

# ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 6 January 2016 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

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## A G E N D A

266.01 Apologies for Absence

Receive members' apologies.

266.02 Declarations of Interest

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

266.03 Public Participation - Residents Matters

In accordance with Standing Order 70 - the Chairman may adjourn the meeting so as 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.

266.04 Minutes of Council Meeting

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

266.05 Clerk Report

Reports on ongoing projects and work, and updates on reports and requests from prior meetings.

266.06 Statutory Business

Consider any planning

applications relevant to the village and formulate a response.

15/01143/FUL, 15/01144/FUL, 15/01145/FUL Dutch Barn Close Chorley

266.07 Financial Matters

- i) Consider applications for payment made to the Council (see report)
- ii) Approve financial monitoring statements (see reports)
- iii) New Audit Regime, sector led body opt-in or opt-out (see reports)
- iv) Consider budgets and set precept figure and budgets (see reports)

266.08 Financial Risk Assessment

Consider risk register, update and approve (Item 08)

266.09 Review Effectiveness of Internal Audit, Auditor work, appoint Internal Auditor

Consider documents, update and approve. Set Internal Auditors work programme and appoint internal auditor (Item 09)

266.10 Review Asset Register

Consider asset register, update and approve (Item 10)

266.11 Consultations

LCC – budget options - email circulated to Councillors on 10 December or can be viewed here: <http://council.lancashire.gov.uk/ielIssueDetails.aspx?IId=44566&PlanId=0&Opt=3#AI35594>

LCC - Withdrawal of bus subsidies notification - email circulated to Councillors on 11 December.

Chorley Council – youth zone public consultation events – email circulated to Councillors on 15 December containing information

266.12 Transparency Funding

Receive information that the application for funding was successful. Consider options and quotations for a new website and IT equipment (Item 12)

266.13 Post Office provision

Post Office provision issues.

266.14 Environment Reports

Receive progress report (attached).

266.15 Reports from Parish Council representatives on Other Bodies

Chorley Three Tier Liaison Forum - LL

Astley Park Advisory Committee - KR

Neighbourhood Working Forum - LL

Friends of Astley Park - KR

PACT - ML

Places For People Green Team - ML

266.16 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: 21/12/15

**2016 meeting dates: 7pm Wednesdays:**

**6 January, 2 March, 4 May, 6 July, 7 September, 4 November**

## **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 ss3 & 4. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

266.17 Personnel Committee

Receive recommendations from the Committee:

- a) The Committee recommended to Full Council that the Cloud Storage facility continues following is trial.
- b) The Committee recommends to Full Council that by the 31 March all/or as much as can be migrated to electronic banking should be moved.
- c) The Committee wishes Council to note that the Clerk role/tasks will undergo a further period of monitoring from April 2016, to then be reviewed by the Committee.
- d) The Committee recommends to Council from 1 April 2016: Employee 2 moves to £7.35 from £7.20, approx. 2% rise. Employee 3 moves to £8.00 from £7.85, approx. 2% rise. This is an additional £331.50 on the salary budget.
- e) The Committee recommends to Council that the budget line entitled 'Employee Gratuity Fund/Pension Payments' changes to 'Employee Contingency Fund'.

**CLERK'S REPORT (FOR INFORMATION ONLY)**

**QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS**

Government Transparency Code for Smaller Authorities, bid was successful and is on the agenda for decisions

**PLANNING APPLICATIONS / DECISIONS**

Applications – 15/01143/FUL, 15/01144/FUL, 15/01145/FUL Dutch Barn Close Chorley  
– CBC officers have informed we can send in the Council's response following the meeting on 6<sup>th</sup> January

**CONSULTATIONS / INVITATIONS**

LCC – budget options - email circulated to Councillors on 10 December

LCC - Withdrawal of bus subsidies notification - email circulated to Councillors on 11 December.

Chorley Council – youth zone public consultation events – email circulated to Councillors on 15 December containing information

**TRAINING**

SLCC branch meetings 11 February  
Clerk's meeting at Chorley 17 March

**CLERK'S REPORT (FOR INFORMATION ONLY)**

**QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS**

Government Transparency Code for Smaller Authorities, bid was successful and is on the agenda for decisions

