

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE HELD ON
6TH NOVEMBER 2023 AT 7.00P.M. IN THE SPRINGFIELD LIBRARY CM1 6GX

Present: E. Aluko, N Dudley, I Fuller (arrived 7.12 p.m), R Lee and J Pioli

In attendance: Clerk to the Council

RFO & Deputy Clerk

12 ELECTION OF CHAIRMAN –

RESOLVED: that Cllr R. Lee be elected Chairman of the committee.

13 APOLOGIES FOR ABSENCE – were received and accepted from Cllr R. Carson (Chairman)

14 MINUTES OF THE COMMITTEE MEETING HELD ON 5th June 2023

RESOLVED: that the minutes of the meeting be approved and signed as a correct record.

15 CO-OPTION OF NON-COMMITTEE MEMBERS – none were required.

16 DECLARATIONS OF INTEREST & DISPENSATIONS

RESOLVED: there were none.

17 QUESTIONS FROM MEMBERS OF THE PUBLIC & PRESS – there were none in attendance.

18 RISK ASSESSMENTS

18.1 Work Unit & Equipment – no significant risks to report.

18.2 Parish Council Offices – no significant risks to report.

RESOLVED: that the information is noted.

19 FINANCIAL MATTERS

19.1 **Budget Report**

Members received a budget report April – September 2023.

RESOLVED: Members noted that the accuracy of this report was questionable due to the difficulties being experienced with the installation and operation of the new Edge accounts package.

19.2 **Balances @ Bank & Investments**

Current @ 29th September 2023 £50,974.62

Business Premium Account @ 29th September 2023 £176,958.61

CCLA @ 30th September 2023 £275,789.88

RESOLVED: the information is noted.

19.3 CCLA Investment

Members were advised that the sum of £50,000 had been transferred from CCLA investment into the council's business account as per minute 65 (d) of the council meeting held on 23rd January 2023.

RESOLVED: that the information is noted.

19.4 COMMITTEE BUDGET 2024/ 25

Members received a draft committee budget. Members were advised that the purchase of 2 replacement PCs and associated equipment would be required. Members were advised that the tax base was based on last years figures information for the tax base for 2024/25 was awaited from Chelmsford City Council.

RESOLVED: that the budget of £145,704.40 2024/2025 for the Finance and Policy Committee was agreed by members attached as Appendix B.

19.5 DONATION APPLICATIONS

The Sum of £500 was allocated within the general power of competence / donations budget. Members were advised that a donation of £500 was made to Essex Hert Ambulance in the previous financial year.

RESOLVED: that

- (a) Essex & Herts Air Ambulance - members received a copy of a letter asking for financial assistance;
- (b) It was agreed by members of a donation of £250.00;
- (c) Basics – members received a copy of a letter asking for financial assistance;
- (d) Members requested Officers obtain further information from Basics with specific examples of where Basics have assisted within the parish and whether Chelmsford City Council have knowledge of the organisation through their grant scheme.

20 BANK SIGNATORIES

Current Account – Members were notified that three bank signatories exist for Barclay account these are:

Cllrs Carson, Fuller, Sullivan.

Members were advised that the committee needed to appoint 2 further signatories.

RESOLVED: that

- (a) members agreed that Cllr Lee and Cllr Aluko be added as 2 further signatories.
- (b) the bank mandate would be updated for the removal of employees who are leaving.
- (c) CCLA (investment account)

Members were advised that the signatories for the Account would require amendment, the current signatories are Cllr Spence and Cllr Sullivan. Members were asked to appoint new signatories.

RESOLVED: that Cllr Fuller and Cllr Carson be set up as the two signatories on the CCLA account and Cllr S. Sullivan and Yvonne Spence are removed.

21 AUDIT

(a) Annual Governance & Accountability Return 2022/23

Members noted that the external audit had been completed for the annual AGAR and the following comments had been received:

- Assertion 5 had been incorrectly completed as the smaller authority had confirmed that it did not approve the risk register in the relevant period.

This omission was reported to members of the Council at the meeting held on 19th June via the internal auditor report (minute 25.1)

- It was also noted that the exercise of public rights was not published before the start of the period, the notice was published on the same date as the start of the period. Provision for this must be made during 2024 / 25

(b) The internal Interim Audit for 2023/24 would be undertaken on 22nd November 2023.

