

MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

30th April 2020

MINSTER PARISH COUNCIL

5th MAY 2020

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held Via Zoom Remote Meetings on Tuesday 5th May 2020 at 7 p.m. for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to remotely attend the meeting of the Council. Should you wish to join the Zoom meeting please email the Clerk at clerk@minsterparishcouncil.org.uk by 3pm on Monday 4th May 2020 to request the access information.

In accordance with Regulation 4 of the Local Authorities and Police and Crime Panels (Coronavirus)(flexibility of Local Authority and Police and Crime Panel Meetings) no Annual Meeting will be held and the current Chairman will remain in place until an Annual meeting is held (possibly next year).

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

To approve the minutes of the meeting held on 3rd March 2020 (**Appendix A**).

3. MEMBERS' INTERESTS

To register any new interests, or deregistration, by Members.

4. CO-OPTION TO COUNCIL

The panel appointed to interview the applicants for co-option to the Parish Council met on 16th March 2020 to interview the 3 applicants who had applied to be co-opted to the Parish Council.

The Panel appointed the following:

Mr Colin Mills and Mrs Frances Kearns

The above persons have signed before the Clerk the "Declaration of Acceptance of Office" form and also completed the "Notification of Disclosable Pecuniary Interests" form.

5. POLICING & COMMUNITY WARDEN REPORT

To report on any other matters as appropriate.

6. COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORT

To receive reports from County and District Councillors as appropriate.

7. CHAIRMAN'S ANNOUNCEMENTS

The Chairman to report as appropriate.

8. REPORT OF THE CLERK

The Clerk to report upon any matters that may have arisen since the dispatch of the agenda.

9. DOCUMENTS AVAILABLE FOR INSPECTION

Documents will be placed around at the meeting, as appropriate.

10. VE 75 CELEBRATIONS- CANCELLATION

Members will note that due to Covid 19 restrictions that the VE 75 celebrations cannot go ahead.

11. SECTION 106 AGREEMENT

The Clerk will update members with any information.

12. **AGENCY PAYMENT RENEWAL AND TAKING OVER THE HIGH STREET AND MONKTON ROAD CAR PARKS AND PUBLIC TOILET**

The Chairman will update members with any information since the March 2020 meeting.

13. **DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET OL/TH/18/1488**

The Chairman will update members on any further information received regarding the above application since the March 2020 meeting.

14. **HANGING BASKETS**

Members are asked to consider the provision of hanging baskets this year and if they are purchased how they will be funded. We have received a quotation for 37 baskets at £11.05 totaling £408.85. Last year businesses were asked to contribute £6 per basket. Members views are sought.

15. **REVIEW OF INTERNAL AUDIT REPORT 2018/19 AND CONSIDER RECOMMENDATIONS**

Members are asked to consider the attached Audit Report prepared by our internal auditor David Buckett for the 2018/19 Audit. Members are asked to consider the recommendations within the report. **(Appendix B)**

16. **DOG FOULING**

Cllr Sharp has asked for consideration to be given to the increased dog fouling in the village.

17. **COVID-19 – SUPPORT BY MINSTER PARISH COUNCIL**

The Chairman will give an update on support being given to the vulnerable and elderly during the current government restrictions.

18. **PLANNING APPLICATIONS**

To consider the following applications:-

FH/TH/20/0392- 51 High Street, Minster – Installation of 1 no. air conditioning units.

F/TH/19/1548- Mount Pleasant Lorry Park, Tothill Street, Minster – Erection of single storey building comprising 4no. retail units (Use Class A1), together with retention of mobile food truck and toilet block, provision of 2no. lorry bays and parking, together with associated landscaping.

FH/TH/20/0255-17 Station Approach, Minster – Enlargement of garage to form ancillary living accommodation.

To receive an update on planning comments made to Thanet District Council and decisions made by Thanet District Council since the March Council meeting.

19. **COMMITTEE REPRESENTATIVE REPORTS**

To receive reports, if appropriate, from representatives of the following bodies:

TALC	Cllrs. Crow-Brown & Quittenden
Minster School	Cllr. Mrs Gimes
Village Hall	Cllr. Sharp
Twinning Assn.	Cllr. Burden

20. REPORT OF THE RFO

(a) Bank balance statement

(b) Statement of Receipts and Payments for March and April 2020 (**March payments Appendix C, April payments will be circulated by email before the meeting**)

21. QUESTIONS FROM THE PUBLIC

Up to 15 minutes will be allowed for members of the public to ask questions or comment on parish matters.

