

BARNT GREEN PARISH COUNCIL

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Finance & General Purposes Committee Meeting

Members are duly summoned to attend the meeting of Barnt Green Parish Council Environment Committee to be held on Monday 8th October 2018 at 10.00am in the Parish Council office, 80 Hewell Road, Barnt Green, B45 8NF.

Agenda

F18-08	Apologies To receive apologies and to approve the reason for absence.
F18-09	Declarations of Interest - Councillors are reminded to, when applicable: a) Register of Interests: keep their register of interests updated. b) Declare Disclosable Pecuniary Interests in items on the agenda and their nature. c) Declare any Other Disclosable Interests in items on the agenda and their nature. d) Members' written requests for the grant of a dispensation (S33 of the Localism Act 2011) are to be submitted to the EO in advance of the meeting Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Members' Code of Conduct, must leave the room when discussed unless granted a dispensation.
F18-10	The meeting will be adjourned for Public Question Time The time allocated is at the discretion of the chairman. Members of the public are invited to give their views and question the parish council on issues on this agenda or raise issues for future consideration at the discretion of the chairman but otherwise may not take part in the committee meeting.
F18-11	To approve the minutes of this committee meeting held 09/07/2018
F18-12	To consider: a) Transfer of funds from deposit account to Building Society account b) Review of the half-year performance against budget (attached) c) Review of the council's level of risk d) Future plans to 2023 e) Preparation of the 2019/20 budget
F18-13	Councillors' reports and items for future agendas Councillors may use this opportunity to: (i) report minor matters of information not included elsewhere on the agenda; (ii) raise items for future agendas.
F18-14	Date and venue of next meeting Monday 14 th January 2019, 80 Hewell Road.

Committee Members

Councillors: R Cholmondeley (Chairman),
C Hotham, J Jagger, P Perry

Executive Officer
02/10/2018

Agenda item F18/11

Finance & General Purposes Committee Meeting **DRAFT MINUTES** of meeting held 09/07/2018

Members present	Cllrs R Cholmondeley (Chairman), C Hotham, J Jagger, P Perry
In attendance	Gill Lungley, Executive Officer
F18-01	Apologies No apologies were received.
F18-02	Declarations of Interest No declarations of interest received.
F18-03	The meeting will be adjourned for Public Question Time No requirement to adjourn the meeting.
F18-04	To note the Committee's Terms of Reference The Terms of Reference approved by the Council 21/05/2018 were noted. The council would be asked to reconsider the upper limit relating to the amount of emergency expenditure that could be authorised by this committee and would recommend this is lowered from £20,000 to £5,000.
F18-05	Members considered the following business: f) Review of the council's Financial Regulations Minor amendments would be made to the Financial Regulations as follows: At 3.1 the square brackets would be removed, to state: "The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council" 3.2 refers to a 3-year forecast, which members agreed to implement henceforth. 4.1 the first three authorisation levels were agreed as written; the amount of money on the parish council-use debit card used by the EO would be increased to £200. 4.5 the amount of expenditure that can be authorised by the EO in an emergency is to remain at £1000. 5.1 it was noted banking arrangements are annually approved by the council. 6.3 it was agreed to leave this regulation as it stands. 6.11 it was agreed to remove the final sentence of this regulation; the EO would update the 'In Case of Emergency' envelope deposited with the Chairman and review annually. 6.12 it was agreed to remove the words 'or its bank accounts'. A new paragraph would be inserted to become 6.13 to state "No employee or councillor shall disclose any PIN or password relevant to the council's bank account(s) to any other person." The following regulations in paragraph 6 would be re-numbered so that the existing 6.13 becomes 6.14 and so on to 6.22. 9.3 it was agreed to change the wording "the Council" to "The relevant committee" and to carry out a review of fees and charges for the 2019/2020 budget.

13.4 it was agreed to add “and report such actions to the next meeting of the council” to ensure an annual update.

14.2 it was agreed to remove the brackets around £500.

g) Review the council’s Internal Controls and banking arrangements

It was agreed to add, under Payment Controls, the bullet point:

“No employee or councillor shall disclose any PIN or password relevant to the council’s bank account(s) to any other person.”

