

CORFE MULLEN PARISH COUNCIL

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FINANCE & ADMINISTRATION COMMITTEE

There is a meeting of the above Committee at the Village Hall, Towers Way, Corfe Mullen on Tuesday 10th July 2018 commencing at 7.45 p.m.

Mrs K M Blee
Clerk to the Council
4th July 2018

Mrs Katrina M Blee
Clerk To The Council
Council Office
Village Hall
Towers Way
Corfe Mullen
Wimborne
Dorset
BH21 3UA

Members of the Committee: Cllrs. Alexander, Anderson, Harrison, Honeyman, Parkin, Perry, Stennett and Waterman.

PUBLIC DISCUSSION PERIOD

Members of the Public will have an opportunity to raise issues before the meeting starts. Each member of the public will be limited to a 5 minute slot.

AGENDA

1. To Elect a Chairman for the Municipal Year 2018-19
2. To Elect a Vice-Chairman for the Municipal year 2018-19
3. To Receive apologies for absence
4. To Record any declarations of interest
Members are reminded that any disclosable pecuniary interests should be declared.
5. To Approve the minutes of the meeting held on 10th April 2018
6. To Appoint 5 members to the Staffing Sub-Committee
7. To Approve Accounts for Payment
8. To Note the Budget Monitoring Report for the quarter ended 30 June 2018
9. Annual Risk Assessment Exercise
10. To Review banking and investments
11. To Note Update on capital projects
12. Items of Information and Matters for Forthcoming Agendas
13. To Confirm date and time of next meeting as 9th October 2018 at 7.45 pm

ITEM 5 MINUTES OF LAST MEETING

Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 10th April 2018 commencing at 7.15pm

Present: - Cllr Waterman- Chairman

| | | | |
|-------|-----------|----------|----------|
| Cllrs | Alexander | Harrison | Perry |
| | Anderson | Honeyman | Stennett |

Officers in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant Clerk).

PUBLIC DISCUSSION PERIOD

There were no members of the public present.

17/369 Apologies for Absence

Apologies were received from Cllr Parkin.

17/370 Declarations of Interest

Cllrs Harrison and Honeyman declared an interest in item 17/375 as they are Trustees of Corfe Mullen Youth Trust.

17/371 Minutes

The minutes of the Finance & Administration Committee held on 9th January 2018 were approved.

Nem Con.

17/372 Accounts for Payment

The Clerk advised revised figures for HMRC PAYE/NIC Month 1, DCPF-Superannuation Month 1 and Month 1 autopay following a minor adjustment. The following revised schedule was approved for payment.

| PARISH COUNCIL ITEMS | | |
|-----------------------------|---|---------|
| 200980 | D.J. Andrews - van mot, service, incl new rear brakes and cambelt | 887.33 |
| 200981 | Top Coat Print - newsletter printing | 290.00 |
| 200982 | Broadstone Link - newsletter delivery | 201.24 |
| 200983 | HMRC PAYE/NIC Month 1 | 1855.29 |
| 200984 | DCPF - Superannuation Month 1 | 2681.06 |
| autopay | Month 1 | 7435.87 |
| dd 18.04.18 | Chubb - fire extinguisher rental g'staff building | 16.92 |
| dd 09.04.18 | UK Fuels - fuel | 67.90 |
| dd 01.04.18 | EDDC - office rates | 360.00 |
| dd 01.04.18 | EDDC - cemetery rates | 238.23 |
| card 22.03.18 | Amazon - plastic name tags with holders | 13.99 |
| card 27.03.18 | Assistant Clerk 10 year service gift (from Chairman's Allowance) | 17.99 |
| card 14.03.18 | Post Office - stamps | 56.00 |

| | | |
|------------------|--|-----------------|
| card 21.03.18 | Cooperative - refreshments for Annual Parish Meeting | 19.47 |
| | TOTAL | 14141.29 |

| VILLAGE HALL ITEMS | | |
|---------------------------|------------------------------------|--------------|
| 200985 | PHS - hand towels | 17.64 |
| card 22.03.18 | Amazon - vacuum jug for Small Hall | 17.14 |
| card 23.03.18 | Co-op- kettle for Small Hall | 17.99 |
| | TOTAL | 52.77 |

Nem Con

17/373 Budget Monitoring Report for the quarter ended 31st March 2018.

