

TUTBURY PARISH COUNCIL (TPC)

A meeting of the Parish Council was held in Tutbury Village Hall, Monk Street, Tutbury, Monday 19th Feb 2018. Those present were Cllrs C Smedley (Chairperson), M Guest (Vice Chair), P Steadman, W Crossley, Cllrs G Raybould, F Crossley, K England, D Morris, M Powell., in attendance, Karen Duffill (Clerk)

02/18/1.0 APOLOGIES

T Spencer Smith, L Beighton, Borough Cllr S Gaskin, Borough Cllr D Goodfellow, County Councillor P White.

02/18/2.0 MINUTES OF THE MEETING HELD ON 15th January 2018.

2.1 The minutes were approved by Cllr P Steadman and seconded by Cllr K England as being a correct record and signed by the chairperson.

02/18/3.0 DECLARATION OF INTERESTS

3.1 Cllr Steadman declared his involvement in the scouts and his association with the residents of the planning permission for 45 Green Lane.

02/18/4.0 PUBLIC PARTICIPATION

4.1 No parishioners were present at the meeting.

02/18/5.0 CLERK'S REPORT

5.1 Libraries consultation – County Council Managed and Delivered Libraries and the Mobile Travelling Library Service

A 12-week consultation regarding the future of Staffordshire County Council Managed and Delivered Libraries and the Mobile and Travelling Library Service has begun.

The proposals are initial suggestions for how libraries can remain open whilst operating within the budget available. All ideas are welcome. A final decision will be made during the summer.

The consultation runs until the 1st April 2018. Local councils are encouraged to take part:

5.2 HIGHWAYS REPORT

A Meeting has been arranged for 22nd February with Staffordshire County Representative Graham Hunt, Richard Rayson, Phillip White and Tim Buxton to discuss the formal proposals sent in response to the public meeting held January 9th.

5.3 No update on the drains at the Changing rooms due to bad weather and matches being cancelled.

02/18/6.0 BOROUGH AND COUNTY COUNCILLOR REPORT

6.1 No Councillors were present to give a report.

02/18/7.0 ANNUAL PARISH MEETING

7.1 The clerk suggested that the date of the Annual Parish Meeting should be Monday 14th May in the large room and like in other parishes, community groups should be invited. Cllr Guest

proposed groups could be invited to take part in a village quiz. Discussion took place of suitable guest speakers that could be invited and alternative dates. However, the majority of councillors voted to have a quiz on the Monday evening. The quiz will be a photo quiz of Tutbury. Suggestions were made to advertise this such as a leaflet drop by the scouts if a donation was made. It was also suggested that the market day would be a good opportunity to advertise. Refreshments will be provided at the meeting.

RESOLUTION

Councillors will submit suitable photos to the clerk that can be presented on the projector screen during the evening. The clerk will book the Large Room at the Village Hall. A leaflet drop will be organised at the next meeting.

02/18/8.0 COMMUNITY BUILDING COMMITTEE REPORT

8.1 The chair of the committee Cllr C Smedley raised concern over legal, fees in securing the building and lack of answers to requests from East Staffordshire Borough Council and Peveril homes. The parish council are not a party of the section 106 agreement. Councillor W Crossley proposed a recorded letter to be sent to the chief executive of ESBC to request assistance in this matter and to enforce the 106 agreements. This proposal was seconded by Cllr K England.

RESOLUTION

The clerk will write a recorded delivery letter to Sal Khan at ESBC requesting assistance and enforcement with the section 106 agreement.

02/18/9.0 WEBSITE UPDATE

9.1 The clerk is working with our volunteer in loading content to the website, with a view to this being completed before the audit in March/ April. However. The clerk has not yet set up councillor email addresses as there is an extra cost implication. Cllrs voted that no further costs should be incurred for councillor email addresses free email addresses should be used if required. Cllrs did not perceive that council email address were a necessity.

