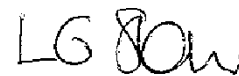


## COMBERTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the First and Annual Meeting of the Parish Council will be held on  
**Wednesday 9 May 2018 in the Village Hall at 7.30pm.**

*The Public and Press are cordially invited to be present.*

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.



Gail Stoehr, Clerk 02/05/18

### AGENDA

1. To elect a Chairman and to receive the declaration of acceptance of office
2. To elect a Vice-Chairman
3. Delivery by councillors of their declarations of acceptance of office
4. To approve the minutes of the last meeting
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
6. Review of delegation arrangements to committees, working groups, employees and other local authorities
7. Review of the terms of references for committees and working groups
8. Receipt of nominations to existing committees and working groups
9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.
10. Review and adoption of standing orders, financial regulations risk assessment arrangements and other policies
11. Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
12. Review of representation on or work with external bodies and arrangements for reporting back
13. Review of inventory of land and assets
14. Review and confirmation of arrangements for insurance cover in respect of all insured risks
15. Review of the Council's and/or employees' memberships of other bodies
16. Review of the Council's complaints procedure
17. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
18. Review of the Council's policy for dealing with the press/media
19. Setting the dates, times and place of ordinary meetings of the full Council
20. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
21. Review of banking arrangements and appointment of any bank signatories
22. Member training arrangements

### **Comments & observations from members of the public & County and District Cllr reports**

23. **Apologies for absence and declarations of interest**
24. **Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk's report**
  - 24.1 (3.2) Appointment of Data Protection Officer
  - 24.2 (3.5) SCDC response to complaint re Bennell Farm – to consider what further action to take if any
  - 24.3 (5.1) RWG meeting with Comberton United Football Club (CUFC) and to consider the estimate for Pavilion works
  - 24.4 (6.3.1) To consider quotation to fertilise the pitches
  - 24.5 (6.3.3) To consider quotation to raise the tree line over the footpath from the Recreation Ground to Jane's estate, cutting back all mature overhanging growth
  - 24.6 (7) Flooding and sewage in the village including a proposal to write to Anglian Water to seek information on tanker visits and asking them to reinstate the verges and road
  - 24.7 (7) Consideration of pressure on the water and sewage system from new developments
  - 24.8 (5.2) Proposal that the Council rescinds its decision of April 2018 to adopt the Community Flood Plan<sup>(JF,NT,AH)</sup>
25. **Finance, procedure & risk assessment**

*Initials in brackets adjacent to an item indicate the member who has tabled this item or is expected to report. Numbers in brackets before an item indicate the minute reference from the last or previous meeting when this matter was tabled.*

Mrs Gail Stoehr, Clerk to Comberton Parish Council, 30 West Drive, Highfields Caldecote, CB23 7NY

Tel: 01223 264553

Email: [parishclerk@comberton.org.uk](mailto:parishclerk@comberton.org.uk)

## COMBERTON PARISH COUNCIL

- 25.1 To receive the finance report and to approve the payment of bills
  - 25.2 To receive the Clerk's report on any action taken using her delegated powers
  - 25.3 To receive the Recreation Ground Co-ordinator and Handyman's report on any action using delegated powers
  - 25.4 To consider any urgent works required because of risk or health and safety
  - 25.5 To consider the tree survey picus report on two oak trees on the recreation ground
  - 25.6 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2017 and 31 March 2018)
  - 25.7 To consider the Internal Auditor's report
  - 25.8 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
  - 25.9 To approve the Annual Governance Statement by resolution
  - 25.10 To consider the Accounting Statements (Section 2 of the Annual Return)
  - 25.11 To approve the Accounting Statements by resolution
  - 25.12 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 26. To receive reports and items from committees, working groups and members for information only unless specified**
- 26.1 Recreation Working Group (RWG) proposal that the Council considers laying road planings on the footpath between the Recreation Ground and Janes estate and on the ground just beyond the bridge adjacent to the corner of the school, and to consider quotation
  - 26.2 Flood Working Group proposal that funds from Leach Homes could be used to clear watercourses/ ditches on Thornbury
- 27. To consider correspondence/communications received**
- 27.1 Resident – parking at the doctors' surgery and in Green End
  - 27.2 Resident – complaint about removal of hedge in West Street
  - 27.3 Comberton Village Institute – renewal of lease for the Old Village Hall
  - 27.4 Resident – dogs on the recreation ground suggestion for additional signage and fencing around the children's play area
  - 27.5 Resident request that the Council replaces the wire on the fence on the southern boundary of the recreation ground
- 28. Closure of meeting**