It was agreed to change, under Asset Control, the period of 6-months to one year.

h) Review the council’s asset register

DRAFT MINUTES

It was agreed members would arrange to carry out checks on the council’s assets during the year.

i) Monitor of the first quarter’s performance against budget

The bank reconciliation to 30/06/2018 and comparison of the council’s current financial position against the budget were noted.

j) Review of council’s balances and recommend capital release for projects

The recommendation to transfer an amount from the bank deposit account to the Cambridge Building Society account would be considered at the next meeting of this committee.

It was agreed to remind, in writing, North Worcestershire Water Management that they have yet to send an invoice to the parish council for the footpath work carried out last year, for which the parish council received £500 from WCC and expects to pay £600 from its own funds.

Working on the basis that the council has capital funds of £75,000 it was agreed to allocate reserves as follows:

- Renewal of footpath lighting £20,000
- Progression of Neighbourhood Plan £7,500
- Election (May 2019) £1,500
- Completion of playing field footpath £12,500
- General Reserve £33,500 (slightly more than 6 months’ precept)

It was noted that taking ownership of the commuter’s car park would bring with it the sum of £30,000 which would be allocated to a different account to ensure it was used solely for car park purposes.

The annual review of the Balances and Reserves Policy would be presented to the next meeting of the Parish Council.

It was agreed to support the purchase of a new litter bin for the playing field car park, cost £199 plus delivery and installation.

It was noted that the EO had arranged a valuation of the Millennium Park site of the gas equipment relating to the wayleave currently being negotiated.

F18-06	Councillors’ reports and items for future agendas None noted.
F18-07	Date and venue of next meeting Monday 8 th October 2018, 80 Hewell Road. This meeting ended at 11.45am.

Agenda item F18-12(a)

Transfer of funds from deposit account to Building Society account

The meeting of this committee on 09/07/2018 recommended members consider this proposal at this meeting.

As can be seen from the bank reconciliation below, there are funds of £22,607 on deposit and a further receipt of £31,220 (second half of precept) is expected on 01/10/2018.

Bank Reconciliation as at 30/09/2018			
Cash in hand at 1 April 2018			
Unity Bank current account	2,240.80		
Unity Bank deposit account	21,173.41		
Cambridge Building Society	54,801.13		
Opening bank balances		£78,215.34	
Add pockit	200.00		
Less unpresented cheques	-1,721.89		
Opening Cash Book balance		£76,693.45	
Add receipts between 1 April - 30 Sept 2018	36,361.14		
Less payments between 1 April - 30 Sept 2018	-33,273.42		
Cashbook balance at 30 Sept 2018		£79,781.17	A
Cash in hand per bank statements at 30 Sept 2018			
Unity Bank current account	3,345.64		
Unity Bank deposit account	22,607.93		
Cambridge B/S	54,801.13		
Pockit	200.00		
Less unpresented cheques, as list below	1,173.53		
Bank balances at 30 Sept 2018		£79,781.17	B
		£0.00	

Reminder of allocated reserves agreed at the previous meeting:

- Renewal of footpath lighting £20,000
- Progression of Neighbourhood Plan £7,500
- Election (May 2019) £1,500
- Completion of playing field footpath £12,500
- General Reserve £33,500 (slightly more than 6 months' precept)

Budget summary to 30/09/2018

Agenda item F18-12 (b)

