

RATTLEDEN PARISH COUNCIL

Members of the Council:

You are hereby summoned to an **Ordinary Meeting of the Parish Council which will be held in the Village Hall on Tuesday 26 February 2019 at 7.30pm** for the purpose of transacting the business below.

Members of the Public: are very welcome to attend and may address the Council under item five on the agenda.

Reporting on Meetings: Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, including any public comment and/or questions. Any person intending to report in this way is asked to give notice before the start of the meeting to the Clerk or Chairman of the Council to enable reasonable facilities to be afforded.

AGENDA

1. To receive any apologies for absence.
2. **To receive, from Members, any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.**
3. **To approve the minutes of the Ordinary Meeting of the Parish Council held on 29 January 2019.**
4. **To receive a report from the County and District Councillor.**
5. **To invite public questions or comment on any matter on this agenda.**
6. **Planning:**
 - 6.1 To consider any applications received.
 - 6.2 To note any applications considered the deadlines for which were ahead of this meeting and for which an extension for comments was not possible.
 - 6.3 To note any planning applications granted/refused including:
DC/19/00129 - **granted** - Wild Briar, Birds Green - trees in a Conservation Area - (T1) reduce crown of weeping willow by a third, (T2) reduce crown of weeping willow by half and (T3) fell pussy goat willow.
7. **Finance:**
 - 7.1 To receive the Clerk's financial report.
 - 7.2 To authorise payments as presented and to note income received.
 - 7.3 To agree an Audit Plan for 2018-2019, and the Terms of Engagement for and appointment of an Internal Auditor.
 - 7.4 To approve the adoption of the new National Minimum Wage of £8.21 per hour, effective from 1 April 2019 (for workers aged 25 and over), as applied to the Council post of litter-picker.

RATTLEDEN PARISH COUNCIL

8. **Council Communication:**
To consider the purchase of a lockable letter box, to be sited in the village centre, to provide another way by which residents might communicate with the Council.
9. **Mobile Vehicle-Activated Sign (MVAS):**
To consider the acquisition of a device to deter speeding and the process which must necessarily be followed should the acquisition be pursued.
10. **Cemetery Noticeboard:**
To confirm the type of noticeboard required and its potential location or to reconsider the original decision.
11. **Working Group Reports:**
11.1 Housing Development
11.2 Finance and Development
12. **Council Governance:**
12.1 To consider any new legislation, codes or regulatory issues and to take action as appropriate.
12.2 To determine if any Council decisions or actions impact upon its risk register, policies and/or internal controls.
12.3 To review, update and approve the Council Risk Register.
12.4 To review the systems of internal control and to take action as appropriate.
12.5 Further to recent inspections, to approve the updated Register of Council Assets.
13. **Correspondence:**
To consider the list of correspondence received and to take action as appropriate.
14. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**
15. **Next Meeting:**
To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 26 March in the Village Hall beginning at 7.30pm.



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RATTLEDEN PARISH COUNCIL

Report to the Ordinary Meeting of 26 February 2019

Agenda Item 7.2: Payments and Income

Councillors are recommended to authorise the following payments:

To:	Reason	Pay men t (£s)	VAT (£s)	Tota l (£s)
Litter-Picker	Salary: February 2019 (19.33 hours @ £7.83)	151. 35	N/A	151. 35
Parish Clerk	Salary: February 2019 (35 hours @ £12.012) Gross: £420.42 - Net £336.22 [PAYE: £84.00]	336. 42	N/A	336. 42
HMRC	PAYE (as above)	84.0 0	N/A	84.0 0
The Felsham Gardeners	Single grass-cut at Rattlesden cemetery @ £200.00	200. 00	0.00	200. 00
The Felsham Gardeners	Cemetery hedge-cutting (second cut)	200. 00	0.00	200. 00
Mr David Peachey	Materials for/installation of new dog bin plus removal of old bin	59.0 0	0.00	59.0 0
Parish Clerk*	Reimbursement of costs of gift for the internal auditor (for 2017-2018)	40.0 0	0.00	40.0 0
	TOTAL	£1,0 70.7 7	£0.0 0	£1,0 70.7 7

Notes:

*To be paid for by the Chairman's allowance.

Councillors are asked to note the following income received:

From:	Reason	Tota l (£s)
TSB	Business account interest (February)	11.4 5
Mid Suffolk District Council	Cleansing Grant (October-December)	204. 10
	TOTAL	£215 .55

RATTLEDEN PARISH COUNCIL

RATTLEDEN PARISH COUNCIL

Report to the Ordinary Meeting of 26 February 2019

Agenda Item 7.3: Internal Audit 2018-2019

Internal Audit Plan

That an audit of the internal controls of Rattlesden Parish Council should be undertaken to meet its duty to maintain an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices.

