

CHEVENING PARISH COUNCIL

**Minutes of the Meeting of Chevening Parish Council, held at 7.30pm on Monday 5th December 2016
at the Recreation Ground Pavilion, Chevening Road, Chipstead TN13 2SA**



Present:	Mr A Clark Mr J Branton Mrs T Dalton Mr A de Turberville Mr H Dilley Mr J Eastwood Mr R Surrey	Chairman Vice Chairman Councillor Councillor Councillor Councillor Councillor
In Attendance:	Mrs J Hayton Mr J London No members of the Public	Clerk Sevenoaks District Council
Apologies	Mrs B Ide Mrs L Weavers	Councillor Councillor

Action

- 122. **Apologies and Absences** – Cllr Ide & Cllr Weavers
- 123. **Declarations of interest or lobbying** - None
- 124. **Minutes of Previous Meeting** - the minutes of the meeting on 14-11-16 were resolved & signed by the Chairman
- 125. **Questions from the Public** – none
- 126. **Open Spaces**
 - a) **Open Space Inspection** – nothing to report
 - b) **Playground Inspection** – nothing to report
 - c) **Sailing Club Road** – reinforcing of the verge will be done by Marchants as soon as they can. The patching they will leave until the Spring. The Council felt CCTV would not be effective and mains powered lighting too expensive (Cllr Dilley mentioned a previous quote of £30k to do the whole of Sailing Club Rd). Cllr Dalton will investigate feasibility of solar powered lighting and report to next meeting Cllr Dalton
 - d) **Open spaces tender** – Cllr de Turbeville raised concerns as to the quality of the work done by the current providers, specifically overflowing bins and waste in the Burial Ground. Chairman & Cllr de Turbeville to meet with MDH and discuss concerns and propose a quarterly schedule of work complete and that still to be done. It was resolved to proceed with tending for the Open Spaces Contract Chairman/ Cllr de Turbeville
 - e) **Chevening Churchyard gates** – it was resolved to accept the quote from Sevenoaks Fencing Clerk
 - f) **Trees on Chipstead recreation ground** - Planning permission was obtained early 2016 but the Amblers have now requested the PC carry out the treework as they were unable to do it. Chairman has obtained a quote of £300 to raise the crowns and shred the waste and a working party of Cricketers will be required to help with tidying up. Chairman to arrange March/April Chairman
 - g) **Flood prevention** – Chairman has written to KCC raising the problem of the blocked drains in Chevening Road but with no response. Cllr London suggested the escalation route is Cabinet member in charge of Highways (Matthew Balfour) c.c. Chairman

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- the Cabinet Leader (Paul Carter) and Clive Pearman (Deputy Cabinet) & if no response Paul Carter & cc Michael Fallon
- h) **Update of Graveyard inspection and topple test** – Chairman & Cllrs de Turbeville and Dilley performed topple test on gravestones in the Churchyard & Burial Ground. Any gravestones which were unstable were placed flat to prevent any accidents. Photographs of the headstones have been given to the Clerk to contact the families if possible **Clerk**
- 127. Highway Matters**
- a) **Update on 20 mph through the village** – design phase is underway.
- 128. Correspondence Received and General Issues**
- a) **VAT** – Confirmation has been received from SLCC that the Council can claim VAT back for the drainage work on the Recreation Ground and increase the rental
- b) **Defibrillators** – it was resolved to write to the 4 pubs (the Woodman is currently closed) asking them to approach their Brewery to have a defibrillator on site. **Clerk**
- c) **War Memorial** – Cllr de Turbeville will look into getting quotes for the work. The War Memorial on the Vine was refurbished recently so Town Council may have a contact. **Cllr de Turbeville**
- 129. General Information and proposals for Future Agenda Items**
- a) **Parish Plan** – Cllr Dilley requested a review of the Parish Plan – inviting Mick Ryan to the meeting in February to review Action Plan and progress to date.
- b) **Red Telephone Boxes** – concern had been raised by a resident that the Red Telephone box in Stairfoot Lane was being removed by BT. The box is not on the list of boxes to be removed (the only one is Larkfield Road)
- c) **Planning** – Cllr de Turbeville raised that 59 High St Chipstead was being sold as 2 units – the existing house and a “potential building plot” despite planning having been refused twice. Cllr de Turbeville expressed concern that the plot should not be allowed to go derelict if it was bought by a developer and no planning was granted
- d) **Footpaths** – It was resolved to invite Graham Birch to the Annual meeting to show appreciation for his work on the footpaths
- 130. Finance**
- a) **Income Received and Cheques Payable** – *to approve the payments for December & payments and receipts for November*
- b) **Budget for 2017/8** was resolved Appendix 3
- c) **The Council’s Financial Regulations for 2016/7** were resolved – Appendix 4 **Cllr Dalton**
- d) **The Council’s Statement of Internal Control for the year end 31-3-2017** was resolved – Appendix 5
- e) **To resolve Burial Ground Fees for 2017** – the Burial Ground Fees were reviewed. The figures for residents and former residents were resolved. The proposal to remove the additional cost for non residents (& apply the “former residents” fee) will be on the agenda for resolution in January
- 131. Planning Applications**
- a) Applications Granted or Refused, and Notices received - Appendix 2

