

## **CHILTON PARISH COUNCIL**

### **Minutes of Meeting held on Monday 6<sup>th</sup> January 2014 in the Christopher Centre at 7.30pm**

**Present:** Councillors Peter Clifford (Chairman), Richard Edgeley, Eileen Gore, Valerie Hart of Chilton, Veryan Herbert, Steve Graham and Keith Shapley.

**Attending:** D Crimmin (Clerk), Jenny Antill (Babergh District Councillor), Frank Lawrenson (Babergh District Councillor), PC Darren Marshall and PCSO Siobhan Hemmett.

#### **14/001 Apologies for Absence**

Colin Spence (Suffolk County Councillor) sent his apologies.

#### **14/002 Declaration of Interests**

None were declared.

#### **14/003 Requests for councillor dispensation**

No requests received.

#### **14/004 Minutes of Meeting held on 3<sup>rd</sup> December 2013**

The minutes of the meeting were approved and signed by the Chairman as a correct record.

#### **14/005 Public Forum**

Matters raised are recorded in Appendix A.

#### **14/006 Clerks Report (Appendix A) and Chairman's Report**

Following a review of the Clerk's report there were no further actions requested of the Clerk. The Chairman updated councillors on the car wash refurbishment at Homebase which he has referred to Sudbury Town Council. The councillors resolved that a letter of complaint be sent to Homebase, as the landowner, and Babergh regarding the issues of unregulated development of the car wash site.

#### **14/007 Questions to the Chair**

There were no questions raised.

#### **14/008 Routine Correspondence (Appendix B)**

After the councillors reviewed the correspondence and the emails circulated by the Clerk, there were no further actions requested of the Clerk.

#### **14/009 Planning**

- a. The councillors noted **Planning Application B/13/01475 Grove Hall, Waldingfield Road** - Application for a Certificate of Lawfulness for a Proposed Use of Development - Conversion of loft into additional living accommodation and insertion of roof windows.
- b. No further planning application had been received since the agenda was posted.
- c. With Babergh updating the S106 agreement with regard to the Prolog application, the Clerk was asked to write to Babergh to ask for a copy of the document with the modifications highlighted and see if there is to be a re-consultation on the modifications. The status of previous applications reviewed by CPC and enforcement referrals were as follows:

Signed \_\_\_\_\_ Date \_\_\_\_\_

## CHILTON PARISH COUNCIL

### Minutes of Meeting held on Monday 6<sup>th</sup> January 2014 in the Christopher Centre at 7.30pm

Application Reference	Address	Planning Details	CPC Minute	Parish Council Comments	Babergh DC Comments
B/09/00932	Land East of County Farm fronting, Church Field Road, Waldingfield Road, Chilton	Erection of 2 no. detached industrial buildings (Use Class B1, B2 & B8), centrally located service yard area, surface car parking, landscaping and associated works. Amendments to application - a Socio Economic Impacts Addendum to the ES and SES.		Objected to application	Approved by BDC Development Committee 16/05/2012 subject to S106 conditions.
B/09/00932	Land East of County Farm fronting, Church Field Road, Waldingfield Road, Chilton	Re-Advertisement - Erection of 2 no. detached industrial buildings (Use Class B1, B2 & B8), centrally located service yard area, surface car parking, landscaping and associated works.	12/125b	Objected to application	
B/09/00932	Land East of County Farm fronting, Church Field Road, Waldingfield Road, Chilton	Erection of 2 no. detached industrial buildings (Use Class B1, B2 & B8), centrally located service yard area, surface car parking, landscaping and associated works.	13/069	Objected to S106 provisions	Approved by BDC Development Committee 04/09/2013.
B/13/01241	Adjoining Parish - McDonalds Drive Through Restaurant, Waldingfield Road	Application under section 73 of the Town and Country Planning Act (1990) to remove condition 16 attached to P.P. B/99/00514/OUT - To allow for 24 hour opening.	13/123a	Objected to application	Withdrawn
Cleud	Chilton Grove Works, Waldingfield Road	Lawful Development certificate - Use of land serving as the operational area involving the stockpiling of processed, unprocessed and screened road flake, graded fines, aggregate storage bays (4 no), mobile screen crusher and mobile aggregate screen, loading of vehicles and siting of a skip.	13/144a	No objection.	