(c) Internal Financial risk control documents

Members received and reviewed the internal financial controls of the Council:

(i) Internal Financial Risk Control

(ii) Effectiveness of Internal Audit

(iii) Scope of Internal Audit

RESOLVED: (a) that Annual Governance & Accountability Return 2022/ 23 comments were noted;

(b) members noted that the Interim Audit for 2023/24 would be undertaken on 22nd November 2023;

(c) financial controls of the council Internal Financial Risk Control, Effectiveness of Internal Audit and Scope of Internal audit attached as Appendix C were received and approved.

22 CASUAL VACANCY – CO-OPTION APPLICATION FORM

Members received a draft application form for candidates who wished to be considered for co-option.

RESOLVED; that

- (a) members asked for an addition to be made to the Qualifications section to add which country the candidate was from within the European Union;
- (b) that the co-option application form be adopted with the amendment as above Attached as Appendix D.

23 INSTAGRAM SET UP FOR MARKETING OFFICER

Members were asked to consider allowing the marketing officer be permitted to set up an Instagram account for the purposes of marketing the parish centre.

RESOLVED: that members agreed to proceed with the setting up of an Instagram account for the purposes of marketing the parish centre on a company phone.

Meeting closed at 8.10 p.m.

Chairman Cllr R. Lee

Signed.....

Date.....

Budget Headings View

Showing only Finance and Policy Committee

Exp	Heading no	Committee	Description	2023/24	Actual Net
☐	2	F&P	Photocopy	£0.00	£60.35
☐	3	F&P	CVHall Admin (salaries)	£0.00	£0.00
☐	4	F&P	Chelmer Hall Charity Admin	£0.00	£0.00
☐	4001	F&P	bank interest	£0.00	£309.78
☐	4002	F&P	CCLA Interest	£0.00	£0.00
☐	5	F&P	Precept	£0.00	£103,904.50
☐	6	F&P	VAT Refund	£0.00	£288.41
☒	1230	F&P	Petty cash expenditure	£34.39	£7.00
☒	2210	F&P	PAYE/NIC	£0.00	£13,400.69
☒	2211	F&P	Superannuation (pension)	£0.00	£17,813.04
☒	2220	F&P	Net Wages	£0.00	£13,728.52
☒	4003	F&P	CCLA Interest Reinvested	£0.00	£0.00
☒	4006	F&P	Admin refunds	£0.00	£0.00
☒	5010	F&P	Handymen - vehicle 70 - 30	£765.00	£475.94
☒	5011	F&P	Handymen - Water charges	£72.00	£0.00
☒	5013	F&P	Handymen - Work unit council	£480.00	£606.91
☒	5014	F&P	Handymen - Work unit	£230.00	£78.70
☒	5015	F&P	Handymen Health & Safety	£30.00	£87.58
☒	5016	F&P	Handymen - bin hire 70 - 30	£600.00	£1,939.46
☒	5018	F&P	Handymen - clothing and	£150.00	£253.96
☒	5019	F&P	Handymen - Mobile Telephone	£38.00	£23.54

Income

1st April 2023 to 30 September 2023
(Appendix A)

✓ 5020	F&P	Handymen - petrol	70 - 30	£2,500.00	£500.00
✓ 5021	F&P	Handymen - machinery		£90.00	£86.66
✓ 5022	F&P	Handymen - general		£240.00	£348.16
✓ 5029	F&P	Handymen - salaries	70 - 30	£21,300.00	£0.00
✓ 5032	F&P	General - petty cash		£50.00	£0.00
✓ 5040	F&P	Miscellaneous		£50.00	£0.00
✓ 5050	F&P	Parish Council staff salaries		£80,760.00	£0.00
✓ 5055	F&P	Pension Admin Costs		£0.00	£0.00
✓ 5060	F&P	Internal Audit		£460.00	£230.00
✓ 5061	F&P	External Audit / accounts		£2,550.00	£2,625.00
✓ 5080	F&P	GP Competence/Donations		£500.00	£0.00
✓ 5090	F&P	Consultancy		£1,000.00	£0.00
✓ 5100	F&P	Elections		£5,000.00	£0.00
✓ 5110	F&P	Courses		£1,000.00	£1,381.18
✓ 5120	F&P	Telephone & internet	50 - 50	£735.00	£426.59
✓ 5129	F&P	Postage	50 -50	£100.00	£50.00
✓ 5130	F&P	Stationery	50 -50	£300.00	£0.00
✓ 5131	F&P	Insurances		£4,230.00	£3,928.04
✓ 5132	F&P	Office furniture / equipment		£125.00	£0.00
✓ 5140	F&P	Photocopier	50 - 50	£175.00	£143.22
✓ 5145	F&P	PC Business Rates	50 - 50	£1,650.00	£1,213.83
✓ 5150	F&P	Bank Charges		£30.00	£0.00
✓ 5160	F&P	Subscriptions		£2,520.00	£0.00
✓ 5161	F&P	Gas	50 - 50 (office only)	£800.00	£1,575.22
✓ 5171	F&P	Electricity	50 - 50 office only	£684.00	£1,435.19
✓ 5172	F&P	Professional fees		£500.00	£0.00

