



Mrs. L.A. Ruff, Clerk of the Council, Street Parish Rooms, 6 Leigh Road, Street,
Somerset BA16 0HA Tel. (01458) 440588
Email street.pariah@street-pc.gov.uk Website www.street-pc.gov.uk
25th April, 2019

PLEASE NOTE DATE AND TIME

Dear Sir/Madam,

You are summoned to attend a meeting of the Policy and Finance Committee which will be held in the John Webster Room, Street Parish Rooms, 6 Leigh Road, Street on TUESDAY, 30TH APRIL, 2019 for the purpose of transacting the business specified in the following agenda. The meeting will commence at 7 p.m. The Chairman will explain the emergency procedures and location of exits.

Yours faithfully,

L.A. Ruff
Clerk of the Council

AGENDA

1. APOLOGIES FOR ABSENCE - acceptance of any reasons offered
2. MINUTES
To receive the minutes of the meeting of the Committee held on 5th February, 2019 (copies attached).
3. DECLARATIONS OF INTEREST AND DISPENSATIONS
4. ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN 2018/19 PART 3
SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2018/19
ANNUAL INTERNAL AUDIT REPORT 2018/19

Reports and documents are attached for consideration, prior to being submitted to the Council on 14th May for approval.

The Internal Audit will be carried out on 25th April by Mr. Peter Male of Probusiness Ltd.

5. ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN 2018/19 PART 3
SECTION 2 – ACCOUNTING STATEMENTS 2018/19

Section 2 and supporting documents attached for consideration, prior to being submitted to the Council on 14th May for approval.

6. INSURANCE (report attached)

7. PERIODIC REPORTS AND INSPECTIONS (report attached)
8. RECEIPTS AND PAYMENTS JANUARY - MARCH, 2019
(CONFIDENTIAL report attached for members only)
9. GRANT – CRISPIN COMMUNITY FOCUS
£5,000 agreed provided that the Council had a representative on the Management Committee and that it had regular meetings and that a representative and deputy of the Council served on the Crispin Hall Trust.
Report to be made at the meeting.
10. PAYROLL SUMMARY 2018/19 (CONFIDENTIAL report attached for members only)

To: Councillors V.A. Appleby, C. Axten, S. Carswell, S. Dowden, P. Goater,
L. Hughes and T. Rice

To: Council
From: Clerk/RFO
Subject: Annual Governance and Accountability Return 2018/19 Part 3
Section 1 – Annual Governance Statement 2018/19
Annual Internal Audit Report 2018/19

The Council on 14th May 2019 will be asked to consider the annual audit plan, statement of internal control and policy, internal control procedures (copies attached), Annual Internal Audit Report 2018/19 and the letter from the Council's internal auditors Probusiness Ltd. following the internal audit on 25th April (to be circulated at the meeting). Members are asked to bring all documents to the Council meeting on 14th May (some copies will be available at the meeting).

The Council will be asked to review the adequacy of internal audit and control carried out on the accounts for the year ended 31st March 2019. Having considered the reports the Council will be asked to consider whether or not the internal audit and control system is adequate and it's responses to the statements set out in Section 1 Annual governance statement of the Annual Governance and Accountability Return. A copy of Section 1 is attached to this agenda and members are asked to bring this to the Council meeting on 14th May. Section 1 is then signed by the Chairman of the meeting and the Clerk at the Council meeting.

L.A. Ruff
Clerk/RFO
30.04.19

To: Council
From: Clerk/RFO
Subject: Annual Governance and Accountability Return 2018/19 Part 3
Section 2 – Accounting Statements 2018/19

Section 2 Accounting Statements 2018/19 of the Annual Governance and Accountability Return, the accounts and supporting documents as detailed below are attached to this agenda and members are asked to bring all documents to the Council meeting on 14th May (some copies will be available at the meeting) -

Section 2 Accounting Statements 2018/19
Income and Expenditure Account and Balance Sheet
End of Year Bank Reconciliation
Explanation of difference between Box 7 and Box 8 Section 2 of AGAR
Details of Debtors, Prepayments, Creditors and Accruals
Explanation of Significant Variations from last year to this year in Section 2 (more than 15%)
Notes to Accounts including Earmarked Reserves
Members Training Plan

The Council on 14th May will be asked to approve the accounts for the year ended 31st March 2019, Section 2 of the AGAR and supporting documents. Section 2 will then be signed by the Chairman of the meeting, having been signed by the Clerk/RFO before presentation to the Council.