Mrs. Kyla Lamb

Clerk to the Council

30th April 2020

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Council held at the Library & Neighbourhood Centre,

4a Monkton Road, Minster

on 3rd March 2020 at 7.00 pm

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Crow-Brown, Sharp, Burden, Owen.

Also present: Cllrs Roper and Hart (TDC), Cllr Hurst (KCC), Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth, Community Warden Karl Aylett

299. APOLOGIES FOR ABSENCE

Cllrs Jones and McCarthy, Cllr Pugh (TDC), Kyla Lamb (Clerk to the Council)

300. MINUTES

Cllr Gimes summarised the Minutes of the meeting held on 4th February 2020.

RESOLVED: That the Minutes of the meeting held on 4th February 2020 be approved and signed by the Chairman.

301. MEMBERS' INTERESTS

None declared.

302. POLICING AND COMMUNITY WARDEN REPORT

PCSO Adrian Butterworth reported as follows;

- Crimes of Note; Attempted burglary in Greenhill Gardens.
- Anti-social behaviour 2 reports of telephone fraud – Persons pretending to be police officers and attempted to extort money from victims.
Weather related calls.
- Items of good work; Working with Karl, Community Warden. Sharing information and occasionally conducting joint patrols.
2 large fly-tips in Marsh Farm Road have been cleared and working with TDC to identify suspects using CCTV and some evidence found in the debris.
- Updates; Asbestos dumped on top road between Minster and Monkton has been cleared along with a further pile in Laundry Road
Rubbish on Manston Airport fence line (Jentex end) has been reported.

Community Warden Karl Aylett reported as follows;

- Has now been in post for one month and dealt with road-rage incidents, trading standards visits, out of area homeless persons, Kent Fire & Rescue joint visits.
- Raising awareness of his availability with his increased presence in the community.
- Contact details have been published in Minster Matters.
- Time will be equally split between the villages of Minster & Monkton and Ramsgate.

303. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS

Cllr Hurst reported as follows:

- KCC are working on their five-year plan to improve the lives of residents.
- Pot-holes are being repaired with a new, improved substance.
- Contractor responsible for repairing potholes has changed recently.

Cllr Roper reported as follows:

- Operation Brock has been stood down. £18.4M was spent.
- Decision has been made to take East Kent Housing back under the control of the Local Authority.
- Feasibility report on the Port of Ramsgate is being carried out and comments can be made on the TDC website.
- Parkway Station has been given the go ahead with a £2M contribution from TDC.
- 1600 fly-tipping incidents were recorded for the year 2015/2016, this increased significantly to 1994 incidents in 2017/2018.

Cllr Crow-Brown queried the level of funding committed to the Parkway by TDC despite their poor finances. Cllr Roper responded that these funds were earmarked some time ago.

Cllr Hart reported that he had spoken to Gavin Waite at TDC to request that all fly-tipping occurrences are recorded, including those that are made on private land.

304. CHAIRMAN'S ANNOUNCEMENT

Cllr. Mrs Gimes reported as follows;

- NHS Information notices relating to Coronavirus have been placed on the parish notice boards.
- There are currently two vacancies for Parish Councillors. These vacancies can be filled by co-option and there is one expression of interest so far. An advert has been placed in Minster Matters to encourage people to apply.
- The next Parish Forum meeting is to be held in April. Any requests for agenda items are welcome.
- The Chairman's Chain of Office is progressing well but is not yet complete.
- There is a continued campaign to make public toilets exempt from business rates.

305. REPORT OF THE CLERK

Nothing to report.

306. DOCUMENTS AVAILABLE FOR INSPECTION

None.

307. VE 75 CELEBRATIONS

The Chairman reported that preparation continues for the 'Picnic In the Park,' to be held on Friday 8th May 2020.

308. SECTION 106 AGREEMENT

Nothing to update.

309. AGENCY PAYMENT RENEWAL AND TAKING OVER THE HIGH STREET AND MONKTON ROAD CAR PARKS AND PUBLIC TOILET

Expected completion date is April 2020.

310. DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET OL/TH/18/1488

The expiry date for this application was 31/01/2020. There are no further updates at this time.