The meeting closed at 22.00

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Payments and Receipts - November 2016

	Opening Balance		60472.14
Receipts			
03/11/2016	Burial Ground Fees - Keeper 231	£	510.00
07/11/2016	VAT Refund Q3	£	1,538.71
24/11/2016	Burial Ground Fees - Chavasse 479	£	100.00
24/11/2016	Allotment Rent	£	60.00
24/11/2016	Bank Interest	£	7.81
		£	2,216.52
Payments			
07/10/2016	Bourne Amenity	£	1,188.00
08/11/2016	JGC Sportsturf	£	1,347.85
14/11/2016	Royal British Legion Poppy App	£	20.00
14/11/2016	E.ON	£	355.68
14/11/2016	Santander	£	7.50
14/11/2016	MDH Horticultural Contractors	£	1,311.07
14/11/2016	HMRC	£	147.97
14/11/2016	Judith Hayton	£	1,038.52
14/11/2016	Judith Hayton	£	5.08
14/11/2016	MDH Horticultural Contractors	£	309.00
14/11/2016	Streetlights	£	686.26
14/11/2016	Spectulise Lid	£	154.00
		£	6,570.93
	Closing Balance	£	56,117.73
	CIL Balance	£	2,798.39

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Cheques to be Ratified and Payments to be made

Cheque No	Payee	Reason	Net	VAT	Total
22127	Chevening Estates	Allotment Rental	£60.00		£60.00
22128	Kent County Council	20 mph through village	£399.68		£399.68
		Santander Payments			£0.00
113	MDH Horticultural	Monthly Maintenance	£1,092.56	218.51	£1,311.07
114	HMRC	J Hayton Tax & NI	£147.97		£147.97
115	J Hayton	Monthly Salary & Office Expenses	£1,038.52		£1,038.52
116	J Hayton	Expenses	£38.07		£38.07
117	MDH Horticultural	Gang mowing	£199.50	£39.90	£239.40
118	Newlands Nursery	Christmas Tree	£200.00		£200.00
119	Streetlights	Repair of Light - Chipstead Park Close	£88.75	£17.75	£106.50
120	Bourne Amenity	Worm Treatment & Fertilizer	£416.00	£83.20	£499.20
121	Bourne Amenity	Bag of Rootzone to top up drain runs	£73.00	£14.60	£87.60
122	P Woodruff	Waders	£94.98		£94.98
			£3,754.05	£373.96	£4,128.01