RECEIPTS AS at 30th September 2018	Actual outcome 2017/18	Agreed budget 2018/19	Budget summary	Actual received / spent to date	Variance	outcome expected for remainder	Comments, note no.
Precept	62,490.00	62,440.00	62,440.00	31,220.00	31,220.00	62,440.00	1
Interest	320.70	150.00	150.00	44.52	105.48	106.00	2
Lengthsman reimbursement	2,776.00	1,888.00	1,888.00	-	1,888.00	1,888.00	3
VAT Refund	9,307.94	5,000.00	5,000.00	4,869.12	130.88	7,700.00	4
Other income	1,916.00	500.00	500.00	57.50	442.50	1,216.00	5
Hires (room / playing field)	860.00	600.00	600.00	170.00	430.00	860.00	6
Total receipts	77,670.64	70,578.00	70,578.00	36,361.14	34,216.86	74,210.00	
PAYMENTS As at 30/09/2018							
Staff Costs	16,969.10	17,500.00		8,234.94	9,265.06	16,950.00	7
Chairman's expenses	200.00	250.00		23.59	226.41	200.00	8
Office Running costs	6,528.94	7,000.00		3,046.81	3,953.19	6,000.00	9
Training and Publications	163.00	500.00		110.00	390.00	300.00	10
Meeting Rooms and Refreshments	39.00	100.00		120.00	20.00	210.00	11
Subscriptions	821.62	950.00		843.02	106.98	843.00	12
Insurance	759.93	800.00		790.33	9.67	790.00	13
Auditor Fees	420.00	510.00		542.40	32.40	542.40	14
Legal/Professional Fees	-	500.00		600.00	100.00	800.00	15
Loan repayments	-	-		-	-	-	16
Election costs	-	500.00		-	500.00	500.00	17
Grants / donations	1,550.00	1,000.00		-	1,000.00	1,350.00	18
General admin cost (inc bank charge)	839.82	650.00		244.53	405.47	472.00	19
Administration	28,291.41		30,260.00		-		
Newsletters	800.00	850.00		400.00	450.00	900.00	20
Website	880.34	180.00		120.00	60.00	180.00	21
Communications	1,680.34		1,030.00		-		
Park Mowing	1,055.00	1,155.00		627.00	528.00	850.00	22
Park Maintenance	392.44	500.00		186.80	313.20	500.00	23
Park Safety Inspections	126.50	70.00		66.50	3.50	66.50	24
Millennium Park	1,573.94		1,725.00		-		
Field Mowing	2,324.10	2,000.00		1,394.46	605.54	2,789.00	25
Field Maintenance	2,285.10	2,000.00		124.95	1,875.05	1,300.00	26
Field Safety Inspections	126.50	70.00		66.50	3.50	66.50	27
Playing Field	4,735.70		4,070.00		-		
Hanging baskets	455.00	500.00		565.25	65.25	565.00	28
Planters	1,114.50	1,400.00		432.50	967.50	900.00	29
Other environmental	454.29	5,280.00		3,793.96	1,486.04	5,600.00	30
Village Environs	2,023.79		7,180.00		-		
Lights Maintenance/repairs	3,942.18	4,000.00		1,637.07	2,362.93	4,000.00	31
Lights Electricity	2,401.41	3,500.00		1,224.13	2,275.87	3,500.00	32
Christmas Lights/Tree	6,959.27	8,000.00		955.64	7,044.36	7,000.00	33
Street Lighting	13,302.86		15,500.00		-		
Lengthsman charges	2,500.00	2,000.00		-	2,000.00	2,000.00	34
Highways	-	-		-	-	500.00	35
Highways	2,500.00		2,000.00		-		
Events, inc community walks	2,610.32	2,000.00		1,022.40	977.60	1,800.00	36
Neighbourhood Plan	-	500.00		-	500.00	3,000.00	37
	2,610.32		2,500.00		-		
Payments: Revenue Budget	56,718.36	64,265.00	64,265	27,172.78	37,092.22	64,474.40	
Capital Projects funded via Reserves	3,733.44	-	-	4,026.79	4,026.79	6,000.00	38
VAT paid	5,448.18	5,000.00	5,000	2,073.85	2,926.15	4,500.00	39
Total payments	74,756.18	69,265.00	69,265.00	33,273.42	35,991.58	74,974.40	

Notes to support the Budget summary

- 1. Precept** BDC collect the precept on behalf of all the parish councils in the district, as part of the total council tax bill.

