

LACKFORD PARISH COUNCIL

THE ANNUAL PARISH MEETING & ANNUAL GENERAL MEETING. (Second Monday in May)

PARISH COUNCILLORS NOTICE OF MEETINGS

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 13 May 2019 after the Annual Parish Meeting which will take place at 7:30pm in Lackford Church.

John F. Sadler - Clerk to the Council

Councillors called to attend

Stan Green (Chairman)
Steve Jones (Vice-Chairman)
Harry Lidster
Naomi Palmer
Roland van Wijk
John Coldwell
Andrew Ramsay

Notice also sent to

Rebecca Hopfensperger (County Councillor)
Susan Glossop (Borough Councillor)
Safer Neighbourhood Team
Colin Holmes (Chairman of the Lackford Community Council)
Colin Smith (Chairman of the Lackford Charities)

Apologies for absence received

Statutory matters

The Chairman to ascertain that the statutory requirements for holding the meeting have been observed, there is a quorum (*minimum 2 for the APM and 3 for the Council meeting*), and to determine if any Councillors wish to declare an interest in any matters on the Agenda.

Apologies for absence not already received

AGENDA FOR THE ANNUAL PARISH MEETING

1. Minutes of Annual Parish Meeting held 14 May 2018

These minutes were reviewed at the Parish Council Meeting on Monday, 08 October 2018

1.1. A proposal is required to approve the minutes of the Annual Parish Meeting

- ❖ **Proposal to approve the minutes of the Annual Parish Meeting**
Seconded by
Members of the Parish to approve the proposal

If approved the Chairman to sign and date the signatures in the minutes.

1.2. Matters arising from the Minutes not elsewhere on the Agenda

ANNUAL REPORTS TO BE PRESENTED FOR DISCUSSION

2. Parish Council

2.1. Summary report by the Parish Council for year ending 31 March 2019

Since the last Annual Parish Meeting on 14 May 2018, the Parish Council has met on five occasions. The work of the Council can be monitored in detail by reviewing the minutes that are published within one month of each meeting on the village blog via all@lackford.com

- **Community Safety** - during the year the Safer Neighbourhood Team have been able to attend once on 8 October 2018. They have been sent copies of all agendas and minutes of the meetings.
- **Planning** - during the year no applications were received for consultation.
- **Other village matters** - the following summarises the activities carried out during the year for the benefit of the community:
 - Liaising with Suffolk County Council for the Road Safety Review of the A1101.
 - Installation and subsequent monitoring of the Speed Activated Road Sign.
 - Liaising and monitoring the work by Suffolk County Council relating to outstanding engineering works, including the flooding due to the poor drainage in Old Bury Road.
 - Administrative work regarding the General Data Protection Regulations.
 - Attempts to revitalise Suffolk Neighbourhood Watch scheme for the village.
 - Consultations and preparing comments for the proposed boundary changes.
 - The provision of a light to the parking area outside the church.
- **Donations** - no donations were made during the year.
- **Councillors** - Colin Smith and Jan Betley have both stepped down after many years of service to the Parish Council and they have been replaced by co-opted members John Coldwell and Andrew Ramsay.

2.2. **Matters relating to the work carried out by the Parish Council during the year.**

3. **Community Safety**

3.1. **Summary report from the Safer Neighbourhood Team.** *(The full report, if received, will be published with the minutes on the village blog)*

3.2. **Matters for the Safer Neighbourhood Team**

4. **The County and Borough Councillors.**

4.1. **Summary report from Rebecca Hopfensperger (County Councillor).** *(The full report, if received, will be published with the minutes on the village blog)*

4.2. **Summary report from Susan Glossop (Borough Councillor).** *(The full report, if received, will be published with the minutes on the village blog)*

4.3. **Matters for the County and Borough Councillors**

5. **The Community Council**

5.1. **Summary report from Colin Holmes (Chairman of Lackford Community Council).** *(The full report, if received, will be published with the minutes on the village blog)*

5.2. **Matters for the Chairman of the Community Council**

6. **The Lackford Charities**

6.1. **Report from Colin Smith**

6.2. **Matters relating to the Lackford Charities**

7. **Presentation of the Financial Statement for year ending 31 March 2019 for approval - (see agenda page 3)**

