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Clerk Report September 2022

Hybrid Meetings

Nash Mills Village Hall Assoc are investigating WIFI availability in the hall. Under legislation we are permitted to offer 'hybrid meetings' to enable the public to attend remotely. Council could perhaps investigate this option and whether it improves accessibility/increased public participation should the Wi-Fi be installed.

Please note Cllrs are only deemed 'present' if they are there in person and can only vote or comment if they attend in person.

Verges Phase 2

Email sent. Aug 2022 B/C Cllr has chased. Awaiting update.

Lease

Report from solicitor circulated and waiting for AH response to queries.

Noticeboard

Noticeboard delivered 23/8 and HCC notified. Waiting for HCC to confirm installation dates (and cycle racks installation)

CCTV Visit

Still outstanding. Head of dept has agreed to visits for remaining Cllrs and Clerk-waiting for them to confirm available dates.

Green Grant

Site meeting with Open Spaces lead booked Sept 2022. (Will report on this in October meeting)

The Denes Works

Waiting for DBC Officer to respond as he has been on leave. (updated 5/9 meeting on site being booked)

Jubilee Tree

Plaque now in place

Christmas lights

Stage 2 of licensing and infrastructure checks now submitted to HCC.

Quality Council Award

Application now submitted, awaiting assessment.

Towpath Funding request-HCC

Advised HCC our agreed contribution. HCC now awaiting updated figures, so project temporarily delayed. Will wait for update.

Councillor Safety

Clerk attended meeting with 2 DBC Officers to discuss recent events. Safeguarding measures now in place.

Action List Updates

- Debit card applied for Aug 22
- Signatory on NWB account submitted Aug 2022. Resubmitted Sept 2022.

Warden Updates

- Defib batteries changed
- The Denes bins content and litter after Wardens leave!



Training Attended/Attending

Aug 2022

- Clerk attended VAT training
- Clerk attended GDPR training

Attending

- virtual **Finance Summit**, *sponsored by Rialtas Business Solutions* on **Wednesday 7 September** from **9:45am - 4:15pm**

Correspondence received (please note that this may not include all items)

- Complaint received regarding proposed parking restrictions at the Denes. Concerns re parking for residents in the flats at The Denes and the flats on the corner of The Denes/Fairacre.
- Complaint received re parking on corner and double yellow lines in Mill Close. Signposted to police 101 and DBC parking enforcement.
- NMPC approached by the Hertfordshire Climate Change & Sustainability Partnership to see if we would like to register for volunteers. Will consider one we know scope of works involved in our rewilding project.
- Complaint received regarding an 'offensive' banner on the canal near to the pathway through to Calzone-police informed and banner removed.
- Complaint received re fire hazard and potential dog fouling of long grass at Georgewood Road/Barnacres. DBC informed
- Complaint re social services and elderly resident. Signposted to C/Cllr and also to Age UK/ Social care complaint services at HCC.
- Complaint re traffic lights issue at Red Lion Lane/Bunkers roadworks. C/Cllr & HCC informed.
- Complaint re HCC TRO diversion route. C/Cllr and HCC informed.
- Query re land to rent in parish for children's football lessons. Directed to Abbots Hill school.
- Email received re gate at Lower Bunkers Park/damage to fence and map lectern. Forwarded.
- Suggestion received re 'reflection pool' at the Memorial Garden. Not NMPC land, resident advised that it will be forwarded to DBC Cllr.

Nikki Bugden 5/9/2022

Inventory of Personal Data Captured, Stored and Processed by Nash Mills Parish Council

Note for Users: Don't just copy it; think about each box and what is factually correct in your council These schedules are indicative of council activity. If your Council carries out activities not listed you will need to add those activities and consider the same headings for each activity.

1. What Personal Data Do We Hold?			2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data
To whom does it relate?	What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed.	Have we got a contract or privacy notice relating to the data subject?	If we have a contract with the data subject, does it demonstrate all necessary consents?	With whom do we share this data? LIST THEM ALL
Staff								
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank; Payroll company
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; payroll company; Pension Fund Managers; HM
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	
	Performance Plans	Yes	HR	Employment	No	Yes	Yes	
Councillors								
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge
Contractors /Suppliers where we hold personal data of a natural person (not the data of a limited company or of another council)								
	Contact details	No	Business	Contact	No	Contract	Yes	External Professional Advisers
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers
	References	No	Business	Contact	No	Contract	Yes	External professional advisers
Residents								
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers
	General Correspondence from MOPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.
Community Organisations								
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No contract	Nobody without consent
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential
Planning								
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection or approval is a public document
Property								
	Lease for Play Park	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registryprofessional advisers when re ne
General Contacts								
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	nobody without consent
	Parish Magazine Contributors/advertisers	yes	Business	Contact/Business	no	Privacy Notice	n/a	Consent authority from held

Council Profile	Small Parish Council
	Councillor 8
	Staff 1 Clerk Part time 1p/t warden
	Electorate 2000
	Precept 2022/23 £30000
	1 Play Park (leased)

Inventory assembled on 15/08/2022 and to be reviewed post elections June 2023

5. Our internal processes					6. Action Needed
Who is responsible for keeping this data?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	Monthly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	Yearly	Duration of Employment plus 6 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	As required	duration of employment	Filing cabinet	lock and key	
Clerk	As required	duration of employment	Filing cabinet	lock and key	
Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	At Election	Term of Office plus 4 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	When Appointed	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	Clerk must compile a List of ALL of the contracts which involve our holding any 'personal data'
Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 Year	Laptop/filing Cabinet	None required	
Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	2 years	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 year	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 year	Laptop/filing Cabinet	None required	
Clerk	Annually	Indefinitely	Laptop/filing Cabinet	Password/ Lock & key	
Clerk	On raising	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	
Clerk (1 Cllr has access too)*	Annually (diary note for Sept)	See document Retention Policy	Laptop/filing Cabinet	Password/ Lock & key	NB consent forms held electronically under Parish Magazine folder and sole Cllr with access to inform.

Willows Residents' Association NMPC Grant Application 2022 (v1.1	
) redacted _____	2
2011 06 11 Constitution _____	5
Income and Expenditure Sept 21 - Aug 22.xlsx _____	13
WRA Natwest Bank Statement (Redacted) _____	14

NASH MILLS PARISH COUNCIL GRANT & DONATION APPLICATION FORM

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

APPLICANT'S DETAILS
Name of Applicant Organisation i.e. who are you applying on behalf of? Willows Residents' Association
Who will be our main contact for correspondence about this application? REDACTED
Address for all correspondence REDACTED
Email address treasurer@willowsra.org
Can we contact you by telephone? Yes
What authority do you have to submit this application? For example, has the application been authorised by committee decision? If so, what committee and when? (For your own protection it is important that you are properly authorised).
This was discussed in the February 2022 Committee meeting and approved in that meeting
What type of organisation would you describe the Applicant as? Residents' Association
Approximately how long has the Organisation been in existence? 11 Years
Are you a Registered Charity? YES / NO (If YES, state your Charity No) No
Are you affiliated to a Governing Body? YES / NO No
Which one(s)?

