

# MILTON ABBOT GROUPED PARISH COUNCIL

(Parishes of Milton Abbot, Chillaton, Dunterton and Bradstone)

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## To all Members of the Council

You are hereby summoned to attend the Annual Meeting of the Milton Abbot Grouped Parish Council to be held at **7.15pm on Thursday 4<sup>th</sup> May 2017 at Milton Abbot Village Hall** for the purpose of transacting the business set out below.

Members of the public are welcome to attend.

*E James*

Emma James, Clerk to the Council  
Wednesday 26<sup>th</sup> April 2017

## ANNUAL PARISH COUNCIL MEETING

### A G E N D A

- 1. Apologies for Absence**
- 2. Confirmation of the Minutes of the Annual Meeting held on 18<sup>th</sup> May 2016 [previously circulated]**
- 3. Chairman's Report**
- 4. Election of Chair for 2017/18**

Invitation for nominations for the office of Chair.

- 5. Election of Vice Chair for 2017/18**

Invitation for nominations for office of Vice Chair.

- 6. Declarations of Interest and Annual Review of Register of Interests**

Councillors are requested to review their Register of Interests and advise the Clerk of any amendments.

- 7. Annual review of delegation arrangements**

The Council has previously delegated some of its functions, including the determination of its views on planning applications. This changed during 2016, with planning applications now being discussed at full meetings of the Council.

In accordance with Standing Order 5j (v), the Council must review its delegation arrangements at its Annual Meeting together with the terms of reference of any Committees it has established. There does not appear to be any need for any delegation and **the Council is therefore requested** to confirm that no powers or duties be delegated to committees or sub-committees, at the present time.

## 8. Representation on external bodies

The Council is represented on these external bodies:

Southern Area Link meeting: Councillor Brewer and one Vacancy

MACKPlan Team: Councillor's Asbridge [Chair], Hough, Pahlsson and Beighton

Other external bodies: The Clerk is not aware of any, but **seeks the advice of the Council**.

**The Council is requested to** determine which Councillors should represent it on external bodies in 2017/18.

## 9. Annual Governance Statement

In accordance with Financial Regulation 1.5, before approving the Annual Governance Statement, the Council must review the effectiveness of its systems of internal financial control, which must be in accordance with proper practices.

The proper management and control of the Council's money relies on the effective scrutiny of its income and expenditure and on robust processes to avoid fraud or other irregularities when paying bills and receiving payments.

Management and control: Reviews of the Council's finances, including the reconciliation of its income and expenditure with its bank accounts, are provided by the Clerk at each ordinary meeting of the Council. Payments to the Council's creditors have to be authorised at a Council meeting, and may be paid by cheque or BACS, unless otherwise approved under the Council's urgency procedure, in which case such action is reported to the Council at its next meeting.

When cheques are signed the cheque stub is also initialled. In order to ensure proper management and control over all BACS payments, a Councillor initiates the payment, which is then authorised by a second Councillor.

In the case of the Clerk's salary, for which payroll services are undertaken by a local Accountant, payment will be authorised as appropriate at the end of each month either by cheque or BACS by two authorised signatories. Such payments will be reported to the Council at its next meeting.

Financial Processes: All expenditure is authorised under the procedure referred to above. All payments are made by cheque or BACS. Cheques have to be signed by two authorised signatories, currently Councillor's Brewer, Westcott, Beighton, Pahlsson and Hough. In the case of on-line banking two of the authorised signatories, namely Councillor's Westcott, Beighton, Pahlsson and Hough will be required to log in and authorise the payment. The Clerk, who as Responsible Financial Officer [RFO] issues cheques and has 'view only' on-line access, has no authority to give instructions to the Council's bankers on any matter. There is therefore no opportunity for any single councillor, or the RFO to incur expenditure on the Council's behalf or otherwise divert the Council's financial assets.

Annual Governance Statement: With the approval of the Council's internal auditor, the Clerk has produced an Annual Governance Statement by setting down the reasons why it is possible to give a satisfactory response to the standard questions asked in the annual return to the Council's external auditors. This is set out in **Appendix A** and, if approved, will be placed on the Council's website.

**The Parish Council is requested to:**

- i) consider whether the arrangements for management and control and the associated financial processes are effective
- ii) determine which councillors shall be authorised signatories for 2017/18 and signed up to on-line banking
- iii) approve the Annual Governance Statement for submission to the Council's external auditors and for publication on-line.

## 10. Audit of 2017/18 Accounts – Annual Return to External Auditors

Notice that the Council's accounts for the year ended 31<sup>st</sup> March 2017 are available for inspection by members of the public have been advertised on the public notice boards in Chillaton and Milton Abbot. The inspection period begins on 13<sup>th</sup> June and ends on 22<sup>nd</sup> July, to date no request has been made to inspect the accounts. The Clerk will report on any requests made to the Council in due course.

The accounts for the year ended 31<sup>st</sup> March are set out in Appendix B (i). This is an update of the report made at the last meeting of the Council and has been approved by the Council's internal auditor.

Appendix B (ii) & (iii) contain the analysis spreadsheets for both the Council's Current and Reserve Bank Accounts. Appendix B (iv) contains relevant extracts from accounting statements to be submitted to the external auditors.

Subject to the approval of the Council's Annual Governance Statement, as set out in Appendix A and dealt with in Item 9 above and the statements in Appendix B, **it is recommended** that the annual return be approved for submission to the external auditors.

## 11. Annual review of the Council's asset inventory

Unless there are some historical assets that the Clerk is not aware of, the Council's inventory is limited to:

Parcel of land adjoining the Church and Churchyard in Milton Abbot leased from Bedford Estate in 1963 for a term of 999 years subsequently sub-let to the Village Hall Management Committee and the Community for a play area	£ 0
Noticeboard - Chillaton (purchased April 2017)	£ 220
Noticeboard – Milton Abbot	£ 0
Two vehicle activated signs in Chillaton	£ 4820
One Samsung Galaxy Tablet	£ 100
<b>TOTAL</b>	<b>£ 5140</b>

These figures are net of VAT.

**It is recommended** that the annual asset inventory be noted.

## 12. Annual Review of the Council's Insurance Cover

An invitation to renew the policy has been received from the current insurers, Came & Company, who obtain cover from various companies, a comparison of the core cover elements is at Appendix C. The current years policy cost was £164.85.

Quotations provided for 2017/18, including insurance premium tax and admin fees, are:

Inspire/Axa	£ 168.00
Hiscox	£ 275.00
Ecclesiastical	£ 781.58

It is **recommended that the Council:**

- i) accepts the quotation from Inspire/Axa
- ii) considers adding the newly purchased Chillaton noticeboard to the insurance policy, although this will likely incur an additional cost

### **13. Annual report of internal auditor**

The Council's internal auditor reports that he is satisfied with the arrangements for financial management and control and with the financial processes used and has no matter that he wishes to draw to the attention of the Council.

### **14. Appointment of Internal Auditor for 2018/19**

Mr Rutherford has acted as the Council's internal auditor for the last few financial years and has kindly agreed to do so for 2018/19 and **it is recommended** that the Council accepts his offer.

### **15. Review of Standing Orders and Financial Regulations**

In accordance with Standing Order 5j(ix), at the Annual Meeting the Council should review and adopt appropriate standing orders and financial regulations. Both of these were completely revised in 2014 and no advice has been received from DALC on the need for any subsequent revision.

In November 2014 it was agreed that the following be included in the Council's Standing orders:

*At the beginning of each year, the Council may decide that executive powers be delegated to the Clerk of the Parish Council where urgent action is required between scheduled meetings, and where it is not possible or convenient to call a special or extraordinary meeting.*

*The Clerk may, following consultation with the Chair and Vice-Chair of the Parish Council deal with urgent business. Any action involving expenditure will not be in conflict with agreed Parish Council policy. All actions taken under executive powers must be reported to the next meeting of the Parish Council.*

**It is suggested that the Council adopts** the current version of its Standing Orders and Financial Regulations for 2017/18 and confirms the delegation of executive powers for urgent action to the Clerk for a further year, as set out above.

### **16. Risk Assessment – Annual Review**

An updated list of the Clerks passwords to be passed to the Chairman to be used in the event of an emergency or the unavailability of the Clerk.

To consider the report of the Clerk attached at Appendix D. The Council is required to carry out an annual review of the likelihood of harm, damage or loss occurring because of its activities.

At the last review of the Risk Assessment the Clerk had highlighted issues where further action was needed in order to reduce risks where possible. Appropriate action was subsequently taken to reduce the risks, as depicted on the document.

An issue has been highlighted where further action is needed in order to reduce risk where possible. **It is recommended** that the Clerk be authorised to make enquiries with Lifton Parish Council who have similar VAS speed signs as to the health and safety measures they have in place.

## **17. Annual Parish Meetings**

The Annual Parish meeting for Chillaton was held at 7pm on Wednesday 3<sup>rd</sup> May and for Milton Abbot, directly before the Annual Parish Council meeting, on Wednesday 4<sup>th</sup> May. A report will be verbally provided by the Chairman.