

ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday 2 September 2020 at **7.00 pm**

VENUE: Electronic meeting via Zoom

A G E N D A

294.01 Apologies for Absence

Receive members' apologies

294.02 Declarations of Interest

Members can declare interests in this agenda item, or when arise during a meeting

294.03 Public Participation - Residents Matters

In accordance with Standing Order 70 - the Chairman may adjourn the meeting to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Councillors will refrain from speaking in the public participation section.

294.04 Minutes of Council Meetings

Approve and sign the circulated minutes of the meeting as a correct record

294.05 Clerk report and Appointment of replacement Clerk

Reports and updates on ongoing projects and work outstanding

294.06 Statutory Business

- i. Consider applicants for co-option to the vacant Councillor position
- ii. Consider and respond to any planning applications relevant to the village

294.07 Financial Matters

- i. Approve expenditures for payment circulated
- ii. Receive finance reports circulated
- iii. Consider budget heading changes and movements for new projects
- iv. Consider report detailing expenses and reimbursement policy for the Clerk
- v. Review Effectiveness of Internal Audit and Internal Audit Plan
- vi. Financial Risk Assessment Review
- vii. Website Accessibility legislation

294.08 Two Year Village Plan

Update and consider new projects for the plan

294.09 Newsletter

Discuss articles and timescale for the next newsletter

294.10 Environment Reports, verbal

294.11 Reports from Parish Council representatives on Other Bodies

- Chorley Liaison – LL
- Neighbourhood Working Group – RF
- Friends of Astley Park - JMcA

294.12 Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

D. Platt
Clerk

Date: 24/08/2020

ASTLEY VILLAGE PARISH COUNCIL

294.13 Staffing updates

Updates, if there are any, on any staffing matters, handover progress between Clerks

PRIVATE, PART II ITEMS

Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1 ss 1. It may be proposed that, because of the confidential nature of an item of business to be transacted, the press and public are excluded from the forthcoming items of business.

D. Platt
Clerk

Date: 24/08/2020

CLERK'S REPORT (FOR INFORMATION ONLY)

QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS

Advertisement for a Councillor vacancy (KR) was posted on the website and noticeboards on 30th July, the deadline for an election is 19th August.

Audit notice posted on the noticeboards for the start of the period 6 July to 18 August 2020. AGAR sent to External Auditor prior to deadline of end of July 2020.

PLANNING APPLICATIONS / DECISIONS

Two storey rear extension, including partial first floor over existing ground floor accommodation with pitched roof Location: 11 Foxcote Astley Village Chorley PR7 1XE. Circulated to Councillors via email 4 August 2020

Proposal: Change of use from cafe (Use Class A3) to mixed cafe/public house use (Use Classes A3 and A4) (retrospective)

Location: The Little Inn On The Park 4 Hallgate Astley Village Chorley PR7 1XA. Circulated to Councillors via email 24 August 2020

CONSULTATIONS / INVITATIONS

Planning In Practice training (2 places available) circulated to Councillors 13 August 2020.

TRAINING

Undertaken:

GDPR training undertaken on 12/04/18
SLCC branch meetings: 19/04/18, 14/6/18, 13/9/18, 06/12/18, 07/02/19, 04/04/19, 12/09/19, 05/12/19
SLCC Regional Conference 27/06/18
Clerks meeting Chorley 05/07/18, 06/12/18, 12/03/19, 13/06/19, 11/07/19
Regional Conference, SLCC Cheshire, Northwich: 09/10/19
Regional Conference, SLCC Cheshire, Middlewich: 27/09/18
SLCC National Conference, Leicestershire: 02/10/19-03/10/19
SLCC National Conference 10/10/18-11/10/18
SLCC Webinar on Elections 20/02/19
SLCC Webinar on Agenda & Minutes 12/06/19 & 19/06/19
SLCC Training day: 28/01/2020 Website Accessibility new legislation
Training Day for new Clerks/Councillors 06/02/2020
Webinar SLCC – Website Accessibility PDF documents 19/06/20
Webinar SLCC – Website Accessibility Word documents 24/06/20

Forthcoming:

SLCC branch meetings: 03/12/2020
Clerks meeting, Chorley: 03/12/20



Title	Appointment of Parish Clerk & Responsible Financial Officer					
Report of	Chair of the Personnel Committee					
Date	2 September 2020					
Type of Paper	Decision	X	Discussion		Information	

Purpose of Report

To appoint Craig Ainsworth as Proper Officer and Responsible Financial Officer with immediate effect.