2 DETAILS OF YOUR APPLICATION

Please give a concise but detailed description

USAGE
Approximately how many people are currently regular, active participants in your Organisation? 54 Households are current members for this year
How many of them are resident in the Parish of Nash Mills? All

FUNDING
<p>How much are you applying for?</p> <p>£200</p>
<p>What other grants have you applied for or obtained recently</p> <p>Noticeboard part-funding from Dacorum Borough Council on 6th August 2021- £750 (Total costs circa £1,000)</p> <p>Temporary canal fence repair funding from NMPC on 14th May 2021 - £300 (Total costs circa £350)</p>
<p>Have you applied elsewhere for equivalent funding (if so please can you advise us of the outcome?)</p> <p>Just Giving Donations for canal fence side improvements on 24th August 2021 - £264.02</p>
<p>Is this part funding of a bigger project? if so please give further details.</p> <p>Note: The NoticeBoard, Fence Repairs and improvements are now complete.</p> <p>The funding of £200 from NMPC will go towards events that will benefit local residents and the wider community.</p> <p>The two projects we would like the NMPC funding to support are:</p> <ul style="list-style-type: none"> - Children / Young Children inclusivity activities - Clean and Tidy events <p>The money collected by Willows RA goes to support the admin and running of the Residents' Association. This includes the payment for the insurance and the printing and distribution of newsletters and updates to residents.</p> <ul style="list-style-type: none"> - Children / Young Children inclusivity activities <p>This includes a subsidised Easter Egg Hunt and families who wish to participate in Halloween. This has become a very popular event and we provide free treats to children who visit. The aim of these events are to include families in activities (especially those with younger children) in a safe environment.</p> <ul style="list-style-type: none"> - Clean and Tidy events <p>WillowsRA will continues to tidy, clean and look after the green spaces next to the canal by trimming back the brambles, removing ivy from the trees and ensure a safe space for children to walk and play. This requires hiring equipment to chop back the brambles and also the bindweed that is covering the new Willow Trees planted. This, we hope, supports the Borough Council in the green spaces around the area.</p> <p>The cost to undertake all these events, activities and the associated administration (including the insurance) now exceeds £500 every year and the funding from NMPC goes some way to cover our ever-increasing costs to allow us to be a central point of communication, activities and events in the community.</p>

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

- Constitution - attached
- Latest Annual Accounts and Balance Sheet - attached
- Bank Statement - attached

DATE 31ST August 2022

Please return this form to

Nikki Bugden Clerk@nashmillsparishcouncil.gov.uk

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

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

GENERAL INFORMATION

- The group shall represent the interests of all its members by agreeing in advance its aims and rules.
- The constitution covers the aims of the group, who is eligible to become a member, how it will be run, how decisions will be taken, and how changes may be made at a later date to meet future needs.
- The constitution is a binding agreement.

THE CONSTITUTION

1. Name and Area of Group

The name of the group shall be: WILLOWS Residents Association

.....

The area covered by the group shall be: Bittern Close, Heron Close, Kingfisher Drive, Swan Mead, Teal Way, The Mallards

.....

2. Aims

The aims of the group are:

- to be a non-party political group.
- to promote equal opportunities within the community and recognise the diversity of citizens living in the area.
- to encourage a sense of community by protecting and promoting the community as a pleasant and safe place to live.
- to represent all residents in the area covered by the group.

- to represent the members of the residents association with respect to issues arising in the wider local area which may impact the group. e.g. local schools, transport, public services.
- to ensure that all members are consulted regularly, and that all residents are encouraged to join.

3. Equal Opportunities

The group shall not discriminate on the grounds of gender, race, colour, sexual preference, religious belief, political belief, marital status, disability or age.

4. Membership

Membership of the group shall be open to all households (defined as a single postal address) in the area detailed in Para 1.

Available membership categories shall be as follows:

Type	Subscription	Voting Rights*
Full	£2	Yes
Associate - Automatic for all households not taking full membership	None	No

* Voting rights are the only differential between membership categories.

Members should at all times conduct themselves in a reasonable manner at meetings or in premises used by the group. Any member may be excluded for breach of this condition, or for any other conduct contravening the stated aims, by a majority of those present and voting at any Committee or General Meeting. Any member so excluded shall have a right of appeal to the following General Meeting.

5. Subscriptions

An annual subscription of £2 shall entitle a household to full membership of the association. This shall be recorded on a membership card provided by the Association.

Any changes to subscription rates shall be agreed at a *General Meeting*.

Any subscription or other monies raised by or on behalf of the Association shall only be used for the purposes determined within the aims/objectives of the Association.

6. Public Liability Insurance

Shall be purchased yearly

Comment [j1]: Under review by Graham.

7. Conduct of Business

A Committee elected at each Annual General Meeting by group members shall carry out the business of the group.

- Persons elected shall be a Chairperson, Secretary, Treasurer and a minimum of four committee Members.
- No officer shall hold office for more than three consecutive years unless no other residents put themselves forward for election. In the event of the re-election of officers who have held office for more than three years, the members may, at an Annual General Meeting, agree to extend the term of an elected officer for a further 12 months.
- Only one officer may be elected per household.
- The election or removal of officers or members may only be carried out at a General Meeting.

8. Committee Meetings

The Committee shall meet at least bi-monthly, with meetings being open to any member wishing to attend who may speak but not vote.

A schedule for committee meetings shall be announced yearly at the Annual General Meeting. Members wishing to attend a meeting shall notify the Secretary in writing at least 14 days prior to the meeting so that suitable premises can be arranged.

9. General Meetings

General Meetings shall be open to all members to speak and vote and shall be held at least annually. The decisions of the General Meetings shall be recorded and carried out by the elected officers. All members shall be given not less than 14 days notice of any General Meeting.

Special General Meetings shall be called by the Secretary at the request of a majority of the Committee or on receipt of a written petition by not less than 15 members of the group giving reasons for their request. This meeting shall take place within 30 days of the request and not less than 7 days notice shall be given to members.

The Committee shall call the Annual General Meeting (AGM) on or as close as practicable to the anniversary of the forming of the group.

All members shall be given not less than 28 days notice of the intended AGM.

At the Annual General Meeting:

- The Chairperson shall report on the group activities over the past year.
- The Treasurer shall outline the group spending for that year.
- The audited accounts of the group for the previous year shall be presented having been checked by a person not eligible for membership.
- The Officers and Committee for the next year shall be elected.

At any General Meeting

- Any resolution for changes to the constitution submitted to the Secretary in writing not less than 30 days in advance of the meeting shall be voted upon.

10. Quorum

The number of officers required for any Committee Meeting to go ahead shall be one-third of its elected membership or 4 members whichever is the greater.

The quorum for General Meetings shall be one-third of the membership or 15 members whichever is the less.

11. Voting

Each subscription paying household shall have one vote on any resolution put before the AGM or Special Meeting.

Only members present at the meeting may vote.

If there is a tie then the Chair will have an extra casting vote.

12. Minutes

All meetings shall be minuted and the minutes formally approved. Committee meeting minutes shall be approved at the subsequent committee meeting. Annual General Meeting minutes shall be approved at the subsequent Annual General Meeting. Special general meeting minutes shall be approved at the next committee meeting.

Voting that takes place at all meetings shall be counted and recorded in the minutes.

All minutes shall be available for inspection by members of the group.

13. Quarterly News Letter

The committee shall publish a quarterly news letter to keep members informed of activities.

14. Duties of Officers

Any member delegated to represent the group in consultation with any other body shall act on the instructions of the group and report back to the following Committee or General Meeting, whichever is the sooner.

The Chairperson:

- shall guide the Association to achieve its aims.
- shall conduct the meetings of the group.

The Treasurer:

- shall open and maintain a bank account in the name of the group.
- shall keep proper accounts of income and expenditure and shall report on them as required by the Committee or General Meetings.
- the Treasurer and one other Committee members nominated by the Committee shall have financial authority.
- accounts shall be made available for inspection by the members at the Annual General Meeting.

The Secretary:

- shall be responsible for arranging all meetings and giving the required notice to members.
- shall ensure minutes are kept of all meetings and give any such details as may be required by the Committee or General Meetings.
- shall maintain a register of members of the group.

15. Alterations to the Constitution

Changes to this constitution shall only be as a result of a vote taken in

response to a resolution tabled in the correct manner at a *General Meeting* (see Para 9).

16. Dissolution of the group

The Association may be dissolved at any time with a two-thirds majority vote at a *General Meeting*.

At least 14 days notice must be given to all those eligible members to exercise voting rights if a proposal is made to dissolve the group.

At the meeting it shall be decided how the assets, financial and otherwise, remaining when the group has satisfied its liabilities, shall be used to benefit the community.

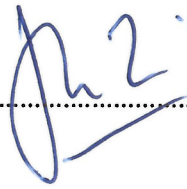
This **CONSTITUTION** was adopted by

.....Willows Residents Association.....

at a Public Meeting held at

.....Nash Mills Parish Hall.....

