



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Catherine Moore BSc FILCM
Chairman: Mr Tim Boucher



NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 29th March 2017 at Poringland Community Centre.

The business to be transacted at the meeting is as follows:-

1. **Attendance and Apologies for Absence**
2. **Declarations of interest for items on the agenda and applications for dispensations**
Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has made a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.
3. **Minutes of the meeting held on 22nd February 2017**
4. **Update on matters arising from the minutes**
5. **Report from the Chairman**
6. **Adjournment for public participation, district and county councillors, and councillors with any pecuniary interests**
 - a. District Councillors (7 mins total)
 - b. County Councillor (5 mins total)
 - c. Public Participation (15 mins total)
7. **Planning**
 - a. Applications Received
 - i. 2017/0426 10 Rosebery Avenue: Construction of single storey front and side extension.
 - ii. 2017/0495 Variation of condition 2 of permission 2010/1332/F (Residential development of 232 dwellings with associated garages, open spaces, access road, footpaths and cycle way): - changes to house types on plots 6, 7, 13, 14, 23 & 25 and re-plan of plots 2-7, 12-14, 23-25 and associated garages
 - iii. Y/7/2017/7005 Poringland Library, Overtons Way: Provision of new double door access to site, including associated works.
 - b. Planning Applications Between Meetings
 - c. Planning Decisions
 - i. 2014/2583 Land west of Norwich Road and south of Caistor Lane: Discharge of conditions 5, 6, 8, 11, 19 and 21 of planning permission 2013/1986 – surface water, foul water, standard estate road, phasing surfacing, offsite highways improvements and archaeological work. **APPROVED**
 - ii. 2015/0045 Land west of Norwich Road and south of Caistor Lane: Discharge of conditions 4, 12, 17 and 18 of planning permission 2013/1986/O – Materials, surface water drainage system, details of construction traffic management plan, access route and wheel cleaning facilities. **APPROVED**

- iii. 2015/0106 Land west of Norwich Road and south of Caistor Lane: Discharge of conditions 2, 3, 4 and 5 of planning permission 2014/0732/D – Drainage management plan, renewable energy supply details, proposed pumping station and boundary treatments / surface treatment of public footpaths. **APPROVED**
- iv. 2017/0047 Evangelical Free Church, Carr Lane: Reserved matters following 2015/0833 – Proposed demolition of church and erection of dwelling and garage. **APPROVED**
- v. 2017/0049 – Evangelical Free Church, Carr Lane: Discharge of conditions 9 – boundary treatment and 10 – levels of permission 2015/0833 (Proposed demolition of church and erection of dwelling and garage). **APPROVED**
- vi. 2017/0061 6 Old Mill Road: Retention of self contained residential let. **APPROVED**
- vii. 2017/0059 Community Centre, Overtons Way: Oak (T2) – fell due to decay within tree. **REFUSED**
- viii. 2017/0126 60 Rectory Lane: Change of use to a 1 bedroomed holiday let. **APPROVED**
- ix. 2017/0229 5 Rosebery Avenue: First floor rear extension to detached chalet style house. **APPROVED**
- x. 2017/0253 Garage site south of Shotesham Road: Construction of 6 new affordable bungalows, access road, demolition of existing garages and associated works. **WITHDRAWN**
- xi. 2017/0370 3 Meadow Way: Amendment to external finish for 2016/1697 – Two storey side extension. **APPROVED**
- xii. 2017/0540 2 Brooks Meadow: T1 Oak – reduce height and width from 14m to 12m and thin crown by 10%. **APPROVED**

8. Correspondence and Consultations

9. Finance

- a. Receipts, payments and bank reconciliation for February 2017
- b. Accounts for payment
- c. Interim Internal Audit Report and Recommendations
- d. Financial Risk Assessment - Review
- e. Section 137 Payments

10. Welcome Home and Memorial Playing Field

- a. Report of the Meeting
- b. Update on Pavilion Heating

11. Other matters

- a. Community Governance Review – update
- b. Invitation to submit name suggestion for Phase 2 of Heath Farm development
- c. Lone Working Policy – re-presented
- d. Parish Partnership Scheme – update and next action
- e. Upturn in crimes in Poringland area

12. Date of next Parish Council meeting: Wednesday 26th April 2017, 7pm, Poringland Community Centre

Dated the 23rd March 2017

Clerk.....