The amount paid by a Band D council tax payer living in the Barnt Green parish council area for 2018/19 is £62.58 (the national average is £64.05). Of this,

Council Tax Band A pays 2/3, ie £41.72
Council Tax Band B pays 7/9, ie £48.67
Council Tax Band C pays 8/9, ie £55.63
Council Tax Band D pays 9/9, ie £62.58
Council Tax Band E pays 11/9, ie £76.49
Council Tax Band F pays 13/9, ie £90.39
Council Tax Band G pays 15/9, ie £104.30
Council Tax Band H pays 18/9, ie £125.16.

Each council tax payer's contribution adds up to the total precept demand of £62,440. For reference, the 2018/19 Council Tax Base figure, provided by Bromsgrove DC and which is based on the number of council tax payers then amended due to individual circumstances, was 997.7.

To establish the precept for 2019/2020 councillors will need to bear in mind that whilst the Parish Council is uncapped and free to set whatever amount it considers most suitable in order to deliver the services it has committed to, the government is keen to impose a curb on public spending and may, in the future, impose a cap on parish precepts.

Past BGPC precepts:

2018/19 £62,440
2017/18 £62,490
2016/17 £57,650
2015/16 £57,200
2014/15 £56,215

- 2. Bank Interest.** Unity Trust Bank (UTB) pays quarterly. Cambridge Building Society (CBS) pays annually. A comment from the Internal Auditor was to request more regular information from CBS. With the local council sector, it is best practice to keep a clear distinction between being a signatory and being an account administrator, which is understood by UTB, however CBS will not speak to or deal with the council administrator unless they are a signatory to the account. Thus, the members who are signatories (currently 2 of 8) will be required to contact CBS to ask for more frequent information (which CBS will happily provide in any format requested).
So far this year, the amount of interest received is two quarterly receipts from UTB.

- 3. Lengthsman reimbursement.** The amount of reimbursement is set by the county council (WCC) and relates to a formula based on the kilometre length of roads in the parish. So far this year no request for reimbursement has been made. The reimbursement requests rely on the receipt of the Lengthsman's worksheet for each month.
BGPC makes use of the district council's Place Team to provide Lengthsman services and is invoiced £2,000 annually, payable Feb/March. Whilst the Lengthsman now appears to be working to a set schedule the actual work carried out falls short of the Lengthsman's duties as set out by WCC (see below) and so only part of the monthly worksheet can be used to claim reimbursement. It may mean the parish council will be unable to reclaim the full amount offered by WCC because the duties are not needed. However, the Place Team do carry out other work that is of benefit to residents, such as hedge cutting, grass cutting, weed spraying etc. An average hourly cost for a Lengthsman is £16; this would equate to roughly 2½ hours of work in the parish each week.
It is unlikely that the Lengthsman's costs will be covered by the amount of reimbursement offered by WCC.

Lengthsman's schedule:

Drainage

- Clear gully grates
- Blocked gullies should be identified and reported via the WCC web site
- Clear verge grips
- Clear headwalls, outfalls
- Rod blocked drains if practical
- Advise landowners and frontagers when their ditches need cleaning
- In especially difficult circumstances clear ditches – only with prior agreement of the Manager

Vegetation Clearance

- Remove vegetation obstructing signs
- Remove vegetation at junction visibility splays
- Removal of basal tree growth from highway trees
- Pulling / cutting of noxious weeds following site specific approval from the Manager
- Side out footways to normal width and spread arisings on verge where possible
- Negotiate with frontagers for them to cut back overhanging vegetation

Miscellaneous

- Rotation and charging of mobile Vehicular Activated Signs (VAS) following site specific approval and authorisation from the Manager
- Clean dirty signs and/or retighten brackets, reposition signs which have been knocked out of place where no excavation is required (except illuminated signs)
- Painting of heritage cast iron direction signs
- Snow clearance and gritting / salting by hand
- Removal of illegal fly posting
- Maintenance and repainting of highways approved visibility fencing
- Cleaning of subways
- *Other work with specific approval of the Manager*

