

Haslington Parish Council

Email: haslingtonparishcouncil@gmail.com

Website: www.haslington.org

21st December 2020

To: **Members of Haslington Parish Council**

Dear Councillor

You are summoned to attend a meeting of Haslington Parish Council which will be held on **Monday 4th January 2021 at 7pm**

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held virtually using the Zoom platform

To login in to the meeting, please use the following information:-

- Zoom Link: <https://us04web.zoom.us/j/79178606474?pwd=RWtXeXRtTkpuN2NNUXhoTHUwNUprdz09>
- Meeting ID: 791 7860 6474
- Passcode: 291248

Yours sincerely

H. Marr

Hannah Marr

Clerk and Responsible Financial Officer

Agenda

- 1 To receive apologies for absence
- 2 To note declarations of Members' interests
- 3 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- 4 To confirm the Minutes of the Haslington Parish Council Meeting held on Monday 7th December 2020
(attached)
- 5 To receive a report from the Chair of Haslington Parish Council
- 6 To receive a report from the Vice-Chair of Haslington Parish Council
- 7 To receive a report from the Cheshire East Councillors covering the Haslington Parish
- 8 To note the year to date financial position of the Council to the value shown in the Income and Expenditure Report
(information to follow and be circulated)
- 9 To approve payment for invoices and funding requests received between 30th November 2020 and 31st December 2020
(information to follow and be circulated)
- 10 To receive and review the Parish Councils Action Matrix
(attached)
- 11 To consider matters related to the approval and implementation of revised Council Policies which include:-
 - a) Invitation to Tender for Contracts (ITT)
 - b) Co-option Policy
 - c) Risk Management Scheme
- 12 To note three Casual Vacancies in the Haslington Ward

- 13 To consider matters related to the appointment of an Internal Auditor
(document attached)
 - 14 To consider matters related to Planning Applications
 - 15 To consider matters related to Winterley Ward
 - 16 To consider matters related to Oakhanger Ward
 - 17 To consider matters related to Haslington Village Ward
 - 18 To consider matters related to urgent business needed to be carried out by Haslington Parish Council in the interest and benefit of those who live or operate within the parish boundary
- To consider the dates of future meetings of Haslington Parish Council:-
- Monday 1st February 2021
 - Monday 1st March 2021

Haslington Parish Council

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Minutes of Meeting held on Monday 7th December 2020

20/7/01 Attendance

Present:-

Councillors Lee Allen, Howard Blake, Yvonne Bushill, Alan Casey, Martin Deakin, Doris Farrall, Iain Goodwin, Samantha Green, Janet Griffith, Alison Heler, Richard Hovey (Chair), Melissa Mews and Tony Peake

In attendance:-

Hannah Marr (Clerk) and Councillor Steven Edgar (Cheshire East Councillor)

20/7/02 To receive apologies for absence

No apologies were received

20/7/03 To note declarations of Members' interests

Councillor Doris Farrall declared an interest related to payments made to JD Services and George Farrall

Councillor Samantha Green declared an interest related to payments made to JD Services and George Farrall

Councillor Lee Allen declared an interested related to the proposed Earmark Reserve relating to the Public Toilet

20/7/04 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments

No questions or comments were submitted to the Parish Council

20/7/05 To confirm the Minutes of the Haslington Parish Council Meeting held on Monday 2nd November 2020

The minutes of the Meeting held on Monday 2nd November 2020 were approved

20/7/06 To receive a report from the Chair of Haslington Parish Council

Condolences were passed on to Councillor Casey and family relating to the sad loss of Mrs Casey

The Chair thanked those involved in Remembrance Sunday with special thanks given to the Standard Bearer and the Member of the Fodens Band for playing the Last Post and Reveille as well as those who supported the Poppy Appeal

The Chair passed on positive comments relating to the Christmas Tree on the Village Green

St Matthews Church have advised that they will be carrying out their annual Carol Service at 3pm on 20th December 2020 which will be available to view online

The Chair advised that A Thompson will be requested to carry out the works related to the Neighbourhood Plan for the Parish

20/7/07 To receive a report from the Vice-Chair of Haslington Parish Council

Councillor Goodwin advised he would carry out his report under Item 11 (Minute Reference: 20/7/12)

- 20/7/08** To receive a report from the Cheshire East Councillors covering the Haslington Parish
- Councillor Steven Edgar advised:-
- Tipping in Oakhanger has been reported to Planning Enforcement and the Environment Agency
 - Volunteers have been requested to form a Community Speedwatch Team in Winterley with training taking place in February 2021
 - A new Community Speedwatch site has been approved for the area between Pool Lane and Charles Barnett Road
 - A planning application for 277 Crewe Road has been called in
 - No further information has been received regarding the appeal for 55 houses on Charles Barnett Road
 - Matters have been raised regarding the utilities on the Holly Bush site
 - No further update available regarding the utility works on Shelburne Drive
 - Scottish Power have been contacted again regarding the street lights not working in Winterley due to a broken connection
 - The Parish Boundary review and consultation will be published by Cheshire East Council in early 2021
- 20/7/09** To note the year to date financial position of the Council to the value shown in the Income and Expenditure Report:-
- Members **resolved** to approve the payments totalling:-
- Net Amount: £35,369.05
 - Gross Amount: £36,652.55
- 20/7/10** To approve payment for invoices and funding requests received between 27th October 2020 and 29th November 2020
- It was **resolved** to approve payments of:-
- Net Amount: £3,046.71
 - Gross Amount: £3,145.59
- 20/7/11** To consider matters related to ending the lease for IT equipment
- It was **resolved** to end the lease for IT equipment and the settlement fees are paid
- 20/7/12** To receive and review the Parish Councils Action Matrix
- The Action Matrix was reviewed
- 20/7/13** To consider matters related to the approval and implementation of revised Council Policies which include:-
- a) Standing Orders for Contracts
 - b) Procurement Policy
 - c) General and Earmarked Reserves Policy
 - d) Environmental Policy
- It was **resolved** to adopt and implement the Policies
- 20/7/14** To consider matters related to setting the budget for the financial year 2021 – 2022
- Following the advisory tax base received from Cheshire East Council, Members **resolved** to set an unchanged zero increase precept of £32.67 per Band D property which will result in a total precept of **£90,759.00**
- Members further resolved to establish Earmarked Reserves for set projects or activities in the 2020 – 2021 budget
- 20/7/15** To consider matters related to Planning Applications
- It was agreed that the Chair would support a planning response on Crewe Road