☒	5200	F&P	Chairman's Allowance	£250.00	£0.00	
☒	5210	F&P	Community Policing	£0.00	£0.00	
☒	5230	F&P	Computer / technology 50 -50	£4,150.00	£2,061.81	
☒	5300	F&P	Website	£2,000.00	£550.00	
☒	5307	F&P	HR Personnel 50 -50	£1,910.00	£857.74	
☒	5401	F&P	PWLB 481578	£0.00	£7,958.88	
☒	5402	F&P	Interest PWLB	£0.00	£203.95	
☒	5500	F&P	Nabbotts & Library (loan 501451)	£0.00	£11,422.00	
☒	5501	F&P	Publicity / Advertising/ Annual	£100.00	£32.80	
			Income Total	£0.00		
			Expenditure Total	£136,408.39		

- includes £34.39 petty cash expenditure

(Appendix B)

	A	B	C	D	E	F	G	H	I	J	K	L
1			2022 / 2023	to Oct 2022	2023/24 TOTAL							
2		FINANCE & POLICY BUDGET -2024/25										
3	5010	Handymen - vehicle 70 - 30	£1,900.00	£4,963.51	£2,545.00	£475.94	£765.00					
4	5011	Handymen - Water charges Unit 70 - 30	£200.00	£114.11	£240.00	£0.00	£72.00					
5	5013	Handymen - Work unit council tax 70 - 30	£1,570.00	£772.84	£1,600.00	£606.91	£500.00					
6	5014	Handymen - Work unit electricity 70 - 30	£600.00	£450.26	£765.00	£78.70	£1,082.40					
7	5015	Handymen Health & Safety 70 - 30	£150.00	£0.00	£100.00	£87.58	£30.00					
8	5016	Handymen - bin hire 70 - 30	£1,955.00	£966.42	£2,000.00	£1,939.46	£600.00					
9	5018	Handymen - clothing and boots 70 - 30	£400.00	£277.64	£500.00	£253.96	£150.00					
10	5019	Handymen - Mobile Telephone 70 - 30	£500.00	£67.00	£124.00	£23.54	£38.00					
11	5020	Handymen - petrol 70 - 30	£2,000.00	£1,381.25	£2,500.00	£556.68	£750.00					
12	5021	Handymen - machinery maintenance 70 - 30	£300.00	£40.32	£300.00	£86.66	£90.00					
13	5022	Handymen - general maintenance /equipment 70 - 30	£250.00	£478.40	£800.00	£348.16	£240.00					
14	5029	Handymen - salaries 70 - 30	£62,195.00	£31,655.73	£71,000.00	£0.00	£21,300.00					
15	5032	General - petty cash	£131.20	£102.81	£50.00	£0.00	£0.00					
16	5040	Miscellaneous	£0.00	£14.50	£50.00	£0.00	£50.00					
17	5050	Parish Council staff salaries 50/50%	£133,000.00	£76,781.04	£150,000.00	£0.00	£103,802.00					
18	5060	Internal Audit	£440.00	£440.00	£460.00	£230.00	£480.00					
19	5061	External Audit / accounts	£2,400.00	£2,440.00	£2,550.00	£2,625.00	£2,650.00					
20	5080	GP Competence/Donations	£500.00	£0.00	£500.00	£0.00	£500.00					
21	5090	Consultancy	£0.00	£0.00	£1,000.00	£0.00	£0.00					
22	5100	Elections	£0.00	£0.00	£5,000.00	£0.00	£0.00					
23	5110	Courses	£1,000.00	£340.00	£1,000.00	£1,381.18	£1,000.00					
24	5120	Telephone & Internet 50 - 50	£1,000.00	£794.04	£1,470.00	£426.59	£735.00					
25	5129	Postage 50 -50	£50.00	£75.00	£200.00	£50.00	£100.00					
26	5130	Stationery 50 -50	£500.00	£96.48	£600.00	£0.00	£300.00					
27	5131	Insurances	£4,000.00	£4,037.02	£4,230.00	£3,928.04	£4,330.00					
28	5132	Office furniture / equipment 50 -50	£250.00	£0.00	£250.00	£0.00	£275.00	2 office chairs required				
29	5140	Photocopier 50 - 50	£350.00	£170.24	£350.00	£143.22	£200.00					
30	5145	PC Business Rates 50 - 50 (office only)	£3,150.00	£1,545.67	£3,300.00	£1,213.83	£1,175.00					
31	5150	Bank Charges	£30.00	£0.00	£30.00	£0.00	£30.00					
32	5160	Subscriptions	£2,100.00	£2,100.35	£2,520.00	£0.00	£2,620.00					
33	5161	Gas 50 - 50 (office only)	£1,200.00	£841.54	£1,600.00	£1,575.22	£1,500.00					
34	5171	Electricity 50 - 50 office only	£2,000.00	£499.33	£1,367.00	£1,435.19	£1,000.00					
35	5172	Professional fees	£500.00	£0.00	£500.00	£0.00	£500.00					
36	5200	Chairman's Allowance	£250.00	£75.00	£250.00	£0.00	£250.00					
37	5210	Community Policing	£50.00	£0.00	£0.00	£0.00	£0.00					
38	5230	Computer / technology 50 -50	£6,500.00	£6,356.36	£8,300.00	£2,061.81	£7,380.00	* 20 per cent uplift on IT contract plus £1,200 x2 new PCs				
39	5300	Website	£2,000.00	£669.00	£2,000.00	£550.00	£2,000.00					
40	5307	HR Personnel 50 -50	£3,700.00	£4,016.76	£3,820.00	£857.74	£1,910.00					
41	5501	Publicity / Advertising/ Annual Rep	£100.00	£62.74	£100.00	£32.80	£100.00					
42		TOTALS	£237,721.20	£142,625.56	£273,971.00	£20,968.21	£158,504.40					
43												
44												
45						Chelmer admin	5750.00					
46						photocopy	50.00					
47						account interest	£7,000.00					
48						forecast income	12,800.00	less				
49												
50						budget requirement	£145,704.40					
51												
52												
53												