311. MINSTER SHOW

Members considered a request for consent for the use of the Recreation Ground on Saturday 18th July 2020 for the Minster Show. The marquee will be erected on Friday 17th July and removed on Sunday 19th July with security attendance overnight. Use of the pavilion toilets for the disabled was also requested.

RESOLVED: that approval granted for the Minster Show to use the Recreation Ground as specified.

312. OPEN GARDENS

Members considered a request for consent for the use of the Recreation Ground for parking during the weekend of Open Gardens on Saturday 13th and Sunday 14th June 2020

RESOLVED: that approval be granted for Open Gardens to use the Recreation Ground as specified.

313. FILMING AT CEMETERY

The Chairman reported that a request had been received from a film production company to carry out some filming at Minster Cemetery during April. The filming will necessitate temporary closure of the Cemetery to the public for one morning. Any associated vehicles will be contained within the cemetery grounds. Filming will be limited to one area and any existing headstones will be obscured.

314. HIGHWAYS COMMITTEE

Cllr Quittenden gave a summary of the Minutes of the meeting held on 14th January 2020.

RESOLVED: That the Minutes of the meeting held on 14^h January 2020 be received.

Cllr Crow-Brown thanked Cllr Quittenden on behalf of the council for his continuing efforts on Highway matters.

315. PLANNING APPLICATIONS

Cllr Crow Brown reported the following planning applications received and decisions since the last meeting-;

Applications

FH/TH/20/0281 – McDonalds Restaurant & Drive through, Laundry Road- Erection and display of 5 no internally illuminated menu boards and 1no internally illuminated display screen. NO OBJECTION

FH/TH/20/0241 – 64 Monkton Road, Minster – Erection of a single storey rear extension. NO OBJECTION

FH/TH/20/0098 – Ashenmeade, Wayborough Hill, Minster – Erection of a two storey and single storey front extension, first floor side extension with alterations to roof together with erection of a detached garage/workshop to front. NO OBJECTION

FH/TH/20/0056 – Cherry Tree Cottage, Monkton Road, Minster – Erection of a single storey detached one bedroomed annexe in front garden with associated parking following demolition of existing outbuilding. NO OBJECTION

Decisions

20/0073 – 27 Greenhill Gardens – Erection of single storey rear extension, insertion of window to north side elevation and alterations to solar panels in rear roof slope. – **GRANTED**

19/1774 – Richborough Connection Project – Application for details submitted pursuant to requirement 6 g Tree and Hedgerow Protection Strategy for stages 4 and 5 of the Development Consent Order 20-17 No 817 for high voltage electricity connection between Richborough and Canterbury – **GRANTED**

19/1684 – 7 Southall Close Minster – Erection of two storey side extension following demolition of existing conservatory, single story rear extension to existing outbuilding and associated alterations to roof to facilitate change of use to annexe and erection of covered walkway together with erection balcony to rear and side elevations including privacy screens and alterations to fenestration – **GRANTED**

19/1497 – 4 Cornelis Drive, Minster – Erection of first floor extension and side extension to existing detached garage to create ancillary residential accommodation. – **GRANTED**

APPENDIX A

19/1490 – Manston Court Bungalows 5 Manston Road – Reserved matters of outline permission OL/TH/17/1763 for the erection of up to 22 dwellings including access for the approval of appearance, landscaping, layout and scale. - GRANTED

316. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC	Cllr Quittenden reported that a meeting is to be held on 12 th March 2020. Unfortunately, this takes place after the date by which agenda items for the Parish Forum are to be submitted.
Minster School	Nothing to report
Village Hall	Nothing to report.
Twinning Assn.	Cllr Burden reported that the quiz held at the RBL on 22 nd February 2020 was successful. A coach trip to Hastings has been arranged for November.

317. REPORT OF THE RFO

RESOLVED: That the Bank balance statement and received and noted, (b) the statement of Receipts and Payments for the month of February 2020 be approved.

318. QUESTIONS FROM THE PUBLIC

Mr Harris enquired if there was any CCTV footage of the burglary at Attwells and also asked when the potholes in the car park at the Bowls club would be filled. The Chairman explained that work on the CCTV cameras two days prior to the burglary had resulted in them failing to record. This has been rectified and they record 24hrs per day. In relation to the potholes, the gas company have agreed to fill the potholes in return for the use of parish ground for storage of their equipment.