Key Issues

Under the section 112 of the Local Government Act (LGA) 1972, a local council shall appoint a “Proper Officer” often referred to as “the clerk (to the council)”. The Proper Officer has a number of specific legal responsibilities and is usually also the Clerk to the Parish Council.

The Parish Clerk is adviser to the Parish Council and part of their role is to provide information and guidance as to the law to aid Parish Councillors in the decision-making process. Their responsibilities include carrying out the actions arising from Council/Committee Meetings and implementing decisions. They are also the point of contact for the Parish Council and both send out and receive correspondence. The Parish Clerk is employed by, and therefore answerable to, the council as a whole only not to individuals and may be instructed to carry out actions by full council or by committees with delegated powers.

Under section 151 of the LGA 1972, a local council must appoint an officer to administer their finances and ensure all legislation to meet the Transparency and Accountability regulations. This officer is known as the Responsible Financial Officer (RFO) and the Parish Council have agreed that the RFO will be the Parish Clerk.

Following the current Parish Clerk and Responsible Financial Officer giving notice that she wished to leave her current position, the Personnel Committee met on 15 February 2020 and agreed to:

- Replace the Clerk on the current 26 hours per month.
- Set the salary on the NJC scales for clerks LC1 13 to 17 £22021 - £23836 per annum pro rata and the pay point selected to be in accordance with experience and qualifications.
- The job description and person specification based on NALC models adapted for Astley Village.
- Advertise the vacancy through the local clerks network initially with a closing date of 1 March 2020 for applications.

As a result of the CORVID-19 Pandemic, the recruitment process was delayed and interviews took place on 22 July 2020. The interview panel unanimously agreed that the post should be offered to Craig Ainsworth.

Action required by the Parish Council

1. To appointment Mr Craig Ainsworth as Proper Officer and Responsible Financial Officer to Astley Village Parish Council with immediate effect (2 September 2020).
2. That in view of the work undertaken by Mr Ainsworth as Parish Clerk (designate) in ensuring a smooth handover, he be remunerated on the salary scale point agreed with him from 1 August 2020.

ASTLEY VILLAGE PARISH COUNCIL

1 April 2020 to 31 March 2021

CHEQUE LIST

August to October 2020

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
01/08/20	Easywebsites	Monthly rental	SO	24.00	4.00	20.00	01-8	
01/09/20	Easywebsites	Monthly rental	SO	24.00	4.00	20.00	01-8	
01/10/20	Easywebsites	Monthly rental	SO	24.00	4.00	20.00	01-8	
19/08/20	Employee 1	Reimbursements	EB	115.90	14.47	101.43	01-1	
19/08/20	Employee 1	Salary August 2020	EB	279.06		279.06	01-6	
19/08/20	Employee 2	Salary August 2020	EB	94.47		94.47	01-6	
19/08/20	Employee 4	Salary August 2020	EB	257.74		257.74	01-6	
19/08/20	HMRC	Tax&NI August 2020	1576	134.20		134.20	01-6	
18/09/20	Employee 1	Salary September 2020	EB	278.86		278.86	01-6	
18/09/20	Employee 2	Salary September 2020	EB	94.47		94.47	01-6	
18/09/20	Employee 4	Salary September 2020	EB	257.74		257.74	01-6	
18/09/20	HMRC	Tax&NI September 2020	1577	134.20		134.20	01-6	
16/10/20	Employee 2	Salary October 2020	EB	94.47		94.47	01-6	
16/10/20	Employee 4	Salary October 2020	EB	257.47		257.47	01-6	
16/10/20	HMRC	Tax&NI October 2020	1578	34.40		34.40	01-6	
				2104.98	26.47	2078.51		

INCOME

Date	Invoice No	Received from	Bank	Grant	Other	Precept	Adverts	Interest		VAT
17/04/20		Chorley Council	24671.00	3877.00		20794.00				
08/06/20		Barclays	18.05					18.05		
			24689.05	3877.00	0.00	20794.00	0.00	18.05	-	-

Astley Village Parish Council

Summary

Item 294.07 ii)

