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Nash Mills Crime Figures 2022

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD.
BURGLARY (DWELLING)	1							0	0	3			
BURGLARY (Other)		1						0	0				
THEFT FROM MOTOR VEHICLE		1	1			1	1	0	1	1			
THEFT OF MOTOR VEHICLE		1	1				1	0	2				
DAMAGE OR DESTROY	2		1		2	3	1	0	3				
THEFT FROM SHOP			1				1	0	1	2			
THEFT, OTHER				2	2	1	2	1	0				
DRUG RELATED	1	1		4		2		0	0	1			
OTHER CRIMES	4	6	3			9	5	10	4	6			
DOMESTIC RELATED	-	-	4	4	1	2	4	4	9	2			
TOTALS	8	10	11	10	5	18	15	15	20	19			

Nash Mills Crime Figures 2022

DWELLING BURGLARY	Bittern Close – Untidy Search conducted & items taken, Silverthorn Drive – Safe stolen, Woodfield Gardens – Jewellery stolen & other high value items.
BURGLARY OTHER	
THEFT FROM MOTOR VEHICLE	Numberplate Stolen
THEFT OF MOTOR VEHICLE	
DAMAGE OR DESTROY	
THEFT FROM SHOP	Tesco
THEFT OTHER	
DRUG RELATED	Stop Search Bunkers Park
OTHER	Blackmail, out of control dog, child protection investigation (x3), Sending letters (Malicious Communication)
DOMESTIC RELATED	Child Protection Investigation, Stalking



Clerk Report November 2022

Verges Phase 2

No update

Email sent. Aug 2022 B/C Cllr has chased. Awaiting update. Verge hardening by DBC currently on hold.

Lease

Agenda item

Noticeboard & Cycle Racks

Both installed. One complaint received via email-this was a direct copy of the wording of the item placed on Facebook but under a different name. CCTV team have been requested to monitor the location. Clerk checking names to see if they are bona-fide parish residents. A response has been sent and circulated to Councillors.

Clerk is obtaining professionally printed magnetic heading sheets for the statutory notices.

CCTV Visit

Still outstanding. Chased 31/10/2022. 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. W/G lead asked to coordinate planting team for playpark bulb planting Nov 2022

Rewilding of the East Green section: the green has been re seeded with wildflower seed mix and the works are completed here.

Play Park

Playpark inspection report received, and all areas are Low Risk. Warden has received a copy and will undertake any repairs as appropriate.

Cllr Lester has met with a Sovereign play equipment representative and received some suggestions for works to improve the area. These will be taken to the working group, and I have suggested that should the working group bring it back to council I would recommend then council will need to consider some public consultation, and this may be a subject for the council forum.

The first stage will be to ascertain whether we require any planning permissions and whether the school will give permission. I would suggest that this project does not formally come to the agenda until the new year. I will make further enquiries once council have determined their views at full council. Clerk is also seeking advice from DBC Parks Officer re quotes received re provider/materials/options.

The Denes Works

DBC team have started prepping ground for wildflower turf and planting.

Bench has been delivered to Cllr Cobb
Planter on order-due end Nov 2022

Christmas lights

Commissioning Report received from installer and sent across to Ringway
Times of operation advised to provider.

Waiting for final stage 2 licence sign off from Ringway, however we have been advised of an issue with the electrical commissioning reports and our supplier (one of the largest in Herts) is now liaising directly with Ringway as Ringway have only just informed them of a change to their requirements for this year.

Quality Council Award

Application now submitted, awaiting assessment.

Timetable is as follows

Task	Deadline
Deadline for LCAS applications	6 January 2023 (4pm)
Deadline for NALC to provide triage feedback to councils	27 January 2023
Deadline for councils to respond to triage feedback	10 February 2023
Deadline for applications to be sent to panel	24 February 2023
Deadline for panel results	11 April 2023

Elections 2023

Dates and actions required advised to Cllrs. Usual meeting date moved, and hall now booked for 15th May for the first council meeting of the new term (and the Annual Parish Meeting)

Coronation 2023

Bunting ordered, licence to be applied for.

GRPR review

5 Councillors responses outstanding

A number of magazine advertisers have been chased but have not responded. They will not be able to advertise in the next edition if they do not complete the GDPR form.

Councillor Emails

Due to new audit recommendations clerk is investigating new Cllr .gov.uk email addresses to be in place ready for post elections May 2022.

Budgets

Draft budget circulated to Finance lead and also working group leads. No comment received prior to circulation to full council.

Pay award for last year 2022/23 finally agreed at 4.04%- we had budgeted for 3%. Award backdated to 1st April 2022.

Action List Updates

- Debit card applied for Aug 22-bank lost form, waiting for new application form in post.
- Signatory on NWB account completed
- Lloyds account now in progress
- All events added to events tab on website

Warden Updates

Winter PPE on order. 'Tommies' were put in place and will be removed accordingly.

Training Attended/Attending

Oct/Nov 2022

- Clerk attended HCC peer review meeting
- Clerk & Cllr Berkeley attended the Dacorum Climate Action network event

Attending

- Election training (HAPTC)

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

Complaint re the works @ The Denes (see point above).

Nikki Bugden 1/11/2022

Nash Mills Parish Council

Nov-22

FINANCIAL SCHEDULE

Nov-22

Payee	Method	Description	code	Amount	Vat	Amount	Minutes ref	Inv No
SALARIES/HMRC/PENSION	SO	NOV Salaries, HMRC,Pension	Various	£ 2,450.21	£	2,450.21		
Vodaphone	DD	Clerk's Mobile	4060	£ 16.06	£ 3.21	£ 19.27		B2-539612601
NMVHA	SO	Hall Hire	4165	£ 30.00	0	£ 30.00		annual inv/approval
DBC	DD	Garage Rental	4175	£ 52.60	£ 10.52	£ 63.12		annual inv/approval
Paybureau	SO	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£ 22.32		nm1122
Cllr Briggs	ONLINE	Microphone	4162	£ 23.32	£ 4.67	£ 27.99	delegated	358723763
Etaerio	ONLINE	Internal Audit	4105	£ 918.00	£ -	£ 918.00	21/180/FPC	47
Play Inspection Company	ONLINE	Quarterly inspection	4160	£ 100.00	£ 20.00	£ 120.00	admin	57052
Willows Residents Assoc	ONLINE	Grant	4130	£ 200.00	£ -	£ 200.00	22/116/FPC	
To note the following payments were paid under delegated powers/auth by Chairman								
RBL Poppy Appeal	ONLINE	Wreaths x 2	4155	£ 29.17	£ 5.83	£ 35.00	22/122/FPC	waiting for RBL invoice from head office
CODEC	ONLINE	Memorial Bench	4301 (EMR 330)	£ 749.00	£ 59.00	£ 808.00	22/104/FPC 22/1	D183
				£ 4,586.96	£ 106.95	£ 4,693.91		

NIKKI NOTES

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 31st Oct 2022

Last Year Ended 31st March 2021		Current Year Ended 31st Oct 2022
------------------------------------	--	-------------------------------------

Operating Income

41,629.14	Income	45,418.60
348.89	Parish Magazine	732.00
4,413.38	VAT Data	812.85
46,391.41	Total Receipts	46,963.45