02/18/10.0 STREET CLEANING CONTRACT

10.1 The clerk had issued a tender invitation document for a village cleaner/maintenance contractor to the councillors for review. Slight changes were made to the tasks included and the rate of pay. See Appendix A. A general advert had been placed in the recent issue of the church parish magazine, following the resolution made in October 2017 to advertise the contract early in the new year. Adverts would be placed in noticeboards and the local Facebook pages. The clerk will send out an email to parishioners and place the advert in local shops.

02/18/11.0 BEST KEPT VILLAGE JUDGES COMMENTS AND PLANNING

11.1. Cllrs of the open space and Best Kept Village Committee will hold a meeting March 14th 7.30pm at the village hall to invite traders from the high street and members of the public to review the judges' comments and to plan what needs to be done for the forthcoming year. Cllr Raybould will visit the shop owners and invite them to attend.

02/18/12.0 TO REVIEW RISK ASSESSMENT FOR 2018

12.1 The clerk distributed a proposed Risk Analysis that had been updated. Cllr W Crossley proposed that the risk analysis was adopted and Cllr K England Seconded the decision.

02/18/13.0 TO REVIEW GAS CONTRACT FOR CORNMILL LANE CHANGING ROOMS

13.1 Based on the calculations provided by the clerk for the renewal of the gas contract. The advice received was to secure a three-year contract in view of the increase in importing gas from Europe and the changes in Brexit. Cllr D Morris proposed that the 3-year contract with Extra Energy deal and Cllr F Crossley seconded the decision.

Resolution

To transfer to a three-year gas contract to Extra Energy.

02/18/14.0 TO INVESTIGATE A HISTORIC SIGN FOR TUTBURY.

14.1 A suggestion has been made by a parishioner to use crowd funding to have pictorial signs at the entrances to the village similar to Barton Under Needwood, depicting the castle and other landmarks of Tutbury. The civic Society are also interested in doing something similar, so it was agreed to contact the Civic Society to investigate this further.

RESOLUTION

Contact the Civic Society with a view to working together to fund raise and design historic signs for the village.

02/18/15.0 TO APPROVE ACCOUNTS FOR PAYMENT. RECEIVE A BUDGET UPDATE.

15.1 Accounts were approved for payment, proposed by Cllr F Crossley and Seconded Cllr M Guest.

Staffordshire County Pension Fund	Clerks Employer Pension contribution	239.33		<u>239.33</u>
Staffordshire County Pension Fund	Clerks Employee Pension contribution	159.29		<u>159.29</u>
HMRC	National Insurance	94.7		<u>94.70</u>
Karen Duffill	Clerks Salary	879.02		<u>879.02</u>
go daddy - Karen Duffill receipt	Domain name registration 3 yrs	34.96	6.99	<u>41.95</u>
Karen Duffill	Clerks Expenses	25.92		<u>25.92</u>
Karen Duffill	Postage	7.8		<u>7.80</u>
Sterilizing services	Legionella control Monthly check inv 37235	36.00	7.20	<u>43.20</u>
Aucuba Landscapes	Churchyard contract inv 3947	198.87	39.77	<u>238.64</u>
Firs Farm	Christmas Tree	91.67	18.33	<u>110.00</u>
SPCA	Cllr training	45		<u>45.00</u>

Budget update

December

Chairperson Signature

Date

Brought Forward	33,124.12	Current account	28,748.50
Receipts	<u>42567.38</u>	IA account	19,048.49
	<u>75,691.50</u>	BA account	<u>2,623.66</u>
			50,420.65
Less Payments	27,855.33	Less undrawn cheque	<u>2,584.48</u>
	<u>47,836.17</u>		47,836.17
	0.00		

	Admin	Parks etc	Highways	Sec 137	Misc	Total + Vat
May reconciliation	3654.37	574.18	0.00	500.00	0.00	4934.90
June reconciliation	5185.07	1037.66	677.54	1675.53	0.00	8218.09
Sept Reconciliation	9654.97	3361.01	387.76	2250.46	0.00	16439.72
Dec Reconciliation	14377.79	7395.75	1092.72	2569.46	0.00	27855.33

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Budget considerations for the church.

