

Draft Minutes subject to ratification
COCKING PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL

4 June 2015 AT 6.30PM

AT THE RECTORY, MILL LANE, COCKING

PRESENT: Cllrs Imlach (Chairman), Burgess, Marks and O'Neill.

IN ATTENDANCE: G Burt, Clerk to the Council
Dis Cllr Mrs C Neville

1. Apologies

None

2. Declarations of Interest

Members and officers were invited to make any declarations of pecuniary and/or non-pecuniary interests that they may have in relation to items on the agenda and were reminded to make any declarations at any stage during the meeting if it then became apparent that this may be required when a particular item or issue was to be considered. None were declared.

3. Minutes

The minutes of the meetings of the 12 May 2015, previously circulated were agreed as a correct record and signed by the Chairman.

4. Matters Arising from the Minutes

None

5. WSSC Report

Cllr Brown had sent his apologies.

6. CDC Report

Cllr Mrs Neville:

- a. Asked what effect traffic serving the Pendean Sandpit had on the village? Members advised that no lorries from the pit travelled through Cocking. Cllr Imlach represents the Parish on the Liaison Group; Cllr Mrs Neville hoped to attend also.
- b. Agreed to look into Cllr O'Neill's comments on exiting the Multi-Storey in Chichester.
- c. Agreed to take up some of the ongoing Croft issues, with the Hyde Group, with whom CDC was having ongoing discussions about District-wide problems.

7. Questions from Visitors

None

8. Planning Applications

- a. RESOLVED the following comments:

SDNP/15/02471/HOUS	Forge Cottage Mill Lane Cocking West Sussex GU29 0HJ	Single storey extension to south facing elevation. Demolition of existing garage, new garage with home office at 1st floor, for the sole use of the existing dwelling.	NO OBJECTION
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- b. The Council had been invited to support a letter sent by Stedham & Iping PC, regretting the replacement of Cllr Shaxson with Cllr Dunn, by CDC to the SDNPA. RESOLVED that the letter be supported and that the Clerk write accordingly.

9. Finance

a. The Council had in the past paid an allowance to the Clerk, representing the cost of using their home as a place of work: storage of equipment, use of electricity, telephone etc. The Council RESOLVED that an allowance of 18.00 per month, the maximum allowed without incurring a tax liability, be paid.

b. Receipts between the 8 April and 4 June 2015, as set out in Appendix A, were noted.

c. Payments between the 13 May and 4 June 2015, as set out in Appendix A, were approved.

d. A bank reconciliation, as set out in Appendix B, showing a Cashbook and Bank balance agreeing of £20,685.65 as at 23 April 2015, was noted. In accordance with good practice, Cllr Imlach viewed Bank Statement No 14 and initialled the corresponding balance.

e. RESOLVED that Rachel Hall, be appointed as the Council's Internal Auditor, for the year 2015-16.

f. The Council considered the Internal Auditor's Report 2014-15. Attached Appendix C RESOLVED that the following responses be recorded where appropriate:

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) The accounting records, minutes, standing orders and other financial information were found to be in good order.
- 3) Risk assessments were reviewed and updated
- 4) Additions to the fixed assets register should be added to the insurance policy (gates and fences, and war memorial), and the disposals should be removed (sit on mower and gang mower). The war memorial should be shown on the fixed asset register at a nominal value of £1, as it is a community / heritage asset, but should be insured at a current valuation. **DONE**
- 5) Value to report for fixed assets on annual return should be £272,542 **DONE**
- 6) Prior year figures on the annual return should be amended to take account of the external auditors report (and the internal audit report recommendation) regarding precept and grant. **DONE**
- 7) The appointment of the new clerk was not mentioned in the minutes until his 6 monthly review
- 8) The re-appointment of the internal auditor was not minuted. **DONE**
- 9) The effectiveness of internal controls should be reviewed, and a note that this has been done should be recorded in the minutes. **NOTED**
- 10) The accounting and other records were well maintained, accurate and correctly cross-referenced, except for the following:-
VAT was incorrectly claimed on the anti-virus renewal (which was supplied by a company in Luxembourg) the VAT claimed was £2.61, but I also noted a VAT under-claim on the clerk's expenses

of £1.00, and an over-claim of £0.67 on the annual VAT reclaim, so the net over-claim was £2.28.

NOTED

g. The Council was in receipt of two grant applications (MADhurst & CAB). RESOLVED that as the Council did not have a grant budget this year, and that the reserves were low and efforts were being made to build them up, the Clerk be instructed to write, explaining the position, and that we hope to be able to help next year.

h. Insurance Renewal. The Clerk updated members on ongoing efforts to clarify the insurance cover for the Council and Village Hall. The Insurers confirmed that the Council's policies would not cover activities inside the hall, which was managed by the Village Hall Committee. RESOLVED that the Clerk advise the Village Hall Committee that they would need to make their own arrangements to ensure that their operation of the hall was suitably insured. (Note: the Council was obliged under the agreement between the two organisations to meet the Committee's insurance premium.)

10. Co-options

Mr Peter Craig had expressed an interest in being co-opted to the Parish Council; a biography had been previously circulated. RESOLVED that Mr Craig be co-opted to Cocking Parish Council. He then signed the statutory *Declaration of Acceptance of Office* and joined the table.