Jim Forrest of Cliffsend Parish Council asked about enforcement of yellow lines in the Parish. He is looking at highways issues in Cliffsend and would welcome a discussion about our experiences.

Mrs Tomkins commented that there is a high volume of traffic travelling from Monkton through to Minster. Many thought that this route was used to avoid the busy main road

Mr Watson asked how pro-active we are in keeping drainage clear. Cllr Day responded that in previous years, a Flood committee had been formed and this resulted in improvements being made. The drains are still monitored but there are limited funds for routine gully sucking. Problems are reported via the online reporting tool and KCC have been quick to respond to reports.

Mr Sharp added that there is new gully sucking equipment in operation albeit more manual than technical.

5th May 2020

Time concluded: 8.02 p.m.

Risk Assessment HIGH 0 MEDIUM 5 LOW 11	Minster Parish Council INTERNAL AUDIT 2018-2019 AUDIT PLAN WITH COMMENTS / FINDINGS	
Area	Item	Comments / Findings Annual Year-end Audit 1 May 2019
Previous Audits	<ul style="list-style-type: none"> • Date of last External Audit Certificate • Comments if any • Publication on website. • Date of last Internal Audit Comments if any • Review of any items outstanding from previous internal / external audit reports. 	PKF Littlejohn signed off the AGAR 2017-18 on 13 September 2018. No comments Published on the website NB References to the Council's website refers to the new website provided by Hugo Fox unless stated otherwise. The previous Internal Audit was undertaken by Mr Eric Fewkes
Minutes	<ul style="list-style-type: none"> • Scan of the minutes of the Council's meetings and the Finance Committee. • Localism Act 2011 • General Power of Competence ? • Dispensations • S.40 LA&A Act 2014 filming/recording 	The Minutes were scanned, which had been posted onto the Council's website. Post Audit Note: The new Hugo Fox website is much easier to access. I like the arrangement of having the previous months Minutes linked to the monthly Agenda, making it easy for visitors to the website to view these documents. However, there are no Minutes of the Policy & Finance and the Operations Committee on the website, the only reference is within the Minutes of the Council Minutes. See comments under Budgetary Control page 3.
Code of Conduct/ Acceptance of Office	<ul style="list-style-type: none"> • Date adopted • Any changes in elected/co-opted members since last Audit ? • DPI's complete • DPI's on website or weblink • New Governance Compliance • Next Election? 	11 seats available, the May 2019 Election was uncontested with the 11 nominations all elected. 5 were new Councillors. The website has a weblink to the Thanet DC website which has details of the DPI's for Minster Councillors.

<p>Standing Orders and Financial Regulations</p>	<ul style="list-style-type: none"> • Have they been formally adopted and applied? • Have any changes been made since they were adopted or the last audit? • Have any changes been formally adopted by the Council? • Updated re Procurement Regs 2015? • Two signature rule still in place? 	<p>It is a while since the Council reviewed its Standing Orders (SO's) and Financial Regulations. NALC have updated their Model SO's (April 2018) and Fin Regs (April 2019). I strongly recommend that the Council consider adopting both Models customising where necessary, especially the Fin Regs.</p> <p>The SO's and Fin Regs are not on the website.</p> <p>I would recommend the establishment of a Policies and Procedures webpage, which could be populated with all the approved/adopted policies and procedures thereby creating a central file of all the Councils important documents.</p>
<p>Risk Management</p>	<ul style="list-style-type: none"> • Risk Assessments – Are they: <ul style="list-style-type: none"> ○ Carried out regularly? ○ Adequate? ○ Reported in the minutes? ○ ANNUAL REVIEW ? • Insurance cover – is it: <ul style="list-style-type: none"> ○ Appropriate/Adequate? ○ LTA in place? ○ Reviewed regularly? ○ Fidelity Guarantee Cover £ (Balances + ½ Precept) • Internal controls – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Reviewed regularly? ○ Statement of Internal Control? • Systems and Procedures – are they: <ul style="list-style-type: none"> ○ Documented? ○ Adequate? ○ Followed? ○ Reviewed regularly? 	<p>There are some very good risk assessments in place with a lot of the regular inspection work being done by the staff (eg play equipment/areas). An annual ROSPA inspection is carried out by Play Inspection Co. Ltd and includes photos.</p> <p>The Clerk advised that an Annual review of all the Risk Assessments is carried out by the Policy & Finance Committee. To be compliant with the Annual Governance Statement this Annual Review MUST be undertaken by the full Council it is one of the duties that CANNOT be delegated to a Committee. This is similar to the approval of the AGAR.</p> <p>Insurance cover is provided by Inspire (AXA) via the Broker Came & Co. there is a Long-Term Agreement in place until 30 Sept 2021 (approved Min 141 – 2 October 2018) Fidelity Cover is up to £190,000. In addition the Council has a Fleet Insurance for its vehicles and ride-on mowers which runs to 8 May 2019, again sourced via Came & Co., but is excluded for the LTA arrangements.</p>