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**TRAINING**

SLCC branch meetings 11 February  
Clerk's meeting at Chorley 17 March

# **ASTLEY VILLAGE PARISH COUNCIL**

1 April 2015 to 31 March 2016

## **CHEQUE LIST**

6 January 2016

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
06/01/16	Places For People	Garage rental for 2013-2014		600.00		600.00	02-2	
06/01/16	Places For People	Garage rental for 2014-2015		600.00		600.00	02-2	
06/01/16	Places For People	Garage rental for 2015-2016		600.00		600.00	02-5	
06/01/16	1st Euxton ROF Scout	Delivery of December newsletter		73.75		73.75	02-1	
06/01/16	Townsend Print (Skipto	Printing of December newsletter		374.00		374.00	02-1	
06/01/16	WI	Christmas assistance		50.00		50.00	03-1	
06/01/16	Parklands	Christmas assistance		125.00		125.00	03-1	
06/01/16	Employee 1	Reimbursements		178.20	4.41	173.79	01-2/3-1	
06/01/16	Employee 1	Salary January 2016	ET	338.38		338.38	01-6	
06/01/16	Employee 2	Salary January 2016	ET	78.00		78.00	01-6	
06/01/16	Employee 3	Salary January 2016	ET	595.29		595.29	01-6	
06/01/16	HMRC	Tax & NI for January 2016		84.60		84.60	01-6	
19/02/16	Employee 1	Salary February 2016	ET	338.58		338.58	01-6	
19/02/16	Employee 2	Salary February 2016	ET	78.00		78.00	01-6	
19/02/16	Employee 3	Salary February 2016	ET	595.29		595.29	01-6	
19/02/16	HMRC	Tax & NI for February 2016		84.60		84.60	01-6	
				4793.69	4.41	4789.28		

**S137**

**ASTLEY VILLAGE PARISH COUNCIL**

1 April 2015 to 31 March 2016

**INCOME**

Date	Invoice No	Received from	Bank	Donations	Other	Precept	Adverts	Interest	A in Bloom	VAT
21/4/15		Chorley Council	23540.00	3877.00		19663.00				
08/06/15		Barclays interest	1.67					1.67		
30/06/15		Unity Trust Interest	3.47					3.47		
07/09/15		Barclays interest	2.41					2.41		
11/09/15		Unity transfer	2914.20		2914.20					
		Unity transfer	-2914.20		-2914.20					
30/09/15		Unity Trust Interest	2.93					2.93		
26/10/15	4,5	Numark (adverts)	50.00				50.00			
06/11/15		Right at Home	90.00				90.00			
23/11/15		Transparency Fund LALC	913.00	913.00						
			24603.48	4790.00	0.00	19663.00	140.00	10.48	-	-

# Astley Village Parish Council

Budget Spends		1 April 2015 to 31 March 2016							
			Ear-marked Reserve or C/F	Precept 2015/2016	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain
01 - ADMINISTRATION	01-1	Room Hire		75		75	17		59
	01-2	Office/Sundry		600		600	470		130
	01-3	Insurance		650		650	356		294
	01-4	Auditors/Accounts		150		150	150		0
	01-5	Election/by-election/polls	2,300	1,800		4,100	269		3,831
	01-6	Employees		14,000		14,000	12,061		1,939
	01-7	Employee Gratuity Fund/Pension Payments	2,250			2,250	0		2,250
02 - COUNCIL	02-1	Newsletter/Publications		775		775	838	140	78
	02-2	Village Caretaker		1,000		1,000	630		370
	02-3	Training		150		150	0		150
	02-4	Grant fund/local projects & groups		500		500	0		500
	02-6	General Reserve	9,978	343		10,321	600	10	9,732
03 - PLAN	03-1	Christmas		250		250	232		18
	03-2	Village Improvements		2000	1590	3,590	1,108		2,482
		Precept in						19,663	
		Other in						4,790	
All expenditure figures exclude vat			14,528	22,293		38,411	16,730	24,603	21,832
VAT spent			£288.02						

#1      Transfer Mar15 in to 03-2 surplus c/f

# Astley Village Parish Council

## Summary

1 April 2015 to 31 March 2016

£

### Receipts and Expenditure Account

#### Receipts

Precepts	19663.00
Grant (with precept)	4790.00
Transfers	0.00
Bank Interest	10.48
Advertisements	140.00
VAT on Receipts/Recovered	0.00
Total Receipts	<u>24603.48</u>

#### Expenditure Total

17017.92

### Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2015	18471.41
Add: total receipts to date	+ 24603.48
Less: total expenditure to date	- 17017.92
Balance	<u>26056.97</u>

### Bank Reconciliation

Community Account (chequeing account)	30/11/15	+	500.00
Bus. Premium Account 1 (higher interest)	30/11/15	+	21632.96
Unity Trust Bank account	30/11/15		5235.25
Unify Credit Union deposit			4578.92
Less unrepresented cheques/ET/SO		-	5890.16
Plus uncleared credits		+	<u>26056.97</u>

	ET	338.58
	ET	78.00
	ET	595.29
	0052	84.60
	All January	4793.69
<hr/>		
unrepresented cheques		
		<hr/>
		5890.16



# NEW AUDIT REGIME

Dear Colleagues

We are pleased to announce that we have set up a company to procure audit services on your behalf. This letter officially invites you to become an opted in authority to this scheme.

When the previous government abolished the Audit Commission, the National Association of Local Councils (NALC), the Society for Local Council Clerks (SLCC) and the Association of Drainage Authorities (ADA) expressed concerns about the impact this would have on the workload of local authorities. We successfully persuaded the government to let us procure authority audit services, simplifying arrangements and reducing the burden on you.