1 April 2020 to 31 March 2021

£

Receipts and Expenditure Account

Receipts

Precepts	20794.00
Grant	3877.00
Other	0.00
Bank Interest	18.05
Advertisements	0.00
VAT on Receipts/Recovered	0.00
Total Receipts	24689.05

Expenditure Total

4703.93

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2020	59912.56
Add: total receipts to date	+ 24689.05
Less: total expenditure to date	- 4703.93
Balance	79897.68

Bank Reconciliation

Community Account (chequeing account)	30/06/20	+	1500.00
Bus. Premium Account 1 (higher interest)	30/06/20	+	75990.67
Unify Credit Union deposit	03/03/20		5244.97
Less unpresented cheques/ET/SO		-	2837.96
Plus uncleared credits		+	
			79897.68

Unpresented cheques/SO/Payments	
Aug/Sept	2104.98
Jun/Jul	692.98
Apr/May	40.00
	2837.96

Uncleared Incomes	
	0.00

Astley Village Parish Council

Item 294.07 iii)

Budget Spends			1 April 2020 to 31 March 2021						
			Ear-marked Reserve or C/F	Precept 2019/20	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain
01 - ADMINISTRATION	01-1	Room Hire		100		100	225		-125
	01-2	Office/Sundry		1000		1,000	0		1,000
	01-3	Insurance		400		400	391		9
	01-4	Auditors/Accounts		175		175	75		100
	01-5	Election/by-election/polls	4000	1000		5,000	0		5,000
	01-6	Employee costs (salary, training etc)		12000		12,000	3,690		8,310
	01-7	Employee Contingency	2250	0		2,250	0		2,250
	01-8	IT/Website	0	350		350	120		230
02 - COUNCIL	02-1	Newsletter/Publications		1000		1,000	81	0	919
	02-2	Village Caretaker		1000		1,000	0		1,000
	02-3	Training		150		150	0		150
	02-4	Grant fund/local projects & groups		1000		1,000	0		1,000
03 - PLAN	03-1	Christmas		2500		2,500	0		2,500
	03-2	Village Improvements	1961	25000		26,961	70		26,891
	03-3	SPID	2000	5000		7,000	0		7,000
	03-4	Play space savings		10558		10558	0		10,558
04 - GENERAL RESERVE	04	General Reserve	10516			10516	0		10,516
		Precept in						20,794	
		Other in						3,895	
All expenditure figures exclude vat			20,727	61,233		81,960	4,651	24,689	77,309
VAT spent			£52.45				ex vat		

**Astley Village Parish Council
Clerk Expense/Reimbursement Policy**

Mileage claims – NJC rate at 0.45p per mile. Reimbursed on claim sheet.

Working from home - in accordance HMRC rates - up to £6pw/£26pm can be paid to an employee working from home by their employer 'tax free'. Council agreed pro rata for 26 hours a monthly sum of £10. Reimbursed on claim sheet.

Laptop subscriptions - all paid for by Clerk, reimbursed on claim sheet.

- Microsoft Office, renewable in April previous cost £59.99
- Norton protection, renewable February last cost £14.99
- Livedrive Cloud, renewable September last cost £20.00

Photocopies claimed at 0.04p plus vat B&W and 0.06p plus vat Colour, all logged on a 'copy' sheet. Reimbursed on claim sheet.

All postage is logged on a 'post' sheet and claimed at cost. Reimbursed on claim sheet.

REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Item 294.07 v)

APPENDIX A - Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	<ul style="list-style-type: none"> Internal Auditor has direct access to those charged with governance. Reports are made in own name to management/Council via a report. Auditor does not have any other role within the council. 	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	<ul style="list-style-type: none"> Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit. Responsibilities for officers and internal audit are defined in relation to internal control, risk management. The responsibilities of council members are understood; training of members is carried out as necessary. 	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> The Internal Audit Plan properly takes account of corporate risk. The plan has been approved by the council. Internal Auditor has reported in accordance with the plan. 	Yes
		Yes
		Yes

APPENDIX B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Council to achieve its objectives	Demonstrated through positive Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	<ul style="list-style-type: none"> Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates. 	Yes
		Yes
Banking arrangements checked	Viewed procedure, Financial Regulations, authorisations	Yes

