

NEWTON PARISH COUNCIL

Minutes of meeting held on 13th January 2021 via Videoconference

Present: Councillors Paul Presland (Chairman), Russell Bower, David Everett, Rita Schwenk, Laura Smith and Sue Vince.

Attending: Lee Parker (Babergh District Council), James Finch (Suffolk County Councillor), Dave Crimmin (Clerk) and one member of public.

21/001 Apologies for Absence

Cllr Taylor sent his apologies.

21/002 Declaration of Interests and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

21/003 Minutes of Meeting held on 9th December 2020

The minutes of the meeting were approved by the councillors who resolved that the minutes should be digitally signed by the Chairman as a correct record.

21/004 Public Forum

The councillors reviewed James Finch's previously circulated report and he updated councillors on COVID-19, Suffolk Police Precept consultation, Primary School registrations and giving his Locality Budget towards food banks in his 3 benefices. Lee Parker updated councillors on COVID Business Grants, Brown Bin collections, car parking charges, Belle Vue and the Sudbury Access Point.

21/005 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting there were no actions requested of the Clerk.

21/006 Clerk's Report

Following a review of the Clerk's report (Appendix A), there were no further actions requested of the Clerk.

21/007 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix B), were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- b. The Councillors reviewed the expenditure budget and proposed reserves (Appendix C). After agreeing that the £256 grant by Babergh should not be taken into account in the Precept calculation, they resolved to set a Precept of £10,518 for 2021 / 2022 which will mean that the Band D Council Tax will be the same as 2020 / 2021.
- c. Cllr Presland and Cllr Bower have now requested that the correspondent for the council bank accounts be changed to the Clerk.

21/008 Planning

- a. The councillors reviewed **Planning Application DC/20/05660 The Saracens Head, Sudbury Road** - Application for Listed Building Consent - Works to facilitate part change of use from public house to form a shop as per schedule of works on drawing 3920 PA05 and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/20/05659 The Saracens Head, Sudbury Road** - Change of use of part of public house to form a retail shop and resolved to support the application.

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- c. The councillors reviewed **Planning Application DC/20/05578 11 Links View** - Replace 2no flat dormer roofs to front elevation with pitched tiled cat slide roofs. Replace flat roof to single storey garage and ancillary area with pitched tiled roof and seamless covering and resolved to support the application.
- d. The councillors reviewed **Planning Application DC/21/00033 Valleyfields, Valley Road** - Erection of cartlodge and pergola. Re-siting stable/store building. Construction of pond (following approval under DC/19/02236). Erection of extension (following approval under DC/19/02233). Improvement of existing field access (tarmac) and resolved to support the application.
- e. No further planning application had been received since the agenda was posted requiring a response before the next meeting.
- f. The councillors reviewed the status of previous applications, appeals and enforcement referrals (Appendix D).

21/009 NPC Action Plan

The councillors reviewed the tasks and projects that the Clerk had included in the Action Plan for 2021. The Councillors agreed that a project to move across to Internet Banking should be included in the second half of 2021.

21/010 Neighbourhood Plan

Cllr Presland updated the councillors that the final modifications to the draft Newton NP were being made and would be completed within a couple of weeks. The Basic Conditions Statement and a Consultation Statement were now being reviewed by the councillors and the Steering Group members and these will be submitted with the NP. Once finalised, Navigus Planning will review the documents prior to submission to Babergh for the Regulation 16 Submission consultation stage.

21/011 Recreation Ground

Cllr Presland updated councillors that the Risk Assessment and Inspection checklist were now in place for the MUGA, but due to Lockdown restrictions, it was now closed until further notice. The initial painting of lines is outstanding with the final painting of the MUGA tarmac surface being undertaken in April 2021. Tennis 2000 will make good the ground outside of the MUGA, when conditions allow, and NPC will then re-seed the grass as appropriate. Cllr Presland is liaising with a local contractor on a permanent storage solution for the tennis net.