Minutes of the Meeting of Poringland Parish Council
Wednesday 22nd February 2017 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
David Gooderham
John Henson
David Hewer
Steve Aspin
Lisa Neal
John Overton
Chris Walker
Rachel McCarthy (Assistant Parish Clerk)

Also attended: Roger Smith (County Councillor) and 6 members of the public in attendance.

1. Apologies

Apologies for absence were received and accepted from Trevor Spruce and James Landshoft, proposed by John Henson, seconded by David Hewer, all in favour.

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in Item 7 due to her position as a member of the South Norfolk Development Management Committee. Tim Boucher declared an interest in Item 7a(ii) as the applicants were a client of his employer. John Overton declared an interest in the same application as he was a non-executive board member of the applicant.

3. Minutes of the meeting held on 25th January 2017

The minutes of the meeting held on 25th January 2017 were **agreed**, proposed by David Hewer, seconded by John Henson, all in favour.

4. Update on matters arising from the minutes

a) Caistor Lane Reinstatement Works

David Gooderham reported that on the same day as a formal complaint was about to be filed, the information requested from Norfolk County Council was provided. He thanked Roger Smith, John Overton and Martin Wilby for their assistance.

5. Report from the Chairman

Tim Boucher reported that he, John Overton, David Hewer and David Gooderham had attended a Community Governance Review meeting at South Norfolk Council which would be discussed further as Item 12a. There had been good sales for the forthcoming 80s Night and "Frankie's Guys" at the Community Centre and the Indoor Car Boot Sales had proven extremely popular, with all tables sold. The project to repair the memorial stones in the cemetery was now complete with 46 owners traced of the 66 requiring work, which was a very high success rate.

6. Public Participation

Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by John Henson, seconded by Chris Walker, all in favour.

a) District Councillors

John Overton reported that South Norfolk Council budget had been approved and accepted. A £2.5M saving was required year on year until 2020. Council tax would increase by £5.00 per household.

Since its refurbishment, Wymondham Leisure Centre had accrued 763 new members and all staff had been challenged to make a 10% saving on costs. 22,000 tonnes of waste was recycled last year with 23,000 brown bins now owned in South Norfolk. An increase in their price was forthcoming. Since dropping the waste collection to 4 days per week £300,000 had been saved with no impact on service. 13,000 items were now recycled every year for reuse, eg electrical items repaired and donated to groups such as Men's Shed.

5,000 houses were being addressed with a view to installing Superfast Broadband.

The Housing White Paper had been released with 12,000 new homes expected in South Norfolk before 2036.

John reported the sad news that npLaw solicitor Chris Skinner had died last week, and that he would be attending the funeral.

Lisa Neal reported that Phase 2 of the Heath Farm development was going to the South Norfolk Development Management Committee next week. Tim Boucher confirmed that at least two councillors would be attending to represent the parish council.

The South Norfolk Community Awards had taken place at Dunston Hall with lots of volunteers recognised for their work.

A Peer Review had taken place at South Norfolk Council with generally good feeling evidenced and support for the growth strategy.

b) County Councillor

Roger Smith briefed the council on the contents of his newsletter.

Lisa asked if the disabled parking spaces along All Saints Green were still accessible now the surrounding streets had been pedestrianized. Roger agreed to find out.

RS

c) Public Participation

A member of the public spoke regarding Item 7a(ii). As a resident of Shotesham Road he had concerns regarding the drainage of the proposed site and the accessibility. He also questioned how much notice he and his fellow garage owners would get to the empty the garages presently on the proposed site and queried how the developers would address the point on their mortgage agreements that they are responsible for 1/30th of the car park maintenance.

John Overton advised that questions could be put to the planners face-to-face at South Norfolk Council and that John Whitelock from Saffron Housing could be contacted regarding the deeds. Tim suggested that comments should be put in writing for consideration.

Another member of the public spoke about the same development querying how access could be considered adequate when his neighbour had been told

it was insufficient for bin collection. He also raised concern about surface water drainage as the area had flooded in the past. The Chairman advised that the developers would be obliged to prepare a surface water drainage scheme as part of the planning process..

Another member of the public spoke regarding insufficient signage advising drivers in advance of roadworks which had caused the closure of Caistor Lane. He suggested a sign be installed at the top to prevent drivers reaching a dead end. Roger Smith to deal.