❖ **Proposal to approve the Financial Statement**

Seconded by

Members attending the meeting to approve the proposal

If approved the Chairman to sign 2 copies of the Financial Statement

8. **Questions from members and registered electors of the Parish attending the meeting on: Matters of concern, for report or for information only, by permission of the Chairman.** *(Note: the Parish Council cannot make decisions on any matter not on the agenda)*

9. **Closure of the meeting by the Chairman.**

LACKFORD PARISH COUNCIL

Lackford Parish Council - Financial Statement

For Year Ending 31 March 2019

2017/18	Income and Expenditure Account	2018/19		
Actual	Income / Receipts	Actual	Budget	Variance
6000.00	Precept	6500.00	6500.00	0.00
1283.60	Grants	500.00	0.00	500.00
17.40	Interest from Nationwide & Monmouthshire B.S.	30.10	0.00	30.10
0.00	Other receipts	0.00	0.00	0.00
0.00	Discounts Received	0.00	0.00	0.00
7301.00	Total Income	£7,030.10	£6,500.00	£530.10
	Administration Expenditure			
2626.00	Parish Clerk	2944.14	2704.78	239.36
105.00	Office rent - Clerk	108.00	108.00	0.00
145.00	Internet contribution - Clerk	149.00	149.00	0.00
348.55	Admin expense - Clerk	497.92	290.00	207.92
200.00	Room hire for meetings	210.00	210.00	0.00
135.00	Internal Audit	142.00	142.00	0.00
0.00	External Audit	0.00	0.00	0.00
266.00	Insurance	266.00	270.00	-4.00
131.97	SALC including subscription	135.50	140.00	-4.50
22.00	Training	25.00	100.00	-75.00
0.00	Publications & subscriptions	0.00	50.00	-50.00
0.00	Bank charges & Interest paid	0.00	0.00	0.00
0.00	Election costs	0.00	0.00	0.00
0.00	Other - Admin payments	35.00	900.00	-865.00
3979.52		4512.56	5063.78	-551.22
	Other Expenditure			
250.00	Churchyard maintenance	260.00	260.00	0.00
370.00	Lackford Community Council	380.00	380.00	0.00
107.48	Grass cutting SEBC	110.72	200.00	-89.28
5.00	Footpath Licences	5.00	5.00	0.00
0.00	Other - Other Payments	2027.03	91.22	1935.81
1000.00	Section 137 Payments	0.00	500.00	-500.00
1732.48		2782.75	1436.22	1346.53
£5,712.00	Total Expenditure	£7,295.31	£6,500.00	£795.31
£1,589.00	Net Surplus / (Deficit)	-£265.21	£0.00	-£265.21

2017/18	Balance Sheet	2018/19	
	Current Assets		
8717.96	Monmouthshire Building Society	8748.06	
391.67	VAT Liability	0.00	
4285.30	Barclays Community Account	4381.66	
13394.93		13129.72	
0.00	Current Liabilities	0.00	
£13,394.93	Current Assets less Current Liabilities	£13,129.72	
	Represented by		
11805.93	Balance from previous year	13394.93	
1589.00	Income and Expenditure Account	-265.21	
£13,394.93		£13,129.72	
	Allocation of Reserves		
6500.00	General reserve - as Precept for next year	7650.00	
2500.00	Reserve for speed activated road sign	0.00	
650.00	Reserve for computer with software & scanner	650.00	
	Reserve for car park light outside the Church	500.00	
3744.93	Reserve for village amenities	4329.72	
£13,394.93		£13,129.72	

These Financial Statements give a true and fair view of the affairs of the Parish Council and the net surplus / deficit at the year end.

Responsible Financial Officer Date

Chairman Date

AGENDA FOR THE ANNUAL GENERAL MEETING OF THE COUNCIL

Procedural Notes

- The Chairman (*who must be the outgoing Chairman, if he is present*) shall announce that the Annual General Meeting of the Parish Council is not an open meeting for discussion, but those present are very welcome to stay.
- In the event that a new chairman is not elected during the first item of business, the presiding Chairman shall continue in the chair until a Chairman is elected.