<p>Budgetary Controls</p>	<ul style="list-style-type: none"> • Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> ○ Budget/Precept amounts minuted? • Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> ○ Compare with Fin Regs? • Are significant variances explained in sufficient detail? 	<p>The Policy & Finance Committee deals with a lot of the financial arrangements on behalf of the Council with their Minutes coming to the Council for ratification. However, the Council Minutes do not provide enough detail in some instances. The Minutes of the Committee are NOT available on the website to view, which might provide the missing detail.</p> <p>One obvious example is the discussion and approval of the annual Budget and Precept. The following extract from the Council Minute 228 – 8 January 2019 includes the approval of the Budget and Precept 2019-20.</p> <p>RESOLVED: That the Minutes of the Policy & Finance Committee held on the 2nd January 2019 be received and the recommendations contained within the Minutes be approved and adopted as follows; 220 Reserves held on deposit 221 Fees and charges 2019/2020 (except for Tadpoles as detailed above) 222 Budget and Precept 2019/2020</p> <p>As a minimum the Net Budget and the resultant Precept Request should be stated, but preferably there should be details of the expected Band D Council Tax to be levied and the % increase or decrease, details that I am sure all Councillors would have had available at the Council Meeting</p> <p>Post Audit Note: The Clerk has advised that the Policy & Finance Committee shows more detail of the budget and precept figures recommended to Council to approve.</p>
<p>Section 137 expenditure</p> <p>£7.86 FOR 2018-19 (£7.57 FOR 2017-18)</p>	<ul style="list-style-type: none"> • What is the cash limit for the year? • Is a separate account/analysis kept? • Has the cash limit been exceeded? • Have the spending powers been properly used and Minuted? 	<p>Limited use</p>
<p>Book-keeping</p>	<ul style="list-style-type: none"> • Cashbook - is it: <ul style="list-style-type: none"> ○ Fit for purpose? ○ Up to date? ○ Arithmetically correct? ○ Balanced regularly? 	<p>The 2018-19 Bookkeeping was done using TAS Books software. The Clerk advised that approval had been given to migrate the accounting to the Rialtas Business Solutions Omega Financial package Min 311 – 2 April 2019. Approval was also given to use the Rialtas Facility Booking Software.</p>

<p>Petty Cash</p>	<ul style="list-style-type: none"> • Has the amount of petty cash float been agreed? • Are all petty cash entries recorded? • Are payments made from petty cash fully supported by receipts / VAT invoices? • Are petty cash reimbursements signed for? • Is petty cash reimbursement carried out regularly? • Is petty cash balance independently checked regularly 	<p>A petty cash float of £200 is maintained with top-ups via the corporate bank card facility.</p>
<p>Payroll</p>	<ul style="list-style-type: none"> • Who is on the payroll and are contracts of employment in place? • Who is the RFO? • Have there been any changes to the establishment during the year? • Have there been any changes to individual contracts during the year? • Have new appointments and changes to contracts been approved and minuted? • Do salaries paid agree with those approved by the Council? • Have any ad-hoc payments or benefits been appropriately approved? • Have PAYE/NIC requirements been properly applied and accounted for? • Payroll outsourced? • WORKPLACE PENSION IN PLACE? 	<p>I inspected the payroll output, which listed 9 names, although 2 names were not in receipt of any payment in March 2019, the Locum Clerk and the standby cover for the caretaker.</p> <p>The Clerk and the Asst Clerk work 18 hrs pw The Groundsman, Road Sweeper and the Cemetery Caretaker were the only full-time employees. (37 hrs pw) I noted that the Cemetery Caretaker had been off sick for a while.</p> <p>The payroll is done in-house using Sage 50 Cloud payroll software</p> <p>The Workplace Pension Scheme in place is with NEST but at the moment all current employees have "opted out". The Council revisits this situation every three years to allow employees to opt in.</p>

