

Contact details

Name of smaller authority: **__Castle Donington Parish Council**

County Area (local councils and parish meetings only): **_Leicestershire _____**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Fiona Palmer	Robert Sizer
Address	The Community Hub 101 Bondgate Castle Donington DE74 2NR	9 Cheribough Road Castle Donington DE74 2RY
Daytime telephone number	01332 810432	01332 810318
Mobile telephone number	07805478997	07792104427
Email address	clerk@cdpc.org.uk	Bobsizer50@yahoo.co.uk

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Annual Internal Audit Report 2018/19

Castle Donington Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ (1)
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/02/19 13/05/19 DD/MM/YY

Name of person who carried out the internal audit

RF Willcocks NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit


 REQUIRED

Date

13/05/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

① = NO PETTY CASH FLOAT NEW 

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Castle Donington Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

27/6/19

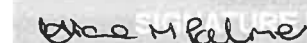
and recorded as minute reference:

4198/19 (NU b) REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.cdpc.org.uk

AUTHORITY WEBSITE ADDRESS

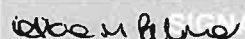
Section 2 – Accounting Statements 2018/19 for

Castle Donington Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	488,288	614,449	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	296,832	308,782	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	248,786	500,698	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	124,141	128,064	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	21,297	21,297	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	274,019	919,027	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	614,449	355,539	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	610,184	373,397	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,433,353	2,942,197	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	388,113	625,942	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date 27/6/19 DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

27/6/19

as recorded in minute reference:

4198/19 (e) REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

 SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Castle Donington Parish Council

1. Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: Castle Donington Parish Council

County Area (local councils and parish meetings only): Leicestershire

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on 1 July 2019

and ending on 9 August 2019

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

Reason for different dates is due to the meeting that the accounts will be approved at – 27 June 2019.

Signed: *Erica M Palmer*

Role: Clerk/RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Smaller authority name: Castle Donington Parish Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>28 June 2019</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2019, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Fiona Palmer, clerk to the Council, The Community Hub, 101 Bondgate, Castle Donington, DE74 2NR</u></p> <p>commencing on (c) <u>Monday 1 July 2019</u></p> <p>and ending on (d) <u>Friday 9 August 2019</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> The opportunity to question the appointed auditor about the accounting records; and The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD <u>(sba@pkf-littlejohn.com)</u></p> <p>5. This announcement is made by (e) <u>Fiona Palmer Clerk/RFO</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that:

1. The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3. The responsible financial officer for a relevant authority must, on behalf of that authority, publish **(which must include publication on the authority's website)**:

(a) the Accounting Statements (i.e. Section 2 of either Part 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:

(i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;

(ii) the Annual Governance Statement (i.e. Section 1 of either Part 2 or Part 3, whichever is relevant, of the AGAR); and

(b) a statement that sets out—

(i) the period for the exercise of public rights;

(ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;

(iii) the name and address of the local auditor;

(iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

1. You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and

2. Publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a. the approved Sections 1 and 2 of either Part 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
- b. the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following **suggested** dates: Monday 17 June – Friday 26 July 2019. (The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019); and
- c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2019 for 2018/19 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

COMPLIANCE CATEGORIES

1. Compliant:	Adherence with the requirements of the audit question. No major or minor non-conformances found.
2. Opportunity for Improvement (OFI):	<p>A situation or condition of internal control that may be weak, cumbersome, redundant, overly complex, or in some other manner, may, in the opinion of the internal auditor, offer an opportunity for the Council to improve its current status.</p> <p>OFI's do not necessitate any immediate remedial action on the part of the Council; however, the Council should give them serious consideration in view of the internal auditor's knowledge and exposure to similar controls and processes.</p> <p>An OFI may be an improvement to the internal control system or could prevent future problems.</p>
3. Minor Non-compliance:	<p>A non-compliance that, based on the judgment and experience of the internal auditor, is not likely to result in the failure of the internal control system or reduce its ability to ensure effective control is maintained.</p> <p>It may be either:</p> <ol style="list-style-type: none"> 1. A failure in some part of the Council's internal control and assurance relative to a specified requirement. 2. A single observed lapse in following one item of testing of the Council's internal controls.
4. Major Non-compliance:	<p>The absence or total breakdown of an internal control process necessary to meet a specified requirement.</p> <p>A number of minor non-compliances against one requirement can represent a total breakdown of an internal control process and thus be considered a major non-conformity.</p> <p>Any non-compliance that would result in the probable delivery of a non-conforming service or action by the Council. Conditions that may result in the failure of or materially reduce the usability of the Council's services for their intended purpose.</p> <p>A non-compliance that, in the judgment and experience of the internal auditor, is likely to either to result in the failure of an internal control process or to materially reduce its ability to assure effective internal control.</p>

INTERNAL AUDIT ASSURANCE DEFINITIONS

AUDIT OPINION	EXPLANATION
GOOD	There is a sound system of internal control designed to achieve the Council's objectives. The internal control processes tested are being consistently applied.
ADEQUATE	While there is a basically sound system of internal control, there are weaknesses, which may put some of the Council's objectives at risk.
LIMITED	Weaknesses in the system of internal controls are such as to put the Council's objectives at risk. The level of non-compliance puts the Council's objectives at risk.
UNSATISFACTORY	<p>Control processes are generally weak, leaving the processes/systems open to significant error or abuse.</p> <p>Significant non-compliance with basic control processes leaves the processes/systems open to error or abuse.</p> <p>Significant non-compliance with basic control processes leaves the processes/systems open to error or abuse.</p>

6. Other Comments/Observations

All the recommendations made in section 5 above, bar one are considered to be Opportunities for Improvement (OFI), rather than any material non-compliance and as such reflects very positively on the continuing quality of work undertaken by the Clerk, supported by her team.

However, in last year's (2018) internal report I was concerned about the level of free reserves held by the Council, which was just £19k and the equivalent of 7% of that year's precept (or less than 1 month's precept). The level of free reserves held at this year-end has risen to £50k, but only represents 6% of the 2018-19 precept. As also mentioned previously the Council's own Reserves Policy requires a minimum of 50% of the annual precept (6 months) to be held as free reserves and accepted practice is for it to be between 3 months and 1 year (25% to 100%). As an auditor, whilst it is pleasing to see an increase in actual free reserves this financial year, clearly there is a considerable way to go before the Council reaches the accepted minimum level of 25% of precept, never mind its own stated minimum of 50%. Consequently, the comments made in my 2018 internal audit report (see 'Any Further Comments') still stand particularly the recommendation to scrutinise current earmarked reserves to ensure the amounts earmarked are accurate.

So, whilst free reserves are not yet at an acceptable level, total reserves at the financial year end were £356k, with a cash balance of £373k, so despite my specific concerns above regarding free reserves, the Council does have significant total reserves, and therefore the overall internal audit opinion can remain as: GOOD *

** = see Compliance Categories and Definitions of Internal audit assurance below.*

7. Acknowledgments

The help and co-operation of Fiona Palmer, Clerk to the Council and Jane Hancox, Bookkeeper, is much appreciated by the internal auditor.

Yours sincerely,



Richard Willcocks FCMA, MiP
Internal Auditor to the Council
E: rfw@redwoodpryor.co.uk
M: 07787 738181

- K. Whether the Council has met its responsibilities as a trustee.
- L. Correctly applying the exercise of public rights during the previous year period.

NB: It would be incorrect to view internal audit as the detailed inspection of all records and transactions of the Council in order to detect error or fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control. Managing the Council's internal controls should be a day-to-day function of the staff and councilors and not left for internal audit. (Source: Governance and Accountability for Local Councils-A Practitioners' Guide-2019)

4. Findings

The outcomes of the recommended testing required for assurance purposes is shown in the following documents provided under separate cover:

- Internal Audit Checklist.
- Internal Audit Checklist-Appendix 1: Key Policies, Procedures & Documents Review.
- Internal Audit Checklist-Appendix 2: Transaction Spot Check.
- Internal Audit Process (available on request)

5. Recommendations

Audit Year Raised	Internal Audit Report Checklist			Compliance Category *	Comments
	Section	Ref	Recommendation		
2018	4.Budget	4.4	That the level of free reserves (6% of annual precept) is too low and continues to present a risk to the Council's ongoing operational viability. Therefore, the Council should continue to strive to improve the free reserves position, both in the short term (the 2019-20 financial year) and longer term.	Minor non-compliance	See comments in section 6 below.
2019	4.Budget	4.6	That the distinction between the Council's budget and precept requirements is recognised in the minutes	2 (OFI)	The precept, whilst the key funding element of the Council's total expenditure budget, is not necessarily, the same figure as the Council's total budget requirement i.e. total expenditure.
2018	7.Bank Reconciliations	7.4	That a review of the HSBC bank mandate should be undertaken following the May 2019 local council elections to ensure the bank mandate is up to date and meets the Council's signing requirements.	2 (OFI)	This review and updating of the mandate will address a previous recommendation to amend the mandate.
2019	11.Cemeteries	11.1	Consider reviewing the cemetery regulations to check that they are still fit for purpose and update as necessary.	2 (OFI)	It is not known when the cemetery regulations were last updated.
2019	12. Transparency Code		That the asset register currently published on the Council website (as at 31/03/17) is replaced with the latest version (as at 31/03/19) by 01/07/19.	2 (OFI)	To cover the basic requirement of the Local Government Transparency Code 2015, in respect of land and buildings owned.

Summary Internal Audit Report

Council:	CASTLE DONINGTON PARISH COUNCIL		Year ending:	31 March 2019
Internal Auditor:	Richard Willcocks		Date of report:	22/05/2019
Audit review date(s)	Interim	28/02/2019	Final	09/05/2019

To the Chairman of the Council:

1. Introduction

In accordance with the terms of my engagement, I have undertaken a review of **Castle Donington Parish Council's** records, policies, and procedures for the financial year ending **31 March 2019**, following which I completed and signed the Annual Internal Audit Report 2018/19 (part 3 of the Annual Governance and Accountability Return 2018/19).

2. Basis of Report

This internal audit report is based upon the National Association of Local Councils (NALC) recommended checklist, introduced in 2018, in conjunction with the Practitioners' Guide to Governance and Accountability in Local Authorities.

The scope of this internal audit is focused on assessing the effectiveness of the Council's internal controls. Where any such controls are found to be deficient, the internal audit will help lead to improvement in those processes.

By applying the principles of internal auditing, outlined in the current Accounts and Audit Regulations and applying the approach to internal audit testing outlined in paragraph 1 above, every effort is made to ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

2. Aims & Objectives

Castle Donington Parish Council has a statutory duty to complete an Annual Governance and Accountability Return (the Annual Return) at the end of each financial year. As part of this Return, the Council's internal audit function is required to provide assurance that relevant procedures and controls were operating effectively for the financial year above. The purpose of this exercise is to meet those statutory requirements and provide the Council with an appropriate level of assurance in support of the Annual Return.

