

Associated Papers for Meeting on 4th January 2016

Agenda Item 2 Councillors' Request for Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 5 Clerk's Report

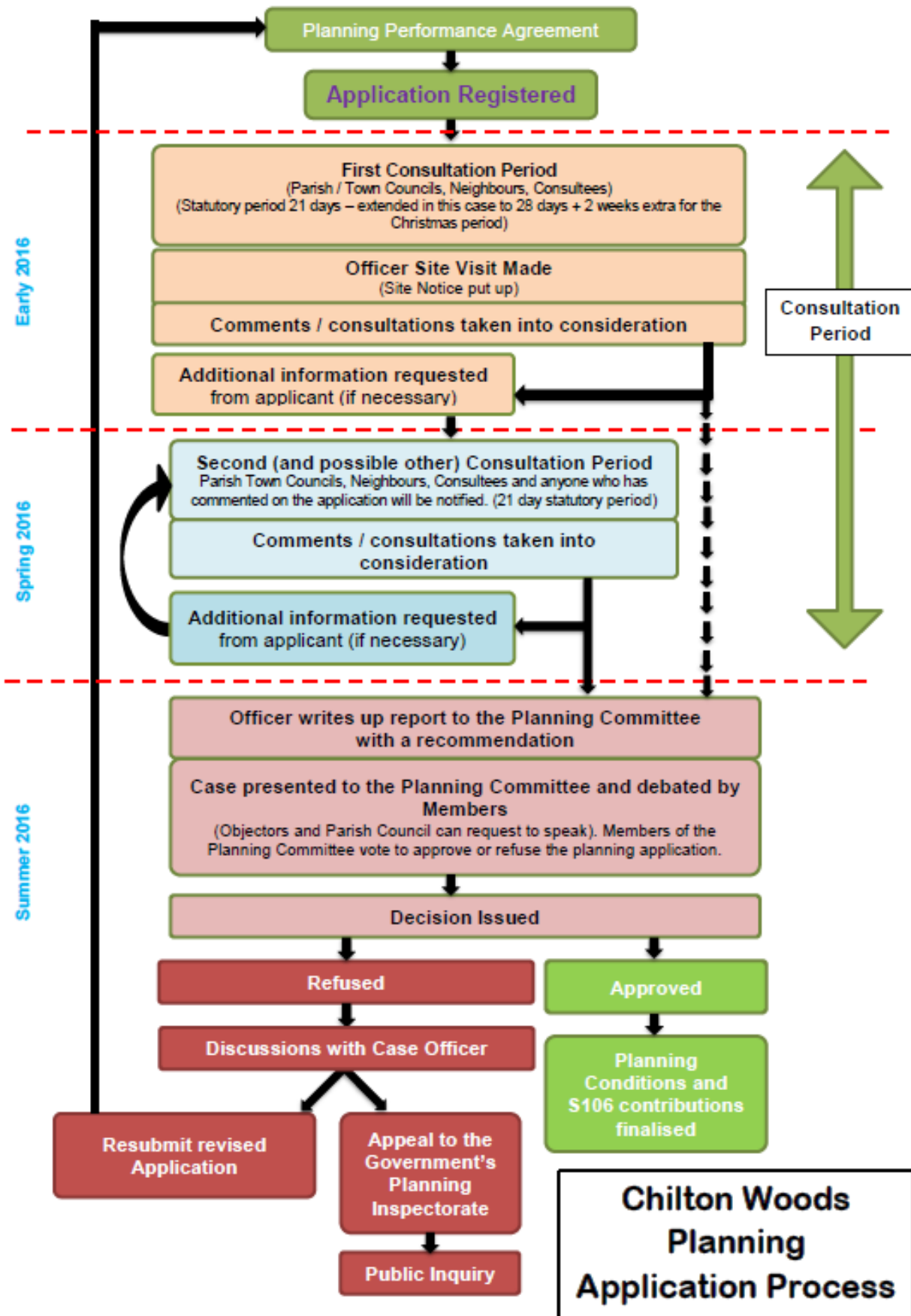
Minute	Action	Complete ✓
14/028	SCC are reviewing CPC request to lease / licence the Drive to Churchyard. How long has CPC maintained Drive?	
15/028	Frank Lawrenson is now progressing CPC's views on being a formal partner for Chilton Woods S106 agreement.	
15/115	Minutes updated on website.	✓
15/118	Clerk attended Police meeting.	✓
15/119 d	Issues re Car Wash and white stones reported to BDC and SCC respectively. Planning permission re Colet Piling circulated.	✓
15/120 a	Payments made to suppliers.	✓
15/120 b	BDC has now stated that using the Community Caretaker Scheme grant as part payment towards the extra hours GWPC was prepared to employ the Community Wardens is not within the ethos of the scheme as it was intended.	✓
15/120 c	McDonalds not approached after response above.	✓
15/123	Response sent re Gypsy & Traveller consultation.	✓
15/126	2016 CPC Meeting dates published.	✓
	Clerk Hours	
	As at 13th December 2015 - 179.75 hours worked / 185 hours paid.	
	Speed Watch Outings (Drivers reported)	
	No surveys undertaken in 2015.	

