurance is up for renewal

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Note for Cllrs -this document was produced with referral to our audit regulations.

Nash Mills Parish Council

Internal Controls

Adopted	
Minute Reference	
Review Date	

Adequate and Effective Systems

Review of Effectiveness

The authority has responsibility under regulation 5(1) *the Accounts and Audit Regulations 2015*, for conducting, at least annually, a review of the effectiveness of the system of internal control. The review is informed by the work of:

- The Council and its Committees (if applicable)
- The Clerk/Responsible Finance Officer
- The Internal Auditor
- The External Auditor

Annual review of the control systems enables the council to accurately complete the section 2 of the Annual Governance and Accountability return (AGAR).

" we maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed it's effectiveness'

The Effectiveness of the System of Internal Control

The system of internal controls at Nash Mills Parish Council currently consists of:

1. Appointment of Clerk and Responsible Financial Officer
2. Adoption of Code of Conduct for Members and employees
3. Standing Orders and Financial Regulations
4. Adoption of Financial and Management risk assessment
5. Asset Register and annual review of accuracy.
6. Annual review of effectiveness of internal controls (December annually)
7. Annual review of the effectiveness of the internal auditor (May annually) **but also required in January 2020 to bring schedule up to date.**
8. Review of internal audit arrangements and implementation of any recommendations.
9. Review of the audit plan calendar (*appendix 1*)
10. Terms of Reference for the Internal Auditor (*appendix 4*)
11. Safe and efficient arrangements to safeguard public money
12. Regular scrutiny of financial records and proper arrangements for the approval of expenditure
13. Procedures in place to ensure that direct debits and standing orders are approved by Council
14. Adherence to the internal financial control systems detailed in the financial regulations and the attached appendix (*appendix 2*)
15. Scrutiny of calculations provided by payroll provider
16. Regular employer returns to HM Revenue and Customs
17. Completion of quarterly vat return and the RFO ensuring they are up to date in matters of VAT and other taxation issues as necessary

18. Regular budget monitoring statements provided to council
19. Preparation and dissemination of regular financial reports comparing actual expenditure against forecasts
20. Regular review of such reports by officers, and by members in Committee and Council.
21. Procedures for dealing with and monitoring the Council's Grants scheme.
22. Minutes properly numbered with a master copy kept in safekeeping
23. Procedures for document receipt, circulation, response, handling and filing
24. Procedures in place for recording and monitoring Members' Interests and Gifts and Hospitality received.

Scope and Responsibility

Nash Mills Parish 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, Nash Mills Parish 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.

Purpose of the Systems of Internal Control

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks 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 on-going 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 they be realised and to manage them effectively and economically.

Supporting Documents (available on request)

Appendix 1 Audit Plan Calendar

Appendix 2 Payment & Financial Controls Summary

Appendix 3 Review of the Effectiveness of the Internal Auditor

Financial Regulations

Financial and Management Risk Assessment.

JPAG 2019

Appendix 1

Audit Plan Calendar

Item	Month
Council to approve terms of reference for Internal Auditor	January
Council to Appoint internal auditor	January
Council to review financial and management risk assessment.	January
Council to complete annual return	April/May
Internal Auditor to receive all accounts for the year end	May
Council to review any issues raised by auditor	May
Council to review that audit has been carried out in line with recommended practise (ethically and with integrity and objectivity)	May
Council to send annual return to external auditor	May
Electors able to exercise their rights	June/July
Council to review effectiveness of internal control	June
Councillors to receive report from external auditors	Sept
Council to review financial systems and control	December
Council to review audit plan	December
Council to review Financial Regulations	December