Running Costs

35,176.45	Administration	23,466.33
2,666.91	Parish Magazine	995.00
19,145.05	Projects	2,602.02
4,567.07	VAT Data	1,287.37
61,555.48	Total Payments	28,350.72

Receipts and Payments Summary

124,114.71	Opening Balance	108,950.64
46,391.41	Add Total Receipts(As Above)	46,963.45
170,506.12		155,914.09
61,555.48	Less Total Payments(As Above)	28,350.72
108,950.64	Closing Balance	127,563.37

These cumulative funds are represented by:

19,528.66	LLoyds Current A/C	37,410.26
0.00	Lloyds Holding TF Account	0.00
60,848.75	NatWest BR	60,884.66
6,519.75	NatWest Current A/C	7,186.20
22,053.48	Lloyds 32 Day	22,082.25
0.00	DNU - Lloyds 32 Day	0.00
108,950.64		127,563.37

Reserve Balances are represented by:

-15,164.07	Current Year Fund	18,612.73
39,200.49	General Reserves	23,201.01
17,000.00	EMR - Business Expenses	16,585.00
5,500.00	EMR - Playpark	5,500.00
2,500.00	EMR - Bench and plaque	0.00
3,000.00	EMR - Election Costs 2023	3,000.00
3,000.00	EMR - Election Costs 2027	3,000.00
3,000.00	EMR - Election Costs 2030	3,000.00
9,700.00	EMR - Community Support	9,160.00
21.60	EMR - Village Hall Support	21.60
10,000.00	EMR - Verges	10,000.00

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 31st Oct 2022

Last Year Ended 31st March 2021		Current Year Ended 31st Oct 2022
767.75	EMR - Community Events	131.72
7,086.53	EMR - Projects, Denes Defib Jub	11,329.07
20,717.44	EMR - CIL (Conditional spend)	23,001.34
1,600.00	EMR - Groundworks/ DBC Grant R	0.00
1,020.90	EMR - The Denes CCTV	20.90
0.00	EMR - Rewilding grant	1,000.00
<hr/> 108,950.64 <hr/>		<hr/> 127,563.37 <hr/>

Signed : _____ (Chairman) _____ (RFO)

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2022	Lloyds Current A/C	37,410.26
31/08/2022	';	60,884.66
08/07/2022	NatWest Current A/C	7,186.20
31/10/2022	Lloyds 32 Day	22,082.25
25/11/2021	Lloyds Holding Account	0.00

127,563.37

Other Cash & Bank Balances

0.00

Closing Balance

127,563.37

All Cash & Bank Accounts

1	LLoyds Current A/C	37,410.26
2	NatWest BR	60,884.66
3	NatWest Current A/C	7,186.20
4	Lloyds 32 Day	22,082.25
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	127,563.37

Draft 2023/24 V1

	2021/22	Agreed 2022/23	2023/24	Comments/Notes
	Budget	Option 2 3% & reductions	Option 1 10% increase Inflation 9.9% 18/10/2022	
Income				
Precept	£ 28,428.00	£ 28,428.00	£ 28,428	Assuming all grants precept and income stay at current levels.
Bank Interest	£ 100.00	£ 100.00	£ 100	this could increase as rates are increasing rapidly.
Grants Received/CIL	£ 10,379.00	£ 9,853.00	£ 9853	
Advertising Income	£ -	£ 573.00	£ 573	
Total Budgetted income 2023/24	£ 38,907.00	£ 38,954.00	£ 38954	
CIL	£ -		0	can't include as this is not a guaranteed income figure and can only be used for certain projects
Expenditure				
Staff Costs HMRC Pension	£ 29,900.00	£ 29,900.00	£ 34,524.00	assumed 10% plus 2022/23 4.04% increase.
WFH Allowance & Mileage	£ -	£ 432.00	£ 475.20	45p per mile and £26 pm HWA - both tax free but paid through payroll.
Payroll charges	£ 228.00	£ 216.00	£ 237.60	
PO Box	£ 300.00	£ 300.00	£ 330.00	
Mobile	£ 360.00	£ 240.00	£ 264.00	
Office Supplies	£ 300.00	£ 300.00	£ 330.00	
Subscriptions (HAPTC SLCC ICO)	£ 1,100.00	£ 1,155.00	£ 1,270.50	HAPTC & NALC 890.41 (UPDATED PRICES) SLCC 241 ICO 35
Insurance	£ 854.00	£ 879.62	£ 967.58	this might vary considerably but this is a 'best guess' Business expenses reserves could cover any shortfall
Audit Fees	£ 650.00	£ 918.00	£ 1,009.80	I missed a figure off this year
Website Maintenance	£ 150.00	£ 150.00	£ 165.00	
Domain Hosting	£ 80.00	£ 82.40	£ 90.64	
ICT Licences & Support	£ 595.00	£ 532.00	£ 585.20	query new email addresses -see separate tab but costs likely to be £619 for both domain and licences etc
Resident Association Initiative	£ 1,000.00	£ 658.00	£ 734.80	Use EMR Community Support
Training/Conferences	£ 975.00	£ 675.00	£ 742.50	to retain CPD
Misc (park inspections and misc)	£ 900.00	£ 400.00	£ 440.00	3 quarterly inspections and 1 annual inspection
*New heading * Park Repairs	£ -	£ 400.00	£ 440.00	
*New heading * Sundry Expenditure	£ -	£ 100.00	£ 110.00	
*New heading *Defib Sundries			£ 221.00	adult and child pads expire 2023 batteries were replaced 2022
*New heading * The Denes Project/Maintenance			£ 1,300.00	grass cutting £100 per visit every 2 weeks over summer may-end oct- we may need to add more for plants when seasons change?
*New heading * Rewilding Projects			£ -	unsure of any ongoing maintenance costs. Earmarked funds cover initial street furniture
2023 *New Heading* Coronation			£ 350.00	Bunting £350 approx supply and fit
2023 *New Heading* Half Centenary Mag & Delivery			£ 770.00	£120 delivery £650 edition (suggest this can be reduced)
2023 *New Heading* Community Expo			£ 1,000.00	Budget sum to be determined by working group
s137	£ -	£ -	£ -	Council have General Power Competence
Adobe Licence			£ -	relies on CLR being re elected if not £168 will need to be found-suggest EMR Business Contingency.
Election costs			£ 3,000.00	2023 elections due-using costs from previous elections so only a benchmark-money on reserves
Hire Costs (Hall or Zoom)	£ 404.00	£ 432.00	£ 475.20	
Tools/Covid Exp	£ 200.00	£ 200.00	£ 220.00	
Garage Rent	£ 663.00	£ 587.10	£ 645.81	
Parish Magazine	£ 1,950.00	£ 1,950.00	£ 2,145.00	Pinter has been unable to supply estimates for next year as prices of paper and ink are rising considerably and remain volatile
Delivery of Magazine	£ 360.00	£ 360.00	£ 396.00	
Repairs/Signs/Park/Xmas lights	£ 635.00	£ 1,128.00	£ 1,240.80	new quote obtained for lights £1032 x 3 years = £3096 but amrgin allowed for volatile rpricing at the moment.
Total Budgetted Expenditure 2023/24	£ 41,604.00	£ 42,005.12	£ 54,480.63	
Budgeted overspend	-£ 2,697.00	-£ 3,051.12	-£ 15,526.63	
New precept 2023/24			£ 42,506.00	
			£ 3,000.00	Elections use reserves as we have saved for these costs
			£ 350.00	Coronation use reserves one off exp
			£ 1,000.00	Community Expo- use reserves as one off event? -new EMR heading/tf sum from EMR business contingency?
			£ 770.00	Coronation Magazine- use reserves one off exp
			£ 3,850.00	Payrise lump sum use business expenses reserves as any salary underspend for 2022/23 goes into general reserves.
			£ 734.80	Community Grants-Use EMR community Support
			£ 9,704.80	Total potential use of reserves
new precept 2023/24 if we use some reserves			£ 34,250.00	
Increase after use of reserves				
final figures for council 2023/24 (v1)				
Income (without precept)	£ 10,526.00	income	£ 38,954.00	this section to be updated once budget headings figures supplied by w/g leads
Expenditure	£ 54,480.63	exp	£ 54,480.63	
Precept required	-£ 43,954.63	shortfall	-£ 15,526.63	
Proposed Use of reserves (one-off items only)	-£ 9,704.80	suggested use of reserves	-£ 43,955.00	
Precept request 2023/24 if grants and tax base unchanged	-£ 34,249.83	remaining shortfall	£ 5,822.63	
Reserves held inc current year fund(see separate tab)	£ 126,891.97	new precept	£ 34,250.63	
Total on all bank accounts	£ 126,883.00			
		increase	£ 5,822.63	
		per band d	£ 4.62	
		last year per band d	£ 23.55	
		Proposed Band D 2023/24	£ 28.17	assuming tax base remains at 1260.5
precept increase approx	28428	price inc per band d per week	£ 0.09	
	34250			
	20%	% increase	20	