Agenda Item 6 Correspondence

No correspondence has been received since the last meeting.

Agenda Item 7b Chilton Woods

In the response from Andy McMillan, that I circulated to you prior to Christmas, you may have seen the following:



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Agenda Item 7c Status of Planning Applications

No applications or referrals are outstanding.

Agenda Item 8a RFO Report

Receipt & Payments

Date	Details	Ref	Power	Receipts	Payments
21/10/15	Interest			120.00	0.00
21/10/15	Transfer to Current Account			0.00	12,120.00
21/10/15	Transfer from Fixed Term Account	BS 76		12,120.00	0.00
02/11/15	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
01/12/15	SCC P3 Grant			222.18	0.00
21/12/15	SALC Transparency Grant			55.26	0.00
31/12/15	DF Crimmin - Salary Oct to Dec	734	LA 2011 ss 1 to 8	0.00	478.66
31/12/15	DF Crimmin - WFHA Oct to Dec	734	LA 2011 ss 1 to 8	0.00	39.00
31/12/15	HMRC - Clerk's Tax	735	LA 2011 ss 1 to 8	0.00	119.80
04/01/16	D Gotts - Footpath Cutting 2015	736	LA 2011 ss 1 to 8	0.00	525.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Current Account	01/12/15	£28,499.37	£27,392.17	£1,162.46	£55.26	£0.00
Instant Access Account	20/10/15	£27.07	£27.07	£0.00	£0.00	£0.00
Lloyds Fixed Term Deposit	21/10/15	£0.00	£0.00			£0.00
		£28,526.44	£27,419.24	£1,162.46	£55.26	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets		£22,999.03				
B/Forward						
Income			Expenditure			
Precept	£7,658.15	£7,658.15	Clerks Salary		£2,585.00	£1,795.38
Bank Interest	£120.00	£120.00	Admin Expenses	£562.00	£1,320.00	£766.41
Churchyard	£0.00	£502.00	Insurance		£200.00	£177.14
Grants	£450.00	£499.62	Annual Subscriptions		£270.00	£230.00
Wayleave	£9.20	£9.20	Audit Inspections		£65.00	£66.00
Other	£0.00	£611.50	Donations		£300.00	£130.00
VAT Repayment	£0.00	£136.63	Chairman's Allowance		£100.00	£0.00
			Dog & Litter Bins		£210.00	£0.00
			Footpaths		£600.00	£525.00
			Churchyard / Memorial		£50.00	£113.30
			Community Warden		£650.00	£650.00
			Street Lighting		£0.00	£0.00
			Projects		£1,000.00	£140.00
			Other		£0.00	£485.00
			VAT Paid		£0.00	£38.66
Total	£8,237.35	£9,537.10	Total	£562.00	£7,350.00	£5,116.89
			Assets C/Forward			£27,419.24
Total		£32,536.13	Total			£32,536.13