Appendix 2

Payment & Financial Controls Summary

1. Regular payments to be made via direct debit or standing order (salaries, garage rental, hall rental, clerk mobile, ICO subscription, Quikbooks subscription).
2. All other payments to be made by online payment in the first instance, however our financial regulations allow for alternative methods of payment should the need arise.
3. Verification of new supplier's bank details to be obtained by the clerk with a test payment and a call back if deemed necessary.
4. The parish clerk holds authority to set up payments from Lloyds bank ready for authorisation by two other Cllrs.
5. All cheques or bank letters to be signed by Clerk plus two Cllrs.
6. Any signatory given online access agrees not to share password information.
7. Clerk to provide a monthly schedule of payments to be made to support the online banking authorisation.
8. Clerk to text Cllr 1 once all payments are loaded and ready to be authorised.
9. Cllr 2 to be notified once this first stage is completed.
10. Clerk to be advised once submission is complete.
11. Clerk to complete bank reconciliation to ensure that payments tally with monthly schedule of agreed payments.
12. Clerk to send a remittance advice to the supplier.
13. Monthly payment reports and budget reports to be provide to all Cllrs.
14. Additional sign off to be completed by an alternative Cllr periodically to prevent fraud.
15. Clerk to mark all invoices as paid once remittance has been sent.
16. Clerk to update financial spreadsheets once bank reconciliation has been finalised.

Appendix 3

NASH MILL PARISH COUNCIL 2019

Review of effectiveness of internal audit

April 2019 Adopted 8th April 2019 minute ref 19/056/FPC

Review Date February 2020

Meeting the standards Expected Standard	Evidence of Achievement	Areas for development
1. Scope of internal audit	Scope of audit work takes into account risk management processes and wider internal control. Terms of reference and financial regulations define responsibilities in relation to preventing fraud. NMPC has appointed Phillip Roden @ Etaerio for audit Minute ref 1519.	
2. Independence	Internal Auditor has direct access to RFO. Reports are made in own name to management. Auditor does not have any other role within the council.	
3. Competence	No evidence that internal work has not been carried out ethically, with integrity and objectivity. Internal auditor familiar with governance processes and accounting regulations for parish councils Qualification: ICAEW	
4. Relationships	Clerk/RFO and councillors are consulted on the internal audit	Councillors should ensure relevant training is current.

	<p>plan and on the scope of each audit.</p> <p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of council members are understood and training carried out as necessary.</p>	
5. Audit Planning and reporting	<p>The audit is a feature of a wider plan with regards to internal control. Policy and procedural reviews and Monthly reports and strong internal control procedures embed this approach within NMPC.</p>	<p>An annual audit plan is required.</p> <p>With a new Clerk/ RFO in place a rolling programme of policy, procedural and risk assessment reviews is being undertaken to ensure that the policies and procedures adopted are compliant and current.</p>
Characteristics of Effectiveness		
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	
Understanding the whole organisation its needs and objectives	The annual review demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	
Be forward looking	When identifying risks and in formulating the annual internal control plan, changes on national agenda are considered. Internal	

	audit maintains awareness of new developments in the services, risk management and corporate governance.	
Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of control environment.	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates.	

Reviewed and adopted on 8/4/2019

Review date – February 2020

Appendix 4

Terms of Reference for Internal Auditor

The purpose of internal audit is to review and report to Nash Mills Parish Council on whether its systems of financial and other internal controls over its activities and operating procedures are effective. Internal audit is an independent, objective, assurance activity designed to improve the council's operations.

NMPC engages with (to be determined) for the purposes of an internal audit service which is reviewed on an annual basis.

Roles and Responsibilities

(to be determined) will conduct the internal audit work for your council in relation to the 2020 Annual return and such subsequent annual returns as required by the council.

The work undertaken will specifically relate to the Annual Internal Audit Report and aiding the Council to fulfil its obligations under section 1 of the Annual Return. In conducting this work, we will comply with the requirements of

- 'Governance and Accountability for Local Councils- A Practitioners' Guide (England)'
- The Accounts and Audit (England) Regulations 2015 (as amended)
- Such other guidance and best practise that may be prevailing from time to time.

Additional internal audit work in relation to the Council's obligations under the regulations may also be undertaken by separate agreement.

Audit Planning

(to be determined) will plan our audit with due care to ensure that the appropriate level of resources is made available to conduct our work, and that the council can meet its statutory reporting obligations.

Reporting

(to be determined) will prepare a summary report on areas of non-compliance where such non-compliances are limited in nature and result in an unqualified internal audit report.

Where it may be necessary to qualify an internal audit report, we shall prepare a detailed report on these areas on non-compliance that have led to a qualification.

Where necessary (to be determined) will attend council meetings to discuss the audit report and findings and reserve the right to charge an additional fee should this service be required. This fee will be agreed in advance of any such meeting.