The report was noted.

17/374 Update on Capital Projects

The following update on Capital Projects was noted.

| Item | £ Budget | Update | £ Actual cost (net) |
|--|---|--|----------------------------|
| New skate park | 60000 +60000 grant funding | The Clerk informed members that the start date had been delayed but it was hoped to complete the project by the end of June. | £119800 |
| Meadow memorial | £850 (prev year) | Completed. | £831 |
| Public Right of Way Brook Lane/Newtown Lane | £1000 | Completed | £1000 |
| Replacement gates at Towers Way Play Area | £2000 | The quotation has been agreed and a start date is awaited. | |
| Mini-refurbishment of Henbury Play Area – replacement components | £5000 | Not yet started – likely to take place in 2018-19. Following a suggestion from Cllr Harrison, it was highlighted that savings from the 2017/18 capital budget meant that if necessary, more than £5000 could be spent. The Clerk advised that she is meeting on site with the Head Groundsman and will bear this in mind when drawing up proposals for the refurbishment. | |
| Plant replacement | £1000, further £544 agreed at Full Council 28.03.17 | Hedge cutter, pole pruner and mower replaced | £1554.51 |
| New line marking machine | Not budgeted, agreed Full Council 28.03.17, budget £682 | Replacement | £682.00 |

| | | | |
|------------------------------------|---|--|----------------|
| <i>New laptop</i> | <i>Not budgeted, agreed at Full Council 23.05.17 £270</i> | <i>For meetings: due to Vista no longer being supported, refurbished one purchased</i> | <i>£248.58</i> |
| <i>Litter/dog bin replacements</i> | <i>£250, additional expenditure agreed Full Council 28.03.17, new total £1528</i> | <i>Replacement</i> | <i>£1460</i> |

17/375 Recording of Grants in kind

The following report was received from the Clerk:-

The Parish Council currently gives revenue funding to Corfe Mullen Youth Trust. With the Local Government Reorganisation, it is likely that the Parish Council may take on more services. It will be important to demonstrate to the public the actual level of subsidy the Parish Council provides to community organisations, and this should include time given by the Parish Council as well as financial grants. It may be that in the future the Parish Council offers support to other organisations such as help with funding applications, general advice from the Clerk etc.

The Clerk has already been asked to record hours spent on Youth Trust assistance and it is recommended that this is quantified annually in accordance with the hourly cost of employing the Clerk so that this can be reported to residents as part of the Council's Annual Accounts in the newsletter, on the website, or in an Annual Report.

This does not strictly apply to the Corfe Mullen Village Hall because the Parish Council as sole managing trustee does not charge for its services otherwise it would not be able to claim back VAT on purchases for the Village Hall. Therefore, only financial grants to the Village Hall should be recorded and reported.

For decision.

After discussion, Cllr Alexander proposed that the hours spent by the Clerk in assisting the Youth Trust should be reported as a grant in kind. This was seconded by Cllr Stennett.

Voting: 4 for 2 abstentions (Cllrs Harrison and Honeyman)

Cllr Harrison proposed that going forwards, although the same principle should apply to support given to other organisations, but that the reporting of such support should be decided on a case by case basis. This was seconded by Cllr Perry.

Voting: 6 in favour

17/376 Items of Information and Matters for Forthcoming Agendas

- a) *The Clerk reported that Cllr Alexander had queried whether the Council is aware of, and compliant with, the Public Contracts Regulation 2015. The Clerk reminded the meeting that this had been discussed previously and that she had attending training on the regulations and procurement in general. The recent procurement exercise for the new skate park had been compliant with the new regulations as will all future procurement, including rolling contracts where the contract value, or equivalent, is £25,000 or more.*
- b) *The Clerk reported that Cllr Alexander had asked that the Council look at service continuity risk, e.g., how would the Council operate if the office suffered a major fire? In addition, it is crucial to ensure that during times of sickness or holiday of the member of staff responsible, others know the procedures and*

have the necessary access to information, equipment, keys etc. The Clerk was asked to look at this issue and report to the July meeting.