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Reference	Site	Development	Date Recv'd	Date Due	PC Decision	Cllr	
6/03430/CAN	BT Telephone Box North of Junction with Larkfield Rd Westerham Road Bessels Green TN13 2PZ	Removal of BT public payphone	17/11/2016	06/12/2016	No Comment	John B	
Reference	Site	Development	Date Recv'd	Date Due	PC Decision	Cllr	SDC Decision
SE/16/02933/ HOUSE	87 Chevening Road Chipstead TN13 2SA	Erection of a new safety railing for the existing front door steps	13/10/2016	01/11/2016	<p>Support This house is next to the playground and the application is for one of the smallest bits of building that apparently requires planning permission I have ever come across. They wish to put a wrought iron balustrade in front of the front door and the attached picture and plan show what they intend to do. They also wish to remove two plant stands which you can just see in the middle picture. There a no comments at all on the SDC web site.</p> <p>While the change would neither enhance nor detract from the look of the house it does seem a very sensible thing to do on health and safety grounds as it will prevent young children running straight out of the house onto the drive. I therefore, somewhat surprisingly for me, recommend "Support" as it will make the house safer.</p>	Howard	Granted

Reference	Site	Development	Date Recv'd	Date Due	PC Decision	CIr	SDC Decision
SE/16/02797/ HOUSE	Darenth Croft Baden Powell Road Riverhead TN13 2EE	Demolition of existing garage, outbuildings and conservatory. Erection of part single and part two storey rear extension. Erection of single storey front and side extension. Roof extension with raised ridge height and loft conversion with four rooflights and one dormer.	07/10/2016	25/10/2016	No comment	John E	Granted
SE/16/02862/ HOUSE	Pentland House Bessels Green Road Bessels Green TN13 2PS	Single storey extension to front of dwelling; single storey extension to side of dwelling; part replacement windows	07/10/2016	26/10/2016	No comment	Barbara	Granted
SE/16/01583/ HOUSE	14 Witches Lane Riverhead TN13 2AU	The erection of a single storey rear extension with roof lantern, loft conversion with crown/table top dormer to rear elevation and 3 No Velux windows to front elevation	06/04/2016	27/06/2016	No comment	Andy	Granted

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Reference	Site	Development	Date Recv'd	Date Due	PC Decision	Cllr	SDC Decision
SE/16/02805/ HOUSE	47 Chesterfield Drive Riverhead TN13 2EQ	Removal of existing first floor conservatory to the rear of the property and construction of a new balcony in it's place with glass balustrade	13/10/2016	28/10/2016	<p>This house is an "upside down" house often found in Chesterfield drive and Stanhope way</p> <p>In this case it would seem that previous owners had changed the balcony (which is prevalent on upside down houses) to a conservatory. The current owners want to restore the balcony.</p> <p>From the photos the conservatory does look quite ugly and i can see why the current owners wish to revert to the customary balcony. They have already sought the advice of SDC planning dept who would appear to be fairly receptive to this application. The rear of the house cannot be seen from the road nor can neighbours see the current conservatory as there are a large number of leylandii along the borders. Although there is no impact on the area as a whole, I do however recommend "SUPPORT" as the owners are proposing to return the ugly conservatory back to a more ascetically pleasing balcony.</p>	John E	Granted

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CHEVENING PARISH COUNCIL - DRAFT BUDGET 2017/2018

	Actual 2014/15	Actual 2015/16	Budget 2016/17	Forecast 2016/17	Budget 2017/18
OPEN SPACES					
MDH gang mowing	3,499	3,256	3850	3,100	3200
MDH general work	6,514	7,066	6700	6,600	7000
Maint/improve	4,943	780	3500	6,000	5000
Sports pitches	2,500	1,166	3000	2,500	7500
Playground	88	134	250	100	250
Empty dog bins	1,412	2,429	1425	1,600	1750
Trees	3,474	3,630	3000	2,000	2000
Winter maintenance		-	700	700	1,000
Sailing Club Road	316	73	2000	2,000	2000
Chipstead Common Football hut	465	505	660	0	0
Allotments	60	60	60	60	60
	23,271	19,099	25,145	24,660	29,760
Amherst School	791	1,932	1,650	1,500	1,500
Riverhead Angels	540	826	700	200	200
Recreation Ground		2,141	1,675	1,953	6,660
Allotments		60	60	60	60
Playground fundraising	4,432	-			
Sundry	2,554	178		0	
	14,954	13,962	21,060	20,947	21,340
PAVILION					
Rates	-	-	600	0	600
Loan repayment	5,100	5,100	5,100	5,100	5,100
Maint/improve	952	668	2,000	1,000	2,000
	6,052	5,768	7,700	6,100	7,700
Rates			600	0	600