<p>Payments</p>	<ul style="list-style-type: none"> • Are all payments recorded and supported by appropriate documentation? • Are payments minuted? • Review of DD's and SO's ? • Has VAT been identified, recorded and reclaimed? • Are items above a de minimus amount purchased competitively? • Have internal control procedures been adhered to? • Contracts: <ul style="list-style-type: none"> ○ What contracts exist? ○ Compliance with SO's ○ Have any new contracts or contract variations/extensions been awarded in the year? ○ Procedures adopted for letting of contracts ○ Have contract payments been made in accordance with the contract document? 	<p>The report of the RFO is a standing item on the Council Agendas and usually includes the bank position and a schedule of payments to approve. The standard minute - "The statement of Receipts & Payments for the month of December 2018 be approved. (See attachment)" refers to an "attachment". There is no attachment to the published Minutes. This needs to be rectified as I assume it is a copy of the approved list of payments which should be in the public domain. Post Audit Note: The Clerk has advised that since my audit visit reports from the Rialtas accounting system are used to circulate to Cllrs and form part of the Minutes</p> <p>Unity Trust Bank payments – 2 selected Councillors visit the Office to sign-off the BAC's payments</p> <p>VAT Claims submitted 1 Mar 2018 – 31 May 2018 = £2,243.67 1 Jun 2018 – 31 Aug 2018 = £2,702.27 1 Sept 2018 – 30 Nov 2018 = £6,821.58 1 Dec 2018 – 28 Feb 2019 = £2,954.88</p> <p>VAT debtor as at 31 Mar 2019 = £3,764</p>
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<p>Receipts</p>	<ul style="list-style-type: none"> • Are all receipts recorded correctly? • Are all receipts promptly banked? • Precept, CTSG and Sect 136 payments • Are internal controls of cash adequate? • Are invoicing arrangements adequate? 	<p>The Council has several “Bookable Facilities” as shown on the website, the All Weather Sports Pitch, The MUGA and Sports Pavilion. In addition, the Council manages the Minster Cemetery, the scale of fees is disclosed on the website.</p> <p>The Precept raised £61,321 in 2018-19, “Other Receipts” raised £119,532.</p> <p>The new software will improve invoicing arrangements and debtor controls.</p>										
<p>Bank reconciliation</p>	<ul style="list-style-type: none"> • What current/deposit accounts exist? • FSCS aware and compliant? • Are bank reconciliations regularly carried out for each account? • Level of Balances to Precept ratio • Are the cheque counterfoils, paying-in books and bank statements adequately referenced? • When was the last review of the banking arrangements? • Internet Banking/Corporate Card ? • Signature review (Two signatures required?) • Any PWLB loans ? 	<p>The Council had significant Reserves as at 31 March 2019 as follows:</p> <table border="1"> <tr> <td>Unity Trust Bank - current account</td> <td>£90,400</td> </tr> <tr> <td>Co-operative – deposit account</td> <td>£6</td> </tr> <tr> <td>Nationwide – Term deposit</td> <td>£104,857</td> </tr> <tr> <td>Hampshire Trust bank – 1 yr deposit</td> <td>£101,392</td> </tr> <tr> <td>TOTAL</td> <td>£296,655</td> </tr> </table> <p>At the year-end 3 bank accounts had more than the £85,000 threshold for protection under the FSCS. I have assumed the Unity Trust Account will receive the first tranche of Precept for 2019-20 in April 2019, which means that a significant sum is exposed approaching £60,000 plus. This surplus money could be transferred to the Co-operative account, but this may not attract any interest, hence should the Co-operative Account be closed and a new interest earning account be found for the surplus cash which provides the FSCS protection.</p> <p>Lloyds bank card via Unity Trust in the Clerk’s name with a £1,800 monthly spend threshold</p> <p>The Council has only three signatories, with a possible 11 Councillors, consideration should be given to expanding the signatory list to say 5-6 Councillors and the signatory duties fairly rotated.</p> <p>The Council has one PWLB Loan which had a balance of £45,030 as at 31 March 2019.</p>	Unity Trust Bank - current account	£90,400	Co-operative – deposit account	£6	Nationwide – Term deposit	£104,857	Hampshire Trust bank – 1 yr deposit	£101,392	TOTAL	£296,655
Unity Trust Bank - current account	£90,400											
Co-operative – deposit account	£6											
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Hampshire Trust bank – 1 yr deposit	£101,392											
TOTAL	£296,655											