The councillors resolved that the Skedda Booking System software, as demonstrated by Cllr Everett, shall be used for the MUGA Booking system. There is no cost for NPC to use the system. The Clerk will ensure that NPC's GDPR requirements are specified within the system. Cllr Everett will administer the system on behalf of NPC and will propose the operational requirements of the system at the February meeting. Cllr Presland thanked Cllr Everett for all the work he had undertaken on the project.

Following a meeting between All Play Solutions (APS) and NPC councillors on the 11th January it was resolved by the councillors, that subject to NPC being reimbursed with the difference of the 25% deposit and the cost of the Forever Fit Equipment to date, that NPC would purchase the play equipment for the remaining phases of the project at a cost of approximately £29,000 + VAT. APS would then install the equipment as per the contract as well as providing the Resin Bonded Rubber Surface to all three areas. The Clerk will liaise with the grant providers to ensure that the proposal meets with their grant conditions.

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21/012 Asset of Community Value

Cllr Presland explained that NPC had registered the Saracens Head in January 2016 as an Asset of Community Value (ACV). By doing so, should it be put up for sale, it would give the community of Newton a period of time to consider raising a bid for the asset. However, it would be down to the owner of the asset whether or not to accept any bid by the community. With the registration lasting for 5 years, NPC would now need to consider whether to register the asset for a further 5 years. The councillors resolved that a further application be made to register the Saracens Head as an ACV.

21/013 Risk Management Register

The councillors reviewed NPC's Risk Management Register (Appendix E) as at January 2021 and were satisfied with the issues covered.

21/014 Internal Control and Internal Audit processes

The councillors reviewed the current system of NPC's internal controls and internal audit and resolved that they were satisfied with the measures currently undertaken by the council.

21/015 Speed Sign

Cllr Bower is still awaiting a timeframe for the installation of the two posts for the SID from Suffolk County Council. James Finch will follow up NPC's request for a timeframe.

21/016 Assets

- The Tree Warden will replace the commemorative tree.
- The condition of the Village Sign is to be assessed by a volunteer who is also refurbishing the Church sign on the A134.
- The councillors reviewed costs of the first phase of the Bus Shelter replacement by Links View and resolved to spend the £1,750 + VAT for the work to design and cost the scheme. Cllr Vince will take forward NPC's request for the Trust to confirm their agreement to the proposal in writing so that it can be forwarded to SCC Highways.

21/017 Village Hall and Trust updates

Cllr Schwenk updated councillors that the Village Hall is still closed. Cllr Presland updated councillors that all three quotations for running an electrical supply from the Village Hall to the Recreation Ground had now been received. Cllr Presland will now discuss the option with the VHMC and the Trust.

21/018 Questions to the Chair

Cllr Schwenk will review the requirements for any extra dog bins in the parish and report back to the February meeting. The Clerk was asked to apply for a pack of trees being supplied by the Woodland Trust. Cllr Presland to move on a temporary basis, the dog bin by the play equipment.

21/019 Next Meeting

The next scheduled NPC meeting will be held on Wednesday 10th February 2021, starting at 7.30pm.

The meeting closed at 9.20 pm.

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NEWTON PARISH COUNCILMinutes of meeting held on 13th January 2021 via Videoconference**Appendix A Clerk's Report**

Minute	Action	Complete Π
20/265	Response sent to resident, but unfortunately his reply did not take kindly to the information supplied. Councillors to review policy.	
20/276	Quotations from electricians now complete.	Π
20/281	Minutes sent to Newsletter and updated on website.	Π
20/282	New councillor processes completed.	Π
20/286 a	Payments made to suppliers, individuals and organisations.	Π
20/287	Planning response sent to Babergh.	Π
20/290	MUGA Risk Assessment and Checklist completed and Insurance Broker updated.	Π
20/290	All Play Solutions updated re Forever Fit Equipment.	Π
20/290	Signage requirements for All Play Solutions is outstanding from NPC.	
20/292	Tree Warden review new tree requirements.	Π
20/292	Bus Shelter proposal agreement awaiting NGT sign-off.	
20/295	Meeting dates for 2021 updated on website.	Π
	Clerk's Delegated Power	
	Nothing to report since last meeting.	
	Clerk Hours	
	Up until 3rd January 2021 - 571.5 hours worked / 540 hours paid.	