Independence and Correspondence

(to be determined) will ensure that staff conducting, and supervising audits are appropriately trained and qualified for the level of work undertaken. We will ensure that we maintain independence from the day to day activities of the council and we will not provide any additional consultancy or advisory services to the council which may compromise our audit independence.

Access to information and Officers.

In order to facilitate completion of the audit work NMPC will ensure that all documents are provide in a timely manner subject to reasonable notice being given. NMPC will ensure that access to documents and staff members is granted as appropriate and necessary.

Remuneration

The fee for audit work will be in accordance with the prior agreed fee. The fee includes all travel and out of pocket expenses. If additional audit time is required or additional services are requested, the fee for these will be agreed in advance and invoiced accordingly.

Note for Councillors.

Template document from SLCC (Society of local Council Clerks, with reference to my audit regulations (JPAG) to check statutory requirements.

Nash Mills Parish Council

Reserves Policy

Adopted	
Review Date	
Agenda Reference	

Reserves Policy

Introduction

Nash Mills Parish Council ('The Council') is required by statute to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

Reserves must be set with reference to the JPAG (Governance and Accountability for Smaller Authorities in England, Practitioners Guide).

It is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked Reserves

These reserves are generally represented as amounts that are built up over a period of time which are then 'earmarked' for specific items of expenditure to meet known or anticipated liabilities.

Earmarked Reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other Earmarked Reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves

The generally accepted recommendation is that the minimum level of General Reserve should be set at between three (3) and twelve (12) months Net Revenue expenditure (NRE).

The smaller the authority the closer the level should be to 12 months NRE.

These are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Protocol for the Administration of Reserves

Earmarked Reserves

- Earmarked Reserves will be established on a “needs” basis, in line with anticipated requirements.
- Any decision to set up a reserve must be made by the Council.
- There is no statutory upper limit save that they must be held for genuine and intended purposes.
- Expenditure from reserves can only be authorised by the Council.
- Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, Earmarked Reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.
- All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.
- Reviewing the Council’s Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.
- Upon annual reviews sums can be moved between earmarked reserve headings, by council resolution, should the need arise or should priorities change.

General Reserves

- The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building General Reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.
- General Reserves will be set with reference to the JPAG (Governance and Accountability for Smaller Authorities in England, Practitioners Guide)
- Setting the level of General Reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

- If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Earmarked Reserves to provide short term resources.
- Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

Current level of financial reserves

The level of financial reserves held by the council was agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year.

- The current level of general and Earmarked Reserves to be held by the Council as at October 2019

Draft - Reserves Earmarking					
2019-2021					
DEBTORS			Reserves		Workings Out
Election Costs	£ 2,500.00	Est. awaiting true cost	Working Capital to end of yr	£ 24,000.00	Average £4000 per month x 6
			Business contingency	£ 17,000.00	Clerk or Warden Cover (6mths) , Replacement Laptop, Replacement Printer
			Tree surveys/maintenance	£ 5,500.00	Trees in park will be costly for surveys and trimming- ball park figure to be used.
WANTED		Add to budget 20/21 or earmark	Items from 'wanted list'	£ 1,000.00	£1000 grant in bank.
Noticeboard	£2,000	Earmark	Election costs for 2023	£ 3,000.00	
New Bench	£1,500	Earmark	Election costs for 2027	£ 3,000.00	
Daves list	£125.00	Budget			
			Community Support	£ 10,000.00	Grants £1000 per annum for 5 yrs plus VE Day 75 grants an additional grants contingency
			Village Hall Support	£ 20,000.00	potential grant request
			Community Projects	£ 20,000.00	Remainder of verges ?? / playpark works ??/installation and additional costs of noticeboard
			Community Events	£1,000.00	Small reserve to cover additional insurances/licenses etc
			Earmarked projects	£10,000.00	Defib/phonebox/installation etc
			Grants awarded to NMPC		Grants awarded,conditional spends but still in NMPC balance figure
			CIL	£ 9,501.28	Infrastructure only see CIL notes, potentially could be used for verges ?
			Groundworks Grant	£ 1,000.00	New Noticeboard
				£ 125,001.28	
				£ 145,000.00	On account approx
				-£ 125,001.28	Earmarked
				£ 19,998.72	Remaining should be no more than 1 years precept in general reserves -ideally only 6 mnths
				£ 19,998.72	will remain on general reserves and can be wired across to supplement exp if needed.

