

ROCKCLIFFE PARISH COUNCIL

Chairman: Cllr John Harper

Clerk: Mrs Lesley Faulder, 2 Holm Garth Cargo CA6 4AR

Phone: 01228 674557 Email: rockcliffepc@gmail.com

21st May 2018

Dear Councillor

There will be a meeting of Rockcliffe Parish Council on Monday 21st May 2018 at 7.30pm in the Rockcliffe Centre.

This is a public meeting, and all are welcome to attend.

Lesley Faulder

Clerk to the Parish Council

AGENDA

1. **Election of Chairman for year 2018/19**
The successful nominee will sign the Declaration of Acceptance Form
2. **Election of Vice-chairman for the year 2018/19**
3. **Apologies for absence**
4. **Present**
5. **Declaration of Interest and Requests for Dispensations**
6. Members to be invited to declare any interest in any item on this agenda
7. **Attendees**
8. **Minutes of the last meeting**
To receive and agree the minutes of the last meeting – see attached
9. **Public Participation**

Members of the public are invited to address the meeting concerning matters on the agenda.
10. **Appointment of Representatives 2018/19**
 - a) Beckburn windfarm

- b) Northern Resource Park (Hespin Wood) Liaison Group
- c) Rockcliffe Community (Brampton Skips) Liaison Group
- d) Cumbria Waste Management

11. Flooding

11.1 – update from Cllr Park and Cllr Harper

12. Highways

12.1 a) Gretna sign post update from Clerk

b) plastic & tin rubbish on the highway update Cllr Bloxham

c) poor house field road, collapsing road/verge

d) gritting of Floriston road and grit box

13 Clerks Report - attached

13.1 Data Protection Regulations 2018 and Privacy notice

13.2 Policy Updates

13.3 Summer Play Scheme

13.4 Public Participation

13.5 Councillor attendance for the year 2017-2018 see attached

13.6 Beckburn update

13.7 Clerk completion of probationary period.

13.8 New paybands attached see page 3 SCP 17

14 Correspondence

a) Stagecoach – clerk

b) Community pay back confirm a representative to give us an insight into rolls and expectations.

c) subscription to Local Council Review from CALC – 3 copies = £17 per subscription

d) Catherine queen – research student email circulated 30/04/2018

15 Financial Matters

15.1 To note the receipt of any income

Guy Thompson summer play scheme 2017 **£195.00**
 Precept including CTRS grant **£4992.00**

15.2 To approve the following payments

Cheque No.	Payee	Description	Amount £
DD - March	L Faulder	salary	184.80
DD - March	L Faulder	home office	18.00
000158	Rockciffe Com Cntr	Hall rent	84.00
000159	CALC	GDPR 2018	70.00
000160	St Mary's Church	grass cutting	500.00
000161	L Faulder	reimbursements	42.11
DD – April	L Faulder	salary	184.80
DD – April	L Faulder	home office	18.00
000162	CALC	subscription	225.00
000163	D Malley	payroll services	63.50
000164	J Airey	internal audit	87.72
000165	J Harper	polycarbonate	27.99

15.3 Unpresented cheques

000128	J Little	flowers	40.00
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This cheque can not now be presented due to the time lapse, alternative measures need to be taken. No other unpresented cheques.

15.4 To receive a report of income and expenditure to March 2018

Bank reconciliation see attached

Current position

Balance as at 30/04/2018 = **£10807.53**

15.5 Beckburn Wind Farm finance update see attachment

15.6 Audit 2018

Accounts to the year ended 31st March 2018 – to approve

The accounts for the financial year ending 31st March 2018 - attached

Reasons for variances – attached

Bank reconciliation as 31st March 2018 – attached

Report of the internal auditor – attached

15.7 Audit commission Annual Return

To approve the statement of assurance and authorise the chairman

to sign the annual return for year 31st March 2018

15.8 Zurich Insurance due

15.9 Castletown Rents due for renewal, authorise cheque payments

16 Village Matters

15.1-result of litter pick

17 Councillor Matters

An opportunity for Councillors to raise issues on behalf of residents in their ward.

Note: no decisions can be made on these matters, but they may be placed on a future agenda of the next meeting

18 Date of Next Meeting – the next scheduled meeting is 16th July 2018 in Rockcliffe Community Centre at 7.30pm

Clerks report agenda item 13.5

Councillor Attendance Schedule 2017/2018									
meeting dates	15/05/2017	12/06/2017	17/07/2017	18/09/2017	20/11/2017	15/01/2018	19/03/2018		number of meetings attended
Harper	yes	yes	yes	yes	yes	yes	yes		7
Graham	yes	no	yes	yes	yes	yes	yes		6
Irving	no	no	yes	yes	yes	no	no		3
Moss	yes	yes	yes	yes	yes	yes	yes		7
Mounsey-Heysham	yes	no	yes	yes	no	yes	yes		5
Park	no	yes	no	no	yes	no	yes		3
Percival	no	yes	yes	yes	yes	yes	yes		6
Sidgwick	yes	yes	yes	no	yes	no	yes		5
Twentyman	yes	yes	yes	yes	no	yes	yes		6