Signed _____

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Appendix B RFO Report

Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
09/11/20	BDC Locality Grant			500.00	0.00
23/11/20	BDC Phase 1 Grant towards Recreation Ground			41,132.34	0.00
27/11/20	Cancelled	101260		0.00	0.00
03/12/20	Cancelled	101261		0.00	0.00
03/12/20	All Play Solutions Ltd - 25% Deposit	101262	Localism Act 2011 ss 1 to 8	0.00	25,379.34
09/12/20	Garden Arb Business - Footpath cutting 2020	101263	Localism Act 2011 ss 1 to 8	0.00	360.00
09/12/20	BDC - Dog & Litter bin emptying	101264	Localism Act 2011 ss 1 to 8	0.00	187.87
31/12/20	DF Crimmin - Salary Oct to Dec	101265	Localism Act 2011 ss 1 to 8	0.00	2,113.40
31/12/20	DF Crimmin - WFHA Oct to Dec	101265	Localism Act 2011 ss 1 to 8	0.00	78.00
31/12/20	HMRC - Clerk Tax	101266	Localism Act 2011 ss 1 to 8	0.00	528.20
31/12/20	HMRC - Employers NI	101266	Localism Act 2011 ss 1 to 8	0.00	61.35
13/01/21	S Presland - Cost of Christmas Tree Lights	101267	Localism Act 2011 ss 1 to 8	0.00	97.96

Bank Reconcillation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/11/20	£100.00				
Premium Accounts	30/11/20	£97,852.43	£28,097.27	£69,855.16	£0.00	£0.00
Tracker Account	30/11/20	£1,164.96	£1,164.96	£0.00	£0.00	£0.00
		£99,117.39	£29,262.23	£69,855.16	£0.00	

VAT currently being claimed from HMRC £15,005.11

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£52,445.88				
<u>Income</u>			<u>Expenditure</u>			
Precept	£10,258.00	£10,258.00	Clerks Salary		£11,556.40	£9,720.65
Grants	£0.00	£46,137.34	Admin		£1,900.00	£669.17
Recycling	£400.00	£760.62	Donations		£800.00	£300.00
CIL / Other	£5,000.00	£18,421.87	Annual Subscriptions		£602.00	£260.87
Bank Interest	£25.00	£26.59	Footpath Maintenance		£300.00	£300.00
VAT Repayment	£0.00	£1,419.14	Insurance		£320.00	£1,086.31
			Inspection		£380.00	£380.00
			Maintenance		£2,000.00	£453.85
			Projects		£1,400.00	£71,325.05
			CIL / Other	£24,448.12	£4,000.00	£0.00
			Village Hall		£165.00	£0.00
			VAT Paid		£0.00	£15,112.75
			Contingency		£500.00	£0.00
			NNP	£5,505.00	£0.00	£598.56
Total	£15,683.00	£77,023.56	Total	£29,953.12	£23,923.40	£100,207.21
			Assets Carried Forward			£29,262.23
Total		£129,469.44	Total			£129,469.44

Signed _____

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NEWTON PARISH COUNCILMinutes of meeting held on 13th January 2021 via Videoconference**Appendix C Precept 2021 / 2022**

At the December meeting, you agreed a total expenditure budget of £19,029 for 2021 / 2022 as follows:

	2019 / 20		2020 / 21			2021 / 22
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Grants	0.00	103.80	0.00	46,137.34	144,500.00	1,677.20
Recycling	370.00	412.82	400.00	760.62	1,000.00	400.00
CIL / Other	0.00	6,766.62	5,000.00	18,421.87	18,421.87	0.00
Bank Interest	60.00	121.37	25.00	26.59	25.00	25.00
VAT Repayment	0.00	735.75	0.00	1,419.14	30,000.00	0.00
Total Income	430.00	8,140.36	5,425.00	66,765.56	193,946.87	2,102.20
Precept		10,258.00			10,258.00	
Expenditure						
Clerks Salary	4,162.00	5,145.49	11,556.40	9,720.65	12,268.70	10,304.00
Admin	1,806.00	1,419.29	1,900.00	669.17	1,900.00	1,650.00
Donations	800.00	200.00	800.00	300.00	800.00	800.00
Annual Subscriptions	425.00	626.98	602.00	260.87	602.00	425.00
Footpath Maintenance	360.00	300.00	300.00	300.00	300.00	300.00
Insurance	400.00	375.05	320.00	1,086.31	1,086.31	1,135.00
Inspection	350.00	272.00	380.00	380.00	380.00	415.00
Maintenance	1,200.00	928.18	2,000.00	453.85	2,000.00	2,000.00
Projects	1,400.00	2,679.40	1,400.00	71,325.05	122,400.00	1,500.00
CIL / Other	0.00	13,223.11	4,000.00	0.00	20,000.00	0.00
Village Hall	0.00	0.00	165.00	0.00	0.00	300.00
VAT Paid	0.00	1,419.14	0.00	15,112.75	29,100.00	0.00
Contingency	500.00	0.00	500.00	0.00	0.00	0.00
NNP	0.00	3,466.43	0.00	598.56	4,505.00	200.00
Total Expenditure	11,403.00	30,055.07	23,923.40	100,207.21	195,342.01	19,029.00

Reserves held by NPC

With ageing bus shelters, village sign and benches, NPC faces using its Asset Maintenance and some of its CIL reserves in the next financial year. The Village Hall reserve may be used towards the cost of the electrical supply to the Recreation Ground. NPC still need to maintain a Legal Fees provision regarding the enforcement of the Byelaws. With the reserve for the Election costs being £1,500 I do not see any reason, other than a by-election, for this to be topped up between now and 2023.

	2019 / 20		2020 / 21		2021 / 22	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	10,500.00	10,500.00	10,500.00	12,000.00	12,000.00	13,000.00
Village Hall	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Legal Fees	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Election Costs	1,500.00	1,400.00	1,400.00	1,500.00	1,500.00	1,500.00
Bus Shelter Grants	0.00	0.00	0.00	500.00	500.00	500.00
NNP	4,060.89	190.53	190.53	1,000.00	1,000.00	0.00
CIL	18,745.50	24,448.12	24,448.12	22,618.50	22,618.50	22,618.50
Total Earmarked Reserves	37,806.39	39,538.65	39,538.65	40,618.50	40,618.50	40,618.50
General Reserves	26,296.20	12,907.23	12,907.23	20,690.24	20,690.24	?

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NEWTON PARISH COUNCILMinutes of meeting held on 13th January 2021 via Videoconference**Precept for 2021 / 2022**

Babergh has written to NPC regarding the Tax Base for 2021 / 2022 which will increase from **219.71** in 2020 / 2021 to **225.28** in 2021 / 2022.

Using the projections for income, expenditure and earmarked reserves, NPC 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 to £10,518 and **keeping the Band D Council Tax at the 2020 / 2021 level**
- Example 2 Increase the Precept to £11,000 and **increase by £2.14 per year the Band D council tax**
- Example 3 Increase the Precept to £12,000 and **increase by £6.58 per year the Band D council tax.**

	2019 / 20	2020 / 21	2021 / 22	2021 / 22	2021 / 22
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	37,806.39	39,538.65	40,618.50	40,618.50	40,618.50
General Reserves	26,296.20	12,907.23	20,690.24	20,690.24	20,690.24
Total Reserves	64,102.59	52,445.88	61,308.74	61,308.74	61,308.74
Income ex Precept	8,140.36	193,946.87	2,102.20	2,102.20	2,102.20
Precept	10,258.00	10,258.00	10,518.00	11,000.00	12,000.00
Total Income	18,398.36	204,204.87	12,620.20	13,102.20	14,102.20
Expenditure	30,055.07	£195,342.01	£19,029.00	£19,029.00	£19,029.00
END OF YEAR					
Earmarked Reserves	39,538.65	40,618.50	40,618.50	40,618.50	40,618.50
General Reserves	12,907.23	20,690.24	14,281.44	14,763.44	15,763.44
Total Reserves	52,445.88	61,308.74	54,899.94	55,381.94	56,381.94
Tax Base	209.34	219.71	225.28	225.28	225.28
Band D Council Tax	£49.00	£46.69	£46.69	£48.83	£53.27

The Council Tax that a Band D household in Newton pays is the Precept demanded by NPC divided by the Tax base for that year.

