



Minutes of the Meeting of Chevening Parish Council, held at 7.4530pm on Monday 7th December 2015 at the Recreation Ground Pavilion, Chevening Road, Chipstead TN13 2SA

Present:	Mr H Dilley	Chairman
	Mr A Clark	Vice Chairman
	Mr J Branton	Councillor
	Mrs T Dalton	Councillor
	Mr A de Turberville	Councillor
	Mrs B Ide	Councillor
	Mr R Surrey	Councillor
	Mrs L Weavers	Councillor
In Attendance:	Mrs J Hayton	Clerk
	Mr R Parry (from 8.30 pm)	Sevenoaks District Council
	Members of the Public	3
	Mr J Eastwood	Councillor
	Mr J London	Sevenoaks District Council

Action

- 277. Apologies for absence *Cllr Eastwood*
- 278. Declarations of interest or lobbying – *Cllr Dalton for Planning Application discussions on 23/25 High Street Chipstead*
- 279. Minutes of Previous Meeting - *The minutes of the meeting on 9/11/15 were agreed and signed by the Chairman*
- 280. Parish Clerk – it was resolved unanimously to confirm the appointment of Judith Hayton as Parish Clerk following her 6 month probation period and that as per her contract her pay will rise from December to level 31 on the NJC scale
- 281. Questions from the Public - *None*
- 282. Open Spaces
 - a) Open Space Inspection *Nothing to report*
 - b) Playground Inspection *Nothing to report*
 - c) Football Club – *Resolved to review the state of the ground at January meeting*
 - d) Fencing to Recreation Ground *Resolved to ask Football Club member to install additional fencing*
 - e) Gang mowing quote for 2016. *Resolved to offer contract to MDH Contractors*
 - f) Trees overhanging Cricket Pitch – *resolved to apply for permission for Cricketers to trim the trees* Planning Portal reference number for this proposal is: PP-04726760
 - g) Defibrillators – *resolved to provide external cabinet for defibrillator for Chipstead Rec. The Council then agreed they would replace the defibrillator if it was stolen. Riverhead Angels should approach FA & Riverhead Parish Council for funds and then approach Council to consider funding any shortfall* Clerk
 - h) Chesterfield Drive – *resolved to help fund tree removal adjacent to Chipstead Lake (carried 5/3). Investigate whether any powers to force removal of Japanese knotweed* Clerk
- 283. Footpath Matters – *None raised*
- 284. Highway Matters
 - a) 20mph speed limit in the Village – *Speed sensors installed 7/12 for 1 week* Clerk/Chairman
 - b) Yellow lines around Sunrise. *KCC will not fund. Cllr Parry said there could be some budget to get this done. Need to approach Cllr London as Chair of JTB. Chairman to write to Sunrise to*



- see whether further parking could be made available on site.*
- c) **Chevening Cross** – *Cllr Weavers reported the island has once again been driven over by a lorry.*
- 285. Correspondence Received and General Issues – none received**
- a) **CPRE** – *It was resolved to rejoin* Clerk
- b) **Burial Ground Policy** – *the Council resolved by 7/1 majority the Burial Ground policy should be upheld in the case of the Harrington family*
- 286. Chevening School Entry Criteria** – *the Council resolved by 7/1 majority that we should confirm our previous response to the proposed entry criteria* Clerk
- 287. General Information and proposals for Future Agenda Items**
- Flood defences** – *the Flood Defence committee are actively pursuing 2 sites to locate sandbags. The Parish Hall and on Chevening Estates land next to Chipstead Rec*
- 288. Finance**
- a) **Income Received and Cheques Payable** – *Resolved – Appendix 1 attached*
- b) **Proposed Budget for 2016/7** – *Resolved – Appendix 2 attached*
- c) **Financial Regulations** – *Resolved – Appendix 3 attached*
- d) **Statement of Internal Control** – *Resolved – Appendix 4 attached Including the review of direct debit to e-On and electronic payments using fax to Santander from January 2016*
- 289. Planning Applications**
- a) **Applications Granted or Refused, and Notices received** – *Appendix 5 attached.*
- b) **Appeals and Applications for Consideration by the Council** – *Appendix 6 attached*
- 290. Chipstead Lake**
- a) *It was resolved by a majority 7/1 that the Council should consult all Parishioners as to whether they approve of raising the precept to pay for the purchase of the Lake at market value.*
- b) *The Council reconfirmed its resolution to pursue setting up a CIC as the vehicle to purchase the Lake*