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Agenda Item 8b CPC Precept for 2016 / 2017

At your last meeting you agreed an Expenditure Budget of £8,019 following an increase of £1,000 for the Community Wardens and a decrease of £500 for Projects both due to you wishing to join the Community Caretaker Scheme (CCS). With Babergh rejecting the use of the STC Community Wardens I have taken the view that we can roll back the Expenditure Budget so that it is without the adjustments for the CCS and make it £7,519 as follows:

	2014 / 2015		2015 / 2016			2016 / 2017
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	144.00	150.34	120.00	120.00	120.00	120.00
Churchyard	0.00	902.00	0.00	502.00	502.00	0.00
Grants	450.00	763.51	450.00	499.62	444.36	450.00
Wayleave	9.20	9.20	9.20	9.20	9.20	9.20
Other	0.00	302.75	0.00	611.50	611.50	0.00
VAT Repayment	0.00	90.31	0.00	136.63	136.63	0.00
Total Income	603.20	2,218.11	579.20	1,878.95	1,823.69	579.20
Precept		7,773.96			7,658.15	
Expenditure						
Clerks Salary	2,583.00	2,562.08	2,585.00	1,795.38	2,585.00	2,650.00
Admin Expenses	1,160.00	1,033.79	1,320.00	766.41	1,320.00	1,411.00
Insurance	200.00	173.96	200.00	177.14	177.14	200.00
Annual Subscriptions	255.00	251.00	270.00	230.00	270.00	263.00
Audit Inspections	160.00	55.00	65.00	66.00	66.00	75.00
Donations	200.00	200.00	300.00	130.00	300.00	200.00
Chairman's Allowance	200.00	0.00	100.00	0.00	100.00	200.00
Dog & Litter Bins	200.00	165.16	210.00	0.00	210.00	220.00
Footpaths	550.00	525.00	600.00	525.00	600.00	600.00
Churchyard / Memorial	50.00	13.30	50.00	113.30	180.00	50.00
Community Warden	650.00	650.00	650.00	650.00	650.00	650.00
Street Lighting	0.00	507.82	0.00	0.00	0.00	0.00
Projects	750.00	483.14	1,000.00	140.00	500.00	1,000.00
VAT Paid	0.00	136.63	0.00	38.66	135.00	0.00
Total Expenditure	6,958.00	6,756.88	7,350.00	4,631.89	7,093.14	7,519.00

Reserves held by CPC

It is proposed to increase the Community Centre reserve to £16,000 by the end of 2016 / 17. It is assumed that CPC will produce the Welcome Pack during 2016 / 17. Only income received from burials will be set aside in the Churchyard Maintenance Reserve.

	2014 / 2015		2015 / 2016		2016 / 2017	
	Start of	End of	Start of	End of year	Start of	End of year
Community Centre	11,000.00	13,000.00	13,000.00	15,000.00	15,000.00	16,000.00
Asset Replacement	1,100.00	1,200.00	1,200.00	1,300.00	1,300.00	1,400.00
Churchyard Maintenance	980.00	1,882.00	1,882.00	2,384.00	2,384.00	2,384.00
Street Light	510.00	0.00	0.00	0.00	0.00	0.00
Welcome Pack	562.00	562.00	562.00	562.00	562.00	0.00
Election Costs	1,150.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
Total Earmarked Reserves	15,302.00	17,894.00	17,894.00	20,496.00	20,496.00	21,034.00
General Reserves	4,461.84	5,105.03	5,105.03	4,891.73	4,891.73	?

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Precept for 2016 / 2017

Barry Hunter, Babergh's Corporate Manager for Financial Services, has written to CPC regarding the Tax Base for 2016 / 2017. CPC's Tax Base will reduce from **146.12** in 2015 / 16 to **144.61** in 2016 / 17.

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 Set the Precept to £7,658.15

Example 2 Set the Precept at £7,750.00

Example 3 Reduce the Precept in order to keep the Band D Council Tax the same as in 2014 / 15 and 2015 / 16.

