

Diptford Parish Council Meeting

Tuesday 21 April 2015 at 7.30pm

Questions from the public

- Concerns had been expressed at the effect of a proposed firework display on livestock, which the Clerk would forward to the organisers
- A further garden wall had been demolished in the village, and the Clerk would highlight the problem with SHDC planning
- Complaints had been received about dogs mess in the Bickham Bridge area, and an item on the problem would be included in the magazine. Incidents should be reported to the dog warden.
- A Parish Councillor had been advised by BT that the Superfast Broadband connection should be available within 1 month. The Broadband supply would be discussed at the Annual Parish Meeting on the 26th May

UNAPPROVED MINUTES

Present: Cllrs Foster (Chairman), Baggott, Franklin, Hill, Peach & Wood; SHDC Cllr Steer;

15.033 Apologies for absence were received from Cllrs Croker & Gopal and DCC Cllr Vint

15.034 To note declarations of interest and Dispensations in items on the Agenda None

15.035 The Minutes of the Meeting held on the 17.3.15, as previously circulated, were confirmed and signed by the Vice Chairman

15.036 Planning Applications

1. Householder application for replacement of 2no. flat roof dormer windows with 2no. pitched roof dormer windows and addition of 1no. conservation roof-light at The Old Smithy, Curtisknowle Ref 17/0565/15/F Mr & Mrs G & S Murphy **No objection**

Cllr Foster joined the Meeting

Planning Applications considered at the Meeting held on the 20.1.15 were ratified

2. Erection and operation of 1no. wind turbine (31.9m hub height, 45.4m tip height) at Wind Turbine at SX7314 6017, Hatchlands Farm, Harberton Ref 39/0514/15/F Hatchlands Farm **Object. Cumulative negative visual impact**

3. Listed building consent for alterations and extension at 2 Church Cottages, Diptford Ref 17/0384/15/LB Ms L Porter & Mr J Bounden **Support**

15.037 P3, footpaths & highways – No report

15.038 Playing Field

1. Acc 02042009 £8013.98; Acc 00196602 £135.44

2. ROSPA report – The Playing Field Group would be asked to carry out the identified repairs and advise when completed

3. The Grass cutting contract was signed

15.039 Finance

1. Cheques passed for payment:

Cheque	Description	VAT	Gross
0679	S Woodman – March pay		165.44
0680	S Woodman expenses: Office £25, travel £45.45		70.45
0681	Playsafety Ltd	16.00	96.00
0682	Diptford Parish Hall – Hall hire		87.00
0683	DALC - Membership	15.16	116.91
0684	Community First		491.40

2. The Financial Statement was received

Lloyds Current Account to 31.3.15	4356.84
<i>Less</i> payments & unrepresented cheques	1549.80
<i>Plus</i> uncleared receipts	0.00
Total Current Account	2807.04
Santander Account to 31.3.13	12.39
Total funds	2819.43

Earmarked Reserves

P3 Footpaths	74.29
Winter Emergency Planning	800.00
Total Reserves	874.29

Total uncommitted funds £1945.14

A review in relation to the 2014/15 Budget was requested at the May meeting.

3. Resolved to approve the Risk assessment 2014-15 and Statement of Internal Control 2014-15, as given in Appendix 15.039.4

15.040 Community Trust Fund – The funding had been received by the Devon Community Foundation and an agreement over the administration of the Fund would be requested. Details of the South Brent Community Benefit Fund and Harberton Parish Community Benefit Fund would be forwarded to Councillors

15.041 Correspondence received

1. BT: Adopt a Kiosk – Cllr Wood would report the possibilities at the May meeting
2. DALC Training: Chairmanship, South Brent 9.6.15 £25+VAT; Being an effective Councillor, Ivybridge 8.7.15 £25+VAT – No one would attend
3. VE Day 70th Anniversary commemorations 8-10 May – Details would be forwarded to the school & WI

15.042 Reports on Meetings Attended Cllr Foster attended the meeting at SHDC, held by Natural England and AONB, on Facilitation Funding to improve the environment of the Avon Valley.

