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## Full Parish Council Meeting

### MINUTES

held on

**9<sup>th</sup> December 2019**

Nash Mills Parish Hall

E: [clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk) W: [www.nashmillsparishcouncil.gov.uk](http://www.nashmillsparishcouncil.gov.uk)

#### **Present**

Councillor Lisa Bayley  
Councillor Michele Berkeley  
Councillor Alan Briggs  
Councillor Nicola Cobb  
Councillor Steve Roberts  
Councillor Emily Tout  
Councillor Jan Maddern joined at 8.10pm

#### **In Attendance**

Nikki Bugden (Clerk)  
7 Members of the public

**Meeting Commenced at 8.00pm**

#### **19/139/FPC Apologies**

To receive and note on file apologies for absence.  
Cllr Mandy Lester.

#### **19/140/FPC Interests**

To receive declarations of interest from councillors on items on the agenda.  
To receive written requests for dispensations for declarable interests.  
To grant any requests for dispensation as appropriate.  
None received.

#### **19/141/FPC Minutes**

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

- NMPC Meeting Monday 11<sup>th</sup> November 2019 **Appendix 1**

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

#### **19/142/FPC Reports to Council**

To receive reports from representatives on outside bodies, local authorities and agencies, the parish warden and clerk and to take any questions arising.

- **Crime Report - PCSO Will Sweeting *Appendix 2***  
Report received, PCSO Sweeting sent apologies. No questions or actions arising.
- **Parish Warden's Report –David Drew**  
No report. Warden sent apologies.
- **Clerks Report- circulated. *Appendix 3***  
No comments or actions arising.
- **Borough Cllr Report – Verbal update re CCTV at The Denes- B/Cllr Jan Maddern**  
Verbal update given regarding B/Cllr Maddern's visit to the DBC CCTV control room.  
Nash Mills CCTV has poor image quality due to the age of the equipment.  
Nash Mills is the only parade of shops in Dacorum that has just one CCTV camera  
DBC are currently on a 2-year rolling renewal programme.  
B/Cllr Maddern is to report back to council on costings for upgrade of CCTV plus additional camera. It may be possible for DBC to cover the expenditure for renewal in 2020.  
B/Cllr Maddern will also take forward investigations re improved signage at The Denes highlighting the CCTV operation as a possible deterrent to crime and fly tipping.
- **C/Cllr Report – C/Cllr Tina Howard (report circulated) *Appendix 4***  
C/Cllr Howard sent apologies.  
Comments arising from the report:  
Clerk to request further information on the exact location of proposed verge works and the length of the improvements.  
Clerk to request a price per linear metre for bird beak fencing, double height kerbs and grasscrete to enable a cost comparison to be made by Council.

#### **19/143/FPC Reports from Personnel Committee *Appendix 5***

To receive reports, recommendations and council actions from the last meeting.

(please note that should items for discussion be deemed confidential then this agenda item will be moved to the end of the meeting and will be discussed in a private session)

- **To receive the report from the last Personnel meeting (11<sup>th</sup> November 2019)**  
Report received, no comments or actions arising.  
**Resolved**, proposed Cllr Maddern seconded Cllr Briggs that NMPC receive the report.  
Unanimous decision.
- to ratify (if necessary) or note decisions or actions arising from meeting above.  
No comments or actions arising.

#### **19/144/FPC Monthly Financial Matters *Appendices 6(i)-6(x)***

- I. **To authorise payments made in accordance with the budget. (Monthly Schedule attached).**
- II. **To note receipt of income and expenditure against budget attached (Nov).**
- III. **To receive bank reconciliation and cashbook up to end Nov 2019. (to be signed by non-bank signatory in accordance with Financial Regulations 2.2)**
- IV. **To consider and approve invoices for payment not included in the schedule above.**  
**None.**
- V. **To note on file LG221 Pension return for November**
- VI. **To consider requests for items to be purchased by Cllr's and budget area (to be supplied in advance of the meeting).**  
**None**

No comment arising from documents above.

During signing clerk noted that the financial schedule had an error (pension contribution included twice in total) and therefore the revised document will be included as an additional appendix. Total altered down from £4114.97 to £3752.44

**Resolved**, proposed Cllr Maddern seconded Cllr Tout that the above documents be noted, approved and signed and that Cllr Tout can be the additional signatory this month to comply with financial regulations 2.2. Unanimous decision.

VII. **To agree and adopt the revised Financial Regulations. NALC Minor Amendment (circulated in advance)**

All recommendations marked on the appendix accepted.

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that the updated Financial Regulations be adopted by NMPC. Unanimous decision.

VIII. **Review of the effectiveness of internal control (circulated)**

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that the internal control systems for NMPC are effective and that the system of internal control and audit complies with regulatory requirements. Unanimous decision.

IX. **To consider, and if approved, adopt the NMPC Reserves policy (circulated).**

A question was raised regarding future election costs. Clerk confirmed that the reserves policy calculated election costs forward for 8 years, (2 further elections) however this document required regular review (at least annually) and that the details may change should projects or expenditure plans change. Local council accounting is based on a cash accounting basis. There are no accruals and the Clerk will always endeavour to ensure income and expenditure is banked prior to the year end.

A further question was raised regarding warden expenditure. The Clerk confirmed that the warden had been notified that he had until 31<sup>st</sup> March 2020 to complete his expenditure for this financial year

The clerk confirmed that reserve levels would be brought back to council for consideration following the financial year end (after 31<sup>st</sup> March 2020).

**Resolved**, proposed Cllr Roberts, seconded Cllr Berkeley that the new Reserves Policy be adopted by NMPC. Unanimous decision.

X. **To receive notification of DBC Parish Funding 2019/20 (circulated)**

Clerk advised that there is an increase to income anticipated in the budget.

**Resolved**, proposed Cllr Roberts, seconded Cllr Berkeley that the DBC Parish Funding for 2019/20 be noted by NMPC. Unanimous decision.

**19/145/FPC Public Issues/Participation – 15 Minutes total (max 3 mins per person)**

Members of the public can raise matters of concern or items for discussion pertinent to the agenda at the Chairman's discretion.

**Should you wish to raise an issue for discussion during the public participation section at the council meeting please contact the clerk by 9am on the Thursday before the meeting.**

A representative from Chambersbury Residents Association reinforced his appeal in relation to his earlier appeals for NMPC assistance with the verges at Chambersbury Lane. It was mentioned that there were concerns for the safety of the children using the school. Clarity was requested relating to the C/Cllr report however the Chairman advised that the RA should contact the C/Cllr Howard themselves in relation to this. Council will be approaching C/Cllr separately and this will be reported on in due course.

The Chairman thanked the resident for his comments and explained that verges were being discussed later on in the agenda.

The Chairman gratefully received a parcel for donation, along with the Cllrs contributions, to the Dacorum Foodbank.

At this point Cllr Maddern advised Council that the Chambersbury Lane verges in question were not in the parish (or in C/Cllr Howard's ward) and that this matter had been advised to the previous council. As the existing council (and clerk) had not previously been made aware of this detail it was decided that all matters relating to verges would be deferred to January for further investigation.

The Chairman welcomed the other public attendees and explained that whilst council ordinarily required prior notice for presentations, they were able to speak if they had a pressing matter of concern. The residents of the cottages on Belswains Lane explained their concerns re the recent 'Milbor' appeal and the enforcement of the conditions attached to the appeal by HM Planning Inspectorate. Correspondence had been exchanged with the clerk explaining the procedure for raising comments or complaints with the planning inspectorate as council did not have statutory power to act once a case had had an appeal decision made.

The proposed mosque site and the enforcement of conditions relating to security and tidiness of the site was mentioned.

Cllr Maddern offered to take the matter forward with Dacorum Borough Council in her capacity as borough councillor.

#### **19/146/FPC Planning & Consultations**

- To consider the Parish Council's response to the following planning applications or requests for consultation;

**None**

- To consider any planning applications received during the period 2<sup>nd</sup> December 2019 – 10<sup>th</sup> December 2019  
(clerk to advise)

*INFO ONLY 38 Meadow Road -approval of details reserved by condition. (application originally agreed Feb 2017 Ref 4/00403/17/FUL). **Appendix 7***

- To discuss actions pertinent to any planning items for consideration at the DBC Monthly Development Management Committee meeting.  
No action required, dates for 2020 will be brought to the meeting in January.

- Items for information only (no action needed)

4/01828/19/MFA

Nash Mills Methodist Church Barnacres Road Hemel Hempstead HP3 8JS

Demolition of existing building & construction of place of religious worship

**Application refused by DBC- Decision Notice can be found by using the link below**

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=documents&keyVal=ZZZWEIFOID048>

**The meeting will adjourn here for a comfort break (10 minutes)**

#### **19/148/FPC Policies and Procedures Working Group**

- To consider, and if approved, amend the quorum and membership of the policies and procedures working group.

Clerk requested that the change is made due to it currently being any 3 Councillors plus the clerk which is making it harder to book meetings within the clerk's working hours.

**Resolved**, proposed Cllr Roberts, seconded Cllr Berkeley that the quorum for the policy and procedure working group be amended to any 3 persons, including the clerk and be adopted by NMPC. Unanimous decision.

## 19/149/FPC Further Working Group Updates

### Heritage Working Group (Cllr Briggs) Report Circulated *appendix 8*

Information only

Cllr Briggs requested that the wreaths be moved to safe keeping prior to the works commencing in January. The warden will action. Clerk to advise all donors.

Cllr Briggs to arrange for a laminated sign that can be placed near to the memorial to inform members of the public where the wreaths are.

### The Denes Working Group (Cllr Cobb) Report Circulated *appendix 9*

To receive the report (circulated in advance if applicable) and if necessary, to propose to resolve actions arising from that report.

- *To propose that NMPC approach Sunnyside Rural Trust for a costed plan for The Denes 'makeover'*

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that NMPC approach Sunnyside Rural Trust for the costed plan and that Cllr Roberts could arrange this (in association with the clerk). Unanimous Decision.

- *To confirm the content of the initial plan request that Cllr Roberts (in association with the clerk) will take forward to Sunnyside Rural Trust*

A discussion was held about the content of the costed plan as detailed in the working group report. The clerk requested that she be copied in to any emails.

Councillors were reminded that suitable permissions would need to be sought from DBC or HCC prior to any contracts being entered in to. Cllr Maddern will confirm ownership of the green at The Denes.

The clerk will forward examples of noticeboards to the working group for consideration.