4. **VAT Refund.** VAT paid by the parish council on its non-business purchases can be reclaimed. At BGPC a reclaim is submitted every 6 months. Due to changes in the way in which refunds are applied for, the reclaim for the first 6 months of this year was duplicated, resulting in 2 receipts for the same amount from HMRC. It is anticipated the amounts will be balanced over the next 12 months.
5. **Other income.** The amount received of £57.50 is the annual wayleave from Cadent Gas, a statutory undertaker, for use of part of Millennium Park for its equipment.
6. **Hires.** The youth football training group hires the Barnt Green playing field on a termly basis, £170 per term. Occasionally the BGPC office is hired by community groups for meetings.
7. **Staff costs.** One member of staff paid at SCP 32 + pension arrangement (7% contributions from both employer and employee).
8. **Chairman's expenses.** To help defray the extra costs associated with the position, the Chairman is entitled to claim a Chairman's allowance. At BGPC this is £250.
9. **Office Running Costs.** This budget heading relates to the rent for the office, heating, lighting, telephone etc.
10. **Training & Publications.** So far this has been for the Clerk's attendance at a training event. As there will be council elections in May 2019, there is potential for more councillor training. NB the next edition (11th) of Charles Arnold-Baker is now available for £129.99. BGPC has the tenth edition.

- 11. Meeting rooms and refreshments.** The Parish Council's monthly meetings now take place in premises that are suitable for public meetings – ie large enough to accommodate members of the public without being squashed, disabled-friendly and with fire exits. The hire cost is £10per hour.
- 12. Subscriptions.** BGPC pays an annual subscription to Worcestershire County Association of Local Councils (WorcsCALC) and with it an amount goes to the national body, NALC. The cost is based on the number of electors in the parish and is capped at a specific level. The other annual subscription is to Campaign for the Protection of Rural England (CPRE).
- 13. Insurance.** The annual premium is paid in June and covers the council for public liability, employer's liability, property, contents, business interruption, equipment breakdown, internet and email, officials' and trustees' indemnity, legal indemnity, commercial legal protection, personal accident, crisis containment, business travel. The current insurers are Came & Co.
- 14. Auditor Fees.** There are two auditor payments – an internal auditor and the external auditor. Fees for the latter are nationally established for all local councils and will depend on the council's annual turnover. Fees for the former are subject to the individual provider and can vary. The internal auditor was changed for the 2017/18 audit period, due to the fact that the same internal auditor had been used for many years and it is believed to be good practice to change that from time to time. The new internal auditor is recommended by WorcsCALC.
- 15. Legal / Professional fees.** This will encompass the cost of renegotiating the wayleave payment with Cadent Gas (fees associated with the legal advisor and the valuation). The amount budgeted is an unknown since there may be future events that will require further support.
- 16. Loan Repayments.** None
- 17. Election costs.** There has been no election at BGPC since 2015, however 2019 is an election year and the council will have to consider the associated costs. An amount of £500 has been budgeted each year, which by the end of this financial year will have led to an accumulation of £2000. This may be used to pay towards the costs in May 2019. Even if there is no contest, there will be an associated cost due to the administration charges imposed by the Elections Authority (Bromsgrove District Council). If there is a contest, then previous costs were loosely based on £2 per polling station visit and £3 per postal vote.
- 18. Grants / donations.** BGPC has not yet paid an amount out of its budget for grants, however it did agree at its meeting on 17/09/2018 to pay £200 to Citizens Advice.
- 19. General Admin.** This heading covers stationery, bank charges, software, cleaning items, keys etc.
- 20. Newsletters.** BGPC produces 2 newsletters each year and contributes a page to the Village magazine twice a year. The newsletters are delivered free to each household in the parish, whilst the Village magazine reaches a much wider audience. Feedback on either is minimal. The newsletter costs £250 for 1000 copies; the Village magazine charges £150 each time.
- 21. Website.** The website provider was changed last year; the system is easy to use and there is no monthly fee.
- 22. Millennium Park Mowing.** The contractor attends on site every fortnight during the growing season and keeps it in good order.
- 23. Millennium Park Maintenance.** This relates to hedge cutting and various other odd jobs, such as may be required during the year.