Signed.....



.....John Quill.....

.....**Chairperson**.....

Date.....

.....June 11, 2011.....

Willow's Residents' Association Income and Expenditure Sept 2021 - Aug 2022

	Income	Expenditure	Totals	Comments
INCOME	Bank Balance on 6th Aug 2021		£1,514.96	incl. DBC from £750 + £300 from NMPC
	Membership Fees		5	Mr. Gollar via bank
	Total income		£1,519.96	
EXPENSES				
	Event Expenses	Fence/notice board	£957.59	Jennifer via bank
		payments to Paypal	55.98	
		payments to Paypal	22	
		AGM / Party	99.99	Jennifer (speakers + mic)
	Total Events Expenses		£1,135.56	
	Other Expenses	Newsletter & Publicity	£0.00	
		Administration	£0.00	
		PL Insurance	£114.00	Muriel via bank
		Bank Charges	£0.00	
	Total other expenses		£114.00	
TOTAL EXPENSES			-£1,249.56	
	Total Income for period		£1,519.96	
	Total expenses for period		-£1,249.56	
BALANCE	Balance @ Bank		£270.40	

Willows RA NatWest Current Account Statement (Redacted)

Your transactions

Showing: 29-Apr-2021 to 28-Apr-2022, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
19 Apr 2022	CDM	000015 16APR601033	£5.00	-	£484.39
18 Oct 2021	CHQ	000031	-	£957.59	£479.39
14 Sep 2021	D/D	PAYPAL PAYMENT , 54DJ2226AFMC4	-	£55.98	£1,436.98
14 Sep 2021	D/D	PAYPAL PAYMENT , 54DJ2226AFMC4	-	£22.00	£1,492.96
6 Aug 2021	BAC	DACORUM BC	£750.00	-	£1,514.96
14 May 2021	BAC	NASH MILLS PARISH , GRANT 21010ACM , FP 13/05/21 1943 , 6000000000755922385	£300.00	-	£764.96

Your transactions

Showing: 29-Apr-2022 to 28-Aug-2022, All Transactions

Date	Type	Description	Paid in	Paid out	Balance
10 Aug 2022	CHQ	000032	-	£99.99	£384.40
10 Aug 2022	CHQ	000033	-	£114.00	£270.40

Nash Mills Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Nash Mills Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Nash Mills Parish Council on application to:</p> <p>(a) <u>CLERK</u> <u>NMPC</u> <u>Po Box 1602</u> <u>Nether Hempstead HP1 9ST.</u></p> <p>(b) <u>Tues 9-5</u> <u>Thurs 9-5</u></p> <p>3. Copies will be provided to any person on payment of <u>10p per sheet</u> (c) for each copy of the Annual Governance & Accountability Return. <u>+ plus postage</u></p> <p>Announcement made by: (d) <u>N. Bigden acem</u></p> <p>Date of announcement: (e) <u>1/8/22</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Nash Mills Parish Council – HT0074

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

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 2021/22

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 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

27/07/2022

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



NASH MILLS
P A R I S H C O U N C I L

Internal Controls Review V6

Last Adopted	Nov 2021
Review	
Agenda Reference	

Introduction

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

<http://www.legislation.gov.uk/ukxi/2015/234/contents/made>

Proper Practices are defined within The Practitioners Guide [file \(nalc.gov.uk\)](http://file.nalc.gov.uk)

Adequate and Effective Systems, Review of Effectiveness

The review is informed by the work of:

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

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

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

The Effectiveness of the System of Internal Control

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

Appointment of Clerk and Responsible Financial Officer

Adoption of Code of Conduct for Members and employees

Standing Orders and Financial Regulations

Adoption of Financial and Management risk assessment

Asset Register and annual review of accuracy.

Six Monthly review of effectiveness of internal controls (June/December annually)

Six Monthly review of the effectiveness of the internal auditor (May/December annually).

Review of internal audit arrangements and implementation of any recommendations.

Review of the audit plan calendar (appendix 1)

Terms of Reference for the Internal Auditor (appendix 4)

Safe and efficient arrangements to safeguard public money

Regular scrutiny of financial records and proper arrangements for the approval of expenditure

Procedures in place to ensure that direct debits and standing orders are approved by Council.

Adherence to the internal financial control systems detailed in the financial regulations and the attached appendix (appendix 2)

Scrutiny of calculations provided by payroll provider

Regular employer returns to HM Revenue and Customs

Completion of quarterly vat return and the RFO ensuring they are up to date in matters of VAT and other taxation issues as necessary

Regular budget monitoring statements provided to council

Preparation and dissemination of regular financial reports comparing actual expenditure against forecasts

Regular review of such reports by officers, and by members in Committee and Council.

Procedures for dealing with and monitoring the Council's Grants scheme.

Minutes properly numbered with a master copy kept in safekeeping.

Procedures for document receipt, circulation, response, handling and filing
Procedures in place for recording and monitoring Members' Interests and Gifts and Hospitality received.

Sector qualified Clerk (CiLCA)

Training and continuing professional development of the clerk and members budgeted for.

Scope and Responsibility

Nash Mills Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently, and effectively. In discharging this overall responsibility, Nash Mills Parish Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

Purpose of the Systems of Internal Control

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

Supporting Documents

Appendix 1 Audit Plan Calendar

Appendix 2 Payment & Financial Controls Summary

Appendix 3 Review of the Effectiveness of the Internal Auditor

(Available on request)

Financial Regulations

Financial and Management Risk Assessment.

JPAG [file \(nalc.gov.uk\)](http://nalc.gov.uk)

Appendix 1

Audit Plan Calendar

Audit Plan agreed Aug 2022 – please note this forms part of our internal controls process.

Action	Proposed Month
Council to approve terms of reference for Internal Auditor.	January
Council to Appoint internal auditor.	January
Council to review financial and management risk assessment.	January/May or June
Council to complete annual return.	April/May
Internal Auditor to receive all accounts for the year end.	May/June
Council to review any issues raised by auditor.	May-July
Council to review that audit has been carried out in line with recommended practise (ethically and with integrity and objectivity).	May-July
Council to send annual return to external auditor.	May-June
Electors able to exercise their rights.	June/July
Council to review effectiveness of internal control.	June/Dec
Councillors to receive report from external auditors.	Sept
Council to review financial systems and control.	December/May
Council to source alternative quotes for new IA	Intermittently due for financial year 2023/24
Council to review audit plan.	December
Council to review effectiveness of Internal auditor and audit.	Nov/May
Council to review Financial Regulations.	December/June

Please note that the dates may be altered depending on agenda space

Appendix 2

Payment & Financial Controls Summary

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

Appendix 3 Review of Effectiveness of Internal Audit and Auditor (last reviewed July 2021) Meeting the standards		
Expected Standard	Evidence of Achievement	Is this standard achieved/needs
Scope of internal audit	<p>Scope of audit work takes into account risk management processes and wider internal control.</p> <p>Terms of reference and financial regulations define responsibilities in relation to preventing fraud.</p> <p>NMPC appointed Phillip Roden @ Etaerio for 2021/22 audit Minute ref 21/014/FPC</p>	<p>Need to approve auditor for year end 2022-23 later in 2022</p> <p>On October Agenda</p>
Independence	<p>Internal Auditor has direct access to RFO.</p> <p>Reports are made in own name to management.</p> <p>Auditor does not have any other role within the council.</p>	yes
Competence	<p>No evidence that internal work has not been carried out ethically, with integrity and objectivity.</p> <p>Internal auditor familiar with governance processes and accounting regulations for parish councils</p> <p>Qualification: ICAEW</p>	<p>Yes (previous experience on DBC audit panel when it was all audited by DBC before it was disbanded).</p> <p>Has been NMPC auditor for a number of years.</p>
Relationships	<p>Clerk/RFO and councillors are consulted on the internal audit plan and on the scope of each audit.</p> <p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of council members are understood, and training carried out as necessary.</p>	<p>Yes, during review of internal control audit plan is discussed.</p> <p>Clerk and the majority of Cllrs have attended training.</p>

Audit Planning and reporting	<p>The audit is a feature of a wider plan with regards to internal control. Policy and procedural reviews and</p> <p>Monthly reports and strong internal control procedures embed this approach within NMPC.</p>	<p>An annual audit plan is now in place (agreed with internal control policy at December meeting)</p> <p>The review of Internal control is now in place every 6 months.</p> <p>A rolling programme of policy, procedural and risk assessment reviews is being undertaken to ensure that the policies and procedures adopted are compliant and current.</p>
Characteristics of Effectiveness		
Expected Standard	Evidence of Achievement	Is this standard achieved/needs
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.	<p>Yes. Copy of report with the recommendations to be circulated once received and council to be updated in full prior to next audit being instructed.</p> <p>Circulated regularly. Last circulation post audit May 2022</p>
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.	Rigorous systems have now been implemented in, line with auditors' recommendations. Parish specific accounting package purchased April 2020. Clerk has circulated report detailing steps taken or to be taken following audit May 2022. No additional actions arising from external auditor's report. Aug 2022

Appendix 4

Terms of Reference for Internal Auditor (Etaerio)

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

NMPC engages with Etaerio for the purposes of an internal audit service which is reviewed on an annual basis.