- c) Cllr Harrison asked for clarification on GDPR compliance. The Clerk advised that NALC has provided a toolkit for parish and town councils and she has started working through this. The first step had been to provide council email addresses for all councillors.
- d) Cllr Honeyman expressed concern that the recreation ground is extremely wet at the moment due to the very heavy rain we have had. He also asked about the status of the County Field under the new unitary authority and was advised that all assets will automatically transfer to the new authority.

17/377 Date and time of the next meeting

The date and time of the next meeting was confirmed as Tuesday 10th July at 7.45 pm (time subject to change).

The meeting closed at 8.00pm.

ITEM 7 ACCOUNTS FOR PAYMENT

| PARISH COUNCIL ITEMS | | |
|----------------------|--|-----------------|
| 201036 | ESPO - toilet rolls and disinfectant | 21.50 |
| 201037 | M B Wilkes x 2 - topsoil | 80.78 |
| 201038 | Dorset Electrical - fire alarm service | 160.51 |
| 201039 | CMVH - meeting room hire | 338.40 |
| 201040 | Broadstone Link - newsletter delivery | 201.24 |
| 201041 | Topcoat Print - newsletter printing | 290.00 |
| 201042 | Borough of Poole - Grounds Maintenance May | 739.20 |
| 201043 | K9 - June security at rec. | 720.00 |
| 201044 | K9 - to supply keyholding service for g'staff building from 01.07.18 to 31.12.18 | 252.00 |
| 201045 | EDGE IT Systems - 4th year of 5 year contract | 564.00 |
| 201046 | Move Catering - credit for cancelled matches as agreed by PC | 68.00 |
| 201047 | HMRC - PAYE/NIC Month 4 | 2106.50 |
| 201048 | DCPF - Superannuation Month 4 | 2956.88 |
| autopay | Month 4 | 8224.04 |
| dd 02.07.18 | Water2business - water usage cemeteries/allotments Dec 17 - May 18 | 271.78 |
| dd 02.07.18 | UK Fuels - fuel | 120.80 |
| dd 25.07.18 | Chubb - fire extinguisher rental g'staff bldg. July | 16.92 |
| card 27.06.18 | Post Office - stamps | 64.70 |
| card 22.06.18 | Tesco - mobile top up for groundstaff | 20.00 |
| card 21.06.18 | Co-op - sellotape | 2.00 |
| | TOTAL | 17219.25 |

| VILLAGE HALL ITEMS | | |
|--------------------|--|--------|
| 201036 | ESPO - toilet rolls and brush | 31.00 |
| 201038 | Dorset Electrical - fire alarm service | 160.51 |

| | | |
|----------------|--|---------------|
| dd 02.07.18 | Water2business - water usage June - December | 556.63 |
| | TOTAL | 748.14 |