20/7/16 To consider matters related to Winterley Ward

Councillor Heler raised concerns over potholes in Hassall Lane

Councillor Peake raised concerns regarding the traffic bollards in Winterley

20/7/17 To consider matters related to Oakhanger Ward

No matters were raised regarding the Oakhanger Ward

20/7/18 To consider matters related to Haslington Village Ward

Councillor Griffith raised concerns about potholes and parking in the Village

Councillor Peake advised that the local PCSO has raised issues relating to CCTV at the Gutterscroft Centre and if the Council would support a Police Noticeboard

20/7/19 To consider matters related to urgent business needed to be carried out by Haslington Parish Council in the interest and benefit of those who live or operate with the parish boundary

Councillor Casey formally presented his resignation as a Councillor

20/7/20 To consider the dates of future meetings of Haslington Parish Council:-

- Monday 4th January 2021
- Monday 1st February 2021
- Monday 1st March 2021

Please Note:-

The Agenda for the Meeting held on 4th January 2021 will be published on 21st December 2020 due to the Bank Holidays and the number of clear days required to place the public notices

Financial information which will support the Agenda will be published after the 31st December 2020 and will be added to the Agenda Pack and circulated after that date

The meeting closed at 8.51pm

**Haslington Parish Council
Action Matrix
Meeting Held on Monday 7th December 2020**

Number	Date	Owner	Details	Update	Status
1	06/07/2020	Councillor Edgar	'Call in' on residential changes, Crewe Road	Called in, awaiting response	Live
2	06/07/2020	Chair/ Vice Chair	S106 money	Councillor Edgar providing spreadsheet. IG contacting Judith Cosgrove from Cheshire East	Live
3	06/07/2020	Councillor Edgar	Post box, Winterley	Process ongoing	Live
4	06/07/2020	Chair	Neighbourhood Plan	Andrew Thompson to be tasked with commencing process. Chair to establish process for Community Survey.	Live
5	02/11/2020	Councillor Edgar	Bus stop, Oakhanger	To be done in financial year	Live
6	02/11/2020	Councillor Edgar	Pot holes, Clay Lane	Ongoing	Live
7	02/11/2020	Chair, Clerk	Village Green	Awaiting tenders	Live

**Haslington Parish Council
Action Matrix
Meeting Held on Monday 7th December 2020**

Number	Date	Owner	Details	Update	Status
8	07/12/2020	LA, JG, DF, SG	Gutterscroft refurb	Update by next meeting, proposal by Feb meeting	Live
9	07/12/2020	AH	Potholes, Hassall Road	Councillor Edgar enquiring	Live
10	07/12/2020	Clerk	Bollards, Winterley		Live

Haslington Parish Council - Income and Expenditure 2020 / 2021

No	Date	Cheque	Payee	Description	Income	Net	Vat
				Unpresented Cheques - 2019 / 2020			
	02/12/2019	303833	Poppy Appeal Donation		£ 50.00		
	02/03/2020	303857	Councillor Casey		£ 264.00		
	17/03/2020	303867	Haslington Rangers		£ 70.40		
	18/03/2020	303873	Bates Office Supplies Limited		£ 16.78		
					£ 401.18		
				Financial Year - 2020 / 2021			
	03/04/2020	303873	Bates Office Services Limited	Stationery			
1	06/04/2020	303874	George Farrall	Gutterscroft Maintenance and Litter Picking on Village Green		£ 100.00	
1	06/04/2020	303874	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	
2	06/04/2020	DD	GB Copier Systems	Printing		£ 25.56	£ 5.11
3	06/04/2020	303875		Salary - Meeting attendance		£ 102.00	
4	06/04/2020	303876	HMRC	PAYE		£ 25.50	
5	06/04/2020	303877	Clerk	Expenses		£ 19.60	
6	01/04/2020	303878	Checkley Services Limited	Salary		£ 754.31	
7	06/04/2020	303879	JD Services	Flytipping at Gutterscroft		£ 30.00	
7	06/04/2020	303879	JD Services	Tree removal		£ 50.00	
7	06/04/2020	303879	JD Services	Grasscutting - Village Green and Gutterscroft		£ 138.00	
7	06/04/2020	303879	JD Services	Millennium stone weeding		£ 40.00	
8	09/04/2020	303880	Scottish Power	Various Locations		£ 184.92	£ 9.25
9	03/04/2020	303881	Yoxall Village Hall	Room Hire - April 2019 - April 2020		£ 260.00	
10	06/04/2020	303882	Checkley Services Limited	Anti Virus		£ 29.99	
11	23/04/2020	DD	BNP Paribas Leasing Solutions Ltd	PC and Printer Rental		£ 130.00	£ 26.00
12	11/04/2020	DD	TalkTalk	Telephone and Broadband		£ 36.76	£ 9.19
	20/04/2020	303857	Councillor Casey	Website Reimbursement			
13	28/04/2020	303883	JD Services	Grasscutting - Gutterscroft		£ 276.00	£ -
13	28/04/2020	303883	JD Services	Gutterscroft Football Pitch		£ 600.00	£ -
14	01/05/2020	303884	Clerk	Meeting Attendance		£ 102.00	£ -
15	01/05/2020	303885	HMRC	PAYE		£ 25.50	£ -
16	01/05/2020	303886	Checkley Services Limited	Salary		£ 776.69	£ -
17	01/05/2020	303887	George Farrall	Gutterscroft Maintenance and Litter Picking on Village Green		£ 100.00	£ -
17	01/05/2020	303887	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -
17	01/05/2020	303887	George Farrall	Flag - St. George's Day		£ 10.00	£ -
18	24/04/2020	DD	GB Copier Systems	Printing		£ 19.30	£ 3.86
19	11/05/2020	DD	TalkTalk	Telephone and Broadband		£ 39.08	£ 9.77
20	15/05/2020	303888	WaterPlus Limited	Gutterscroft Utilities		£ 100.68	£ -
21	26/05/2020	303889	JD Services	Grasscutting - Village Green and Gutterscroft		£ 414.00	£ -
21	26/05/2020	303889	JD Services	Top soil and reseeding		£ 125.00	£ -
21	26/05/2020	303889	JD Services	VE Day Planting		£ 60.00	£ -
21	26/05/2020	303889	JD Services	Hanging baskets		£ 195.00	£ -