<p>Assets and Asset Register (AR)</p>	<ul style="list-style-type: none"> • Are all the material assets owned by the Council recorded in an AR ? • Is the AR up to date? • Basis of Asset Values? • Are investments recorded? • • Are the valuations regularly reviewed? • Does the AR show the insurance values ? • Digital Photographic evidence? • Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ? 	<p>The Asset Register records the new purchases (£21,534) and the disposal/scrapped items (£8,816) during 2018-19. The AGAR value as at 31 March 2019 rose to £1,735,095 and increase of just over £12,700.</p> <p>Within the new items purchased were 11 Lenovo laptops for Councillors to use for Council business and help towards GDPR compliance. I assume the Council’s aim is to become “a paperless environment” as far as possible.</p> <p>Other items included replacement equipment for the groundsmen type work (brushcutters, hedge trimmers and lawnmowers). The biggest single item was the purchase of a new van.</p> <p>There digital photos of the larger items on the Asset Register.</p> <p>NB There is also an on-going discussion about a land transfer to the Council from Thanet DC to include car parks and public toilets with a possible conclusion in 2020.</p>
<p>Year-end procedures Inc. AGAR</p>	<ul style="list-style-type: none"> • Does the AGAR Statement of Accounts agree with the cashbook? • Is there an audit trail from the financial records to the accounts? • Have debtors and creditors been properly recorded? • Date of approval of AGAR & Certificate of Exemption if applicable. • AGAR posted on website ? • New governance compliance regime - refer to new Practitioners’ Guide 2018 	<p>The 2017-18 AGAR was first consider by the Policy & Finance Committee and approved by Council at its meeting in June 2018 (Mins 51 & 52 – 5 June 2018)</p> <p>The AGAR is posted on the website under the Annual Returns tab</p>

<p>Additional tests – (as necessary)</p>	<ul style="list-style-type: none"> • Computer systems: <ul style="list-style-type: none"> ○ The procedures for the backing up of computerised records ○ Council owned PC/laptop ? ○ Email security ○ Encryption of data? • Record keeping and the arrangements in place to store previous year's accounts etc. • Annual review of the effectiveness of Internal Audit inc. Appointment of IIA • Annual Statement of Internal Control • Website host and Webmaster • Website functionality/ up to date? • TRANSPARENCY CODE compliant ? • Post GDPR (25 May 2018) <ul style="list-style-type: none"> ○ Privacy Notice ○ Cllr email addresses? ○ Email disclaimer ○ Other matters 	<p>As well as the 11 laptops for Councillors to use then “office based” staff have computer equipment. Microsoft office software is used The backup of systems is via a portable hard-drive which is taken home for safe keeping by the Assistant Clerk.</p> <p>At the time of my Audit visit the EIS platform was still being used for the Councils website, which was in need to some housekeeping such as the removal of out of date information etc. Since my visit the Council has moved over to the free Hugo Fox platform, which provides a much better visitor experience.</p> <p>The new Hugo Fox based website is in better shape and probably easier for the staff to use. Cllr Owen is regarded as the “webmaster” and is providing training to the Clerk and Asst Clerk.</p> <p>As well as laptops Councillors have been provided with dedicated email addresses cllrxyzz@minsterparishcouncil.org.uk to use for Council business only.</p> <p>There is a Privacy Policy in place and the new Hugo fox website has a link at the bottom of the webpage. The Council has several “bookable” facilities, the booking forms should have details referring to the holding and use of the personal data disclosed on the booking forms.</p>
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30/04/2020

Minster Parish Council

11:16

Receipts and Payments Summary - Cashbook 3

Lloyds Credit Card

Current Month is: 12

	<u>Receipt Totals</u>	<u>Payment Totals</u>
Month 1	803.97	803.97
Month 2	535.87	1,133.36
Month 3	1,238.19	1,281.40
Month 4	640.70	1,416.44
Month 5	1,416.44	603.05
Month 6	603.05	908.62
Month 7	1,088.62	474.49
Month 8	294.49	907.14
Month 9	907.14	602.28
Month 10	602.28	906.40
Month 11	906.40	938.76
Month 12	938.76	260.12