We also successfully persuaded the government to fund the start-up costs of £540,000 which the sector otherwise would have had to raise itself.

This has been a real triumph for the sector resulting from good joint working between NALC, ADA and the SLCC.

The NALC website, [www.nalc.gov.uk](http://www.nalc.gov.uk), will give further information, but at this stage you need do nothing unless you wish to opt out, set up your own independent audit panel and procure relevant services. If you do not wish to participate and will be making your own arrangements you need to tell us by 31 January 2016.

If you do not opt out you will automatically be included in the arrangement for the next five years.

If you wish to opt out of the Sector Led Body audit procurement you must let us know by 31 January 2016 by emailing: [slboptout@nalc.gov.uk](mailto:slboptout@nalc.gov.uk) or writing to:

Audit Opt Out  
Sector Led Body  
National Association of Local Councils  
109 Great Russell Street  
London WC1B 3LD



## **FACTSHEET - PROCUREMENT OF AUDIT FOR SMALLER AUTHORITIES**

Auditing procedures for smaller authorities continue as before, but the procurement process will change from 2017.

From the start of the 2017/18 financial year smaller authorities, including parish and town councils and internal drainage boards, can choose to have an auditor appointed to them by a new 'sector-led body' or they can decide to procure their own. We intend to call this procurement body the Smaller Authority Audit Appointment Authority Limited.

This letter sets out how the new arrangements will work, what the new body will do, what it will offer to smaller authorities, and how you can opt out of having an auditor appointed to you and what you will then need to do.

Smaller authorities with a turnover of less than £25,000 will be exempt from having to submit an annual financial return, but will still need to have an auditor appointed in case there are questions from electors to be resolved. The SLB will be the first point of contact in such a case.

### **Background**

The National Association of Local Councils (NALC) is working with the Department of Communities and Local Government (DCLG), Society of Local Council Clerks (SLCC) and Association of Drainage Authorities (ADA) on the establishment of a 'sector led body' to procure audit for smaller authorities for the 2017/18 financial year.

The new body will be responsible for procuring audit services for smaller authorities – this is all parish and town councils and internal drainage boards with an income of less than £6.5m – and for the management of these audit contracts for a period of five years.

The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally.

The Smaller Authority Regulations<sup>1</sup> enabled the establishment of a sector-led, collective procurement body to appoint auditors and manage audit contracts. This approach acknowledges both the benefits of collective procurement and the important fact that smaller authorities may not have resources or capacity to individually appoint auditors locally.

Audit of smaller authorities remains mandatory and the creation of the body is aimed at easing the administrative burden, reducing costs and ensuring quality, while maintaining the opportunity for a local approach to auditor appointment.

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<sup>1</sup> The Local Audit (Smaller Authorities) Regulations 2015 <http://www.legislation.gov.uk/ukdsi/2015/9780111126103>

National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities.

The audit regime remains unchanged with limited assurance engagements being required from all authorities except those smaller authorities with zero expenditure, who will continue to confirm this annually in response to auditor requests.

One important change is that from 2017 those smaller authorities with a turnover below £25,000 will still be required to complete and publish an Annual Return, but will no longer be required to submit it for audit.

### **About the Sector-Led Body (SLB)**

As previously stated, NALC, SLCC and ADA are currently working together to set up a 'sector led body' to procure audit for smaller authorities for the start of the 2017/18 financial year. This process is being supported and funded by DCLG.

As was the case with the former Audit Commission, the running costs of the new body will be funded from the audit fees charged to smaller authorities.

The board of the new body will comprise an independent chair, two independent members, and representation from NALC, SLCC and ADA. Secretariat support will be provided by NALC. The new body will have a Memorandum of Understanding with DCLG, who will have optional observer status, and who will also review and monitor progress and quality of SLB work.

The SLB will appoint auditors for **all those smaller authorities 'opted in' to the new arrangements**.

A tender process (compliant with European rules and regulations) will be completed by the end of September 2016.

The SLB will procure, deliver and manage the audit contracts; this will include specification of contract requirements, management of auditors, recording of all authorities opting in or out, communications and quality management of audit contracts.

Quality assurance of audits/limited assurance engagements will be conducted by a process to be managed through DCLG.

The SLB will be charged with monitoring those smaller authorities who decide to 'opt out' and reporting those bodies to DCLG, confirming when they have appointed auditors locally.

National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities.

## **What you need to do**

Those smaller authorities who wish to participate in the SLB do not need to do anything as all smaller authorities are automatically opted in to the new body and will have an auditor procured for them.

This is aimed at helping the transition to new arrangements in 2017 to be as seamless as possible and with no disruption to your audit arrangements.

## **How to opt out of the new arrangements**

However your council is entitled to opt out of the new arrangements. The decision to opt out must be through a formal meeting of the council, and as such every council who is eligible to opt-out needs to actually formally consider if they are going to.