Haslington Parish Council - Income and Expenditure 2020 / 2021

No	Date	Cheque	Payee	Description	Income	Net	Vat
21	26/05/2020	303889	JD Services	Reseed Gutterscroft		£ 100.00	£ -
21	26/05/2020	303889	JD Services	Plant standing planters		£ 183.00	£ -
22	20/05/2020	303890	Education Valuation & Support Services	Audit Fees		£ 435.00	£ -
23	01/06/2020	303891	George Farrell	Gutterscroft Maintenance and Litter Picking on Village Green		£ 100.00	£ -
23	01/06/2020	303891	George Farrell	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -
23	01/06/2020	303891	George Farrell	Flag - VE Day		£ 10.00	£ -
23	01/06/2020	303891	George Farrell	Pressure wash War Memorial		£ 100.00	£ -
24	01/06/2020	303892	Checkley Services Limited	Salary		£ 765.50	£ -
25	01/06/2020	303893	ChALC	Subscription		£ 1,470.04	£ -
26	01/06/2020	303894	Clerk	Meeting attendance		£ 102.00	£ -
27	01/06/2020	303895	HMRC	PAYE		£ 25.50	£ -
28	30/05/2020	303896	Councillor Casey	Website Domain Name Renewal		£ 21.59	£ -
29	26/05/2020	DD	GB Copier Systems	Printing		£ 12.44	£ 2.49
30	11/06/2020	DD	TalkTalk	Telephone and Broadband		£ 38.50	£ 9.63
31	12/06/2020	303897	Bates Office Services Limited	Stationery		£ 37.60	£ 7.52
32	16/06/2020	303898	W-Heat Limited	Gutterscroft Maintenance/Repairs		£ 95.08	£ 19.02
33	22/06/2020	303899	Thomson Planning Partnership Ltd	Neighbourhood Plan Framework		£ 93.33	£ 18.66
34	23/06/2020	303900	Defib Store	Defibrillator Items		£ 79.00	£ 15.80
35	01/07/2020	DD	GB Copier Systems	Printing		£ 12.12	£ 2.42
36	06/07/2020	303901	St Matthews Church	Donation - Churchyard Upkeep		£ 964.00	£ -
37	06/07/2020	303902	Christ Church	Donation - Churchyard Upkeep		£ 451.00	£ -
38	06/07/2020	303903	Haslington United Reformed Church	Donation - Churchyard Upkeep		£ 64.50	£ -
39	06/07/2020	303904	Haslington Methodist Church	Donation - Churchyard Upkeep		£ 64.50	£ -
40	06/07/2020	303905	Councillor Beadle	Chairman's Expenses		£ 241.00	£ -
41	06/07/2020	303906	Councillor Hovey	Chairman's Expenses		£ 723.00	£ -
42	06/07/2020	303907	Councillor Goodwin	Vice Chairman's Expenses		£ 214.00	£ -
43	06/07/2020	303908	George Farrall	Gutterscroft Maintenance and Litter Picking on Village Green		£ 100.00	£ -
43	06/07/2020	303908	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -
43	06/07/2020	303908	George Farrall	Flag - Armed Forces Day		£ 10.00	£ -
44	29/06/2020	303909	JD Services	Grasscutting - Gutterscroft		£ 276.00	£ -
44	29/06/2020	303909	JD Services	Planting and Tubs		£ 849.92	£ -
44	29/06/2020	303909	JD Services	COVID-19 Restrictions - Guttercroft Playground		£ 15.00	£ -
44	29/06/2020	303909	JD Services	Emergency Callout - Gutterscroft		£ 30.00	£ -
44	29/06/2020	303909	JD Services	Gutterscroft reseed		£ 127.00	£ -
44	29/06/2020	303909	JD Services	Hanging baskets		£ 1,400.00	£ -
44	29/06/2020	303909	JD Services	Remove flooring in Gutterscroft		£ 35.00	£ -
44	29/06/2020	303909	JD Services	Grasscutting - Oakhanger		£ 40.00	£ -
44	29/06/2020	303909	JD Services	Weeding		£ 40.00	£ -
44	29/06/2020	303909	JD Services	Watering		£ 325.00	£ -
44	29/06/2020	303909	JD Services	Replace flooring - Gutterscroft		£ 572.00	£ -
45	24/06/2020	303910	Defib Store	Defibrillator Items		£ 79.00	£ 15.80
46	06/07/2020	303911	Cheshire Community Action	Subscription		£ 100.00	£ -
47	01/07/2020	303912	Checkley Services Limited	Salary		£ 765.00	£ -
48	01/07/2020	303913	Clerk	Meeting Attendance		£ 102.00	£ -
49	01/07/2020	303914	HMRC	PAYE		£ 25.50	£ -