10. Election of a Chairman and Vice-Chairman from the Council (*see Procedural Note*).

The Chairman to request a proposal for the nomination of a Chairman and a Vice-Chairman

- ❖ **A proposal for Chairman**
Seconded by
- ❖ **A proposal for Vice Chairman**
Seconded by

Council members to approve the proposals

11. To receive the Chairman's and Councillors "Declaration of Acceptance of Office"

- 11.1. **To receive the Chairman's "Declaration of Acceptance of Office"** (*if there is any change*)
- 11.2. **To receive the Councillors "Declaration of Acceptance of Office"** (*if a new Councillor is appointed - obligatory in an election year*)
- 11.3. **To receive the Councillors "Register of Members Interests" form** (*if a new Councillor is appointed - obligatory in an election year*)
- 11.4. **To receive or confirm receipt of Councillors "Nil" expenses form** (*Receipt is obligatory for Councillors in an election year and must be received before Councillors sit or vote at any meeting of the Council*)
- 11.5. **The Clerk to confirm that he will send these documents to the Borough Council in order to comply with legal requirements.**

12. To approve the minutes of the Parish Council meeting held Monday, 11 March 2019

12.1. **Minutes - a proposal is required to approve the minutes.**

- ❖ **Proposal to approve the minutes**
Seconded by
Council members to approve the proposal

If approved the Chairman to sign the minutes

12.2. **Matters arising from the Minutes not elsewhere on the Agenda**

13. Matters previously discussed - for report and/or for the Councils further consideration

- 13.1. **The Road Safety review of the A1101** - a report to be given.
- 13.2. **The Speed Activated Road Sign** - the Chairman to report on the latest results.
- 13.3. **Outstanding engineering works by Suffolk County Council** - a report to be given.
- 13.4. **General Data Protection Regulations** - an update to be given also see agenda item 18.5.
- 13.5. **Suffolk Neighbourhood Watch Association (SNWA)** - an update to be given.
- 13.6. **Light to the parking area outside the church** - for report

14. Matters that have arisen since the previous meeting and not already considered including matters arising from correspondence circulated or forwarded by e-mail

15. Planning - to review applications since the last meeting and other planning matters

No planning applications have been received and we have not been advised of any other changes.

16. Financial matters & the Standing Orders of the Council

16.1. Regular payments - a proposal is required to approve the following payments already paid or due.

(Approval in principle for the sums was given when the Budget for the current year was agreed)

Date	Name	Details	Power	Amounts	Total
01/04/19	Cortina Construction Ltd <i>(already paid)</i>	Parish Clerk (Apr-Sep as M4/9.2) Office rent Internet costs (Apr-Sep as budget) Expenses (01/10/14 - 31/03/15) Recoverable VAT	S111	1402.17 55.50 76.50 145.50 336.04	2016.24
01/04/19	SALC <i>(already paid)</i>	Subscription	S143	135.87	135.87
04/04/19	ICO.gov.uk <i>(paid by ddr)</i>	Data Protection Registration	S143	35.00	35.00
06/04/18	The PCC of Lackford <i>(already paid)</i>	Room hire for meetings Churchyard maintenance (as budget)	S111	220.00 270.00	490.00
09/04/18	Lackford Community Council <i>(already paid)</i>	Village services (as budget)	S111	390.00	390.00

❖ **Proposal to approve**
Seconded by
Council members to approve the proposal

16.2. Payment authority for the above - to be signed by the Chairman and Vice-Chairman or other Councillor

16.3. Additional time spent by the Clerk throughout the year on normal activities (this excludes work on GDPR) - the remuneration paid to the Clerk via Cortina Construction Limited is calculated at 5 hours per week x 52 weeks = 260 hours per annum. The actual time recorded during the year for normal activities amounted to 280.09 hours.

Consequently the Clerk is claiming an additional 20 hours at last year's agreed rate of £10.30 = £206.00 and requests approval for this additional payment.