Roles and Responsibilities

Etaerio will conduct the internal audit work for your council in relation to the 2021 Annual return and such subsequent annual returns as required by the council.

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

'Governance and Accountability for Local Councils- A Practitioners' Guide (England)'

The Accounts and Audit (England) Regulations 2015 (as amended)

Such other guidance and best practise that may be prevailing from time to time.

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

Audit Planning

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

Reporting

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

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

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

Independence and Correspondence

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

Access to information and Officers.

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

Remuneration

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



NASH MILLS

PARISH COUNCIL

Review of Effectiveness of Internal Audit and Auditor v6

Last reviewed & adopted	November 2021
Agenda Reference	21/164/FPC
Review Date	Sept 22

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
Scope of internal audit	<p>Scope of audit work considers risk management processes and wider internal control.</p> <p>Terms of reference and financial regulations define responsibilities in relation to preventing fraud.</p> <p>NMPC appointed Phillip Roden @ Etaerio for 2021/22 audit Minute ref 21/014/FPC</p>	Need to approve auditor for 2022/23 later in 2022
Independence	<p>Internal Auditor has direct access to RFO.</p> <p>Reports are made in own name to management.</p> <p>Auditor does not have any other role within the council.</p>	yes
Competence	<p>No evidence that internal work has not been carried out ethically, with integrity and objectivity.</p> <p>Internal auditor familiar with governance processes and accounting regulations for parish councils</p> <p>Qualification: ICAEW</p>	<p>Yes (previous experience on DBC audit panel when it was all audited by DBC before it was disbanded).</p> <p>Has been NMPC auditor for a number of years.</p>

Relationships	<p>Clerk/RFO and councillors are consulted on the internal audit plan and on the scope of each audit.</p> <p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of council members are understood, and training carried out as necessary.</p>	<p>Yes, during review of internal control audit plan is discussed.</p> <p>Clerk and the majority of Cllrs have attended training</p>
Audit Planning and reporting	<p>The audit is a feature of a wider plan with regards to internal control. Policy and procedural reviews and</p> <p>Monthly reports and strong internal control procedures embed this approach within NMPC.</p>	<p>An annual audit plan is now in place</p> <p>The review of Internal control is now in place every 6 months, a rolling programme of policy, procedural and risk assessment reviews is being undertaken to ensure that the policies and procedures adopted are compliant and current.</p>

Characteristics of Effectiveness		
Expected Standard	Evidence of Achievement	Is this standard achieved/needs
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 report with the recommendations to be circulated once received and council to be updated in full prior to next audit being instructed. Circulated regularly. Last circulation post audit May 2022
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	<p>Adequate resource is made available for internal audit to complete its work.</p> <p>Internal auditor understands the body and the legal and corporate framework in which it operates.</p>	<p>Rigorous systems have now been implemented in line with auditors' recommendations. Parish specific accounting package purchased April 2020.</p> <p>Clerk has circulated report detailing steps taken or to be taken following audit May 2022</p> <p>External Auditor report circulated Sept 2022</p>

Clerk Report to Council – Internal Auditor Recommendations.

	Control Area	Recommendation(s)	Clerk Comments for Council
1	Proper bookkeeping.	None.	
2	Standing Orders and Financial Regulations adopted and applied; and payments controls.	<p>Appreciating that it appears to be difficult for DBC to provide compliant VAT invoices re garage hire (e.g., a VAT invoice to cover a whole year at a time), I recommend that a request is made to DBC for a compliant VAT invoice, so that at least the council will have the request on file. Post internal audit note: I understand from the clerk that she has e-mails on file about this and VAT receipts for part of the year until DBC stopped providing these as confirmed by DBC e-mail.</p> <p>Authorisation on documents supporting payments is evidence by means of a grid stamp for three sets of initials. In the payments sample tested, two sets of payroll documents only had two sets of initials. I recommend that going forward, the three sets of initials are obtained as per the financial regulations to evidence these checks.</p>	<p>This was supplied to the auditor as I had it on file already.</p> <p>The face sheets detailing the full transactions and amounts had 3 signatures but it was the supplementary admin forms that I supply that had not been initialled.</p>
3	Risk management arrangements.	In the early part of the year, per the minutes, some minutes were not signed at the following meeting. Noting that the following meeting minutes did note the approval of the minutes, I recommend that going forward, the council takes note of s41 of the Local Government Act 1972. Post internal audit note: the clerk has responded that this was due to Covid, and her understanding was that this was OK as long as they were signed asap after in particular given a clinically vulnerable family member.	I do not feel that this point should have been included as this was during Covid 19 restrictions and the minutes were signed at the earliest, safe opportunity.
4	Budgetary controls.	None.	
5	Income controls.	None.	
6	Petty cash procedures.	Not applicable.	

7	Payroll controls.	<p>Noting that the numbers have been corrected on the AGAR, the internal audit identified two posting errors resulting in a small overstatement in 'Box 4 Staff Costs' (& a corresponding understatement of Box 6). To provide an easier audit trail, and to reduce the chance of error, I recommend that as the existing approach is generally to base postings to account code 4000 on 'Rialtas' around 'net pay' figures', the full net pay figure is posted as the debit entry, and any amount that does not qualify for inclusion in Box 4 is then deducted by means of a credit entry to account code 4000 - this is the process that was used at the start of the year.</p> <p>The internal audit identified that, although this is a very small amount, back pay paid relating to the NJC pay award for 2021/22 to the clerk in Mar-22 did not include an amount in relation to the 'inner fringe' increase. I recommend that back pay includes increases to the inner fringe allowance where applicable.</p> <p>Salaries are calculated based on NJC payscales, and per the clerk's contract "calculated by pro-rata reference to the standard full-time working week for local government staff of 37 hours." The calculation methodology used applies the NALC-converted hourly rates which gives very similar results. I recommend that the council considers whether the simpler method, pro-rating the annual NJC figures (and dividing by 12 to give the monthly salary) would be useful, e.g., to use as a check on the more complex calculation.</p>	<p>There were 2 entries totalling £31 that were mis posted under staff costs rather than working from home/mileage allowances. These were corrected prior to the AGAR being submitted and the accounting software adjusted to reflect this. Method suggested by Auditor effective from 1/4/2022.</p> <p>Noted.</p> <p>Noted.</p>
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Clerk Report to Council – Internal Auditor Recommendations.