Haslington Parish Council - Income and Expenditure 2020 / 2021

No	Date	Cheque	Payee	Description	Income	Net	Vat
50	01/07/2020	303915	Clerk	Expenses		£ 21.28	£ -
51	06/07/2020	303916	Councillor Beadle	Zoom Subscription		£ 99.59	£ -
52	13/07/2020	303917	Greystone Consulting Limited	WCAG amendments to website		£ 450.00	£ 90.00
53	11/07/2020	DD	TalkTalk	Telephone and Broadband		£ 38.32	£ 9.58
54	09/07/2020	303918	Scottish Power	Gutterscroft Utilities		£ 184.92	£ 9.25
55	23/07/2020	DD	BNP Paribas Leasing Solutions Ltd	PC and Printer Rental		£ 130.00	£ 26.00
56	01/08/2020	303919	Clerk	Meeting Attendance		£ 102.00	£ -
57	01/08/2020	303920	HMRC	PAYE		£ 25.50	£ -
58	01/08/2020	303921	Checkley Services Limited	Salary		£ 766.00	£ -
59	29/07/2020	303922	JD Services	Grasscutting - Gutterscroft		£ 414.00	£ -
59	29/07/2020	303922	JD Services	Weeding		£ 120.00	£ -
59	29/07/2020	303922	JD Services	Watering		£ 150.00	£ -
59	29/07/2020	303922	JD Services	Strimming		£ 15.00	£ -
59	29/07/2020	303922	JD Services	Overhanging trees at Gutterscroft		£ 185.00	£ -
59	29/07/2020	303922	JD Services	Clean guttering at Gutterscroft		£ 125.00	£ -
60	01/08/2020	303923	George Farrall	Gutterscroft Maintenance and Litter Picking on Village Green		£ 100.00	£ -
60	01/08/2020	303923	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -
	07/08/2020	303867	Haslington Rangers	Donation			
61	31/07/2020	303924	Bates Office Services Limited	Stationery		£ 3.00	£ 0.60
62	30/07/2020	DD	GB Copier Systems	Printing		£ 14.14	£ 2.82
63	29/08/2020	303925	JD Services	Grasscutting - Village Green and Gutterscroft		£ 414.00	£ -
63	29/08/2020	303925	JD Services	Weeding		£ 120.00	£ -
63	29/08/2020	303925	JD Services	Watering		£ 225.00	£ -
63	29/08/2020	303925	JD Services	Install Goal Posts - Gutterscroft		£ 45.00	£ -
63	29/08/2020	303925	JD Services	Grasscutting - Oakhanger		£ 40.00	£ -
63	29/08/2020	303925	JD Services	Restoration of Bench - Crewe Green Avenue		£ 75.00	£ -
63	29/08/2020	303925	JD Services	Maintenance - Winterley Pool		£ 535.00	£ -
63	29/08/2020	303925	JD Services	Maintenance - Oakhanger Noticeboard		£ 40.00	£ -
64	29/08/2020	303926	George Farrall	Gutterscroft Maintenance & Litter Picking on Village Green		£ 100.00	£ -
64	29/08/2020	303926	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -
64	29/08/2020	303926	George Farrall	War Memorial Cleaning		£ 100.00	£ -
64	29/08/2020	303926	George Farrall	Flag - VJ Day		£ 10.00	£ -
65	29/08/2020	303927	Checkley Services Limited	Salary		£ 765.00	£ -
66	29/08/2020	303928	Clerk	Meeting attendance		£ 102.00	£ -
67	29/08/2020	303929	HMRC	PAYE		£ 25.50	£ -
68	29/08/2020	303930	Clerk	Expenses		£ 26.74	£ -
69	29/08/2020	303931	Education Valuation & Support Service	Audit		£ 225.00	£ -
70	27/08/2020	DD	GB Copier Systems	Printing		£ 11.56	£ 2.31
71	11/08/2020	DD	TalkTalk	Telephone and Broadband		£ 36.76	£ 9.19
72	27/08/2020	303932	Clerk	Reimbursement: New Laptop and Software		£ 745.00	£ 149.00
73	07/09/2020	303933	Bates Office Supplies Limited	Stationery and Stamps		£ 107.78	£ 10.06
74	09/09/2020	303933	Bates Office Supplies Limited	Stationery		£ 44.46	£ 8.89
75	11/09/2020	303933	Bates Office Supplies Limited	Credit Note - Stamps		-£ 57.50	£ -
76	28/08/2020	303933	Bates Office Supplies Limited	Shredding		£ 6.00	£ 1.20
77	10/09/2020	303933	Bates Office Supplies Limited	Stamps		£ 65.00	£ -

Haslington Parish Council - Income and Expenditure 2020 / 2021

No	Date	Cheque	Payee	Description	Income	Net	Vat
78	07/09/2020	DD	GB Copier Systems	Printing		£ 9.44	£ 2.36
79	15/09/2020	303934	St. Matthews Church	Grant		£ 5,000.00	£ -
80	27/09/2020	303935	Clerk	Printer		£ 225.46	£ 45.09
80	27/09/2020	303935	Clerk	Printer Cartridges		£ 39.58	£ 7.92
80	12/09/2020	303935	Clerk	Dropbox Subscription		£ 79.90	£ 15.98
80	13/09/2020	303935	Clerk	Gift Vouchers - Garden Competition		£ 305.00	£ -
80	27/09/2020	303935	Clerk	Stationery		£ 10.42	£ 2.08
80	27/09/2020	303935	Clerk	Printer Adapter		£ 53.00	£ 10.60
80	27/09/2020	303935	Clerk	Mileage		£ 53.10	£ -
81	27/09/2020	303936	Clerk	Salary		£ 789.42	£ -
82	27/09/2020	303937	HMRC	PAYE/NI		£ 231.47	£ -
83			GB Copiers Limited	<i>Cancelled Duplicate Entry</i>			
84	26/09/2020	303938	JD Services	Grasscutting - Village Green and Gutterscroft		£ 276.00	£ -
84	26/09/2020	303938	JD Services	Weeding		£ 105.00	£ -
84	26/09/2020	303938	JD Services	Watering		£ 125.00	£ -
84	26/09/2020	303938	JD Services	Removal of fallen branches at the Gutterscroft		£ 110.00	£ -
84	26/09/2020	303938	JD Services	Transfer and disposal of Council equipment/property		£ 45.00	£ -
84	26/09/2020	303938	JD Services	Removal of flytipping at the Gutterscroft		£ 25.00	£ -
85	09/10/2020	303939	PKF Littlejohn LLP	External Auditor Fees		£ 300.00	£ 60.00
86	16/10/2020	303940	Defib Store Limited	Defibrillator		£ 1,240.00	£ 248.00
87	27/09/2020	DD	GB Copier Systems Limited	Printing		£ 30.21	£ 6.04
88	01/10/2020	303941	George Farrall	Gutterscroft Maintenance & Litter Picking on Village Green		£ 100.00	£ -
88	01/10/2020	303941	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -
89	20/10/2020	303942	George Farrall	Gutterscroft Maintenance & Litter Picking on Village Green		£ 100.00	£ -
89	20/10/2020	303942	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -
90	30/09/2020	303943	D&G Office Supplies	Stationery		£ 67.95	£ 13.59
91	26/09/2020	303944/BACS10	JD Services	Grasscutting		£ 276.00	£ -
91	26/09/2020	303944/BACS10	JD Services	Disposal of floriculture and planting of winter bedding		£ 864.00	£ -
92	09/10/2020	303945	Scottish Power	Streetlight Electricity		£ 186.96	£ 9.35
93	26/10/2020	303946	Clerk	Mileage		£ 27.00	£ -
93	19/09/2020	303946	Clerk	Broadband		£ 18.80	£ 4.70
93	19/10/2020	303946	Clerk	Broadband		£ 18.80	£ 4.70
94	26/10/2020	303947	Clerk	Salary		£ 646.74	£ -
95	26/10/2020	303948	HMRC	PAYE/NI		£ 164.74	£ -
96	23/10/2020	DD	BNP Paribas Leasing Solutions Ltd	PC and Printer Rental		£ 130.00	£ 26.00
97	02/11/2020	303949	Royal British Legion	Wreaths		£ 100.00	£ -
98			GB Copiers Limited	<i>Cancelled Duplicate Entry</i>			
99	02/11/2020	BACS1	BNP Paribas Leasing Solutions	Leasing Settlement		£ 409.36	£ 81.87
100	17/11/2020	BACS2	WaterPlus	Water and Wasterwater - Gutterscroft		£ 161.13	£ -
101	16/11/2020	BACS3	JD Services	Graffiti Removal		£ 30.00	£ -
101	16/11/2020	BACS3	JD Services	Repair Gutterscroft Roof		£ 272.00	£ -
101	16/11/2020	BACS3	JD Services	Remove and Replace Ceiling Tiles - Gutterscroft		£ 236.00	£ -
101	16/11/2020	BACS3	JD Services	Collect and Purchase Christmas Tree		£ 526.00	£ -
102	16/11/2020	BACS4	George Farrall	Gutterscroft Maintenance & Litter Picking on Village Green		£ 100.00	£ -
102	16/11/2020	BACS4	George Farrall	Litter bin emptying - Haslington and Winterley		£ 100.00	£ -