	2014 / 2015	2015/ 2016	2016 / 2017	2016 / 2017	2016 / 2017
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	15,302.00	17,894.00	20,496.00	20,496.00	20,496.00
General Reserves	4,461.84	5,105.03	4,891.73	4,891.73	4,891.73
Total Reserves	19,763.84	22,999.03	25,387.73	25,387.73	25,387.73
Income ex Precept	2,218.11	1,823.69	579.20	579.20	579.20
Precept	7,773.96	7,658.15	7,658.15	7,750.00	7,579.00
Total Income	9,992.07	9,481.84	8,237.35	8,329.20	8,158.20
Expenditure	6,756.88	7,093.14	7,519.00	7,519.00	7,519.00
END OF YEAR					
Earmarked Reserves	17,894.00	20,496.00	21,034.00	21,034.00	21,034.00
General Reserves	5,105.03	4,891.73	5,072.08	5,163.93	4,992.93
Total Reserves	22,999.03	25,387.73	26,106.08	26,197.93	26,026.93
Tax Base	148.33	146.12	144.61	144.61	144.61
Band D Council Tax	£52.41	£52.41	£52.96	£53.59	£52.41

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

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 2016/17.

Agenda Item 8c Footpath Cutting Contract for 2016

David Gotts is proposing a small increase of £15, making a total cost of £540, for the footpath and churchyard cutting and weeding of the drive for 2016.

Agenda Item 8d Investment Portfolio

CPC's one-year term deposit of £12,000 at 1% with Lloyds Bank matured on the 21st October 2015 and the funds are now in the current account. A recent change in the Government's Savings Compensation Scheme means that parish councils' savings are covered up to a maximum of £75,000. Cllr Reeve will be updating councillors with options for investing the portfolio.

Agenda Item 9 Sector Led Body for audit procurement

I forwarded an email from SALC to you on the 24th November which outlined the plans for a Sector Led Body for audit procurement. NALC outlined the plans as follows:

"We are pleased to announce that we have set up a company to procure audit services on your behalf. This letter officially invites you to become an opted in authority to this scheme.

When the previous government abolished the Audit Commission, the National Association of Local Councils (NALC), the Society for Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA) expressed concerns about the impact this would have on the workload of local authorities. We successfully persuaded the government to let us procure authority audit services, simplifying arrangements and reducing the burden on you.

We also successfully persuaded the government to fund the start-up costs of £540,000 which the sector otherwise would have had to raise itself.

This has been a real triumph for the sector resulting from good joint working between NALC, ADA and the SLCC.

The NALC website, www.nalc.gov.uk, will give further information, but at this stage you need do nothing unless you wish to opt out, set up your own independent audit panel and procure relevant services. If you do not wish to participate and will be making your own arrangements you need to tell us by 31 January 2016.

If you do not opt out you will automatically be included in the arrangement for the next five years."

Whilst there is very little detail on how the SLB will operate or CPC costs for the scheme, the work involved in the alternate arrangements, will in my opinion, place a far heavier burden on CPC in both resource time and invariably costs.

Agenda Item 12 Defibrillator at Health Centre

The Health Centre are willing to pay the ongoing operation costs of a defibrillator, located on an outside wall of the building, should CPC be in the position of purchasing a defibrillator unit, a cabinet and pay for an electrical supply. If installed, the unit will be for the exclusive use of households **within a half mile radius** of the Health Centre, which will cover both Chilton and Sudbury residents.

Colin Spence has agreed to give CPC a Locality Budget for the full cost of the defibrillator and cabinet (£1,995) and the application has been submitted to SCC for payment to CPC in January 2016. The installation cost has been quoted at £242 by the Health Centre contractor and I have approached Sudbury Town Council to see if they will go 50 / 50 on this one-off cost.

Councillors are now asked to consider giving the go-ahead for the project.

Agenda Item 13 Risk Assessment

CHILTON PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2016				
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