If you wish to opt out of the Sector Led Body Audit procurement you must email [slboptout@nalc.gov.uk](mailto:slboptout@nalc.gov.uk) or write to:

Audit Opt Out  
Sector Led Body  
National Association of Local Councils  
109 Great Russell Street  
London  
WC1B 3LD

by 31 January 2016 (if you do not do so by that date the next chance to opt out will be in five years time)

All authorities who wish to opt out must make their own arrangements with auditors, which will include but is not limited to the following:

- establishing an Auditor Panel;
- following a statutory appointment process set out in regulations;
- appointing an auditor by 31 December 2016;
- providing the SLB with the contact details of your auditor.

Smaller authorities who 'opt out' but fail to appoint an auditor by the deadline will have an auditor appointed for them, as the appointment of an auditor is a legal requirement. Such an appointment may be at a considerably higher cost as the savings from the bulk procurement of auditors may not be available and there will be additional administrative charges.

A small fee will be charged for this to cover the whole five year period and will be payable before the start of the new audit arrangements in April 2017. These authorities may 'opt out' but will still have to appoint auditors and meet the requirements set out above and it is highly likely this will be a far more expensive option.

National Association of Local Councils, Society of Local Council Clerks and the Association of Drainage Authorities.

It would be prudent of you to consider in your budget discussion funding to meet either the costs of audit if you are a council above £25,000 turnover, or the fee to access a an auditor from the Sector Led Body if you are a smaller council. The previous audit costs were negotiated several years ago and included some cross subsidy from larger councils so your costs in future years may increase. The one-off SLB fee is estimated to be less than £100, however this may be subject to change as the SLB is set up.

### **Timetable**

SLB Chair and Board (Independent) roles advertised	Oct 2015
SLB set up as a corporate entity	Nov 2015
SLB Board in place	Nov 2015
Specification of Auditor procurement requirements start	Nov 2015
Local Authorities written to and informed of options	Nov 2015
Smaller authorities opt out SLB arrangements	End Dec 2015
Specification of auditor requirements	End 2015
Procurement of auditor services starts	Start 2016
Auditors appointed by SLB	End Oct 2016
Opted out authorities to advise SLB of auditor appointments	Oct 2016
Auditors in place	Start 2017
Auditors start work	Start 2017/18 financial year
Auditors first reports	2 <sup>nd</sup> quarter 2018

### **Summary of Key points**

- **New Audit arrangements come into force on 1 April 2017 requiring the set up a SLB**
- **NALC will be working in partnership with SLCC and ADA to set-up of the SLB**
- **The SLB will procure, deliver and manage the audit contracts to start 1 April 2017**
- **The SLB will appoint auditors for all those authorities opted in**
- **Authorities who opt out of the SLB arrangements will need to inform the SLB and will have to have appointed auditors by 31 December 2016**
- **The audit regime from 1 April 2017 remains unchanged using limited assurance engagements**

**If you wish to opt out of the Sector Led Body Audit procurement you must let us know by 31 January 2016 by emailing [slboptout@nalc.gov.uk](mailto:slboptout@nalc.gov.uk) or write to:**

Audit Opt Out  
Sector Led Body  
National Association of Local Councils  
109 Great Russell Street  
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Further information.

The Local Audit (Smaller Authorities) Regulations 2015

[http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi\\_9780111126103\\_en.pdf](http://www.legislation.gov.uk/ukdsi/2015/9780111126103/pdfs/ukdsi_9780111126103_en.pdf)

Local Audit and Accountability Act 2014

[http://www.legislation.gov.uk/ukpga/2014/2/pdfs/ukpga\\_20140002\\_en.pdf](http://www.legislation.gov.uk/ukpga/2014/2/pdfs/ukpga_20140002_en.pdf)

Transparency code for smaller authorities

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/388541/Transparency\\_Code\\_for\\_Smaller\\_Authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf)

# Astley Village Parish Council

Budget Spends									1 April 2015 to 31 March 2016				Precept for 2016/2016			
			Ear-marked Reserve or C/F	Precept 2015/2016	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain	Notes	Proj spend to end Mar'16	Balance	Carry Fwd	Precept		
01 - ADMINISTRATION	01-1	Room Hire		75		75	17		59	#1	35	24		75		
	01-2	Office/Sundry		600		600	470		130		100	30		600		
	01-3	Insurance		650		650	356		294		0	294		350		
	01-4	Auditors/Accounts		150		150	150		0		0	0		150		
	01-5	Election/by-election/polls	2,300	1,800		4,100	269		3,831		0	3,831	3,831	0		
	01-6	Employees		14,000		14,000	12,061		1,939		1,100	839	0	14000		
	01-7	Employee Gratuity Fund/Pension Payments	2,250			2,250	0		2,250		0	2,250	2,250	0		
02 - COUNCIL	02-1	Newsletter/Publications		775		775	838	140	78		0	78		800		
	02-2	Village Caretaker		1,000		1,000	630		370		150	220		800		
	02-3	Training		150		150	0		150			150		150		
	02-4	Grant fund/local projects & groups		500		500	0		500		0	500		500		
	02-6	General Reserve	9,978	343		10,321	600	10	9,732			9,732	9,732			
03 - PLAN	03-1	Christmas		250		250	232		18	0	18		250			
	03-2	Village Improvements		2000	1590	3,590	1,108		2,482	220	2,262	2,262				
		Precept in						19,663								
		Other in						4,790								
All expenditure figures exclude vat VAT spent			£288.02	14,528	22,293	38,411	16,730	24,603	21,832			18,075	17,675			