NASH MILLS

PARISH COUNCIL

RFO Budget Setting Report for 2023/24 (Report 1)

November 2022

*Please note that this report should be read in conjunction with the supporting excel budget sheet (Budget Setting 2023/2024 Version 2 for Council November 2022 circulated)

Introduction

Financial Regulations

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

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

RFO/Clerk Recommendation.

That council do not make a firm decision on budget setting until definite grant figures are know from Dacorum Borough Council (DBC) due to the current volatility in the economy.

That council consider the expenditure budget to ascertain whether there are any amendments required.

***By law a parish council must submit its precept demand by the end of March, however DBC traditionally gives a very short window to comply with their own cut-off date of the end of January.**

Council is now at the stage of looking at budgets for the year 2023/24 and the current volatile economic climate is causing concern, with the cost-of-living crisis, energy prices and recent interest rate rises making budget setting more difficult than usual. Whilst NMPC does not own premises to be affected directly it is anticipated that its suppliers will need to increase their prices to accommodate their uplift in costs. The salary award for this year has recently been agreed by the unions at 4.04% (being paid with back pay in December 2022) but next year could see an additional increase of up to 10% for the budget year 2023/24.

NMPC undertook another rigorous review of expenditure last year as a means of keeping any precept increase as low as possible, however this means that there are again no areas

to reduce costs when looking at budgets without affecting the services provided. It will be a matter for council to consider how/where it can save costs and the impact of any increases on the precept.

Not much has altered in my budget setting process this year as I have tried to obtain accurate figures for next year, however suppliers such as our printer and our insurer are unable to give any accurate indicative pricing for next year as they cannot determine the percentage increases that they will face themselves at this stage.

Council is very fortunate that its precept is one of the lowest across Dacorum, but it has not yet received any confirmation from DBC as to whether there will be any impact on the grant funding this year; the budget for next year will most definitely impact Council's ability to balance its budget at the current precept level.

At the time of writing this report the rate of inflation was showing at 10.096% Retail Price Index (RPI) 12.30%

Whilst Council had previously voted to prevent any increase to the precept over the last 10+ years, there was a small increase last year.

This year my suggestion is that the reliance on use of reserves is used solely for 'one-off' projects or expenditure and that all general expenditure is fully funded by the precept.

This is likely to result in an increase of £5800 should the current levels of grant income received from DBC remain at least the same as last year. This will be an increase of £4.62 per band D property.

If Council do not make any provision to commence increments in the precept contribution in line with at least inflation, then the actual impact of an increase when it arrives could be extremely challenging.

Overall Position.

Expenditure

It is likely that expenditure next year will rise to £54480. It is anticipated that approx £9704 of this is one off expenditure that could be funded by reserves.

Income

NMPC are fortunate that it does not currently hold any income generating premises that could have been adversely affected the cost-of-living rises. It is likely that with rising interest rates the funds which are currently held on interest bearing accounts will benefit.

Reserves

Earmarked Reserves remain healthy at approx. £85575 (31/10/2022) of which approx. £23000 is ringfenced as Community Infrastructure Levy (CIL). The reserves are earmarked in line with statutory guidance and permitted levels for general expenditure contingency.

General reserves fluctuate but are currently at approx. £23201 with the current year fund at approx. £18612 but are expected to be considerably lower at year end once the remaining annual expenditure has been debited. These are taken from the figures as at end Oct 2022.

Grants Received

The final CIL sum for this financial year has now been awarded and the report is included on the meeting agenda for November. It should be noted that this is a 'conditional' award with specific expenditure parameters and reporting guidelines. NMPC is waiting for details of grant funding from DBC (Warden Grant/Concurrent services grant) for 2022/23.

NMPC continues to work with other agencies and higher government authorities to source funding or grants.

- a) Verges Funding
Part of the verges' project has been funded by HCC and the County Councillor's locality fund and by the Dacorum Borough Council verge hardening scheme. We are hoping that phase "will also benefit from some external funding.
- b) Road Safety Funding
NMPC has been successful in receiving a grant from the Police & Crime Commissioner's Office which funded a new speed indicator device on Barnacres Road.
- c) Environmental Funding
NMPC has been successful in obtaining a grant from HCC to fund the purchase, installation and maintenance of a new commemorative tree at the Denes for the Platinum Jubilee.
- d) Green Initiative
NMPC received a grant for its rewilding project.

Considerations for Council

At the current levels of income and expenditure there will be a requirement for the following actions

- Use of reserves to cover all one-off expenditure (current estimate approx £9705)
- An increase to the precept of approx £4.62 per band D property. (Using current figures at 31/10/2022)

Areas to be included for future budgeting in subsequent years.