- 24. Millennium Safety Inspections.** This cost relates to the annual visit by RoSPA to check on the safety and condition of all play equipment. Weekly checks are carried out by the Outdoor Parish Caretaker, the cost for which is included under that budget heading.
- 25. Playing field mowing.** The Playing Field grass is cut by a different contractor to that who attends Millennium Park since different sized equipment is needed. The contractor attends regularly during the growing season and keeps the grass in good order.
- 26. Playing field maintenance.** This includes for hedge cutting and attention to overgrowth as required (carried out by the grass cutting contractor) and emptying of the waste bins (annual charge by Bromsgrove DC) plus any other jobs required during the year that cannot be carried out by the Outdoor Parish Caretaker.
- 27. Playing field safety inspections.** This cost relates to the annual visit by RoSPA to check on the safety and condition of all play equipment. Weekly checks are carried out by the Outdoor Parish Caretaker, the cost for which is included under that budget heading.
- 28. Hanging Baskets.** BGPC pays for a hanging basket for those shops in the village centre that are prepared to look after them. They are supplied by Where Next Association, a local charity that provides employment for people with learning difficulties. There is an overspend on this year's budget.
- 29. Planters.** BGPC has two 5-tiered planters placed at village entrances, six planters on east-side of Hewell Road outside the shops and 3 planters in Millennium Park. The associated costs are for the planting which is carried out by Where Next Association twice pa (summer and winter bedding).
- 30. Other Environmental.** This is the first year of employing a contractor in the role of Outdoor Parish Caretaker to carry duties such as litter picking, equipment checking, maintenance of parish council property etc. at a cost of £5,000pa.
The other costs under this budget heading will include
a) the creation of wildflower areas;
b) maintenance of the commuters' car park
and there is therefore likely to be an overspend in the budget for this year.
- 31. Lights maintenance / repairs.** The majority of the parish footpath lights are SOX15w (sodium) lights which are becoming rarer to source and more expensive as a result. The footpath lights maintenance engineer has a stock, but this will eventually run out. It is proposed to replace the SOX lights with LED and a procurement exercise will be carried out on this shortly. Repair and replacement of LED will be unlikely during the initial period – again details of duration will be ascertained during the procurement exercise.
The lighting engineer currently charges £220pcm retainer to visit at night once a month; repairs, such as replacement bulbs etc are charged extra. The £220 pcm / £2640 is predictable, but the cost of repairs is not. It appears that so far these costs have not exceeded the budget, but it may only be a matter of time!
- 32. Lights Electricity.** The period so far reviewed has been spring and summer, it is likely that the costs for autumn and winter will be higher. The contract for electricity supply is with SSE and BGPC uses a broker (LSI) to determine the best contract.
- 33. Christmas Lights / Tree.** BGPC has a 3-year contract with Blachere to provide the Christmas lights; each year Blachere provide a working set of lights of BGPC's choice which is delivered during November to the footpath lighting contractor to install. Blachere store the lights from January – October. The costs shown include the hire (£910), storage (£450) and carriage (£140) and the likely installation & dismantling charges (last year £3,205 & £2,065).
BGPC also purchases a Christmas tree (£120) which is sited on the corner of Orchard Croft & Hewell Road near to a lighting point; the footpath lighting contractor installs the lights to it.

This year the Christmas tree on the corner of Sandhills Road and Hewell Road will not be available and plans are to install a temporary Christmas tree in the park instead. It is not clear at the moment how this will be lit since the lighting contractor will not be able to drive his cherry picker into the park.

