

RATTLEDEN PARISH COUNCIL

Members of the Council: are hereby summoned to an **Ordinary Meeting of the Parish Council which will be held in the Village Hall on Tuesday 25 February 2020 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 but only under item five on the agenda.

Reporting on Meetings: Except where members of the public are excluded due to the confidential nature of the business being considered, any person may film, photograph, audio record or use social media to report on Council meetings. Any person intending to do so is asked to notify the Clerk or Chairman before the start of the meeting..

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 28 January 2020.**
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.
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 2019-2020, 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 £8.72 per hour, effective from 1 April 2020 (for workers aged 25 and over), as applied to the Council post of litter-picker.
8. **Working Group Reports:**
 - 8.1 Housing Development
 - 8.2 Finance and Development
9. **Council Governance:**
 - 9.1 To consider any new legislation, codes or regulatory issues and to take action as appropriate.

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- 9.2 To determine if any Council decisions or actions impact upon its risk register, policies and/or internal controls.
- 9.3 To review the systems of internal control and to take action as appropriate.
- 9.4 To approve the updated Register of Council Assets.
10. **St Nicholas Church Gate Access from Lower Road:**
To review the deteriorating condition of the pathway/access leading from Lower Road through the Church gate adjacent to The Old Moot House and to take action as appropriate.
11. **Correspondence:**
To consider the list of correspondence received and to take action as appropriate.
12. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**
13. **Next Meeting:**
To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 24 March in the Village Hall beginning at 7.30pm.
14. **Motion to Exclude the Press and Public:**
To exclude the press and public from the meeting for agenda item 15 on the grounds that, while the decision was of public interest and would need to be recorded formally, the discussion leading to such decision would be likely to involve personal data which it was not in the public interest to disclose and which needed to be properly safeguarded on behalf of the individual concerned.
15. **Parish Clerk:**
To conduct the annual review of the current salary of the post-holder, as required by the contract of employment, and to take action as appropriate.



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Published: 18 February 2020

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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 2020 (19.33 hours @ £8.21)	158. 70	N/A	158. 70
Parish Clerk	Salary: February 2020 (35 hours @ £13.15) Gross: £460.25 - Net £368.25 [PAYE: £92.00]	368. 25	N/A	368. 25
HMRC	PAYE (as above)	92.0 0	N/A	92.0 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
	TOTAL	£1,0 18.9 5	£0.0 0	£1,0 18.9 5

Notes:

Councillors are asked to note the following income received:

From:	Reason	Tota l (£s)
TSB	Business account interest (February)	11.5 4
	TOTAL	£11. 54

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Agenda Item 7.3: Internal Audit 2019-2020

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 2019), 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.

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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 23 June 2020 and provide a report in writing in accordance with the Audit Plan by 21 July 2020.

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 28 July 2020.

7. Period of Engagement

Audit for the year ending 31 March 2020.

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Report to the Annual Meeting of 25 February 2020

Agenda Item 12.4: 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:

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

Review Outcomes

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

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

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Agenda Item 11: 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.

Item	From	Subject	Action
1	Resident	Problems with Lower Road bus shelter and adjacent waste bin.	Forwarded to all councillors.
2	Footpaths Officer	Problems with fallen tree on footpath nine.	Reported to Suffolk County Council..

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.

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Agenda Item 15: Parish Clerk - Salary Review

The Rattlesden Parish Clerk's contract of employment states that the salary will be reviewed on the anniversary of employment.

As recommended by the National Association of Local Councils (NALC), and in turn the Suffolk Association of Local Councils (SALC), Rattlesden - like all other parish councils - uses as the Clerk's salary base the National Joint Council (NJC) pay schedules for Local Government Services. These were last updated 14 December 2018 and effective from 1 April 2019 (available on the SALC website and Web generally).

For 2019-2020 the post-holder was moved to SCP (spinal column point) 20 (NJC scale LC2). The Clerk is employed for 35 hours per month.

The Council is asked to review the present pay per hour and either to:

- (a) confirm the present salary for the next (2020-2021) financial year; or
- (b) consider an incremental rise consistent with the above pay schedules which, effective as of 1 April 2019, are as follows:

SCP 20	£13.15 per hour - current spinal column point
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SCP 21	£13.41
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SCP 22	£13.68
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SCP 23	£14.03
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