(Appendix C)

SPRINGFIELD PARISH COUNCIL		
INTERNAL FINANCIAL & RISK CONTROL		
RISK IDENTIFICATION	INTERNAL CONTROL	INTERNAL AUDIT
1) Physical assets		
e.g. bus shelters & buildings owned by the Council.	Maintain an up-to-date asset register. Regular maintenance arrangements are in place. An annual review of financial risk is carried out to determine adequacy of insurance cover.	Asset register will be viewed. Management of insurance cover review.
2) Property & Individuals		
Damage to third party property or individuals as a result of services or amenities provided.	Regular maintenance arrangements will be in place Relevant insurance cover will be provided	Annual review of public liability insurance cover
3) Asset Ownership		
Legal liability as a consequence of asset ownership	Annual review of adequacy of insurance cover	Annual review of public liability insurance cover
4) Services		
Services with agency / partnership agreements via principal authorities	Statement of management responsibility and regular scrutiny of performance. Reporting on performance by supplier / contractor	Evidence of insurance cover provided by supplier / contractor.
5) Events		
Adhoc provision of facilities / events for community including equipment for hire	Ensure correct maintenance of all facilities / goods Undertake risk assessment of event where required	Review adequacy of insurance cover
6) Financial Transactions		
(prevention of theft or dishonesty)	written and computerised records for the receipt of cash / cheques are in place with staff using a double check system of counting cash and banking.	Review of accounting systems and insurances on a regular basis
	Petty cash sums are received and checked by two separate staff members.	
	Petty cash is stored in locked cash boxes and paid on presentation of expenditure evidence only and signed for by employee.	
	Cash sums are receipted on computerised accounting system	
	cash sums totalling £200 or over are banked within 2 working days	
		server/cttee/F&P/policies/audit risk plans/financial risk

[illegible]