01/18/16.0 16. GRANTS FOR LOCAL ORGANISATIONS – TUTBURY PRESCHOOL OUTDOOR CLASSROOM

16.1 A grant application had been received from Tutbury Preschool for financial support of £500 for the development of an outdoor classroom and water wall. The clerk clarified that the new classroom would be in the existing part of the grounds of the Pre School and the structure was not temporary. Cllr D Morris proposed that the grant was awarded, and Cllr Guest seconded the decision.

RESOLUTION

To award a grant of £500 to Tutbury Pre School.

01/18/17.0 TO PLAN AND APPROVE BUDGET FOR AN EVENT FOR THE 100 YEAR COMMEMORATION OF WW1

17.1 Cllr F Crossley suggested that poppies could be planted in the planters for the commemoration year at an additional cost of £10 per planter, quoted by the existing supplier

Additional planters with trees could also look effective. £60 per tree plus the cost of the planter. Large artificial poppies could also be purchased from the British Legion.

17.2 Cllr W Crossley updated the councillors the arts group were planning an event of celebrating the era of the WW1 with songs, poetry and food of that time. A meeting to arrange this would take place Friday 23rd February.

17.3 The parochial Church Council have organised a meeting on Saturday 10th March and invited representatives from TPC to attend with the view of working collaboratively with other

community groups in a series of events. Cllr Guest and Cllr P Steadman would attend and represent the council.

Resolution

To contact the existing planter supplier to request poppies to be planted in the High Street Planters when plants were replaced.

02/18/18.0 TO RECEIVE A REPORT FROM THE CHURCH MEETING.

18.1 Minutes of the church meeting were distributed. Cllr Guest will obtain quotes for the removal of tree stumps from the closed churchyard. The position of the wreath holders has been agreed with the War Memorial committee and the contractor for the closed churchyard.

02/18 19.0 CORRESPONDENCE

- Lower Dove Community Conversation Summary
- Brain tumour Awareness campaign
- Nomination for Tutbury Charities

As stated in the clerks' report.

19.2 Cllr W Crossley nominated Cllr G Raybould for the Charity Trustee seconded by Cllr D Morris. The clerk will inform the Parish Charities Clerk.

19.3 RICHARD WAKEFIELD

A thank you email had been received regarding the grant awarded to the school for the New PE kits and a photo of the children wearing it.

19.4 CHATSWORTH DRIVE TREES

Three letters of concern regarding the two sycamore trees on Chatsworth drive have been received. Residents have requested that they are cut down due to the size and proximity to houses and public footpath. Cllrs agreed that a tree survey should be carried out to ascertain the safety of the trees.

Resolution

To instruct a tree surgeon to review the trees and report back to the residents.

02/18 20.0 TO RECEIVE A REPORT FROM THE STRATEGY COMMITTEE REGARDING A NEIGHBOURHOOD PLAN

20.1 The clerk distributed a report from the neighbourhood plan meeting. Cllr W Crossley reminded the council of the design statement that the Civic Society had formulated and the guidance that had been written regarding suitable planning and materials for the conservation area. There was also a lot of work in compiling a list of requirements for Tutbury during the enquiry into the formulation of the Local Plan. Despite TPC not having a neighbourhood plan a lot of issues have been raised before. Cllr Beighton will continue to consult with the community to assess the needs and views of the community in the decision to formulate a Neighbourhood plan, these planning documents are not solely for the parish council to compile.