This draft summary (above) was adopted in line with the budget in the October Full Council meeting and will be reviewed in the first quarter following financial year end when a more accurate reconciliation of expenditure and grant/precept awards will be known for the new financial year (2020/2021).

This policy was adopted by Nash Mills Parish Council XXXXXXXXXXXXXXXX

Dacorum Borough Council Notification of Parish Funding 2020/21 for Nash Mills

Your grant allocation for 2020/21, subject to approval by Council in February 2020 as part of the 2020/21 budget approval process is:

- Wardens Grant £8,276.69
- Council Tax Support Grant £1,268.93
- Concurrent Services Grant £1,468.39

The Warden Grant has been inflated by 2.5% from 2019/20 levels.

The level of Council Tax Support and Concurrent Services Grant are the same as your 2019/20 allocation. These grants will be reviewed for 2021/22.

The tax base for 2020/21 will be agreed by Cabinet on 10 December 2019. After this meeting, you will be notified of the Taxbase for your parish and sent the precept form.

Clerk Notes

Total to be received 2020/21 £11014.01

Total assumed for budget 2020/2021 £10812.00

Concurrent Services Grant

The concurrent services grant is designed to cover the net cost of services provided by the parish council which are the responsibility of Dacorum Borough Council or for services that whilst Dacorum BC does not a statutory duty to provide does support throughout the Borough e.g. Community Centres.

A fundamental review of the Concurrent Services Grant was carried out for 2016/17. This looked at the services being provided by the parish and how much it would cost the council to provide this service taking into consideration income being generated.

Concurrent Services Grant Funding is designed to cover (but is not limited to):

- the Cost of maintaining any closed cemeteries
- Public Halls- if applicable.
- Grounds Maintenance, where deemed necessary by Dacorum BC.
- Maintenance of some Playgrounds and Sports Pavilions.

Council Tax Support

Dacorum BC has a Council Tax Support Scheme as required by Government regulations. Further details of the Council's scheme can be found here: <http://www.dacorum.gov.uk/home/council-tax/council-tax-support>.

The Council Tax support scheme is designed to help reduce Council tax for low income Council Tax payers. The Council Tax Support Grant that the parish receives, provides funding or the Council tax not collected in your parish as the Council Tax payer receives Council Tax support.

Historically the Council Tax Support Scheme was funded by Central Government. On the 1st April 2013, responsibility for Council Tax support eligibility was transferred to Local Authorities and funding for the Council Tax Support Scheme was then included in the general funding received from Central Government. Over time, Dacorum BC's funding from Central Government has significantly reduced in particular the general grant (Revenue Support Grant) so in effect Dacorum BC is receiving no funding for the cost of providing a mandatory scheme.

Dacorum Borough Council
Planning and Regeneration
The Forum
Marlowes
Hemel Hempstead
Herts
HP1 1DN



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Catalyst Design Ltd
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Branston Court, Branston Street, Birmingham
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D/deaf callers, Text Relay:
18001 + 01442 228 000

DECISION NOTICE

Application (major full) for planning permission.

Town and Country Planning Act 1990

Reference:	4/01828/19/MFA
Proposal:	Demolition of existing building & construction of place of religious worship
Address:	Nash Mills Methodist Church Barnacres Road Hemel Hempstead HP3 8JS

Your application received 30th July 2019 and registered on 1st August 2019 has been **REFUSED** for the reasons set out overleaf.

Assistant Director
Planning, Development and Regeneration
Dacorum Borough Council

Reason(s) for Refusal:

1. Based on the information submitted, by reason of the site's location, the size of the proposed building, and the proposed parking arrangements, it has not been satisfactorily demonstrated that the development would not have a severe impact on the safety of the surrounding highway network. The proposal would therefore be contrary to the aims of Policies CS8 and CS12 of the Dacorum Core Strategy 2013, saved Policies 57 and 58 of the Dacorum Borough Local Plan 1991-2011 and paragraph 109 of the National Planning Policy Framework.
2. Policy CS4 of the Dacorum Core Strategy September 2013 states that within residential areas non-residential development for small-scale social, community, leisure and business purposes is encouraged, provided it is compatible with its surroundings. The proposed development, by reason of the scale of the use and the associated severe impact of inadequate car parking provision on the surrounding area by reason of on-street parking and highway safety issues would not be small-scale in terms of its effects on the surrounding area and would therefore be incompatible with its surroundings. The proposal is therefore contrary to Policy CS4 of the Dacorum Core Strategy 2013.
3. Insufficient information has been submitted with the application to demonstrate how the development would seek to reduce surface water runoff from the site to below the current discharge rates, if not to greenfield runoff rates, and to show that the proposal would not result in an increased flood risk from the site. The proposal is therefore contrary to Policy CS31 of the Dacorum Core Strategy September 2013.

This application was supported by the following documents:

1742-11 A (Site Location Plan)
1742-12 A (Site plans)
1742-13 (Proposed Floor plans)
1742-14 (Proposed Floor plans)
1742-15 (Proposed Floor plans)
1742-19 (Proposed Plan)
1742-16 (Proposed Elevations)
1742-07 (Proposed Elevations)
PLANSTATE/01 (Planning Statement)
DAS/002 (Design and Access Statement)
1377/2019 (Transport Assessment)
1377/2019 (Travel Plan)
Comments to Hertfordshire Highways (Additional Information)
BR-DL-200 A (Drainage)
Letter from Woodsyde Developments Limited (Drainage)
1 in 100 + 35% cc simulation A (Drainage)
1 in 1 year base A (Drainage)
Preliminary Ecological Appraisal (Ecological Survey)
Bat Activity Survey (Ecological Survey)

Notes:

Appeal to the Planning Inspectorate

If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

Before making any appeal you should first consider re-engaging with the local planning authority to discuss whether any changes to the proposal would make it more acceptable and likely to gain planning permission. A revised planning application could then be submitted.

Applicants should give consideration to the merits of the case, and whether there are strong grounds to contest the conditions or reasons for refusal of planning permission before submitting an appeal. Parties who pursue an appeal unreasonably without sound grounds for appeal may have an award of costs made against them.

Most planning appeals must be received within six months of the date on the decision notice. Where the appeal relates to an application for householder planning consent, and is to be determined via the fast track Householder Appeals Service, there are only 12 weeks to make the appeal. Appeals related to shop fronts must also be submitted within 12 weeks. Advertisement consent appeals must be submitted within 8 weeks. If an appeal on an application for planning permission is linked to enforcement action, there are only 28 days to make the appeal.

Appeals can be made online at: <https://www.gov.uk/planning-inspectorate>. If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form on telephone: 0303 444 5000.

Compensation

In certain circumstances, compensation may be claimed for the Borough Council if permission is refused, or granted subject to conditions, by the Secretary of State on appeal or on reference of an application to him. These circumstances are set out in Parts VI and VIII and related provisions of the Town and Country Planning Act 1990 and Part 1 Chapter III of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Purchase Notices

If either the Local Planning Authority or the Secretary of State refuses permission/consent to develop land, or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state, nor render the land capable of a reasonably beneficial use, by the carrying out of any development or works that have been or would be permitted.

In these circumstances, the owner may serve a purchase notice on the Borough Council. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI, Chapter I of the Town and Country Planning Act 1990 and Part I, Chapter III of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Heritage Working Group

Update November 2019

DBC officers met with Linden Homes and Crest Nicholson representatives onsite. They have accepted they need to do works to the memorial and landscaping and have agreed a timetable for these works see below.

DBC will continue to monitor progress and will commence enforcement procedures should the timetable and works not be complied with.

December/January

Remove paint using Doff system, assess repairs needed to stonework

Remove cement render from rear bricks

Sourced specialist to clean and repair metal plaques where necessary

End of January

Meeting on site to examine condition and discuss best way forward

February

Remove metal plaques for cleaning repair

Instruct works agreed at the site meeting in respect to the rear of the memorial and potentially using Portland Stone for top and other areas where necessary.

Reviewed landscaping to be agreed

March

Implement the above works including removal of rusting metal fixings a repointing with lime

April

Completion of works including, landscaping, seating and return and installation of metal plaques

Report to Nash Mills Parish Council

All reports to be circulated in advance of NMPC Meeting.