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NEWTON PARISH COUNCILMinutes of meeting held on 13th January 2021 via Videoconference**Appendix D Planning Status**


BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/20/03810	Perrywood Garden Centre, Newton Road - Erection of a new garden centre building (Use Class A1) including restaurant, enclosed and open canopies and outdoor sales area. Erection of a glasshouse and store. Partial demolition of and erection of an extension to the existing garden centre building (to be used for Use Classes A1 and B1). Erection of a replacement potting shed. External alterations of the existing barn. Erection of electricity sub-stations and an electricity distribution building. Provision of landscaping, car parking areas, wildlife area and outdoor events space.	20/250a	Support	
DC/20/04701	Valley Farm, Valley Road - Application under Section 73 of The Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/18/00101 (Conversion of timber framed barn and adjoining brick granary to dwelling house.)	20/268a	Noted	Permission 14/12/2020
DC/20/04696	Valley Farm Valley Road - Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of Listed Building Consent DC/18/00102 (Conversion of timber framed barn and adjoining brick granary to dwelling house)	20/268b	Noted	Permission 14/12/2020
DC/20/05263	Jordans, Sudbury Road - Application for approval of Reserved Matters following Outline Approval DC/19/05588 - Appearance, Landscaping, Layout and Scale for Sub-division of garden land and erection of a 1No dwelling, garage and associated works	20/287a	Support	
DC/20/05183	Chilton Woods Mixed Development Land, North Of Woodhall Business Park, Sudbury - Reserved matters application for Phase 1 (Infrastructure) (matters relating to layout, scale, appearance and landscaping) for the installation of site wide infrastructure, including spine road, sustainable drainage scheme and associated services, infrastructure, landscaping and ecological enhancements details pursuant to Outline Planning Permission ref. B/15/01718, dated 29th March 2018 (Outline application (with all matters reserved except for access) - Erection of up to 1,150 dwellings (Use Class C3); 15ha of employment development (to include B1, B2 and B8 uses, a hotel (C1), a household waste recycling centre (sui generis) and a district heating network energy centre); village centre (comprising up to 1,000m2 Gross Floor Area (GFA) of retail floor space (A1, A2, A3, A4 and A5), village hall (D2), workspace (B1a), residential dwellings (C3), primary school (D1), pre-school (D1) and car parking); creation of new vehicular access points and associated works; sustainable transport links; community woodland; open space (including children's play areas); sustainable drainage (SuDS); sports pavilion (D2) and playing fields; allotments; and associated ancillary works.)	20/287b	No Comments	
DC/20/05203	Old Joe's Driving Range, Joes Road, Great Cornard - Application for Outline Planning Permission (all matters reserved). Town and Country Planning Act 1990 - Siting 2no. holiday lodges and erection of golf simulator building.	20/287c	No Comments	
DC/20/04875	Hurrells Farm, Boxford Lane - Application for Listed Building Consent - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access.	20/287d	Support	
DC/20/04874	Hurrells Farm, Boxford Lane - Conversion of and extension to outbuildings to form 1No dwelling and alterations to vehicular access.	20/287d	Support	

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NEWTON PARISH COUNCILMinutes of meeting held on 13th January 2021 via Videoconference**Appendix E Risk Management**