Reviewed at Council Meeting Date: 02/09/20

Astley Village Parish Council

INTERNAL AUDIT PLAN

Item 294.07 v)

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> Is the cashbook maintained and up to date? Is the cashbook arithmetic correct? Is the cashbook regularly balance? 	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> Has the Council formally adopted standing orders and financial regulations? Has a Responsible Financial Officer been appointed with specified duties? Have items or services above a de minimis amount been competitively purchased? Are payments in the cashbook supported by invoices, authorised and minuted? Has VAT on payments been identified, recorded and reclaimed? Is s137 expenditure separately recorded and within statutory limits? 	
Risk management arrangements	<ul style="list-style-type: none"> Does a scan of minutes identify any unusual financial activity? Do the minutes record the council carrying out an annual risk assessment? Is insurance cover appropriate and adequate? Are internal financial controls documented and regularly reviewed? 	
Budgetary controls	<ul style="list-style-type: none"> Has the Council prepared an annual budget in support of its precept? Is actual expenditure against the budget regularly reported to the Council? Are there any significant unexplained variances from budget? 	
Income controls	<ul style="list-style-type: none"> Is income properly recorded and promptly banked? Does the precept recorded in the cashbook agree to the District Council's notification? Are security controls over cash adequate and effective? 	
Reimbursement procedures	<ul style="list-style-type: none"> Is all petty cash spent recorded and supported by VAT invoices/receipts? Is petty cash expenditure reported to each Council meeting? Is petty cash reimbursement carried out regularly? 	
Payroll controls	<ul style="list-style-type: none"> Do salaries paid agree with those approved by the Council? Are other payments to the Clerk reasonable and approved by the Council? Has PAYE/NIC been properly operated by the Council as an employer? Are the 'electronic' salary pay arrangements transparent and authorised? 	
Asset controls	<ul style="list-style-type: none"> Does the Council keep an asset register of all material assets owned? Are the Asset/Investments registers up to date? Do asset insurance valuations agree with those in the asset register? 	
Bank reconciliation	<ul style="list-style-type: none"> Is there bank reconciliation for each amount? Is bank reconciliation carried out regularly on the receipt of statements? Are there any unexplained balancing entries in any reconciliation? 	
Year end procedures	<ul style="list-style-type: none"> Are year-end accounts prepared on the correct accounting basis (R&P)? Do accounts agree with the cash book? Is there any audit trail from underlying financial records to the accounts? 	

AUDITOR NAME: SIGNATURE: DATE:

Parish Council Financial Risk Assessment

Notes

This document has been produced to enable the Parish Council to assess the Financial risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Councillors	Loosing Councillor membership or having more than 7 vacancies at any one time	L	When a vacancy arises there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment.	Existing procedures adequate.
		L	If there are more than 7 vacancies at any one time on the Council it becomes non quorate. The legal process of the Borough Council appointing members takes place.	Procedures of another body are adequate.
	Election 2020	L	High risk of having all new Councillors or many new ones, losing experience	No action can be taken.
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	There is a business continuity plan in place.	Review plan when necessary.
Precept	Adequacy of precept Requirements not submitted to CBC in time Amount not received by CBC	L L L	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Chorley Borough Council. This figure is submitted by the Clerk to CBC. Precept should be considered by Council before the deadline - deadline should be ascertained from CBC asap. The Clerk informs Council when the monies are received (approx April/May time).	Existing procedure adequate.
Precept	Risk to precept tax base figure & Grant	M	Identified risk of falling tax base figure. Monitored at precept setting of 2013/14, 2014/15 & 2015/16. Identified savings and changes 16/17, 17/18	Monitor – balances up