ITEM 8 BUDGET MONITORING REPORT

| | 2018-19 | To 30.06.18 | To 30.06.18 | Variance |
|-------------------------------|---------------|---------------|---------------|--------------|
| | ANNUAL | EXPECTED | ACTUAL | |
| | BUDGET | | | |
| INCOME | £ | | £ | |
| Precept | 294475 | 147238 | 147238 | 0 |
| Cemetery Fees | 16995 | 4249 | 2375 | -1874 |
| Bank interest | 625 | 156 | 235 | 79 |
| Allotment Rents | 0 | 0 | 0 | 0 |
| Recreation | 1400 | 3 | 3 | 0 |
| FOI income | 5 | 1 | 0 | -1 |
| Booklet/dvd/Sales | 40 | 10 | 0 | -10 |
| Other income | 50 | 13 | 55 | 42 |
| Rent from CMYT | 0 | 7700 | 7700 | 0 |
| TOTAL INCOME | 313590 | 159369 | 157605 | -1764 |
| | | | | |
| EXPENDITURE | | | | |
| Employees | | | | |
| Salary & wages | 153592 | 38398 | 38148 | -250 |
| Travelling expenses | 500 | 125 | 134 | 9 |
| TOTAL | 154092 | 38523 | 38282 | -241 |
| Recreation | | | | |
| Grounds maintenance | 30250 | 7563 | 5356 | -2207 |
| Insurance | 575 | 288 | 237 | -51 |
| Rent - DCC | 700 | 0 | 0 | 0 |
| Play Equipment maintenance | 1400 | 350 | 2175 | 1825 |
| Dog wardening | 4000 | 4000 | 3900 | -100 |
| Community orchard | 300 | 75 | 0 | -75 |
| TOTAL | 37225 | 12275 | 11667 | -608 |
| General Administration | | | | |
| Professional services | 3100 | 1033 | 1005 | -29 |
| Staff training and prof fees | 1000 | 250 | 286 | 36 |
| Member training | 360 | 90 | 0 | -90 |
| Insurance | 2406 | 1203 | 1114 | -89 |
| DAPTC | 1283 | | 1247 | 1247 |
| Audit fees | 1750 | 0 | 0 | 0 |
| Hire of rooms | 1390 | 348 | 338 | -9 |
| Advertising | 250 | 63 | 0 | -63 |
| Members travelling exps | 180 | 45 | 0 | -45 |
| Chairman's allowance | 1500 | 1250 | 861 | -389 |
| Parish Newsletter | 2000 | 500 | 458 | -42 |
| Publications & subscriptions | 150 | 94 | 90 | -4 |

| | | | | |
|---|---------------|--------------|--------------|--------------|
| Website/software/computer support/maint | 1850 | 463 | 879 | 416 |
| PWLB loan interest | 2000 | 1000 | 683 | -317 |
| Election costs | 0 | 0 | 0 | 0 |
| Rent: Lockyers Hub | 0 | 4750 | 4750 | 0 |
| Miscellaneous | 180 | 45 | 152 | 107 |
| TOTAL | 19399 | 11132 | 11862 | 729 |
| Office Costs | | | | |
| Postage, Printing & Stationery | 1050 | 263 | 207 | -56 |
| Telephone/Internet | 1380 | 345 | 401 | 56 |
| Office Expenses | 7360 | 4540 | 4501 | -39 |
| TOTAL | 9790 | 5148 | 5109 | -38 |
| | | | | |
| Vehicles & Plant | | | | |
| Licence & Insurance | 1205 | 402 | 389 | -13 |
| Petrol/Repairs | 3500 | 875 | 557 | -318 |
| TOTAL | 4705 | 1277 | 946 | -331 |
| Cemeteries | | | | |
| Insurance | 359 | 179 | 311 | 132 |
| Rates and utilities | 2395 | 2320 | 2417 | 97 |
| Repairs & maintenance | 550 | 138 | | -138 |
| TOTAL | 3304 | 2637 | 2729 | 92 |
| Grants to outside organisations | | | | |
| Small grant programme/donations | 5500 | 0 | 0 | 0 |
| CMVH grant | 15000 | 15000 | 15000 | |
| Youth Trust revenue grant | 36104 | 9026 | 7700 | -1326 |
| Total | 56604 | 24026 | 22700 | -1326 |
| | | | | |
| Highways & Street lighting | 1340 | | 199 | 199 |
| Allotments | | | | |
| Rent of land | 205 | 51 | 0 | -51 |
| Water | 500 | 250 | 242 | -8 |
| Maintenance | 240 | 60 | 60 | 0 |
| Legal fees re new site | 1250 | 0 | 0 | 0 |
| TOTAL | 2195 | 361 | 302 | -60 |
| TOTAL EXPENDITURE | 288654 | 95379 | 93796 | -1583 |
| | | | | |
| EXCEPTIONAL AND CAPITAL INCOME | | | | |
| CIL receipts | 0 | 0 | 894 | |
| Capital grant: Mitigation Fund for Wheel Park | 0 | 0 | 60000 | |
| TOTAL EXCEPTIONAL INCOME | | | 60894 | -1651 |

| | | | | |
|--|---------------|--------------|--------------|-----------|
| EXCEPTIONAL AND CAPITAL EXPENDITURE | | | | |
| PWLB Loan repayments | 8800 | 4400 | 4458 | 58 |
| Cap exp Earmarked reserves | 150000 | 60000 | 45490 | |
| Allotments provision | 2000 | 0 | 0 | 0 |
| Provision for devolved services | 10000 | 0 | | |
| TOTAL EXCEPTIONAL EXPENDITURE | 170800 | 64400 | 49948 | 58 |