---

*Initials in brackets adjacent to an item indicate the member who has tabled this item or is expected to report. Numbers in brackets before an item indicate the minute reference from the last or previous meeting when this matter was tabled.*

Mrs Gail Stoehr, Clerk to Comberton Parish Council, 30 West Drive, Highfields Caldecote, CB23 7NY

Tel: 01223 264553

Email: [parishclerk@comberton.org.uk](mailto:parishclerk@comberton.org.uk)

## **Clerk report to Comberton Parish Council meeting on 9 May 2018**

### **Where I have information to support the agenda this is below.**

Declaration of acceptance of office – members are requested to attend the meeting early so that they can sign their declaration of acceptance of office in front of the Clerk.

Newly elected members may not act as a councillor on the new Council until they have signed their Declaration of Acceptance of Office. The declaration must be made in the presence of the Council's proper officer and delivered to the Council at the first and annual meeting. Where an election has taken place it is suggested the declaration is made in front of the proper officer as all members, save the Chairman, will cease membership of the council after the fourth day following the election. This declaration must be made at or before the first meeting after the election. If you cannot do so, you should tell the Clerk, as the council can then consider if it agrees at this meeting that you can sign it at or before a subsequent meeting. If the Council does not grant a time extension then the member would be disqualified. Re-elected councillors have to sign again, as their term of office also ends four days after the elections. If you do not sign your declaration and if the Council does not make alternative arrangements for its signing you will cease office.

The Chairman has to sign a declaration of acceptance of office every year after the annual election of Chairman.

All members are required to complete a new Members' interests form within 28 days of taking office i.e. 28 days from 7 May 2018. Forms will be brought to the meeting. These should be returned to the Clerk who after publishing it on the Council's website will forward it to the Monitoring Officer at the District Council.

4. To approve the minutes of the meeting on 11 April 2018 – attached
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
6. Review of delegation arrangements to committees, working groups, employees and other local authorities
7. Review of the terms of references for committees and working groups
8. Receipt of nominations to existing committees and working groups

The Clerk advises that

- The Committees and Working Groups should be less than the Council's majority (i.e. six or less members).
- Committees have to meet in public and have agendas and formal minutes.
- Working Groups may meet or email each other between meetings but they should remember that all information in recordable format, such as emails, is available to the public on request under the Freedom of Information Act 2000.
- Reports should not be verbatim, nor record who said what, nor include any personal information.
- Emails between members should never include all 13 Council members as this is technically the Parish Council discussing business and the Council can only discuss business at a properly convened meeting in public.

- If working groups want to co-opt additional non-Council members then the Parish Council should be informed as a matter of courtesy. The Finance Working Group can not contain any members who are not Cllrs.

The convenor of the working group appointed by the Council responsible for convening any working group meetings and also submitting a written report and any working group recommendations or proposals to the Clerk seven clear days before the Council meeting so that these can be included with the agenda and meeting papers and circulated by the Clerk to the Council.

All Working Groups should keep their terms of reference under review and make recommendation to the Council on any suggested or required changes or modifications.

The Committee and Working Group terms of reference, appointments etc as agreed during the last year can be viewed on the Council's approved minutes on the website.