APD
11/1/16

Receipts and Payments November 2015

Opening balance		£49,521.33
Receipts		
05-11-15	Viner & Sons	£95.00 Bruce (481) extra inscription
05-11-15	Jordan & Sullivan	£517.50 Head (NEF 15) Remains
05-11-15	Mark & Emily Cates	£262.50 Prepurchase grave 246
05-11-15	Welham Jones	£485.00 Duffner - 262
05-11-15	Camilla Kerslake	£185.00 Interment ashes Green 479
23/11/2015	Santander	£8.19 Interest
		£1,553.19
Payments		
05/11/2015	Santander	CHGS £7.50 Monthly charges
05/11/2015	E.ON	DD £355.57 October streetlighting
05/11/2015	MDH Horticultural Contractor	22103 £1,304.54 October Maintenance
05/11/2015	Complete Weed Control (Ken	22104 £353.40 Fertiliser and Iron October
05/11/2015	Complete Weed Control (Ken	22105 £336.30 Worm treatment October
05/11/2015	Crestala Fencing Ltd	22106 £585.92 Fencing for Chipstead Rec
05/11/2015	Glasdon Manufacturing Limit	22107 £385.81 Dog Waste Bin Chipstead
05/11/2015	Sevenoaks Fencing	22108 £664.98 Fit fencing to Chipstead Rec
05/11/2015	D Williamson	22109 £75.00 Fee for Internal Audit
05/11/2015	Royal British Legion Poppy Ar	22111 £20.00 Poppy Wreath
05/11/2015	HMRC	22112 £583.10 October Employers Tax Due
05/11/2015	J Hayton	22113 £580.89 Pay & Expenses - October
		£5,253.01
Closing balance		£45,821.51
Cheque cancelled		
05/11/2015	Bourne Amenity	22110 £198.00 Security fencing - drainage

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CHEVENING PARISH COUNCIL - DRAFT BUDGET 2016/2017

	Actual 2013/14	Actual 2014/15	Budget 2015/16	Forecast 2015/16	Budget 2016/17
OPEN SPACES					
KCC gang mowing	3,301	3,499	3,700	3,800	3850
MDH general work	6,993	6,514	6,675	6,650	6700
Maint/improve	2,139	4,943	3,500	3,000	3500
Sports pitches	2,109	2,500	3,000	2,000	3000
Playground	1,136	88	1,500	250	250
Empty dog bins	1,960	1,412	1,350	1,400	1425
Trees	860	3,474	3,000	3,500	3000
Winter maintenance	287		500	0	700
Sailing Club Road	652	316	600	500	2000
Chipstead Common Football hut	658	465	600	600	660
Allotments	60	60	60	60	60
	20,155	23,271	24,485	21,760	25,145
Amherst School	1,520	791	1,625	2,000	1,650
Riverhead Angels	658	540	675	750	700
Recreation Ground	1,579		1,650	2,500	1,675
Allotments	60		60	60	60
Playground fundraising		4,432			
Sundry	75	2,554		0	
	16,263	14,954	20,475	16,450	21,060
PAVILION					
Rates		-	600	0	600
Loan repayment	5,100	5,100	5,100	5,100	5,100
Maint/improve	2,760	952	3,000	2,000	2,000
	7,860	6,052	8,700	7,100	7,700
Rates			600	0	600
	7,860	6,052	8,100	7,100	7,100
BURIAL GROUND					
Clerk's salary	528	673	600	600	625
Rates	122	122	126	125	135
MDH Maint work	6,182	6,514	6,675	6,600	6,700
Sundries	-			0	
	6,832	7,309	7,401	7,325	7,460
Fees	5,674	4,923	5,400	5,000	5,000
Rates					
Chevening Estates	1,158	2,386	2,001	2,325	2,460
QUINQUENNIAL					
Receipts	4,026		3,000	0	1,000
	1,900				
	2,126	-	3,000	0	1,000
ADMIN					
Clerk's salary	13,644	15,090	13,000	13,500	14,000
Audit fee	350	360	400	425	450
Insurance	2,135	2,089	2,200	2,100	2,200
KAPC/subscriptions	1,146	1,109	1,250	1,250	1,250
Sundries	545	831	500	600	500
Computer	148	249	500	300	1,000
Office expns	464	895	500	250	500
Training		139	1,000	250	1,000

Meeting room	510	546	600	500	600
Printing/stationery	210	638	450	350	450
	19,152	21,946	20,400	19,525	21,950
Bank interest	406	134	100	100	100
Insurance	1,012		1,100	1,100	1,100
Sundries	96	100		100	
	17,638	21,712	19,200	18,225	20,750