8	Assets controls.	<p>There are a small number of instances in the asset register where the acquisition date is not included. I recommend that going forward, the acquisition date, or a note in this column in relation to this is included for all additions.</p> <p>The internal audit identified one addition to the asset register where the delivery cost was not included in the asset register value. Noting that this instance has been updated for the purposes of the AGAR, I recommend that delivery costs are included going forward on the basis that they are a "cost of acquisition".</p>	<p>This was noted and updated. (£10 adjustment) although I disputed the inclusion.</p>
9	Bank reconciliation.	<p>I recommend that the figures in bank reconciliation provided to the external auditors are not rounded (i.e., that they include pence).</p> <p>Not all bank reconciliations on file were signed by the preparer (RFO). I recommend that it is good practice for the bank reconciliation to be signed by the preparer prior to review and sign off.</p>	<p>Noted.</p> <p>Noted.</p>
10	Year-end procedures.	<p>The internal audit identified that the prior year box 9 ("assets") figure on the 2022 draft AGAR had not been updated to the 2021 figure. Noting that this has now been updated, I recommend that this is noted for future reference.</p>	<p>Noted- this was an oversight in the draft document.</p>
11	Exempt Authority	Not applicable.	
12	Transparency Code	Not applicable.	
13	Public Rights	None.	
14	AGAR Publication Requirements	None.	
15	Basic IT controls.	None.	

Nash Mills Parish Council
FINANCIAL SCHEDULE

Aug-22

Aug-22 Payee	Method	Description	code	Amount		Vat		Amount	Minutes ref	Inv No
SALARIES/HMRC/PENSION	SO	Aug Salaries, HMRC,Pension	Various	£	2,551.39	£		2,551.39		
Vodaphone	DD	Clerk's Mobile	4060	£	17.24	£	3.45	20.69		B2-524062348
NMVHA	SO	Hall Hire	4165	£	-	£		-		
DBC	DD	Garage Rental	4175	£	52.60	£	10.52	63.12		
Paybureau	SO	Monthly Wages Fee	4050	£	18.60	£	3.72	22.32		nm0822

Payments above Paid under delegated powers

£ 2,639.83 £ 17.69 £ 2,657.52

agrrred annually (dd pyts) and all to eb ratified in Sept meeting.

NIKKI NOTES

PAY HMRC	Date	Chairman	
PAY PENSION		Second signatory	
VAT RECEIPT GARAGE		RFO	
Change Dave DD			
Change NW DD			

Nash Mills Parish Council

Sep-22

FINANCIAL SCHEDULE

Sep-22

Payee	Method	Description	code	Amount	Vat	Amount	Minutes ref	Inv No
SALARIES/HMRC/PENSION	SO	Sept Salaries, HMRC,Pension	Various	£ 2,354.62	£	2,354.62		
Vodafone	DD	Clerk's Mobile	4060	£ 16.06	£ 3.21	£ 19.27		529327798
NMVHA	SO	Hall Hire	4165	£ 30.00	0	£ 30.00		
DBC	DD	Garage Rental	4175	£ 52.60	£ 10.52	£ 63.12		
Paybureau	SO	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£ 22.32		nm 0922
SLCC	online	Vat Training*	4140	£ 30.00	£ 6.00	£ 36.00		bk206924-1
SLCC	online	Finance Summit*	4140	£ 45.00	£ 9.00	£ 54.00		bk207384-1
SLCC	online	GDPR Training*	4140	£ 30.00	£ 6.00	£ 36.00		bk206923-2
Clerk expenses	online	Defib batteries	4162	£ 22.48	£ 4.50	£ 26.98		1.55915E+18
PKF	online	External Audit	4105	£ 300.00	£ 60.00	£ 360.00		sb20220252
Lamps & tubes	online	Christmas lights pre inspection	4305	£ 250.00	£ 50.00	£ 300.00	20/104/FPC	inv70759
Lamps & tubes	online	Christmas lights year 3	4305	£ 493.68	£ 98.74	£ 592.42	20/104/FPC	
Parish noticeboard Co	online	final 50% supply	4160 emr 332/3330)	£ 932.50	£ 186.50	£ 1,119.00	22/035/FPC	9973 50% on order 50% on delivery
				£ 4,575.54	£ 438.19	£ 5,013.73		

*TRAINING AGREED WITHIN BUDGET VIA EMAIL CHAIR/CHAIR PERSONNEL

NIKKI NOTES

PAY HMRC	Date	Chairman	
PAY PENSION		Second signatory	
VAT RECEIPT GARAGE		RFO	
Change Dave DD			
Change NW DD			

10:31

Detailed Receipts & Payments by Budget Heading 23/08/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	29,690	0	(29,690)			0.0%	
1077 Council Tax Grant	10,380	0	(10,380)			0.0%	
1090 Bank Interest	27	100	73			26.8%	
1100 Grants Received	3,000	0	(3,000)			0.0%	3,000
1110 CIL	784	0	(784)			0.0%	784
<u>200 Administration</u>							
4000 Staff Costs (Inc HMRC & Pensio	(12,279)	(29,900)	17,621		17,621	41.1%	
4002 WFH allowance & mileage	(187)	(432)	245		245	43.3%	
4050 Payroll Charges	(93)	(216)	123		123	43.1%	
4055 P.O.Box	0	(300)	300		300	0.0%	
4060 Communications/Mobile	(80)	(240)	160		160	33.1%	
4075 Office Supplies	(55)	(300)	245		245	18.3%	
4080 Subscriptions	(920)	(1,155)	235		235	79.6%	
4085 Insurance	(808)	(880)	72		72	91.8%	
4105 Audit Fees	0	(918)	918		918	0.0%	
4110 Website Maintenance	0	(150)	150		150	0.0%	
4115 Domain Hosting	0	(82)	82		82	0.0%	
4120 ICT/Licenses/IT Support	(129)	(532)	403		403	24.2%	
4130 Community Grants	0	(668)	668		668	0.0%	
4140 Conferences/Training Courses	(201)	(675)	474		474	29.8%	
4160 Misc (park and misc)	(1,298)	(400)	(898)		(898)	324.4%	1,198
4161 Park Repairs	0	(400)	400		400	0.0%	
4162 Sundry Expenditure	(460)	(100)	(360)		(360)	460.0%	460
4165 Hire Costs (Hall or Zoom)	(120)	(432)	312		312	27.8%	
4170 Tools/Covid Exp	(61)	(200)	139		139	30.7%	
4175 Garage Rent	(263)	(587)	324		324	44.8%	
<u>250 Parish Magazine</u>							
1150 Advertising (Income)	732	573	(159)			127.7%	
4065 Parish Magazine	(875)	(1,950)	1,075		1,075	44.9%	
4070 Delivery of Magazine	(120)	(360)	240		240	33.3%	
<u>300 Projects</u>							
4301 The Denes Project	(1,185)	0	(1,185)		(1,185)	0.0%	1,185
4305 Christmas Lights	0	(1,128)	1,128		1,128	0.0%	
<u>999 VAT Data</u>							
115 VAT on Receipts	813	0	(813)			0.0%	
515 VAT on Payments	(664)	0	(664)		(664)	0.0%	

Detailed Receipts & Payments by Budget Heading 23/08/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	45,426	673	(44,753)			6749.7%	
Payments	19,797	42,005	22,208	0	22,208	47.1%	
Net Receipts over Payments	25,628	(41,332)	(66,960)				
plus Transfer from EMR	2,843						
less Transfer to EMR	3,784						
Movement to/(from) Gen Reserve	24,687						

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 23 August 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

23/08/2022	Lloyds Current A/C	44,463.83
29/04/2022	';	60,868.15
08/07/2022	NatWest Current A/C	7,186.20
30/06/2022	Lloyds 32 Day	22,060.86
25/11/2021	Lloyds Holding Account	0.00

134,579.04

Other Cash & Bank Balances

0.00

Closing Balance

134,579.04

All Cash & Bank Accounts

1	Lloyds Current A/C	44,463.83
2	NatWest BR	60,868.15
3	NatWest Current A/C	7,186.20
4	Lloyds 32 Day	22,060.86
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	134,579.04



NASH MILLS
PARISH COUNCIL

Clerk Report External Auditor Provision

September 2022

Clerk Recommendation

That NMPC remains within the central procurement arrangement for External Audit provision.

Background

NMPC received notification from the Smaller Authorities' Audit Appointments (SAAA) that we can now choose to opt out of central procurement and choose our own external auditor for the next five years.

Opting Out appears to be onerous and also carries more risk therefore I can see no benefit to choosing this option.

Email Received 16/8/2022

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Nash Mills Parish Council,

*Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.*

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

*During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the*

*various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.***

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

*This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.*

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- *an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;*
- *the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).*
- *an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;*
- *an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;*
- *an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;*
- *any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.***

Nikki Bugden

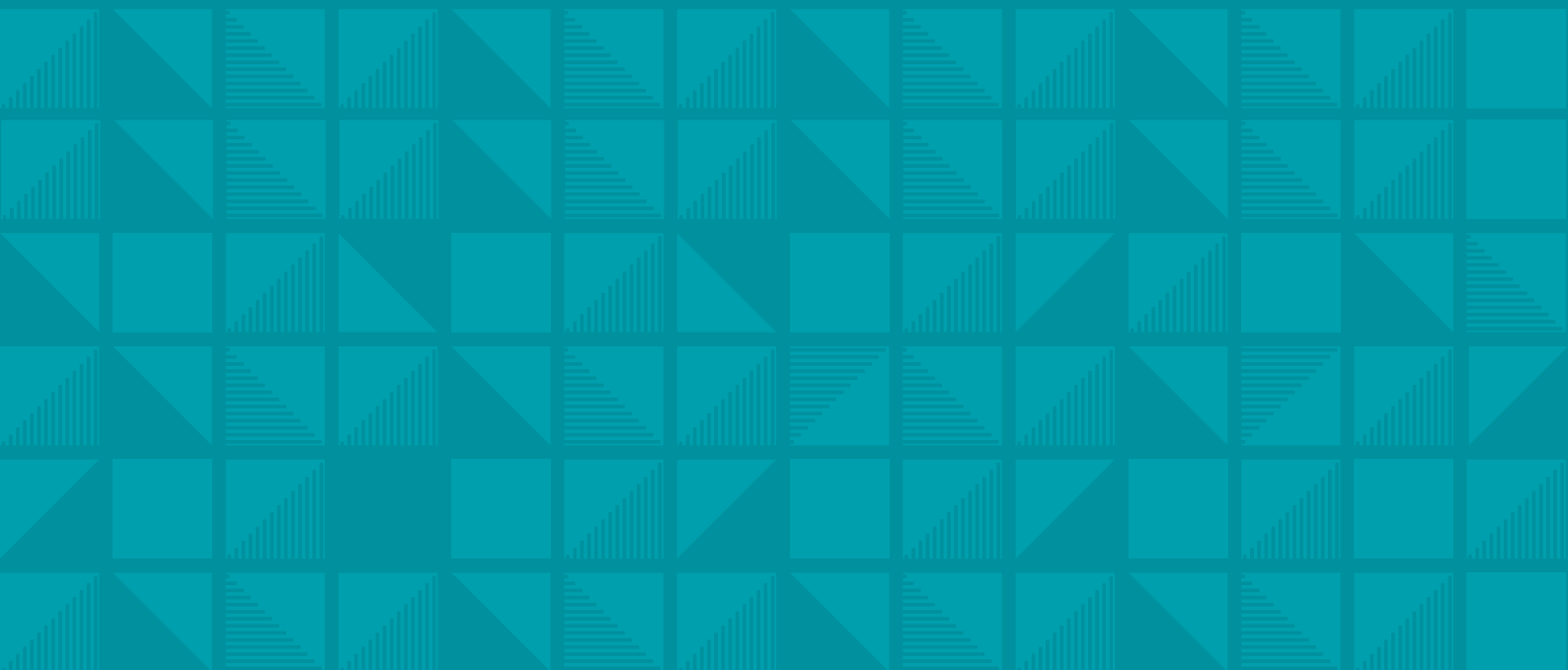
Clerk to the Council 16th August 2022



LOCAL COUNCIL
AWARD SCHEME

inalc

A guide to the Local Council Award Scheme



THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

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CONTENTS

06 AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

18 ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

21 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

22 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

A COUNCIL CAN REGISTER TO TAKE PART IN THE LOCAL COUNCIL AWARD SCHEME BY VISITING WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme

THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS SECTION ON PAGE 18.

THE CRITERIA IN THIS BOOKLET APPLY TO COUNCILS SUBMITTING THEIR APPLICATIONS TO THEIR LOCAL ACCREDITATION PANEL. THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME ARE REVIEWED ANNUALLY.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
	An annual report that is actively shared with the community	A formal appraisal process for all staff
	Evidence of a customer service in how the council handles correspondence with the public	A training policy and record for all staff and councillors

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council’s commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
- The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
- Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
- The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan.
The council’s budget shows how the action plan is put into practice and manages risks to public money.
- The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council’s website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

- The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors’ surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets. The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.
- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.

Total council seats

5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

Two thirds

- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
- The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the councils commitment to customer service.
- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development Points points every year. The CPD guidance on how points are allocated can be downloaded from NALC’s or SLCC’s websites.

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AND QUALITY AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none"> — Engaging with diverse groups in the community using a variety of methods — Community engagement influencing council activity and priorities — A wide range of council activities, including innovative projects, that produce positive outcomes for the community — Co-operating constructively with other organisations 	

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
	Engages with the community on issues related to the environment and climate change	Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online, and the prepared statements.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Quality Gold level. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.

- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.

- The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.

- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.

- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.

- The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

- The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.

- The panel seeks evidence that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.

- The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.

- Finally, the statements on performance management explain the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statements also include confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.

A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

REGISTRATION

1. The council registers its intention to apply for a specified award online at www.nalc.gov.uk/localcouncilawardscheme
2. Contact NALC at lcas@nalc.gov.uk or on 020 7637 1865.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.
7. The council pays the accreditation fee which covers the costs administering the local service.
8. The local panel co-ordinator keeps a record of all applications and monitors their progress.
9. When the accreditation panel makes its decision it informs the council. It also completes an online form to allow NALC to update national records.

ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application

to an appropriate neighbouring or regional panel.

County Associations may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines

how often an accreditation process occurs,

or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion

over the detail of how they organise the accreditation process.

In consultation with the panel co-ordinators, NALC will provide regularly updated guidance and support for accreditation panels.

THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator. The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council’s activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieved the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards. A council may appeal to the IDB (with an additional fee) if it feels that the panel’s decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB’s decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council’s poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.¹

The accreditation fee² varies according to:

- The award applied for
- The income of the council
- The council’s accreditation history.

¹ All figures quoted are excluding VAT.
² The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Foundation Standard	£50	£80
Quality Standard	£80	£100
Quality Gold	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year.

These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.

Report to Nash Mills Parish Council

All reports to be circulated in advance of NMPC Meeting.

Working Group Name	The Denes
Meeting Held (Date)	22 August 22
Present at Meeting	Steve Roberts, Alan Briggs, Michele Berkeley, Nicola Cobb
Apologies	Lisa Bayley, Jan Maddern
Agenda Items for Resolution/Decisions Needed in March <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	To determine the following: Whether council wish to request either of the following options for planter(s): <ul style="list-style-type: none">▪ Original suggestion made by DBC officer▪ Alternative option suggested by working group


22 AUGUST 2022 DENES WORKING GROUP MEETING

Agenda item for this working group meeting

There was only one item for discussion during the working group meeting on 22 August – the style of proposed planter(s) at the Denes. The original planter suggested by the DBC Parks & Open Spaces Officer was the Bedlington Planter but it was agreed by council, during the June 22 meeting, that the working group would like to review alternatives before making a final decision.

Additional information: Redbourn planter

Alan previously shared a photo of a planter that he'd seen in Redbourn and the working group agreed that it was a very attractive option. Nikki, NMPC clerk, found out some information about the planter. The working group, while reviewing other options, have considered a planter that could also allow us to have different levels of planting but at a lower cost.