- 34. Lengthsman Charges.** Bromsgrove DC charge £2000pa for provision of the Lengthsman service (see also point 3 above).
- 35. Highways.** There is no budget against this heading but the Highways work that is carried out by the contractor who cuts the playing field grass includes cutting Green Bank embankment, Hewell Lane embankment and Fiery Hill Road verge (each has 1 cut pa). The cost is not separately identified in the contract so the amount is included in the regular amount allocated to the playing field grass cutting budget and payment is spread equally over 12 months by standing order to cover the annual schedule. Other highway issues are covered via the Lengthsman's work, the Outdoor Parish Caretaker position and 'other environmental'.
- 36. Events inc Community Walks.** There are some expected costs for the most recent walk eg hire of portable toilets and the Wassail walk eg banners and advertising. The Lights Switch-on may incur some costs to support the entertainment, however the expected budget outcome has been revised down.
- 37. Neighbourhood Plan.** BGPC wishes to pursue this and hopes to engage professional services to do this. The budget has therefore been revised up.
- 38. Capital Projects.** The costs showing so far, £4,026.79, relate to the installation of the water supply and stand-pipe in Millennium Park, and the purchase of a litter bin for the playing field. These were paid for from reserves and did not show in the budget. Other capital costs will be the purchase and installation of a litter bin and notices at the commuters' car park – approx. £500.
- 39. VAT paid.** See point 4 above.
- 40. Miscellaneous.**
 - a) BGPC has agreed to purchase and install a flagpole in Millennium Park; the cost of this capital expenditure is likely to be less than £2,000 and will be funded through the general reserve.
 - b) There is a desire to install a drinking fountain in Millennium Park; cost and design yet to be agreed.

Review of the council's level of risk

The Annual Governance Statement requires the council to state:

- A. Appropriate accounting records have been properly kept throughout the financial year.
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.
- C. **This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**
- D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.
- G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
- H. Asset and investments registers were complete and accurate and properly maintained.
- I. Periodic and year-end bank account reconciliations were properly carried out.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Item C is highlighted as that relates to Risk Management.

The risk review log for the year to 31/03/2018 follows:

Risk review log for the year ending 31 March 2018

Item	How often	Last reviewed	Comments / actions
Parish Council Insurance			
Public Liability	Annual	May 2017	£10m any one event
Employers' Liability	Annual	May 2017	£10m any one event inclusive of costs
Officials' & trustees' indemnity	Annual	May 2017	£500,000
Property and Contents	Annual	May 2017	As policy
Property business interruption	Annual	May 2017	£10,000
Personal accident	Annual	May 2017	£100,000
Internet and Email	Annual	May 2017	£50,000
Crisis Containment	Annual	May 2017	£25,000
Business travel	Annual	May 2017	As policy
Ad hoc event insurance	Ongoing		Executive Officer arranges as required
Millennium Park			
Inspection of equipment by (RoSPA) qualified inspector	Annually	March 2017	RoSPA
Inspection by local inspector	Weekly	April 2017	Litter picker
Review of fencing, planting and other peripheral matters	Annually	Sept 2017	Informal: Cllrs prior to Community Walk
Inspection of trees	Annually		Ongoing during yearly maintenance contract
Review of litter and dog waste collection services	Annually	Oct 2017	Meeting with Bromsgrove DC contracts manager,
Litter picking risk assessment	Annually		Executive Officer and litter picker.
BG Playing field			
Inspection of equipment	Annually	March 2017	RoSPA
Inspection of goal posts	Ad hoc		Informal visual inspection by Cllrs
Inspection of trees	Annually	Aug 2017	WCC Tree officer
Review of litter and dog waste collection services	Annually	Oct 2017	Meeting with Bromsgrove DC contracts manager