❖ **Proposal to approve**
Seconded by
Council members to approve the proposal and the invoice to be initialled by the Chairman.

16.4. The provision of a light to the parking area outside the church - payment for the installation in part, will be made from the specific Reserve fund of £500 as provided by Council Susan Glossop from her amenities budget. Subsequently, Councillors agreed by email to pay for the balance from the specific Reserve for village amenities. At the time of preparing this agenda the work was not complete. However, payment will be due shortly following this meeting. Therefore, approval is required in principle to make a payment not exceeding £900 plus VAT.

❖ **Proposal to approve**
Seconded by
Council members to approve the proposal

16.5. Budget Report and Balance Sheet to 30 April - for review by Council and to check and confirm that the reconciled bank statements agree with the current assets as shown in the Balance Sheet. *(The following Budget Report and Balance Sheet includes all payments as denoted as already paid in the schedule of payments above)*

From: Month 1, April 2019
 To: Month 1, April 2019
 Date: 26/04/2019 Time: 11:11:30

Lackford Parish Council
 Budget Report

Chart of Accounts:	Default Layout of Ac	Period				Year to Date			
		Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
Receipts									
Precept		7650.00	100.00	7650.00	0.00	7650.00	100.00	7650.00	0.00
		7650.00	100.00	7650.00	0.00	7650.00	100.00	7650.00	0.00
Administration payments									
Parish Clerk activities		1608.70	21.03	1380.00	228.70	1608.70	21.03	1380.00	228.70
Office rent & internet - Clerk		55.50	0.73	55.50	0.00	55.50	0.73	55.50	0.00
Internet contribution - Clerk		76.50	1.00	76.50	0.00	76.50	1.00	76.50	0.00
Admin expense - Clerk		145.50	1.90	150.00	-4.50	145.50	1.90	150.00	-4.50
Room hire for meetings		220.00	2.88	220.00	0.00	220.00	2.88	220.00	0.00
Internal Audit		145.00	1.90	150.00	-5.00	145.00	1.90	150.00	-5.00
SALC (inc subscription)		135.87	1.78	150.00	-14.13	135.87	1.78	150.00	-14.13
Publications & Subscriptions		35.00	0.46	50.00	-15.00	35.00	0.46	50.00	-15.00
		2422.07	31.66	2232.00	190.07	2422.07	31.66	2232.00	190.07
Other payments									
Churchyard maintenance		270.00	3.53	270.00	0.00	270.00	3.53	270.00	0.00
LCC - village services		390.00	5.10	390.00	0.00	390.00	5.10	390.00	0.00
		660.00	8.63	660.00	0.00	660.00	8.63	660.00	0.00
Net Profit/(Loss):		4567.93	59.71	4758.00	-190.07	4567.93	59.71	4758.00	-190.07

Date: 26/04/2019
 Time: 11:12:44

Lackford Parish Council

Balance Sheet

From: Month 1, April 2019
 To: Month 1, April 2019

Chart of Accounts: Default Layout of Acc

	Period	Year to Date
Current Assets		
Savings a/c	0.00	8748.06
VAT Control Account	406.24	406.24
Barclays Community a/c	4408.89	8790.55
	4815.13	17944.85
Current Liabilities		
Creditors Control	247.20	247.20
	247.20	247.20
Current Assets less Current Liabilities:	4567.93	17697.65
Total Assets less Current Liabilities:	4567.93	17697.65
Represented by		
Retained Balance	0.00	13129.72
P & L Account	4567.93	4567.93
	4567.93	17697.65

16.6. Annual review for the relevance of the Standing Orders and Financial Regulations adopted by the Council 12 May 2014

- ❖ Councillors to consider if the Standing Orders and Financial Regulations as adopted 08 October 2018, remain appropriate and relevant for the Council.

17. Annual Governance and Accountability Return (AGAR) for Year Ending 31 March 2019 and the Internal Audit

17.1. Section 1 - Annual Governance Statement

(The Council is required to review each and every statement in the Annual governance statement. This requires proper consideration and an assessment of the risks.)

Consequently, the following Motion restating the Annual governance statement with a conclusion is to be tabled.