Parish Council Financial Risk Assessment

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Election costs Or By-election costs	Risk of election costs	L	Risk is higher in an election year, but still a risk that a by-election is called for any casual vacancy. When a scheduled election is due, Clerk obtains estimate of costs from the CBC for a full election and an uncontested election. No measures can be adopted to minimise the risk of having elections, as this is a democratic process. Council saves a sum each year to carry forward in case of an election at a four year interval, by-elections are not accounted for.	Council precepts an amount annually and plans for the four year period by building up the fund.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations reviewing Nov18
Bank and banking	Inadequate checks Bank mistakes Loss Charges Loss of signatories	L L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction. Council would choose replacement(s) but the bank takes time to implement changes, this mostly happens after an AGM/election.	Existing procedure adequate. Monitor the bank statements monthly.
Cash / Loss	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash/cheques received are banked within 3 banking days. There is no petty cash or float. This is audited by the Internal Auditor annually.	Existing procedure adequate.
Litigation	Potential risk of legal action being taken against the Council	L	Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against.	Insurance is adequate for requirements but there is still risk of other claims.
Reporting and auditing	Information communication Compliance	L L	A monitoring statement is produced regularly and presented to Council, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank. Council should regularly audit internally to comply with the Fidelity Guarantee.	Existing procedure adequate.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L L L	The Council has Financial Regulations which set out the requirements. At each Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. One Councillor is nominated to check each invoice against the cheque book and associated paperwork and initials the invoices. Council approves the list of requests for payment. The Council has minimal stocks, these are checked and monitored by the Clerk. Unpaid invoices to the Council for adverts in the newsletter or services are pursued and where possible, payment is obtained in advance.	Existing procedure adequate.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. Reviewed and application form introduced in November 2012.	Existing procedure adequate. Parish Councillors to request S137 rules if required.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Charges - rentals receivable	Receipt of rental	Negative	Presently we have no arrangements in place	

Parish Council Financial Risk Assessment

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Best value Account-ability	Work awarded incorrectly Overspend on services	L L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations.	Existing procedure adequate. Council need to specify exactly how it wants a contract to be carried out ie; in house or by contractor.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue Online banking controls and Measures	L L L L L L L	The Parish Council authorises the appointment of all employees through a Committee. Salary rates are assessed annually by a Committee and applied on 1 April each year. Salary analysis and slips are produced by the Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). These are available for inspection at the Council meetings. The Tax and NI is worked out using an Inland Revenue computer programme updated regularly. All Tax and NI payments are submitted in the Inland Revenue Annual Return. The senior Caretaker submits a weekly time sheet containing hours, tasks. These are checked and initialled by the Clerk and submitted into the records. Each Caretaker has a contract of employment and job description. The Clerk has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup. Following review, salary cheques/standing orders written out in advance and paid on time.	Existing appointment system adequate. A Personnel Committee was set up to deal with any queries or scheduled business. Further details on salaries are contained in the Financial Regulations.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. The Caretakers should be provided with adequate direction and safety equipment needed to undertake the roles, ie. protective clothing and training.	Existing procedure adequate. Purchase revised books. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	Negative	No allowances are allocated to Parish Councillors.	No procedure required.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements. VAT is reclaimed regularly.	Existing procedure adequate.
Employers Annual Return	Paying and accounting for NI and Tax of employees salaries	L	Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the Clerk.	Existing procedure adequate.
Audit - Internal Audit	Completion within time limits	L L	Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor. Procedures are all covered in the 'Review of Effectiveness of the system of Internal Audit' which is reviewed annually.	Existing procedure adequate. Internal Auditor to be appointed
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. As per the Financial Regulations prescribe.	Existing procedure adequate.

Parish Council Financial Risk Assessment

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate.
Members interests	Conflict of interest Register of Members interests	L L	The declaring of interests by members at a meeting is on the agenda to remind Councillors of their duty. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	A review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L	The Council is registered with the Data Protection Agency. The new GDPR 2018 needs to be considered and any changes implemented	Ensure annual renewal of registration.
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. The Clerk/Council are aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.
GDPR	GDPR breach SAR request	L	The Council cannot avoid or anticipate a SAR request, but can guard against and GDPR breach. Anti-virus protection is on the Lap-Top and annually renewed. Information is not kept beyond when necessary.	The procedures need to be put into a document for approval and review.