9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them
10. Review and adoption of standing orders, financial regulations, risk assessment arrangements and other policies  
Will be brought to the meeting.
11. Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
12. Review of representation on or work with external bodies and arrangements for reporting back
13. Review of inventory of land and assets  
The following sites have all been registered and the documents are available on the New Members CD that will be given to each member at the meeting:

Comberton Parish Council – Land Register

- 1 Recreation Ground (excluding extension) – Title CB312779  
Land and buildings lying to the east of Green End, Comberton, Cambridge
- 2 Long Road Allotments – Included on Rec Title
- 3 Village Hall Site - Included on Rec Title (lease title is CB316284)
- 4 Recreation Ground Extension – Title CB312725  
Land and buildings lying to the east of Green End, Comberton, Cambridge
- 5 Pond – Title CB344170  
Pond, West Street, Comberton, Cambridge
- 6 Jaynes Estate Public Open Space – Title CB9026  
Land on the west side of Long Road, Comberton
- 7 Path from Foxs Way to Allotments – Title CB29379

- Land on the north side of Foxs Way, Comberton
- 8 South Street Notice board – Title CB326620  
Land on the west side of South Street, Comberton
  - 9 The Valley Public Open Space – Title CB377992  
Land at Normandy Close, Comberton, Cambridge
  - 10 Watts Wood – Title CB313286  
Land lying to the south-east of Barton Road, Comberton
  - 11 Thornbury POS – Title CB335235  
Three parcels of land at Thornbury, Comberton
  14. Review and confirmation of arrangements for insurance cover in respect of all insured risks
  15. Review of the Council’s and/or employees’ memberships of other bodies
  16. Review of the Council’s complaints procedure
  17. Review of the Council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
  18. Review of the Council’s policy for dealing with the press/media
  19. Setting the dates, times and place of ordinary meetings of the full Council
  20. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
  21. Review of banking arrangements and appointment of any bank signatories
  22. Member training arrangements
  23. Apologies for absence and declarations of interest
  24. Matters arising or carried forward from the last meeting or a previous meeting for discussion or decision and to note the Clerk’s report
  - 24.1 (3.2) Appointment of Data Protection Officer  
Deferred at the last meeting.
  - 24.2 (3.5) SCDC response to complaint re Bennell Farm – to consider what further action to take if any  
Proposed at the last meeting. At the time of writing a response from SCDC is awaited.
  - 24.3 (5.1) RWG meeting with Comberton United Football Club (CUFC) and to consider the estimate for Pavilion works <sup>(CU)</sup>

The Council's earmarked reserves indicate that the following can be used for indoor community facility:

3 Long Road S106 (indoor community received 4/6/13)	712.92
Northfield Farm S106 (indoor community facilities received 3/12/13)	703.84
36 West Street S106 (indoor community facilities received 22/09/14)	745.24
Land adj 10 Swaynes Lane S106 (indoor community facilities received 26/5/15)	533.73
5 Long Road S106 (indoor community facilities received 11/12/15)	780.40
Total £9776.13	

- 24.4 (6.3.1) To consider quotation to fertilise the pitches  
Deferred at the last meeting. The quotation will be brought to the meeting.
- 24.5 (6.3.3) To consider quotation to raise the tree line over the footpath from the Recreation Ground to Jane's estate, cutting back all mature overhanging growth  
Deferred at the last meeting. The quotation will be brought to the meeting.

- 24.6 (7) Flooding and sewage in the village including a proposal to write to Anglian Water to seek information on tanker visits and asking them to reinstate the verges and road <sup>(SM)</sup>  
The Flood Group has written:  
"Please see below part of an email from Rebecca Roberts (the flood group's contact at CCC)."  
"On Swaynes Lane – I have heard that there has been some tankering again recently, and I did previously get a response back from Anglian Water regarding the issues there – see below:

The flooding issues were found to be caused by surface water ingress/ infiltration. A full CCTV survey was carried out in the village which showed areas where the surface water was entering our system. Relining was completed and manhole covers were sealed. Storm chambers were also built in to the existing sewage system in order to create more storage capacity.