 NEWTON PARISH COUNCIL - Risk Management Register as at 1st January 2021									
	Risk	P	S	Control Action	Frequency	CP	CS	Responsible	
1	Inadequate forward planning and budgetary	1	5	Actual v Budget reviews	PC Meeting	1	3	Councillors	
				Budget Review	Annually				
2	Poor Reporting to Council, Record	2	3	Accurate Minutes	PC Meeting	1	3	Councillors	
				Timely and accurate financial reporting	PC Meeting				
				Regular project reports	PC Meeting				
				Internal Audit Review	Annually				
				External Audit Review	Annually				
3	Council operates Ultra Vires or does not comply with current legislation	2	5	Within Clerks Job Description	PC Meetings	1	5	Clerk & Councillors	
				Regular training for Councillors and Clerk					
4	Council lacks relevant skills	2	3	Regular training for Councillors and Clerk	6 monthly	1	3	Councillors	
				Create Committee & second skills required	As required				
5	Failure to respond to electors' right of access	1	2	Within Clerks Job Description	Annually	1	1	Councillors	
6	Lack of maintenance of council owned	3	5	Maintenance programme	PC Meeting	2	4	Councillors	
				External Risk Assessments of War Memorial	Every 10 years				
				Walk of Parish to review condition of assets	Annually				
7	Damage to third party property or individual due to services or amenity provided	3	5	Public Liability Insurance	Annually	2	4	Councillors and Clerk	
				Play Equipment and MUGA Risk Assessments	Annually				
				Play Equipment and MUGA Inspections	4 weekly				
				External Play Equipment Inspection	Annually				
				Walk of Parish to review	6 monthly				
8	Damage or loss to Council owned property	3	3	Asset Insurance cover	Annually	3	2	Councillors	
				Assets insured against Asset Register	Annually				
9	Failure to reclaim VAT paid by Council	1	2	VAT can be claimed back up to 3 years	PC Meeting	1	1	Councillors	
10	Clerk Fidelity	2	5	Insurance Cover	Annually	1	3	Councillors	
				Review Bank Statements against reconciliation	PC Meeting				
11	Unexpected Loss of Clerk or Clerk's Office	1	5	Up to date Job Description	Annually	1	4	Councillors	
				Council electronic data	Daily				Computer data is on Clerk's One Drive cloud account
12	GDPR								
	Consent	1	3	Review all new forms & website changes	As required	1	2	Clerk & Councillors	
	Council Awareness	4	4	Clerk training	As required	3	3	Councillors	
	Councillor Awareness	4	4	Councillor training & ICO Guide	As required	3	3	Councillors	
	Data Breaches	1	5	ICO process to follow	As required	1	4	Clerk	
	Data Protection Officer	1	1	Parish Council does not need to appoint.					
	Information Held	2	3	Data Audit and associated actions reviewed annually.	Annually	2	2	Councillors	
	Lawful basis for holding data	2	3	Data retention policy	Annually	1	2	Councillors	
	Subject Access Requests	1	1	Adoption of Policy	Feb-21	1	1	Councillors	
P = Probability S = Severity CP = Probability after Control Action CS = Severity after Control Action - Rating 1 = Low to 5 = High									

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NEWTON PARISH COUNCIL

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Appendix F Internal Control and Internal Audit

Review the effectiveness of Internal Audit and Internal Controls process.

Under The Accounts and Audit Regulations 2015 (SI 2015/234) the Council must carry out a review of its Internal Controls and Internal Audit processes on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and Internal Audit processes and to consider the findings of this review.

Internal Auditors

Heelis and Lodge were appointed as NPC's Internal Auditor at its meeting held on 13th May 2020 minute 20/157. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent from this Council.

The Internal Auditors produced a professional and helpful report for the 2019 / 2020 accounts which you accepted at the Parish Council meeting held on 10th June 2020 minute 20/176a. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.

Internal Control processes

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are stored on Microsoft's One Drive Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. At the foot of each minute page, it states that NPC adopted the General Power of Competence at its meeting on the 13th May 2020. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Barclays Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Four councillors, Schwenk, Presland, Bower and Taylor are the signatories for the Bank accounts and a minimum of 2 must authorise cheque payments.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2021 / 2022 was reviewed at the NPC meeting on 9th December 2020 and the process and financial statements are included in the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March. However, during 2020 / 2021 due to the high level of expenditure incurred for the Recreation Ground project, VAT claims are being made on an appropriate monthly basis.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon as practicable after receipt.

End of Appendices

Signed _____

Date _____

Newton Parish Council adopted the General Power of Competence on the 13th May 2020