Springfield Parish Council
Review of effectiveness of Internal Audit

Expected Standard	Evidence of Achievement	Yes or No	If the answer is 'no', state the action to be taken
Scope of internal audit	Has the Council approved the Heelis & Lodge scope of audit work? Is the Council satisfied with what the internal audit work covers or do you require any additional work?		
Independence	Are Heelis & Lodge independent from the management of the council?		
Competence	Is the internal audit work carried out with integrity, objectivity and a good understanding of local council legislation and procedures? Are the internal auditors competent in their role?		
Relationships	Is the Clerk/RFO consulted on the internal audit plan and the scope of each audit? Is the Clerk/RFO and the internal auditor aware of their responsibilities in relation to internal control? <i>(Refer to your councils risk management policies e.g. risk assessments, Standing Orders and Financial Regulations)</i> Do councillors understand their responsibilities for financial management? <i>(It is the council as a whole who are responsible for ensuring financial management is adequate and effective and that it has a sound system of internal control for all the activities and services that they undertake and provide, which includes arrangements for the management of risk - Governance and Accountability for Local Councils: A Practitioners' Guide 2017)</i>		
Audit Planning and reporting	Does this audit plan take account of all the risks facing the council? Has this audit plan been approved by the council? (via recommendation from the Finance & Policy Committee) Have you received an internal audit report following each audit?		

Date of approval by Council: 13 February 2023 Finance & Policy meeting

Reviewed by Council
February 2023

Springfield Parish Council

(reviewed by council February 2023)

Scope of Internal Audit work

Checking on and reporting to the Council on the adequacy of systems of control. Making recommendations where required.

Proper book-keeping	Receipts and payments books or computer records, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts
Financial regulations	Standing Orders and Financial Regulations Tenders Appropriate payment controls including acting within the legal framework with reference to council minutes Identifying VAT payments and reclamation Cheque books, paying in books and other relevant documents
Risk Assessment	Appropriate procedures in place for the activities of the council
Budgetary controls	Verifying the budgetary process with reference to council minutes and supporting documents.
Income controls	Precept and other income (where applicable), including credit control mechanisms
Petty Cash	Associated books and established system in place
Payroll controls	PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment
Asset control	Inspection of asset register and checks on existence of assets Cross checking on insurance cover and deeds (where applicable)
Bank Reconciliation	Regularly completed and cash books reconcile with bank statements
Year-end procedures	Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate.

Independence and Competence

The Audit Commission expects the function of an Internal Auditor to be undertaken by a competent person who does not have any direct involvement in the Council's financial affairs. And who complies with guidance given in the Practitioners Guide of Governance & Accountability for Local Councils.

Heather Heelis is a Local Authority Financial Officers and qualified to Diploma level in Local Policy and is considered by both the Audit Commission and the Charity Commission, to fulfil the criteria relating to independence and competency tests, to act as Independent Internal auditor to Town and Parish councils.

HEELIS&LODGE
Local Council Services • Internal Audit

www.heelisandlodge.co.uk

CHELMER VILLAGE PARISH COUNCIL
CO-OPTION APPLICATION FORM

FULL NAME
HOME ADDRESS
POST CODE
Telephone number
Mobile number
Email

Please answer the yes/no questions carefully (circle your response) as they set out the legal qualifications for being a parish councillor.

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country? Yes/No

If Yes, please state which country within the European Union -----

Are you 18 or over? Yes/No

(You only need **one** of the following four qualifications **but please say Yes to all that apply**)

Are you on the electoral register for the parish? Yes/No

Have you lived either in the parish, or within three miles of its boundary, for at least a year? Yes/No

Have you been the owner or tenant of land in the parish for at least a year? Yes/No

Have you had your only or main place of work in the parish for at least a year? Yes/No

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order?

Yes/No

Have you within the last five years been convicted of an offence in the UK, the Channel islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?

Yes/No

Are you disqualified by order of a court from being a member of a local authority?

Yes/N

WHAT YOU CAN BRING TO THE PARISH COUNCIL

Please tick the boxes below relevant to your knowledge

- ☐ Knowledge of Council's work in general
- ☐ Knowledge of Springfield Council's work specifically
- ☐ Knowledge of the local statutory organisations involved with the Council's
- ☐ Knowledge of national policy concerning Council's
- ☐ General Parish Council knowledge
- ☐ Knowledge of the local area in general
- ☐ Knowledge of current good practice for charities
- ☐ Experience of other voluntary organisations
- ☐ Partnership Working
- ☐ Financial/ accounting Management
- ☐ Project Management
- ☐ Planning
- ☐ Committee - Chairing

Do you have anything you wish to contribute to the Parish Council not mentioned above either in terms of experience, knowledge or skills?

As a councillor representing your community you will help keep it a great place to live and work. You will be supported in your role and will be expected to undertake training.

You should be comfortable working electronically. You should have a positive outlook and a can-do attitude and be willing to work as part of a team.

Signed..... Date...../...../.....

Please return this form to the Clerk to the Council

Email clerk@chelmer-pc.gov.uk

Chelmer Village Parish Council
C/O Parish Centre,
St. Augustines Way,
CM1 6GX