A question was raised re procurement and whether NMPC could stipulate certain conditions or constraints on companies that they approach for works i.e. to ensure that NMPC gave priority to local companies. The clerk expressed concern that the legal requirement was to spend transparently and that special conditions could leave the council decisions open to challenge by any provider not included in the quote process.

The clerk advised that she recommend that council used the conditions in the standing orders and statutory guidance rather than implementing new conditions but that she would investigate all statutory requirements and report back. The clerk advised that there was an obligation to obtain best value and (depending on value) three quotes should or must be obtained.

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that the content of the costed plan will reflect the items detailed in the working group report but that additional items suggested by Sunnyside could be included (as no expenditure was being agreed at this stage).

Cllr Briggs requested that the clerk also investigated the 'BT adopt a phone box scheme'.

Communications and Social Engagement (Cllr Cobb) Report Circulated *appendix 10*

To receive the report (circulated in advance if applicable) and if necessary, to propose to resolve actions arising from that report.

- *To propose the name for the NMPC Facebook page*  
**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the page be called Nash Mills Parish Council. Unanimous decision.
- *To propose the administrators of the page (in line with the NMPC Social Media & Electronic Communications Policy)*  
Clerk advised that admin must be set up via a clerk email address.  
**Resolved**, proposed Cllr Cobb, seconded Cllr Roberts the administrators would be the clerk, Cllr Bayley, Cllr Lester, Cllr Maddern.
- *To propose the launch date of the page*  
**Resolved**, proposed Cllr Maddern, seconded Cllr Cobb that the page would be in place before the end of January 2020.

A discussion was held about linking to the website and the clerk requested that all items for the website designer in relation to the facebook page and twitter feed etc be submitted as one job at a later date.

Open Spaces Working Group (Cllr Berkeley) report circulated

To receive the report (circulated in advance if applicable) and if necessary, to propose to resolve actions arising from that report. **Report circulated, see agenda point below for Verge update.**

No questions arising from the report.

**19/150/FPC Verges**

- To consider and resolve whether Chambersbury Lane verges are a standalone project or remain within a Parish wide project as resolved previously by NMPC (June 2019)
- To receive an update from Cllr Berkeley following her appraisal of the verges and to decide what actions will be included for discussion and resolution on the January 2020 Agenda.

A discussion was held and following Cllr Maddern's earlier disclosure re the verges not being in the parish it was decided that all matters relating to verges would be deferred to January for further investigation. Cllr Briggs will have his presentation completed for this meeting. Cllr Maddern was asked to circulate the information relating ownership of verges detailed on the verges list prior to this meeting.

**Resolved**, proposed Cllr Bayley, seconded Cllr Tout that all discussions re verges would be deferred to the January agenda. Unanimous decision.

**19/151/FPC Events Risk Assessment (Cllr Bayley) *Appendix 12***

Cllr Bayley to present additional comment on recently adopted RA for review by Council and adoption of those changes by NMPC.

A discussion was held, and Cllr Bayley advised that both Cllr Briggs and Cllr Maddern had changes to the RA but that it was a template document and whilst it suitably covered recent events it would always be an evolving document to be reviewed and adopted for each event. Due to time constraints the amendments would be deferred to the February agenda.

**Resolved**, proposed Cllr Bayley, seconded Cllr Tout that all discussions re the RA would be deferred to the February agenda. Unanimous decision.

**19/152/FPC Action List- (circulated) Appendix 13, updated following meeting Appendix 13a**

Matters and actions arising.

Clerk asked to chase Aquiva again re aerial questions.

Clerk

Noticeboard- keys now obtained and changeover to happen shortly.

Contract and RA now with warden for signing

Long Term Actions

A discussion was held regarding the ticket machines for The Denes. Discussion was inconclusive.

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

A discussion was held regarding yellow lines around the traffic Island on Red Lion Lane

Cllr Cobb requested that the clerk ask C/Cllr Howard for an update re these.

Clerk was asked to investigate lanyards now that the logo was in place.

**19/153/FPC Items for Consideration at Next Meeting Monday 13<sup>th</sup> January 2020**

Chairman advised council that the clerk will be on leave therefore all reports (including working group reports) must be with the clerk

**NO LATER THAN 10am Monday 23<sup>rd</sup> December**

**Meeting Closed 22.07pm**

.....  
**Chairman 13<sup>th</sup> January 2020**



Nash Mills Crime Figures 2019

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD.
BURGLARY (DWELLING)	1	1	1					2				1	6
BURGLARY (Other)										1			1
THEFT FROM MOTOR VEHICLE	4		1	1	1	2	2	4	1		2		18
THEFT OF MOTOR VEHICLE			1	1		1		1	1			1	6
DAMAGE OR DESTROY <£5,000	1	1	1	1	1	1	2	2		4	2		16
THEFT FROM SHOP				2	2	2					3		9
THEFT, OTHER						1			1	2	1		5
DRUG RELATED											2		2
OTHER CRIMES	4			2									6
A.S.B (Youths)													0
TOTALS	10	2	4	7	4	7	4	9	3	7	10	2	69

Nash Mills Crime Figures 2019

<b>DWELLING BURGLARY</b>	- Great Elms Road, Untidy search done on house
<b>BURGLARY OTHER</b>	
<b>THEFT FROM MOTOR VEHICLE</b>	
<b>THEFT OF MOTOR VEHICLE</b>	- Butterfly Crescent, Motorbike stolen.
<b>DAMAGE OR DESTROY</b>	
<b>THEFT FROM SHOP</b>	
<b>THEFT OTHER</b>	
<b>DRUG RELATED</b>	
<b>OTHER CRIMES</b>	

## **Clerks Report January 2020**

### **Items for information only**

#### **Lanyards**

Dacorum Borough Council will be able to provide these for us. I am just waiting for a price so that I can advise council and obtain authorisation to order. External suppliers are looking at approx. £8-£10 each.

#### **Website Accessibility**

I am amending the agendas etc and Cllr Roberts will be checking the website for compliance-deadline Sept 2020

#### **Laptop**

There have been a further 2 episodes of the laptop failing (black screen) I will continue to monitor as I may need to request a replacement- this one is over 8 years old and outside of any warranty.

#### **Pension regulator re-enrolment.**

I've received notification that the re -enrolment must take place by June 2020 and will be actioning accordingly following the pension regulator guidance. Chairman Personnel will be kept informed of actions.

#### **Noticeboard**

I'm now using the Nash noticeboard. The Warden and I both have a set of keys.

#### **Telephone Box**

BT will not allow it to be decommissioned but I have requested cleaning/updating marketing material.

#### **Play Inspections.**

Report circulated to working group and I will be writing a comparison with the previous report from Wickstead to highlight the suggested repairs for the working group. I would respectfully request that the Warden is involved in any future discussions as he has the historical knowledge of the equipment.

#### **GDPR Personal Data Breach 16/12/2019**

Breach logged following ICO advice. Report of breach and corrective actions taken circulated to council.

#### **School Grant**

Nash Mills School has been advised of grant procedure and restrictions on Parish awards to schools. Awaiting completed application form and supporting documents.

#### **Funds on Treasury Reserve**

Currently NMPC has £80000 on TRO which expires February 2020. I am currently looking at alternative providers and will update council when I have obtained this.

#### **Circulation list**

2 additional residents have requested to join my distribution list for agendas and minutes.

Nash Mills Parish Council  
FINANCIAL SCHEDULE

Jan-20

/ Payment Summary

Payee	Method	Description	Charged to	Amount	Vat	Amount	Minutes ref	Inv No
NET STAFF SALARIES/HMRC	SO	Jan net salaries and HMRC	Salaries					
Vodafone	DD	Clerk's Mobile DEC	Mobile	£ 32.80	£ 5.36	£ 38.16		B2 340772968
NMVHA	SO	Hall Hire Jan	Hire Costs	£ 36.00	£ -	£ 36.00		328673106
INTUIT	DD	Quickbooks	Sundries	£ 27.00	£ 5.40	£ 32.40		
DBC	DD	Garage Rental	Warden	£ 52.60	£ 10.52	£ 63.12		
Paybureau	SO	Monthly wages Fee	Payroll Charges	£ 18.00	£ 3.60	£ 21.60		nm0120
SLCC	Online	RENEWAL	SUBSCRIPTIONS	£ 44.00	£ -	£ 44.00		MEM228000
Office Depot	Online	folders/paper/ink	OFFICE SUPPLIES	£ 106.76	£ 21.35	£ 128.11		976465639
	Online	Logo design work	OFFICE/ENERGY/TRAVEL	£ 250.00	£ -	£ 250.00		1058
Clerk Pension	Online	Pension	Pension Costs	£ 362.53				TAKEN FROM THIS BUDGET AREA AS THERE IS SURPLUS.
								362.53
				£ 2,729.93	£ 46.23	£ 2,776.16		
Nikki Greenaway	Online	EXPENSES RENEWAL PO BOX	PO BOX	£ 342.00	£ -	£ 342.00		
				£ 3,071.93	£ 46.23	£ 3,118.16		
<p>NIKKI NOTES</p> <p>PAY HMRC</p> <p>PAY PENSION</p> <p>VAT RECEIPT GARAGE</p> <p>Change Dave DD</p> <p>Change NW DD</p>								
	Date	Chairman						
	13/01/2020	Vice Chair						
		RFO						

PO BOX INCLUDED HERE TO SIGN OFF AS  
CLERKS EXPENSES BUT PLEASE NOTE  
THAT IT WAS INCLUDED IN NOVEMBER  
MONTHS SCHEDULE AND VAT  
SUMMARY BUT NOT CLAIMED AS  
EXPECTED BY DD THEREFORE CLERK HAD  
TO PAY USING HER OWN CARD