Total Receipts / Payments	9,975.91	10,236.03	Closing Trial Balance
Opening Balance	0.00		
Closing Balance	-260.12		-260.12
	<u>10,236.03</u>	<u>10,236.03</u>	

Date: 30/04/2020

Minster Parish Council

Page 1

Time: 11:16

Lloyds Credit Card

List of Payments made between 01/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2020	One Off Payments	CARD BRILL	3.98		PAV DRAIN COVERS
02/03/2020	One Off Payments	CARD BURBR	48.50		AWPS FENCE REPAIR
04/03/2020	One Off Payments	CARD MCCAR	40.00		SLABS FOR RE-SITING BENCH
10/03/2020	Co-op Fuel (CARD)	CARD COOP	75.00		VAN DIESEL
18/03/2020	1&1 Ionos (DD)	CARD 1&1	53.39		EXCHANGE ACCS EMAIL
18/03/2020	Travis Perkins	CARD TRAV	36.25		SUPPLIES
26/03/2020	LLOYDS	TRANSFER	3.00		MONTHLY FEE
Total Payments			<u>260.12</u>		

30/04/2020

Minster Parish Council

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Receipts and Payments Summary - Cashbook 1

Unity Bank Account

Current Month is: 12

	<u>Receipt Totals</u>	<u>Payment Totals</u>
Month 1	9,347.88	14,507.30
Month 2	58,530.88	16,600.38
Month 3	10,504.64	16,525.67
Month 4	6,113.13	32,103.19
Month 5	3,365.40	24,657.32
Month 6	66,387.16	28,176.00
Month 7	12,101.33	18,127.72
Month 8	6,295.70	14,905.68
Month 9	10,091.52	13,952.30
Month 10	14,024.03	15,905.63
Month 11	9,959.00	13,516.24
Month 12	8,939.03	16,337.74
Total Receipts / Payments	215,659.70	225,315.17
Opening Balance	90,343.31	
Closing Balance		80,687.84
	<u>306,003.01</u>	<u>306,003.01</u>

	<u>Receipt Totals</u>	<u>Payment Totals</u>	<u>Closing Trial Balance</u>
Total Receipts / Payments	215,659.70	225,315.17	
Opening Balance	90,343.31		
Closing Balance		80,687.84	80,687.84
	<u>306,003.01</u>	<u>306,003.01</u>	

Date: 30/04/2020

Minster Parish Council

Page 1

Time: 11:15

Unity Bank Account

List of Payments made between 01/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/03/2020	Talk Talk (DD)	TALK DD1	39.62		OFFICE TEL B/BAND
05/03/2020	Talk Talk (DD)	TALK DD2	31.80		TOILETS B/BAND CCTV
11/03/2020	Lloyds Credit Card	TFR	937.76		TFR TO C/C
11/03/2020	Lloyds Credit Card	TFR	1.00		TFR TO C/C
18/03/2020	Public Works Loan Board (DD)	PWLB BACS	3,596.87		PWLB-BOWLS CLUB
18/03/2020	Holt & Wotton Ltd	HOLT BACS	1,680.00		1ST SCHEME DESIGN PAV CONV
18/03/2020	Minster Garage	MINGAR BAC	337.50		VAN SERVICE & MOT
18/03/2020	Kent County Council KCS	KCS BACS	262.74		SUPPLIES
18/03/2020	Christy Floodlighting Ltd	CHRIST BAC	304.07		AWP FLOODLIGHT LAMP
18/03/2020	HMRC	BACS	1,306.64		PAYE/NI FEB PAYROLL
18/03/2020	PAYROLL	BACS	7,437.97		PAYROLL
18/03/2020	Christy Floodlighting Ltd	CHR BACS	0.02		AWP FLOODLIGHT LAMP
23/03/2020	EDF Energy (DD)	EDF DD1	193.00		P/Ledger Electronic Payment
23/03/2020	EDF Energy (DD)	EDF DD2	59.00		P/Ledger Electronic Payment
23/03/2020	EDF Energy (DD)	EDF DD3	33.00		P/Ledger Electronic Payment
23/03/2020	Unicom (DD)	UNIC DD	60.05		PAV TEL B/BAND
31/03/2020	UNITY	TNSFR	15.90		HANDLING CHARGE
31/03/2020	UNITY	TNSFR	40.80		SERVICE CHARGE
Total Payments			<u>16,337.74</u>		