Anglian Water also increased the capacity of the pumps in the pumping station located in Bush Close which also helped to mitigate against further flooding.

Regarding concerns over future developments, we are not a statutory consultee for planning applications, we actively engage with local planning authorities to ensure we are consulted on major applications, 10 dwellings or more. When we respond to planning applications we will assess the capacity of the system to ensure no detriment is caused to our existing customers. If a developer proposes to connect to a sewage system which would cause detriment we would ask the local planning authority to include a condition for a foul water strategy if permission is granted. This will ensure the developer works with us to come up with a suitable solution.

If small (less than 10 houses) development is proposed in the village which the (Parish) Council are concerned about, you can email [planningliaison@anglianwater.co.uk](mailto:planningliaison@anglianwater.co.uk) with the planning reference number, details of the proposal and reasons for your concern. We will then make an assessment on the application.

Happy to chat through any of the above.

Kind regards,

Rebecca Roberts

Senior Sustainable Drainage Officer”

24.7 (7) Consideration of pressure on the water and sewage system from new developments (SM)

Proposed at the last meeting.

Other for information

(6.1) Speeding school buses – to consider response from Meridian Primary School

The Head Teacher, has written:

“We will be informing the Bus Company as stated as we have a duty of care to our children for their Health and Safety whilst travelling on the bus. Thank you for bringing this to our attention.”

24.8 (5.2) Proposal that the Council rescinds its decision of April 2018 to adopt the Community Flood Plan<sup>(JF,NT,AH)</sup>

25. Finance, procedure & risk assessment

25.1 To receive the finance report and to approve the payment of bills - attached

25.2 To receive the Clerk’s report on any action taken using her delegated powers  
None at the time of writing.

25.3 To receive the Recreation Ground Co-ordinator and Handyman’s report on any action using delegated powers

No report received at the time of writing.

25.4 To consider any urgent works required because of risk or health and safety

25.5 To consider the tree survey picus report on two oak trees on the recreation ground

[The picus report for the oak tree by the Bowls Club shows no work required at present and a recommendation to carry out a further picus test in 2020.]

For the second oak near the play equipment quotations are awaited for the removal of deadwood from the crown and the de-compaction of the ground beneath the canopy using an air spade to improve oxygen availability to the root zone. The recommendation is that the tree is inspected again next year. This is an agenda item for the next meeting.

25.6 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1<sup>st</sup> April 2017 and 31 March 2018)

25.7 To consider the Internal Auditor’s report – attached

25.8 To prepare the Annual Governance Statement (Section 1 of the Annual Return) – attached.

25.9 To approve the Annual Governance Statement by resolution

25.10 To consider the Accounting Statements (Section 2 of the Annual Return) – attached.

25.11 To approve the Accounting Statements by resolution

25.12 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

26. To receive reports and items from committees, working groups and members for information only unless specified

26.1 Recreation Working Group (RWG) proposal that the Council considers laying road planings on the footpath between the Recreation Ground and Janes estate and on the ground just beyond the bridge adjacent to the corner of the school, and to consider quotation

The Handyman has written:

“FYI improved quote from Buchans for the footpath around the back of the Meridian school!

As I said earlier, the urgency/need for this will not be apparent now that the weather is improving but come Autumn/Winter it will be just puddles and mud again.”

26.2 Flood Working Group proposal that funds from Leach Homes could be used to clear watercourses/ ditches on Thornbury <sup>(NT)</sup>

The Flood Working Group proposes that funds from Leach Homes could be used to clear watercourses/ditches on Thornbury.

27. To consider correspondence/communications received

27.1 Resident – parking at the doctors’ surgery and in Green End

“In response to the minutes of the Comberton Parish Council Meeting on 14th February 2018, item 3.1 the Chairman asked residents to write with any suggested solutions to the parking at the doctor's surgery in Green End.