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	6,052	5,768	7,100	6,100	7,100
BURIAL GROUND					
Clerk's salary	673	271	625	625	625
Rates	122	125	135	135	135
MDH Maint work	6,514	7,066	6,700	6,800	7,000
Sundries		110		0	
	7,309	7,572	7,460	7,560	7,760
Fees	4,923	7,292	5,000	3,000	3,500
Rates		37			
	2,386	243	2,460	4,560	4,260
QUINQUENNIAL			1,000	1,000	3,000
Receipts					
	-	-	1,000	1,000	3,000
ADMIN					
Clerk's salary	15,090	12,878	14,000	13,500	14,000
Audit fee	360	405	450	475	500
Insurance	2,089	2,100	2,200	2,120	2,000
KALC/subscriptions	1,109	1,086	1,250	200	200
Sundries	831	558	500	250	300
Computer	249	126	1,000	800	300
Office expns	895	145	500	250	300
Training	139	129	1,000	550	1,000
Meeting room	546	476	600	550	600
Printing/stationery	638	293	450	200	300
	21,946	18,196	21,950	18,895	19,500
Bank interest	134	145	100	150	150
Insurance		2,030	1,100	1,000	1,000
Sundries	100	-		0	

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	21,712	16,021	20,750	17,745	18,350
	Actual 2014/15	Actual 2015/16	Budget 2016/17	Forecast 2016/17	Budget 2017/18
LIGHTING					
Energy	3,466	3,774	4,000	3,500	4,000
Maintenance	2,232	2,288	2,000	2,500	3,000
Repairs	2,345	672	2,500	-2,300	2,000
	8,043	6,734	8,500	3,700	9,000
MISCELLANEOUS					
Donations	629	400	800	400	750
Chairman's expenses		27	100	100	100
Speed Watch Equipment (net cost)		945			250
Election expenses		309	0		
Sports pitches drainage project		-3,209			
New benches		404			1,200
Legal costs		1,067	2,000	0	0
Parish Events	606	1,213	1,000	1,000	1,000
Payground (net cost after reserve)		201			
Highways items			2,500	600	1,000
Sailing Club Road reserve	2,000	2,000	2,000	2,000	2,000
Neighbourhood Plan	736	5,159		0	
CIL Income		2,287		-1,023	
20 MPH zone project				5,500	
	3,971	5,827	8,400	8,577	6,300
Sundries/donations			0	0	0
Neighbourhood Plan Grant	736	5,159			
	3,235	668	8,400	8,577	6,300

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SUMMARY	Actual 2014/15	Actual 2015/16	Budget 2016/17	Forecast 2016/17	Budget 2017/18
Open Spaces	14,954	13,962	21,060	20,947	21,340
Pavilion	6,052	5,768	7,100	6,100	7,100
Burial ground	2,386	243	2,460	4,560	4,260
Quinquennial	0	0	1,000	1,000	3,000
Admin	21,712	16,021	20,750	17,745	18,350
Lighting	8,043	6,734	8,500	3,700	9,000
Miscellaneous	3,235	668	8,400	8,577	6,300
	<u>56,382</u>	<u>43,396</u>	<u>69,270</u>	<u>62,629</u>	<u>69,350</u>
Adjustment to/(from)reserves	9,146	23,404	-1,270	5,371	0
Precept	<u>65,528</u>	<u>66,800</u>	<u>68,000</u>	<u>68,000</u>	<u>69,350</u>