The Council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

3. Scope of Audit

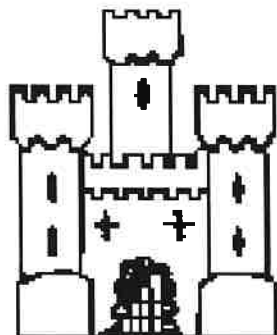
The internal audit exercise involves such testing of the evidence of and evidence of compliance with the 12 statements contained in the **Annual Internal Audit Report** of the Annual Governance and Accountability Return (AGAR), as applicable to the range and financial materiality of the Councils' activities. The statements refer to:

- A. Maintenance of proper financial records
- B. Compliance with the Council's Standing Orders, Financial Regulations and proper accounting for VAT
- C. Adequacy of risk management arrangements
- D. Effective budgeting and budgetary control
- E. Identification of income due and timely collection and banking of such monies
- F. Proper administration of petty cash
- G. Proper administration of salaries of employees and expenses paid
- H. Maintenance of an accurate and reliable asset register
- I. The completion of regular bank reconciliations
- J. The correct basis and accurate preparation of year-end accounts

Castle Donington Parish Council

*The Community Hub
101 Bondgate
Castle Donington
Derby
DE74 2NR*

Clerk: FM Palmer



Accounts

31 March 2019

Castle Donington Parish Council IE FIX
Income & Expenditure Account
01/04/2018 to 31/03/2019

(Last) Year Ended
31 Mar 2018

(Current) Year Ended
31 Mar 2019

<u>Income</u>		
296,832.00	Precept	308,782.24 ①
5,129.50	Wakes Income	6,011.00 ②
50,000.00	Community Hub Income	410,705.43 ③
132,580.56	Rolling Programme Income	2,500.00 ④
4,717.00	Council Tax Support Grant	3,537.76 ⑤
2,175.00	Christmas Event Income	1,450.00 ⑥
6,375.00	Music in the Park income	6,350.00 ⑦
2,205.00	May Market Income	2,145.00 ⑧
15,456.50	Cemetery Income	12,062.75 ⑨
2,195.00	House Rents Income	11,000.00 ⑩
4,110.77	Allotment Income	4,042.92 ⑪
	Devolved Services Expenditure	138.00 ⑫
16,746.21	Parks & Recreation Grounds Incomm	19,797.46 ⑬
	Community Hub Expenditure	16,525.50 ⑭
698.05	Interest on Investments	1,348.20 ⑮
928.00	General Administration Expenditure	403.39 ⑯
957.08	Miscellaneous	668.64 ⑰
2,012.01	Grounds Maintenance Contracts	2,012.01 ⑱
2,500.00	Grants & Donations Income	0.00 ⑲
£545,617.68		£809,480.30

<u>Expense</u>		
13.49	Devolved Services Income	-13.49 ①
	Miscellaneous	646.92 ②
5,180.33	Wakes Expenditure	2,248.35 ③
436.28	Fuel Expenditure	544.64 ④
3,204.00	Dog Bin Contract Expenditure	3,616.00 ⑤
67,352.41	Community Hub Expenditure	763,540.07 ⑥
3,198.54	Devolved Services Expenditure	1,829.03 ⑦
10,148.42	Insurance Expenditure	11,375.32 ⑧
37,026.85	Rolling Programme Expenditure	2,561.50 ⑨
34,308.42	Parks & Recreation Grounds Expenditure	27,707.49 ⑩
53,747.43	Grounds Maintenance Contracts	55,472.47 ⑪
	Allotment Income	13.29 ⑫
11,473.38	Cemetery Expenditure	4,654.71 ⑬
32,774.33	General Administration Expenditure	31,727.71 ⑭
1,598.50	Allotment Expenditure	166.36 ⑮
8,387.60	Grants & Donations Expenditure	5,102.65 ⑯
9,886.89	Christmas Lights Contract	10,366.86 ⑰
124,140.57	Staff Costs Expenditure	128,064.30 ⑱
2,056.66	Christmas Event Expenditure	3,678.17 ⑲
7,906.65	Music in the Park Expenditure	8,284.97 ⑳
1,420.00	Environmental Projects Expenditure	570.00 ㉑
3,269.00	May Market Expenses	3,544.26 ㉒
1,927.34	Hanging Basket Contract	2,454.00 ㉓
	Provision for Doubtful Debts	233.33 ㉔
£419,457.09		£1,068,388.91

Diogenes Palmer *ack/cto*
27/6/19.

Castle Donington Parish Council IE FIX
BALANCE SHEET
31/03/2019

<i>(Last) Year Ended</i> 31 Mar 2018		<i>(Current) Year Ended</i> 31 Mar 2019
£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
1,912.50	Debtors (Net of provision for doubtful debts)	1,859.70
0.00	Payments in advance	0.00
10,324.23	VAT Recoverable	5,518.24
0.00	Temporary lendings (investments)	0.00
610,183.63	Cash in hand	373,397.54
622,420.36	TOTAL ASSETS	380,775.48
	CURRENT LIABILITIES	
7,971.87	Creditors	25,235.60
<u>614,448.49</u>	NET ASSETS	<u>355,539.88</u>
	Represented by:	
19,803.99	General fund Balance	49,749.38
	Reserves:	
0.00	Capital	0.00
594,644.50	Earmarked	305,790.50
0.00	Adjustments	0.00
<u>614,448.49</u>		<u>355,539.88</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2019

Signed


Responsible Financial Officer (clerk)

Date

27/6/19

Explanation of variances on Income and Expenditure Account – 2018-19

Income

- 1) Precept increased as by the Full Council.
- 2) Wakes Income – In line with the levels expected.
- 3) Community Hub Income – Public Works Loan Board loan, Community Hub bookings, grants from LCC and NWLDC, donations and Hillside property sale.
- 4) Rolling Programme Income – Commuted sum from Bloor Homes for land transfer – Merchantman Mews.
- 5) Council Tax Support Grant – Grant received NWLDC. In line with that Expected.
- 6) Xmas Event Income – Grants received.
- 7) Music in the Park Income – Donation and stallage.
- 8) May Market Income – In line with the levels expected.
- 9) Cemetery income – Burial and headstones vary; PC has no control. In line with the levels expected.
- 10) House rent – In line with the levels expected.
- 11) Allotment income – In line with the levels expected.
- 12) Devolved services Income – Library contribution to IT works.
- 13) Parks and Recreation Grounds – Usage of both sports facilities.
- 14) Community Hub Expenditure – Refund of Business Rates whilst facility was under construction.
- 15) Interest on Investments – No significant variances.
- 16) General Admin Expenditure – Donation for photocopier use from Long Whatton & and Diseworth and Breedon Parish Councils, Library contribution to It software, photocopier contributions from reception, etc.
- 17) Miscellaneous – Snow Warden Scheme – Money received from LCC when staff undertook these duties and donations for Tommy figure.
- 18) Grounds Maintenance Contract – LCC payment for Urban Grass cutting.
- 19) Grants & Donations Income – None received this year.

Expenditure

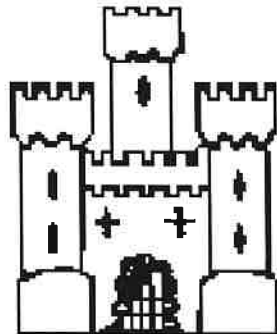
- 1) Devolved services income – Refund of Library internet costs.
- 2) Miscellaneous – Purchase of Tommy figure, one-off payments.
- 3) Wakes expenditure – Less now as we don't have to pay for newspaper advertising.
- 4) Fuel expenditure – No significant variances
- 5) Dog Bin contract – No significant variances.

- 6) Community Hub Expenditure – All expenditure relating to Community Hub, including loan payments, rates, gas and electric, legal, architect, shelving, cleaning materials, H&S, kitchen, furniture, main contractors, other contracts for windows, flooring etc. All on budget. Details figures supplied previously.
- 7) Devolved Services Expenditure – Library internet costs and Catholic Car park rent.
- 8) Insurance – Slight variance due to purchase of Community Hub, additional cover during renovations and refund when Hillside sold.
- 9) Rolling Programme – Spend on projects. (see separate spreadsheet)
- 10) Parks and Recreation – No significant variances, under budget as main focus was works to Community Hub.
- 11) Grounds Maintenance Contract – No significant variances.
- 12) Allotment Income – Refund of rent for plot given up early.
- 13) Cemetery – No significant variances. *by difference £11k → £4*
- 14) General Administration – No significant variances.
- 15) Allotment expenditure – No significant variances.
- 16) Grants & Donations Expenditure – No significant variances.
- 17) Christmas lights contract – No significant variances.
- 18) Staff costs – No significant variances.
- 19) Christmas events – No significant variances
- 20) Music in the Park expenditure – No significant variances
- 21) Environmental Projects – No significant variances.
- 22) May Market – No significant variances.
- 23) Hanging basket contract – No significant variances.
- 24) Provision for doubtful debts – Community hub booking not made to date, although promised.

Castle Donington Parish Council

*The Community Hub
101 Bondgate
Castle Donington
Derby
DE74 2NR*

Clerk: FM Palmer



Rolling Programme Accounts

31 March 2019

Rolling Programme Account Allocation 2019-20							
	Balances as at 31 March 2018	Receipts upto 31 March 2019	Payments upto 31 March 2019	Balances as at 31 March 2019	Re-allocations	Balances as at 31 March 2019	Notes
Money not spent transferred from 2017/18 B		41,100		41,100	-41,100	0	a
Interest	332	1,240		1,572		1,572	b
Vehicle	5,425	0		5,425		5,425	c
Election			1,677	-1,677	2,000	323	d
Music in the Park	5,000	0		5,000		5,000	e
Christmas event					1,000	1,000	f
Devolved services - Library	9,946	0		9,946		9,946	g
Bloors Donation (Drain)	6,318	0		6,318		6,318	h
Community Hub	271,192	405,200	684,142	-7,750	38,100	30,350	i
Section 106 - 275 houses	447,744	2,500	3,131	447,113		447,113	j
Borrowed from reserves towards C	-151,257			-151,257		-151,257	k
Borrowed from reserves to keep Precept percentage increase low			50,000	-50,000		-50,000	l
	594,700	450,040	738,950	305,790	0	305,790	

27/6/19
 correct value
 correct lfo

Rolling Programme balances as 31 March 2019		
Opening balance	594700.02	
Receipts	450040.00	add
	1044740.02	
Expenditure (net)	<u>688950.00</u>	minus
Borrow from r/p a/c	<u>50000.00</u>	minus
	305790.02	
Statement - HSBC	130088.13	
PSDF	177963.60	add
U/p transfers	<u>47738.29</u>	add
Borrow to off-set Precept	<u>50000.00</u>	minus
	305790.02	

Rolling Programme 2018-19

Explanation notes

The Parish Council no longer receives Market Charter stallage which was a very valuable source of income. The main money available for projects is that rolled over from unspent precept, grants and Section 106 receipts.