Parish Council Financial Risk Assessment

FINANCIAL RISK THROUGH EQUIPMENT LOSS OR DAMAGE				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Asset register updated Mar18 in accordance with Audit suggestions.
Maintenance	Poor performance of assets Loss of income or performance Risk to third parties	L L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Existing procedure adequate. Ensure inspections carried out.
Asset damage /loss	Street furniture, SPID, noticeboards etc damage or loss or in need of repair	L	The Parish Council is responsible for two boundary signs, seats, bike hoops, planters - all covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with. Problems will be reported. Councillors to monitor and report problems	Clerk monitor reports
Asset damage /loss	Office equipment	L	The Parish Council's lap top computer – covered by insurance. Kept in a carry bag to protect it.	New – review at 12 months
Notice boards	Risk/damage/injury to third parties Road side safety	L L	Parish Council has 3 notice boards sited in the village. Locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L L	The Parish Council Meetings are held at the Community Centre. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Problems will be reported.	Existing locations adequate. Clerk now has mobiles for staff.
Council records - paper	Loss through: Theft; fire; damage	L L L	The Parish Council records are stored at the home of the Clerk. Records include minute books and copies, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fire proof) and older more historical records in the attic.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L L	The Parish Council's electronic records are stored on the Parish Council's lap top. Back-ups of the files are taken utilising a Cloud provider.	Reviewing Cloud provision – reviewed and renewed.
Damage	Willful damage and graffiti	M	Monitored and reported by all to the Clerk or CBC/LCC for quick repairs/cleaning.	

Reviewed at the meeting of: Signed by the Chairman:



Astley Village Parish Council

Title	Meeting the Accessibility Requirements for Public Sector Bodies and the Use of Personal Email Addresses					
Report of	Parish Clerk & Responsible Financial Officer					
Date	2 September 2020					
Type of Paper	Decision	X	Discussion		Information	

Purpose of Report

To ensure the current Parish Council website is compliant with the new Accessibility Regulations.

It is understood that Parish Councillors have considered previously whether Parish Councillors should be provided with "Councillor XXX@avpc.org.uk" email addresses but it is felt appropriate in view of the advice issued by the Information Commissioners Office (ICO) the Parish Council should review/update its current approach.

Key Issues

Parish Council Website - Accessibility Requirements for Public Sector Bodies

New regulations mean public sector organisations have a legal duty to make sure websites and apps meet accessibility requirements. Public sector websites published on or after 23 September 2018 must be compliant by 23 September 2019. Any websites published after this date must be compliant before going live. Public sector websites published before 23 September 2018 must be compliant by 23 September 2020.

The current Parish Council website does not meet the requirements of the new regulations and therefore steps need to be taken to ensure it does comply by 23 September 2020.

Discussions have taken place with the company that hosts Parish Council's website/domain address and 'Clerk's' email address (Easy Web Sites) to provide an email service to Parish Councillors. Their view is that there is a need to rebuild the current website to comply with the new legislation, as it has been five years since the current built. To do this, they have estimated that this would take us two days.

The Parish Clerk designate has suggested that the timing also provides an opportunity to:

- Improve the frontend look and feel, making it more 2020.
- Replace the existing CMS (content management system) functionality with a newer improved version.

Easy Web Sites have stated that they would not charge for this work. There would be the opportunity to make changes that are more fundamental in the future, if this was thought necessary.

The cost of ensuring the current website is compliant with the new Accessibility Regulations would be £300 + VAT.

The Use of Personal Email Addresses

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) do not say which email systems should be used but as Astley Village Parish Councillors use personal email addresses it is important that the Parish Council as Data Controller is aware of the risks and the council's data protection obligations and responsibilities. This means that the Parish Council is accountable for any council business conducted involving personal data on any device or through any email account.

Parish Councils must:

- Ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately owned device.
- Process personal data securely – which may be more difficult to achieve if it is being processed through personal email accounts or is stored on privately owned devices.
- Demonstrate that they are GDPR-compliant and the use of personal email accounts and privately- owned devices may make this more complicated.

The use of personal email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the Parish Council should ensure they know their responsibilities in terms of only using personal data for the purposes, which the council obtained it.

It would be possible for Easy Web Sites to provide an email service to Parish Councillors. This would include:

Remote Setup – setting up an email address on an email client and adding individual email address to as many devices as the Parish Councillor requests such as laptops, smartphones and tablets (including future new devices or if the device is upgraded).

Changes - if a Parish Councillor resigns or is not re-elected, the password would be changed to restrict them having access to their email. A new email address would be set up with 48 hours.

Security – robust cybersecurity measures (emails safely stored on a secure server, Antivirus for added protection, Spam Filters to limit the amount of spam received).

As emails and attachments would no longer be saved on multiple devices, the Parish Council would be able to respond on time to a subject access request.

The cost of this service would be £30 a month (£3 per Councillor) in addition to the current monthly cost of £20 (excluding VAT).