We acknowledge as the members of Lackford Parish Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Meaning that this authority prepared its accounting statements in accordance with the Accounts and Audit Regulations.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Meaning that this authority made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. Meaning that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Meaning that this authority during the year has given all persons interested the opportunity to inspect and ask questions about this authorities accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Meaning that this authority considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Meaning that this authority arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this authority.
7. We took appropriate action on all matters raised in reports from internal and external audit. Meaning that this authority responded to matters brought to its attention by internal and external audit.
8. 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 authority and, where appropriate have included them in the accounting statements. Meaning that this authority disclosed everything it should have about its business activity during the year including events taking place after the year- end if relevant.

In conclusion, Lackford Parish Council consider that this detailed review, in conjunction with the review and assessment of risks carried out at the March meeting and, having regard for the size, nature and the way the Council conducts its business with the financial controls that are in place, the insurance cover and the internal audit, all contribute towards a thorough, detailed and sound system of internal control, which is adequate, effective and wholly appropriate for the affairs of Lackford Parish Council.

- ❖ **Motion moved by**
Seconded by
Council members to approve the motion

If approved, the Chairman and the Clerk shall sign the Annual Governance Statement for the year.

17.2. Section 2 - Accounting Statements

(This is a summary of the financial statements already approved at the Annual Parish Meeting)

If approved at the Annual Parish Meeting, the Chairman and the Responsible Financial Officer shall sign the Accounting statements for the year.

- 17.3. Certificate of Exemption** - As the higher of gross income or gross expenditure does not exceed £25,000 (as indicated in the Accounting Statements) the Responsible Financial Officer and the Chairman shall sign the Certificate of Exemption for forwarding to the external auditor.

- 17.4. **Internal auditors report for period ending 31 March 2019 for review** - the report which contained 4 actual errors, 5 recommendations and 10 comments had been previously circulated to Councillors for reading, consideration and discussion of any issues at this meeting.

The view of the Chairman and of the Clerk is that in general, the Council are adequately following the principles of the recommendations. Thus, to change the internal procedures that have served the council well for 13 years is unnecessary. Consequently, the Chairman proposes that the internal procedures of the Council remain as they are.

- ❖ **Proposal to approve the proposal of the Chairman**
Seconded by
Council members to approve the proposal

- 17.5. **Appointment of internal auditor for year ending 31 March 2020**

- ❖ **The Council to approve the appointment of SALC as the internal auditor.**

- 17.6. **GDPR - draft Data Protection & Information Management Policy** - the draft document was prepared for the internal auditor as set out in the Clerk's email dated 8 April 2019. However, there remain the following clauses that Council shall consider whether they should remain within the document. They are:

10	IT and communication systems	there are none
11	Equipment and security passwords	none owned or used
12	Systems and data security	as above therefore N/A
13.4	Email designated accounts	N/A
14	Using the Internet	N/A
15	Prohibitive use of council systems	there are none
16	Social media could be used	therefore should remain
17	Prohibited use	as above - should remain
17.3	Key contact	suggest the Chairman
18	Paragraphs 18.3 & 18.4	suggest delete these paragraphs
19	Personal devices	to be considered.

Subject to consideration of the above, a proposal is required to approve the "Data Protection & Information Management Policy" as may be amended by modification or deletion of the above clauses

- ❖ **Proposal to approve**
Seconded by
Council members to approve the proposal

18. **Questions from members and registered electors of the Parish attending the meeting on: Matters of concern, for report or for information only, by permission of the Chairman.** *(Note: the Parish Council cannot make decisions on any matter not on the agenda)*

19. **To confirm the date and time of the next and future meetings**

The next Parish Council Meeting (Meeting No 2) was previously proposed as:

Monday 30 September 2019 at 7:30pm in Lackford Church. (Note changed date)

Proposed dates for future meetings:

Monday 09 December 2019 (Meeting No 3) – 2nd Monday in December
Monday 09 March 2020 (Meeting No 4) – 2nd Monday in March
Monday 11 May 2020 (APM & AGM) - 2nd Monday in May
Monday 12 October 2020 (Meeting No 2) – 2nd Monday in October