

RUDGWICK PARISH COUNCIL
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To: All Members of the Finance, Policy and Human Resources Committee

You are duly summoned to a meeting of the Parish Council Finance, Policy and Human Resources Committee to be held on Thursday 3 May 2018 at 6.30 pm at the Rudgwick Sports and Community Centre, Bucks Green

Committee Members

Councillors: R Wild (Chairman) V Davis
 R Bookham R Landeryou
 D Buckley

Jonna Foote

Mrs J Foote
Clerk to Rudgwick Parish Council

AGENDA

1. To receive apologies for absence.
2. To receive Declarations of Interests by Members on any matters to be considered at the meeting. Any clarification on whether a Member has an interest should be sought before attending the meeting.
3. To resolve that the Minutes of the Meeting held on the 27th November 2017 be signed as a correct record (copy circulated).
4. Matters arising from the previous meeting.
5. *Public participation. The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda.*
6. To review Parish Council documents and policies and make recommendations for approval by the full Parish Council at the Annual Meeting on 14th May 2018.

7. Meeting the requirements of the Annual Governance statement of the Annual Return for the the year 31st March 2018 with reference to the Governance and Accountability for Smaller Authorities in England guide 2018.
8. To receive the income and expenditure figures for the financial year 2017/18 – for information.
9. To review the Parish Council committees and terms of reference.
10. To consider the procedures for consideration of S137 grants.
11. S106 monies allocation and possibility of changing projects.
12. To receive GDPR update.
13. Staff matters – the press and public may be excluded from this part of the meeting – reason staff in confidence

Mrs J Foote
Clerk to Rudgwick Parish Council

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to film the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

Notes for the Meeting

AGENDA ITEM 6

To review the Parish Council documents and policies and make recommendations for approval by the full Parish Council at the Annual Meeting:

Copies of the following documents are attached and Standing Orders were included in the councillor packs given out following your elections.

Complaints procedure	Risk assessment
Social media (to be extended to include emails)	Asset Register
Freedom of Information Scheme	
Financial Regulations (with NALC updates 2016)	

Further policies that will need to be put in place:
Information attached for members to consider the responsibilities of the Parish Council prior to drafting of policies.

Discipline and Grievance
Lone worker
Discretion Policy for Local Government Pension Scheme

AGENDA ITEM 7

Meeting the requirements of the Annual Governance statement of the Annual Return for the year 31st March 2017 with reference to the Governance and Accountability for Smaller Authorities in England guide 2017(attached)

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

Smaller authorities prepare their annual governance statement by completing Section 1 of the annual return. This is in the form of a number of statements known as assertions to which the authority needs to answer 'Yes' or 'No'. The guide sets out the actions that authorities need to have taken during the financial year or after the financial year end to answer 'Yes' to each assertion.

Pro-forma Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017 attached.

Annual Governance Statement assertions and actions taken by the Parish Council:

Assertion 1: Financial management and preparation of accounting statements

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Budgeting: Committees are asked to start to consider future spending and obtain quotes for when the Finance Policy and Human Resources Committee (FPHRC) meet in November to consider the Budget and Precept for the following financial year. The Clerk prepares the forecast for the current and following year and the recommendations are approved by the full Parish Council in December. The precept request has to be sent to HDC by the end of January. The Clerk/RFO prepares spreadsheets showing the budget figures (income and expenditure) for the next financial year. Members are given updated spreadsheets quarterly showing expenditure and income against the budget figures. The Clerk is the RFO.

Accounting records and supporting documents: entries from day to day of all sums of money received and expended by the Council and the matters to which the receipts and payments relate are recorded manually in the Receipts and Payments Book. Expenditure includes staff costs, managing Council resources – halls, playing fields and open spaces. Income from hire charges and grants. halls servicing and maintenance and financial transactions recorded regularly. as receipts and payments. Hire charges for Rudgwick and Jubilee Halls also recorded in a separate receipts and payments book in invoice order with date of payment. Bank statements filed in date order and invoices in cheque/date order. Invoice figures checked and initialled. Receipts given for cash payments.

Bank reconciliation: current bank account reconciled monthly and together with the reserve and investment accounts quarterly. The quarterly reconciliations are currently checked by Cllr Wild Chairman of FPHRC and not a cheque signatory.