PLANNING MATTERS - TO RECEIVE COMMENTS ON RECENT APPLICATIONS

P/2018/00006

Chairperson Signature

Date

Page | 5

Retention of machinery shelter

Location: Unit 115 A and B Fauld Industrial Estate, Fauld Lane, Fauld, Staffordshire, DE13 9HS

No Objection

P/2017/01058

Proposal: Construct scheme of 21 dwellings with associated garages (AMENDED PLANS RECEIVED - proposed garages have been increased in size to accommodate vehicles, layout revised to include details for landscaping, bin storage, cycle shelter locations and clarification of external facing materials, refuse vehicle tracking plan submitted)

Location: Land at Burton Road, Tutbury, Staffordshire

Tutbury Parish Council wish their previous objections to apply to this amended application.

P/2018/00064

Proposal: Crown reduction in height by 30% of 1 Ash tree, 1 Sycamore tree, 1 Cherry tree and 2 Hawthorne trees and removal of stumps and epicormic growth of 1 Cherry stump & 2 Chestnut stumps

Location: Tutbury Mill Mews, Lower High Street, Tutbury, Staffordshire, DE13 9LN

Tutbury Parish Council have no objections if there are no tree protection orders on these trees.

P/2018/00063

Proposal: Erection of a detached industrial building comprising of 2 units for General Industrial (Class B2)

Location: Land at, Fauld Industrial Estate, Fauld Lane, Fauld, DE13 9HS

No Objections, however Tutbury Parish Council are concerned over the potential increase of traffic that this may have through the village.

P/2017/01395

Erection of a two-storey side and single storey rear extension, AMNENDED

No comment

33 Wakefield Avenue

Tutbury

DE13 9JU

P/2018/00072

Erection of a single storey front extension and single storey side extension

45 Green Lane, Tutbury, Staffordshire, DE13 9NN

No Objection

DECISIONS

Formation of 5 vehicular accesses and erection of 1.25m high fencing

19-27 Lodge Hill, Tutbury, Staffordshire, DE13 9HF

in accordance with the submitted documents and plans and

Change of use of part of agricultural to an industrial use (Class B2).

Rolleston Park Farm, Lodge Hill, Tutbury, DE13 9HQ

Conversion and alterations to existing agricultural building to form an office (Class B1), including porch and ramp on front elevation and provision of car parking
Rolleston Park Farm, Lodge Hill, Tutbury, DE13 9HQ

PERMITTED
P/2017/01402

Demolition of existing store room and conservatory and erection of a part two storey, part single storey, rear extension (Amended Description and Plans)
46 Park Lane, Tutbury, Staffordshire, DE13 9JH

PERMITTED

Proposal:

Application under Section 73 of the Town and Country Planning Act 1990 for the change of use of two agricultural buildings for storage purposes (B8), external alterations, formation of a car parking area and alterations to existing access from Bushton Lane without complying with Condition 2 of planning permission CU/06848/012 relating to on-site shredding of files

Location:

Rolleston Park Farm, Lodge Hill, Tutbury, DE13 9HQ

I advise the above application was Withdrawn by the Applicant/Agent on 06 February 2018.**PERMITTED**

02/18 21.0 ITEMS FOR THE NEXT AGENDA

Community Building

Website

Parking

100 years WW1 commemoration event

New Historic street sign for Tutbury

Street cleaning

Annual Parish Meeting

02/18 22.0 DATE OF THE NEXT MEETING

Mar 14th Best Kept Village Meeting

Mar 19th Full Parish Meeting

APPENDIX A

Street/Cleaning Maintenance Contractor Deadline March 31st, 2018

CONTRACT DURATION: 12 months commencing 1 April 2018

PAYMENT: Tutbury Parish Council are inviting applications from self-employed individuals. Please complete the attached form with annual cost in a sealed envelope Marked STREET CLEANING/ MAINTENANCE and send a separate written letter addressed to the clerk of your suitability for this contract.

HEALTH AND SAFETY: High visibility jacket must be worn for highway operations, work must be carried out in a manner avoiding risks set out in the risk assessment provided by the council.