Working Budget 2019/2020	Annual Budget				*mnth				
Precept Awarded	£								
		Mnthly BUDGET	Mnthly EXP	Monthly difference inc/exp	CUMUL BUDGET YTD	CUMUL EXP YTD	cumul diff inc/exp	% exp to annual annual budget	
Clerk's Sal/NI/Tax/OT/Backpay							£ 222.78	74%	
Sundries: Office/Energy/Travel	£ 750.00	£ 62.50	£ 105.03	-£ 42.53	£ 562.50	£ 251.91	£ 310.59	34%	
Clerk's mobile	£ 360.00	£ 30.00	£ 22.80	£ 7.20	£ 270.00	£ 215.72	£ 54.28	60%	
Clerk's pension							£ 215.43	70%	
Printer Parish Magazine	£ 1,095.00	£ 91.25	£ 650.00	-£ 558.75	£ 821.25	£ 945.00	-£ 123.75	86%	
Clerk PO Box	£ 300.00	£ 25.00		£ 25.00	£ 225.00	£ 285.00	-£ 60.00	95%	
Delivery of magazine	£ 300.00	£ 25.00	£ 120.00	-£ 95.00	£ 225.00	£ 240.00	-£ 15.00	80%	
Print/copy/supplies	£ 250.00	£ 20.83		£ 20.83	£ 187.50	£ 140.63	£ 46.87	56%	
Subscriptions (HAPTC/SLCC/ICO)	£ 1,200.00	£ 100.00		£ 100.00	£ 900.00	£ 912.83	-£ 12.83	76%	
Parish Insurance came and co	£ 856.48	£ 71.37		£ 71.37	£ 642.36	£ 813.56	-£ 171.20	95%	
Election Costs	£ 500.00	£ 41.67		£ 41.67	£ 375.00	£ -	£ 375.00	0%	
Equipment Replacement	£ -	£ -		£ -	£ -	£ -	£ -		
Press advertising	£ 45.00	£ 3.75		£ 3.75	£ 33.75	£ -	£ 33.75	0%	
Petty Cash	£ 50.00	£ 4.17		£ 4.17	£ 37.50	£ -	£ 37.50	0%	
Internal Audit Fee	£ 378.00	£ 31.50		£ 31.50	£ 283.50	£ 360.00	-£ 76.50	95%	
External Audit Fee	£ 240.00	£ 20.00		£ 20.00	£ 180.00	£ 200.00	-£ 20.00	83%	
Competition winners (Magazine)	£ 30.00	£ 2.50		£ 2.50	£ 22.50	£ 20.00	£ 2.50	67%	
Website Maintenance	£ 100.00	£ 8.33		£ 8.33	£ 75.00	£ 13.50	£ 61.50	14%	
Website hosting	£ 50.00	£ 4.17		£ 4.17	£ 37.50	£ -	£ 37.50	0%	
Chess ICT -hosted emails/software	£ 723.72	£ 60.31		£ 60.31	£ 542.79	£ 449.81	£ 92.98	62%	
RAI	£ -	£ -		£ -	£ -	£ -	£ -		
<b>SUB TOTAL</b>	<b>£ 28,428.20</b>	<b>£ 2,369.02</b>	<b>£ 2,501.86</b>	<b>-£ 132.84</b>	<b>£ 21,321.15</b>	<b>£ 20,824.75</b>	<b>£ 496.40</b>		

<b>Total Grants Awarded</b>	£ -	£ -		£ -	£ -	£ -	£ -		
Grants/Misc	£ 20.20	£ 1.68		£ 1.68	£ 15.15	£ 1,747.77	-£ 1,732.62	8652%	grants to come from reserves
Conferences/Training Courses	£ 500.00	£ 41.67	£ 51.50	-£ 9.83	£ 375.00	£ 571.50	-£ 196.50	114%	new Cllrs inductions
Miscellaneous	£ -	£ -		£ -	£ -	£ -	£ -		
Dog Bags	£ 200.00	£ 16.67		£ 16.67	£ 150.00	£ 197.22	-£ 47.22	99%	increase budget for 2020/21
AED/Defib	£ -	£ -		£ -	£ -	£ -	£ -		
Contingencies	£ 300.00	£ 25.00		£ 25.00	£ 225.00	£ 200.00	£ 25.00	67%	
Grit	£ -	£ -		£ -	£ -	£ -	£ -		
Payroll Charges	£ 260.00	£ 21.67	£ 18.00	£ 3.67	£ 195.00	£ 162.00	£ 33.00	62%	
<b>SUB TOTAL GRANTS/MISC</b>	<b>£ 1,280.20</b>	<b>£ 106.68</b>	<b>£ 69.50</b>	<b>£ 37.18</b>	<b>£ 960.15</b>	<b>£ 2,278.49</b>	<b>-£ 1,318.34</b>		
Sub Total Precept	£ 29,708.40	£ 2,475.70		£ 2,475.70	£ 22,281.30	£ 15,108.54	£ 7,172.76		
use of reserves	£ 2,800.00	£ 233.33		£ 233.33	£ 2,100.00	£ 1,950.00	£ 150.00		
<b>Expenditure sub total</b>	<b>£ 32,508.40</b>	<b>£ 2,709.03</b>	<b>£ 2,571.36</b>	<b>£ 137.67</b>	<b>£ 24,381.30</b>	<b>£ 25,053.24</b>	<b>-£ 671.94</b>		
<b>CONCURRENT SERVICE FUND</b>									
Street Furniture Maint	£ 650.00	£ 54.17	£ 232.00	-£ 177.83	£ 487.50	£ 232.00	£ 255.50	36%	
Repairs/Signs/Fencing	£ 900.00	£ 75.00		£ 75.00	£ 675.00	£ 242.25	£ 432.75	27%	
Misc	£ 95.00	£ 7.92		£ 7.92	£ 71.25	£ 76.40	-£ 5.15	80%	
VILLAGE HALL/VENUE	£ -	£ -		£ -	£ -	£ -	£ -		
Hire Costs	£ 396.00	£ 33.00	£ 36.00	-£ 3.00	£ 297.00	£ 288.00	£ 9.00	73%	
<b>WARDEN'S SCHEME</b>									
Salary								79%	pay award and back pay
Tools and replacement equipment	£ 72.60	£ 6.05		£ 6.05	£ 54.45	£ 24.95	£ 29.50	34%	
Garage Rent	£ 757.44	£ 63.12	£ 52.60	£ 10.52	£ 568.08	£ 473.39	£ 94.69	62%	
<b>Total Concurrent services</b>	<b>£ 9,468.52</b>	<b>£ 789.04</b>	<b>£ 1,111.00</b>	<b>-£ 321.96</b>	<b>£ 7,101.39</b>	<b>£ 9,148.43</b>	<b>-£ 2,047.04</b>		
<b>Total Annual Expenditure</b>	<b>£ 41,976.92</b>	<b>£ 3,498.08</b>	<b>£ 3,682.36</b>	<b>-£ 184.28</b>	<b>£ 31,482.69</b>	<b>£ 28,937.78</b>	<b>£ 2,544.91</b>	<b>69%</b>	overall budget within expenditure
Use of Reserves	£ -	£ -		£ -	£ -	£ 3,439.01	-£ 3,439.01		election costs still to be paid

70.08  
£ 3,752.44 agrees to schedule

£ 31,937.78  
76% approx once election costs debited

NOTES  
Anything over 75% at  
YTD is above budget  
month 9. Some are  
annual costs or front  
loaded therefore I  
have marked any that  
are true overspends in  
red

Dec-19	B/FWD 31ST DEC 2019	£147,365.95		
Date	Trans	Transaction Description	Debit Amount	Credit Amount
10/12/2019	FPO	SLCC ORDERS	£ 52.30	
10/12/2019	FPO	NICOLA GREENAWAY	£ 78.03	
10/12/2019	FPO	LPFA		
10/12/2019	FPO	DIVERSE PRINT	£ 650.00	
10/12/2019	FPO	HMRC -	£ 316.94	
10/12/2019	FPO	ROSPA	£ 278.40	
10/12/2019	DD	DACORUM BC	£ 63.12	
16/12/2019	SO	NMVHA	£ 36.00	
16/12/2019	SO	PAYBUREAU	£ 21.60	
16/12/2019	SO	NIKKI G BUGDEN		
16/12/2019	SO	DAVID DREW		
18/12/2019	DD	VODAFONE LTD	£ 26.16	
20/12/2019	BP		£ 120.00	
30/12/2019	DD	INTUIT LIMITED	£ 32.40	
31/12/2019		Interest (Natwest Reserve Account)		£ 0.01
31/12/2019		Interest (Lloyds 32 Day Account)		£ 33.02
Debits			£ 3,752.44	
Credits				£ 33.03

Closing Balances	31st December 2019
Lloyds	£ 12,832.28
Natwest BR	£ 81.78
Natwest Ca	£ 440.71
TRO	£ 80,000.00
Lloyds 32 Day	£ 50,291.77
	<b>£ 143,646.54</b>

# OPENING BALANCES

Lloyds	£16,584.72
Natwest BR	£81.77
Natwest Ca	£440.71
TRO	£80,000.00
Lloyds 32 Day	£50,258.75
	<b>£147,365.95</b>

	£147,365.95
	£ 3,752.44
	-
	£143,613.51

Cashbook		
B/FWD	30/11/2019	£ 147,386.48
		-362.53
True B/FWD	£	<b>147,023.95</b> (362.53 should have been debited from cashbook figure in Nov)
	£	<b>3,682.36</b> debits on schedule (net)note change 10p to summary (TYPO only)
	£	<b>70.08</b> (vat)
		33.03 credits
	£	<b>143,304.54</b> sub subtotal Closing cashbook balance 31/12/2019
diff to bank	-£	342.00
	£	342.00 PO Box unclaimed from bank

Closing Cashbook Balance		
31/12/2019	£	<b>143,646.54</b>


[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 Dec ▾ 2019 ▾

Empl 00226

Please enter a brief description for this payment Dec 2019 contributions, employer 00226

Employer contribution % \* 23.80

Employer contribution to use %\* 23.80

Employer cash payments due in year  
(please pay 1/12th unless otherwise agreed) £ 0.00

### Contribution Details

Full Scheme pensionable remuneration against which contribution calculated \* £ [REDACTED]

50/50 Scheme pensionable remuneration against which contribution calculated \* £ 0.00

Total pensionable remuneration against which contribution calculated \* £ [REDACTED]

Employees Full Scheme contributions \* £ [REDACTED]

Employers Full Scheme contributions \* £ [REDACTED]

Employees 50/50 Scheme contributions \* £ 0.00

Employers 50/50 Scheme contributions \* £ 0.00

Employee's Additional contributions Pre 2014 \* £ 0.00

Employee's Additional contributions Post 2014\* £ 0.00

Employers lump sum in respect of annual payment due \* £ 0.00

Employers shared Additional pension contribution \* £ 0.00

Adjustment amount \* £ 0.00

Please specify type of adjustment

**Total Payment\*** £ [REDACTED]

Remittance amount paid £ [REDACTED]

### Reason for Discrepancy

Reason for Discrepancy

### Payment Details

Payment method BACS ▾

Payment date 11 ▾ Dec ▾ 2019 ▾

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

Account number: 23601137 Sort Code: [REDACTED]

Payment submitted by Nikki Bugden

User Designation/Grade RFO/CLERK

User Email address

### LG221

LG221

[Submit new LG221](#)[Cash only LG221](#)[Authorise required](#)[Rejected forms](#)

	CLERK@NASHMILLSPARISHCOUNCIL.GOV.UK
User Telephone number	[REDACTED]
Payment to be authorised by	Nikki Bugden
Authoriser Designation/Grade	RFO
Authoriser Email address	clerk@nashmillsparishcouncil.gov.uk
Telephone number	[REDACTED]

© Local Pensions Partnership

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**Local Government Finance Act 1992 - Precept Form**

Parish of (please select from the dropdown list)

Nash Mills

**Please complete and return to [lexi.schultz@dacorum.gov.uk](mailto:lexi.schultz@dacorum.gov.uk) by 24th January 2020**

To Dacorum Borough Council, being the Billing Authority for the Borough. The Town/Parish Council as stated above under Section 41 of the Local Government Finance Act 1992 hereby give notice that in respect of the financial year beginning on 1st April 2020, the sum outlined in the table below is required to meet the expenses of the Council ascertained as shown on this form. We hereby require the levy of the said sum as an additional item of Council Tax for the Town/Parish.