Action required by the Parish Council

1. To agree to commission Easy Web Sites to ensure the current website is compliant with the new Accessibility Regulations at a cost of £300 (excluding VAT).
2. To consider providing all Parish Councillors with 'avpc.org.uk email addresses which should be used for all Parish Council business for the reasons detailed in the report.
3. Subject to (1) above being approved, to agree to the cost of all Parish Councillors being provide with a "avpc.org.uk email" address (£30 a month excluding VAT).

VILLAGE DEVELOPMENT PLAN UPDATED SPRING 2019

PROJECTS	ACTIONS	TIMESCALE
Improve Village centre & enhance Village Green	Work with Chorley, Places for People, The Astley and shop leaseholder as part of Neighbourhood Working projects to improve the Village centre. Replacement of hedgeline in front of shops. Wildflower Meadow project at the rear of the Green.	2019/21
Planters & seats around the Village	Flowers planters and seats for people to sit on whilst walking around the village or at bus waiting areas. Replace existing wooden seating with the new style recycled ones. Plaques for new seats and planters. Stone planters on Village green and at Village entrances.	2019 Achieved
Planter scheme	“Adopt a planter” scheme with residents volunteering to maintain planters at the ends of roads.	2019/20
Tree planting	Plant more trees on wet verge areas to soak up excess water & replace trees which have had to be removed.	2019/21
New lighting scheme for the Christmas Tree	Create a lighting scheme at the base of the living Christmas Tree.	2019
Litter bins	Work with Chorley to site new litter bins as required.	2019/20
Road safety	Work with Chorley and Lancashire to purchase and site two permanent solar-powered Speed Indicator Devices (SPIDs) on Chancery Road to deter speeding.	2019
Health & Well-Being	Encourage activities and groups in the Village; provide grants; Christmas carol singing event; work with Chorley on Westway Fields project to enhance play facilities.	2019/21
Respect the Village campaign	Project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley & PFP. Provide volunteer litter pick equipment for residents/groups for community litter picks.	2019/20

The Parish Council has updated the 2 year Village Development Plan 2019/21, with the addition of 4 new projects, as set out in the table above. The Council is working with Chorley, Lancashire and other organisations to make improvements to the appearance of the Village, tackle road safety and develop local community participation and activities. The Council feels good progress is being made and hopes residents share their view. Residents are invited to submit their suggestions to the Clerk for any additions or new projects they would like to see undertaken in the Village.

Cllr Chris Lennox

Astley Village Parish Council

Title	Staffing Update					
Report of	Parish Clerk & Responsible Financial Officer					
Date	2 September 2020					
Type of Paper	Decision	X	Discussion	X	Information	X
<p>Purpose of Report</p> <p>To provide the Parish Council with an update on staffing matters and the handover process between Parish Clerks.</p>						
<p>Key Issues</p> <p>The outgoing Parish Clerk and the Parish Clerk (designate) have met on 6 and 18 August 2020 to ensure a smooth handover. In addition, the designated Parish Clerk's contact details have been updated on the Parish Council website and provided to Chorley Council, Lancashire County Council, ICO, PKF (External Auditor), Places for People, Easy Web Sites and Zurich Insurance.</p> <p>The Parish Clerk (designate) has arranged to meet existing Parish Councillors via Zoom and will introduce himself to the Village Caretaker soon. Following the conversations with Parish Councillors there appears to be a number of key priorities around engagement and communications with the aim of raising the profile of the Parish Council and the Parish Clerk (designate) looks forward to discussing these with the Parish Council in due course.</p> <p>Over the next few months, the Parish Clerk (designate) will make contact with key Stakeholders to introduce himself.</p>						
<p>Bank Accounts</p> <p><u>Barclays</u></p> <p>To enable the new Parish Clerk to be able to access the 'Community Account' and 'Premium Business Account' they need to be included on the 'Complex Mandate Form'. To do this, the Parish Clerk needs to be one of the three signatories on the account This still needs to be progressed and the outgoing Parish Clerk has agreed to manage this process.</p> <p>Where possible it is proposed that payments be made by Direct Debit or Standing Order, set up via online banking by the Clerk and authorised by one of the other two signatories currently Councillor Laura Lennox and Councillor Chris Sheldon.</p>						