ITEM 9 RISK ASSESSMENT EXERCISE

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| RISK ASSESSMENT EXERCISE JULY 2018 | FOR REVIEW |
| ITEM 1 | RISKS COVERED BY INSURANCES |
| | |
| FULL REVIEW OF INSURANCES TOOK PLACE SUMMER 2016 WITH INSURANCE COMPANY AND AGREED BY FULL COUNCIL. | |
| | |
| ITEM 2 | RISKS MANAGED WITH OTHERS |
| RISK | OTHER BODIES INVOLVED |
| SECURITY FOR VULNERABLE BUILDINGS, AMENITIES AND EQUIPMENT | POLICE, HENBURY SCHOOL, CANFORD ESTATES, Great Heath Project, SPORTS ASSOCIATION, Lockyers School, Wimborne Academy Trust, CO-OP, VILLAGE HALL, COMMUNITY ORGANISATIONS, EDDC AND DCC. CMSA amended agreement signed Autumn 2016. CMSA lease for pavilion currently being renegotiated with the Parish Council likely to take on more responsibility for the building's maintenance. Licence agreement with Wimborne Academy Trust for Lockyers Community Hub. |
| MAINTENANCE FOR VULNERABLE BUILDINGS, AMENITIES OR EQUIPMENT | EDDC, HENBURY SCHOOL, DCC, , Lockyers School, Wimborne Academy Trust, CANFORD ESTATES, Great Heath Project, SPORTS ASSOCIATION, VILLAGE HALL. See above re CMSA. |
| PROVISION OF SERVICES BEING CARRIED OUT UNDER AGENCY/PARTNERSHIP AGREEMENTS WITH PRINCIPAL AUTHORITIES | Agency agreement signed 1.7.18 with DCC for works on the highway. |
| BANKING ARRANGEMENTS, INCL BORROWING AND LENDING | BANK, DAPTC, PWLB, INTERNAL AUDITOR, SLCC. |
| AD HOC PROVISION OF AMENITIES/FACILITIES FOR EVENTS TO LOCAL COMMUNITY GROUPS | CARNIVAL COMMITTEE, FIRE SERVICE, POLICE, EDDC, DCC, VILLAGE HALL, LOCKYERS COMMUNITY HUB, COMMUNITY ORGANISATIONS. |
| VEHICLE OR EQUIPMENT LEASE OR HIRE | Logik (PHOTOCOPIER). Lease up for renewal in 2018 |
| TRADING UNITS | SPORTS ASSOCIATION (REC), CATERING UNIT, CANFORD ESTATES, ALLOTMENTS SOCIETY, DAPTC (ALLOTMENTS) DAPTC, DCLG (CEMETERIES) INSTITUTE OF CEMETERY AND CREMATORIA MANAGEMENT (CEMETERIES) |
| PROFESSIONAL SERVICES | Architectural services, Legal Services, Audit Services (Audit Commission, External Auditor, Internal Auditor, DAPTC, SLCC), H&S/HR services - Ellis Whittam |