Working Group Name	The Denes
Meeting Held (Date)	19 th November 2019
Present at Meeting	Michele Berkeley, Steve Roberts, Nicola Cobb
Apologies	Alan Briggs, Mandy Lester, Jan Maddern, Emily Tout, Lisa Bayley
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	Sunnyside Trust – proposal to request options and quotes for makeover of grass area at the Denes (no cost approval required at this meeting) Noticeboard – provide choices for councillor decision.
Spending Level Requiring Authorisation	£
Quotes Circulated (if required)	
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Notes / Other Items Supporting Above	

ACTIONS

Sunnyside – Steve to continue conversations (if agreed at Dec meeting)

Noticeboard – request for Nikki to share preferred options at Dec meeting or a proposal to request options for discussion at January meeting.

Ask Jan to check who owns the grass at the Denes and the area on the corner opposite (Nicola)

Summary of Meeting

1. Denes

- **Makeover of grass area**
 - Steve has contacted Sunnyside for initial ideas and options around set up and maintenance.
 - They can provide 160x80cm planter (sleepers) £380 (materials, labour, installation) or 80x80cm planter £190
 - They can provide plants to include and could fully maintain if required
 - Suggested thinking about working party to maintain “Friends of the Denes” for example to look after plants (Sunnyside would be happy to work with us and advise)
 - We could also ask local businesses for sponsorship for planters (e.g. would Tesco like to pay for the cost of a planter – perhaps a plaque on the planter)
 - They can also prepare a plan, ideas, quote for what we could do on that area if we tell them our requirements (agenda item, to be agreed at Dec meeting).
 - Grant available for noticeboard. Can we request Nikki to share preferred options (of appropriate size, type and cost) for council decision.
 - Check with Andrea whether ‘Nash’ RA can use the parish board if they wish (rather than a separate board) – is this still appropriate if we’re not able to remove the DBC board?
- **Borough items**
 - Red telephone box, defibrillator and CCTV to remain on action list as borough items, but include in overall planning for Denes.

Report to Nash Mills Parish Council

All reports to be circulated in advance of NMPC Meeting.

Working Group Name	Communications and Social Engagement
Meeting Held (Date)	19 th November 2019
Present at Meeting	Michele Berkeley, Steve Roberts, Nicola Cobb
Apologies	Alan Briggs, Mandy Lester, Jan Maddern, Emily Tout, Lisa Bayley
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	<ul style="list-style-type: none"> ▪ Social media – gain agreement from councillors to set up page Name: Nash Mills Parish Council Purpose: information only ▪ VE day – start thinking about options. E.g. party packs, check village hall availability, tea/cake, projector, talks. Decorate memorial garden.
Spending Level Requiring Authorisation	£
Quotes Circulated (if required)	
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Notes / Other Items Supporting Above	

ACTIONS

- Request Mandy to set up Facebook page (once formal logo has been sent) following agreement at December meeting and investigate how to deactivate old page. Name and purpose to be agreed at meeting.
- Request to add VE day to Dec agenda and 2020 Year of culture to Jan agenda
- Emily to share details of hot drinks / mince pies, etc for Denes session

Summary of Meeting

1. Communications and Social Engagement

- **Saturdays at the Denes**
 - 7th December 12-2pm – Nicola, Lisa, Michele and Alan available. Jan will attend later.
 - Emily has arranged mince pies, hot drink options and music
 - Michele has arranged sweets for table
- **Magazine**
 - Content reviewed – now completed
- **Social media**
 - Policy now in place
 - Start with Facebook, consider Instagram and Twitter later
 - Use as information sharing to start with (no public comments, no public posts) and link to Apsley Community page for social posts
 - Category = Public and government services?
 - Old Facebook page to be removed / deactivated – social media team to investigate
- **Events**
 - Christmas at the Denes – 7th Dec. Details above
 - VE day – article added to magazine. Request for agenda item at December meeting to consider what action is required over following months:
 - Party packs – what is the process to request these, how do we tell people, how are they funded?
 - Do we want to host an event in the village hall (e.g. Saturday afternoon tea and cake, projector, talks, decoration memorial garden?
 - 2020 year of culture:
 - Request to add to January agenda to start discussions. Do we want to host an event to showcase local arts, crafts, groups, etc?