Financial Report agenda item 15.4

ROCKCLIFFE PARISH COUNCIL										
BANK RECONCILIATION, FINANCIAL YEAR ENDED 31st March 2018										
Prepared by Mrs L Faulder, Clerk and RFO. Balance as per bank statements as at 31/03/18										
2017/18										
5,967	Current Account									
184	Less unrepresented cheques									
0	Add uncleared payment									
0	Add Petty Cash									
0	Add Short Term Investments									
5,783	Total									
What is the figure in Box 7 in Section 1 of the Annual return?						£ 5,783				
Does the total equal Box 8 in Section 1 of the Annual Return?						Yes				
Net Balances as at 31st March 2018										
The net balances reconcile to the Cash Book (receipts and payments account) for th year as follows										
CASH BOOK										
	Opening Balance									4,310.00
	Add receipts in the year									<u>11,643.42</u>
										15,953.42
	Less: Payments in the year									<u>10,170.81</u>
Closing balance per receipts and payments book as at 31st March 2018									£ 5,783	

Financial Report agenda item 15.5

Beckburn Fund				
date	organisation	reason	amount	amount left
07/06/2017				5000
20/11/2017	border scouts	activities	1000	4000
20/11/2017	school	MUGA	1000	3000
19/03/2018	heathlands	poly tunnels	810	2190
21/05/2018	st mary's church	grass cutting	500	1690

Agenda item 15.6

REPORT BY THE INTERNAL AUDITOR FINANCIAL YEAR ENDING 31 MARCH 2018

Internal Auditor's Certification to Rockcliffe Parish Council

The Accounts and Audit (England) Regulations 2015 part 4 requires a Council to display (for a period of 14 days prior to 30th September), the Notice of Conclusion of Audit, and the relevant sections of the Annual Return in one or more conspicuous places/s, other than the minutes, and on a website, advising the public that the audit has been completed.

The clerk has undertaken the requirement and the Council was notified at the Council meeting held on 18th September 2017 Minute No. 40.5

The Council received an unqualified audit from the External Audit. Minor matters were required to be brought to the attention of the Council, but they did not affect the accuracy of the accounts, which confirmed the Accounts and all governance documents fulfilled the requirements of the Account and Audit Regulations. The Council duly received notice of the completion of Audit at the Meeting as above.

I confirm I have, on the 3rd May 2017 undertaken an internal audit for the period 1st April 2017– 31st March 2018 in accordance with the Account and Audit Regulations (England) 2015 as outlined

In the previously approved Audit Plan and incorporating any new requirements as outlined in

“Governance and Accountability for Local Councils” A Practitioners’ Guide (England) March 2018

I report as follows:-

1. Proper Bookkeeping

The Council operates Receipts and Payments Accounts as required by the Regulations. The Cashbook is maintained and up to date. There were no arithmetical errors and there is a clear audit trail and a checking system for data input into the computerised records.

2. Standing Orders/Financial Regulations. Transparency Code

The Council has reviewed and formally adopted Standing Orders and Financial Regulations at the Meeting held on 19th March 2018 Min. 81/03/18 9.4
Transparency Code **See Note 1**

3. Invoice procedure

There is a clear audit trail from the financial records, supported by invoices and all payments are authorised and duly recorded in the minutes.

A random sample of expenditure was checked.

4. VAT

Vat has been recorded and the correct sum identified for the period 1st.April 2017 to 31st March 2018. The claim for the year has been submitted.

5. Sct 137 Payments

The Council is fully compliant with the statutory requirement to maintain 'a separate account' of expenditure under Local Government Act 1972 section 137 by the inclusion in the cashbook of a separate accounting column. Expenditure under that power amounted to £20. – British Legion Poppy Appeal.

6. Risk Management

The Council has reviewed, updated and adopted a Health and Safety Policy Document, which identifies and addresses all associated risks arising from the activities of the Council.
19th March 2018 Min. No. 11.15

7. Internal Financial Controls

There is clear evidence by checks, dates and signatures on relevant documents e.g. invoices, financial statements, schedule of payments, bank reconciliations, and chequebook stubs that the Council is in control of the use of public monies.

8. Register of Interest

Members have duly completed the Register of Interests and fulfilled their obligation to update the details annually.

9. Budgetary Control

A correct budget process is in place and the budget is monitored quarterly.

The accounting method enables immediate identification of monthly and cumulative spends to each budget heading. The financial reports presented by the RFO enable the council to readily address any budget under/overspends and if necessary make the relevant virements.