#### 14/010 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix D), were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.
- b. Following a review of the agreed Expenditure budget and proposed reserves (Appendix E) the councillors resolved to set a Precept of £7,773.96 for 2014 / 2015 which will mean a 0% increase in the Band D Council Tax. The councillors further resolved that if the Government introduces a Precept Cap on CPC for 2014 / 2015, then the Precept is to be set so that the Band D Council Tax is 0.05% below the threshold of the referendum criteria. The councillors requested more clarification on the changes to the calculation of the proposed council tax grant from BDC.

#### 14/011 Chilton Woods

A meeting was held by BDC in December on the proposed development of Chilton Woods. The meeting did not add anything new to the master plan previously developed by Redrow. A further meeting is expected in the coming months once the result of the Core Strategy Examination is known.

#### 14/012 Health Centre

Cllr Clifford updated councillors on the latest status of development at the Health Centre and confirmed that the building is on schedule to be completed by November 2014. Currently plans are being developed for bus services to the centre.

#### 14/013 Burial Authority matters

No issues raised.

#### 14/014 Footpaths and other amenities

No issues raised.

#### 14/015 QDJ Commemoration

A tree planting ceremony is to be held on Sunday 26<sup>th</sup> January at 12 noon at the Churchyard.

## CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6<sup>th</sup> January 2014 in the Christopher Centre at 7.30pm

### 14/016 Outstanding issues with SCC

The current status of issues are as follows:

Issue	SCC Response	Review date
Remove the gardening and other waste on Chilton Airfield		Complete
Drive to St Mary's Church - drain clearance and cutting back of hedgerow.		Complete
Ownership of St Mary's drive to CPC?	SCC Decision pending.	March
Aubrey Drive fence around green	Hedge planting?	March

### 14/017 Risk Assessment

The councillors reviewed CPC's Risk Management Register as at January 2014 (Appendix F) and were satisfied that all issues were covered

### 14/018 Effectiveness of CPC's Internal Audit and Internal Control process

The councillors reviewed the current system of CPC's internal controls and internal audit and resolved that they were satisfied:

- With the review of the Internal Audit as per Appendix G
- That the scope of the audit is in accordance with The Governance and Accountability in Local Councils in England and Wales, A Practitioners Guide 2011 and the guidelines issued by BDO LLP and by the Suffolk Association of Local Councils
- With the report provided by the internal auditor at the conclusion of audit for review by CPC.
- The councillors further resolved that Heelis & Lodge's scope of internal audit work was in accordance with the role required to be undertaken by the internal auditor for CPC
- With the Internal Control processes undertaken by the council.

### 14/019 Community Right to Bid

The councillors resolved that two parcels of land be registered with BDC under the 2011 Localism Act for the Community's Right to Bid for:

- The Woodland Bats Tree Nursery
- The drive / path from Church Field Road to the Churchyard.

### 14/020 Date of next Meeting

The next scheduled meeting will be held on Tuesday 4<sup>th</sup> March 2014 starting at 7.30pm in the Christopher Centre.

**The meeting closed at 9.25pm.**

### Appendix A Public Forum

The councillors were updated by Jenny Antill and Frank Lawrenson on BDC's Budget debate; Locality Offices are now being allocated to BDC Councillors; CSD Contract; Planning Policy; a move to get direct train services from Sudbury to London; BDC are progressing on their plans to put solar panels on their housing stock.

PCSO Hemmett gave the Police report as follows "This report covers the period from 03/11/2013 to 29/12/2013. During this time there has been 1 crime recorded within the parish, this compares to 0 crimes for the same period last year. Burglary Other Building - 1 Report - SU/13/2313 An unknown offender has gained access to a property and outbuildings on Waldingfield Road. There was damage to the property but nothing was stolen."

Signed \_\_\_\_\_ Date \_\_\_\_\_

## CHILTON PARISH COUNCIL

### Minutes of Meeting held on Monday 6<sup>th</sup> January 2014 in the Christopher Centre at 7.30pm

The councillors were also informed that PCSO Hannah Partington would be replacing PCSO Hemmett on the SNT team. The councillors thanked PCSO Hemmett for all her support over the past 5 years. PS998 Kathy Ellis is also to join the SNT supporting Chilton.

#### Appendix B Clerk's Report

Minute	Action	Complete ✓
12/010	Jenny Antill is progressing CPC's views on being a formal partner for Chilton Woods S106 agreement.	
12/025	Church Field Road street lights upgrade to LED's currently being decided by SCC.	
12/073	Awaiting further advice from Cllr Hart on enforcement action at Carbonnells.	
13/104	Cllr Hart to write to Inspector over Core Strategy process concerns.	
13/119	Minutes updated on website.	✓
13/123 a	Planning response sent to Babergh.	✓
13/124	Financial Regulations updated on website.	✓
13/124 b	Payments made to suppliers.	✓
13/124 c	Order placed for street light upgrade after notice of £500 Locality Budget grant from Colin Spence confirmed.	✓
13/132	Training now to take place on Monday 17th February 2014 at Great Waldingfield Village Hall starting at 6pm.	✓
13/134	Councillors and Police updated with 2014 meetings schedule.	✓
13/141	Minutes updated on website.	✓
13/143	Updated BDC with options for Chilton poll locations.	✓
13/144	Planning response sent to Suffolk County Council.	✓
<b>Speed Watch Outings (Drivers reported)</b>		
No surveys undertaken since last meeting.		
<b>Other Issues</b>		
Clerk Hours till 22nd December- Worked 188.25 Paid 190		

#### Appendix C Routine Correspondence reviewed by councillors

Cores Log Ref	Date Received	From	Regarding	Agenda	Routine	Clerk Notes
CH13014		Newsletters	The Local Councillor		✓	Circulated.

## CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6<sup>th</sup> January 2014 in the Christopher Centre at 7.30pm

### Appendix D RFO Report

#### Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
13/11/13	SCC P3 Grant			222.30	0.00
25/11/13	R Baldwin - Notice Board repair	661	LA 2011 ss 1 to 8	0.00	89.32
06/01/14	Newton Parish Council - Speed Watch	662	LA 2011 ss 1 to 8	0.00	50.00
06/01/14	P Clifford - Expenses	663	LA 2011 ss 1 to 8	0.00	74.70

#### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	09/12/13	£11,495.86	£11,371.16	£124.70	£0.00	£0.00
Instant Access Account	14/10/13	£27.07	£27.07	£0.00	£0.00	£0.00
Co-operative Bank	09/09/13	£10,458.02	£10,458.02			£0.00
		£21,980.95	£21,856.25	£124.70	£0.00	

#### Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£16,815.97				
<b>Income</b>			<b>Expenditure</b>			
Precept	£7,250.00	£7,250.00	Clerks Salary		£2,582.00	£1,756.80
Bank Interest	£250.00	£257.46	Admin Expenses	£562.00	£1,126.00	£468.44
Churchyard	£0.00	£0.00	Insurance		£220.00	£180.54
Grants	£450.00	£444.60	Annual Subscriptions		£244.00	£222.00
Wayleave	£9.20	£9.20	Audit Inspections		£145.00	£155.00
Other	£0.00	£665.00	Donations		£200.00	£0.00
VAT Repayment	£0.00	£95.02	Chairman's Allowance		£200.00	£198.90
			Dog & Litter Bins		£180.00	£0.00
			Footpaths		£550.00	£525.00
			Churchyard / Memorial		£50.00	£0.00
			Community Warden		£650.00	£0.00
			Street Lighting		£50.00	£0.00
			Projects		£750.00	£124.43
			VAT Paid		£0.00	£49.89
<b>Total</b>	<b>£7,959.20</b>	<b>£8,721.28</b>	<b>Total</b>	<b>£562.00</b>	<b>£6,947.00</b>	<b>£3,681.00</b>
			Assets C/Forward			£21,856.25
<b>Total</b>		<b>£25,537.25</b>	<b>Total</b>			<b>£25,537.25</b>

Unrecovered VAT = £49.89

## CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6<sup>th</sup> January 2014 in the Christopher Centre at 7.30pm

### Appendix E Precept

At the November meeting you agreed a total expenditure budget of £6,958 for 2014 / 15 as follows:

	2012 / 2013		2013 / 2014			2014 / 2015
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Bank Interest	200.00	200.56	250.00	257.46	<b>257.46</b>	144.00
Churchyard	0.00	1,210.00	0.00	0.00	<b>0.00</b>	0.00
Grants	0.00	2,444.36	450.00	222.30	<b>444.60</b>	450.00
Wayleave	9.20	9.20	9.20	9.20	<b>9.20</b>	9.20
Other	0.00	0.00	0.00	665.00	<b>665.00</b>	0.00
VAT Repayment	0.00	92.83	0.00	95.02	<b>95.02</b>	0.00
<b>Total Income</b>	<b>209.20</b>	<b>3,956.95</b>	<b>709.20</b>	<b>1,248.98</b>	<b>1,471.28</b>	<b>603.20</b>
<b>Precept</b>		<b>6,750.00</b>			<b>7,250.00</b>	
<b>Expenditure</b>						
Clerks Salary	2,507.00	2,506.30	2,582.00	1,756.80	<b>2,532.00</b>	2,583.00
Admin Expenses	1,100.00	765.18	1,126.00	468.44	<b>1,100.00</b>	1,160.00
Insurance	240.00	184.22	220.00	180.54	<b>180.54</b>	200.00
Annual Subscriptions	240.00	238.00	244.00	222.00	<b>245.00</b>	255.00
Audit Inspections	165.00	155.00	145.00	155.00	<b>155.00</b>	160.00
Donations	200.00	1,300.00	200.00	0.00	<b>200.00</b>	200.00
Chairman's Allowance	150.00	149.85	200.00	124.20	<b>200.00</b>	200.00
Dog & Litter Bins	160.00	160.28	180.00	0.00	<b>180.00</b>	200.00
Footpaths	500.00	526.00	550.00	525.00	<b>550.00</b>	550.00
Churchyard / Memorial	50.00	80.00	50.00	0.00	<b>50.00</b>	50.00
Community Warden	650.00	650.00	650.00	0.00	<b>650.00</b>	650.00
Street Lighting	50.00	43.68	50.00	0.00	<b>50.00</b>	0.00
Projects	750.00	1,251.47	750.00	0.00	<b>750.00</b>	750.00
VAT Paid	0.00	95.02	0.00	35.00	<b>115.00</b>	0.00
<b>Total Expenditure</b>	<b>6,762.00</b>	<b>8,105.00</b>	<b>6,947.00</b>	<b>3,466.98</b>	<b>6,957.54</b>	<b>6,958.00</b>

### Reserves held by CPC

It is proposed to increase the Community Centre reserve to £12,500 by the end of 2014 / 15. It is assumed that CPC will produce the Welcome Pack during 2014 / 15. It is also assumed that the £665 Precept Grant received from BDC will be used to increase the Earmarked reserves as at the end of 2013 / 14. Only income received from burials will be set aside in the Churchyard Maintenance Reserve.

	2012 / 2013		2013 / 2014		2014 / 2015	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Community Centre	8,000.00	9,500.00	9,500.00	11,000.00	11,000.00	12,500.00
Asset Replacement	700.00	1,000.00	1,000.00	1,100.00	1,100.00	1,100.00
QDJ	300.00	0.00	0.00	0.00	0.00	0.00
Churchyard Maintenance	0.00	980.00	980.00	980.00	980.00	980.00
Welcome Pack	562.00	562.00	562.00	562.00	562.00	0.00
Election Costs	1,000.00	1,000.00	1,000.00	1,150.00	1,150.00	1,150.00
<b>Total Earmarked Reserves</b>	<b>10,562.00</b>	<b>13,042.00</b>	<b>13,042.00</b>	<b>14,792.00</b>	<b>14,792.00</b>	<b>15,730.00</b>
General Reserves	3,652.02	3,773.97	3,773.97	3,787.71	3,787.71	?

## CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6<sup>th</sup> January 2014 in the Christopher Centre at 7.30pm

### Precept for 2014 / 2015

Barry Hunter, Babergh's Corporate Manager for Financial Services, has written to CPC regarding the setting of the Precept for 2014 /2015:

Dear Parish Clerk/Chairman

### PRECEPTS, TAXBASE AND GRANTS

I'm very sorry not to have got back to you sooner on this.

Firstly, there was nothing in the Autumn Statement about Council Tax threshold increases ('capping') or in the Government's financial settlement announcement on the 18 December - so we still await any details on this.

Mr Pickles has indicated that there will be an announcement on whether the existing 2% threshold will be changed (reduced) but no suggestions on whether this might or might not apply to Town and Parish Councils from April 2015.

Secondly, a reminder and clarification that we do not need your precept return for 2014/15 until the 31 January 2014. (The Form to complete is attached).

Now onto the taxbase and grants position, which is as follows:

- (a) Your 2014/15 taxbase and how this compares with 2013/14 is set out in the attached table
- (b) Some parishes are increasing and some reducing. This is partly as a result of reviewing the methodology and data used for both years, specifically in relation to the new Local Council Tax Reduction (LCTR) scheme
- (c) As a result, we have decided to increase the grant payable in future years for some Town and Parish Councils and reduce some others (due to the methodology change on LCTR) in order to compensate and equalise income and produce what we see as a fair and equitable outcome
- (d) The table also sets out these grant changes.

This new amount of grant will be paid to you in addition to your precept.

I appreciate that you will need a little time to digest and understand these changes. Can I emphasise that a lot of careful thought has been given to the position as there are significant percentage increases and reductions to individual taxbases. We could clearly not leave individual Towns and Parishes with either significant taxbase reductions or 'windfall' increases, which would be unacceptable and unfair.

Overall, the Council will be paying out more grant in 2014/15 than we previously agreed.

We believe that the result of these changes should not, therefore, impact detrimentally on any individual Town or Parish.

Should you require any further clarification or wish to discuss the position for your council, please do not hesitate to contact either Sue Palmer or myself.

The information that Barry has supplied is as follows:

## CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6<sup>th</sup> January 2014 in the Christopher Centre at 7.30pm

Babergh District Council	Taxbase and Grants					
Parish	2013/14 Taxbase	2014/15 Taxbase	% Change	2014/15 Original Grant Due	Grant Adjustment	Total New Grant
	No.	No.	%	£	£	£
Chilton	138.32	148.33	7.24%	£498.75	-£309.00	£189.75

Using the projections for income, expenditure and earmarked reserves, CPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income.

The 3 examples I give below show:

Example 1 Increase the Precept by £250 to £7,500

Example 2 Increase the Precept but keeping the Band D Council Tax the same as in 2013/14

Example 3 If a referendum is applicable to CPC then increase the Band D Council Tax by 1.95%.

The Council Tax that a Band D household in Chilton pays is the Precept demanded by CPC divided by the Taxbase for that year