Investments: National Savings investment account. Interest rate .75%

Statement of accounts: prepared by the Clerk/RFO on an annual basis in accordance with the Local Audit and Accountability Act 2014.

Assertion 2: Internal Control

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Standing Orders and Financial Regulations: new Standing Orders and Financial Regulations adopted on the 18th May 2015 and reviewed annually and updated in line with current legislation.

Safe and Efficient arrangements to safeguard public money:
Risk assessment reviewed annually

Changes to bank accounts/signatories approved by the full council
Cheques signed by two councillors and the clerk
No electronic banking, corporate credit cards or pooling or sweeping arrangements
No petty cash or cash left in the office overnight
Cash and cheques banked regularly
Quarterly financial checks made by Chairman of FPHR Committee (not a cheque signatory)
Expenditure approved by the full council
Clerk/RFO attends legal and finance training days
Recording in the minutes the precise powers under which expenditure is being approved. Refer to publications for powers
Fidelity Guarantee cover £150,000

Employment: Payroll information submitted to HMR&C online monthly
All employees on PAYE
Records updated from changes advised by HMR&C, Pensions Regulator
Registered with Pensions Regulator 2016 and letters sent to employees
Employment contracts reviewed by Council

VAT: recorded in Receipts and Payments book
Return made annually to HMR &C
Invoices made out to Rudgwick Parish Council

Fixed Assets and Equipment:

Asset register kept up to date and reviewed annually
Council's assets secured
Weekly inspections of play equipment/playing fields/open spaces
Monthly maintenance and fire safety inspections of RH and JH
Annual Chubb Fire Extinguisher/heating inspections
3 yearly electrical inspections JH and RH

Loans and Long Term Liabilities: None

Review of effectiveness:

Internal audit carried out during the year and year end.
Internal auditor Peter Frost, retired bank manager. He has no involvement or responsibility with regard to the council management or controls

Audit plans attached

Assertion 3: Compliance with laws, regulations and proper practices

We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.

Acting within its powers:

Activities covered by Acts of Parliament (ref: The Good Councillor's Guide 2016 – all members have copies)

Section 137, Local Government Act 1972 Under s.137 a local council may, subject to conditions,

incur expenditure which in its opinion is in the interests of, and will bring direct benefit to, its area or any part of it or all or some of its inhabitants. SECTION 137 value per elector for 2016/17 £7.42 (2091 electors)

Regulations and proper practices: Standing Orders and Financial Regulations reviewed annually. SALC gives notice of changes in regulations and proper practice. The Clerk/RFO attends training courses to keep up to date with new legislation and regulations and obtain advice on implementing changes.

Actions during the year: No decisions taken that exceed the power of the council.

Assertion 4: Exercise of public rights

We provide proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Exercise of public rights: as set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014 and Part 5 of the Accounts and Audit Regulations 2015 (SI 2015/234)

Clerk/RFO is required to have published, including the RPC website:

Sections 1 and 2 of the annual return

a declaration that the status of accounts is 'unaudited' and

a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights

Period of inspection for 2016/17 annual return is 5th June to 14th July 2017 inclusive

External Auditor's Review: As soon as reasonably practicable after the conclusion of the external auditor's review. A notice of conclusion of the external auditor's limited assurance review of the annual return, together with relevant accompanying information in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015, published on parish noticeboards and website.

Assertion 5: Risk Management

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Identifying and assessing risks

Addressing risks

Risk assessment document reviewed annually.

Assertion 6: Internal Audit

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Internal Audit: see review of effectiveness

Internal audit takes place twice yearly at Rudgwick Hall with the Clerk/RFO present. All relevant documents and records are supplied and explanations and/or information given if required.

(Plans from Internal Auditor attached)

Assertion 7: Reports from Auditors

Reports from Internal Auditor supplied to Council and action taken as appropriate.

Assertion 8: Significant events

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

Significant events: No significant events

Assertion 9: Trust Funds (local councils only)

Trust funds (including charitable). In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit

Annual Return made to Charity Commission – over £10,000 Annual income annual return and over £25,000 independent audit

AGENDA ITEM 9

To review the Parish Council Committees and terms of reference

PLANNING AND EMERGENCY PLANNING AND COMMUNITY SAFETY

Number of Committee members: minimum of 5 plus the Chairman and Vice Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee.

Dates of Meetings: first third and fifth Monday of each month to consider planning applications subject to applications received from Horsham District Council (with additional meetings as required to meet Local Planning Authority deadlines)

Place and Time of Meetings: to be held at either the Rudgwick Hall, Bucks Green or the Jubilee Hall, Church Street at 7pm.

PLANNING

Roles and functions:

- To make representations to the Local Planning Authority (Horsham District Council) on any applications and amendments to applications that have been notified to the Parish Council in accordance with the Town and Country Planning Act 1990 paragraph 8 schedule 1 and any other planning matters that affect the parish.
- To consider and monitor the Parish Development plans (HDC Local Plan and County Structure Plan).
- To review the Rudgwick Village Design Statement (adopted by Horsham District Council as a supplementary planning document on the 18th September 2009) every 2 years.
- To review the Rudgwick Parish Plan every year.
- Housing Needs Surveys to be initiated and reviewed as appropriate.
- To seek high standards of planning for all new development within the parish with reference to all appropriate local and statutory planning policies and plans.
- To make effective representations in respect of all public enquiries and/or meetings in public where appropriate.
- Monitor the general environment of the Parish is so far as is possible and report any maintenance or potential hazards with regard to footpaths and bridleways and breaches in

planning conditions or policies.

- Delegate to the Tree Warden all planning applications in relation to Tree Preservation Orders and make comments to the Local Planning Authority having due regard to his recommendations.
- To consider and respond to local Mineral Plan consultations
- To consider and respond to Waverley Borough and Surrey County Council development plans which impact upon the Parish.

EMERGENCY PLANNING AND COMMUNITY SAFETY

Roles and Functions

- To compile, update and implement a village emergency plan
- To carry out walking audits of the village in October and April
- Keep under review the safety of the community within the parish and make recommendations to the council on any matters involving community safety
- Liaise with the emergency services in relation to community safety matters
- Review consultation documents from highways and emergency services and make recommendations to the council
- To organize a stall at Apple Day to promote emergency planning and household winter maintenance plans

FINANCE POLICY AND HUMAN RESOURCES

Number of Committee members: 4 plus the Chairman and Vice-Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

Meetings to be held in: Rudgwick or Jubilee Halls.

Roles and Functions

- To recommend to the council an annual budget and precept
- To review annually and make recommendations to the Council on the following:
 - Council policies and documents
 - Insurance cover for all insured risks (3 year agreement with Came and Co. (Hiscox) until 2018 – annual renewal date 1st October)
 - Hall hire charges, rents, leases and licences
- To regularly monitor income and expenditure and to make recommendations to the council
- To undertake line management responsibility for the Clerk
- Check bank reconciliations quarterly

Committee calendar and meetings to be held during the year

June

To review hire charges for Rudgwick and Jubilee Halls and rents

The Chairman of the Halls Committee to be asked to attend

October/November

Working groups to review salaries and contracts and consider the Annual Budget and Precept for the next financial year

To consider the Budget and Precept for the next financial year and make a recommendation to the

Full Council

April

Review of Parish Council policies and documents

RECREATION AND HALLS

Number of Committee members: 4 plus the Chairman and Vice Chairman of the Parish Council

The Quorum to consist of 3 members of the committee.

Meetings to be held in June, September/October, February and April.

Roles and Functions (Recreation)

- To maintain, manage and improve the King George V Playing Fields, Churchmans Meadow and Foxholes Wood
- To hold Field Users meetings as appropriate as part of the Parish Council Field Management. King George V playing fields management procedures to be developed.
- Clerk to refer day to day management issues to the Chairman of the Committee.

Roles and Functions(Halls)

- To maintain, manage and improve the Rudgwick and Jubilee Halls.
- To work with the Clerk in the day to day management of the halls
- Each member to be given specific responsibilities with regard to the halls

COMPLAINTS COMMITTEE

To deal with all formal complaints.

4 members.

AGENDA ITEM10

Staff matters – the press and public may be excluded from this part of the meeting – reason staff in confidence

To consider management of the new Clerk's probationary period (13 weeks)

Advice from Trevor Leggo, Chief Executive SSALC attached