Process:

1. Approval by Rattlesden Parish Council of quarterly financial reports and monthly bank reconciliations produced by the Parish Clerk (Responsible Financial Officer).
2. Review by Rattlesden Parish Council of its Standing Orders, Financial Regulations and Risk Management Controls.
3. Review by Rattlesden Parish Council of its systems of internal control.
4. Adoption by Rattlesden Parish Council of the Terms of Engagement for an Internal Auditor and this Audit Plan.
5. Appointment of an Internal Auditor
6. Receipt of a written report from the Internal Auditor.
7. Review and consideration of that report, ensuring that any necessary action resulting therefrom is agreed and effected.

Terms of Engagement for Internal Auditor

1. Purpose

To assist the Council in fulfilling its responsibility to have and maintain proper arrangements for the prevention and detection of fraud, error or mistake. To test the internal controls of the Council sufficient for the proper completion of an annual internal audit report which should provide an assurance for the Council to complete the Annual Governance and Accountability Return (as required by the External Auditor).

2. Scope

The suggested method of approach is that provided for within *Governance and Accountability for Smaller Authorities in England* (March 2018), as amended.

3. Independence

The Internal Auditor should have no other role within the Council, provide an audit report in his own name and have direct access to those charged with governance.

RATTLEDEN PARISH COUNCIL

4. Competence

No formal qualification is needed but an understanding of basic accountancy procedures, the role of internal audit, awareness of risk management and understanding of the legal framework and powers of local councils is required.

5. Relationships

Officers, members and the Internal Auditor to understand their own responsibilities and to have agreed the plan for Internal Audit.

6. Audit Planning and Reporting

The Audit Plan should properly take account of all the risks and be approved by Council. The Internal Auditor should complete the appropriate section of the AGAR by 18 June 2019 and provide a report in writing in accordance with the Audit Plan by 23 July 2019.

The Internal Auditor's report should be considered by the Parish Council at the first opportunity, i.e. (notwithstanding any unforeseen problems) at its meeting on 30 July 2019.

7. Period of Engagement

Audit for the year ending 31 March 2019.

RATTLESDEN PARISH COUNCIL

Report to the Annual Meeting of 26 February 2019

Agenda Item 13.4: Review of Systems of Internal Control

The Council is responsible in law for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.

All local councils are required, at least once a year, to conduct in accordance with proper practices, a review of the effectiveness of their system of internal control and publicly report the outcome.

The Annual Governance and Accountability Return (AGAR) submitted to the external auditor requires the signature of the Chairman, on behalf of the Council, confirming that a sound system is in place.

The primary governing documents and systems of internal control of the Council are:

- 1 Standing Orders for the conduct and transaction of business at meetings of the Council
- 2 Financial Regulations
- 3 Arrangements for the inspection of minutes and accounts by local residents
- 4 The Code of Conduct adopted by the Council, which Councillors must observe
- 5 Arrangements for access to information held by the Council under the Freedom of Information Act 2000
- 6 Arrangements for access to personal information held by the Council under the General Data Protection Regulation and Data Protection Act 2018
- 7 Arrangements for access to environmental information held by the Council under the Environmental Information Regulations 2004
- 8 Arrangements for handling complaints
- 9 Regular financial reports presented to the Council
- 10 Independent internal audit
- 11 Budgetary control and monitoring procedures
- 12 Bank reconciliation
- 13 Identification, evaluation and management of operational and financial risks

Review Outcomes

The Council is asked to use the attached checklist to establish:

- 14 an opinion as to whether or not its governing arrangements and internal systems of control are effective;
- 15 any areas for development or change; and
- 16 if necessary, an 'action plan' to carry out required development and/or change.

RATTLEDEN PARISH COUNCIL

Report to the Ordinary Meeting of 26 February 2019

Agenda Item 16: Correspondence Received

For more information on any item listed below (not otherwise circulated) or you require a copy of any correspondence then please do not hesitate to contact the Clerk.

I	From	Subject	Action
1	Resident	Regarding potholes outside his house/ in his part of the village; and drainage problems (also sent to Cllr Otton).	Reply sent; original e-mail forwarded to all councillors.
2	Resident	Regarding the non-collection of household waste (also sent to Cllr Otton).	Reply sent; original e-mail forwarded to all councillors.
3	Resident	Thanks to the Council for funding the village Christmas tree.	Forwarded to all councillors.
4	Resident	Regarding the locked post on the access route to the allotments (at the Anglian Water site).	Forwarded to all councillors.
5	Resident	Concern at the apparent lack of a grit bin at the bottom of Brettenham Road - although a Council-owned bin should be at that location.	Reply sent; forwarded to Cllr Goodchild (for asset inspection).
6	Resident and Anglian Water	Key to the post on the allotment access route installed by Anglian Water.	Forwarded to all councillors.
7	Residents	Further and various matters regarding the Barn Owl campsite on Felsham Road.	Forwarded to all councillors.
8	Resident	Response to queries relating to the 'bridge' over the river in Lower Road.	Forwarded to all councillors.

NB: Circulars are not normally listed unless they have any possible relevance to the Council; likewise, correspondence which has been received which relates to specific agenda items and has been circulated for those items, e.g. planning applications and decisions, and quotations for work.