Haslington Parish Council - Income and Expenditure 2020 / 2021

No	Date	Cheque	Payee	Description	Income	Net	Vat
102	16/11/2020	BACS4	George Farrall	Clean War Memorial		£ 100.00	£ -
102	16/11/2020	BACS4	George Farrall	Remembrance Flags		£ 30.00	£ -
103	17/11/2020	BACS5	LexisNexis	Arnold Baker on Local Council Administration		£ 119.99	£ -
104	29/11/2020	BACS6	Clerk	Broadband and Telephone		£ 31.62	£ 8.00
104	29/11/2020	BACS6	Clerk	Mileage		£ 44.10	£ -
105	17/11/2020	BACS7	D&G Office Supplies	Printer Cartridge		£ 29.95	£ 5.99
106	29/11/2020	BACS8	HMRC	PAYE		£ 164.54	£ -
107	29/11/2020	BACS9	Clerk	Salary		£ 646.94	£ -
114	07/12/2020	DD	GB Copiers Limited	Printing		£ 14.68	£ 3.67
	01/04/2020			Carried Forward from 2019/2020	£ 401.18		
	01/04/2020			Balance Brought Forward	£ 65,594.00		
	06/04/2020			Precept	£ 44,366.50		
	05/08/2020			Cheshire East Council	£ 1,150.00		
	27/08/2020			HMRC VAT Reclaim	£ 2,506.48		
	01/09/2020			Precept	£ 44,366.50		
	29/09/2020			HMRC VAT Reclaim	£ 453.27		
					£ 158,837.93	£ 38,385.36	£ 1,029.36
				Total including Expenditure	£ 119,069.54		
				Unpresented Cheques - Month End	£ 497.84		
				Total at Balance in Bank 15/12/2020	£ 119,567.38		

Gross	
£	16.78
£	100.00
£	100.00
£	30.67
£	102.00
£	25.50
£	19.60
£	754.31
£	30.00
£	50.00
£	138.00
£	40.00
£	194.17
£	260.00
£	29.99
£	156.00
£	45.95
£	264.00
£	276.00
£	600.00
£	102.00
£	25.50
£	776.69
£	100.00
£	100.00
£	10.00
£	23.16
£	48.85
£	100.68
£	414.00
£	125.00
£	60.00
£	195.00

Haslington Parish Council - Income and Expenditure 2020 / 2021

Gross	
£	100.00
£	183.00
£	435.00
£	100.00
£	100.00
£	10.00
£	100.00
£	765.50
£	1,470.04
£	102.00
£	25.50
£	21.59
£	14.93
£	48.13
£	45.12
£	114.10
£	111.99
£	94.80
£	14.54
£	964.00
£	451.00
£	64.50
£	64.50
£	241.00
£	723.00
£	214.00
£	100.00
£	100.00
£	10.00
£	276.00
£	849.92
£	15.00
£	30.00
£	127.00
£	1,400.00
£	35.00
£	40.00
£	40.00
£	325.00
£	572.00
£	94.80
£	100.00
£	765.00
£	102.00
£	25.50

Haslington Parish Council - Income and Expenditure 2020 / 2021

Gross	
£	21.28
£	99.59
£	540.00
£	47.90
£	194.17
£	156.00
£	102.00
£	25.50
£	766.00
£	414.00
£	120.00
£	150.00
£	15.00
£	185.00
£	125.00
£	100.00
£	100.00
£	70.40
£	3.60
£	16.96
£	414.00
£	120.00
£	225.00
£	45.00
£	40.00
£	75.00
£	535.00
£	40.00
£	100.00
£	100.00
£	100.00
£	10.00
£	765.00
£	102.00
£	25.50
£	26.74
£	225.00
£	13.87
£	45.95
£	894.00
£	117.84
£	53.35
-£	57.50
£	7.20
£	65.00

Haslington Parish Council - Income and Expenditure 2020 / 2021

Gross
£ 11.80
£ 5,000.00
£ 270.55
£ 49.99
£ 95.88
£ 305.00
£ 12.50
£ 63.60
£ 53.10
£ 789.42
£ 231.47
£ 276.00
£ 105.00
£ 125.00
£ 110.00
£ 45.00
£ 25.00
£ 360.00
£ 1,488.00
£ 36.25
£ 100.00
£ 100.00
£ 100.00
£ 100.00
£ 100.00
£ 81.54
£ 276.00
£ 864.00
£ 196.31
£ 27.00
£ 23.50
£ 23.50
£ 646.74
£ 164.74
£ 156.00
£ 100.00
£ 491.23
£ 161.13
£ 30.00
£ 272.00
£ 236.00
£ 526.00
£ 100.00
£ 100.00