- a) Defib hardware costs/replacement of unit (include from 2026 for main unit)
- b) Laptop Upgrade Y7 (include from 2027)
- c) Future Christmas lights provision and funding
- d) Future earmarking for Election costs (post 2030)
- e) Any other matters for consideration under future budgets

It should be noted that at the time of writing this report that NMPC had not received any details in relation to tax bases or grant funding for 2023/24 and therefore previous year's figures were used for the calculations shown on the spreadsheet. The tax base for calculations is 1260.5

Nikki Bugden (RFO & Clerk) November 2022

CIL and S106 UPDATE November 2022

Community Infrastructure Levy	(Conditional spend within 5 years)	Notes	Date Received	Comments
Cil 17/18	150			
Cil 18/19	3218.92		Received April 2019	
Cil 19/20	6132.36		Received October 2019	
SUBTOTAL			9501.28	SPENT MARCH 2021 PLUS ADDITION/
Cil 20/21	6009.51		-698.72 Received April 2020	698.72 spent towards SIDS leaves
Cil 20/21	12721.26		Received October 2020	Must be spent by 2025
TOTAL	28232.05			
S106 Noticeboard	600		Received October 2020	Must be spent by 2023
	28832.05			

updated CIL figure-reported Cil OCT 2020 had a subtotal included

Feb 2021 reported	£	28,232.05			
	£	600.00	grant		
	£	28,832.05			
Spend March 2021	-£	10,200.00	SIDS March 2020		
Cil & S106 Balance 2020/21 c/fwd	£	18,632.05			
Cil 2021/22	£	2,621.18		Received April 2021	Must be spent by 2026
Subtotal Cil & S106 May 2021			£	21,253.23	
Cil 2021/22 (final pyt for year)	£	75.00		Received Oct 2021	Must be spent by 2026
Subtotal Cil Updated October 2021	£	20,728.23	Reported to DBC October 2021		
	£	600.00	Grant as listed above		
Subtotal Cil & S106 October 2021	£	21,328.23			
as at 31st March 2021 (unchanged)	£	21,328.23			£ 18,032.05
April 2022 CIL	£	783.90	cil ref 2238910 4112103	Received April 2022	Must be spent by 2027
April 2022 total held (excl £600 grant)	£	21,512.13			
Cil paid in November 2022	£	1,500.00			
	£	23,012.13			

	Expiry 2025	Expiry 2026	Expiry 2027	
	5310.79	2621.18	£ 783.90	
	12721.26	75	1500	
	18032.05	2696.18		
Total CIL Excl £600 grant	£	20,728.23	£ 2,283.90	£ 23,012.13
grant earmarked to HCC for tow path				-5000
				£ 18,012.13



NASH MILLS
PARISH COUNCIL

Clerk Report – Appointment of Auditor (Nov 2022, deferred from Sept and Oct 2022)

Clerk Recommendation

- That council agree to appoint an Internal Auditor for the new financial year 2023/24 for completion of year end 2022/23 from the list provided.
- That council consider appointment of a Councillor for internal control for the new financial year. Clerk to provide Internal Audit training.

It is the clerk's recommendation that council appoint a nominated Cllr with the ability to regularly commit to undertaking additional checks, in addition to our financial regulations and risk management, throughout the financial year to cross reference with the internal audit checklist. This should be a Councillor who is not an authorized signatory on the bank accounts. This is only as a safeguard and will not be a suitable replacement for any element of internal audit as there is no independence and should not replace any council 'due diligence'.

Background

Council must be able to evidence that an Internal Auditor is independent, competent and that they have received a letter of engagement or agreed terms.

NMPC has used Etaerio as our internal auditor for a number of years.

Over recent years the governance and accounting framework has been significantly improved which has resulted in increased audit metrics.

There was a significant change in charges this year. Due to her part time role the clerk would prefer to engage with a provider who could carry out some governance checks earlier in the financial year rather than leaving all items until after financial year end and the subsequent rush to complete all items by 30th June as required by law.

Hertfordshire Association of Parish and Town Councils (HAPTC) is now offering an internal audit service. This service is offered by experienced, qualified clerks and HAPTC is a member of the Internal Audit Forum. As the scheme is in its infancy and the clerk is working on this project as lead, the quotes have been included for a comparison, but

due to the clerks involvement it would not currently offer the degree of 'independence' that council should be seeking.

The HAPTC fees have been included as a 'quote' as it has not been possible to obtain three other quotes as the alternative providers recommended by the network have since closed their books.

Further Information

There is no requirement for councils to regularly change or review auditors. The clerk has suggested a review as the clerk has not undertaken this review process since being in post and the current auditor has been in place since before 2018. (JPAG Section 4.11)

Quotes For consideration (terms of engagement attached)

All providers listed below have extensive 'sector-specific' experience

Quote Number	Amount	Clerk comments
1	£510 or £918 for an 'enhanced service'	Enhanced service not needed.
2	£480	Based on 1 full day
3	£270	This provider is now unavailable this year but included for comparison.

Statutory Requirements

[The Accounts and Audit Regulations 2015 \(legislation.gov.uk\) \(part 2, regulation 5\)](#)

[practitioners-guide-2021-15.pdf](#) – this is the document that lays out our required financial processes.

Full council sign off the annual governance statement and have to be content that they comply with the following assertions which are laid out in the above guide.

Assertion 6 – Internal Audit

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

In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.34 Internal audit – The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.

1.35 Provision of information – The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required.

Selecting and appointing an internal audit provider

4.6. In addition to ensuring the appointed internal auditor has relevant knowledge of the public sector, there are two key principles an authority must follow in appointing an internal audit provider: independence and competence.

4.7. There are various ways for an authority to source an internal audit service, for example:

- Purchasing an internal audit service from a local firm or specialist internal audit practice with an understanding of the local government legal framework
- Purchasing an internal audit service from a principal local authority
- Engaging a competent internal auditor with sufficient organisational independence to undertake the role
- Appointing a local individual or a member of a panel of individuals administered by a local association affiliated to NALC, SLCC or ADA.

4.8. There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include:

- understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets
- understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of relevant principles and practice of financial and other risk management
- understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in Sections 1 and 3 of this guide (knowledge of which is a prerequisite)
- awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities
- awareness of relevance of VAT and PAYE/NIC rules as applied to the authority
- for larger authorities, a clear understanding of the risks and controls associated with 'cut off' procedures, particularly with respect to revenue generating activities.

Nikki Bugden Clerk to the Council 30th September 2022 (updated Nov 2022)

Council Terms of Reference for Internal Auditor

Terms of reference for Internal Auditor 2021/22

Roles and Responsibilities

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

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

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

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

Audit Planning

XXX 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

XXX 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

XXX 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.

Letter of Engagement and Quote Provider 2

Dear Sirs

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically. You are also responsible for making available to us, as and when required, the Council's accounting records and all other necessary records and related information for us to undertake our review in accordance with the requirements of the Governance and Accountability Manual, including minutes of all Council and Committee meetings.

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 2 of the statutory Annual Return, are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the Annual Governance and Accountability Return and whether they comply with the relevant legislation. In arriving at our view, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

- a. whether proper accounting records have been kept by the Council;*
- b. whether the Council's Balance Sheet and Income and Expenditure Account or Receipts and Payments Account and supporting statements are in agreement with the accounting records and returns;*
- c. whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.*

In addition, there are certain other matters, which, according to the circumstances, may need to be dealt with in our report.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, as applicable to local Councils, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall obtain an understanding of the accounting systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained.

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations. We shall report to you any significant weaknesses in or observations on, the Council's systems which come to our notice and which we consider should be brought to your

attention. We will also examine annually the Council's approach to the assessment and formal adoption of the risks associated with the various financial and related systems in the Council.

All evidence obtained, whether in electronic or hard copy format, will be retained in accordance with the General Data Protection Legislation, Auditing Solution's GDPR, and Document & Data retention policies, and the General Data Protection Regulation Non-Disclosure Agreement issued in concert with this Agreement.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the course of the audit.