CHEVENING PARISH COUNCIL

Financial regulations adopted on 5th December 2016 (Minute 130 c)1 GENERAL

- 1.1 These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practice.
- 1.3 The Clerk has been appointed as RFO for this Council.
- 1.4 The RFO shall produce financial management information as required by the Council.
- 1.5 At least once a year, prior to approving the Annual Return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 In these Financial Regulations references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of the Audit Commission Act 1998 s.27 and then in force.
- 1.7 In these Financial Regulations the term 'proper practice' or proper practices shall refer to guidance issued in the most recent issue of Governance and Accountability in Local Councils in England and Wales – A Practitioners' Guide published jointly by the National Association of Parish Councils and the Society of Local Council Clerks.

2 ANNUAL BUDGET

- 2.1 The Finance Working Party shall propose a budget each year to the Council in such time to allow the Council to agree an Annual Budget and advise the Precept to Sevenoaks District Council.
- 2.2 A copy of the approved Annual Budget shall be provided to each Councillor.
- 2.3 The Annual Budget shall form the basis of financial control for the ensuing year.

3 BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved Annual Budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the Budget without the prior approval of the Council.

- 3.3 The RFO shall provide the Council with quarterly statements of receipts and payments to date under each budget item, comparing actual expenditure against that planned and shown in the Annual Budget.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other works or services that are needed in the Parish, and that the Parish Council is lawfully allowed to do, which are of such urgency that they should be done at once, whether or not there is any provision for the expenditure This expenditure is subject to a limit of £1,000 and with the prior concurrence of the Chairman, Vice Chairman or other Councillor. In the Clerk's absence the decision may be taken by the Chairman plus two other Councillors or in the Chairman's absence the Vice Chairman plus two other Councillors. If the Clerk, Chairman and Vice Chairman are all absent the decision may be taken by any three Councillors. The Clerk shall report such action to the Council as soon as practicable.
- 3.5 No expenditure shall be incurred unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

4 ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's Annual Return, as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The RFO shall complete the accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to the Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and competence, the Internal Auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of accounts, books and vouchers and for the display or publication of any Notices and statements of account required by the Audit Commission Act 1988 and the Accounts and Audit Regulations.

4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of purely an administrative matter.

5 BANKING ARRANGMENTS AND CHEQUES

5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 The Council's cheque book(s) shall normally only be held by the RFO.

5.3 Cheques for payment will normally be signed only at a Council Meeting and require the signature of any two Councillors.

5.4 If it necessary in exceptional circumstances for a cheque to be signed outside a Council Meeting, it will require the signature of the Chairman or Vice Chairman and one other Councillor and shall be included in the Minutes of the next Meeting.

5.5 Members signing cheques shall also initial the cheque stubs.

6 PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices shall be examined and verified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates has been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted and which are in order at the next available Council Meeting.

6.4 The Council will not maintain any form of cash float. All cash received must be banked intact. All payments made in cash by the RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

6.5 If thought appropriate by the Council payment for utility supplies (energy, telephone and water) may be made by variable Direct debit provided they are approved by the Council. Approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

7 PAYMENT OF SALARIES

7.1 The Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operation and salaries shall be as agreed by the Council.

8 LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

- 8.2 The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

- 9.1 The collection of sums due to the Council shall be the responsibility of and under the control of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council.
- 9.5 All sums received on behalf of the Council shall be banked intact by the RFO. In all cases receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.7 The RFO shall promptly complete any VAT return that is required. Any repayment claim due in accordance with VAT Act 1994 s.33 shall be made at least quarterly.
- 9.8 Where any significant sums of cash are regularly received by the Council the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues and that appropriate care is taken in the security and safety of individuals banking such cash.