**#1** Transfer Mar15 in to 03-2 surplus c/f

Notes: Income due in on Barclays interest, Unity interest, Unify interest, vat refund = approx £300

## 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  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. 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.	Existing procedures adequate.  Procedures of another body are adequate.
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	L	Identified risk of falling tax base figure. Monitored at precept setting of 2013/14 and 2014/15. Identified savings and changes	Monitor cost saving changes and tax base figure.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations reviewed last 06/11/13.



# Parish Council Financial Risk Assessment

Item 8

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Bank and banking	Inadequate checks Bank mistakes Loss Charges Loss of signatories Opening new bank account (Unity Trust)	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 replacements but the bank takes time to implement changes, this mostly happens after an AGM/election. Limited to a trial for salaries – will be monitored	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 payable	Payments of charges, leases, rentals	L	The Parish Council rents garage space from Places For People for an annual fee and there is an agreement in place for these arrangements. Community centre is booked in advance and billed periodically.	Existing procedure adequate.
Charges - rentals receivable	Receipt of rental	Negative	Presently we have no arrangements in place	

# Parish Council Financial Risk Assessment

Item 8

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Best value Accounta- bility	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	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 inspected at the Council meetings and signed off. The Tax and NI is worked out using an Inland Revenue computer programme updated annually. All Tax and NI payments are submitted in the Inland Revenue Annual Return. The Caretakers each submit a weekly time sheet containing hours, tasks. These are checked and initialled by the Clerk and submitted into the records. Each 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.
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.
Election costs	Risk of an election cost	L	Risk is higher in an election year, but still a risk that a bye-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, bye-elections are not accounted for.	Council precepts an amount and plans for the four year period to build up the fund.
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

# Parish Council Financial Risk Assessment

**Item 8**

<b>FINANCIAL AND MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
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.
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.	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.

<b>FINANCIAL RISK THROUGH EQUIPMENT LOSS OR DAMAGE</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
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 08/01/14 in accordance with BDO 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. Village caretaker to monitor on rounds, mark on time sheet, report problems	Clerk monitor time sheets
Notice boards	Risk/damage/injury to third parties Road side safety	L L	Parish Council has two 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.
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 Clerks computer. 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: .....

Reviewed 6 January 2016.

# REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

**Item 9**

## 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"> <li>Internal Auditor has direct access to those charged with governance.</li> <li>Reports are made in own name to management/Council via a report.</li> <li>Auditor does not have any other role within the council.</li> </ul>	Yes
		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"> <li>Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit.</li> <li>Responsibilities for officers and internal audit are defined in relation to internal control, risk management.</li> <li>The responsibilities of council members are understood; training of members is carried out as necessary.</li> </ul>	Yes
		Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> <li>The Internal Audit Plan properly takes account of corporate risk.</li> <li>The plan has been approved by the council.</li> <li>Internal Auditor has reported in accordance with the plan.</li> </ul>	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"> <li>Adequate resource is made available for internal audit to complete its work.</li> <li>Internal auditor understands the body and the legal and corporate framework in which it operates.</li> </ul>	Yes
		Yes

Reviewed at Council Meeting Date: 6 January 2016

Astley Village Parish Council

# INTERNAL AUDIT PLAN

Item 9

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

AUDITOR NAME: ..... SIGNATURE: ..... DATE: .....