The Parish Council "borrowed" some of these earmarked reserves in 2017-18 to pay towards the Tudor Hotel purchase for the Community Hub, and subsequently the refurbishment works. This money will need to be repaid, but it was being utilised to reduced he need to commit to further formal borrowing.

- a) Money not spent at last budget; PC agreed to transfer to Rolling Programme and re-allocate accordingly. (£41,110).
- b) Deposit Interest on all balances held. (£1,572).
- c) Vehicle – Savings for works to Landrover or purchase of new vehicle in the future.
- d) Money held for an election. By-election held in the Park Ward.
- e) Music in the Park – Donation from Livenation for the 2019 event.
- f) Christmas event – money from Roxhill carried forward.
- g) Community provision – Agreed matched funding for the 20 4 7 grant approved by NWLDC, and carried forward a year, for projects at the Library on transfer to the Community Hub. Library did not complete this grant and therefore this money is now available for other projects.
- h) Bloors Donation for allowing drain to be laid across the Bentley Road open space. (Separate spread covering receipts & expenditure). PC agreed to have Small Grant Scheme and Volunteer Reception for two years. Grant Fund has now been run for two years and one event for the Celebration of Volunteers; the second event has recently taken place and some of this money spent. When all costs are in there may be a residual balance left for other projects.
- i) Money still to pay towards final retention instalment after all snagging works have been completed.
- j) Section 106 recreation funding from 275 houses.
- k) Borrowed from reserves (Section 106 – 275 houses) towards the cost of Tudor Hotel/Community Hub purchase and renovations.
- l) Borrowed from reserves – Roxhill second instalment due now. NWLDC to be chased.

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to B headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a re basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Castle Donington Parish Council

County area (local councils and parish meetings only): Leicestershire

Financial year ending 31 March 2019

Prepared by (Name and Role): Fiona Palmer Clerk/RFO

Date: 31/03/2019

	£	£
Balance per bank statements as at 31/3/19:		
account 1	11,487.1	
account 2	66,811.9	
account 3	177,963.6	
account 4	130,088.1	
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		386,350.75
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)		
item 1	(60,691.50)	
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
		-60,691.50
Add: any un-banked cash as at 31/3/19	47,738.3	
		47,738.29
Net balances as at 31/3/19 (Box 8)		373,397.54

Explanation of variances – pro forma

Name of smaller authority:

County area (local councils and

parishes):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	488,288	614,449					
2 Precept or Rates and Levies	256,832	308,782	11,950	4.03%	NO		
3 Total Other Receipts	248,756	500,698	251,912	101.26%	YES		PWLB Loan for building renovations for Community Hub - £250,000
4 Staff Costs	126,141	128,044	3,923	3.16%	NO		
5 Loan Interest/Capital Repayment	21,297	21,297	0	0.00%	NO		
6 All Other Payments	274,019	919,027	645,008	235.39%	YES		Main Contractor for Community Hub renovations - £644,498
7 Balances Carried Forward	614,449	355,541			NO	EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	610,184	372,397				EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	2,433,353	2,942,197	508,844	20.91%	YES		Building renovations for the Community Hub - Main Contractor - £644,498
10 Total Borrowings	388,113	825,542	237,829	61.28%	YES		PWLB Loan for building renovations for the Community Hub - £250,000

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Castle Donington Parish Council

County area (local councils and parish meetings only):

Leicestershire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements prepared on an income and expenditure basis and there have been adjustments for debtors/pr advance at the year end. Please provide details of the year end adjustments, showing how the net the difference between Boxes 7 and 8.

£

Box 7: Balances carried forward

Deduct: Debtors (enter these as negative numbers)

1	(2,093.03)
2	(5,518.24)
3	
	<hr/>
	(7,611.27)

Deduct: Payments made in advance
(prepayments) (enter these as negative numbers)

1	0.00
2	
	<hr/>
	-

Total deductions

Add:

Creditors (must not include community infrastructure levy (CIL) receipts)

1	25,235.60
2	233.33
	<hr/>
	25,468.93

Add:

Receipts in advance (must not include deferred grants/loans received)

1	
2	
	<hr/>
	-

Total additions

Box 8: Total cash and short term investments

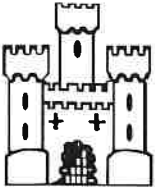
(Section 2 of the AGAR) have been repayments and creditors/receipts in difference between them is equal to

£
355,539.88

(7,611.27)

25,468.93

373,397.54



CASTLE DONINGTON PARISH COUNCIL

Parish Rooms, Hillside, Castle Donington, Derby. DE74 2NH

Telephone/fax: (01332) 810432

Email: clerk@cdpc.org.uk

Clerk: Mrs Fiona Palmer

Sir/Madam

17 May 2018

SUMMONS TO ATTEND ANNUAL STATUTORY FULL COUNCIL MEETING OF CASTLE DONINGTON PARISH COUNCIL

Time/Date: **7.30 p.m. on Thursday 24 May 2018**

Location: The Parish Rooms, Hillside, Castle Donington

Fiona Palmer

Clerk to the Council

Public Participation

Members of the public may make representations, give evidence or answer questions in connection with items included on the agenda. At the discretion of the Chairman the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

Apologies for absence to be received and accepted by the Parish Council

Disclosures of Interest – Under the Code of Conduct members are reminded that in disclosing an interest the nature of the interest should be clear in respect of items on the agenda

AGENDA

1. To elect a Chairman for the year and to sign the declaration of office
2. To elect a Vice-Chairman for the year and to sign the declaration of office
3. Appointment of members to Parish Council Committees (Planning, Amenities and Recreation)
4. To elect Committee Chairmen for the year and to sign the declaration of office
5. To elect Committee Vice-Chairmen for the year and to sign the declaration of office
6. Appointment of Councillors, or Council representatives, with Special Responsibilities
 - a) Staffing issues
 - b) Community Hub project
 - c) Bus Services
 - d) Environmental Warden
 - e) Footpath Warden
 - f) Flood Warden
 - g) School Liaison
7. Appointment of Councillors, or Council representatives, on other Bodies and Outside Groups
 - a) Leicestershire and Rutland Association of local Councils(LRALC)
 - b) Twinning Association
 - c) Village Hall Management Committee

- d) Volunteer Centre
- e) Library Trustees (Up to 6)
- f) Library Management Committee
- g) Donington Park Liaison Committee
- h) Museum Trust
- i) Castle Donington Bowls Club
- j) Roxhill/SRFI
- k) Parish Liaison Committee at NWLDC
- l) Doctors – Patient Participation Group
- m) County Archaeological Network
- n) County Heritage Warden Scheme
- o) Charities – Farmers and Grays

8. Audit – Accounts for Year end 31 March 2018 **APPX A**
- a) To receive the Internal Auditors report (AGAR Part 3, page 3) and any comments or additional reports.
 - b) To receive and approve the Accounts for 2017/18.
 - c) To Council to approve the Annual Governance Statement (AGAR Part 3, page 4) by resolution.
 - d) To consider the Accounting Statements by the members meeting as a whole (AGAR Part 3, page 5).
 - e) To approve the Accounting Statements (AGAR Part 3, page 5) by resolution.
 - f) To ensure the Annual Governance Statement and Accounting Statements are signed and dated by the person (AGAR Part 3, page 4 &5) presiding at the meeting at which that approval is given.
9. Audit – Annual Review of key policies and procedures (Last reviewed 2017) **Appx B**
- a) Code of Conduct
 - b) Standing Orders (NEW)
 - c) Statement of Internal Control and Review of Effectiveness of Internal Control**
 - d) Financial Regulation's
 - e) Risk Assessment and Management
 - f) Mission Statement
 - g) Council Priorities
 - h) Committee Terms of Reference x 3
 - i) Financial Reserves
 - j) Health and Safety
 - k) Equality and Diversity
 - l) Freedom of information – Core Classes and Model Publication Scheme
 - m) Complaints Procedures
 - n) Grant Awarding Policy and application form
 - o) Dignity at work/bullying and harassment
 - p) Lone and Homeworkers
 - q) Disciplinary and Grievance
 - r) Co-option of Councillors
 - s) Protocol for Chairman
10. Audit – Data protection/GDPR policies/forms and procedures (NEW) **Appx C**
- a) Data Protection Briefing information pack from Local Council Public Advisory Service (For Councillor's information)
 - b) General Data Protection Awareness Checklist for Councillor's including recommendations for email accounts
 - c) Assessment of personal data held by Parish Council
 - d) Data Protection Policy
 - e) Consents Forms and Privacy Notices for various activities undertaken by the Parish Council and by Councillors; including recommendations in terms of using email
 - f) GDPR Risk Assessment
 - g) Retention of Documents and Records Policy
 - h) Social Media and Electronic Communication Policy

- i) CCTV policy
- j) Removable Media Policy
- k) Computer and Telephone Policy
- l) Information Protection Policy
- m) Information Security Incident Policy

11. Audit – Other annual reviews
- a) Annual review Risk Assessments
 - b) Annual review of the Asset Register
 - c) Councillors to re-confirm acceptance to receive meeting invites by email
 - d) Councillors are reminded to review their Register of Interests
12. To confirm an extended period of absence for Cllr C Hills to cover the period of his treatment
13. To approve the National Salary awards for all staff for 2018-2020 (pay scales available for 2018-19; 2019-2020 to be issued from NALC later in year).
14. Community Hub
- a) Update on progress to date
 - b) To consider possible options for the main roof
 - c) Rates review submitted
 - d) Grant secured from the Lottery towards the cost of the disabled platform lift
15. EMA: Environmental Agency led permit variation – To consider comments and information received from a resident

16. Planning applications

18/00607/FUL	54 Borough Street	Proposed rear extension
18/00156/ADC	10 Bondgate	Installation of 3 no. externally illuminated fascia signs and 1 no. externally illuminated projecting sign - amended application
18/00805/FULM	The Priest House on the River, Kings Mills	Erection of 22 timber lodges with associated facilities

17. Planning decisions

18/00395/FUL	22 Cordwell Close	Conversion of existing garage to habitable accommodation, erection of single storey front and side extensions and other external alterations	No objection as long as there are no neighbour objections	Approved
18/00520/FUL	23 Tipnall Road	Erection of single storey front extension and pitched roof to extension and existing garage	No objection on condition there are no neighbour objections	Approved
18/00347/FUL	11 Charnwood Avenue	Single storey side and rear extension	No objection	Approved
18/00436/TCA	20 Castle Hill	Felling of 1 no. Cedar tree (unprotected tree in a Conservation area)	No objection - CDPC request a replacement tree is planted	Approved
18/00394/TCA	3 Bondgate	Works to 1 no. Yew tree (unprotected tree in a Conservation Area)	No objection	Approved

REMINDERS:

Diary Notes:

Full Council – 31 May 2018

Committees – 7 June 2018

Full Council – 28 June 2018

Music in the Park – 1 July 2018

Cheque signing rota for May – Cllrs A Saffell and A Sowter



CASTLE DONINGTON PARISH COUNCIL

Parish Rooms, Hillside, Castle Donington, Derby. DE74 2NH

Telephone/fax (01332) 810432

Email: clerk@cdpc.org.uk

Clerk: Mrs Fiona M. Palmer

STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

1.0 **OVERVIEW**

- 1.1 Regulation 4 of the Accounts and Audit Regulations, 2003 as amended, imposes a duty on local councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control.”
- 1.2 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the annual governance statement (on the annual return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Parish Council to review the effectiveness of the internal control system there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document, but the system of controls goes beyond this. A Statement of Internal Controls has therefore been prepared and this is included following this report.

2.0 **RECOMMENDATION**

- 2.1 That the Parish Council consider the attached Statement of Internal Controls, reviewing it to consider whether the controls currently in place are effective.

Prepared by: Fiona Palmer
 Clerk and RFO
 May 2018

The following statement of internal control was considered by Castle Donington Parish Council at its meeting of 24 May 2018 and approved by the council as a true statement of the course of events undertaken by the Clerk/RFO.

Signature of Chairman:

Date:

STATEMENT OF INTERNAL CONTROL

Cash Book/Bank reconciliations

- The cash book is kept electronically, maintained up to date from original documents (cash received, invoices, payments (s/o) made and cheques as they are prepared).
- The cash book is reconciled to the bank statement at least monthly.
- Reconciled accounts are presented at each Parish Council meeting for reference and are signed and approved by a Councillor.
- The cash books, payments and receipts, and bank reconciliation is reviewed and approved by a member of the Parish Council, with reference to the underlying records (bank statements and minutes plus copies of accounts papers etc) at least quarterly.
- The bank reconciliation is reported to the full Parish Council quarterly.
- The latest financial position and movements on the Parish Council's cash balances are reported quarterly at councils meeting and can be traced back to the expenditure approved in the previous meeting via the accounts filed with the minutes.

Financial Regulations & Standing Orders

- The Parish Council has adopted financial regulations and standing orders, based on the model versions prepared by NALC/SLCC. The regulations and orders are reviewed for continued relevance at least annually and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Parish Council.

Order/Tender controls

- The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.
- Official orders/letters are sent to suppliers for services which are not regular in nature Legal Powers.
- A proper legal power is identified in advance of any expenditure.

Payment controls

- Depending on the nature of the supply, the RFO checks the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct.
- Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable.

- Payments will be listed in cheque number order in the cash books and in accounts files.
- All invoices for payment are listed on the report tabled at a meeting where the expenditure is to be authorised for payment.
- Payments made list forms part of the minutes of the meeting.
- Original invoices are available to the Councillors signing the cheques.
- Cheques will be signed by two councillors, who are authorised to sign on the Council's bank mandate.
- The RFO is authorised to transfer funds from one account to another, and make the necessary BACS payments once approved by full council.
- The RFO maintains control of the cheque book at all times, cheques will only be issued and signed for payments approved in Council meetings except for special circumstances whereby the Chairman and Vice Chairman give authority.
- Every payment is identified by a sequential unique number. This number is used to identify the transaction in the payments cashbook, the invoice and cross referenced to the bank statement.
- When invoices are paid by cheque, they are with identified by the cheque number and referenced in the cashbook by the cheque number, as well by the unique identifier. This is cross checked with the bank statements.
- BACS payments are approved by Full Council, in line with cheque payments above, and duly made and released in accordance with financial regulations.

Payments made under section 137 of the 1972 LGA ("The Free Resource")

- A separate s137 account is maintained
- The RFO calculates the maximum amount of s137 expenditure able to be made each year and ensures that it is not exceeded
 - confirmed to the Parish Council when expenditure is considered either by reference to a specific budget for that payment or to the amount of unspent s137 money available.
- Where requests for expenditure from s137 are made this is made clear at the meeting where the payment is to be approved.
- The proper minute authorising expenditure from s137 is prepared on each occasion.

VAT repayment claims

- RFO ensures that all invoices are addressed to the Parish Council.

- RFO ensures that proper VAT invoices are received where VAT is payable.
- RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.

Income controls

- RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council.
- RFO ensures that the precept instalments are received when due.
- RFO ensures that other receipts (deposit interest, allotment and land rents) are received when due and correctly calculated.
- Receipts are issued for cash received and a copy kept.
- Income is banked promptly.

Financial reporting

- A Budget control, comparing actual receipts and payments to the budget is prepared on a quarterly basis, presented to the Parish Council at the meeting.

Budgetary controls

- The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year.
- The precept is set on the basis of the budget by the deadline set by North West Leicestershire District Council.

Payroll controls

- Staff contracts are prepared by the Clerk and agreed by the Full Council and are reviewed and amended where necessary by the Clerk and approved by the Council.
- All employees are paid under PAYE as an employee and the necessary system for HMRC RTI is in place.
- All employees' salaries are set by the Council and a minute is prepared to show the agreed salary.
- Any additional hours are agreed to and paid in line with staff contracts.
- The salaries are paid by BACS.
- The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.

Office and clerk's expenses

- The clerk submits a request for reimbursement of monies owing by way of an expense account, in advance of each meeting, if necessary most items are purchased by account of credit card.
- The expenses cover any out of pocket expenses as well as motoring expenses as laid down by joint SLCC/NALC guidelines.
- Expenses are paid by BACS with the salary.

Asset Control

- The RFO maintains a full asset register.
- The existence and condition of assets is checked on a annual basis by a member of the Parish Council.
- The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.

Risk Assessment

- A risk assessment is carried out annually by the Clerk and presented to a Council meeting where it is approved, signed and minuted as approved by the Council.

CASTLE DONINGTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Thursday 24 May 2018 at 7.30 pm at the Parish
Rooms, Hillside, Castle Donington

PRESENT : Cllrs R Sizer (in the chair), S Ambrose-Jones, M Barker-Lane, C Burton, N Daykin, R Else, R Nickless, G Roberts, A Saffell, A Sowter and D Wintle. Cllr R Canny-NWLDC (arrived 7.38pm and left at 8.30pm), 3 members of the Public.

APOLOGIES: Cllr C Hills (illness), G Dalby (personal) and D Groom (personal).

DECLARATIONS OF INTEREST:

None

4000/18 APPOINTMENT OF CHAIRMAN

Cllr R Sizer was proposed as prospective Chairman. A vote of hands was taken. **RESOLVED:** Cllr R Sizer to be Chairman.

A letter from the out-going Chairman was tabled for Councillors. He thanked the Parish Council for his support throughout the year and wished the new Chairman well.

4001/18 APPOINTMENT OF VICE CHAIRMAN

Cllrs C Burton and A Sowter were proposed as prospective Vice Chairman. A vote of hands was taken. **RESOLVED:** Cllr C Burton to be Vice Chairman.

4002/18 APPOINTMENT OF MEMBERS TO PARISH COUNCIL COMMITTEES

RESOLVED: That the Chairman and Vice-Chairman be ex-officio on all the following Committees.

RESOLVED: That the Committees be appointed as follows:

Planning Committee

Cllrs S Ambrose-Jones, G Dalby, N Daykin, R Else, C Hills, R Nickless, G Roberts, A Saffell, A Sowter and D Wintle.

Amenities Committee

Cllrs S Ambrose-Jones, M Barker-Lane, G Dalby, N Daykin, R Else, C Hills, R Nickless, G Roberts, A Saffell, A Sowter and D Wintle.

Recreation Committee

Cllrs S Ambrose-Jones, M Barker-Lane, G Dalby, N Daykin, R Else, C Hills, R Nickless, G Roberts, A Saffell, A Sowter and D Wintle.

4003/18 APPOINTMENT OF COMMITTEE CHAIRMAN

Amenities Committee

Cllr A Saffell was proposed as Chairman. A vote of hands was taken.

RESOLVED: Cllr A Saffell to be Chairman

Planning Committee

Cllrs A Sowter was proposed as Chairman. A vote of hands was taken.

RESOLVED: Cllr A Sowter to be Chairman.

Recreation Committee

Cllr C Burton was proposed as Chairman. A vote of hands was taken.

RESOLVED: Cllr C Burton to be Chairman

4004/18 APPOINTMENT OF COMMITTEE VICE-CHAIRMAN

Amenities Committee

Cllr R Else was proposed as Vice-Chairman. A vote of hands was taken.

RESOLVED: Cllr R Else to be Vice-Chairman

Planning Committee

Cllr N Daykin was proposed as Vice-Chairman. A vote of hands was taken.

RESOLVED: Cllr N Daykin to be Vice-Chairman

Recreation Committee

Cllr G Roberts was proposed as Vice-Chairman. A vote of hands was taken.

RESOLVED: Cllr G Roberts to be Vice-Chairman

4005/17 APPOINTMENT OF COUNCILLORS, OR COUNCIL REPRESENTATIVES, WITH SPECIAL RESPONSIBILITIES

RESOLVED: That particular responsibilities are allotted to Councillors or Council nominated representatives as follows:

- a) **Staffing Issues** – Chairman, Vice-Chairman and Cllr D Wintle
- b) **Community Hub project** – Chairman, Vice-Chairman, Cllrs S Ambrose-Jones, C Hills, A Saffell and the Clerk
- c) **Bus Services** – Cllr R Sizer
- d) **Environmental Warden** – Mr Murfin
- e) **Footpath Warden** – Cllr A Sowter
- f) **Flood Warden** – Cllrs C Hills and G Roberts
- g) **School Liaison** – Cllrs S Ambrose-Jones and C Burton; PCSO K Bradley – Police Representative

4006/17 APPOINTMENT OF COUNCILLORS, OR COUNCIL REPRESENTATIVES, ON OTHER BODIES AND OUTSIDE GROUPS

RESOLVED: To appoint the following Parish Council representatives:

- a) **Leicestershire and Rutland Association of Local Councils (LRALC)** – Cllr A Sowter.
Meetings are open to all Councillors
- b) **Twinning Association** – The Chairman and Vice-Chairman
- c) **Village Hall Management Committee** – Cllrs S Ambrose-Jones, R Else, G Roberts and A Sowter
- d) **Volunteer Centre** – Cllrs S Ambrose-Jones and B Sizer
- e) **Library Trustees** – Cllrs S Ambrose-Jones, C Burton, N Daykin, A Saffell and the Clerk
- f) **Library Management Committee** – Cllrs R Sizer, A Saffell and the Clerk
- g) **Donington Park Liaison Committee** – All Councillors
- h) **Museum Trust** – Cllr A Saffell, the Clerk and PCSO K Bradley
- i) **Castle Donington Bowls Club** – Cllr B Sizer
- j) **Roxhill/SRFI** – Cllrs S Ambrose-Jones and A Sowter
- k) **Parish Liaison Committee at NWLDC** – Chairman and Clerk
- l) **Doctors – Patient Participation Group** – Cllr A Sowter
- m) **County Archaeological Network** – Cllr N Daykin
- n) **County Heritage Warden Scheme** – Cllr A Saffell
- o) **Charities:**
 - **Farmers** – Mrs Richards and Cllr G Dalby
 - **Grays** – Cllrs A Saffell and G Dalby and Mrs Richards

4007/18 AUDIT – ACCOUNTS FOR YEAR END 31 MARCH 2018

- a) To receive the Internal Auditors report (AGAR Part 3, page 3) and any comments or additional reports – Cllr S Ambrose-Jones acknowledged all the work involved by the Clerk and Bookkeeper. The report was discussed and the Clerk clarified all queries.
RESOLVED: To receive the information.
- b) To receive and approve the Accounts for 2017/2018. **RESOLVED:** To receive and approve the Accounts.
- c) Council to approve the Annual Governance Statement (AGAR Part 3, page 4) by resolution.
RESOLVED: To approve the Annual Governance Statement.
- d) To consider the Accounting Statements by the members meeting as a whole (AGAR Part 3, page 5). **RESOLVED:** To receive the information.
- e) To approve the Accounting Statements (AGAR Part 3, page 5) by resolution. **RESOLVED:** To approve the Accounting Statements (AGAR Part 3, page 5).

- f) To ensure the Annual Governance Statement and Accounting Statements are signed and dated by the person (AGAR Part 3, page 4 & 5) presiding at the meeting at which that approval is given. **RESOLVED:** The Annual Governance Statement and Accounting Statements were signed by the Chairman and Clerk.

4008/18 AUDIT – ANNUAL REVIEW OF KEY POLICIES AND PROCEDURES (LAST REVIEWED 2017)

- a) Code of Conduct – The Clerk reported that there had been a breach of confidential information from a recent meeting. Advice has been sought and a guidance note given to all Councillors confirming they are expected to attend training on the Code of Conduct on 26 July 2018 at 6.00pm. **RESOLVED:** To adopt the policy.
- b) Standing Orders (New) – The Clerk updated the Parish Council on the new policy which was based on a model document provided by NALC. **RESOLVED:** To adopt the policy.
- c) **Statement of Internal Control and Review of Effectiveness of Internal Control.** **RESOLVED:** To adopt the policy with amendment of financial controlling from monthly to quarterly.
- d) Financial Regulation's. **RESOLVED:** To adopt the policy with amendment and adopt procedure 6.11.
- e) Risk Assessment and Management. **RESOLVED:** To adopt the policy.
- f) Mission Statement. **RESOLVED:** To adopt the policy.
- g) Council Priorities. **RESOLVED:** To adopt the policy.
- h) Committee Terms of Reference x 3. **RESOLVED:** To adopt the policy.
- i) Financial Reserves. **RESOLVED:** To adopt the policy.
- j) Health and Safety. **RESOLVED:** To adopt the policy.
- k) Equality and Diversity. **RESOLVED:** To adopt the policy with amendment to annually
- l) Freedom of information – Core Classes and Model Publication Scheme. **RESOLVED:** To adopt the policy.
- m) Complaints Procedures. **RESOLVED:** To adopt the policy.
- n) Grant Awarding Policy and application form. **RESOLVED:** To adopt the policy.
- o) Dignity at work/bullying and harassment. **RESOLVED:** To adopt the policy.
- p) Lone and Homeworkers. **RESOLVED:** To adopt the policy.
- q) Disciplinary and Grievance. **RESOLVED:** To adopt the policy.
- r) Co-option of Councillors. **RESOLVED:** To adopt the policy.
- s) Protocol for Chairman. **RESOLVED:** To adopt the policy.

RESOLVED: To add Staff Recruitment procedure to policies.

4009/18 AUDIT – DATA PROTECTION/GDPR POLICIES/FORMS AND PROCEDURES (NEW)

- a) Data Protection Briefing information pack from Local Council Public Advisory Service (For Councillor's information). **RESOLVED:** To receive briefing document, any questions to be sent to the Clerk.
- b) General Data Protection Awareness Checklist for Councillor's including recommendations for email accounts. **RESOLVED:** Defer to future meeting.
- c) Assessment of personal data held by Parish Council. **RESOLVED:** To receive briefing document, any questions to be sent to the Clerk.
- d) Data Protection Policy. **RESOLVED:** To receive briefing document, any questions to be sent to the Clerk.
- e) Consents Forms and Privacy Notices for various activities undertaken by the Parish Council and by Councillors; including recommendations in terms of using email. **RESOLVED:** To defer to future meeting.
- f) GDPR Risk Assessment. **RESOLVED:** To defer to future meeting.
- g) Retention of Documents and Records Policy. **RESOLVED:** To defer to future meeting.
- h) Social Media and Electronic Communication Policy. **RESOLVED:** Defer to future meeting.
- i) CCTV policy. **RESOLVED:** Defer to future meeting.
- j) Removable Media Policy. **RESOLVED:** Defer to future meeting.
- k) Computer and Telephone Policy. **RESOLVED:** Defer to future meeting.
- l) Information Protection Policy. **RESOLVED:** Defer to future meeting.

m) Information Security Incident Policy Data. **RESOLVED:** Defer to future meeting.

4010/18 AUDIT – OTHER ANNUAL REVIEWS

- a) Annual review Risk Assessments. **RESOLVED:** Defer to future meeting.
- b) Annual review of the Asset Register. **RESOLVED:** To accept the Asset Register
- c) Councillors to re-confirm acceptance to receive meeting invites by e-mail. **RESOLVED:** To accept meeting invites by e-mail with hard copies to be sent to Cllrs G Dalby, A Sowter and D Wintle.
- d) Councillors are reminded to review their Register of Interests. **RESOLVED:** To receive the information.

4011/18 TO CONFIRM AN EXTENDED PERIOD OF ABSENCE FOR CLLR C HILLS

To confirm an extended period of absence for Cllr C Hills to cover the period of his treatment. **RESOLVED:** To approve the extended period of absence for Cllr C Hills.

4012/18 TO APPROVE THE NATIONAL SALARY AWARDS FOR ALL STAFF FOR 2018-2020

To approve the National Salary awards for all staff for 2018-2020 (pay scales available for 2018-19; 2019-2020 to be issued from NALC later in the year). **RESOLVED:** To approve the National Salary awards effective from April 2018.

4013/18 COMMUNITY HUB

- a) Update on progress to date – The Chairman and Clerk attended monthly review meeting on Tuesday and works are progressing nicely with new stairs installed etc and photos available on the Parish Council website. **RESOLVED:** To receive the information.
- b) To consider possible options for the main roof – The Clerk advised that some of the roof tiles on the main building need replacing and is currently awaiting as to what repairs are required or if roof requires replacement and costings. It was confirmed that replacement tiles are to be with what is already on. **RESOLVED:** To approve the Chairman, Vice Chairman and Clerk to progress up to a limit of £25k.
- c) Rates review submitted – currently awaiting confirmation. **RESOLVED:** To receive the information.
- a) Grant secured from the Lottery Awards For All - towards the cost of the disabled platform lift. **RESOLVED:** To receive the information.

4014/18 EMA – ENVIRONMENTAL AGENCY LED PERMIT VARIATION

To consider comments and information received from a resident – The Clerk has received an e-mail from the Environment Agency with details of what they are doing in relation to the variation order for EMA. **RESOLVED:** Cllr A Sowter is to take the matter up at the next ICC meeting.

4015/18 PLANNING APPLICATIONS

PLAN NO	ADDRESS	DETAILS	OBSERVATIONS
18/00607/FUL	54 Borough Street	Proposed rear extension	No objection
18/00156/ADC	10 Bondgate	Installation of 3 no. externally illuminated fascia signs and 1 no. externally illuminated projecting sign - amended application	OBJECT - CDPC requests that the signs are made of traditional material with borders in line within the Conservation Area and recent applications such as Castle Grill.
18/00805/FULM	The Priest House on the River, Kings Mills	Erection of 22 timber lodges with associated facilities	No objection

RESOLVED: To receive the information.

4016/18 PLANNING DECISIONS

PLAN NO	ADDRESS	DETAILS	OBSERVATIONS	DECISION
18/00395/FUL	22 Cordwell Close	Conversion of existing garage to habitable accommodation, erection of single storey front and side extensions and other external alterations	No objection as long as there are no neighbour objections	Approved
18/00520/FUL	23 Tipnall Road	Erection of single storey front extension and pitched roof to extension and existing garage	No objection on condition there are no neighbour objections	Approved
18/00347/FUL	11 Charnwood Avenue	Single storey side and rear extension	No objection	Approved
18/00436/TCA	20 Castle Hill	Felling of 1 no. Cedar tree (unprotected tree in a Conservation area)	No objection - CDPC request a replacement tree is planted	Approved
18/00394/TCA	3 Bondgate	Works to 1 no. Yew tree (unprotected tree in a Conversation Area)	No objection	Approved

RESOLVED: To receive the information.

Meeting closed 9.00 pm

Signed _____

Print Name _____

Date _____

CASTLE DONINGTON PARISH COUNCIL

Minutes of the Full Council Meeting held on Thursday 27 September 2018 at 7.30 pm at the The Community Hub, 101 Bondgate, Castle Donington

PRESENT : Cllrs R Sizer (in the chair), M Barker-Lane, C Burton, G Dalby, N Daykin, R Else, C Hills, R Nickless, G Roberts, A Saffell, A Sowter and N Walker. PCSO K Bradley, Cllr T Pendleton – LCC, Cllr R Canny – NWLDC, Gillian Squires - NWLDC and 10 members of the Public.

APOLOGIES: Cllrs S Ambrose-Jones (work) and D Wintle (personal).

DECLARATIONS OF INTEREST:

Cllr N Daykin declared a non-pecuniary interest in relation to item 9 c) Judicial Review
Cllr G Roberts declared a pecuniary interest in relation to a cheque payable to his company.
Cllr A Saffell declared a non-pecuniary interest in the matter relating to staff wages as his daughter is employed by the Parish Council.
Cllr N Walker declared a pecuniary interest in relation to item 9a) Castle Donington branch of Long Eaton & Sawley Foodbank.
Cllr A Sowter declared a non-pecuniary interest in relation to item 9a) Castle Donington branch of Long Eaton & Sawley Foodbank.

4055/18 CHAIRMANS WELCOME

The Chairman welcomed everyone to the New Community Hub and thanked the Clerk, staff, Councillors and Kevin Bradley who had helped with the move to the Community Hub. The Chairman welcomed back Cllr C Hills and welcomed the new Councillor Niki Walker.

4056/18 POLICE MATTERS

- a) Introduction with new LPU Police Inspector Jackson – gave an update on local ongoing issues including traffic and vehicle speeding complaints received and advised that the Safer Roads team are to look into this over the next couple of months. In addition, a “Fatal 4” campaign is to take place dealing with mobile phone usage, speeding, drink/driving and seatbelt issues. Questions of HGVs and travellers were asked and answered accordingly.
- b) PCSO K Bradley updated the Parish Council as per the following report: -

RESOLVED: To receive the report.

CRIME FIGURES:-

Please visit this link for the most recent crime figures in the Parish: -

<https://www.police.uk/leicestershire/NN43/crime/+4JZHs9/>

EVENTS:

The Valley beat team will be present at the following locations for engagement with local residents during the next couple of months. We look forward to seeing you there.

Meet the Valley Beat team

Members of the Valley Beat team will be at the following events. Please come along and make us aware of any Policing issues within your community.

September 30th 2018 - 13:00-15:00- Rural Beat Surgery, Main Street, Osgathorpe

CRIME TREND:-



There have been a number of related crimes reported recently regarding the theft of garden equipment, spring/summer bedding plants and other garden/shed related items.

Many people take a great deal of trouble securing their house and the property within it...but what about sheds and garages? With the array of lawnmowers, power tools, garden equipment, bicycles, sports and other valuable equipment kept in them, security measures should certainly be put in place.

Property

Gardening tools and garden furniture are not cheap - what's more they are very saleable items for the thief. Don't make it easy for them to be stolen and remember that tools stolen from your shed could be used to burgle your house.

Postcode or property mark anything in your shed or garage that is value and might be stolen, for example, lawnmowers, garden furniture, bicycles, sports equipment.

Take photographs of expensive items - they may be useful to police to identify the goods and return them to you, should you be unfortunate enough to have them stolen.

Never leave garden tools and equipment outside, even if you are just popping back into the house. It only takes minutes for an opportunist thief to take them.

We urge the residents of the village to report ALL crimes, no matter how insignificant they may seem, as they may be related or linked to suspects already known.

Crime and intelligence reports are investigated by numerous departments, often relying on the Neighbourhood teams for valuable input who, with updated local knowledge assist with progression of bringing offenders to justice.

Simply call the police on 101 or use 0800 555 111 to call 'CRIMESTOPPERS' to pass on information about crime anonymously.



23/09/18 BEAT SURGERY UPDATES

1. On behalf of PC1760 Jason Underwood and PCSO6867 Kevin Bradley we would like to thank the 7 residents who attended the advertised Beat Surgery at Tyler's Tea Rooms on Saturday 23/09/2018. A special thank you to Kate for allowing the team to use her establishment. Topics covered included localised crime issues, traffic problems, cycle paths and lack of perceived police presence in the village. Advice was given covering these topics and it was agreed that further work be carried out by the police and involvement of partner agencies. There will be a further surgery/forum in the village in the near future.

Just to clear up any misgivings about police numbers, The Valley neighbourhood beat incorporates the villages of Kegworth, Long Whatton, Diseworth, Belton, Osgathorpe, Griffydham, Swannington, Staunton Harold, Breedon on the Hill, Sinope, Coleorton, Newbold, Worthington, Tonge, Wilson, Sawley Marina, Hemington, Lockington, and Castle Donington and the Donington Park Race Circuit. These villages have a number of shops, pubs, schools and colleges. It is a large neighbourhood area covering (approx. 83 square miles) almost half of the North West Leicestershire policing area and is mainly rural with farms, shops and schools.

The team consists of x1 Police Sergeant, x2 Police Officers and x2 Police Community Support Officers (all can be contact via the Force Website). The local policing area Response Officers are based at Loughborough Police Station.

2. The beat team have visited NORTON MOTORCYCLES, MILLER HOMES and CHASETOWN CIVIL ENGINEERING following residents' complaints about speeding on Park Lane and HGV's cutting through The Green/Darsway housing estate, an unsuitable route linking the two CHASETOWN relief road development entrances.

Both MILLERS and CHASETOWN (who have already been contacted by the Parish Council) have alternative usable routes in place for ALL of their respective delivery drivers, whether employed direct or as independent suppliers.

This route does not enter any of the housing estates in the village and ALL drivers/suppliers are sent maps of the preferred routes away from residential areas.

Both companies are pro-active in supporting the community during the development period and welcome residents reporting breaches of this agreement directly to them.

MILLERS have a 'HOTLINE' residents reporting number – 0800 0836867
(www.millerhomers.co.uk/corporate/sustainability)

CHASETOWN can be contacted via the project manager Alan Jones:
a.jones@chasetowncivil.co.uk

Both companies will take action against any infringements by individual drivers, both stating that drivers will be removed and banned from site, therefore losing any credibility. Whilst site HGV's have entered the area perfectly legally (as they are delivering in the area), both developers are advising ALL drivers accordingly, in respect of the residents wishes. MILLER HOMES Planning director will be approached to supply and erect appropriate signage.

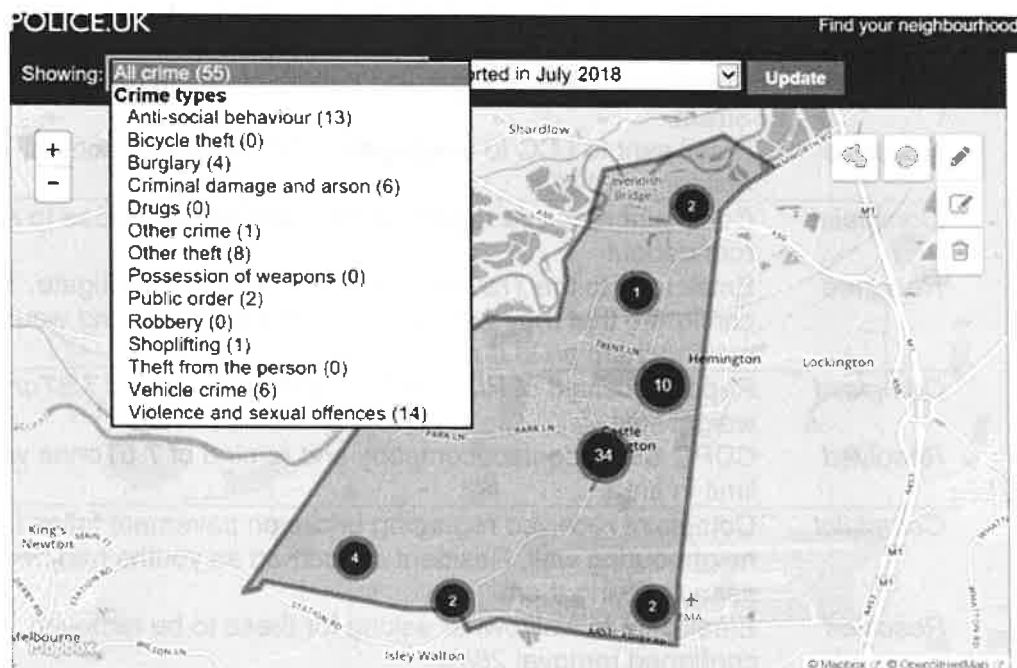
Speed checks / HGV infringements will be carried out on Park Lane by Police in the near future, however resident MAY want to consider forming a Community Speed Watch group. Such a group has been successful in reducing speeding in the villages of Belton and Swannington, which has been followed up with Police enforcement action.

Details: www.communityspeedwatch.org.uk/about/.

I will be only too happy to assist with any help setting this up.

Kevin Bradley

Police Community Support Officer 6867



- c) Inspector Jackson blog: -
Appendix B available on the website or the Clerk

4057/18 CONFIRMATION OF THE MINUTES

RESOLVED: To receive and approve the minutes:

- a) Full Council – 26 July 2018 – amended with one typing error.

4058/18 CHAIRMANS REPORT

- a) Volunteer Centre meeting – The Volunteer Centre is doing well as is the GrowCookShare scheme. Talks are on-going with Livenation for continued sponsorship/support via the Download Festival. Two of the older buses have been disposed of and a brand new one purchased. On-going discussions are taking place about the possibility of basing a vehicle that is currently underutilised at the Community Hub; perhaps in the form of a Dial a Ride Service. **RESOLVED:** To receive the information.
- b) CD Community Library – Meeting scheduled with the Clerk to discuss move to the Hub. The library move is planned to happen 27 October – 4 November to open on 5 November at the Community Hub. **RESOLVED:** To receive the information.
- c) Friday Group – The Chairman had recently attended the Friday Group with an update on the Community Hub. **RESOLVED:** To receive the information.
- d) Flowers for 100th Birthday – Flowers had been sent via the Friday Group to be presented to Laura Dent in celebration of her 100th birthday. **RESOLVED:** To receive the information.
- e) St Edwards church meeting with prospective new Vicars - The Chairman had recently attended a lunch to meet with the prospective new vicars which is part of a long process to appoint a replacement. **RESOLVED:** To receive the information.

4059/18 CLERKS REPORT

a) Comments Register

17 July	<i>Complaint</i>	Complaint received regarding footpath L57 being in danger of being lost/closed
	<i>Resolved</i>	Complainant not contactable to give response to.
18 July	<i>Complaint</i>	Report received of HGV on Bondgate in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
18 July	<i>Complaint</i>	Complaint received regarding cutting of hedge off Hastings Street.
	<i>Resolved</i>	Email sent to LCC to investigate. LCC chased to contact resident on 13/08
22 July	<i>Complaint</i>	Complaint received regarding travellers on land close to A50 roundabout
	<i>Resolved</i>	Email sent to the Traveller Liaison Officer to investigate. TLO confirmed that they were aware of encampment and would be moving them on in due course.
24 July	<i>Complaint</i>	Report received of HGV on Bondgate in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
24 July	<i>Complaint</i>	Complaint received regarding bricks on pavement fallen from neighbouring wall. Resident concerned as youths had been seen throwing them.
	<i>Resolved</i>	Email sent to wall owner asking for these to be removed. Owner confirmed removal 26/07
24 July	<i>Complaint</i>	Report received regarding HGV in breach of 7.5Tonne weight limit
	<i>Resolved</i>	Email sent to Traffic Management within Police. Traffic Management Officer who confirmed this would be monitored in future.
26 July	<i>Complaint</i>	Complaint received regarding overgrown hedge on Clapgun Street
	<i>Resolved</i>	CDPC sent email to LCC who confirmed CDPC could take over

		responsibility of hedge
27 July	<i>Complaint</i>	Report received of HGV on Bondgate in breach of 7.5Tonne
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
27 July	<i>Complaint</i>	Complaint received regarding speeding and HGV's on Barroon. Resident requested that pinch point was installed to stop HGV's/cars mounting pavements
	<i>Resolved</i>	CDPC advised resident that LCC would have to install a pinch point so they would need to be contacted. CDPC would be happy to assist in future if needed.
28 July	<i>Complaint</i>	Complaint received regarding traffic in and around CD. Complainant was concerned with amounts of closures and diversions in area.
	<i>Resolved</i>	CDPC advised that works were being carried out by Highways England and the complaint would be forwarded on to them. CDPC also sent through a copy of the EMG Traffic Management Update for upcoming weeks which is available on CDPC's website for public.
30 July	<i>Complaint</i>	Report received of HGV on Barroon in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
30 July	<i>Complaint</i>	Report received of HGV on Bondgate in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
01 August	<i>Complaint</i>	Complaint received regarding overgrown hedge on Hallam Fields
	<i>Resolved</i>	Email sent to LCC to investigate REF 12245654. LCC stated hedge cut back 06/08. Further complaint received regarding hedge on 30/08 stating hedge was still overgrown and had not been cut back. Email sent to LCC to re-investigate LCC confirmed that matter had been passed back to the Highways Team.
02 August	<i>Complaint</i>	Report received of HGV on Barroon in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
02 August	<i>Complaint</i>	Report received of HGV on High Street in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
02 August	<i>Complaint</i>	Complaint received regarding building materials in road on Routh Avenue
	<i>Resolved</i>	Email sent to LCC to investigate REF 12273652 LCC confirmed that matter was in hand
02 August	<i>Complaint</i>	Complaint received regarding HGV's on Park Lane/Darsway etc. accessing Park Lane development.
	<i>Resolved</i>	Email sent to NWLDC and developer to investigate and request lorries use suggested route of Bondgate/Park Lane.
06 August	<i>Complaint</i>	Complaint received regarding dust on Paddock Close entering houses and gardens due to works on Park Lane Development.
	<i>Resolved</i>	Email sent to NWLDC Environmental Dept to investigate.
07 August	<i>Complaint</i>	Complaint received regarding parking on Moira Dale. Resident requested that parking permits be implemented, or grass area removed to allow for more parking.
	<i>Resolved</i>	Emails sent to LCC and NWLDC to respond to resident directly

07 August	<i>Complaint</i>	Report received of HGV on Bondgate in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
08 August	<i>Complaint</i>	Report received of HGV on Park Lane in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
08 August	<i>Complaint</i>	Enquiry received regarding placement of Defibrillators around the village
	<i>Resolved</i>	CDPC confirmed placement of Defibrillators at Huntington Drive, Spital Park and Borough Street.
09 August	<i>Complaint</i>	Report received of HGV on Darsway in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
10 August	<i>Complaint</i>	Report received of HGV on Barroon/Hemington/A50 in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
14 August	<i>Complaint</i>	Complaint received regarding ball games on Spitfire Road Estate. Resident was under the impression that all ball games would be not be allowed and grassed areas would be planted with more shrubs etc.
	<i>Resolved</i>	CDPC explained that the land had been planted in accordance with the planning permission and that any issues with behaviour considered anti-social should be reported to the Police via 101.
17 August	<i>Complaint</i>	Report received of HGV on High Street in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
17 August	<i>Complaint</i>	Complaint received regarding removal of the chain bridge at Kings Mills.
	<i>Resolved</i>	CDPC explained bridge had been hit by a HGV and was undergoing repair works and would be reinstated as soon as possible
18 August	<i>Complaint</i>	Complaint received regarding travellers on Back Lane.
	<i>Resolved</i>	CDPC explained that travellers were being dealt with by LCC Multi Agency Traveller Unit and would be moved on as soon as possible.
19 August	<i>Complaint</i>	Complaint received regarding travellers on Back Lane.
	<i>Resolved</i>	CDPC explained that travellers were being dealt with by LCC Multi Agency Traveller Unit and would be moved on as soon as possible.
20 August	<i>Complaint</i>	Complaint received from resident regarding cans being cut by mowing contactors on Cordwell Close
	<i>Resolved</i>	Email sent to contractors to investigate who confirmed matter would be dealt with.
21 August	<i>Complaint</i>	Report received of HGV on Darsway in breach of 7.5Tonne weight limit
	<i>Resolved</i>	CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
21 August	<i>Complaint</i>	Complaint received regarding travellers on Back Lane.
	<i>Resolved</i>	CDPC explained that travellers were being dealt with by LCC Multi Agency Traveller Unit and would be moved on as soon as possible.
22 August	<i>Complaint</i>	Report received of HGV on Bondgate in breach of 7.5Tonne

	<i>Resolved</i>	weight limit CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
22 August	<i>Complaint Resolved</i>	Complaint received regarding travellers on Back Lane. CDPC explained that travellers were being dealt with by LCC Multi Agency Traveller Unit and would be moved on as soon as possible.
23 August	<i>Complaint Resolved</i>	Complaint received regarding HGV's accessing Park Lane development and Back Lane Development using Darsway. CDPC contacted developer and relief road contractor who confirmed that signage would be organised to re-route HGV's away from Darsway.
25 August	<i>Complaint Resolved</i>	Report received of HGV on Tanyard Close in breach of 7.5Tonne weight limit CDPC Cllr to contact company and remind of 7.5Tonne weight limit in area.
29 August	<i>Complaint Resolved</i>	Complaint received regarding cigarette butts littered in Pig Alley. Email sent to NWLDC to investigate. NWLDC said enforcement would visit the area.
04 September	<i>Complaint Resolved</i>	Complaint received regarding footpath L57 resident had previously complained about the footpath and had noticed no action had been carried out. CDPC explained that it had been reported to LCC Rights of Ways Officer who did not feel footpath needed any works. Resident wanted to follow this up personally.
06 September	<i>Complaint Resolved</i>	Report of dead badger received on High Street. Report sent to NWLDC to investigate. NWLDC confirmed that they were aware of the matter and would resolve ASAP.
	<i>Update</i>	Signs on Market Street and Bondgate have been added to a schedule to be re-painted.
	<i>Update</i>	Overhanging bramble branch reported on 09/06. LCC visited the area and could not see anything overhanging the highway REF 11593854
	<i>Update</i>	Travellers sited at Back Lane 20/08. When the encampment first moved into the area they were mostly sited on private land therefore it was down to the land owner to arrange for them to be removed. A Bailiff was arranged who carried out the removal however this led to the travellers simply moving onto highway land 23/08 this is now down to LCC to organise the removal. This process can take several weeks as a court process has to be followed.
	<i>Compliment</i>	Numerous compliments received on Facebook regarding Travellers being moved from Bentley Road and boulders being put in place to stop this from reoccurring.
	<i>Compliment</i>	Email compliment received regarding boulders being placed at Bentley Road to deter future Traveller camps
	<i>Compliment</i>	Thank you received regarding flowers sent for 100 th Birthday.

- b) Macmillan Coffee Morning and Open Morning for the Community Hub in conjunction with the Volunteer Centre and CD Community Library scheduled for 28 September 2018, 10am-12 noon which will give the public first chance to view the building. **RESOLVED:** To receive the information.
- c) Farmers Market and Open Morning for the Community Hub, in conjunction with the Volunteer Centre on 13 October 2019, 9.00am-12 noon. Septembers Farmers Market had seen approximately 50 visitors who viewed the Hub. The Volunteer Centre to look at doing tea/coffee and bacon butties with potentially a Councillor open morning and Police presence going forward. **RESOLVED:** To receive the information.
- d) Wakes – All progressing well. Councillors requested to confirm their availability for the event. **RESOLVED:** To receive the information.
- e) Music in the Park – Little Mix was confirmed as one of the tribute acts for 2019 with further discussions regarding the event at the Amenities committee in due course. **RESOLVED:** To receive the information.
- f) Traders Group meeting update report – The Clerk had attended the recent meeting where various points were discussed of parking, leaflets, street furniture, displays and Christmas and the Traders involvement. The Clerk is to meet with NWLDC to discuss the parking problems. Christmas late night opening was discussed which would require a road closure therefore the Christmas Cheer event would be the preferred option as this is already in place. Another meeting to be scheduled for further discussions. **RESOLVED:** To receive the information.
- g) Museum meeting – No update available.
- h) NWLDC Electoral Services will now be holding forth coming elections for the Central and Park Wards at the Community Hub. Good news for Orchard School as no more school closures! **RESOLVED:** To receive the information.
- i) Miller Homes – Following the recent removal of trees at Bentley Road/Merchantmen Mews, the issue had been passed to NWLDC Planning Enforcement for investigation. **RESOLVED:** To receive the information.

4060/18 REPRESENTATIVES' REPORT, INCLUDING REPORTS FROM LCC AND NWLDC COUNCILLORS

- a) Castle Donington College – Meeting held to discuss proposals regarding the provision of a community 3G facility on the school campus, including discussion regarding the undertaking of updated feasibility studies and reports to the Football Foundation to ascertain need and funding options. This project may have bigger possibilities depending on the level of funding available, in terms of the provision of a new sports hall, changing facilities and increased parking. Discussion also took place regarding the current need for additional grass pitches. Parish Council to consider the cost and other implications in the short and long term for such a project. **RESOLVED:** To defer to future meeting.
- b) Back Lane closure – There had been a lack of information from LCC in respect of the potential closure and numerous complaints had been received from concerned residents. Date of closure is currently unknown. Cllrs R Canny, T Pendleton and the Clerk will investigate this matter making it clear that a closure at this point in time is not a viable option and that another solution needs to be looked at. **RESOLVED:** To receive the information.

4061/18 ACCOUNTS

- a) To ratify the payments made in August under delegated authority including payments of wages. **RESOLVED:** To ratify the payments for August. Cllrs G Roberts and A Saffell did not vote.

Description	Supplier	Total
Insurance	Came & Co	-273.72
Electricity Hub	SSE	32.82
Pension	Aviva	33.00
Phone	TML	400.52
Legal costs	NWLDC	951.00
Advertising	Rural Trader (UK) Ltd	297.60
Planting	Ulyett Landscapes Ltd	102.00
Broadband	BT	281.64
Gas - Spital Pavilion	SSE	537.34
Water office	Water plus	78.44
Rates Cemetery	NWLDC	35.00
Rates Office	NWLDC	49.00
Bank Charges	HSBC	20.73
Phone	EE	30.92
Data Protection	ICO	35.00
Camera	Amazon	147.89
Batteries	Amazon	5.69
Flowers	Buddies Florist	25.00
Vehicle repairs	DC Tyres	15.98
Computer Costs	SC IT Solutions Ltd	30.00
Materials	Travis Perkins Trading Co Ltd	50.72
Grounds Maintenance	Ulyett Landscapes Ltd	5,473.12
Grounds Maintenance	Ulyett Landscapes Ltd	202.50
Repairs	P G Whieldon	168.00
Computer Costs	SC IT Solutions Ltd	30.00
Fuel	Martyn Lee	66.00
Wages	Staff	6,916.27
Tax and NI	HMRC	1,695.82
Water Sports Pavilion	Water plus	75.22
Electricity Hub	SSE	44.00
Pension	Aviva	496.61
Website hosting	2 Commune	210.00
Door lock	AA Locksmiths (East Midlands)	57.00
Book Keeper	Jane Hancox	135.00
Audit Fees	PKF Littlejohn LLP	1,560.00
Materials	Travis Perkins Trading Co Ltd	159.07
Top soil	Ulyett Landscapes Ltd	1,800.00
Stamps	Viking	175.50
Stationery	Viking	37.54
Signs	Sign it (Nottm)Ltd	177.60
Face painting	Guides	200.00
Change of name	NWLDC	41.50
Bubblewrap	Donington Discount	16.30
	Total	22,623.62

- b) Payments scheduled for September 2018 including the payment for wages September.
RESOLVED: To approve the payments for September. Cllrs G Roberts and A Saffell did not vote.

Description	Supplier	Total
Pension	Aviva	33.00

Phone	TML	118.32
Flowers	Buddies Florist	25.00
Christmas Lights	MK Illumination UK Ltd	11,666.40
Advertising	Rural Trader (UK) Ltd	120.96
Computer Costs	SC IT Solutions Ltd	36.00
Materials	Travis Perkins Trading Co Ltd	14.72
Grounds Maintenance	Ulyett Landscapes Ltd	5,473.12
Grounds Maintenance	Ulyett Landscapes Ltd	202.50
Alarm call out	Keepsafe Security Services Ltd	24.00
Subscription	NSALG	66.00
Materials	Travis Perkins Trading Co Ltd	67.43
Car tax	DVLA	255.00
Electricity Cemetery	SSE	42.94
Electricity Spital Store	SSE	136.00
Electricity Sports Pavilion	SSE	321.98
Electricity Office	SSE	131.80
Electricity Spital Playing fields	SSE	106.29
Gas Office	SSE	57.39
Gas Hub	SSE	342.06
Water Spital Store	Water plus	28.72
Rates Cemetery	NWLDC	35.00
Rates Office	NWLDC	49.00
Phone	EE	30.85
Bank Charges	HSBC	11.04
Broadband - REFUND	BT	-13.70
Tools	Commercial Card	73.44
Phone equipment	Investec Asset Fin	438.00
Wages	Staff	7,638.04
Book Keeper	Jane Hancox	195.00
Electrical Works	Beta Electrical Contractors	48.00
Photocopier	Canon	149.90
Catering equipment	J J Martin Ltd	2,168.02
Scribe Licence	Scribe 2000 Limited	584.40
Banner	Sign it (Nottm)Ltd	108.00
Car Parking charges	Spencer Birch	687.74
Play area repairs	Streetscape (Products & Services) Ltd	5,328.00
Materials	Travis Perkins Trading Co Ltd	28.80
Equipment	Viking	119.99
Stamps	Viking	83.79
Contactoer costs	Keller Construction	116,059.98
	Totals	153,092.92

4062/18 NOTICE OF CONCLUSION OF AUDIT 2017-18

To receive the report and comments from the External Auditor. The Clerk advised that no questions or queries had been received and accounts have now been signed off. The Clerk was commended on a job well done. **RESOLVED:** To receive the report.

4063/18 TO CONSIDER GRANT/DONATION REQUESTS

- a) Long Eaton & Sawley Foodbank, Castle Donington branch – The Parish Council has received a request for funding from the Castle Donington Foodbank and discussion took place in support of the request. The Clerk as the Responsible Financial Officer clarified the

correct procedures of the Parish Council for donating monies to charities as all funding must be for residents of Castle Donington therefore the request must come from the Long Eaton & Sawley branch with confirmation that the monies are to be used for the benefit of Castle Donington residents. **RESOLVED:** To approve a grant of £765 on receipt of request from Long Eaton & Sawley branch plus a copy of last years accounts.

- b) Castle Donington Netball Club – The club had applied under the Small Grant Scheme (although this Scheme has since finished, the Parish Council still considered their request) as a new club for funds to pay for training/coaching, kit, umpires, bibs etc. Sponsorship had already been sought and fundraising events taken place and discussion took place. **RESOLVED:** to approve a grant of £500 with a caveat that £400 is to be used for coaching training.
- c) Judicial Review – Request had been received for funds towards the cost of a Judicial Review in respect of the decision made by NWLDC to approve the planning application for Domino Pizza on Bondgate, Castle Donington. **RESOLVED:** To defer until further information is received.

4064/18 COMMUNITY HUB

- a) Main user groups licence agreement – The Clerk gave an update on the draft documents and move-in dates. The Parish Council solicitor had drawn up the documents which had been forwarded to the main users for review and comments had been received. Comments were made regarding the draft documents and questions responded to accordingly. **RESOLVED:** To accept the document and process to finalising the Licence Agreements with the Volunteer Centre and Community Library. Cllr A Sowter voted against.
- b) To review charging arrangements for other users – The Clerk explained the draft document and that the fees had been based against the Spital Pavilion rates and the size of the two buildings. The Clerk had also investigated what other local Councils and Commercial Businesses charged. **RESOLVED:** To approve the document.

4065/18 TO RATIFY MATTERS DEALT WITH UNDER DELEGATED DURING AUGUST

- a) Cemetery House – Request received concerning the moving of the stone pillar and cast-iron railings, due to LCC highways issues in connection with the change of use planning permission. The request was circulated to councillors for comment. The consensus was that it was unnecessary action as the drive has been used by many vehicles over the years, but if it was needed to obtain the change of use planning on the property, then the best solution was to agree to the moving of the stone pillar, back in line with the others and that a new section of cast railings be installed to match existing. **RESOLVED:** To ratify the request.
- b) Request to place an electric cable along an existing route over Moira Dale from UPS/Airport was agreed for the receipt of £10,000 and the payment of the Parish Council's legal cost to implement the necessary easement. **RESOLVED:** To ratify the request.

4066/18 PLANNING APPLICATIONS

- a) August delegated

18/01199/FUL	42 Spittal	Erection of porch	No objection
18/01335/TCA	23 High Street	Works to 1 no. Cedar tree (unprotected tree in a conservation area)	No objection
18/01297/CLE	77A Station Road	Certificate of lawful existing use as a dwelling house (C3 use)	No objection
18/01381/FUL	38 Borough Street (Apiary Bistro)	Change of use to café, restaurant and bar (use classes A3/A4) (Retrospective)	No objection
18/01394/FUL	Donington Racing Circuit, Donington Park	Installation of telecommunications mast and apparatus for a temporary period of 6 months	No objection

18/01199/FUL	42 The Spittal	Erection of porch - AMENDED	No objection
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RESOLVED: To receive the information.

b) September

18/01557/TCA	St Edwards Church, St Anne's Lane	Pruning of 7 no. trees and felling of 1 no. tree (unprotected tree in a Conservation Area)	No objection
18/01497/FUL	Ambro Hill, Melbourne Road, Castle Donington	Extension, creation of new 1st floor and modernisation of domestic dwelling	Not considered as not within CD parish
18/01527/FULM	Zone C, East Midlands Gateway Development	Container storage area with containers stored up to 15 metres high (5 containers) together with rail terminal lighting columns at 25 metres high	Not considered as not within CD parish
18/01482/TCA	Land to rear of 63 Bondgate	Works to three trees (Unprotected trees in a Conservation Area)	No objection on condition that the arboriculturist has no objection.
18/01456/FUL	39 Station Road	Erection of a single storey rear conservatory	No objection
18/01636/TCA	101 Bondgate	Works to 4 no. trees and removal/replacement of 2 no. trees (Unprotected trees in a Conservation Area)	No comment
18/01616/TCA	34 Hillside	Removal of ornamental cherry tree (Unprotected tree in a Conservation Area)	No objection
18/01624/ADC	East Midlands Gateway Development, Ashby Road	Display of one non-illuminated totem sign and 10 internally illuminated totem signs	Not considered as not within CD parish
18/01248/FUL	10 Tanyard Close	Change of use of land for residential purposes, creation of single storey side extension and erection of fence	No objection as long as there are no neighbour objections
18/01719/AIR	Land adjacent to balancing ponds, Beverley Road, East Midlands Airport	Proposed contractor compound (consultation by East Midlands Airport)	Not considered as not within CD parish

RESOLVED: To receive the information.

4067/18 PLANNING DECISIONS

18/01297/CLE	77A Station Road	Certificate of lawful existing use as a dwelling house (C3 use)	No objection	Approved
18/01059/FUL	2 Towles Pastures	Erection of two storey front extension and new pitched roof to existing dwelling	No objection	Approved
18/00961/FUL	Unit 10A, Sills Road, Willow Farm Industrial Estate	New electricity substation (resubmission of 17/00209/FUL moving substation away from Sills Lane (retrospective)	No objection	Approved
18/00911/ADC	35-37 Borough Street	Installation of 2 no. internally illuminated signs and 1 no. non-illuminated sign - amended	Comments a previous: STRONGLY OBJECT - to the proposed sign which is in the middle of the Conservation Area and has rear illumination. This conflicts with the new Shop Front policy. If allowed this would set a precedent for other shops within the central area. PLUS: The Parish Council would support Cllr Saffell complaint and concerns about the process in dealing with this application and not keeping the objectors and ward members advised of the proposal to permit, without the ability to have the application called in and without further comments	Approved

			being able to be submitted.	
18/00869/FUL	44 Park Lane	Raising of roof including side roof extension, single storey rear/side extension and front porch	No objection as long as there are no neighbour objections	Approved
18/01199/FUL	42 Spittal	Erection of porch	No objection	
18/01254/TCA	50A The Spittal	Felling of 1 no. ash tree (unprotected tree in a conservation area)	No objections suggest that a replacement tree is planted	Approved
18/01335/TCA	23 High Street	Works to 1 no. Cedar tree (unprotected tree in a conservation area)	No objection	Approved

RESOLVED: To receive the information.

4068/18 NWLDC

- a) Request to consider street names for the new development off Park Lane (895 houses). One suggestion from NWLDC is famous racing drivers or bends used at Donington Park circuit. **RESOLVED:** Councillors to forward suggested names to the Clerk for submission by the Monday after the meeting.
- b) Update on litter bin requests and rubbish issues – the Clerk advised that all matters are being dealt with on an ongoing basis. **RESOLVED:** To receive the information.
- c) Update on issues raised about a recent event at Donington Hall – NWLDC advised that the matter is being investigated.
- d) Draft list of local heritage assets – www.nwleics.gov.uk/local-heritage **RESOLVED:** To receive the information.
- e) Consultation on the NWLDC Local Plan Scoping Report for the Sustainability Appraisal (Incorporating Equality Impact Assessment and Health Assessment) – link www.nwleics.gov.uk/sustainability_appraisal **RESOLVED:** To receive the information.

4069/18 LCC

- a) To consider parking issues raised at a recent Traders meeting, including the different parking periods, on street and off, and enforcement thereof. **RESOLVED:** The Clerk to update at next meeting.
- b) Examination into the Leicestershire Minerals Waste Local Plan. **RESOLVED:** To receive the information.
- c) LCC is looking at a unitary proposal for the county of Leicestershire. Various letters have been received from the two authorities for review and consideration. **RESOLVED:** To receive the information.

Meeting closed 9.48 pm

Signed _____

Print Name _____

Date _____