Photo of Redbourn Planter	Information from NMPC clerk
	<i>The planters were bespoke made and commissioned by Redbourn in Bloom which is the volunteer group that do our planters and hanging baskets around the village. They funded through various sources: part locality budget from HCC, part grant from the Parish Council and part from fundraising. It cost £11K which doesn't include the contents of the planter and was made by a local company. It is on HCC land and we had to ask permission from them as the landowner and then get planning permission from SADC. We contract out the watering contract to a local contractor and are charged £4k approx. each year for the watering of all the baskets and planters around the village. The watering contract runs from May to September and then the odd watering during the winter.</i>

Working group proposal

The options that the working group would like to propose are the following (details and prices shown below)

Option A – a single Bedlington planter

Option B – a combination of rectangle / square planters to best fit the length of space and take into account the slope up to a maximum budget to be agreed by council



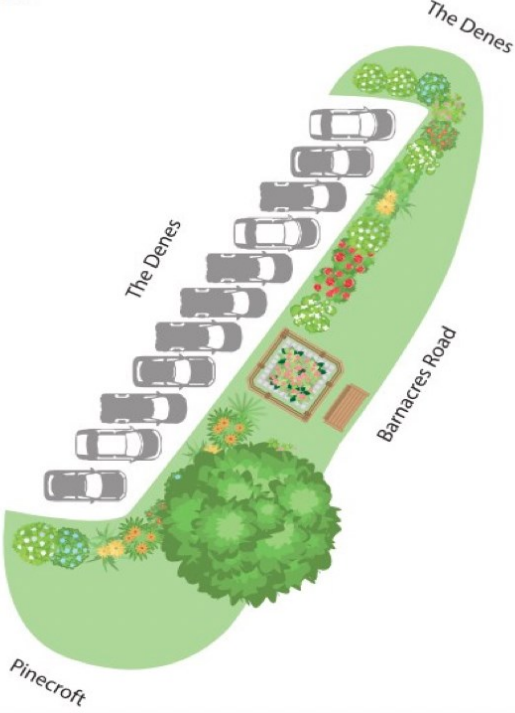
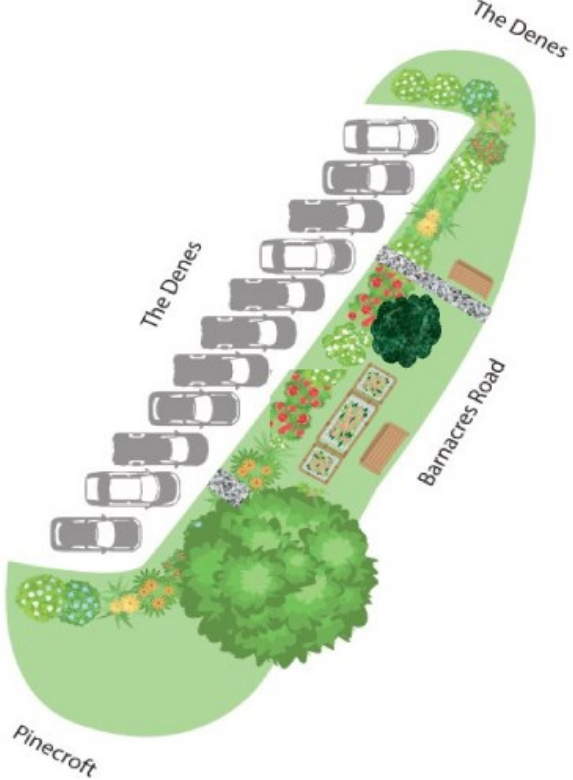
<p>OPTION A</p> <p>DBC Office suggestion</p> <p>A single Bedlington planter</p>	<p>OPTION B</p> <p>Working group suggestion</p> <p>A combination of square / rectangle planters to fill the space between the bench and wildflower planting (next to the car park)</p>
	
<p>Bedlington Planter</p> <p>1000 x 1000 x 920mm - £1,166.00 2000 x 2000 x 920mm - £2,103.00</p>	<p>Square planter</p> <p>1000 x 1000 x 0.5m (Double layer) - £389.00 Single layer - £200.00 Triple layer - £578.00</p> <p><i>There is also a rectangle version of this (2m x 1m):</i> <i>Single layer - £268.00</i> <i>Double layer - £499.00</i> <i>Triple layer - £751.00</i></p> <p>Example combinations</p> <p>1x rectangle (double) + 2x square (single) = £899.00</p> <p>1x rectangle (triple) + 2x square (double) = £1,529.00</p> <p>1x square (triple) + 2x square (double) + 2x square (single) = £1,756.00</p>
<p>https://www.broxap.com/bedlington-planter.html</p>	<p>https://www.broxap.com/square-planter.html</p>

Image supplied by DBC Officer	Image updated with working group example (Including estimated position of paths and Jubilee tree and bench)
<p data-bbox="124 320 352 376">BARNACRES - carpark design Plan view June 2022</p>  <p>The image shows a plan view of a carpark design. It is a U-shaped parking area with several cars parked. The area is bordered by greenery and trees. Labels include 'The Denes' at the top, 'Barnacres Road' on the right, and 'Pinecroft' at the bottom left. There is a small rectangular area in the center of the U-shape, possibly a garden or a small building.</p>	 <p>The image shows an updated plan view of the carpark design. It includes the same U-shaped parking area with cars, but now features additional elements: a path, a large tree (Jubilee tree), and a bench. The labels 'The Denes', 'Barnacres Road', and 'Pinecroft' are still present. The design is more detailed with various plants and trees.</p>

HISTORICAL ITEMS FOR REFERENCE

DESIGN PROPOSAL – JUNE 2022 COUNCIL MEETING

Design proposals from DBC officer – Council agreed, during June 22 meeting, to work with DBC Parks and Open Spaces officer on his proposed design. The only exception being the style of planter which the working group wished to investigate further due to the shape of the space. Full details of the proposal can be found on the June 2022 working group report.

COMPLETED ITEMS

- **Post box** – picked up by our borough councillor – Jan has discussed this with the appropriate party at Royal Mail who will look into options. It is now left with them to determine whether a post box can be added to the Denes. No further action for the parish council.
- **Jubilee bench** – Jubilee bench installed prior to Jubilee weekend. The bench is being well used.
- **Queen's Green Canopy Tree** – Planted prior to the Jubilee weekend. Initial watering kindly arranged by clerk and warden.

IN PROGRESS ITEMS

- **Cycle racks and noticeboard** - Nikki working with Highways Officer to arrange installation.
- **QGC tree plaque** – plaque itself received, awaiting stand and stake in order to display.
- **Design proposals from DBC officer** – Now received and mostly agreed by council (see notes above)
- **Old Jubilee bench** – this has been removed and will be replaced as part of the new design.
- **Street signs** – Clerk will request new street signs to replace old broken ones.

OUTSTANDING ITEMS FOR FUTURE CONSIDERATION

- **Bin** – selection to include general litter, recycling and cigarette disposal
- **Red telephone box** – defer and bring back with options for use
- **Bug hotel or similar** – potential to incorporate into Dacorum officer's design
- **Drug link** – are there volunteering opportunities for drug link programme?
- **School art projects** – ideas / locations for school art work to be publicly displayed

Three Tuns ACV Working Group

Meeting – 31st August 8.00pm (via MS Teams).

Attendees: Jan Maddern (lead), Alan Briggs, Nicola Cobb

Apologies: Darren Gauder

Notes

Following the sudden closure of the Three Tuns pub, the ACV working group held a meeting to discuss a short-term plan. This note is to bring the parish councillors up to speed with the current situation so decisions can be made at NMPC meeting on 12th September.

Nomination for Asset of Community Value (ACV)

The Three Tuns was registered as an 'Asset of Community Value' in early 2021 following an application by NMPC. This means that if, at any time, the owner decides to either sell the land they MUST advise Dacorum Borough Council immediately, which in turn MUST advise Nash Mills Parish Council (as the nominee for the ACV). Many applications for ACVs are refused, but our bid was successful. One of the reasons was that we were able to demonstrate that a local Residents' Association and the borough councillor hold meetings in the pub, proving its community value.