**Haslington Parish Council
Action Matrix
Meeting Held on Monday 7th December 2020**

Number	Date	Owner	Details	Update	Status
1	06/07/2020	Councillor Edgar	'Call in' on residential changes, Crewe Road	Called in, awaiting response	Live
2	06/07/2020	Chair/ Vice Chair	S106 money	Councillor Edgar providing spreadsheet. IG contacting Judith Cosgrove from Cheshire East	Live
3	06/07/2020	Councillor Edgar	Post box, Winterley	Process ongoing	Live
4	06/07/2020	Chair	Neighbourhood Plan	Andrew Thompson to be tasked with commencing process. Chair to establish process for Community Survey.	Live
5	02/11/2020	Councillor Edgar	Bus stop, Oakhanger	To be done in financial year	Live
6	02/11/2020	Councillor Edgar	Pot holes, Clay Lane	Ongoing	Live
7	02/11/2020	Chair, Clerk	Village Green	Awaiting tenders	Live

**Haslington Parish Council
Action Matrix
Meeting Held on Monday 7th December 2020**

Number	Date	Owner	Details	Update	Status
8	07/12/2020	LA, JG, DF, SG	Gutterscroft refurb	Update by next meeting, proposal by Feb meeting	Live
9	07/12/2020	AH	Potholes, Hassall Road	Councillor Edgar enquiring	Live
10	07/12/2020	Clerk	Bollards, Winterley		Live

Haslington Parish Council Invitation to Tender for Contracts (ITT)

Adopted by Council: **XX Month 2021**

Review Date: **Month 2023**

Scope

Describes the process of how invitations for contracts can be made for works and services

Responsible Persons

The Clerk is responsible for preparing invitations to tender in conjunction with the Chair and Councillors who will be overseeing the work or services

Procedure

1. Where the Council wishes to tender for work or services, one of the following methods shall be used:-
 - 1.1 Open competitive tender
 - 1.2 Ad hoc approved list
 - 1.3 Standing approved list
 - 1.4 Approved list of another Council
 - 1.5 Established procurement specialist
2. **Open Competitive Tender**

Tenders shall be invited after giving at least 14 days public notice in at least one local newspaper (where possible), on the Council's website and in such trade journals as has been considered appropriate stating the nature and the purpose of the contract, inviting tenders and stating the last date when tenders will be accepted. Any notice issued shall contain a Statement of effect in accordance with Standing Orders
3. **Ad hoc Approved List**

Tenders shall be invited after giving notice in the manner set out as per Open Competitive Tenders seeking applications to be placed on a list from selected contractors will be invited to submit tenders
4. **Standing Approved List**

Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories, values or amounts or for the carrying out of specified categories or work

The list shall be compiled in the following manner:-

 - 4.1 Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in a least on local newspaper, on the Council's website and where appropriate, one trade journal
 - 4.2 No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability
 - 4.3 The approved list must be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding two years
5. **Approved List of Another Authority**

Tenders shall be invited from persons included in a list approved by Cheshire East Council for the sale of goods, works or services of specified categories, values or amounts or for the carrying out of specified categories of work
6. **Established Procurement Specialists**

Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders

7. Selection of Tenderers or Invitees

The selection of persons from whom tenders shall be invited shall be delegated to the Clerk in consultation with the Chair and relevant Councillors

In inviting application for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that competition will be limited, subject to a resolution of Council which embodies the reason for doing so

Where the contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken into account. Construction processes which are taking forward the Government Construction Strategy may also be used

8. Form of Invitation to Tender and Submission of Tenders

All tenders shall be required to be submitted on a Form of Tender approved by the Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept tender other than the one which is lowest price or not accept any tenders at all

The invitations to tender shall state that no tender will be considered unless contained in an unmarked plan sealed envelope endorsed "*TENDER*" followed by the subject to which it relates. This must contain at least one hard copy of the tender but can also include an electronic copy of the tender on a memory stick or CD

Every tender shall be addressed to the Clerk at Haslington Parish Council and the tender shall be not be opened until the time appointed for its opening

9. Extension of Time

Where the Clerk considers it to be in the best interests of the Council, the time within which tenders must be received may be extended after giving 14 days written notice of such extension of time in the following manner:-

- 9.1 Open competitive tenders
- 9.2 Ad hoc approved list
- 9.3 Established procurement specialist
- 9.4 Standing approved list

10. Opening of Tenders

All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptances of tenders. The tenders will be opened by the Clerk in the presence of two Members of Council

The Council shall prepare and maintain a register of tenders received and shall record in that register the following particulars:-

- 10.1 The last date and time for the receipt of tenders
- 10.2 The date and time the tender was actually received
- 10.3 The name of the tenderer and the amount of the tender
- 10.4 The date and time they were opened and by whom
- 10.5 The signature of the Clerk to whom the tenders were handed after opening

All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall sign each page of the tenders as evidence of such tenders having been opened by them or in their presence

Following the opening of tenders invited, the Council will write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure

15. Late Tenders

Any tenders received late will be returned promptly to the tenderer. A late tender which has been received may be opened in the presence of two Members of the Council to ascertain the name and address of the tenderer but no details of the tender shall be disclosed

16. Alterations to Tenders

Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderers shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer

17. Acceptance of Tenders

In accepting a tender, consideration will be given to price and quality. A suitable predetermined price quality model will be devised by the Clerk or representative in accordance with the Councils Procurement Policy and Standing Orders. Selection of the best tender will be based on this evaluation

If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or execution the works as it thinks fit

18. Contracts for Tenders

Every contract which exceeds £3,000 shall be in writing in a form approved by the Clerk

Every contract shall specify, amongst other things:-

- 18.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
- 18.2 the price to be paid with a statement of discount or other deductions
- 18.3 where applicable, the time or times that the contract is to be performed
- 18.4 how the contractor will be accountable for performance, and any information or reports that they will be required to submit

The Clerk shall sign or witness every contract not required to be made under the seal of the Council

Every contract for which provision has been made in the approved annual estimates and / or approved by Council or Sub-Committee of the Council pursuant to Standing Orders and being in value of amount less than £3,000 shall be entered into on behalf of the Council by the Clerk issuing an official order only

Haslington Parish Council Co-option Policy

Adopted by Council: **XX Month 2021**

Review Date: **March 2022**

Introduction

Section 87 (2) of the Local Government Act 1972 requires a local Council to give public notice of casual vacancies to ensure transparency and attract more candidates

The public notice given by the Council invites application for candidates who satisfy the eligibility for being a Councillor and the competence listed in the person specification

Procedure

Casual Vacancy:-

A casual vacancy occurs following the resignation or death of a serving Member. Cheshire East Council is notified of the vacancy and a formal Notice of Vacancy is issued by the Electoral Services Team. The notice will be displayed for fourteen days during which ten Members of the parish can demand an election takes place. If called the by-election is then organised by Cheshire East Council. If an election is not called then the Parish Council will fill the seat by co-option

Vacancies after an election:-

If there are not enough candidates to fill the remaining vacancies the Representation of the People Act 1985, Section 21 allows the elected Members of Council, provided there is a quorum (i.e. one third of the whole numbers of Members with a minimum of three) to co-opt Members to fill the remaining vacancies.