ASTLEY VILLAGE PARISH COUNCIL

**ASSET REGISTER**

Date purchased/ acquired	Asset description	Asset stored	Purchase Value/Est'd Value £	Insurance Value £
Prior to 2002	Noticeboard	Installed at junction of Chancery Road and Hallgate	£500 e	£1500
July 2005	Ornamental Village Entry Signs made of ironwork	Installed one at each boundary of the village on Chancery Road	£500	£550
July 2005	Seat and bike hoops	Installed adjacent to the shop area	£650	£675
October 2005	Noticeboard	Installed on the wall in the shopping centre	£355	£380
Autumn 2008	Strimmer 'Stihl' Donated by Chorley Council	Ravensthorpe Garage	£456	£550
December 2008	Christmas Tree Light sets	Used on Christmas Tree in December	£230	£250
March 2009	Speed Indicator Device	Ravensthorpe Garage or on a Plate around the village	£3000	£3000
September 2011	Information board	Land adjacent to the School, Chancery Road	£1500	£1500
June 2011	Two seats, made of recyclate material	Land adjacent to the School, Chancery Road	£768	£446 each = £892
November 2011	Four planters made of recyclate material	Positioned along Chancery Road	£1548	£387 each = £1548
December 2011	Leaf Blower	Ravensthorpe Garage	£190	£190
February 2012	Trailer	Ravensthorpe Garage	£40	£200
2012	Oak tree for Queens Diamond Jubilee	On land adjacent to the school, Chancery Road		£150
March 2012	Seat made of recyclate material	Beside bus stop, Chancery Road	£446	£446
2012	10 Queens Diamond Jubilee plaques	Plaques attached to: 6 planters, 1 tree, 3 seats	£210	£500
March 2012	Hedge Cutter	Ravensthorpe Garage	£100	£100
November 2012	Living Christmas Tree	Land adjacent Chancery Road, in front of shops	£350	£400
October 2013	Two planters made of recyclate material	Positioned at each village entry sign	£648	£650
November 2013	Metal fence sections which attach together	Around the Christmas tree	£200	£550
November 2014	Seat made of recyclate material and Planter	Seat at bus stop next to GtMdw Planter on Chancery opposite Broadfields entrance	£446 £447	£900
July 15	Seat made of recyclate material		£591	£591

**266.12 Transparency Funding**

Receive information that the application for funding was successful. Consider options and quotations for a new website and IT equipment (Item 12)

**Background**

The new Government 'Transparency Code for Smaller Authorities' was introduced on 1 April 2015 and reported to Council at the 13 May 2015 meeting whereupon the Clerk informed of a possible grant and was tasked to look into the grants available for this new legislation, in respect of having a new website built.

Clerk reported at the September meeting: Follow up work done towards satisfying new Government Transparency Code for Smaller Authorities and identifying the funding to assist smaller parishes comply - anticipated application forms may be received in September/October with a view to getting funding through, this will be progressed.

September Council minutes recorded: Members discussed the transparency bid and that applying for assistance was a good idea, Clerk to keep Councillors up to date if the form/submission is required prior to next meeting (November).

Forms were obtained by the Clerk on 8 September.

Clerk circulated via email to all Councillors on 9 September a draft application form with supporting documents – asking for Councillors input.

Clerk circulated again on the 11 September the forms and information due to the form changing – asking for Councillors input.

Application was submitted 12 October within the timescales and the grant cheque was received and banked 23 November for an amount of £913.

**Application details**

The application was submitted for a lap-top and for a new website to be built:

The Lap-top example used at the time was: 'HP Pavilion 15 ab-269 sa 15.6" laptop' or equivalent £333.33 +vat

The Website costings used at the time were: £500 for the built and £20 per month maintenance from Dec15-Mar16 £80, total £580

**Progress**

Council needs to decide upon a lap-top model to buy which is within the granted amount of £333 (ex vat) which gives a spend of £399 – examples of suitable models are attached. Also the software packages to be used.

Council needs to choose a contractor to build and maintain its new website. The example quotation used for the application process is attached, also quotations supplied to us following a contact made by a company.



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  - Storage: 1 TB

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Brief product description

  - ✓ FREE delivery available
  - ✓ FREE collect in store available
- HP Pavilion 15-ab269sa 15.6" Laptop - White**

**£379.99** Save £20.00

  - Windows 10 (pre-installed)
  - Intel® Core™ i3-5157U Processor
  - Memory: 8 GB
  - Graphics: Intel® Iris™
  - Storage: 1 TB

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Brief product description

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Claim a Free F1™ 2015 game. The UK's No.1 hit racing game.
- HP Pavilion 15-ab271sa 15.6" Laptop - Blue**

**£379.99** Save £20.00

  - Windows 10 (pre-installed)
  - Intel® Core™ i3-5157U Processor
  - Memory: 8 GB
  - Graphics: Intel® Iris™
  - Storage: 1 TB

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Garstang Business & Community Centre  
High Street  
Garstang  
Preston  
Lancashire  
PR3 1EB  
Tel: 01995 604672

Debra Platt  
Astley Village Parish Council  
9 Ambleside Avenue  
Euxton  
Chorley  
Lancashire  
PR7 6NX

05-08-2015

Dear Debra,

Many thanks for your time recently and for allowing us to quote to be your new web provider. Please find below an outline for the development of a new website based on your recent tender request and our further discussions.

Please note that some of this quotation includes the addition of CMS (Content Management System), briefly demonstrated to you, giving a nominated individual the ability to update the website dynamically without any technical skills. We will of course provide training to any nominated individuals.

Please note that we have experience of working with many parish and town councils.

**Project Outline:**

		Price
1.	<p><b>Build new website as per your brief</b></p> <ol style="list-style-type: none"> <li>1. Redesign 6-10 page fully responsive website with completely new look and feel to your design requirements.</li> <li>2. <b>Documents</b> - Create a bespoke layout to incorporate the requirements of uploading PDF's to different categories similar to the 'accordion effect' (expand and collapse) on <a href="http://www.stalmineparishcouncil.org/documents.php">www.stalmineparishcouncil.org/documents.php</a>. Documents will automatically be archived to the relevant year within that category.</li> <li>3. Look and feel to be agreed but possibly similar to <a href="http://www.catterallparish.org.uk">www.catterallparish.org.uk</a>.</li> <li>4. Full training on how to use our Content Management System included.</li> <li>5. Easy Web Sites will assist where possible in transferring existing data to the new website (please speak to Gillian Benson and Catterall Parish Council to see how effective this was).</li> </ol> <p>Price assumes that you be able to supply all text, images, logo etc</p>	£500
2.	<p><b>News (Blog)</b></p> <p>Give you the ability to publish 'news' items to you website. Full initial training is included</p> <p>You will be able to</p> <ol style="list-style-type: none"> <li>1. Add news items</li> </ol>	Included in base fee

	<ol style="list-style-type: none"> <li>Create categories for your news items</li> <li>Add an image to your news item</li> <li>Allocate categories to each news item</li> <li>Categories displayed and a search facility will be provided</li> </ol> <p>For a working example please see <a href="http://www.ktgsocialcare.co.uk">www.ktgsocialcare.co.uk</a></p>	
3.	<b>Gallery Management</b> See attached specification	Included in base fee
4.	<b>Fully Responsive Website</b> Easy reading and navigation with a minimum of resizing, panning, and scrolling, across a wide range of devices (desktop computer, laptop, tablet and mobile)	Included in base fee
5.	<b>Search Engine Optimisation</b> Write metadata to improve search engine ranking for each page.	Included in base fee
6.	<b>Search Engine Optimisation (Google Maps)</b> Add/update listing on Google Maps to include five categories.	Included in base fee
7.	<b>Sitemap</b> Add xml sitemap for SEO purposes allowing Google to easily index each page of the website, it also helps get websites listed on Google.	Included in base fee
8.	<b>Google Analytics</b> Add Google analytics, allows us to track the performance monthly of your web site.	Included in base fee
9.	<b>Website Compliance</b> All our websites are designed in accordance with the World Wide Web Consortium (W3C) internationally recognised Web Accessibility Initiative guidelines. Each page will have the facility for the user to validate the page. Having a compliant website improves Google rankings indirectly.	Included in base fee
10.	<b>Webstats</b> We will PDF a monthly report details the number of unique visitors to the website for the preceding month	Included in monthly fee
11.	<b>Hosting</b> All our websites are hosted in the UK,, servers are fully secure, backed up daily and have everything we need to ensure 99.9% uptime which they guarantee	Included in monthly fee
12.	<b>Monthly fee</b> What is included in our monthly fee: <ol style="list-style-type: none"> <li>1 x domain name</li> <li>Annual hosting</li> <li>Full training and on-going support for CMS</li> <li>3 hours support annually</li> <li>Monthly Webstats</li> <li>Local Account Manager</li> </ol>	£20 per month

## Payment Terms

Payable within 30 days from completion.

## Notes

1. Prices exclude VAT which will be charged at the current rate.
2. Contracts are on a fixed price for the first 12 months, and can be cancelled with 3 months notice after the initial 12 month period.,
3. Additional development requests or additional functionality requested that is not in the above quotation will incur additional charges.
4. We will require the transfer of the IPS tag to 'SHLUND' from the current registrar, to enable to publish your website, create e-mail addresses and provide webstats.
5. If you are transferring an existing domain name to us your current domain name registration company may charge an administration fee for this process. This is payable by the client directly to the existing company.
6. If in future you decide to move your domain name to another hosting company by leaving easy-web-sites.co.uk then we will charge an administration fee of £25 + VAT to cover our administration.
7. We cannot guarantee placement on a search engine (Google).

I look forward to discussing with you in more details so that I can out together a more detailed project plan

Yours,

James Reilly  
Managing Director  
Easy Web Sites Ltd

**From:** [Adam Curtis](#)

**Sent:** Friday, June 26, 2015 1:27 PM

**To:** [astleyvpc@btinternet.com](mailto:astleyvpc@btinternet.com)

**Subject:** Parish Council Transparency Code Compliance and Website Offer

*It would be much appreciated if you could add the following issue to the agenda for your next parish council meeting, and also forward my email to the councillors so they are informed in advance and can discuss my offer.*

Dear Mrs Debra Platt,

My name is Adam Curtis and I am writing to offer you a modern and affordable website design for Astley Parish Council. As you may be aware, parish councils will be required to provide online access to council information, under the government's new Transparency Code for Smaller Authorities, commencing 1st July 2015.