In order to assist us with the examination of your financial statements, as summarised in the Annual Return, we shall request sight of all relevant supporting documents, including those relating to the chairman's certification of the Annual Return, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

Agreement of terms

Once it has been agreed, this letter and contract will remain effective for future years, until it is either cancelled by the Council or us giving timely notice. We respectively ask that, should the Council wish to cancel the contract, due notice is given by 30th September latest in the financial year under review, as work on the year's review will have either commenced prior to or shortly after that date. We shall be grateful if you could confirm in writing your agreement of the terms of this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning to this office.

Thank you for your enquiry regarding the provision of the internal audit service to Nash Mills Parish Council for 2022-23 and beyond and the information provided in our questionnaire.

By way of background information for yourself and the Council, I am the owner and director of this company, which was established to meet the requirements of the revised audit arrangements introduced with effect from the financial year beginning 1st April 2001. I have over 40 years' experience in the external audit of public sector bodies, the first 22 being spent on the audit of National Health Service clients, apart from a three-year break as Chief Internal Auditor of the Hong Kong Urban Council in the mid-1970s. Following the NHS reforms in 1990, I worked for the District Audit Service as an Audit Manager with responsibility for both Local Government District

Councils and NHS bodies in Wiltshire, including management responsibility for all the parish and town councils in the last three years prior to the establishment of this company in 2002.

We provide a service nationally to over 300 councils and other bodies ranging from the very small to the largest Town Councils nationally such as Shrewsbury, Weston-super-Mare, Dunstable, Leighton Linlade, Thame, Witney and Abingdon-on-Thames.

We employ a number of contractors to assist with the workload, who bring a variety of skills and experience to our overall approach: details of their experience and qualifications may be found on our website ([redacted](#)), together with our approach to GDPR and other regulatory requirements. The audit would, should we be appointed, be allocated to one of my colleagues who lives in your area. Should you wish to seek references from any of our clients, we would be pleased to provide contact details.

The company was established to provide an effective and efficient service to all councils across England and Wales, primarily in response to the new audit arrangements, but also to give elected members and the electorate the same high degree of assurance that was provided under the previous arrangements.

Our normal practice is to assess and document the controls in place in each financial system and to then devise an appropriate testing strategy to ensure compliance with the approved procedures and controls in each area. We see it as our role not purely to sign off the Internal Audit Report in the Annual Governance and Accountability Return (AGAR), but to provide the Council with a balanced service aimed at assisting the implementation of new legislation and ensuring that the Council is able to function in the most cost effective and efficient way possible.

We believe strongly that for internal audit to be effective, it must be preventative rather than historical and for councils with a similar level of activity we generally undertake an interim and final review. Consequently, I estimate that up to one day will be required in the first year to allow for familiarisation with the Council's systems and operative controls, hopefully reducing accordingly in subsequent years. Whilst we have not finally determined our fees for 2022-23, they will obviously, given the current national financial situation, have to rise on those charged in 2021-22: however, we intend to keep them at a maximum of £480 per day plus VAT which will be the maximum fee charged in year one, ideally reducing in subsequent years.

Our fees are all inclusive with no hidden extras such as mileage, etc., and, as above, we will endeavour to keep the fee commensurate with the necessary level of cover being provided to facilitate our "sign-off" of the Council's AGAR and report accordingly: I attach a specimen of our report format and the 2021-22 work programme which will be tailored accordingly to the Council's specific circumstances. Additionally, we consider it essential that we remain available to offer advice and guidance throughout the year and, unless any excessive additional information is sought or extensive research requiring additional time, the above fee covers the full year. Should the Council request additional work over and above the basic level of cover, our fees would be at the same daily rate and be agreed in advance with the Council before commencement of any such work.

Should you or your members wish to discuss the content of this quote, please do not hesitate to contact me. We are fully GDPR compliant with a raft of relevant and required policies in place: these are posted on our website and can, on request, be provided electronically.

I also attach a copy of a Letter of Engagement for the Council and, should the Council determine to appoint us, would appreciate your signing and returning one copy to me in due course.

I look forward to hearing from you and trust that we may be of service to the Council.

Letter of Engagement and Quote Provider 3

Further to our original engagement letter, you will be aware that we have a rolling engagement subject to termination by either party. We therefore provide you with a fee letter each year rather than signing a new engagement letter each time.

As you will be aware, Redacted charges a fixed fee which although based on a number of hours, generally involves more time being spent without additional fees being sought. As set out in last year's fee letter, the 'JPAG 2021 Practitioners' Guide' ('PG2021'; published March 2021) included a big update to 'Section four – Best practice guidance for internal audit', including a new 'Internal Audit Checklist', representing 'non-statutory best practice guidance' that 'authorities are required to consider'.

It is ultimately for the council to decide on the scope of its internal audit, but for the purpose of providing quotes for the 2022/23, here are two basic internal audit options:

- essentially the redacted internal audit test programme as used for the 2020/21 audit 'Legacy Programme';
- the Redacted internal audit test programme updated for the PG2021 internal audit checklist ('PG2021 Expanded Programme' as used for the 2021/22 internal audit.

Please see the enclosed document (as included with last year's fee letter) for further information on the scope of these two options, and a comparison analysis of: the last previously published checklist ('PG2014'); the PG2021 checklist; and the 2020/2021 Redacted programme.

Option 1: Legacy Programme Our fixed fee for our internal audit review in relation to the financial year ending 31/3/2023 will be £510.00 (redacted is not currently registered for VAT). This is nominally based on 8.50 hours at a charge-out rate of £60 per hour. This fee is inclusive of any travel expenses.

Option 2: PG2021 Expanded Programme Our fixed fee for our internal audit review in relation to the financial year ending 31/3/2023 will be £918.00 (redacted is not currently registered for VAT).

This is nominally based on 15.30 hours at a charge-out rate of £60 per hour. This fee is inclusive of any travel expenses.

Last year our fixed fee (for the 'PG2021 Expanded Programme' – see below) re the financial year ending 31/3/2022 was £918.00. This was nominally based on 15.30 hours at a charge-out rate of £60 per hour. The actual time spent on the internal audit was in excess of 41 hours. Please contact me if you have any questions, and I look forward to hearing from you

The terms of business below.

The work will be undertaken by competent individuals. redacted current staff comprises a chartered accountant who has audit experience including internal audits for parish & town councils and has been involved in parish council internal audit work for well over a decade.

Instructions to act for you on the basis that we will act in accordance with these ethical guidelines.

We will observe the fundamental principles of the Institute of Chartered Accountants in England and Wales, which

include provisions relating to integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

Redacted will be the principal responsible for this engagement and for the ongoing work.

Data Protection

We are committed to ensuring the protection of the privacy and security of any personal data which we process. Your attention is drawn to clause 7 of the attached terms of business which details how we treat personal data received by us in the provision of our services during our engagement with you. By signing this letter, you confirm that you have read and understood clause 7 and any privacy notice referred to therein.