Report to Nash Mills Parish Council

All reports to be circulated in advance of NMPC Meeting.

Working Group Name	Open Spaces
Meeting Held (Date)	19 th November 2019 at
Present at Meeting	Michele Berkeley (Steve Roberts, Nicola Cobb)
Apologies	Mandy Lester, Emily Tout, Jan Maddern Alan Briggs, Lisa Bayley
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	Play Park - Bunkers Verges
Spending Level Requiring Authorisation	£ Nil
Quotes Circulated (if required)	
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Notes / Other Items Supporting Above	

Summary of Meeting

1. Open Spaces

- **Play Park**
 - It was noted that Nikki Bugden had advised that the current Lease will expire in April 2022.
 - It was noted that quotes are to be received regarding the report on the condition of the Trees. Funds have been earmarked for further approval.
 - Awaiting report from RoSPA after carrying out inspection of the Play Equipment.
 - Nothing further to be done for time-being until reports received on items above.
- **Grass Verges**
 - A date has been noted in the diary for a full inspection of all the Verges on 29th November 2019 and a full photographed report will be done following the inspection and forwarded to the Clerk to be included in appropriate monthly meeting
 - Once the report has been completed Jan will check who owns which verges (Herts Highways or DBC)

Report to Nash Mills Parish Council

All reports to be circulated in advance of NMPC Meeting.

Working Group Name	Open Spaces
Meeting Held (Date)	29 th November 2019 - Nash Mills Parish
Present at Meeting	Michele Berkeley, Alan Briggs, Mandy Lester, Steve Roberts
Apologies	Emily Tout, Jan Maddern, Lisa Bayley, Nicola Cobb
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	Verges
Spending Level Requiring Authorisation	£ Nil
Quotes Circulated (if required)	
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Notes / Other Items Supporting Above	

Summary of Meeting

- Grass Verges
 - A full inspection of all the Verges was carried out and Alan took photographs for report which will be done and forwarded to the Clerk to be included in December monthly meeting
 - Once the report has been completed Jan will check who owns which verges (Herts Highways or DBC)

Full Council Action List

November 2019

Actions from Most Recent Meeting (To Be Discussed)	Comment
Liaise with DBC re CCTV at The Denes	JM
Letter to Chamonix re parking	ML to draft/Clerk to send or be copied in.
Photo Authorisation form required (to accompany RA)	LB
Little Wood sign damaged, (Borough matter)	JM
Refreshments at Christmas at The Denes	ET
Verges – DBC/HCC ownership to be advised to working group	JM
Awaiting Further Updates (ONGOING to Be Discussed)	
Defibrillator	JM (Denes working Grp
Noticeboard	(Denes W/G & Clerk)
Clerk Actions from Most Recent Meeting (Information Only)	
Banking	
Pension return	
Confirmed minutes on website	
Minutes circulated (Personnel & Full)	
Updated questions to C/CLlr Howard re Bunkers Lane and Verges	
Book play inspection with RoSPA	
Check play park/AHS lease version is most recent.	
Clerk to request informal advice from highways re parking against a fence (Red Lion Lane example)	
Obtain recommendations re car park resurfacing for Geoff Doole	
Chase key for noticeboard	
Notify planning decisions	
Red Lion Lane	
Cyclist consideration at lights/detection pads	
Aquiva	
<ul style="list-style-type: none"> - question height of proposed aerials v existing - request assurances re disturbance to residents 	
Milbor	
Query appeal statements (as per Alan Briggs comment)	
Planning – advise DBC re errors on weekly lists	
Noticeboard, arrange safe removal	
Arrange signing of Warden contract and RA	
Advise Paybureau of payroll changes	
Long Term Actions No Immediate Resolution (Reminders)	
JM to contact Steve Barnes re: ticket meter. (ongoing, waiting until mosque planning application is complete)	JM
Traffic calming Bunkers Lane –C/CLlr Tina Howard to take forward	TH (C/CLLR)
LB 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/LB
All councillors to continue to report unauthorised banners within NM to JM.	ALL
Willow Trees – Monitor report from Luke Johnson	JM/AB
DD/NB Dog bag dispenser-NB to investigate.	Clerk
Garage Clear out/archiving	CLERK/JM/LB (Spring 2020)