Would it be possible for the Eversden surgery to be utilised more, as from experience it never seems to be as busy and there was parking on site?

We believe that some patients come from Hardwick, if this is indeed true, then surely there is a case for a surgery in Hardwick to relieve the danger of an accident from the parking in Green End.

The parking at the duck pond, is in our opinion, also becoming a serious hazard to safety.

Whilst writing we would also like to express our concern at the state of the grass verges in Green End. Many have been severely damaged by the heavy goods lorries which have been used for a new build and other house extensions in the road. In some places the verges have disappeared leaving deep channels up to 20cm or more deep, which could damage cars or more importantly cause a nasty accident. In respect of the verges and safety rail over the water course north of the surgery, Dr. Birch and Prof. Fleck wrote stating:- *'As part of the landscaping after construction we will ensure that any damage/verges are made good'*. The letter was dated 9th February 2016 and copied to Cllr. Scott. Hopefully this will happen with the better weather.”

27.2 Resident – complaint about removal of hedge in West Street

“Our complaint is that following the painting of the bin next to the bus stop outside our house whoever did the painting has cut away a chunk of our front hedge and there is now a large hole in our hedge. Unfortunately you can now see into our front garden and the hole is very unsightly.

We would like the hole repaired as soon as possible please - to do this I would guess that one or two large hedge type plants will be needed.”

Photographs will be brought to the meeting.

27.3 Comberton Village Institute – renewal of lease for the Old Village Hall

The Chairman of Comberton Village Hall Trustees has written:

“Thank you for your letter of the 9<sup>th</sup> April. The Trustees certainly wish to continue to lease the Old Village Hall. However, we cannot commit to contributing to the cost of a new lease until we know its content. We would be grateful if you could send us the



Parish Council's proposal for Heads of Terms of the lease so that we can progress this matter."

27.4 Resident – dogs on the recreation ground suggestion for additional signage and fencing around the children's play area

A Resident has written:

"As a regular user of the recreation ground and in particular the children's play area with my grandson, I am getting more and more concerned at the issue of dogs having open access, and in many cases running loose in the area.

Your article in the December/January contact was conveniently vague in the interpretation of the precise rules on what you can and can't do with dogs on the recreation ground. Does "allowing dogs to roam free" mean that they should be kept on a lead on the recreation ground? Or being off a lead and running freely around but with an owner nearby mean that they are not roaming free? I thought recreation grounds were for people to exercise and not for dogs to exercise. My research using the internet confirms my interpretation as well!

The Contact article mentions "continual use of clear signage, making it clear where dogs can or cannot be exercised.....", but I am yet to see any signage that meets this requirement. If there are any they are certainly not "clear".

Fouling is one thing but dogs urinating is also a health hazard and one cannot expect an owner to deal with that in the same manner that they do with the other excrement from dogs.

My 2 year old grandson is quite likely to tumble over as I am sure other toddlers do and so they are susceptible to the diseases carried by dogs. I have actually witnessed a dog urinating adjacent to some of the play equipment with the owner sitting on a bench nearby and I was unaware of what was or was not permitted.

I cannot speak for the footballers but I am sure they wouldn't like to know their football field is contaminated by dog urine.

Ideally the children's play area should be fenced off totally to stop animal access. Failing this perhaps signs similar to the attached should be hastily erected around the area.

Finally, I would also question the location of a dog disposal bin directly adjacent to the children's play area and even closer to the children's zip wire.

What constitutes "roaming free"? How can you challenge someone without this being known. Is off a lead the only factor? Do you really think that there will be some action taken by the council on a photo of a dog off a lead and an anonymous person nearby?

How can the use of one small sign at the entrance to the recreation ground constitute clear signage? There are at least 2 other entrances to the recreation ground where there are no signs. When people drive into the recreation ground with their dogs in their car they are unaware of the small sign on a brick pillar and many people access the recreation ground by car. Also the rules are all general in a long list so the requirements with respect to dogs is not "CLEAR". The general sign does not detail where dogs can or cannot be exercised. The photo of a sign I sent at least is clear.