1 RESPONSIBILITIES AND SCOPE FOR INTERNAL AUDIT SERVICES

1.1 Your responsibilities as Clerk and Members

1.1.1 Regulation 5 of the Accounts and Audit Regulations 2015 as amended imposes a duty on local councils to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance Governance and Accountability for Local Councils - A issued by the Joint Panel on Accountability & Governance notes that the public sector internal audit standards, issued in 2013, have not been applied to smaller authorities, and includes the non-statutory that needs to be taken into

account by smaller authorities in undertaking an effective internal audit. is day-to-day function of the staff and management.

1.1.2 Those who are responsible for the conduct of public business and for spending public money are accountable for ensuring that public 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 accountability, public bodies and their management (both members and officers) are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of the resources at their disposal. They are also required to report on their arrangements in their annual governance statement.

1.1.3 Each council sets out its control objectives, usually in the form of standing orders and/or financial regulations. It is a matter for the council to determine the necessary scope and extent of its internal audit, and when securing an internal audit service, to make sure that it is fit for the purpose for which it is required at that particular council.

1.1.4 You are responsible for safeguarding the assets of the parish council and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

1.1.5 You are responsible for ensuring that the parish council complies with laws and regulations that apply to its activities, and for preventing non-compliance and detecting any that occurs.

1.1.6 You have undertaken to provide to us, as and when required, access to information, and individuals that we need to do our work. You are required to take all steps to ensure that we are aware of any relevant internal audit information.

1.1.7 You are responsible for the maintenance and integrity of any electronically published information.

INTERNAL AUDIT

1.2 Our responsibilities as internal auditors

1.2.1 The duties of internal audit relate to reporting to the council on the adequacy of systems of internal control. Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.

1.2.2 It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. It is the periodic independent review resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the council's control is to test and report to the place by management is adequate and working satisfactorily. It is not the role of internal audit to actively seek evidence of fraud, corruption, error or mistake. The role of the internal auditor is to assist the council in fulfilling its responsibility to have and maintain proper arrangements for the prevention and detection of fraud, error or mistakes.

1.2.3 It is our professional responsibility to be independent. Independence means that whoever carries out the internal audit role must not have any involvement in the financial decision making, management or control of the council.

1.2.4 As indicated on the annual return, our internal audit report is made to the parish council. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the parish council for our annual internal audit report in the annual return, or our schedule of recommendations.

1.3 Scope of audit

1.3.1 We will carry out our internal audit in accordance with the guidance within Governance and Accountability for Local Councils - A Practitioners Guide It is the council's responsibility to determine the scope of our internal audit. Our standard scope has been developed from Appendix 9 formerly included within Governance and Accountability for Local Councils - A Practitioners' guide, with some additional points we have found beneficial to include, together with a very basic review of some IT-related controls. The overall objective and standard scope of the work undertaken is to enable us to complete the internal audit section of the annual return.

1.3.2 We will provide an internal audit report for the annual return. In addition, we expect to provide you with a separate schedule of recommendations concerning any material weaknesses in internal control systems which come to our notice.

1.3.3 We shall expect to obtain and examine on a test basis such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.

1.3.4 Our audit is not designed to identify all significant weaknesses in the systems but, if we detect significant weaknesses, we will report them to you.

1.3.5 Once we have issued our report, we have no further responsibility in relation to the internal control systems for that financial year.

1.3.6 To ensure that there is effective two-way communication between us we will:
contact you prior to the audit to discuss any relevant matters and to agree any required action; and
contact you at the end of the audit to discuss any matters arising from the audit and to confirm any agreed action. We will of course contact you more frequently and regularly about audit and other matters during the course of the audit.

1.3.7 Only the services which are listed above are included within the scope of our instructions. If there are other services that you wish us to carry out which are not listed, please let us know and we will discuss with you whether they can be included in the scope of our work and whether this would necessitate additional fees. If we agree to carry out additional services for you, we will provide you with a new or amended engagement letter.

2 LIMITATIONS OF LIABILITY

2.1 We will provide services as outlined in this letter with reasonable care and skill. However, to the fullest extent permitted by law, we will not be responsible for any losses, penalties, surcharges or other liabilities, where you or others supply incorrect or incomplete information, or fail to supply any appropriate information or where you fail to act on our advice or respond promptly to communications from us.

2.2 You will not hold us, our director(s) and staff, responsible, to the fullest extent permitted by law, for any loss suffered by you arising from any misrepresentation (intentional or unintentional) supplied to us orally or in writing in connection with this agreement. You have agreed that you will not bring any claim in connection with
services we provide to you against any of our directors or employees personally.

2.3 Unless there is a legal or regulatory requirement to do so, our work is not to be made available to third parties without our written permission and we will accept no responsibility to third parties for any aspect of our professional services or work that is made available to them.

2.4 We have discussed with you the extent of our liability to you in respect of the professional services described within this engagement letter (the professional services). Having considered both your circumstances and our own, we have reached a mutual agreement that an amount equal to twice the total of: the annual precept, plus total other receipts for the relevant financial year (the sum of boxes 2 and 3 of the relevant annual
return) represents a fair maximum limit to our liability. In reaching this agreement it is also agreed that:

a) in the event of any claim arising in respect of the professional services, you have agreed that the sum set out above represents the maximum total liability to you in respect of the firm, its directors and staff;

this maximum total liability applies to any and all claims made on any basis and therefore includes any claims in respect of breaches of contract, tort (including negligence) or otherwise in respect of the professional services and shall also include interest;

b) we confirm that the limit in respect of our total aggregate liability will not apply to any acts, omissions or representations that are in any way criminal, dishonest or fraudulent on the part of the firm, its directors or employees or any other liabilities that cannot be lawfully limited or excluded; and
c) you have agreed that you will not bring any claim of a kind that is included within the subject of the limit

against any of our directors or employees on a personal basis.

3 COMMUNICATING WITH YOU

3.1 We will communicate with the Clerk in relation to affairs having agreed with you that
(s)he will represent the parish council.

4 AGREEMENT OF TERMS

4.1 Period of engagement

4.1.1 T st March 2018, and will remain
effective for future years unless terminated in writing by either party.

4.1.2 We will not be responsible for earlier years.

4.1.3 This letter supersedes any previous engagement letter for the period covered. Once agreed, this letter

will remain effective from the date of signature until it is replaced. You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.

4.2 Confirmation of your agreement

4.2.1 This letter, together with the attached terms of business, constitutes the entire contract between us and any proposed variations or termination must be given in writing.

4.2.2 The terms set out in this letter shall take effect immediately upon your countersigning this letter and returning it to us. If we are instructed to start work before receiving a signed copy of this letter we will treat that as acceptance of all the terms of this engagement letter, unless we hear from you to the contrary within 14 days

of you giving that instruction. You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty.