Insufficient Candidates:-

If, following an ordinary election there are insufficient persons nominated to fill all the available seats, the Parish has 60 days from the date of the election to co-opt persons to fill those vacancies without the necessity of advertising for a potential by-election. If there are insufficient Councillors elected to form a quorum, the parish must advise Cheshire East Council who can either appoint persons to be parish Councillors or order another election. (See Section 39 (4) Representation of the People Act 1983 and section 21 (2) RPA 1985)

Vacancies without an election:-

If an election is not requested the Parish Clerk will be notified that the Parish Council must co-opt a Member to fill the vacancy as soon as practicable. If the number of casual vacancies leaves the Parish Council without a quorum, the Borough Council will order an election to be held and in the meantime may by order appoint people to fill all or any of the vacancies until other Councillors are elected and take up office

Process

Any casual vacancy by co-option will be advertised on noticeboards within the Parish and via the Parish website and on social media for a minimum of four weeks

This will include a deadline for receipt of applications. The Parish Council can advertise/promote/approach individuals as they see fit, but any candidate who qualifies must be considered for co-option, i.e. be put to the vote, in the context of any agreed deadline

Eligibility

To be able to stand as a Councillor (Section 5 of the Local Government Act 1972), a personal must:-

- Be at least 18 years old
- Be a British citizen, an eligible Commonwealth citizen or a citizen of a Member state of the European Union, an
- Meet at least one of the following four qualifications:-
 1. Be a registered elector at the time of standing for election
 2. Have occupied as an owner or tenant of any land or premises within the Parish for the whole 12 months before their nomination
 3. Have their main or only place of work during 12 months on the day of nomination and the day of election within the Parish
 4. Have lived in the Parish or within three miles of it during the whole twelve months of their nomination

There are certain disqualifications for election of which the main are (Section 5 of the Local Government Act 1972):-

- Holding a paid or employed office of the Parish Council
- Subject of bankruptcy restrictions or interim order
- Have been sentenced to a term of imprisonment of three months or more including a suspended sentence without the option of a fine during five years before polling takes place
- Have been disqualified under the Representation of the People Act 1983 which covers corrupt or illegal electoral practice and offence relating to donations. The disqualification for an illegal practice begins from the date the person has been reported guilty by an election court of convicted and last for three years
- A person may also be disqualified from election if they have been disqualified from standing for election to the local authority following a decision of the First-Tier Tribunal formerly the Adjudication Panel for England

Applications

Candidates will be required to:-

- Submit an email or letter to the Parish Clerk explaining why they are interested in joining the Parish Council and what skills and experience they would bring
- Meet with the Parish Clerk and/or the Chair to discuss any questions they have about the procedure for co-option, eligibility to serve or the role and responsibilities of a Parish Councillor

Co-option Process:-

- The Parish Council will consider the candidates for co-option to fill any vacancy at a Parish Council meeting
- Shortly before the start of this meeting the Parish Clerk will report the names of the candidates to the Council at the meeting and distribute copies of any applications made by the candidates. Each candidate will be asked to make a short statement to the Council
- The process will be carried out in the public session and there will be no private discussions between Members prior to a vote being taken. However, where the Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Council should resolve to exclude the Members of the press and public
- Declarations of interest must be made by Parish Councillors as each candidate is considered, (e.g. family ties, friendships, business relationships etc). This does not prevent Councillors from voting

Voting:-

- This must take place in a public meeting
- Only elected Councillors present at the meeting may vote; Each Councillor must vote. No Councillor may abstain
- If a Member is not at the meeting the legislation does not provide for a proxy or postal vote
- Even if there are fewer candidates than vacancies, each candidate must receive an absolute majority vote of those Members present at the meeting, no majority, no co-option. There is no "co-opted uncontested" provision within the law
- If there are more candidates than vacancies, the candidate with the least number of votes should be taken off the list of candidates, and if there are still more candidates than vacancies, the vote is taken again. This procedure should be repeated until the number of candidates equals the number of vacancies and each candidate has a majority vote
- The Chairman may only use his casting vote if two successive voting rounds are stalemated

Declaration of Acceptance of Office

- Those co-opted must sign a declaration of acceptance of office before they join any meeting of the Council as a Member
- If the successful candidate is present at the meeting where the co-option is agreed they will sign the Declaration of Acceptance of Office and be able to participate in the meeting

Term of Office

A person elected, or co-opted to fill a casual vacancy holds office until the person in whose place they are elected or appointed would regularly have retired i.e. in an election year

Notification of Co-option

The Clerk will notify Cheshire East Council of the new Member appointment the new Member must complete a Declaration of Disclosable Interest Form within 28 days of being co-opted. This must be set to Cheshire East Council for formal confirmation

Haslington Parish Council Risk Management Scheme

Adopted by Council: **XX Month 2020**
Review Date: **March 2022**

Introduction

This document sets out the framework on which risk management processes at Haslington Parish Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk Management

Risk – ‘Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative’.

Risk Management - ‘Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.’ [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council’s business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council’s Business Plan.

Implementing the strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risks Types

Strategic Risk

Long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk

Failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk

Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk

Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

Risk Identification

Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis

Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

Risk Prioritisation

An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:-

Tolerate

Documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk;

Treat

Loss control measures are implemented to reduce the impact / likelihood of the risk occurring;

Transfer

The financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;

Terminate

The circumstances from which the risk arises are ceased so that the risk no longer exists;

Risk Register

Details on the impact and likelihood matrix are included below. A summary is carried forward in to the annual Business Plan. Health and Safety risks are assessed in a similar manner but are assessed, recorded and managed separately.

Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities -

Councillors

Risk management is seen as a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:-

- Approval of the Risk Management Strategy;
- Consideration of the Annual Risk Assessment Matrix

Members have a responsibility to set and undertake a programme of annual Member audit checks on financial procedures, other governance and operational procedures in accordance with their terms of reference and to monitor that recommendations from internal and external audits are implemented.

Proper Officer and Responsible Financial Officer

Will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Projects and Services

When developing projects or recommending services ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees

Will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal Audit

The Internal Auditor, appointed by the Council, provides an important scrutiny role carrying out audits to provide independent assurance to the Council.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Role of External Audit

External auditors are the “*public watchdog*”, responsible for checking accounts comply with relevant enactments, proper practices, the council’s annual statement is true and fair and the authority has proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The external audit approach is based on completion of the annual return by the Council and relies heavily on the cooperation of the Council with the external auditor and a significant amount of self-certification by the Council. Haslington Parish Council have determined to opt in to Smaller Authorities Audit Appointments Ltd (SAAA) an audits appointment body (Sector Led) to appoint its external auditor.

Training

Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

Item 12

Haslington Parish Council Meeting – 4th January 2021

Appointment of an Internal Auditor

Background

To help the Parish Council demonstrate the proper discharge of their responsibilities and duties by preparing information for the accounts for the financial year, it is important that it maintains adequate systems of internal control and internal audit throughout the year

Procedure

1. The Local Audit and Accountability Act 2014 largely repeals the Audit Commission Act 1998 and abolishes the Audit Commission. It requires Councils to prepare accounts and be subject to external audit. There is an exemption to external audit (except in relation to elector's rights) for councils under £25,000 annual expenditure subject to mandatory publishing the requirements of the Transparency Code [Local Audit (Smaller Authorities) Regulations 2015]. Haslington Parish Council is above this limit
2. External auditors are the "*public watchdog*", responsible for checking accounts comply with relevant enactments, proper practices, the council's annual statement is true and fair and the authority has proper arrangements for securing economy, efficiency and effectiveness in its use of resources
3. The external audit approach is based on completion of the annual return by the Council and relies heavily on the cooperation of the Council with the external auditor and a significant amount of self-certification by the Council
4. From 2017 / 2018, in the absence of the Audit Commission, local councils were required either make their own audit appointments or allow a new Audits Appointment Body (Sector Led) to appoint the external auditor. The external auditors nationally are currently PKF Littlejohn LLP
5. The appointed external auditor has a duty to consider whether to issue a report in the public interest when a significant matter comes to their attention which they believe the Council should consider or the public should know about. A public interest report is issued under Schedule 7 of the Local Audit and Accountability Act 2014. The Act requires the Council to consider a public interest report at a public meeting within one month of the date of the report.

The auditor has a duty to send a copy of each report to the Secretary of State at the Ministry of Housing, Communities and Local Government and the power to send a copy to other appropriate persons such as the local Monitoring Officer.

6. The Accounts and Audit Regulations 2015 detail how accounts are to be kept, their publication and taxpayers' rights to see or comment on them. Councils are required to have annual internal audits. As Haslington spends above £200,000 per annum, it must also have an intermediate audit (mid-year) and comply with transparency rules under the Local Government Transparency Code
7. Internal auditors appointed by Council must undertake an effective review to evaluate the efficiency of risk management, control and governance procedures taking account of public sector auditing standards. (Recognised as being Governance and Accountability for Local Councils: A Practitioner Guide (England) 2014). Council has a duty to maintain an effective system of internal audit of its accounting records and systems of control and must ensure it is fit for purpose. The internal auditor must have essential skill/experience and be independent and will look at book-keeping, payments, financial regulations and standing orders, risk management, budgeting, income controls, payroll, asset control, bank reconciliation and year end procedures as well as other relevant governance arrangements
8. At approximately mid-year, the internal auditor appointed by the Council, will undertake an intermediate audit on the Council's systems and arrangements in accordance with the agreed Audit Programme. They will issue an interim report which is reported to Council along with a recommended response prepared by the Clerk to any recommendations made. This must be endorsed by Council and a copy of the response is provided to the internal auditors.
9. At the end of each financial year, the external auditor will forward an annual return. The aim is to have it completed and returned by 30th June and the annual accounts audited by 30th September unless statute is amended

10. The annual accounts (on income and expenditure basis) should be completed as soon as practically possible after the year end. These need to be advertised for 14 days on the notice board and website stating when and where the accounts can be viewed, to give the public the opportunity to inspect them if they so wish

Taxpayers then have 30 days starting on the first day of the accounts being available, to make any objections or comments to, or ask questions of the external auditor. This period must include the first 10 days of July
11. The Clerk must complete a declaration to the Auditor, to confirm this has been done and file a copy
12. The audited accounts need to be reviewed and approved by Council and then signed by the Responsible Financial Officer and the Chair of Council
13. The internal auditor, appointed by Council, completes a final audit before the information is passed on to the External Auditor
14. The External Auditor examine the annual return and give a limited assurance certificate. When the external Auditor's Certificate and Opinion are received, a certificate stating they have been received has to be posted for 14 days on the notice board and Website and the annual return posted.
15. The report of the External Auditor is reported to Council along with a response to any recommendations prepared by the Clerk which is then passed on to both the internal and external auditor
16. Council has a responsibility to set and undertake a programme of annual Members audit checks on financial procedures and other governance and operational procedures to monitor that recommendations from both auditors are implemented

Position

Each year in accordance with Financial Regulations, Council will consider whether they wish to re-appoint the same, or a different, internal auditor for the forthcoming financial year. Council may also wish to request the internal auditor to review anything additional when carrying out their audit

The Councils current Internal Auditor is Education Valuation and Support Services

Quotations

The Clerk has obtained three quotations relating to Internal Audit Services

Quotation 1 – Education Valuation and Support Services

Mid-Year Audit Fees: £225.00

Full-Year Audit Provision: £425.00

Quotation 2 – JDH Business Services Ltd

Audit Fees: £231.00 (plus VAT)

Quotation 3 – Exoperior Financial Services

Audit Fees: £250.00

These fees may vary depending on audit requirements and findings

Recommendation

From time to time it is recommended that Council appoints new Internal Auditors. It is also a way of demonstrating the Councils commitment and compliance with financial regulations and procurement procedures