| | |
|--|--|
| TENANCIES, LEASES & AGREEMENTS (ISSUED TO CMPC) | Clerk to ensure all in force and renewed and reviewed as appropriate (diarises). Also outlined in notes to annual accounts. All leases kept in fireproof cabinet and also scanned with remote backup. Current landlords are EDDC, DCC, CANFORD ESTATES. |
| INTERNAL CONTROLS TO MANAGE THESE RISKS | |
| STANDING ORDERS AND FINANCIAL REGULATIONS | In place to deal with award of contracts or the purchase of capital equipment. Standing Orders revised May 2015, Financial regulations revised May 2016. |
| REPORTING ON PERFORMANCE BY SUPPLIERS/PROVIDERS/CONTRACTORS | No formal performance procedures, but monitored by Clerk and reported to the Council and/or relevant Council Committee. |
| INSURANCE REQUIREMENTS FOR OTHER ORGS | To be required to have £10m employers liability and £10m public and product liability. |
| REVIEW OF CONTRACTS | Undertaken by the Clerk at renewal for consideration by the Council/relevant Committee. |
| REGULAR SCRUTINY OF PERFORMANCE AGAINST TARGETS | No formal targets set currently. |
| ADOPTION OF AND ADHERENCE TO CODES OF PRACTICE FOR PROCUREMENT AND INVESTMENT | Financial Regulations based on NALC model have been adopted. Reviewed annually, last review May 2016. Clerk has undertaken training in accordance with the Public Contracts Regulations 2015. |
| ARRANGEMENTS TO DETECT AND DETER FRAUD AND/OR CORRUPTION | Financial Regulations provide for vigorous internal controls on banking, accounting and auditing, budgetary control, orders and contracts, payments, salaries, loans and investments, income, stores and equipment, property and estates, insurance and charities. Internal and external audits in accordance with Audit and Accounts Regulations 2015. Financial Regulations reviewed May 2016. |
| REGULAR BANK RECONCILIATIONS, INDEPENDENTLY REVIEWED | Undertaken monthly by the Assistant Clerk (quarterly for savings a/c) and verified by Clerk/RFO and Councillor (signed). Full Council approves bank reconciliations. |
| REGULAR REVIEW OF BANKING | Undertaken by Finance & Administration Committee at least yearly. |
| | |
| ITEM 3 | SELF-MANAGED RISKS |
| KEEPING PROPER FINANCIAL RECORDS IN ACCORDANCE WITH STATUTORY REQUIREMENTS | Undertaken by competent Clerk/RFO (assisted by Assistant Clerk) and reviewed by Internal Audit. Training/conferences attended by Clerk/RFO as needed. |
| ENSURING ALL BUSINESS ACTIVITIES ARE WITHIN LEGAL POWERS APPLICABLE TO LOCAL COUNCILS | Undertaken by competent Clerk and reviewed by Internal Audit. Training/conferences attended by Clerk as needed. |
| COMPLYING WITH RESTRICTIONS ON BORROWING | Undertaken by competent Clerk. Training/conferences attended by Clerk as needed. |
| ENSURING THAT ALL REQUIREMENTS ARE MET UNDER EMPLOYMENT LAW AND INLAND REVENUE REGULATIONS | Training/conferences attended by Clerk/RFO as needed. External consultants appointed 2010, and re-appointed 2016. |
| ENSURING THAT ALL REQUIREMENTS ARE MET UNDER HEALTH & SAFETY LAW | Undertaken by Clerk/RFO assisted by Head Groundsman, Senior Village Hall Caretaker and Assistant Clerk. Training/conferences attended by Clerk/RFO as needed. External consultants appointed 2010 and re-appointed 2016. |
| ENSURING ALL REQUIREMENTS ARE MET UNDER CUSTOMS AND EXCISE REGULATIONS (ESPECIALLY VAT) | Regular VAT returns completed by Clerk/RFO. Training/conferences attended by Clerk/RFO as needed. Input from internal auditor and advice from charity commission and HMRC in respect of village hall. |
| ENSURING THE ADEQUACY OF THE ANNUAL PRECEPT WITHIN SOUND BUDGETING ARRANGEMENTS | Regular scrutiny of precept level as against planned revenue and capital expenditure by Finance & Admin Committee via regular budget monitoring. |