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	Actual 2013/14	Actual 2014/15	Budget 2015/16	Forecast 2015/16	Budget 2016/17
LIGHTING					
Energy	3,252	3,466	3,580	3,600	4,000
Maintenance	2,146	2,232	2,000	2,000	2,000
Repairs	6,326	2,345	3,000	1,500	2,500
	11,724	8,043	8,580	7,100	8,500

MISCELLANEOUS

Donations	451	629	800	300	800
Chairman's expenses			100	75	100
New benches					
Legal costs				2,000	2,000
Summer play	779	606	600	1,000	1,000
Highways items			1,000	1,000	2,500
Sailing Club Road reserve	2,000	2,000	2,000	2,000	2,000
Neighbourhood Plan		736		0	
CIL Income					
	3,230	3,971	4,500	6,375	8,400
Sundries/donations	209		0	2000	0
Neighbourhood Plan Grant	5,895				
	- 2,874	3,971	4,500	4,375	8,400

SUMMARY	Actual 2013/14	Actual 2014/15	Budget 2015/16	Forecast 2015/16	Budget 2016/17
Open Spaces	16,263	14,954	20,475	16,450	21,060
Pavilion	7,860	6,052	8,100	7,100	7,100
Burial ground	1,158	2,386	2,001	2,325	2,460
Quinquennial	2,126	0	3,000	0	1,000
Admin	17,638	21,712	19,200	18,225	20,750
Lighting	11,724	8,043	8,580	7,100	8,500
Miscellaneous	-2,874	3,971	4,500	4,375	8,400
	53,895	57,118	65,856	55,575	69,270
Adjustment to/(from)reserves	10,410	8,410	944	11,225	-1,270
Precept	64,305	65,528	66,800	66,800	68,000

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CHEVENING PARISH COUNCIL**Financial regulations adopted on 7th December 2015 (Minute 288 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.

RFO

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.

04 January 2016

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**CHEVENING PARISH COUNCIL
STATEMENT ON INTERNAL CONTROL
FOR THE YEAR ENDING 31st MARCH 2016**

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 2016 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 thirteen times during the year and monitored progress against its aims and objectives by receiving quarterly reports from the Finance Committee.

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

Payments:

All payments are reported to the Council for approval. Two Members of the Council sign 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 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 2015/16 Financial Review.

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



Reference	Site	Development	Notice of Work to Trees in a CA	Date Recv'd	Date Due	Responded	PC Decision	Cllr			
SE/15/03415/HOUSE	Burbil House, 28 Chipstead Park, Sevenoaks TN13 2SN	Demolition of existing garage and erection of 2 storey side and rear extensions		18-11-15	08-12-15			Trish Dalton	PC Meeting		
SE/15/03457/HOUSE	62 Woodfields, Chipstead, TN13 2RB	The erection of a single storey front extension over an open entrance, raising of the roof height to facilitate a new first floor with two front dormers and rooflights to rear.		24-11-15	14-12-15			Andy Clark	PC Meeting		
SE/15/03440/HOUSE	29-31 High Street Chipstead TN13 2RW	Removal of existing timber outbuilding, conversion of the existing garage/workshop into an kitchen/lounge area with a new larder. Conversion of the existing kitchen into a games room and boots/side entrance. New roofs, 8 rooflights and new flue New single garage, new garden shed and new electrically operated gate.		24-11-15	11-12-15			Lela Weavers	PC Meeting		
SE/15/03315/HOUSE	Windmill Farm Chevening Road Chipstead TN13 2SA	Construction of porch. Erection of single storey rear extension. Raised roof extension over existing bedrooms.		28-11-15	17-12-15			Richard Surrey	PC Meeting		
SE/15/03412/HOUSE	23-25 High Street Chipstead TN13 2RN	External and internal alterations to the entrance hall, games room, and guest room incorporating a new roof. Erection of a detached single storwey art studio		28-11-15	18-12-15			Barbara Ide	PC Meeting		
SDC Decisions on Previous Applications											
Reference	Site	Development	Notice of Work to Trees in a CA	Date Recv'd	Date Due	Responded	PC Decision	Cllr	Decision Method	SDC Decision	Date
SE/15/02770/HOUSE	Scotton House Baden Powell Road Riverhead TN13 2EE	Erection of a new entrance porch and cloakroom		24-09-15	14-10-15		No comment	John Eastwood	PC meeting	Granted	

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