Please make payment by the 30th April 2020 to:

Sort Code

Account Number

Signed at the meeting of the Town/Parish Council on the date shown below by the Chairman and two members of the Town/Parish Council:

Date

Chairman

Chairman's telephone number:

Member 1

Member 1's telephone number:

Member 2

Member 2's telephone number:

Estimate of expenses of the Town/Parish Council for the financial year 2020/21:

Estimate 2020/21

**Ongoing Expenditure (General Admin). Please ensure this includes all expenditure in relation to concurrent services and wardens.**  
**Please specify below:**

Item 1:	General expenditure including salaries and warden	40,897.95
Item 2:	Grants and Donations	1,000.00
Item 3:	election costs	500.00
Item 4:		
Item 5:		
Item 6:		

<b>Total Ongoing Expenditure</b>	<b>42,397.95</b>
----------------------------------	------------------

**One Off Costs (Eg Parish Plan, Office Refurbishment etc)**

Item 1:		
Item 2:		
Item 3:		

<b>Total One Off Expenditure</b>	<b>0.00</b>
----------------------------------	-------------

**Income Please ensure this includes all income in relation to concurrent services and wardens. (enter as a minus figure)**

General Income	
Use of Reserves	(2,800.00)
Wardens Grant	(8,276.69)
Concurrent Services Grant	(1,468.39)
Council Tax Support Grant	(1,268.93)

<b>Total Income</b>	<b>(13,814.01)</b>
---------------------	--------------------

<b>Net Expenditure to be met from Precept</b>	<b>28,583.94</b>
---	------------------

**Key Information for 2020/21****2020/21 Tax Base Calculation**

November Tax Base	1,335.10
Manual Adjustments	0.00
Starting Tax Base	1,335.10
Council Tax Support Adjustment	(84.40)
Non Collection Allowance	(7.50)
<b>Tax Base for 2020/21</b>	<b>1,243.20</b>

**Parish Precept Calculation and Information**

Precept Demand	28,583.94
Tax Base	1,243.20
<b>2020/21 Band D Tax</b>	<b>22.99</b>
2019/20 Band D Tax	23.00
<b>Band D Tax Increase / (Decrease)</b>	<b>(0.01)</b>
<b>Band D Tax Change (%)</b>	<b>-0.04%</b>

## Clerk Report re audit update prior to new financial year.

**Sent:** Tuesday, June 18, 2019 3:30 PM

**To:** Nikki Bugden

**Subject:** V2 IA report

For completeness here is the V2 report and the corresponding text for the recommendations.

Paper version went in the post today.

	Control	Recommendation(s)	Clerk Actions
1	Proper bookkeeping.	Noting: the year-end position covering transactions for the year has been established; the challenges in the year due to the period without a clerk; the move to a new spreadsheet system for the cash book; and the planned to move to Quickbooks - I recommend that the bookkeeping system (cash book) going forward is developed with reference to the guidance in 'Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide' including recording the internal reference number for each cash book entry to match it to its supporting invoice etc., on which the reference number is also written.	<b>Cashbook changed to suitable system. Quikbooks software purchased.</b>
2	Standing Orders and Financial Regulations adopted and applied; and payments controls.	Noting the transitional cash book system used for the year, whilst the majority of VAT identified on items tested could be traced through to VAT return summaries, it appears that a small number invoices with VAT (largest VAT amount £99) may not have been included on VAT returns covering 2018/19. I recommend that this is looked into. I also recommend the cash book system used for 2019/20 facilitates reconciliation of cash book transactions to quarterly VAT returns. The use of internal reference numbers to identify each invoice/receipt (as also included in another recommendation) would be helpful in this regard. It appears that £3.60 VAT may have been reclaimed rather than £3 for the January payroll services invoice. I recommend that this is investigated and if appropriate corrected on a future VAT return. I recommend that when paid, 'paid' together with the date is noted on the file copy of each invoice.	<b>Quikbooks enables accurate recording for VAT purposes. These are then cross referenced to paid invoices prior to submission.</b>  <b>I have been unable to locate the vat £99 mentioned (pre my arrival)and will ask auditor for clarification.</b>  <b>Actioned.</b>

3	Risk management arrangements.	<p>Noting: the last review of the council's system of internal control (minuted February 2018), its subsequent consideration (May 2018 minutes); the review of the council's financial and management risk assessment (minuted February 2019); the review of the effectiveness of internal audit (minuted April 2019); and the clerk's report on the council's financial position and procedures (minuted February 2019 Finance Committee); and that the review is on the full council agenda for June 2019, I recommend that an annual review of the effectiveness of the council's system of internal control as a whole be undertaken and formally minuted each financial year.</p> <p>It appears that the minutes do not appear to record consideration of the external audit report for 2017/18 - I recommend that this is undertaken by full council and minuted.</p>	<p><b>Noted and actioned</b></p> <p><b>Report attached and will be on the agenda for January 2020 to minute Council consideration. No actions arising.</b></p>
4	Budgetary controls.	None.	
5	Income controls.	None.	
6	Petty cash procedures.	None.	
7	Payroll controls.	None.	
8	Assets controls.	<p>I recommend that as the number of assets on the asset register has increased over time, for ease of reference going forward, the asset register format would benefit from being updated with reference to 'Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide'.</p> <p>The internal audit did identify a small number of adjustments to the asset register, which have been amended - I recommend that as appropriate, additions to the asset register are included if and as appropriate at their cost net of reclaimable VAT consistent with the timing of their inclusion in the cash book.</p>	<b>Actioned</b>
9	Bank reconciliation.	None.	
10	Year-end procedures.	None.	
11	Basic IT controls.	None.	
12	Responsibility as a trustee.	None.	

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Nash Mills Parish Council (HT0074)

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

14/08/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Nash Mills Parish Council

### Review of Effectiveness of Internal Audit and Auditor

Adopted	
Agenda Reference	
Review Date	

## Introduction

In association with the monitoring and approval of the system of internal control, Nash Mills Parish Council must also review the effectiveness of the internal audit and auditor each financial year.

***The Account and Audit Regulations 2015*** require councils to ensure that an effective system of internal control and audit is in place and is reviewed to enable Nash Mills Parish Council to positively answer all assertions in the AGAR (Annual Governance and Accountability Return).

### **Assertion 6 Internal Audit**

***We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.***

### **Assertion 7 Reports from Auditors**

***We took appropriate action on all matters raised in reports from internal and external audit.***

Last Year NMPC appointed Philip Rhoden of Etaerio as Internal Auditor.

The external Auditor is appointed centrally.

Meeting the standards		
Expected Standard	Evidence of Achievement	Is this standard achieved/needs
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 appointed Phillip Roden @ Etaerio for 2018/19 audit Minute ref 1519.	Need to approve auditor for 2019/20
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.	yes
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	Yes (previous experience on DBC audit panel when it was all audited by DBC before it was disbanded). Has been NMPC auditor for a number of years.
4. Relationships	Clerk/RFO and councillors are consulted on the internal audit plan and on the scope of each audit. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.	Yes, during review of internal control audit plan is discussed. Clerk and the majority of Cllrs have attended training this year.

	The responsibilities of council members are understood, and training carried out as necessary.	
5. Audit Planning and reporting	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.	An annual audit plan is now in place (agreed with internal control policy at December meeting) The review of Internal control is now in place (December 2019) 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.
<b>Characteristics of Effectiveness</b>		
<b>Expected Standard</b>	<b>Evidence of Achievement</b>	<b>Is this standard achieved/needs</b>
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes plan in place and terms of reference/ letter of engagement to be agreed by council.
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.	yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	yes
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	Yes, copy of last years report and actions completed attached.
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.	Yes, Clerk regularly receives updates from advisory services regarding changes to procedural templates or regulations.
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.	yes

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.	Last year a much more detailed audit took place as the clerk was new in post with no handover. Rigorous systems have now been implemented in line with auditors recommendations.
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Appendix 1 – Internal Auditor report 2018/19

Appendix 2 – External Auditor report 2018/19

Appendix 3 - Annual Governance Pages 2018/19

Appendix 4 – Clerk report on status of actions re recommendations.