Whose job is it to erect sufficient and adequate signage?

The health issue of dogs urinating, in particular the area of the children's play area, has not been addressed. Should it be fenced off with clear signage?"

27.5 Resident request that the Council replaces the wire on the fence on the southern boundary of the recreation ground

A Resident has written since being informed of the Council's decision in October 2017 that that the ownership and maintenance responsibilities for the fence lies with the adjacent landowner, who has the responsibility for keeping their livestock from roaming, "I have done some research and spoken to the relevant landowners responsible for the boundaries up to the main road and it does appear to be the Parish Councils responsibility to maintain the fence adjacent to the footpath of the recreation ground. The present owners of the land have been at the property for nearly 30 years and did install a parallel fence to the recreation boundary one in order to protect their livestock many years ago but have never been responsible for the 'public spaces standard fencing of concrete posts and taut wire' that is present and which is also repeated in other areas bordering the recreation area. The boundary responsibility rests from the road boundary of protected hedge and fence with xxx who owns the land there, then the owners of the paddock between him and them and then the Parish Council to their left.

Given that the concrete posts are still sturdy and useful it would only be a matter of replacing the fence wire through these posts which would be very economic and would take a labourer at the most a couple of hours.

I do hope that this matter can be sorted as soon as possible especially before the better weather arrives ! It would serve to tidy up the public area and look like its cared for a bit more. Other boundaries are also looking neglected especially alongside the car park and continuing on that side but that's another issue.

Many thanks for your time in this matter and I look forward to a positive response soon."

28. Closure of meeting

## COMBERTON PC FINANCIAL REPORT

May-18

### Summary of Month

Balance brought forward	£	<b>196,053.75</b>
<b>Adjusts/transfs/inc during period</b>		
NEST DD	Adjustment	6.03

### Additional payments approved at last/previous meeting

R MISTER	EXPENSES	-17.38
BT	PAVILION PHONE	-23.28
EON	PAVILION ELECTRICITY	-485.98
SCDC	TRADE WASTE	-21.15

### Misc Credits

SCDC	PRECEPT	29700.00
COMBERTON CRUSADERS	PITCH FEES	67.20

### Total Adjustments

29,225.44

### Balance revised after adjustments

**225,279.19**

### Bank Reconciliation

Account	Funds	Statement	Outstanding
National Savings D&M Fund	84,991.81	84,991.81	
Santander	140,287.38	141,687.71	-1,400.33
<b>Total</b>	<b>225,279.19</b>	<b>226,679.52</b>	<b>-1,400.33</b>

### Expenditure for approval

R MISTER	EXPENSES	36.90
CAPALC	INTERNAL AUDIT	151.93
PLAYSAFETY LTD	TRAINING	504.00
LGS SERVICES	ADMIN SUPPORT	1309.37
LG STOEHR	SALARY	132.55
R MISTER	SALARY	355.33
NEST	PENSION	168.70

### Total Expenditure

2,658.78

### Balance C/F

**222,620.41**

Gail Stoehr  
Responsible Financial Officer

### Notes:

*Late invoices will be brought to the meeting*

# Canalbs Ltd Independent Qualified Internal Audit Checks

Comberton Parish Council
--------------------------

## CHECKING PURCHASES

Question to check	What needs to be reported?
Is there evidence that all procedures are still being undertaken correctly?	Yes
Any issues?	See attached report
Reclaimed the VAT?	Yes

## CHECKING EMPLOYMENT

Question to check	What needs to be reported?
Are Annual Returns made to HMRC?	Yes
	See attached Report
When were employee contracts last reviewed?	March 2017
When were job descriptions last reviewed?	March 2017
When was the staff grievance procedure last reviewed?	March 2017
When was the last staff appraisal undertaken?	Clerk March 2017 Handyman Feb 2018
Have Council introduced new pension scheme?	Yes

