

# **RATTLESDEN PARISH COUNCIL**

**No Meeting of the Parish Council can be held in the Village Hall (or any other indoor venue) due to the coronavirus (COVID-19) pandemic.**

**Members of the Council:** are hereby summoned to an **Ordinary Meeting of the Parish Council which will be held on-line (using Zoom) on Tuesday 30 March 2021 at 7.00pm** for the purpose of transacting the business below.

**Members of the Public:** are very welcome to attend on-line (by application, in advance, to the Parish Clerk by 5.00pm on Monday 29 March - details below) 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 23 February 2021.**
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 including:  
DC/21/01579 Clopton Dower House, Clopton Green - to determine if prior approval is required for a proposed change of use of agricultural building to dwelling houses (Class C3) and for building operations reasonably necessary for the conversion of barn to form five dwellings.
  - 6.2 To note those applications considered by e-mail due to the coronavirus (COVID-19) pandemic which prevented discussion in a public meeting.
  - 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 2020-2021, and the Terms of Engagement for and appointment of an Internal Auditor.
8. **Asset Management:**  
Given the coronavirus (COVID-19) pandemic to confirm that the annual inspection of Council assets by councillors be deferred until 2022.

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9. **Council Governance:**

- 9.1 To review the systems of internal control and to take action as appropriate.
- 9.2 To approve the 2020-2021 Register of Council Assets.
- 9.3 To approve the Council Risk Register.

10. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**

11. **Next Meeting:**

To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 20 April at 7.00pm to be held on-line (via the Zoom video conferencing facility).

12. **Motion to Exclude the Press and Public:**

To exclude the press and public from the meeting for agenda item 13 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.

13. **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.



Parish Clerk: Doug Reed, Proper Officer of the Council  
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## Agenda Item 7.2: Payments and Income

Councillors are recommended to authorise the following payments which, if approved, will be paid by electronic transfer (Bank FPO) - except for the salary for the litter-picker for which a cheque process has been established:

To:	Reason	Payment (£s)	VAT (£s)	Total (£s)
Litter-Picker	Salary: March 2021 (19.33 hours @ £8.72)	168.56	N/A	168.56
Parish Clerk	Salary: March 2021 (35 hours @ £14.05) Gross: £491.75 - Net £393.35 [PAYE: £98.40]	393.35	N/A	393.35
HMRC	PAYE (as above)	98.40	N/A	98.40
Rattlesden Community Council*	Support for annual costs of grass-cutting of the playing field	1,331.48	0.00	1,331.48
Mr Roger Heard	447th Bomb Group Memorial: grass-cutting (February)	31.00	0.00	31.00
Parish Clerk**	Administrative expenses (01.08.20-28.02.21)	49.34	N/A	49.34
Information Commissioner**	Data protection registration renewal (reimbursement to Clerk)	40.00	0.00	40.00
	<b>TOTAL</b>	<b>£2,112.13</b>	<b>£0.00</b>	<b>£2,112.13</b>

### Notes:

\*With the approval of councillors this payment was effected ahead of the meeting.

\*\*Represented by:

One book of second-class stamps (12):	£7.92
A4 printer paper:	£3.50
HP printer ink: (July-February @ £3.49 per month)	£27.92
Mobile Phone (TSB Banking App + Calls):	£10.00

**Councillors are asked to note the following income received:**

From:	Reason	Total (£s)
TSB	Business account interest (March)	5.81
Mid Suffolk District Council	Cleansing Grant (January-March)	226.72
Mid Suffolk District Council	Recycling Grant (August-January)	348.33
	<b>TOTAL</b>	<b>£580.86</b>

# **RATTLEDEN PARISH COUNCIL**

## **Report to the Ordinary Meeting of 30 March 2021**

### **Agenda Item 7.3: Internal Audit 2020-2021**

#### **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 *Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide* (March 2020) 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 16 July 2021 and provide a report in writing in accordance with the Audit Plan by the same date or as soon as reasonably possible thereafter.

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 27 July 2021.

## **7. Period of Engagement**

Audit for the year ending 31 March 2021.

# **RATTLESDEN PARISH COUNCIL**

## **Report to the Ordinary Meeting of 30 March 2021**

### **Agenda Item 9.1: 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 UK 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 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.

# **RATTLEDEN PARISH COUNCIL**

## **Report to the Ordinary Meeting of 30 March 2021**

### **Agenda Item 13: 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 20 August 2020 and effective (retrospectively) from 1 April 2020 (available on the SALC website and Web generally).

For 2020-2021 the post-holder was moved to SCP (spinal column point) 22 (NJC scale LC2) @ £14.05 per hour. The Clerk is employed for 35 hours per month.

The Council is asked to review the present pay per hour with options to:

- (a) make no change and to confirm the present salary for the next (2021-2022) financial year;
- (b) consider an incremental rise consistent with the NJC pay schedules which, effective as of 1 April 2020, are as follows:

SCP 22	£14.05 (current)
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SCP 23	£14.42
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SCP 24	£14.90
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