10 PROCUREMENT OF WORK, GOODS AND SERVICES

- 10.1 Work, goods and services shall only be procured from suppliers by a letter from the Clerk and after authority has been granted at a Meeting of the Council, except in cases of items of a petty cash nature or when authorised by the Chairman or other Councillors in exceptional circumstances.
- 10.2 To ensure that value for money is obtained it is the Council's normal practice to obtain two competitive quotations for all work, goods and services, subject to a minimum estimated

cost of between £1000 and £2,000. Above £2,000 three competitive quotes must be obtained: utility services, professional services, spare parts for existing equipment and proprietary items being exempted.

- 10.3 If it is estimated the cost of the work, goods or service to be procured will be above £1000 but below £10000, quotations shall be sought by a simple letter from relevant suppliers by the Clerk who shall open the quotations received and report them to the Council, after assuring himself as far as is possible himself they are on an equal footing.
- 10.4 If it is estimated the cost of the work, goods or services to be procured will be above £10000, a formal tendering process shall be used with Tenderers being asked to supply their information to the Clerk in sealed identifiable envelopes which shall be opened together and only on or after the prescribed date in the presence of the Clerk and at least one Councillor whose names shall be minuted when they report their findings to the Council.
- 10.5 In all cases where competitive prices are sought the Clerk shall endeavour to provide sufficient information to ensure that quotations or Tenders received are on an equal footing and contain all prices and other details required. It shall also be stated the Council will not be obliged to accept the lowest or any quotation or Tender.
- 10.6 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the Meeting at which the order is approved so that the Minutes can record the power being used.

11 ASSETS, PROPERTIES AND ESTATES

- 11.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 11.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council.
- 11.3 The RFO shall ensure that an appropriate and accurate Register of Assets and investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

12 INSURANCE

- 12.1 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 12.2 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to the Council at the next available meeting.
- 12.3 All appropriate employees of the Councils shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

13 RISK MANAGEMENT

13.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

13.2 When considering any new activity the Council shall consider the risks, if any, involved and any risk management required.

14 REVISION OF FINANCIAL REGULATIONS

14.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation of proper practices and shall advise the Council of any requirement for consequential amendments of these Financial Regulations.

30 January 2017

**CHEVENING PARISH COUNCIL
STATEMENT ON INTERNAL CONTROL
FOR THE YEAR ENDING 31st MARCH 2017**

1. SCOPE OF RESPONSIBILITY

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2017 and up to the date of approval of the Annual Report and Accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council appointed a Chairman who was responsible for the smooth running of meetings and for ensuring that all Council decisions were lawful.

The Council reviewed its obligations and objectives and approved budgets for the following year at the January meeting. The same meeting of the Council approved the level of precept for the following financial year.

The Council appointed a Finance Working Party of Members who met regularly and monitored progress against objectives, financial systems and procedures, budgetary control and carried out regular reviews of financial matters. The notes and recommendations of the meetings of the Finance Working Party were reported to the Council.

The full Council met eleven times during the year and monitored progress against its aims and objectives by receiving quarterly financial reports.

The Council carried out a regular review of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Signed as a true record Date 9th January 2017

Payments:

All payments are reported to the Council for approval. Two Members of the Council sign the list of electronic payments to be made and every cheque after reviewing relevant invoices.

Risk Assessments / Risk Management:

The Council carried out regular risk assessments in respect of actions and regularly reviewed its systems and controls.

Internal Audit:

Mr Doug Williamson was appointed as the Independent Internal Auditor - a person with no relationship to the Council or any member and by experience adjudged to be competent. His duties are to report to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

Mr Williamson’s report will be submitted before the Annual Report to Littlejohns is due.

External Audit:

The Council’s External Auditors, Littlejohns, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control was informed by the by the work of:

- the full Council;
- the Finance Working Party;
- the Clerk to the Council / Responsible Financial Officer who had responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviewed the Council’s system of internal control;
- Littlejohns, the Council’s external auditors, who will make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. The Audit Commission will issue an annual audit certificate;

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2016/17 Financial Review.

(Signatures of the Council’s Chairman and Responsible Financial Officer / Clerk and date)