What an Asset of Community Value Means

This government document explains this clearly, and in particular, the process of what happens when an ACV is put up for sale, is in section 1.2:

<https://researchbriefings.files.parliament.uk/documents/SN06366/SN06366.pdf>

It states that "There is an initial six-week interim period, during which a community group may express interest in bidding" (interestingly, it does not say it has to be the nominee, so a local residents' group could be formed should that be deemed an option). If a community group registers an interest, there is a total 6-month period (including the 6-week period) for the community group to decide whether to, and if they do, to put in a bid. However, it must be noted that the seller IS NOT compelled to accept the bid and is free to sell to whomever they wish.

Current Position - Ownership

It is understood that the Three Tuns changed hands in the recent past, from Punch Taverns, to Star Inns. At this stage it is not clear whether this sale was made before or after the pub was registered as an ACV. This is currently being investigated as if it was after they are in breach of the regulations.

ACV W/G Proposal

Following the closure of the pub the ACV W/G met to discuss whether to look at proposing a short-term plan, that could be brought to NMPC, so that if the pub is put up for sale, the parish council has an idea of what the public would like to see and whether they would support any action.

With this in mind, the W/G have requested this to be added to the agenda for September's meeting. and these are the agenda points:

AB found an example of a parish in Oxfordshire that took on a pub recently and it is being run as a community pub. Details have been circulated for parish councillors to read in advance of the meeting.

At this stage there is no urgency to decide whether a bid should/would be put in for the purchase of pub *should it become available for sale*, or who/which body/organisation would take that forward should it be decided that this is the best path to take.

For NMPC Meeting to Decide

The only considerations for the September meeting are those on the agenda:

- This update to be received by councillors
- Does the parish council wish to engage with the community to establish whether they consider the pub should be protected as a going concern?
- If yes to the above question, what would the format of public engagement be, and what would the budget be for this?
- If this is deemed to be a viable proposal, where would the budget be taken from?

There will be further questions that will come out during the consultation, but this is the purpose of the agenda item for 12th September.

Jan Maddern
ACV W/G Lead

Report To Nash Mills Parish Council
September 12th 2022

Working Group Name	NMPC Annual Forum 2022
Meetings Held	18 May 2022 21 June 2022 20 July 2022 16 August 2022
Agenda Items for Resolution/Decisions Needed	<ul style="list-style-type: none"> • To receive the report • To approve the gold or silver plan • To allow the WG to continue planning as outlined in this document and any discussion in Full Council.
Spending Level Requiring Authorisation	£ tbc in October
Relevant Powers to Spend (if spending approval needed)	329 EMR – Community Events Budget to be proposed at July full Council
Risk Assessment Needed? Existing or New?	Yes - new
Notes / Other Items Supporting Above	The report is a summary of meetings held to date.

Purpose and Title

Event name: Nash Mills Community Expo (working title)

Date: Saturday 4th March 2023, 11am-3pm

Venue: Nash Mills CofE Primary School

- The purpose of the event is to create an opportunity for community engagement - for councillors to interact with parishioners alongside local community groups and residents' associations.
- The Council's working groups will present work already undertaken and that already committed. See below for other groups that will be invited to participate.
- It is acknowledged that other activities will be needed to encourage a good level of attendance, especially by families, so these are also outlined below.

Style and Approach

- Mixture of exhibition, presentation, conversation, and activity.
- Displays from each working group on the wall or display boards, and each WG lead chats to residents as they pass their display.
- 5-minute "talk" from the front (Speakers Corner) about a particular aspect of Council work given by, for example, the Chair, a Councillor, the Clerk, or invited guest.
- Community groups, Residents' Associations and Charities to be invited (as space allows) to engage with those attending
- Free refreshments to be provided
- "Wellbeing room" to be provided in Gold plan

Content

Council is asked to choose one of the following plans. The only difference between the two is the provision of a "Wellbeing Room" in the Gold plan.

Gold plan	Silver plan
Parish Council content	
NMPC Working Groups content	NMPC Working Groups content
Other NMPC updates not covered by WGs.*	Other NMPC updates not covered by WGs.*
Rolling slide show on aims/values/activities	Rolling slide show on aims/values/activities
Present governance and financial management	Present governance and financial management
Guests to present/engage/inform	
Residents' Associations	Residents' Associations
Friends of Bunkers Park	Friends of Bunkers Park
Herts & Middlesex Wildlife Trust (Long Deans)	Herts & Middlesex Wildlife Trust (Long Deans)
Rob Cassidy (DBC – rewilding)	Rob Cassidy (DBC – rewilding)
Sue Woolnough (History of Nash Mills)	Sue Woolnough (History of Nash Mills)
Alex Simpson (Dacorum Police)	Alex Simpson (Dacorum Police)
Nash Mills Village Hall	Nash Mills Village Hall
Activities	
Bike health checks in car park	Bike health checks in car park
Free refreshments	Free refreshments
Free face painting	Free face painting

School choir	School choir
I ❤️ Nash Mills competition	I ❤️ Nash Mills competition
Crafts e.g. rock painting	Crafts e.g. rock painting
In-room puzzle/activity sheet	In-room puzzle/activity sheet
Ideas board on way out	Ideas board on way out
5-minute talks	5-minute talks
Wellbeing Room**	
Defibrillator demos (Richard Copeland)	
Blood pressure checks	
Cholesterol tests	
Head and neck massage	
<p>*Other topics (as possible) e.g. SIDS, Covid activities (Good Neighbour cards), CCTV, Christmas Lights, Saturdays at the Denes, social media, Magazine, Planning</p> <p>** Must have appropriate people and equipment available and away from main hall.</p>	

Next steps

- Conversations with relevant parties to confirm plan outlined above, especially the school
- Develop proposals for catering, publicity, spending level requirement, timeline for production of materials
- Create plan for full council approvals

Other comments

- It is envisaged that all Councillors, Clerk and Warden attend if at all possible
- There will be set up required on the morning of the event

Full Council Action List

July 2022 (post Meeting)

Cllr Actions from Most Recent Meeting	Comment
Awaiting Further Updates	
Jubilee WG debrief to be arranged	AB
ACV WG meeting to be arranged, Clerk to be notified of information required (if applicable)	JM
Parish event WG meeting to be arranged.	SR
Open Spaces WG lead to work with clerk re 'Green Grant' to bring any items back to council in Sept.	ML
Play Park Activity to be arranged for the summer holidays.	NC
The Denes W/G to shortlist planter styles and costing for Sept agenda	NC
Article re Jamboree contribution to be written for NMPC Mag	NC
Clerk Actions (Most Recent Meeting Information Only)	In addition to standard duties
Draft July Minutes & upload to web	Actioned
Draft and submit planning/consultation comments for July	Actioned
Email HCC re contribution of £5000 to towpath	Actioned
Liaise with RC re The Denes project scheduling.	Actioned
Ask PCSO re crime spike-were any cases related/headcount?	Actioned
Ask PCSO re patrols in area.	Actioned
Update action list	Actioned
Minutes to website for June	Actioned
Arrange for monthly payments to be made	Actioned
Key pension return	Actioned
Upload all invoices to accounting software	Actioned
Report to Hall re concerns	
Local Council Award Scheme	Submitted Aug 2022
Move earmarked reserves for the denes project	Actioned
Clerk ongoing actions (longer term)	
NatWest online banking	In progress
Add Cllr Berkeley as bank signatory at NatWest	Once online banking finalised
Investigate web accessibility report/EU reference	Ongoing working through plan
Clerk to order debit card	Submitted Aug 2022
Clerk add Cllr Roberts to NWB and Lloyds Accounts	NWB Submitted Aug 2022
Quality Council awards	Submitted Aug 2022
Clerk to obtain internal auditor quotes	Actioned-Oct meeting
Long Term Actions No Immediate Resolution (Reminders)	
Projector screen	JM
War Memorial (status review before handover)	
Borough Councillor Actions/ County Councillor Actions	
Enforcement @ Nash House now appeal refused.	JM
JM to contact Steve Barnes re: ticket meter. (ongoing)	JM (Borough) ongoing
Gulleys@ The Denes	JM (Borough) ongoing
Road markings at Red Lion Lane/London Road fading	JM (County)
Surface water run off at Bunkers Lane	JM (Borough)