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|---|---|
| MONITORING PERFORMANCE AGAINST AGREED STANDARDS UNDER PARTNERSHIP AGREEMENTS | No partnership agreements at present. |
| ENSURING THE PROPER USE OF FUNDS GRANTED TO LOCAL COMMUNITY BODIES UNDER SPECIFIC POWERS OR UNDER SECTION 137 | Criteria introduced in 2009, organisations required to submit accounts, conditions of grant to include requirement to report on how monies are spent unless otherwise agreed with the council. However, Council now has General Power of Competence and therefore uses this power for such expenditure. |
| PROPER, TIMELY AND ACCURATE REPORTING OF COUNCIL BUSINESS IN THE MINUTES | Draft minutes produced within 2 weeks of meetings and approved by appropriate committee or Full Council at earliest opportunity thereafter. All minutes numbered and paginated and signed minute file maintained by Clerk. |
| RESPONDING TO ELECTORS WISHING TO EXERCISE THEIR RIGHTS OF INSPECTION | Freedom of Information Act Model Publication Scheme adopted (approved December 2008) and updated and reviewed 2017. Registered Data Controller. Statutory audit notices displayed in accordance with Audit and Accounting Regulations 2015. |
| MEETING THE LAID DOWN TIMETABLES WHEN RESPONDING TO CONSULTATION INVITATION | Clerk diarises deadlines to ensure committees and/or council have responded on time. |
| MEETING THE REQUIREMENTS FOR QUALITY PARISH STATUS OR OTHER ACCREDITATION | Scheme now ceased. Council has not considered the new Award Scheme. |
| PROPER DOCUMENT CONTROL | Filing, records and archives maintained by Assistant Clerk. Website content to be within remit by council and regulated by Clerk. |
| REGISTER OF MEMBERS' INTERESTS AND GIFTS AND HOSPITALITY IN PLACE, COMPLETE, ACCURATE AND UP TO DATE | Register of Members' Interests maintained by Clerk, submitted to EDDC for publishing in accordance with the Transparency Code. |
| TENANCIES, LEASES & AGREEMENTS (ISSUED BY CMPC) | Clerk to ensure all in force and renewed and reviewed as appropriate (diarises). Also outlined in notes to annual accounts. All leases kept in fireproof cabinet and scanned with remote back up. Current tenants are CMSA, Guides and Scouts. |
| MANAGEMENT OF FUNDS | To be reviewed regularly and at least annually and funds are not to be placed with an institution with less than a single A rating (S&P or equivalent). |
| STAFF SICKNESS | To ensure level of funds is sufficient to cover for longer-term staff absences and locum cover. DAPTC/SLCC maintain list and contacts of potential locums, especially for the Clerk/RFO's role. |
| Health & Safety - general | Managed with advice and review by Ellis Whittam consultants, service includes indemnify insurance. |
| HR - general | Managed with advice and review by Ellis Whittam consultants, service includes indemnify insurance. |
| Transparency | Clerk ensures that the Council is compliant with the Local Government Transparency Code 2015. |
| GDPR COMPLIANCE | Clerk has undertaken training and working through the compliance toolkit provided by NALC. |

ITEM 10 BANKING AND INVESTMENTS

It is recommended that the current policy of investing longer term in the Public Sector Deposit Fund and ensuring that no more than £85000 is held with any banking institution where possible, continues.

For decision.

ITEM 11 CAPITAL PROJECTS

| Item | £ Budget | Update | £ Actual cost (net) |
|--|----------------------------|---|---|
| New skate park | 60000 +60000 grant funding | Opened 4 July 2018. Official opening planned for August 2018. Some snagging and monitoring to take place over the next 2 months. Litter a problem, may ease off. Consider additional or larger bin. For decision. | £119850 installation There will also be the cost of crown lifting a tree and clearing a drain. |
| Replacement gates at Towers Way Play Area | £2000 | Completed | £2175 |
| Mini-refurbishment of Henbury Play Area – replacement components | £5000 | Not yet started – likely to take place in 2018-19. Larger refurbishment being considered by Community Services Committee: Clerk to obtain quotations. | |
| Plant replacement | £8000 | Two new strimmers. Quotation to be sought for replacement ride-on. | £1030.00 |
| Cemetery works | £15000 | Quotations to be considered by Community Services Committee in August | |