## CHECKING ETHICAL FRAMEWORK

Question to check	What needs to be reported?
Are there current Declaration of Acceptance of Office Forms for each councillor as members?	Yes
Has the Chairman signed as Chair?	Yes
Is the Register of Interests Book up-to-date?	Yes
Is there evidence it is regularly monitored and correctly completed?	Yes
Have all documents pertaining to previous elected councils and councillors been destroyed?	Work in progress
Is there evidence that councillors are declaring interests at meetings?	Yes
When declaring "prejudicial" interests are councillors leaving the meeting?	Yes
Dispensation Grant Policy	Yes

## CHECKING INSURANCE

Question to check	What needs to be reported?
Do they have current insurance policy and with whom?	Yes Came & Co
Public Liability	£10m
Fidelity Guarantee	£500,000
Employer's Liability	£10m
Sufficient cover for all assets on register?	Seems adequate
Any other insurance requirements	

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING AGENDAS

Question to check	What needs to be reported?
Is there evidence that correct procedures are still in place?	Yes
Is an approved copy kept signed by chairman?	Yes but not signed by chairman
Was the Annual Meeting of Parish Council held in May?	10 <sup>th</sup> May 2017
Is the 1 <sup>st</sup> item on Annual Meeting the election of the Chair?	Yes
Was the Annual Parish Meeting held between 1 <sup>st</sup> March and 1 <sup>st</sup> June?	26 <sup>th</sup> April 2017
If there is an item for "Matters Arising" is there evidence it used legally?	Yes

## CHECKING MINUTES

Question to check	What needs to be reported?
Is there an official signed Minute Book?	Not in binder
Are each set initialled and signed?	Yes
Is there sequential numbering in ringbinder?	Yes not in ringbinder
Does decision making comply with Standing Orders?	Yes
Are Minutes verbatim reports?	Adequate
Evidence of declaration of interests?	Yes
Evidence of public participation?	See attached report
Evidence of council approval of all payments?	Yes
Evidence that planning applications are considered in public meetings?	Yes
Evidence of a S.137 decision?	Yes

## ENGAGING CONTRACTORS

Question to check	What needs to be reported?
Evidence they seek Best Value	
Evidence they check that the proposed contractor has their own	All contractual appointments are made in line with council policy
Public Liability Insurance	
Relevant qualification to undertake job	
Certificates – if required	
Own equipment regularly checked	
Observes H & S at work regulations	
Councillors not being paid to undertake work for the council?	

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING LEGISLATION REQUIREMENTS

Question to check	Yes/No	What needs to be reported?
Is there evidence in the Minutes that these are regularly monitored and updated when required?	Yes	All Council Policies were reviewed at the Annual Parish Council Meeting
Asset Register	Yes	
Risk Management Policy	Yes	
New Freedom of Information Publication Scheme under GDP Regulations?	Yes	
Data Protection Register	Yes	Work in progress
Standing Orders	Yes	
Financial Regulations	Yes	
Disability Access Policy	Yes	
Fire Certification for buildings	n/a	
Grievance Procedure	Yes	
Archive Policy	Yes	
Any other Policies?		

## CHECKING RISK MANAGEMENT & ASSET CONTROL \*

Question to check	What needs to be reported?
Scan Minutes for unusual financial activity	Handyman not seeking prior approval for orders for work, see attached report.
Review Asset Register & compare with insurance schedule	Seems adequate
Check security for GDPR *	Work in progress
Risk Assessment:	Sufficient evidence in minutes
Do checks compare to Risk Mgmt Policy	Yes
Is there evidence of a robust monitoring process?	Yes
What is system for action on reports?	Onto agenda
What system picks up failure in assessment process?	The Clerk