11. Parish Matters

a. Playground

Cllr Imlach reported all work was now complete. Not only was the Lottery-funded work by Wicksteed finished, but so was the long-awaited works by SSE. Members commented on how nice the area looked, including all the benches and nearby Bus Shelter which had been included in the work. The Clerk was asked to try to obtain a *Supported by the National Lottery Plaque*. It was hoped to have a celebratory event soon. Cllr Imlach was hoping to source a new playground inspector, who would view the site with *fresh eyes*.

b. Allotments

Nothing to report

c. Newsletter

Nothing to report

d. Village Hall

Cllr Marks kindly agreed to strim and weed-kill the drive and car park, as appropriate.

e. Highways

Nothing new to report. Members discussed the recent e-mails from Mrs C Beaumont, asking that certain verges be left long, so as to encourage biodiversity; WSCC were considering the request.

f. Footpaths

Nothing new to report

g. Bumblekyte

Nothing new to report. Cllr Marks had the tree trunk, which was to be carved into a seat.

h. New Homes Bonus (NHB)

Nothing new to report

i. S.I.D.

It was reported that the V.A.S. was being repaired. Cllrs Imlach reported on a recent demonstration he had attended on the new GENESIS kit. Residents were encouraged to report speeding vehicles.

j. **The Croft** See Minute 6 above. The Clerk was asked to obtain an update from *The Hyde Group* on the promised works, for the next meeting, if they couldn't attend.

12. Correspondence

The Clerk had submitted a summary of notable correspondence since the last meeting - attached Appendix D.

13. Date of Next Meeting

Tuesday 7 July 2015 6.30pm

The meeting closed at 7.45pm

Chairman:

Date:

APPENDIX A

FINANCIAL REPORT 4 JUNE 2015				
1. RECEIPTS: 8 APRIL - 4 JUNE 2015				
17/04/2015	£6,500.00	BAC	CDC	Precept Part 1
17/04/2015	£274.59	BAC	CDC	Council Tax Grant Part 1
TOTAL	£6,774.59			
2. PAYMENTS: 13 MAY - 4 JUNE 2015				
DATE	£	CHEQUE	PAYEE	DESCRIPTION
04/06/2015	£77.38	555	CDC	Bin emptying
04/06/2015	£180.00	556	RS Hall	Internal Audit 2014-15
04/06/2015	£194.28	557	G Burt	Clerk's Net salary for May
04/06/2015	£48.60	558	HMRC	Clerk's Tax - May
04/06/2015	£10.00	559	Chi Payroll Services	Payroll Admin - May
04/06/2015	£216.00	560	G Burt	Working from Home Allowance
04/06/2015	£67.68	561	D Imlach	Paint for exterior of Village Hall
04/06/2015	£228.00	562	Sussex Land Wks	Rec Fld Grass cutting May x2
04/06/2015	£54.00	563	Wicksteed Playgrounds	Pre-works Play area inspection
TOTAL	£1,075.94			

BANK RECONCILIATION				
AS OF 23 APRIL 2015				
PRESENTED TO COUNCIL ON 4 JUNE 2015				
RECEIPTS & PAYMENTS				
Balance brought forward as at 14/04/2015		£13,911.06		
Add Total Receipts		6,774.59		
Less Total Payments		(13,333.91)		
TOTAL		£7,351.74	◀	
BANK				
Lloyds Treasurers A/C		20,685.65		
Less unrepresented cheques				
547	£204.70			
548	£51.00			
549	£10.00			
550	£3,420.81			
551	£324.00			
552	702.00			
553	42.20			
554	£8,579.20			
		-13,333.91		
TOTAL		£7,351.74	◀	

TALLY

COCKING PARISH COUNCIL

INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2015

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2014/2015 has recently been completed. The audit included all financial transactions for the period 1 April 2014 to 31 March 2015 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2011.

Regulation 6 of the Accounts and Audit Regulations states that the Parish Council shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control, and any officer or member of that body shall, if the body requires -

(a) make available such documents of the body which relate to its accounting and other records as appear to that body to be necessary for the purpose of the audit; and

(b) supply the body with such information and explanation as that body considers necessary for that purpose.

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

SCOPE

The audit included examination of the receipts and payments account for the year; review of spreadsheets; review of bank statements and cheque book stubs; review of supplier invoices and claims for reimbursement; review of receipts; review of agendas and minutes of meetings; review of budgets; review of fixed asset register and insurance policy; review of payroll records; confirmation that bank reconciliations and reports are prepared regularly and reviewed at regular meetings of the Parish Council; and confirmation that the Council's standing orders and financial regulations are kept up to date.

FINDINGS

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) The accounting records, minutes, standing orders and other financial information were found to be in good order.
- 3) Risk assessments were reviewed and updated
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- 5) Value to report for fixed assets on annual return should be £272,542
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SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material* respect that the regulatory requirements have not been complied with. Although errors were noted, they did not have any significant financial impact on the figures reported on the annual return.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA)

23 May 2015

APPENDIX D

NOTABLE CORRESPONDENCE SUMMARY SINCE 8 MAY 2015			
Date	From	Subject	Action
13/05/2015	SSALC	Letter from NALC chairman to all parish and town council	Copied to All Cllrs
15/05/2015	WSCC	Boundary Review of West Sussex County Council	Copied to All Cllrs
22/05/2015	CDC	Chichester in Partnership E bulletin - May 2015 edition	Copied to All Cllrs
29/05/2015	UKPN	Spring/Summer 2015 Stakeholder Newsletter	Copied to All Cllrs