**Etaerio Ltd**

**Annual Internal Audit Report**

**for**

**Nash Mills Parish Council**

**for the financial year ended  
31 March 2019**

*Auditor:* Philip Rhoden  
*Internal Audit Date:* 09/05/2019 & 16/05/2019 & 03/06/2019  
*Report Date:* 7 June 2019  
*Financial Year:* 2018/19

**Etaerio Ltd**

## Schedule of Recommendations

**Client:** Nash Mills Parish Council

**Y/E:** 31 March 2019

	Control	Recommendation(s)
1	Proper bookkeeping.	Noting: the year-end position covering transactions for the year has been established; the challenges in the year due to the period without a clerk; the move to a new spreadsheet system for the cash book; and the planned to move to Quickbooks - I recommend that the bookkeeping system (cash book) going forward is developed with reference to the guidance in 'Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide' including recording the internal reference number for each cash book entry to match it to its supporting invoice etc., on which the reference number is also written.
2	Standing Orders and Financial Regulations adopted and applied; and payments controls.	Noting the transitional cash book system used for the year, whilst the majority of VAT identified on items tested could be traced through to VAT return summaries, it appears that a small number invoices with VAT (largest VAT amount £99) may not have been included on VAT returns covering 2018/19. I recommend that this is looked into. I also recommend the cash book system used for 2019/20 facilitates reconciliation of cash book transactions to quarterly VAT returns. The use of internal reference numbers to identify each invoice/receipt (as also included in another recommendation) would be helpful in this regard. It appears that £3.60 VAT may have been reclaimed rather than £3 for the January payroll services invoice. I recommend that this is investigated and if appropriate corrected on a future VAT return. I recommend that when paid, 'paid' together with the date is noted on the file copy of each invoice.
3	Risk management arrangements.	Noting: the last review of the council's system of internal control (minuted February 2018), its subsequent consideration (May 2018 minutes); the review of the council's financial and management risk assessment (minuted February 2019); the review of the effectiveness of internal audit (minuted April 2019); and the clerk's report on the council's financial position and procedures (minuted February 2019 Finance Committee); and that the review is on the full council agenda for June 2019, I recommend that an annual review of the effectiveness of the council's system of internal control as a whole be undertaken and formally minuted each financial year. It appears that the minutes do not appear to record consideration of the external audit report for 2018/19 - I recommend that this is undertaken by full council and minuted.
4	Budgetary controls.	None.
5	Income controls.	None.
6	Petty cash procedures.	None.
7	Payroll controls.	None.
8	Assets controls.	I recommend that as the number of assets on the asset register has increased over time, for ease of reference going forward, the asset register format would benefit from being updated with reference to 'Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide'. The internal audit did identify a small number of adjustments to the asset register, which have been amended - I recommend that as appropriate, additions to the asset register are included if and as appropriate at their cost net of reclaimable VAT consistent with the timing of their inclusion in the cash book.
9	Bank reconciliation.	None.
10	Year-end procedures.	None.
11	Basic IT controls.	None.
12	Responsibility as a trustee.	None.



# Annual Internal Audit Report 2018/19

## Nash Mills Parish Council

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

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

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

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

Date(s) internal audit undertaken

08/05/2019 16/05/2019 03/06/2019

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR  
Etaerio Ltd (Philip Rhoden)

Signature of person who carried out the internal audit

Date 07/06/2019

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

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



## Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Nash Mills Parish Council HT0074

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

- The smaller authority should ensure that it has regard to the level of reserves held when considering future precept requests. Any earmarked reserves should be considered and formally approved by the smaller authority.

### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

26/08/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Clerk Report re audit update prior to new financial year.

**Sent:** Tuesday, June 18, 2019 3:30 PM

**To:** Nikki Bugden

**Subject:** V2 IA report

For completeness here is the V2 report and the corresponding text for the recommendations.

Paper version went in the post today.

	Control	Recommendation(s)	Clerk Actions
1	Proper bookkeeping.	Noting: the year-end position covering transactions for the year has been established; the challenges in the year due to the period without a clerk; the move to a new spreadsheet system for the cash book; and the planned to move to Quickbooks - I recommend that the bookkeeping system (cash book) going forward is developed with reference to the guidance in 'Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide' including recording the internal reference number for each cash book entry to match it to its supporting invoice etc., on which the reference number is also written.	<b>Cashbook changed to suitable system. Quickbooks software purchased.</b>
2	Standing Orders and Financial Regulations adopted and applied; and payments controls.	Noting the transitional cash book system used for the year, whilst the majority of VAT identified on items tested could be traced through to VAT return summaries, it appears that a small number invoices with VAT (largest VAT amount £99) may not have been included on VAT returns covering 2018/19. I recommend that this is looked into. I also recommend the cash book system used for 2019/20 facilitates reconciliation of cash book transactions to quarterly VAT returns. The use of internal reference numbers to identify each invoice/receipt (as also included in another recommendation) would be helpful in this regard. It appears that £3.60 VAT may have been reclaimed rather than £3 for the January payroll services invoice. I recommend that this is investigated and if appropriate corrected on a future VAT return. I recommend that when paid, 'paid' together with the date is noted on the file copy of each invoice.	<b>Quickbooks enables accurate recording for VAT purposes. These are then cross referenced to paid invoices prior to submission.</b>  <b>I have been unable to locate the vat £99 mentioned (pre my arrival)and will ask auditor for clarification.</b>  <b>Actioned.</b>

3	Risk management arrangements.	<p>Noting: the last review of the council's system of internal control (minuted February 2018), its subsequent consideration (May 2018 minutes); the review of the council's financial and management risk assessment (minuted February 2019); the review of the effectiveness of internal audit (minuted April 2019); and the clerk's report on the council's financial position and procedures (minuted February 2019 Finance Committee); and that the review is on the full council agenda for June 2019, I recommend that an annual review of the effectiveness of the council's system of internal control as a whole be undertaken and formally minuted each financial year.</p> <p>It appears that the minutes do not appear to record consideration of the external audit report for 2017/18 - I recommend that this is undertaken by full council and minuted.</p>	<p><b>Noted and actioned</b></p> <p><b>Report attached and will be on the agenda for January 2020 to minute Council consideration. No actions arising.</b></p>
4	Budgetary controls.	None.	
5	Income controls.	None.	
6	Petty cash procedures.	None.	
7	Payroll controls.	None.	
8	Assets controls.	<p>I recommend that as the number of assets on the asset register has increased over time, for ease of reference going forward, the asset register format would benefit from being updated with reference to 'Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide'.</p> <p>The internal audit did identify a small number of adjustments to the asset register, which have been amended - I recommend that as appropriate, additions to the asset register are included if and as appropriate at their cost net of reclaimable VAT consistent with the timing of their inclusion in the cash book.</p>	<b>Actioned</b>
9	Bank reconciliation.	None.	
10	Year-end procedures.	None.	
11	Basic IT controls.	None.	
12	Responsibility as a trustee.	None.	

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Nash Mills Parish Council (HT0074)

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

14/08/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

11<sup>th</sup> December 2019

Dacorum Borough Council  
Planning Department  
The Forum  
Marlowes  
Hemel Hempstead  
Hertfordshire  
HP1 1DN

Dear Sir/Madam,

**RE: S73 APPLICATION TO VARY CONDITIONS 2 AND 3 OF APPLICATION REF. 4/00755/19/FHA: ENCLOSED OUTDOOR SEATING AREA, 28 SILVERTHORN DRIVE, HEMEL HEMPSTEAD, HP3 8BU.**

On behalf of our clients, Mr & Mrs Icleanu, we refer to the above development which was granted planning permission by Dacorum Borough Council on the 29<sup>th</sup> July 2019, subject to compliance with Conditions 1 – 5 attached to the consent.

This variation application under S73 of the Town and County Planning Act (1990) seeks to make a minor material amendment to the design of the approved development by proposing a non-opening window to the eastern elevation. The desire to make this alteration is simply to increase the amount of natural light entering the seating area.

The applicant intends to install a double glazed Everest acoustic window<sup>1</sup> which has been tested to reduce sound by up to 40dB. It has been approved by the international Quiet Mark award programme, which is associated with the UK Noise Abatement Society charitable foundation.

As a form of noise mitigation, this reduction is greater than the predicted 13-21dB decrease provided by the acoustic absorbent material approved as screening within the cavity of the wall itself. It is therefore concluded that the window will not compromise the findings of the Noise Report (Ref 297479-02(00)) that was submitted in support of the original application.

Notwithstanding this, we understand that in order to incorporate the window into the proposal there is a requirement to vary the wording of conditions 2 and 3 to account for the submission of an amended elevation

---

<sup>1</sup> Acoustic Glass | Acoustic Windows | Noise Reduction & Sound Proof Glass UK | Everest, 'Everest's acoustic windows range', accessed 10/12/2019. [https://www.everest.co.uk/double-glazing-windows/acoustic-glass/?gclid=EAlaIqobChMI0v6yww\\_qi5QIVVODtCh3c6AmgEAAAYASAAEgISIPD\\_BwE&gclidsrc=aw.ds](https://www.everest.co.uk/double-glazing-windows/acoustic-glass/?gclid=EAlaIqobChMI0v6yww_qi5QIVVODtCh3c6AmgEAAAYASAAEgISIPD_BwE&gclidsrc=aw.ds)



plan. This application is supported by Plan DA-PL/009 02 REV E which supersedes the consented plan showing the eastern elevation (Plan DA-PL/009 02 REV C)<sup>2</sup>.

In terms of the wording of conditions, we propose the following amendments:

**Condition 2:**

**“The development hereby permitted shall be carried out in accordance with the following approved plans/documents:**

**DA-BR 001-A3-REV B**

**DA-PL/005 02 REV B**

**DA-PL 006 REV A**

**DA-PL/008 02 REV B**

**DA-PL/009 02 REV ~~C~~ E**

**PLANNING, DESIGN AND ACCESS STATEMENT July 2019**

**NOISE REPORT (Ref 297479-02(00)) July 2019**

Reason: For the avoidance of doubt and in the interests of proper planning.”

**Condition 3:**

***“There shall be no use of the enclosed outdoor seating area before the full implementation of the noise mitigation measures specified in the RSK report 'Enclosed Outdoor Seating Area' - 28 Silverthorn Drive Noise Assessment 297479-02(00) July 2019. Mitigation measures shall be implemented in accordance with Plan DA-PL009-02-REV-~~B~~ E Proposed elevations which include a non-opening double glazed acoustic window on the eastern side of the structure, and a double-brick wall up to ceiling level with an acoustic absorbent material along the cavity, extended along the length of the southern (boundary facing No. 26) and eastern sides of the structure; and shall be retained thereafter.***

*Reason: To mitigate harm from noise and odour associated with the outdoor seating area in accordance with Policy CS32 of the adopted Dacorum Borough Core Strategy.*

This covering letter is also accompanied by a set of completed application forms (ref. PP-08355921). Payment of the application fee for the sum of £234.00 has been paid through [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

If you have any questions regarding the above or require any further information please contact me on 01902 271250 or David.Conway@adas.co.uk.