## CHECKING VAT

Question to check	What needs to be reported?
Is the council registered to charge VAT?	No
If yes – are they charging it?	n/a
Are VAT claim forms being completed regularly?	Yes

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING BUDGETS AND BUDGETARY CONTROL

Question to check	What needs to be reported?
What was the year's precept request?	£59,400.00
Precept request justified with Budget ?	Yes
Is it approved by the whole council?	Yes
Is a formal budget prepared?	Yes
Does it reflect sufficient detail of assets?	Yes
Is it approved by the whole council?	Yes
Is Section 137 set and within limits?	Yes
Level of General Reserves?	£ 112,851.00
Level of Earmarked Reserves?	£72,060.34
Is there evidence in minutes that these are still "live" projects?	Yes
Evidence of Budgetary Control Statements?	Yes

## CHECKING BOOK-KEEPING & BANK

Question to check	What needs to be reported?
S.137	
Is it recorded correctly in Cash Book?	Yes
Is annual expenditure within limits?	Yes
Is each bank account regularly reconciled?	Yes
Cash Book	
Is it up to date and correct with a "hard copy"?	Yes
Are all payments supported by Invoices/receipts Authorised Minuted	Yes
Income Is it properly recorded & analysed? Is it promptly banked? Have fees been charged at correct rate?	Yes

# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING YEAR END FIGURES & RETURN

<b>Question to check</b>	<b>What needs to be reported?</b>
Do Year End Accounts agree with Cash Book?	Yes
Does Bank Reconciliation agree with Accounts?	Yes
Evidence in Minutes of council approval of end of year accounts?	Will be done at next Council meeting
Have Sections 1 & 2 of Annual Return Form been completed in accordance with Accounts?	
Evidence in Minutes of council approval of Of Statement of Assurance on Annual Return?	
Evidence in Minutes of council receiving IIA report?	
Evidence in Minutes of council receiving report from External Auditor?	
Will the completed Annual Return be posted on the noticeboard?	
Do they understand the correct public inspection period which has to be given?	

## CHECKING GENERAL POWER OF COMPETENCE

<b>Question to check</b>	<b>What needs to be reported?</b>
Are they using the General Power of Competence? Do qualifications still apply?	No

## GENERAL DATA PROTECTION REGULATIONS May 2018

<b>Question to check</b>	<b>What needs to be reported?</b>
Has anyone attended training?	Work in progress
What preparations are being undertaken?	
Has a Data Protection Officer been appointed	
Has an information audit been organised?	
Is there a record of showing where personal data came from and who Council share it with	
Is there a procedure to ensure rights of individuals and how personal data will be deleted electronically?	
ICO information request procedures updated?	
Updated privacy notice	
How does Council seek, record and manage consent?	
Have changes been made to application forms for (say) Grants to include a confirmation tick box?	
Procedure to detect, report and investigate personal data breach?	
How is protected data stored?	



# Canalbs Ltd Independent Qualified Internal Audit Checks

## CHECKING ALLOTMENTS

Question to check	What needs to be reported?
Do they own allotments?	Yes Leased to tenants association
Do they have adequate records of tenants?	
Do they have public liability insurance?	
How do they collect rental – cash policy?	
Have they got maintenance budget?	

## CHECKING PLAYGROUND MANAGEMENT

Question to check	What needs to be reported?
Do they own playground?	Yes
Is it professionally inspected annually?	Yes
Do they have public liability insurance?	Yes
Do they have written risk management policy?	Yes
Have they got maintenance budget?	Yes

## CHECKING - ARE THEY A BURIAL AUTHORITY

Question to check	Yes/No	What needs to be reported?
Are they a burial authority?	No	
If yes:		
Do they have public liability insurance?		
Do they have written Risk Management Policy?		
Do they have burial records?		
Do they have up-to-date plan of site?		
Have they got maintenance provision in budget?		
If no:		
Are they responsible for Closed Churchyard?		
Do they have public liability insurance?		
Do they have written Risk Management Policy?		