To see some demonstrations of my website design, please follow these links:

- [Parish Council & Community Design 1](#) (includes parish council and community content);
- [Parish Council Design 1](#) (different colour scheme and only parish council content);
- [Parish Council Design 2](#) (different homepage design - two columns)

This is an ideal time to create a parish website, especially one which is user-friendly on mobile devices as well. I have created a modern website design tailor-made for parish councils that can:

- allow you to **comply with the Transparency Code** requirements for online publishing;
- **adapt to work on all devices**, including mobile phones, to ensure maximum accessibility to the website content.
- provide a **great community resource** and act as an online hub for all parish related matters, providing local news, diaries of upcoming parish events, photo galleries and more.

Both the home page and the colour scheme can be customized, allowing you to create a unique look for your parish website.

With parish council budgetary constraints in mind I have set a low-cost price structure to give you an excellent value-for-money package (please note that funding can be applied for from the government to help create your parish website). An online training course is also included in the price to ensure you can modify the website content easily.

Support for my clients is of paramount importance to me. For a small monthly/annual fee I will maintain the website by testing and updating the software and keeping the website secure. This will ensure your website is fast and reliable. Additionally I will always be available and willing to help with any technical issues you encounter to ensure the smooth operation of your parish website.

***You can find out more information about the Transparency Code and my website design options and prices in the attached word document.***

Thanks for taking the time to read my email. If you have any questions or would like to get started with your parish website, please get in touch by replying to this email or by calling me on the number below.

Warm Regards,  
Adam

Mobile: [07944 390923](tel:07944390923)

Email: [adam@curtiswebsitedesign.com](mailto:adam@curtiswebsitedesign.com)

Thank you for your inquiry. I've provided a quote below which breaks down the costs of the two website packages I offer and includes the total costs in the first and second years (including domain name and hosting costs). The first package is designed to provide a dedicated parish council website and doesn't include the additional community-orientated features contained in the second package. These additional features include a news blog, community pages, a photo gallery and also the ability to create new pages and expand your website when required.

The Parish Council package may be sufficient for you, and includes the following:

- a customised homepage, including an upcoming events notification area and local weather forecast;
- pages for your Minutes and Agendas, financial documents, Parish Council members and general Parish Council content;
- a calendar;
- a contact page
- a login page (for the website administrators)
- mobile-friendly design

Please note that the costs include a 1-hour training session to explain how to use the administration area of the website to edit pages, upload and display documents, add links etc.

### *Parish Council Website*

Price - £290 + support + hosting\*.

Support – £140/year.

### *Parish Council & Community Website*

Price - £390 + support + hosting\*.

Support – £190/year.

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*\*Hosting - I will help you buy your domain (normally ~£5/year) and a hosting plan (hosting charges are £35/year for a standard specification plan). Note that if you wanted a [gov.uk](https://www.gov.uk) domain name the cost is £99 for two years, plus the setup cost will be an additional £50 to cover the extra time required.*  
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So assuming a £5/year domain and £35/year hosting plan, your costs for the first two years would be:

#### **Year 1:**

##### *Parish Council Website*

£290+£140+£5+£35 = £470

##### *Parish Council & Community Website*

£390+£190+£5+£35 = £620

#### **Year 2 (and following years):**

##### *Parish Council Website*

£140+£5+£35 = £180

##### *Parish Council & Community Website*

£190+£5+£35 = £230

### Concerned by the Local Government Transparency Code?

e-mango website solution: easy to use, training provided, mobile friendly and backed by professional support.



The **Local Government Transparency Code** has been issued by the Government to increase 'democratic accountability', and to aid parishioners in contributing to the local decision making process. As a result, Councils must now publish more data, more frequently. A website solution from e-mango could be the most efficient way of managing this process.

Key features of an e-mango website include:

- Mobile compatibility - allows parishioners to access local information quickly and easily on phones and tablets, as well as improving rankings on Google.
- An easy-to-use system that has been designed for Council clerks - not Web developers.
- Free training to assist Council staff in managing and maintaining their website.
- Further information on the Local Government Transparency Code can be found here: <https://www.gov.uk/government/publications/local-government-transparency-code-2015>
- You can find additional information on our service, and who we have worked with, on our web site: [http://www.e-mango.com/Products/Local\\_Councils\\_Villages\\_and\\_Communities.aspx](http://www.e-mango.com/Products/Local_Councils_Villages_and_Communities.aspx)

Alternatively, reply to this e-mail with your contact details, and we will call you back. We are looking forward to hearing from you.

Trouble viewing this email? [View in browser](#) | [Unsubscribe](#)

Our standard pricing is £300 setup and then £480 as an annual service fee to cover the hosting, backup and support.

We offer a half day training session at our Bournemouth offices as part of the project delivery, but we can also do this via a remote screen sharing session for those where the travelling is too far.