Yours sincerely,

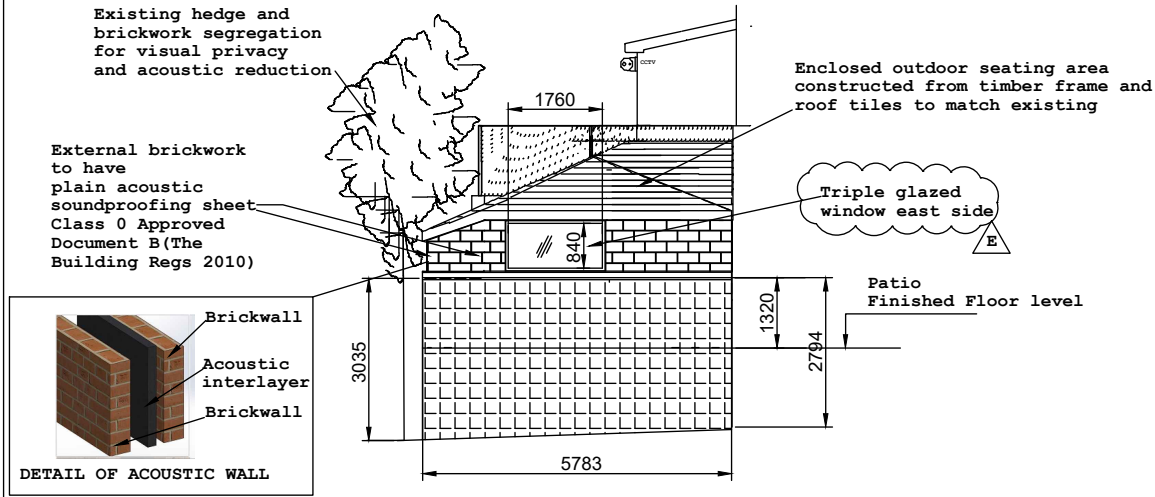


**Andrew Thornton**  
Planning Consultant

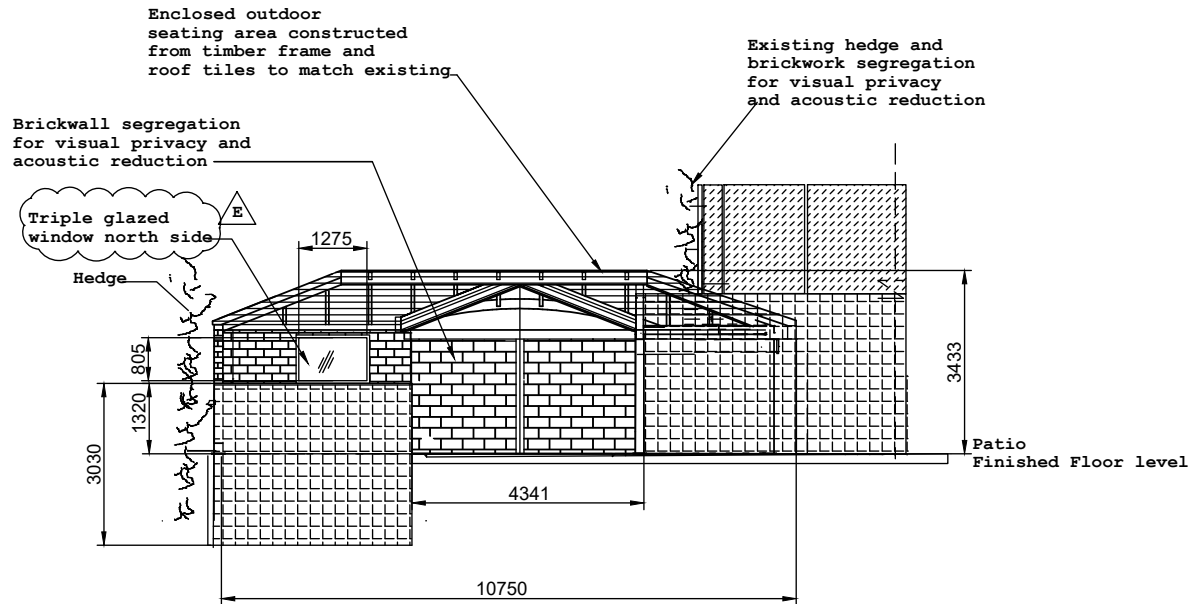
**David Conway**  
Principal Planning Consultant

<sup>2</sup> Note that Condition 3 refers to a previous revision (REV B) of this plan.

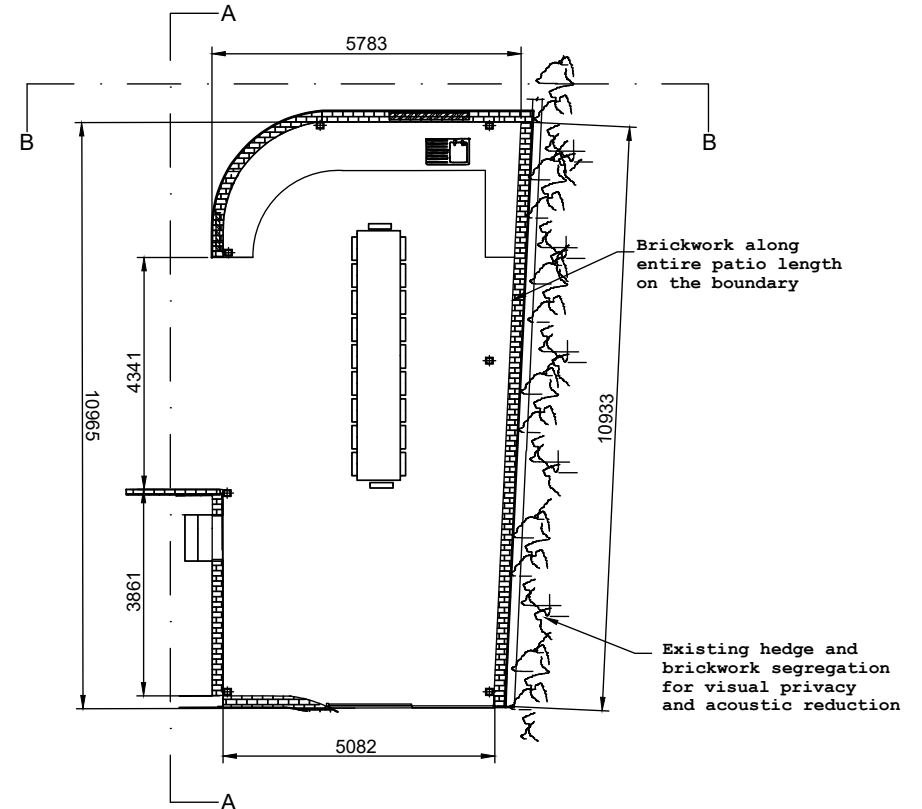
Enc.  
Application Forms  
Plan Ref. DA-PL/009 02 REV E (Proposed Elevations)  
Noise Report (Ref 297479-02(00)) July 2019



**Rear Elevation  
(B-B)**



**Side Elevation  
(A-A)**



**Enclosed outdoor seating area  
FLOOR PLAN**

0 1 2 3 4 5 6 7 8 9 10  
 METRES @ SCALE OF 1/100 ORIGINAL A3

D&A Architectural and Structural Designs Ltd		PROJECT ENCLOSED OUTDOOR SEATING AREA		DATE 07/10/19	SCALE 1:100
CLIENT Mr&Mrs Icleanu		DRAWING Proposed Elevations		JOB No. 751	Drawing No. PL/009-02
ADDRESS 28 Silverthorn Drive Hemel Hempstead Herts HP3 8BU				REV E	



# Planning and Regeneration

The Forum, Marlowes, Hemel Hempstead, Herts, HP1 1DN

Email: [planning@dacorum.gov.uk](mailto:planning@dacorum.gov.uk) Telephone: 01442 228671

[www.dacorum.gov.uk](http://www.dacorum.gov.uk)

Application for removal or variation of a condition following grant of  
planning permission. Town and Country Planning Act 1990.  
Planning (Listed Buildings and Conservation Areas) Act 1990

## Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

### 1. Site Address

Number	28
Suffix	
Property name	
Address line 1	Silverthorn Drive
Address line 2	
Address line 3	
Town/city	Hemel Hempstead
Postcode	HP3 8BU

Description of site location must be completed if postcode is not known:

Easting (x)	507850
Northing (y)	205480

Description

--

### 2. Applicant Details

Title	Mr & Mrs
First name	
Surname	Icleanu
Company name	
Address line 1	28, Silverthorn Drive
Address line 2	
Address line 3	
Town/city	Hemel Hempstead

## 2. Applicant Details

Country	<input type="text"/>
Postcode	<input type="text" value="HP3 8BU"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

## 3. Agent Details

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="David"/>
Surname	<input type="text" value="Conway"/>
Company name	<input type="text" value="ADAS"/>
Address line 1	<input type="text" value="Unit 1 Rubicon Square"/>
Address line 2	<input type="text" value="4205 Park Approach"/>
Address line 3	<input type="text" value="Thorpe Park"/>
Town/city	<input type="text" value="Leeds"/>
Country	<input type="text" value="United Kingdom"/>
Postcode	<input type="text" value="LS15 8GB"/>
Primary number	<input type="text"/>
Secondary number	<input type="text"/>
Fax number	<input type="text"/>
Email	<input type="text"/>

## 4. Description of the Proposal

Please provide a description of the approved development as shown on the decision letter

Reference number

Date of decision (date must be pre-application submission)

**Please state the condition number(s) to which this application relates**

Condition number(s)

#### 4. Description of the Proposal

Has the development already started?

☒ Yes ☐ No

If Yes, please state when the development was started (date must be pre-application submission)

05/12/2016

Has the development been completed?

☐ Yes ☒ No

#### 5. Condition(s) - Removal/Variation

Please state why you wish the condition(s) to be removed or changed

The applicant is proposing to insert a non-opening acoustic window to the proposals eastern elevation to increase the amount of natural light entering the seating area.

If you wish the existing condition to be changed, please state how you wish the condition to be varied

Conditions 2 and 3 now need to make reference to a revised version of Drawing DA-PL/099 02 (Rev C) which has been superseded by REV E.

#### 6. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☒ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☒ The agent  
☐ The applicant  
☐ Other person

#### 7. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☒ Yes ☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

First name

Surname

Reference

Date (Must be pre-application submission)

27/09/2019

Details of the pre-application advice received

The applicant had an initial conversation with Olivia Stapleford and the agent subsequently discussed with Will Collier. Further discussions regarding the suitability of the window were undertaken with Neil Polden who confirmed that he wouldn't have any concerns about the installation of a window similar to the Everest acoustic window specification provided. The only restriction was that the window should be non-opening so that it mimics the function of the wall (i.e. no air gaps to allow sound to pass through).