	2012 / 2013	2013 / 2014	2014 / 2015 Example 1	2014 / 2015 Example 2	2014 / 2015 Example 3
<b>START OF YEAR</b>					
Earmarked Reserves	10,562.00	13,042.00	14,792.00	14,792.00	14,792.00
General Reserves	3,652.02	3,773.97	3,787.71	3,787.71	3,787.71
<b>Total Reserves</b>	<b>14,214.02</b>	<b>16,815.97</b>	<b>18,579.71</b>	<b>18,579.71</b>	<b>18,579.71</b>
Income ex Precept	3,956.95	1,471.28	603.20	603.20	603.20
Precept	6,750.00	7,250.00	7,500.00	7,773.96	7,925.56
<b>Total Income</b>	<b>10,706.95</b>	<b>8,721.28</b>	<b>8,103.20</b>	<b>8,377.16</b>	<b>8,528.76</b>
Expenditure	8,105.00	6,957.54	6,958.00	6,958.00	6,958.00
<b>END OF YEAR</b>					
Earmarked Reserves	13,042.00	14,792.00	15,730.00	15,730.00	15,730.00
General Reserves	3,773.97	3,787.71	3,994.91	4,268.87	4,420.47
<b>Total Reserves</b>	<b>16,815.97</b>	<b>18,579.71</b>	<b>19,724.91</b>	<b>19,998.87</b>	<b>20,150.47</b>
<b>Tax Base</b>	<b>151.38</b>	<b>138.32</b>	<b>148.33</b>	<b>148.33</b>	<b>148.33</b>
<b>Band D Council Tax</b>	<b>£44.59</b>	<b>£52.41</b>	<b>£50.56</b>	<b>£52.41</b>	<b>£53.43</b>

As CPC will not be aware of the Government's decision on Town & Parish Council Precept referendums when it meets nor the threshold that may be set then, unless you wish to have another meeting to finally resolve a Precept once the decision is made, the following could be added to your Precept decision - "If the Government introduces a Precept Cap on CPC then the Band D Council Tax be set at 0.05% below the threshold of the referendum criteria."



## CHILTON PARISH COUNCIL

**Minutes of Meeting held on Monday 6<sup>th</sup> January 2014 in the Christopher Centre at 7.30pm**

Finally, I would again recommend that the grant being given to CPC by BDC in relation to the Precept is not taken into account when resolving the Precept and is treated as an unbudgeted grant for 2014/15.

### Appendix F Risk Management

<b>CHILTON PARISH COUNCIL</b>				
<b>RISK MANAGEMENT REGISTER AS AT JANUARY 2014</b>				
Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash Councillors check bank reconciliation against bank statements at each meeting Internal Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Create committee and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	Medium	Medium	Yes	Public Liability insurance Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal Auditor review VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description Copy of filing system index and data backup offsite
Churchyard records out of date	Medium	Low	No	Annual review by councillors
Headstone safety issues	Medium	Low	No	Annual walk of churchyard to review 5 yearly external inspection by stonemasons

## CHILTON PARISH COUNCIL

Minutes of Meeting held on Monday 6<sup>th</sup> January 2014 in the Christopher Centre at 7.30pm

### Appendix G Internal Audit Review

Expected Standard	Evidence of Achievement	Yes or No	If the answer is 'no', state the action to be taken
Scope of internal audit	Has the Council approved the Heelis & Lodge scope of audit work?	Yes	
	Is the Council satisfied with what the internal audit work covers or do you require any additional work?	Yes	
Independence	Are Heelis & Lodge independent from the management of the council?	Yes	
Competence	Is the internal audit work carried out with integrity, objectivity and a good understanding of local council legislation and procedures?	Yes	
Relationships	Is the Clerk/RFO consulted on the internal audit plan and the scope of each audit?	Yes	
	Is the Clerk/RFO and the internal auditor aware of their responsibilities in relation to internal control? <i>(Refer to your councils risk management policies e.g. risk assessments, Standing Orders and Financial Regulations)</i>	Yes	
	Do councillors understand their responsibilities for financial management? <i>(It is the council as a whole that is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control for all the activities and services that they undertake and provide, which includes arrangements for the management of risk. - Governance and Accountability for Local Councils: A Practitioners' Guide 2008)</i>	Yes	
Audit Planning and reporting	Does this audit plan take account of all the risks facing the council?	Yes	
	Has this audit plan been approved by the council?	Yes	
	Have you received an internal audit report following each audit?	Yes	

**End of Appendices**