4.2.3 Please confirm your agreement to the terms of this letter and the attached terms of business by signing and returning the appointment acceptance below, together with a copy of this letter. If this letter and the attached terms of business are not in accordance with your understanding of our terms of appointment, please

NASH MILLS PARISH COUNCIL –WORKING GROUP (WG) MEETING REPORT 19/10/2022
Celebrations – Christmas 2022

Meeting held via Microsoft Teams. Participants: Cllrs BERKELEY, BRIGGS, COBB (+ LESTER for the first part)

Proposed Children's Art Competition

- Entry categories :
 - Any age group up to 16 inclusive.
 - Anything Christmas related.
- Request prizes from The Denes shops:
 - Tesco (£20 given for the Queen's Jubilee)
 - Nash Mills Café - £10 voucher
 - Fish & Chips - £10 voucher
- Participation small prize budget :
 - NMPC - £50 max
- Publicity posters :
 - Parish Notice Board
 - Shop windows
 - Nash Notice Board (Highbarns)
 - *Posters to make it clear that all entries must be pre-registered via the website*
- Other publicity :
 - Magazine
 - Facebook
 - NMPC web-site
 - Resident's Associations
 - Nash Mills School
 - *All publicity to make it clear that all entries must be pre-registered via the website*
- Submissions :
 - No frames – explanation poster in each shop window
 - Entry boxes in The Denes shops (*with a notice to make it clear that all entries must be pre-registered via the website*)
 - Register entries via the NMPC website
 - *Contact the Clerk alternative to the Web Site needed for all competitions for accessibility compliance.*
 - *A data protection statement related to competition entries. Data will only be used for the purpose of the competitions and then deleted.*
 - *Prior approval for using the entries in NMPC publicity.*
 - *The Clerk will email confirmation of registration with an entry number to write on the back of the entry.*
 - Shopkeepers to be asked to judge
- Time Line :
 - Sound out the shops re: prizes / posters / entry boxes / judging 31/10/2022

NASH MILLS PARISH COUNCIL –WORKING GROUP (WG) MEETING REPORT 19/10/2022
Celebrations – Christmas 2022

- Working Group report to Council 14/11/2022 for approval
- Magazine article
- Posters designed
- Communications to the Residents Associations
- Posters and boxes delivered
- The De Beautique team to display posters / monitor entries / put them on display
- Launch date: Saturday 3rd December
- Last entry date: Wednesday 21st December
- Judging deadline: 06/01/2023
- Prize Vouchers: 09/01/2023
- Results Announcement – immediately prior to the 09/01/2023 Council meeting.
- A data protection statement will be instated related to all competition entries. Data will only be used for the purpose of the competitions and then deleted.

The Three Tuns Public House- an Asset of Community Value

The Three Tuns was registered as an 'Asset of Community Value' in early 2021 following an application by Nash Mills Parish Council (NMPC). This means that if, at any time, the owner decides to sell the land they MUST advise Dacorum Borough Council immediately, which in turn MUST advise NMPC (as the nominee for the ACV). Many applications for ACVs are refused, but our bid was successful. **Our success was mainly due to the overwhelming evidence of its value within our local community. The Three Tuns offers a much needed resource that furthers the social wellbeing and social interests of the local community and one which enables those who are lonely or isolated to mix with their neighbours whilst undertaking an activity that gives them an opportunity to socialise, in addition to its use by a local Residents' Association and the borough councillor who hold meetings in the pub.**

What is 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". The nominee of an ACV (in this case NMPC), does not have to be the purchaser, 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.

This kind of venture has been achieved in other communities all over the UK. There are currently 40 co-operative pubs in the UK and most of these have been set up with the support of the charity Plunkett Foundation - their website provides more details. (www.plunkett.co.uk).

A community owned pub for Nash Mills?

Following the sudden closure of the Three Tuns, NMPC decided to consult Parish residents regarding the pub to inform the Council's future decision making in the event that the pub's owner decided to sell it. **We must stress that at this stage, the owner's intentions are unknown.**

should this be in bold

This survey is the first step. We need to know your views on what might be provided and what would receive your support. Please be as honest and realistic as possible in your answers. Your response will be treated in confidence. We ask you to provide your name and postcode so that we can assess whether or not responses originate within the Parish.

parish should be lower case I think

This questionnaire will be open for responses until 31st December 2022. The results of this survey will be published and presented to a Parish Council meeting when the **results will be discussed further.** We currently expect this to be in February 2023, but that could change - please keep an eye out for our monthly agendas on the website.

should parish council also be lower case? (I think unless it's the name)

Please provide your name and post code.

Name	<input type="text"/>
Postcode	<input type="text"/>

About the Three Tuns pub within our community

1. How often did you use the pub when it was open?

<input type="checkbox"/>	Daily
<input type="checkbox"/>	2-3 times a week
<input type="checkbox"/>	Once a week
<input type="checkbox"/>	Once a fortnight
<input type="checkbox"/>	Occasionally
<input type="checkbox"/>	Not at all

2. If the Three Tuns pub was **run by the community** would you or any member of your household use it?

This sounds more like a yes or no answer? Maybe it should be "how often would you or any member of your household use it?"

<input type="checkbox"/>	Daily
<input type="checkbox"/>	2-3 times a week
<input type="checkbox"/>	Once a week
<input type="checkbox"/>	Once a fortnight
<input type="checkbox"/>	Occasionally
<input type="checkbox"/>	Not at all

3. What did you visit the pub for?

Do we need a NEVER VISITED option? Or are you happy that this is covered by 'other'?

<input type="checkbox"/>	Drinks
<input type="checkbox"/>	Community or Association meetings (Please give the name of group and how many members it has)
<input type="checkbox"/>	Games (pool / darts etc)
<input type="checkbox"/>	Live music
<input type="checkbox"/>	Other musical entertainment
<input type="checkbox"/>	Quiz nights etc
<input type="checkbox"/>	Food from car park concessions (e.g. seafood / pizza)
<input type="checkbox"/>	Big-screen sports
<input type="checkbox"/>	Other (please specify)

4. What additional services would you be most like to see the pub offer?

<input type="text"/>

5. If you never used the pub, was there a particular reason why?

<input type="text"/>

6. If you currently use an alternative pub, where do you go?

<input type="text"/>

7. If the opportunity arose, do you think a community run pub is a good idea?

Is it worth adding a link to more information on this question [Just in case anyone is interested enough]?
https://plunkett.co.uk/wp-content/uploads/Plunkett_BB-2020_Pubs.pdf

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	I do not know enough about what a community run pub is to decide

8. On a scale of 1 – 5 (where 1 is not important and 5 is very important), how important do you think it is to have a local pub in Nash Mills?

NOT IMPORTANT <<<	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	>>> VERY IMPORTANT
	1	2	3	4	5	

9. Are you or any member of your family and friends involved in any local group who might be interested in using the pub for meetings etc? Please give name of group and how many members

<input type="text"/>

10. Please state how many people in each age range there are in your household:

☐ 0-16 number of people: 17 – 25 number of people: 26 – 45 number of people: 46 – 65 number of people: over 65 number of people:

11. Would you or anyone in your household be interested in helping a co-operative pub project in any way by:

Do we need to say that by ticking a box, you are not committing yourself, it's just to gauge interest?
Do we need a "I'm not sure yet but I'd like to stay informed" option?

<input type="checkbox"/>	Joining the steering group
<input type="checkbox"/>	Helping with fundraising
<input type="checkbox"/>	Providing professional advice/services and my profession/skills are:
<input type="checkbox"/>	Be involved in running the pub/volunteering e.g. DIY help
<input type="checkbox"/>	Making a donation
<input type="checkbox"/>	Buying a share
<input type="checkbox"/>	Making a loan
<input type="checkbox"/>	I cannot help

If you would like us to contact you in relation to question 11, then please provide your email address and / or phone number.

<input type="text"/>
<input type="text"/>

Thank you very much for taking the time to complete this questionnaire.