#### 8. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

\* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. \*\* 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

8. Ownership Certificates and Agricultural Land Declaration

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- ☐ The applicant  
☒ The agent

Title	Mr
First name	David
Surname	Conway
Declaration date (DD/MM/YYYY)	11/12/2019

☒ Declaration made

9. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)	11/12/2019
----------------------------------	------------

## **Development Management Committee Meetings up to May 2020**

### **NMPC Attendee List**

<b>DMC Meeting Date</b>	<b>Cllr Attending</b>	<b>Standby Cllr</b>
<b>9 January</b>		
<b>30 January</b>		
<b>20 February</b>		
<b>12 March</b>		
<b>2 April</b>		
<b>23 April</b>		
<b>21 May</b>		





### MEETING DATES FOR 2020

<b>Date of Meeting</b>	<b>Start Time</b>
Monday 13 <sup>th</sup> January 2020	8pm
Monday 10 <sup>th</sup> February 2020	8pm
Monday 9 <sup>th</sup> March 2020	8pm
Monday 13 <sup>th</sup> April 2020	Easter Monday possibly 20 <sup>th</sup> April
Monday 11 <sup>th</sup> May 2020	8pm
Monday 8 <sup>th</sup> June 2020	8pm
Monday 13 <sup>th</sup> July 2020	8pm
No August Meeting	8pm
Monday 14 <sup>th</sup> September 2020	8pm
Monday 12 <sup>th</sup> October 2020	8pm
Monday 9 <sup>th</sup> November 2020	8pm
Monday 14 <sup>th</sup> December 2020	8pm

Supporting documents are available on our website.

[www.nashmillsparishcouncil.gov.uk](http://www.nashmillsparishcouncil.gov.uk)

Agendas are advertised on the website and on the noticeboard at

The Denes, Barnacres Road, Nash Mills.

NB: During the winter months it is advisable to contact the Parish Clerk and check for cancellations.

[clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk)

Note for Cllrs re amendments Jan 2020 Meeting.

As we have an annual plan for review of policies and procedures I am requesting the alterations below rather than us have to duplicate the work at our annual meeting in May which has to have a huge amount of statutory stuff on the agenda

The changes are only to Standing Order 5 in this instance as per the highlighted section below, I have however left the review of fin reg and standing orders in there as they are the most important ones so I would advise should be left under standing order 5

## Nash Mills Parish Council

# Standing Orders v3

Adopted	
Agenda Reference	
Review Date	



## Nash Mills Parish Council

March 2019

<b>Adopted 08<sup>th</sup> April 2019</b>
<b>Minute reference 19/058 FPC</b>
<b>Review date April 2021</b>
<b>Back to Council Sept 2019 for review under new committee structure</b>
<b>Adopted 9/9/2019</b>
<b>Minute Ref 19/107/FPC</b>

# MODEL STANDING ORDERS 2018 (ENGLAND)

**National Association of Local Councils (NALC)**  
**109 Great Russell Street**  
**London**  
**WC1B 3LD**

**020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)**

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**Permission is given to use NALC's logo in the presented format only.**

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## INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

## HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘ ( ) ’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘ [ ] ’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:



- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

## 2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- d All Councillors are bound by the adopted code of conduct

### 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ( 15 ) minutes unless directed by the chairman of

the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than ( 3 ) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak (unless there is a disability or this is likely to cause discomfort) and should then identify himself by his name (should they wish to divulge this), the reason for their participation and the area of the Parish in which they reside .
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 
- r **The chairman of a meeting may give an original vote on any matter put to the vote,**

- **and in the case of an equality of votes may exercise his casting vote whether or not**
- **he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary**
- **interest or another interest as set out in the Council's code of conduct in a matter**
- **being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of ( 2 ) hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council (the Personnel committee may determine its schedule on an 'as and when required basis, although an ordinary meeting should be held in March annually to review policies and salaries and October annually to review salaries and policies in line with budgets and legislation.
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( 7 ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

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- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman**

**of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees; The Chairman of the Parish Council shall be a member of every committee. The Vice-Chairman shall also be a member of every committee. With the permission of the Chairman they may be exempted from this should this lead to a conflict of interest ie between Borough and Parish duties.
  - viii. No member of any committee, save for the Chairman/Vice-Chairman in line with point vii (above) shall hold appointment to hold office on a committee later than the next annual Parish Meeting
  - ix. Appointment of any new committees in accordance with standing order 4;
  - x. Review and adoption of appropriate standing orders and financial regulations
  - xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xii. Review of representation on or work with external bodies and arrangements for reporting back;
  - xiii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiv. Review of inventory of land and other assets including buildings and office equipment;



- xv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvi. Review of the Council's and/or staff subscriptions to other bodies;
- xvii. Review of the Council's complaints procedure;
- xviii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xix. Review of the Council's policy for dealing with the press/media;
- xx. Review of the Council's employment policies and procedures;
- xxi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**The above highlighted in yellow to be replaced by,**

**Consideration of any changes to the schedule of meetings set in January**

**Consideration of the policy and procedure review schedule for 2020/21 and the adoption of all policies and procedures of the council currently in place and previously adopted by full council in the preceding years.**

**Xxii** Review of training needs for all Councillors to ensure that all Councillors attend induction (or other relevant) training at least once during their four year term, recommended within their first six months in office (subject to course availability and budget)

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c Any two Councillors may convene an extraordinary meeting or , the clerk may convene an extra ordinary meeting should it be deemed necessary in pursuance of standing order 15(xvi)

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## **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( 2 ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

### **7. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

### **8. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ( 5 ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( 5 ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion

shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received, unless, in the opinion of the Proper Officer, changing the order shall be more conducive on the efficient running of the meeting.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

#### **9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 10. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 11. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and

stand as an accurate record of the meeting to which the minutes relate.

- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 12. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall **withdraw from a meeting** when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

### 13. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with

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statutory responsibility for investigation of the matter;

- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**



#### 14. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( 5 clear ) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of

information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in the minutes and via the On line Planning portal.
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) or lead Councillor Planning within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting, (unless it has been possible to request an extension of the planning deadline from the case officer).

If those persons listed above do not wish to call an extraordinary meeting then the application will be circulated by email to all Councillors in pursuance of standing order 6 (c). If no extraordinary meeting or extra ordinary meeting is called then it will be deemed that Council have no wish to offer any comment on the planning application received.

- xvi. manage access to information about the Council via the publication scheme;  
and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(*see also standing order 23*).

## 15. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate Councillor to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and
 which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 17. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 18. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR The Personnel Committee committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Personnel committee or, if he is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c The chairman of the Personnel Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk/Responsible Financial Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by full council following recommendation by the Personnel Committee
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Personnel Committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Clerk Or warden relates to the chairman

or vice-chairman of the Personnel Committee this shall be communicated to another member of the Personnel Committee which shall be reported back and progressed by resolution of the Personnel Committee

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

#### 19. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]*  
**The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

#### 20. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

- f **The Council shall maintain a written record of its processing activities.**

21. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

*The above is applicable to a Council with a common seal.*

OR

**[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

*The above is applicable to a Council without a common seal.*



**23. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter or email sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.
- c Our Borough Councillors and County Councillors may be invited by the Chair to answer questions and offer clarification re agenda items should it be deemed appropriate by the Chair.
- d Borough Councillors and County Councillors may submit concise written reports for inclusion in the agenda if they are received by the clerk 7 clear days prior to parish meetings. The reports must only contain items of importance/interest to the parish and will be for information purposes only.
- e

**24. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**25. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( 2 ) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor

**NASH MILLS PARISH COUNCIL STANDING ORDERS 29**

as soon as possible.

- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020  
Jan 2020 To be considered and if approved adopted with immediate effect but to cover the Financial Year  
to 31<sup>st</sup> March 2021

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

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full Minute to sign off of precept demand– RFO follow up	Diary - <b>January</b> NMPC Meeting
	Not paid by DC	L	Confirm receipt	Diary- <b>April</b>
	Adequacy of precept	H	Precept demand in line with proposed/agreed Budget Monthly review of budget to actual	Diary <b>Monthly</b>
Other Income	Cash handling	L	Cash handling is avoided, but where necessary – appropriate Controls are in place	Annual review of documented controls
	Cash banking	L	Segregate duties. Check to bank statements. Regular bank reconciliations Clerk to create payments via online banking 2x Councillors (normally Chair and Vice Chair of Finance) to check payments to monthly schedule and release payments from bank account	Member to verify reconciliations taking place Bank reconciliation to be signed by Chairman at <b>monthly</b> meetings.
Grants	Claims procedure	M	Clerk/RFO check as required	Diary <b>January</b> to check concurrent services Grant in line with Precept demand
	Receipt of grant when due	M	Clerk/RFO check as required	Diary <b>April</b>
Investment Income	Receipt when due	L	Clerk/RFO check as required	Diary dependent on investment Currently Monthly Investment. a/c
	Surplus funds	L	Review levels and investment policy annually +	Diary <b>May</b> following year end.

Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020  
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to 31<sup>st</sup> March 2021

				Investment policy needed.
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Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Salaries	Wrong salary/hours/rate paid	M	Check salary to minutes, check hours and rate to contract	RFO to check Paybureau calculations Chairman to sign schedule evidencing deductions. <b>March</b> Annually RFO to check rates for payment and add to Agenda for approval following pay scale national awards and autumn review of salaries.
	Wrong deductions – NI and Income tax	M	Check to PAYE Calculations	RFO to check Paybureau Calculations RFO to check <b>March</b> annually to ensure correct deduction rates being used. Chairman to sign schedule evidencing deductions.

**Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020**  
**Jan 2020 To be considered and if approved adopted with immediate effect but to cover the Financial Year to 31<sup>st</sup> March 2021**

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Salaries	Wrong deductions – Pensions	M	Check to Pension Calculations	RFO to check Paybureau Calculations RFO to check March annually to ensure correct deduction rates being used. Chairman to sign schedule evidencing deductions. LG221 to be completed and submitted by <b>19<sup>th</sup> monthly</b> Chairman to sign LG221 with monthly Finance Schedule
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval minuted/check invoice and receipt to minutes.
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis Follow accounting procedures	Invoices to be checked to monthly schedule and signed by Chairman. All approved invoices to have initials of Clerk and 2 additional Councillor's prior to payment. Agenda item number to be placed on all approved invoices.
	Cheque payable is excessive or to wrong party	M	Signatory initials Stub & Voucher 3 signatories on all cheques.	Approval check
	Excessive Claim for cost of home office	L	Same value as used by previous Clerk with an annual increase in line with inflation.	Overseen by Chairman Payments approved by 2 Councillors on schedule

**Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020  
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to 31<sup>st</sup> March 2021**

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorize payment Approval to be given at Council meeting	Member verify – ensure all awards are minuted. Place minute number on monthly schedule to tie in payments/approval.
	Conditions agreed	L	Agree and document any reasonable conditions	RFO check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify – seek estimates from DBC prior to Budget preparation.
VAT	VAT analysis	M	All items in cash book lists	RFO verify
	Charged on sales	M	Consider quarterly	RFO verify
	Charged on purchases	L	Consider all items per cash book lists/monthly schedule and bank reconciliation.	RFO verify
	Claimed within time limits	M	Agree returns submitted HMRC email reminder service used.	RFO verify – ¼ly return to be actioned. Chairman to sign ¼ly return once actioned. Chairman to verify total on return to bank payment being sent.
Reserves – General	Adequacy	L	Consider at Budget setting	RFO opinion. 3 year plan Reserves policy in place (adopted 9/12/19 review annually May/June 2020

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to 31<sup>st</sup> March 2021**

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO opinion See above Annual Review with 3yr plan.
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view See reserve policy.
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers	Diary – <b>April</b> annually for review pre audit. To be updated as soon as new equipment purchased
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary – <b>March</b> Annually Came & Co 2018
Staff	Loss of key personnel (Clerk)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate	RFO/member view Chairman of Personnel Committee to monitor.
	Clerk WFH risks Clerk safety in unlocking hall	M	Workplace risk assessment undertaken upon appointment Councillors to assist so no lone opening of hall.	Chairman actioned
	Warden risk of injury Manual handling Hazardous items	H	Risk Assessment for Warden Direct warden to HSE website for guidance re manual handling	Clerk has drafted, on agenda for January 2020

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to 31<sup>st</sup> March 2021**

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Fraud	Fraud by staff	L	Fidelity Guarantee value appropriately set Current; Legal £500,000 Internet & Email £500,000 Employee dishonesty £200,000 Monthly sign off of bank reconciliation by Chair of Finance Safe banking arrangements (see detail above under other income)	Council to review annually <b>March</b> <b>Came &amp; Co Exp 31/5/2019</b>
Loss/Injury	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Review <b>March</b> (2018 Came & Co)
Maintenance	Reduced value of assets or amenities – loss of income or performance	M	Annual maintenance inspection	Diary <b>July</b> AHS Park inspection By Warden/Wickstead Diary <b>September</b> to liaise with Warden
	Injury due to damaged equipment/hazardous waste.	M	Warden conducts daily checks of Parish Cover by Parish Insurance	Weekly reports to Clerk See above (Came& Co) Play Equip Risk Assessment



**Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020**  
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Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Legal Powers	Illegal activity or payment Fraud	H	Educate Council as to their legal powers	<b>Jan 2020</b> review standing orders <b>Dec 2020</b> review Financial regulations <b>May</b> update delegation of powers once new Councillors in place. Offer training to new Councillor's HAPTC service/FAQ/Advice Annual schedule of policy and procedure review.
Financial Records	Inadequate records Fraud	L	RFO/clerk check regularly + internal audit review Monthly sign off by Chair of Finance	<b>Jan</b> review financial regulations/risk asses <b>April</b> Internal Audit <b>June</b> external audit RFO to action Monthly sign off from chairman on all inc/exp and returns Regular attendance on relevant training courses RFO Full Council Review of internal controls procedures (Nov 2019)
	Loss of computerised records		Back up to cloud storage	
	Maintenance of cashbook Lack of skill in systems	M M	Excel spreadsheet Training for RFO	

**Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020  
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to 31<sup>st</sup> March 2021**

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Minutes	Accurate and legal	L	Review at following meeting	Agenda item at each meeting Signed copy to be held on file Retention in line with recommended (Permanent) Ongoing training
Data	Accurate/Legal/Stored Securely	M	IT backed up to secure storage (cloud back up) All paperwork stored in a locked filing cabinet GDPR training undertaken Data controller registration (ZA 105644)	Review <b>Feb</b> Annually New IT package with regular cloud back purchased. Ongoing training ICO cover in place Annual <b>March</b>
	GDPR Breach Theft of personal data	M	Ongoing assessment of all documentation/website/communication Adopted SLCC policies	Ongoing training Banner in place on website advising of privacy and cookie policy. Log of any breaches.
Members interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict /addressed as appropriate	Agenda item at each meeting. Care during election years that correct registration paperwork completed. Review <b>May</b> Annually
	Legal/Statutory Support for Clerk & Councillor's lapses	L	Subscriptions to HAPTC/SLCC/ICO	Review Ongoing Ensure subscriptions remitted upon approval of invoice SLCC/HAPTC <b>Dec</b> Annually ICO <b>March</b> Annually

**Risk assessment and management (financial) for the period 1 April 2019 to 31 March 2020  
Jan 2020 To be considered and if approved adopted with immediate effect but to cover the Financial Year  
to 31<sup>st</sup> March 2021**

**Reviewed and adopted on: 11/2/2019**

**Minuted:19/021/FPC**

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

**DRAFT**

## Risk assessment for Parish Warden for the period 1 April 2019 to 31 March 2020

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

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Tetanus	Animal Bites, fencing and vegetation	M	Ensure regular 10year booster is kept up-to-date	Warden's responsibility
Lone working	Injury unattended	H	Call at regular intervals to ensure personal safety Ensure your mobile is kept on your person at all times in case of emergency	Regular contact with Clerk
Uneven Ground	Falling, tripping, bruising	H	Be vigilant of selected area's topography wear sturdy footwear with a firm grip Report any issues or concerns to the Clerk immediately	Warden directed to HSE website for information and advice <a href="http://www.hse.gov.uk/slips/index.htm">http://www.hse.gov.uk/slips/index.htm</a> PPE equipment supplied by NMPC
Inclement weather: Sun / Cold, Wet, Hot	Burn, heat stroke, colds, fatigue	M	Work on grassland can be exposed Ensure properly attired for weather conditions, adequate waterproofs for wet weather and use high factor sun block and hat in hot conditions Always have adequate water for refreshment Plan work accordingly to avoid over exposure.	Warden to communicate with Clerk re this

## Risk assessment for Parish Warden for the period 1 April 2019 to 31 March 2020

Topic	Risk Identified	Risk Level	Management of Risk	Staff Action
Injury from manual handling	Back injury, joint pain, muscles injury	H	Avoid lifting/carrying heavy weights Plan a sensible route before lifting Use mechanical aids Instruct and training in correct kinetic handling gloves to be worn, sensible shoes to be worn at all times.	Warden directed to HSE website for advice and tips <a href="http://www.hse.gov.uk/MSd/manualhandling.htm">http://www.hse.gov.uk/MSd/manualhandling.htm</a> <b>PPE equipment supplied by NMPC</b>
<b>Pesticides</b> <b>No pesticides</b> <b>Paint only</b>	Poisoning, burns, damaged clothing, damage to property	L	Ensure that at all time protective wear is used such as gloves and mask. Sensible clothing is worn Only use approved pesticides which contain an approval number. Follow the instructions on the label carefully and accurately Up to date training provided Ensure adequate hazard warning signs are in place when appropriate. Should you feel ill after using a pesticide, contact a doctor immediately and make a note of the product, approval number and active ingredient to give to your doctor. If possible retain the container Any such incidents or concerns should be reported to the Clerk	<b>PPE equipment supplied by NMPC</b>

## Risk assessment for Parish Warden for the period 1 April 2019 to 31 March 2020

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Operating hand tools	Personal injury	L	<p>Monitor that adequate working distances are maintained</p> <p>All tools must be in good condition and used safely. Any issues or concerns report to the Clerk immediately</p> <p>Place hazard warning signs for the public when necessary</p> <p>Plan work at off peak times</p>	
<p>Dog</p> <p>Faeces/hazardous waste</p> <p>Used Needles</p> <p>Litter and glass</p>	<p>Infection, Toxicariasis</p> <p>Needle stick injury</p> <p>Blood borne viruses (HIV, Hepatitis B)</p> <p>Minor injuries, cuts / abrasions</p>	M	<p>Inspection of the area and remove faeces</p> <p>Inspection of the area and litter pick (identify measures for preventing needle stick injuries)</p> <p>Inspection of the area and litter pick as required</p>	<p>Gloves to be worn at all times.</p> <p>Warden to liaise with Borough Council to ensure safe and prompt removal of all hazardous materials. Clerk to be advised immediately if there are any situations that require escalation.</p> <p>PPE equipment supplied by NMPC</p>

Risk assessment for Parish Warden for the period 1 April 2019 to 31 March 2020

Reviewed and adopted on: \_\_\_\_\_ Minuted: \_\_\_\_\_

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

Signed by the Warden \_\_\_\_\_ ...../...../.....

Signed By Chair Personnel Committee \_\_\_\_\_ ...../...../.....

# Full Council Action List

December 2019

<b>Actions from Most Recent Meeting (To Be Discussed)</b>		<b>Comment</b>
Verges – DBC/HCC ownership to be advised to working group		JM
Sign for memorial notifying resident of imminent works		AB
CCTV Upgrade costings		JM (Borough)
The Denes Signage (CCTV /Fly Tipping etc)		JM (Borough)
Enforcement issues relating to the Former Methodist Church site (tidiness. Security)		JM (Borough)
Costed plan from Sunnyside to be obtained		SR
Facebook page to be set up		ML/JM
<b>Awaiting Further Updates (ONGOING to Be Discussed)</b>		
Defibrillator		JM (Denes working Grp
Noticeboard		(Denes W/G & Clerk)
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
<b>Clerk Actions from Most Recent Meeting (Information Only)</b>		
Updated questions to C/Cllr Howard re Chambersbury Lane (price per m/area)		
Refer to C/Cllr Howard re yellow lines @ Red Lion Lane (by traffic island only)		
Investigate BT 'adopt a phone box' scheme		
Clerk to investigate 'procurement' process		
Clerk to request informal advice from highways re parking against a fence (Red Lion Lane example)		
Aquiva chase for responses from last meeting action list		
Obtain quotes for lanyards		
Obtain examples of Parish noticeboards and prices.		
Advise wreath donors re works		
Ask warden to move wreaths (after Christmas)		
Noticeboard, arrange safe removal		
Arrange signing of Warden contract and RA		
Clerk to arrange DMC rota for 2020		
Update adopted policies and load to website		
Banking/pension return		
Minutes and updated appendices to website & distribution group.		
Meeting Schedule for 2020 (book hall)		
<b>Long Term Actions No Immediate Resolution (Reminders)</b>		
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)