Individuals must provide their own tools and equipment and insurance to carry out the role.

DISPOSAL OF RUBBISH: The collected and bagged rubbish is to be stored for later collection by E.S.B.C. refuse collectors.

<u>Job Title</u>	<u>Environmental Street and Maintenance contractor</u>
<p>Overview</p> <p>I Your work may take place anywhere within the parish of Tutbury but primarily within the central and other predominantly residential areas.</p> <p>The work chiefly requires action to maintain or improve the appearance of the village. This will include sweeping of affected areas, litter picking, weeding, occasional clearing of scrub or trimming back of vegetation and other maintenance tasks, as required of parish facilities, organised by the Parish Council.</p> <p style="text-align: right;">Tasks</p> <p>III. Although you are encouraged to use your own initiative to take appropriate action, your work will normally be directed by a member of the Parish Council. This person will be identified to you and although he/she may change from time to time, you will always be advised of any change.</p>	
Job purpose	Working individually to hand sweep, litter pick in designated areas. Disinfect bus shelters. Undertake minor maintenance and gardening work.
Person Specification	<ul style="list-style-type: none"> • Ability to work 6 hours a week flexibly including weekends and undertake extra hours as required. • The role will require a fit community minded person as significant bending, manual handling and stretching will be required. • A practical approach to getting things done • Excellent customer care and communication skills • General maintenance and handy-work skills • Experience of cleaning and grounds maintenance • Flexibility to meet the changing needs of the community • Ability to communicate electronically.

Chairperson Signature

Date

	Provide all equipment. To comply with risk assessment requirements and wear high vis parish council jacket. To have public liability insurance
Contract 12 months	£276 a month, additional hours £11.50 an hour

To sweep and litter pick, remove weeds in the designated areas twice a week.

To disinfect the bus shelters as required.

DESIGNATED AREAS: Bus shelters in Holts Lane, Burton Street, High Street, Park lane and Duke Street. The highways known as Duke Street, Lower High Street, High Street, Monk Street together with the Duke Street, car park, Other limited areas that may be requested by the parish council from time to time.

To maintain clear access to footpaths. To include strimming.

Weeding the bus shelters and streets

Report on problems of fly tipping, needles, unacceptable waste and monitor the bins that need to be dealt with by ESBC.

Report any faults on Tutbury highways to the clerk and county highways

To clean and keep weed free the telephone box on Duke Street

To liaise with the clerk on a weekly basis as to ascertain priorities and provide a timesheet to the clerk

Additional Duties that may be required

Light maintenance work, e.g. painting benches erecting noticeboards signs, repairs

Delivery of flyers newsletters as required

To undertake gardening duties as requested by the parish council including weeding, strimming, edging and planting.

To clean/ cut back vegetation around street signs.

Other reasonable tasks not identified but in line with the role.

Desirable

To hold valid qualifications and certificates for weed spraying.

Name	
Address	
Phone Number	
Email Address	
Annual Costs	
Additional costs	
Certificates/Licences held	

Additional Comments	
Relevant Experience	

Letter of Suitability.

Tutbury Parish Council

Risk Analysis 2018-2019)
(Reviewed 19th Feb 2018)

GENERAL

Risk to, or risks arising from the ownership/leasing of assets and other operations/ responsibilities (where possible) are covered by insurance. Statutes, standing orders, financial regulations, internal and external audits and this policy document, control other matters.

- 1) Recent actions to mitigate risks are highlighted in bold text
- 2) Items for further consideration are in bold italics underlined

INSURANCE COVER

Property

1. Changing rooms – Legionella control - periodic checks are carried on the water system by Sterilizing Services Ltd. Extract fan in roof repaired and a periodic electrical check carried out.
2. Bus shelters subject to annual checks by the council
3. Bench seats –
4. Trophies –.
5. Computer – laptop and projector purchased and insured
6. Play equipment - goal posts at Cornmill Lane and Ferrers Ave
7. Highway signs. –
8. Multi use games area and equipment –
9. Planters in High Street –
10. All 8 planters fall under the planting remit of the Parish Council.
11. Closed churchyard – The council is responsible for the maintenance of the closed area of St Mary's churchyard. The area is mown by a contractor and repairs to retaining walls are carried out periodically. Public indemnity insurance cover is provided by the contractor together with a risk assessment. The southern boundary of the churchyard has as far as possible, been defined and extent of the councils' responsibilities in this area clarified. **Financial Provision for a retaining wall behind the closed church boundary wall has been made and will be monitored. Mowing near the grass bank edges will not be carried out**
12. A set of concrete steps leading to the Church off Church Street has been replaced

The insurance cover for the above items is periodically reviewed and reflects the contents of the council's asset register. Insurance cover is provided through Came and Company (Brokers) by Aviva Insurers

Land

1. Cornmill Lane Playing fields: The entrance road to car park has been repaired and pot holes filled. The path at the pedestrian entrance has been extended and a safety rail fitted
A metal gate and barrier are sited at the main entrance to the Cornmill Lane Playing field (CLPF) fitted with three locks. Keys for the (CLPF) entrance gate/barrier Clerk and a named person from Tutbury Tigers FC to facilitate access for training sessions with the proviso that the gate & barrier are always locked after use. Should a need to evict unauthorised persons from council leased playing fields, assistance from

ESBC would be sought to affect their removal. Costs incurred would be met from the council's contingency reserve.

The **football teams' responsibilities** include removal of debris and litter from the basketball court at the CLPF.

The use of the CLPF by a circus can occur in the summer. The statutory licensing position has been checked with ESBC see Licensing Act 2003 ESBC Statement of Licensing Policy 2015 – 2020 and will be notified to the circus owners. The use of the area is subject to written conditions and appropriate public indemnity insurance cover being provided by the circus.

2. The Triangle

The area is mown by a mowing contractor; trees are inspected periodically by a qualified contractor. A Christmas tree is positioned at yuletide with a battery operated electrical supply for the lights. Trees have been inspected and remedial work carried out on them with Ivy and undergrowth removed. A small stone wall on the boundary of the triangle has been removed.

3. Land adjacent to the path on the approach to the church. Trees and vegetation controlled periodically.
4. A section of the Park Pale ancient monument off Chatsworth Drive has been acquired. *A resident's fence has been erected made by a certified contractor to define the boundary.*
5. Trees on council owned land are inspected periodically

Public liability cover is in place up to **£10m**. **Consideration is to be given to the register of council owned land**

RELIANCE OF THIRD PARTIES TO CARRY OUT WORK AND SERVICES

Contracts: ongoing – all contracts are reviewed annually or bi annually. Contracts are awarded each year where appropriate. Risk assessments for operations are provided by contractors

1. Mowing contract for the Cornmill Lane and Ferrer's Avenue playing fields, the contractor is required under the terms of the contract to hold public indemnity insurance to indemnify the council against claims.
2. Street & bus shelter cleaning contracts – This covers the clearing of litter in a defined area of the village and in the council's five bus shelters. **The council will appoint a contractor with suitable experience the council has employee insurance that covers tasks undertaken on the council's behalf**

3. Football team – is responsible for the cleaning of the Cornmill Lane changing rooms. The council's insurance provides cover for this area of work
4. Churchyard contract. Covers the mowing of the grass in the closed churchyard and the burial ground extension at St Marys Church. Payments for contract work are made in line with invoices received.
5. Park Pale contract - A maintenance contract has been let and a risk assessment prepared. The contractor has been notified of restrictions regarding disturbance of the ground stipulated by English Heritage
6. Elm Lane A strimmer has been obtained and two members of the Friends of Elm Lane have been trained to use it. An annual risk assessment is to be carried out
7. Banking services. The council has used its current UK based bankers for many years without any major problems; their terms and condition apply. External Audit services. These are carried out by Mazars LLP using the Annual return.
8. Internal audits. Yearly audits are carried out by an auditor appointed annually. **Councillors will carry out periodic checks of the accounts**

Contracts: one off services/works:

1. Capital works & Maintenance works

The council uses contractors for both capital and maintenance work. Standing orders and financial regulations provide for the following:

- The clerk arranges for the provision of goods and services of value up to £100
- The clerk in consultation with the chairman arrange for the provision of goods and services of value up to £500 and in the case of an emergency involving a danger to life, health or property £1,000
- Tenders are invited for contracts in excess of £5,000 and contracts are awarded at parish council meetings. The council is not obliged to accept the lowest tender. If no tenders are received the council can make arrangements to carry out the work as it thinks fit

Payments are made on completion of the work/service carried out to the council's satisfaction. Invoices are generally presented for payment at council meetings and initialled by members except where contract terms dictate payment in between meetings. All payments are recorded in the minutes. Direct debit payments are in place for gas, electricity and water payments for the changing rooms at Cornmill Lane.

Where major contracts are involved, the suitability of the contractor to carry out the work is ascertained by reference to the other councils, consultants and by an assessment of their capabilities.

All contractors must carry public indemnity insurance.

IN HOUSE ACTIVITIES

As the council's proper officer, the clerk has the responsibility to progress the council's business in accordance with various statutes, standing orders, financial regulations and council decisions. The clerk is also the council's responsible financial officer (RFO) as required under section 151 of the Local Government act 1972 and is responsible for its financial affairs. The council has agreed the duties of the RFO, the nature of the council's financial records and the financial control documents and measures. These are reviewed periodically. The Clerk has obtained the CiLCA qualification to ensure that the council is operating within current legislation in a professional manner. A council committee structure is in place.

The Council's website will be reviewed to ensure that it complies with the transparency code and all governance documentation is accessible. A new website will be produced.

An exit policy has been written in the event of unexpected departure or illness of the clerk, policies and procedures will be reviewed/ compiled as required.

Following a revision of audit guidance and the requirement to complete an annual return, the council appoints an internal auditor, to review year-end accounts, financial procedures and internal financial controls and to complete an intermediate audit. The comments of all auditors are reported to the council. An annual review of internal audit procedures is undertaken. The council also has insurance cover for the following:

- Employers liability of up to £10m
- Officials indemnity - £250K
- Slander/libel - £500K
- Loss of cheques up to £1000, loss of money on council premises up to £1000 and at the clerk's home £1000
- A fidelity guarantee (i.e. misappropriation of funds by councillors or clerk) of up to £40,000

The council has a code of conduct and a register of councillor's interests published on its web site open to public scrutiny. Cllrs interests are reviewed annually. The rights of public to be informed of and to attend meetings and view documents are facilitated.

The council's standing orders are reviewed from time to time, updated and adopted

The council has few 'cash' transactions. Most receipts and payments involve cheques.

Football teams may make direct debit payments for the hire of the football pitch to the Councils bank account. Loss of income of up to £10k Business interruption is covered by insurance.

Special events

The Council helps facilitate special one-off community activities such as the Tutbury Festival. This can involve funding local groups, arranging a street closure, obtaining entertainment and other licences; appropriate insurance cover is sought when required. All statutory requirements are complied with.

The use of the car park at Cornmill Lane as an overspill for events held at the castle has been agreed by the council and its insurers. This is subject to adequate stewarding with the site access being manned at all times.

Financial assistance to local organisations

The council gives financial assistance to local organisations from time to time. Applications are made to the council on an application form making the case for assistance. All such applications are considered at council meetings and if authorised, funds are made available under Section 137 of the local government act 1972. The purpose, for which the application is being made, is stated by the organisation applying for assistance and a receipt provided for funds paid is given to the council. Start and completion dates for any project are required. **A grant policy will be compiled.**

Payroll and IT

The loss of payroll and council information due to system failure fire or theft is reduced by regular back up of information. Up to date versions of the programs are maintained. Implementation of cloud storage for back up of information and sharing of information.

Community Building

The Parish council are in negotiation with ESBC and Peveril to secure the building of a community facility a contingency budget has been put in place to cover legal fees and related costs.

Chairperson Signature

Date

**DUTIES AND RESPONSIBILITIES
OF THE
PARISH COUNCIL'S RESPONSIBLE FINANCIAL OFFICER**

1. Prepare financial reports to cover budget monitoring, fund balances, receipts, payroll, payment of accounts and other relevant matters and report to the council at regular intervals thereon.
2. Prepare draft estimates, when approved by the council form the budget monitoring mechanism during the year and report thereon to the council.
3. Submit the request for the parish council's precept to the borough council at the appropriate time
4. Record regularly all monies received and expended by the council
5. Ensure that all money due to the council billed promptly and, in all cases, collected promptly
6. Identify the duties of officers and others dealing with financial transactions and ensure as far as possible the division of responsibilities between officers, others and members of the council in relation to significant transactions.
7. Manage cash flow and control of investments and bank transfers
8. Control issuing of cheques
9. The overall management of payroll. Ensure the correct payment of tax and national insurance to the collector of taxes either monthly or quarterly using HMRC's PAYE software
10. Be responsible for the submission of VAT returns and dealing with VAT inspections
11. Verification of supplier's invoices prior to certification for payment
12. Prepare and balance financial accounts and complete the annual return in accordance with the current audit regulations.
13. Produce accounts and records for the council appointed auditor in accordance with current audit regulations.
14. Undertake internal audits of all aspects of the council's affairs.
15. Monitor compliance with the council's financial regulations and ensure that the correct financial systems are in place.
16. Management of insurance and other risks undertaking regular reviews. Process claims as necessary. Report annually to the council on insurance and other risks covered.
17. Maintain the council's register of property and assets and safe storage.
18. Familiarisation with any computer system used for the council's financial records.

Annex B

PARISH COUNCIL FINANCIAL DOCUMENTATION

Minute book	Records all payments made by the council
Financial regulations	Regulates the council's financial affairs, based on NALC model
Invoice file	Contains invoices paid initialled by two members
Chequebook	Current account chequebook, cheques require three signatures – the Clerk and two members. Counterfoils are also signed
Bank Statements	For three accounts provided monthly by the council's bankers (Lloyds) i.e. Current account Instant access account (interest bearing) Premier interest account (interest bearing)
Account transfer slips	Records transfers made between accounts to meet commitments
Deposit credit books	Records payments into accounts
Clerk's expenses book	Records all mileage by the clerk, records all postage costs incurred by the clerk and the clerk's phone and office allowances
Insurance documents	Details of the cover provided by the council's insurance policy
Council budget	Agreed each year – determines precept requirements and guides expenditure throughout the year
Precept request forms	Provided by ESBC to enable precept to be paid at April and September each year
VAT claim form	Enables VAT to be reclaimed from Customs & Excise
Computer records	Enable finalised receipts payments and budget monitoring statements to be produced
Budget monitoring doc's	Monitors council income and expenditure against budget provision, reconciles this with bank statements; produced quarterly
PAYE & NI records	Records payments and returns made to HMRC
Internal auditor's report	The annual audit carried out by the council appointed auditor
Vice chairman's report	The (vice) chairman or nominated Cllr undertakes an intermediate audit
Annual accounts	Records all financial activities of the council during the year. Submitted to the council for approval at the year end
Annual return	Supplied by government appointed auditors for completion by the council to enable external audit of council financial affairs to be undertaken. Three sections are required to be completed, a statement each by the council the internal auditor and the external auditor. The finalised return is reported to the council.