NASH MILLS
PARISH COUNCIL

Bulb Planting Risk Assessment

Adopted	
Agenda Reference	
Review Date	

Introduction

Nash Mills Parish Council is committed to supporting the local community and working to keep our community safe. In Autumn 2022 NMPC will be undertaking a Spring bulb planting event in the Bunkers Lane Playpark. The bulbs are being supplied by Dacorum Borough Council and it is likely that the local school will be invited to help with the planting.

The school will be expected to undertake their own risk assessment and to have their own insurance and parental consent in place. The pupils will be under the supervision of the school staff at all times. The purpose of this risk assessment is to ensure that NMPC have considered all reasonable risks to their staff or members attending.

Details to complete the Risk Assessment

STEP 1: Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard.

A death major injury major damage or major loss to property/equipment/corporate reputation	B serious over-3-day injury damage to property/equipment	C minor injury minor damage to property/equipment
------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------	----------------------------------------------------------------

STEP 2: Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised.

1 extremely likely to occur	2 frequent/often/likely to occur	3 slight chance of occurring
---------------------------------------	--------------------------------------------	----------------------------------------

STEP 3: Use the combination in the risk rating chart to link to the action criteria.

Likelihood	Severity		
	Major = A	Serious = B	Slight = C
Extremely likely to occur = 1	A1	B1	C1
Likely to occur = 2	A2	B2	C2
Unlikely to occur = 3	A3	B3	C3

Action criteria:

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix used and can be made available in a different format if required.

VERY HIGH	Very high priority – Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately
HIGH PRIORITY	High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk
MEDIUM / HIGH	Medium/high priority: Must receive attention to remove/reduce hazard or risk
MEDIUM	Medium priority: Should receive attention to remove/reduce hazard or risk
LOW	Low priority - remove/reduce hazard or risk after other priorities
VERY LOW	Very low priority - remove/reduce hazard or risk after other priorities

Hazard/Risk	Who could be harmed? Impact of risk	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Assessment	Conclusion/Mitigating Actions/Action by
Permissions not obtained	Financial and reputational risk to NMPC	C	3		Permissions sought from Abbots Hill School	NMPC Obtained by email October 2022
Safeguarding	Risk to pupils, members and staff	A	3		School to ensure that their safeguarding policy is shared with NMPC. School to supervise all children at all times.	School Cllrs/Clerk working with the school should not be in direct contact with any children as there is insufficient time for NMPC to request DBS checks on staff/members attending.
Walking to/from the site (traffic)	Risk to pupils, members and staff	A	3		Bunkers Lane and Belswains Lane can be busy with traffic and difficult to negotiate. Gate to be closed once all children present.	School Individuals to ensure personal safety when crossing Bunkers Lane and the school staff to ensure that they adhere to their own risk assessment in getting the children safely to the site. All attendees to park appropriately and safely without causing any obstruction, particularly at crossing points.
Bulbs if ingested/ allergic reaction to vegetation/insect bites/stings from vegetation	Risk to pupils, members and staff	A	3		Children attending will be briefed by the school	School
Weather	Risk to pupils, members and staff	C	3		Inclement weather could result in Children/attendees becoming cold or clothes and footwear becoming soiled.	All

						School to advise parents that appropriate clothing should be worn.
Slips/Trip/Falls	Risk to pupils, members and staff	C	3		<p>Be vigilant of selected area's topography</p> <p>wear sturdy footwear with a firm grip</p> <p>Uneven surface or wet weather could make surfaces slippery</p> <p>Play equipment present hazards if not used correctly</p>	<p>All</p> <p>School to advise parents that appropriate clothing should be worn.</p> <p>Wear sturdy footwear with a firm grip</p> <p>School to ensure that pupils do not use play equipment unless adequately supervised by their staff</p>
Use of Hand Tools	Risk to pupils, members and staff	C	3			
<p>Dog Faeces/hazardous waste</p> <p>Used Needles</p> <p>Litter and glass</p>	<p>Infection, Toxocariasis</p> <p>Needle stick injury</p> <p>Blood borne viruses (HIV, Hepatitis B)</p> <p>Minor injuries, cuts / abrasions</p>	A	3		<p>Inspection of the area prior to the pupils/volunteers entering the playpark.</p> <p>Inspection of the area and remove faeces</p> <p>Inspection of the area and litter pick (identify measures for preventing needle stick injuries)</p> <p>Inspection of the area and litter pick as required</p>	<p>Warden to liaise with Borough Council to ensure safe and prompt removal of all hazardous materials. Clerk to be advised immediately if there are any situations that require escalation.</p> <p>PPE equipment for Warden supplied by NMPC</p>

Public liability claims	NMPC	C	3		Public liability cover in place.	
Funds unavailable to update/maintain	NMPC	C	3		Efficient budgeting and earmarked reserves for maintenance and consumables required.	Clerk to note when budget setting Add to forward budget planner on finance system

Conclusion As the school will be taking full responsibility for their pupils and staff there is little or no operational risk to the Parish Council as long as the risk assessment is adhered to.

Full Council Action List

October 2022 (post Meeting)

CLlr Actions from Most Recent Meeting	Comment
Awaiting Further Updates	
Jubilee WG debrief to be arranged	AB
Article re Jamboree contribution to be written for NMPC Mag	NC
Bi Centenary magazine to be drafted-to be ready by 1 st April 2023	NC/JM/NB
Quotes needed for Christmas lights 2023	NC bring to council Spring 2023
Clerk Actions (Most Recent Meeting Information Only)	In addition to standard duties
The Denes project (bench delivery /liaise with RC)	Actioned
The Noticeboard Installation	Actioned/add maintenance to diary
Clerk to obtain quotes for a public works loan (ACV)	Supplied to working group
Clerk to obtain questionnaire examples for working group	Clerk actioned
Wreaths for 11/11	Clerk collected and delivered to JM
Rewilding- clerk meet RC re bulbs planting in play park	Done
Clerk to chase CCTV visit	Chased
Clerk to obtain Internal Auditor quotes	Actioned
Clerk to move May meeting due to Coronation/liaise with hall	Actioned
Clerk to arrange headings for noticeboard	Actioned
Clerk to arrange payment of grant for The Willows/update website with this information	Actioned
Submit Planning & Consultation comments	Actioned
Conclusion of Audit docs posted on website	Actioned
Transfer between reserves	Actioned
Add asset register to website	
Clerk to advise provider of Christmas lights timings	Actioned
Clerk order planter and arrange delivery/storage site	Actioned
Clerk to obtain licence for Coronation bunting	
Clerk to obtain VAT invoice for Wreaths	
Clerk still chasing some GDPR responses	
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	Re Submitted Nov 2022
Clerk add CLlr Roberts to NWB and Lloyds Accounts	Natwest Actioned Lloyd's outstanding
Long Term Actions No Immediate Resolution (Reminders)	
Projector screen	JM
War Memorial (status review before handover)	
Verges/Verge hardening (currently on hold with DBC)	
Borough Councillor Actions/ County Councillor Actions	
Enforcement @ Nash House now appeal refused.	JM
Road markings at Red Lion Lane/London Road fading	JM (County)
Surface water run off at Bunkers Lane	JM (Borough)