In the past it has been the practice for the Parish Clerk to pay for certain items and claim them back and examples include laptop subscriptions such as Microsoft Office (£59.99), Norton protection (£14.99), Livedrive Cloud (£20.00); Zoom Subscription (£14.39 a month) and Membership of the Society of Local Council Clerks (£90); plants Such expenditure can be anticipated and therefore approved by the Parish Council and it is suggested that this expenditure could instead be paid by a Parish Council debit card. This would require all three signatories on the Complex Mandate agreeing to the application for a business debit card. There will still be the need for the Parish Clerk to claim travel and for items such as stationery/postage in the usual way and in accordance with the Clerk Expense Reimbursement Policy (to be considered at this meeting - see item 294.07).

Unify Credit Union

To enable the new Parish Clerk to be able to access the 'Unify Credit Union Account, the outgoing Parish Clerk needs to provide the Credit Union with details of the new Parish Clerk including change of address etc. to enable them to receive statements. This still needs to be progressed and the outgoing Parish Clerk has agreed to manage this process.

Society of Local Council Clerks

It is recommended that the Parish Clerk becomes a member of the Society of Local Council Clerks. The cost of membership for 2020/21 is £92 plus a £8 joining fee. The Parish Council are requested to approve this expenditure.

Mobile Filing Trolley

The Parish Clerk has identified the need for a mobile filing trolley to store working papers and key files/documents similar to the one shown below.



It is estimated that the cost will be approximately £ £98.15 excluding VAT (estimate obtained from OfficeStationery.co.uk who supply stationery to GOV.UK, POLICE.UK, and NHS. The Parish Council are requested to approve this expenditure up to £100 excluding VAT.

Arnold-Baker on Local Council Administration

The Arnold-Baker on Local Council Administration is often referred to as 'the bible', and provides a complete statement of the law relating to parish and community councils, in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials. This book is a valuable reference document and something the Parish Clerk (designate) has found valuable in the past. The twelfth edition is due to be published in December 2020 and is available to pre-order at a cost of £149.99.

Printing

During the financial year 2019/20, the cost of photocopying was £119.13 (excluding VAT) (1,458 copies) and had easy access to photocopying facilities, which the new Parish Clerk does not. In addition, in order to maintain robust record keeping including invoices for internal/external audit there is the need to print a significant number of documents.

Consideration has been given to whether Councillors could receive the Parish Council Summons and reports as a PDF document by email rather than being sent paper copies. However, because not all Parish Councillors have a portable device, which they could bring to meetings, it is not felt this is not currently a practical option but could be kept under review.

It is suggested that a more efficient and cost effective solution going forward would be for the Parish Council to purchase a laser printer.

Having done some research, the HP LaserJet Pro M479fdw (Model W1A80A) is an outstanding printer for home or small offices. The black and color toner cartridges can yield a significant number of copies before they need to be replaced and the cost-per-print remains low (see below). Printing speed is excellent, whether it is in black only or colour. It can also copy, scan and fax; has a Dual-band Wi-Fi; has a print speed: Up to 28 ppm (black and colour) with auto duplex printing. A replacement Black Toner Cartridge costs £54.32 (excluding VAT) and can print 2400 pages (2.83p per page). The manufactures data sheet is attached.

<https://bestreviews.com/best-laser-printers>

The laser printer costs £252.40 (excluding VAT) and includes 4 preinstalled HP LaserJet Toner cartridges (Black~2400 pages, Cyan, Magenta, and Yellow: ~1200 pages). Based on the number of black copies in 2019/20 the printer would break even after two years (not taking into account the colour toners) and would save approximately £100 per annum from year three onwards.

Action required by the Parish Council

1. To note the report.
2. To agree to the following expenditure:
 - Membership of the Society of Local Council Clerks at a cost of £100.
 - Mobile Filing Trolley at a cost of up to £100 excluding VAT.
 - Arnold-Baker on Local Council Administration Twelfth edition at a cost of £149.99.
 - HP LaserJet Pro M479fdw Printer at a cost of £252.40 (excluding VAT).
3. That the Mobile Filing Trolley and Laser Printer be added to the Asset Register.
4. To agree to the Parish Council making an application for a business debit card as suggested above on the basis that the card can only be used to pay for expenditure approved by the Parish Council.