Hewell Road			
Bus Shelter	Ad hoc	Ongoing	Informal visual inspections
Defibrillator	Weekly		Carried out by litter picker and reported
Planters	Ad hoc	Ongoing	Informal visual inspections
Notice boards	Ad hoc	Ongoing	Informal visual inspections
Bench seats, various sites	Ad hoc	Ongoing	Informal visual inspections
Commuters' Car Park			
Footway Lighting			
Review structural integrity and safety of lighting columns	Ongoing		GJH Electrical Services 5 year review by Prysmium in Nov 2013
Review adequacy of lighting	Ongoing	April 2018	For discussion at Annual Parish Meeting 2018
Financial Matters			
Review banking arrangements	Annually	ongoing	Parish Council to add 4 th signatory to UTB
Review of insurance providers	Annually	May 2017	Parish Council – went to tender
VAT returns submitted	Bi-annual	Jan 2018	Executive Officer
Budget agreed, monitored and reported	Quarterly	Jan 2018	Parish Council
Precept requested	Annually	Jan 2018	Parish Council
Review of book-keeping	Quarterly	Jan 2018	Alternating member reports to PC
Review of payments procedure	Annually	Feb 2018	Parish Council & Finance Working Group
Review of bank reconciliations	Monthly		At each Parish Council meeting
Clerk's salary reviewed	Annually	Jan 2018	Parish Council following staff appraisal
Chair and Member allowances	Annually	Feb 2017	Advised following BDC Panel recommendation
Independent Internal audit	Annually	Aug 2017	Parish Council meeting
External audit	Annually		Externally appointed; Annual Return approved by Council and EA's comments reported.
Item	How often	Last reviewed	Comments / actions
Record Keeping			
Minutes properly recorded	On-going		Parish Council approval, signed by Chairman
Asset register maintained	On-going		Audit requirement
Financial Regulations reviewed, updated and applied	On-going	May 2017	Annual Parish Council Meeting
Standing Orders reviewed, updated and applied	Annual	May 2017	Annual Parish Council Meeting
Back-ups taken of computerised records	Weekly		Backed up to separate hard-drive weekly and to OwnCloud periodically
Review of storage arrangements for minutes	Annually	Jan 2018	Executive Officer – office-based records; after 5 years deposited at County Archive
Mail addressed to Councillors	Daily		Exec Officer to open all mail delivered to office
Employees and Contractors			
Contract of employment	Annually	Jan 2018	Staff Appraisal
Contractors' indemnity insurance	Annually		Current contractors are asked to provide on an annual basis as each is renewed.
Written arrangements with contractors	Annually 5-years		J Bishop, GJH Electrical, N Hosking Bromsgrove DC (Lengthsman) 2019
Lengthsman competence	Annual		Check working as per WCC requirements
Litter picker arrangements	Ongoing		Volunteer paid £480pa to collect litter in village and for visual inspection of play equipment.
Preparation for position of OPC		Feb 2018	
Office risk assessment	Annually	Jan 2018	Executive Officer
PAT Testing	Annually		Not required
Cleaner's risk Assessment	Annually		Not required

Lease of office	5-year	Apr 2015	Start review Apr 2019
Volunteer appraisal	As req'd		Volunteers deliver the newsletter; pick litter – all to be provided with contact details and introductions. D of E volunteers to provide weekly updates.
Members' Responsibilities			
Adoption of Code of Conduct	On-going		Parish Council – revised version for May 2015
Review and update of Register of Members' Interests	On-going		Members are reminded of this on each agenda
Register of Gifts and Hospitality	On-going		Councillors
Awareness of Equalities requirements; Health & Safety	Ongoing		Executive Officer arranges risk assessments for individual activities; policies adopted as appropriate
Information and training on new and existing regulations	On-going		Executive Officer is CiLCA qualified Councillors attend District CALC Councillors attend appropriate topic briefings
Legal Compliance			CALC updates checked; Annual subscription to Clerks & Councils Direct
Office Premises			Key holder list checked annually Cleaning, as needed, by EO Carpet cleaning to be reviewed Entrance way to be paved Entry alarm code changed periodically No fire exit or emergency exit Fire extinguisher out of date as at Feb 2018 First Aid kit up to date No money retained on premises All paperwork and laptop filed in lockable cabinets at end of work session
Policy Reviews	On going		Regular check of review calendar
Publication Scheme	Annual	Jan 2018	Update as required
Local Council Award Scheme	Annual		Review requirements to ensure keeping up to date
Website	Ongoing		Ensure legal compliance and that required information is available eg Publication Scheme

A risk management register is work-in-progress, linking in to the Asset Register, to ascertain the type of risk faced regarding physical assets and the steps that can be taken to reduce or remove those risks.

Agenda item F18-12 (d)

Future Plans to 2023.

It is a good idea to be able to plan ahead to facilitate confident budgeting.

Some councils will have projects to be undertaken in the long term – what are BGPC's plans?

Agenda item F18-12 (e)

Preparation of the 2019/20 budget.

See item (b) above, upon which the next budget will be based.

Items to take into consideration include the ongoing maintenance of the commuters' car park and the receipt of the commuted sum of £30,000 from the developer.

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