The approved Annual Governance and Accountability Return and documents requested will then be submitted to the external auditors, PKF Littlejohn LLP before 1st July, 2019. The notice of public rights and publication of unaudited AGAR will be displayed on the website and noticeboards from 13th June to 26th July 2019. The dates set for the exercise of public rights are 17th June to 26th July and confirmation of this will be sent to the auditors.

L.A. Ruff
Clerk/RFO
30.04.19

To: Committee
From: Clerk
Subject: Insurance

Financial regulation 15.2 states that the Responsible Financial Officer shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it. A copy of the current policy with Zurich Municipal will be circulated at the meeting and the Committee is asked to review the levels of cover provided, bearing in mind the value of each item (sums based on initial cost of acquisition) and the probability of risks. The assets register is included in the notes to the annual accounts (agenda item no. 5) and is updated each year to include any newly acquired equipment etc. Sums given in the assets register relate to the cost at purchase and those in the insurance schedule are increased slightly each year.

On 21st June, 2007 it was agreed that an annual check is carried out that the fidelity guarantee is sufficient, when the insurance policy is renewed in June. The Internal and External Auditors recommended that this should be at a level at least equivalent to the total of the balances held plus one half of the precept. Balances held at 31st March, 2019 totalled £331,418 and one half of the precept for 2019/20 is £197,500 totalling £528,918. Therefore it is recommended that the fidelity guarantee is kept at the £1 million band.

The current policy was renewed under a 3 year agreement made for June, 2018 to 2021 and the premium in 2018 was £1,816. Cover for the Council with Zurich Municipal includes the current asset register, detailed in the notes to accounts, public liability cover of £12 million, employers liability £10 million, libel and slander £250,000 and legal expenses of £200,000. The Skate Park and Merriman Park are only covered for public liability due to the relatively high cost of insuring equipment etc. against vandalism etc. Funds could be earmarked for any necessary repairs etc. and future refurbishment or replacements. There is cover of £30,000 for business interruption and this would give £10,000 per annum for additional expenses associated with renting a replacement office etc. if the Parish Rooms was badly damaged by fire etc.

Zurich have stressed the importance of having adequate levels of cover for all sections of the policy so that the Council is not left exposed in the event of a claim

L.A. Ruff
Clerk
30.04.19

To: Committee
From: Clerk
Subject: Periodic Reports and Inspections

Bank Transfers

The quarterly report on transfers between accounts for 1st January - 31st March, 2019 is detailed in the Receipts and Payments for that period - agenda item 8.

Internal Control

As agreed by Council on 11th February, 2010 a diary and checklist for financial operations is kept including when cheques are verified and signed and by which members, when bank statements are received by the Clerk and Councillor Goater and when Councillors Carswell and Goater compare the statement to the bank reconciliation, checks transfers and checks that only 1 payroll payment is made each month for each employee. Most payments are now made by Bankline with the Clerk setting them up and then Councillor Axten or Goater giving the second authorization before they can be paid. A debit card current account has recently been opened to hold a maximum of £2,000 so that the Clerk and Assistant Clerk can make authorized payments for online goods and services etc. and no longer need to use their own card and seek repayment.

Clerk's Time Off In Lieu and Mileage

The Chairman of the Council/Chairman of the Staffing Committee have received and approved a record of the Clerk's holiday, time off in lieu and mileage for January – March, 2019.

Bank Reconciliation

The latest bank statements received from Nat West and CCLA have been checked and a reconciliation successfully completed in each case as detailed in agenda item 8. Copies of reconciliations are now emailed to each member on a monthly basis.

L.A. Ruff
Clerk
30.04.19