10. Cash Balances at the Bank

It is a requirement of internal audit to express a view on whether the cash reserves of the council are adequate or excessive. The balance is adequate to meet the future budgeted undertakings of the council.

11. Income Controls

All income is properly recorded and promptly banked and adequate measures are in force to ensure security. No cash income

12. Petty Cash

The Council does not operate a petty cash system but the Clerk's expenses are reported to the relevant meeting
Sums drawn are allocated to the appropriate budget head and VAT is identified and claimed.

13. Payroll Controls

PAYE/NIC records are undertaken externally and are properly operated and accuracy verified by the Clerk/RFO. All statutory payments to HMRC are up to date.

14. Asset Control

There exists an extensive register of all material assets in control of the Council. The register is up to date and was reviewed and adopted at the meeting on 19th March 2018 Minute No 83/03/18 11.5. All assets are adequately covered by insurance

15. Bank Reconciliation

Bank statements are reconciled to financial records on receipt of monthly bank statements.
See Note 2

16. Year End Accounts

The accounts of Rockcliffe Parish Council are prepared on a Receipts and Payments basis as required by the Accounts and Audit Regulations.

I confirm that Rockcliffe Parish Council has fulfilled all obligations in respect of the Account and Audit Regulations and statutory obligations other than where notes are listed below.

I conclude and report that the Clerk/Responsible Financial Officer (RFO) has maintained a high standard of recordkeeping, which has simplified the audit process. The Council's control systems are efficient and effective and give the appropriate level of confidence, that the financial statements and reports reflect a true and accurate account of the Council's finance and governance records.

The following are observations only, with the aim of assisting the council to achieve best practice.

Note 1.

Transparency Code

Issue:- The Code requires that all Councils with expenditure below £25000 publish a list of all expenditure exceeding £100 on a website prior to 1st July annually. There is additional obligations in respect of publishing full details are available from CALC.

Recommendation: That the Clerk/RFO ensures that the required information is published on the Council website. In discussion with the Clerk is noted that the website is currently undergoing improvements which will ensure future compliance.

Note 2.

Bank Reconciliation

Issue: Financial Regulations 2.2 requires that a Councillor other than the Chairman signs the relevant bank statement to verify that the information presented on the bank reconciliation is accurate.

Recommended: That the Council considers a method whereby there is compliance with the Council's Financial Regulations.

A handwritten signature in black ink, appearing to read 'G D Airey', with a stylized flourish at the end.

Georgina D Airey – Internal Auditor. 30th April 2018.

Financial report agenda item 15.6

PAYMENTS

<u>2017</u>		<u>2018</u>		<u>Variance</u>
2035.27	Clerks Salary	3499.37	clerks salary	Pension scheme plus additional hours for New Clerk handover plus Interim Locum hours.
299.40	Mileage/room rent/telephone/broadband	312.50	Mileage/room rent/telephone/broadband	
41.09	Postage		Postage	
251.85	Insurance	257.60	Insurance	
0.00	Rockcliffe Centre - meetings	0.00	Rockcliffe Centre - meetings	
399.00	Subscriptions, memberships & training	218.28	Subscriptions, membership & training	CALC subscription no training
25.00	Chairs Expenses	25.00	Chairs Expenses	
20.00	Poppy Wreath	20.00	Poppy Wreath	
159.82	Administration (printing & stationery, payroll)	348.70	Administration (printing & stationery, payroll)	ICO registration and IT support
41.20	Audit - Internal & External	65.80	Audit - Internal & External	
402.00	Grasscutting & Greens maintenance	430.00	Grasscutting & Greens maintenance	
430.00	Grants Paid	3204.00	Grants Paid	Grants now include Beckburn Fund
1,072.00	Community Projects	828.00	Community Projects	
2.50	Rent - Lady Lonning & village green	2.50	Rent - Lady Lonning & village green	
		750.00	Misc	Village Hall lighting unknown when budget set
		25.00	Computer maintenance	
78.59	VAT - recoverable	184.06	VAT - recoverable	
<u>5,257.72</u>	Total Payments 2017	<u>10,170.81</u>	Total Payments 2018	

Clerks report agenda item 13.1

ROCKCLIFFE PARISH COUNCIL

GDPR - Privacy Notice

Rockcliffe Parish Council takes the protection of your data seriously. Our aim is to provide a personalised and valuable service whilst safeguarding our users' privacy. Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our users and we have set out below what we will do with your personal information.

Security and Performance

We use a third party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the site.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Disclosure of personal information

We collect contact details via the web site when someone makes a comment. We will never disclose personal details without the consent of the owner unless required to by law. Details are only held for as long as is necessary for Parish Council business.

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Please make any such request in writing via our email address rockcliffepc@gmail.com or by post to Lesley Faulder, 2 Holm Gath, Cargo, CARLISLE CA6 4AR we will normally respond within 20 days.

If at any time you feel that we have failed to meet these standards then please contact our chairman via the Clerk or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns