

WILLINGTON PARISH COUNCIL

Clerk: Mike Hassall, Roy Cottage, Townfield Lane, Tarvin CH3 8EG
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NOTICE OF MEETING

MEETING: WILLINGTON PARISH COUNCIL
DAY/DATE/TIME: TUESDAY 27TH MARCH 2018 – 7.30PM
VENUE: WILLINGTON HALL HOTEL

AGENDA

1. APOLOGIES AND REASONS FOR ABSENCE

2. DECLARATION OF INTEREST AND DISPENSATIONS

- a. To consider new written requests for Dispensations for Disclosable Pecuniary Interests and where appropriate grant any requests
- b. To receive any "Pecuniary Interest", "Outside Body Interest", or "Family, Friend, or Close Associate Interest" from Councillors on any items on the agenda

3. OPEN FORUM – The Council Meeting will be suspended to allow members of the Public to make comment and raise questions. (normal allocated time of 15 minutes)

4. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 27TH FEBRUARY 2018

5. REPORT ON ACTIONS FROM THE MINUTES OF THE MEETING HELD ON 27TH FEBRUARY 2018 NOT COVERED BY THE AGENDA

6. PLANNING MATTERS

a. APPLICATIONS

The following Planning Applications will be examined along with any others received up to the day of the meeting:

18/01078/FUL - Single storey and first floor rear extension (re-submission of 17/03616/FUL)
- Willington Mill

b. NOTICES

None

7. ACTION PLAN

Update

8. VILLAGE DESIGN STATEMENT

Update

9. PICNIC TABLE

Consideration of the purchase of a picnic table to be installed on the Green

10. HIGHWAYS/STREETSCENE/SIGNAGE

a. Proposed New Dog Waste Bin - Update

b. Grit Bin - Update

c. White Line at the end of Chapel Lane - Consideration of safety issues regarding the position of the existing markings

11. RISK ASSESSMENT/STATEMENT ON INTERNAL CONTROL/INSURANCE REVIEW

These items are reviewed on at least an annual basis. Copies of the Risk Assessment and Statement of Internal Control are shown at Appendix 1 and Appendix 2. The Clerk has suggested a number of changes with additions shown in red and with deletions shown in green

- a. Risk Assessment.
- b. Statement on Internal Control.
- c. Insurance.

Council needs to confirm that the existing cover meets the requirements of the Council

12. ANNUAL PARISH MEETING

Consideration of arrangements for the meeting

13. NEWSLETTER

The next newsletter is due to be published in May 2018. Contributions should be with the Clerk by 30th April 2018.

14. GENERAL DATA PROTECTION REGULATION TOOLKIT

Consideration of the new regulations. A copy of the toolkit has been forwarded to Councillors

15. CLERK'S REPORT/CORRESPONDENCE

E-Mail Correspondence

The following have been forwarded to Councillors via e-mail and not shown elsewhere on the agenda – listing these items below provides Council with the opportunity to comment on them:

- a. Cheshire Association of Local Councils e-bulletins
- b. Cheshire West and Chester – Local Government Boundary Review – Final recommendations
- c. Cheshire West and Chester Local Plan (Part Two) Land Allocations and Detailed Policies – Submission to the Secretary of State for Communities and Local Government

16. FINANCIAL MATTERS

- a. Payments to be authorised

Payee	Detail	Amount to be Paid
None to date		

- b. Direct Debits. To note that the following payments have been made by direct debit:

Sage One – Payroll – February 2018 – Paid 16th February 2018 £7.20

Sage One – Payroll – March 2018 – Paid 16 March 2018 £7.20

- c. Audit Year to March 2018

To note that the Council records will be delivered to Sandbach for the Internal Auditor on Tuesday 24th April and collected on Wednesday 9th May. They will then need to be approved by Council at the meeting on 22nd May and then sent to the External Auditor.

- d. Payments due before the May 2018 Council meeting

PROPOSAL: that the Clerk be authorised to approve invoices with Councillors and make any payments that should be paid before the next meeting

17. **DATE OF NEXT MEETING** – Tuesday 22nd May 2018 – Willington Hall Hotel – to be held immediately following the Annual Parish Meeting

Mike Hassall

Clerk

22nd March 2018

THE PRESS AND PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING

Appendix 1

RISK ASSESSMENT AND MANAGEMENT 2017/18

Area	Risk	Level L,M,H	Control (+ agreed and recommended improvements)
Assets	Protection of physical assets	L	Telephone Box which houses a defibrillator, Notice Board, Brick Bus Shelter
	Maintenance of Assets	L	Regular checks are carried out and any maintenance is carried out by appropriate contractors/persons
	Maintenance of Equipment	L	Computer and Printer are covered by Insurance
	Security of Equipment	L	Equipment is normally kept in one room in a residential property
Finance	Banking	L	One Current Account with Nat West Bank Plc. Two signatures are required on all cheques.
	Loss of cash through theft or dishonesty	L	No Petty Cash. No cash payments. Receipts issued for any cash received. Fidelity cover of £150,000 is in place.
	Financial controls and records	L	Monthly bank reconciliation prepared by Clerk. All payments approved by Council. Receipts and Payments Account received by the Council meeting on a quarterly basis. The Cash Book and Bank Statements are checked on a quarterly basis and reported to Council JDH Business Services Ltd has been appointed Internal Auditor. External auditor is BDO LLP. PKF Littlejohn LLP
	Comply with Customs and Excise Regulations	L	Clerk must be competent with VAT. Use VAT help line when necessary. VAT payments and claims calculated by Clerk. Internal and external auditor will provide check.
	Sound budgeting to approve annual precept	M	Council receives draft detailed budget for consideration each year. Precept derived directly from this. Expenditure against budget reported to Council on a quarterly basis. General reserves are at an acceptable level and kept under review.
	Complying with borrowing restrictions	L	There is currently no borrowing.
	Payroll – Loss of data on PC	L	Sage One Online is used so it is not necessary to back up data. Hard copies of data are kept.
	Business continuity and disaster recovery	L	The Parish Council has considered the risk of Council not being able to continue its business due to an unexpected or tragic circumstance. Back up data covering all areas of the business is kept in a locked safe on different premises. Data is transferred on a monthly basis.
General Liability	Risk to third party, property or individuals	L	Insurance in place. Insurance headings reviewed annually.
Employer Liability	Comply with Employment Law	L	Clerk is competent with Employment Law. Membership of various national and regional

			bodies. Clerk's contract and conditions of employment and duties reviewed as and when recommended by the National Association of Local Council Clerks or by the Council.
	Comply with HMRC requirements	L	Clerk is competent with PAYE. Regular advice from HM Revenue and Customs and Sage. Internal and external auditors carry out annual checks.
	Comply with Health and Safety Requirements	M	Clerk must be conversant with Health and Safety Regulations and seek guidance as required. Carry out written risk assessments and recommend any appropriate action. Periodic training updates will be undertaken if required.
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary from the solicitor of Cheshire West and Chester Council.
	Proper and timely reporting via the Minutes etc	L	Council meets monthly and receives and approves Minutes of Meetings. Minutes are available to press and public and are published on Council's website. To keep residents informed notes of meetings are prepared within seven days of the meeting and placed on the Noticeboard
	Proper document control	L	Legal documents in Clerk's filing cabinet.
	Comply with Data Protection	L	Council considers that it meets the requirements of the Data Protection Act 1998. Steps are being taken which include training plus guidance from NALC and ICO to ensure that Council complies with legislation which is expected to apply from 25th May 2018.
Councillor Propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Register is present at each Council meeting
	Declaration of Interest	L	At each meeting all Councillors are asked to declare any "Pecuniary Interest", "Outside Body Interest", or "Family, Friend or Close Associate Interest in any item of business on the agenda and, if necessary, to leave the meeting prior to discussion of that item.

Appendix 2

STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31ST MARCH 2018

1. SCOPE OF RESPONSIBILITY

Willington Parish Council is responsible for ensuring that its business is conducted in accordance with the law and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

Councillors, as servants of the public, take seriously and operate to the seven standards of public life as set down by Lord Nolan; these are selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

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.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

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

The system of internal control has been in place at the Council for the year ended 31st March 2018.

3. THE INTERNAL CONTROL ENVIRONMENT

a. The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following financial year no later than its January meeting.

The Council monitors progress against objectives, financial systems and procedures, performs budgetary control and carries out regular reviews of financial matters and minutes these. Councillors take turns to scrutinise bank statements, cash book, and bank reconciliation.

The Council will usually meet ten times each year (**six times a year is planned from 1st April 2018**) and monitors progress against its aims and objectives at each meeting by receiving reports from Councillors and the Clerk to the Council. Council receives a regular report on outstanding matters both financial and non financial.

The Council carries out regular reviews of its internal controls, systems, and procedures.

b. The Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with law and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to. The Clerk is appropriately qualified.

c. Payments:

All payments are reported to the Council for approval. Two Councillors must sign every cheque. Photocopies of the signed cheques are kept with the appropriate purchase invoices. No cash payments are made. All Direct Debit payments are reported to Council meetings in accordance with Financial Standing Orders.

d. Risk Assessments/Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

e. Training:

Councillors and the Clerk are encouraged to undertake appropriate training to enable them to carry out their duties efficiently. A sum of money is put aside each year in the budget to fund the training.

f. Internal Audit:

The Council has appointed an Independent Internal Auditor who on an annual basis will examine the Council on the adequacy of its:

- Records
- Procedures
- Systems

- Internal Control
- Regulations
- Risk Management

g. External Audit:

The Council's External Auditors, **PKF Littlejohn LLP BDO LLP**, will submit an annual Certificate of Audit, which will be presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council conducts an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The full Council
- The Clerk to the Council/Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks
- The Independent Internal Auditor who will review the Council's system of internal control;
- The Council's external auditors, who will make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 201**6** - 201**7** financial year. Whilst no significant internal control issues were identified during the year, the Council strives for the continuous improvement of the system it has adopted for internal control.