SHDC Cllr Steer joined the Meeting

15.043 Correspondence available at the Meeting - Noted

1. South Hams Society Bulletin, March 2015
2. Clerks & Councils Direct, March 2015
3. Healthwatch Devon, Spring 2015

Meeting ended 8.55pm

Date of next Meetings:

- 19.5.15 Annual Parish Council Meeting 7.00pm, followed by the Parish Council Meeting
- 26.5.15 Annual Parish Meeting 7.30pm

Appendix 15.039.4

Risk Schedule

Item	Frequency	Last Reviewed	Action
Parish Council Insurance			
Public & Employers Liability	Annual	May 14	
Money & Fidelity Guarantee	Annual	May 14	
Personal Accident	Annual	May 14	
Buildings cover for Parish owned property/community assets	Annual	May 14	
Inspection of playground equipment by qualified inspector	Annual	March 15	
Financial Matters			
Banking arrangements	As required	Jan 09	
Insurance providers	As required	May 05	
VAT return completed/submitted	Annual	March 14	
Internal audit fee review	5 Yearly	Sept 14	
Clerk's salary review	Annual	Feb 15	
Clerk's expenses review	Annual	March 13	
Budget agreed, monitored and reported	Annual	Dec 14	
Precept requested	Annual	Jan 15	
Payments approval procedure	As required	May 14	
Bank reconciliations overseen by Cllrs	Monthly	March 15	
Chairman's Allowance reviewed & agreed	Annual	Dec 14	
Internal Audit	Annual	May 14	
External Audit	Annual	June 14	
Internal check of financial records	None		
Record Keeping			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going	May 14	
Financial Regulations available/updated	On-going	Jan 09	
Standing Orders available/updated	On-going	Sept 14	
Backups taken of computer records	Monthly	March 15	
Archived computer records	No action		

Employees & Contractors			
Contract of employment	As required	Jan 08	
Contractors' Indemnity Insurance	On-going		
Written arrangements with contractors	On-going	April 15	
Member's Responsibilities			
New Code of Conduct adopted	As required	Sept 13	
Register of Interests completed & updated	On-going	July 12	
Register of Gifts/Hospitality	On-going		
Declarations of Interests minuted	On-going		

Statement of Internal Control

Introduction

Diptford Parish Council (the Council) is a local authority funded largely by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its system of financial control. This is informed by the work of the internal auditor and Councillor with responsibility for finance, who have responsibility for the development and maintenance of the internal audit environment, and also any comments made by the external auditors in their annual report.

The Purpose of the System of Internal Control

The Council's system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure. It cannot provide an absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to policies, aims and objectives, to evaluate the likelihood of those risks being realised, and the impact should they be realised, and to manage them effectively and economically.

The system of internal control accords with the practices set out in the Governance and Accountability in Local Councils: A Practitioners' Guide (2011 edition).

The Internal Control Environment

The Council adopted Financial Regulations as adopted on 16.7.08 and amended 20.1.09, which set parameters for the Council's financial operations. The Council has appointed a Responsible Finance Officer who implements financial systems and controls.

The Council uses Microsoft excel to process transactions and monitor performance against budget. HMRC Basic PAYE Tools (BPT) software is used to administer payroll services. Banking services are provided by Lloyds. An independent internal audit service is provided by South and West Internal Audit and Council's internal monitoring is undertaken by the Councillor responsible for finance.

Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales. Additionally, the Council seeks and receives appropriate property, legal, insurance, and health & safety advice as appropriate to manage risk.

The Council is responsible for:

- Establishing and monitoring the achievements of the authority's objectives
- The facilitation of policy and decision making
- Ensuring compliance with established policies, procedures, laws and regulations
- Identification and management of risk
- Ensuring that best value and value for money are achieved in all purchases
- Ensuring performance is regularly monitored against financial and operational budgets
- Control and reports on the financial management of the Council

Review of Effectiveness

The Council through the Responsible Finance Officer has responsibility for conducting a review of the effectiveness of the system of internal control and the internal audit process.

The review of the effectiveness of the system of internal control is monitored by:

- The Parish Clerk, who is the Council's Responsible Finance Officer and acts as the Council's legal advisor and administrator. The Clerk is responsible for administering the Council's finances, for advising on compliance with laws and regulations which the Council is subject to, and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.
- The Council meets 12 times each year and monitors progress against objectives, financial systems and procedures, budgetary control, and carries out regular reviews of financial matters by receiving relevant reports from the Responsible Finance Officer (Parish Clerk).
- The work of the Internal Auditor. The Internal Auditor, an independent person specialising in local council matters, reports to the Council on the adequacy of its records, procedures, systems, internal control and risk management.
- The External Auditors in their annual report.

Any concerns about the effectiveness of the system of internal control are investigated and action taken as appropriate.