RS

Another member of the public raised disappointment at the lack of correspondence received from Anglian Water with regard to the on-going works. The Chairman advised that the point had been raised with Anglian Water and that an update and revised works programme had been requested in time for the next meeting.

The same member of the public referred to the financial information that he had been supplied regarding the salaries of the Parish Council staff. He was very grateful of the information but was disappointed to see a 15% increase in staff costs. He questioned how it was possible to only have a 0.5% increase in pension contributions when it was relative to the salaries. He felt it would be valuable to have separate accounts for the Community Centre and the Parish Council.

The same member of the public referred to the precept calculation, noting an unprecedented increase of 210 houses, and the biggest increase in the council tax since 2006. The Chairman advised that this was largely due to capital expenditure.

The same member of the public circulated an archive document showing that in the 1960s there had been a village poll about Street Lighting, with residents voting against there being any installed.

Standing orders were reinstated.

7. Planning

Lisa Neal left the meeting

a) Applications Received

- i) 2017/0229 5 Rosebery Avenue: First floor rear extension to detached chalet style house.

David Hewer had viewed the plans and visited the site. It was **agreed** to support the application. Proposed by Steve Aspin, seconded by Chris Walker, all in favour.

Asst
Clerk

- ii) 2017/0253 Garage Site, South of Shotesham Road: Construction of 6 new affordable bungalows, access road, demolition of existing garages and associated works

John Henson had views the plans and visited the site. He raised concern regarding the access to the site in terms of the egress onto Shotesham Road and the impact on current residents, as well as the surface drainage, but felt that the area itself would benefit from regeneration. It was felt that the present infrastructure of the area was dangerous due to residents parking on a blind bend. It was suggested that yellow lines could be installed. It was **agreed** to support the application with comments. Proposed by John

Asst

Henson, seconded David Gooderham, all in favour.

Clerk

- iii) 2017/0345 9 Malten Close: Loft conversion to provide additional bedroom, bathroom and storage.

John Overton had viewed the plans and visited the site. It was **agreed** to support the application. Proposed by John Overton, seconded by Chris Walker, all in favour.

Asst
Clerk

- iv) 2017/0317 Land to the rear of 35 The Street – four bed bungalow with garage/carport

It was **agreed** to discuss the application which had been received after the publication of the agenda. David Gooderham had viewed the plans and visited the site. He felt that whilst the design of the property was adequate this was an overcrowded and un-neighbourly form of development, with insufficient access to number 35, residents of Oak Avenue and for refuse collection. The “crate soak-away” detailed also raised concerns regarding drainage in a known flood risk area.

It was **agreed** to object to the application on these grounds. Proposed by David Gooderham, seconded Chris Walker, all in favour.

Asst
Clerk

Lisa Neal returned to the meeting.

b) Permission Granted

- i) 2016/2692 Land at Mill Close: Variation of condition 2 of planning permission 2013/1326/F (Erection of 2 bed bungalow, landscaping and tree planting). Amended plans and elevations plus materials details, boundary treatments and floor levels. **APPROVED**

- ii) 2016/2791 The Brambles, Heath Loke: Variation of condition 2 of permission 2015/0041 (Development of one detached four bedroom bungalow to the rear of The Brambles) – revised design to reduce the overall size of the property from 4 bedrooms to 3 bedrooms. Reposition of dwelling and garage. **APPROVED**

- iii) 2016/2805 Land to the rear of The Brambles, Heath Loke: 2015/0041 Discharge of condition 1 – Comply with 2014/1071 (conditions 2 General, 7 Materials, 9 Levels, 10 Landscaping and 11 Boundary Treatment) and condition 5 – surface water drainage. **APPROVED**

- iv) 2016/2864 The Old Mission Hall, Bungay Road: Erection of a new curved glazed canopy above main entrance door. **APPROVED**

- v) 2017/0012 Heronsgate, 33B Rectory Lane: Single storey pitched roof extension to the rear. **APPROVED**

- vi) 2017/0125 Land at Mill Close: Discharge of condition 6 – water usage calculations – Application 2013/0599 – Four new dwellings and land remediation and stabilisation works. **APPROVED**

- vii) C/7/2016/7018 Poringland WRC, Dove Lane: Erection of Telemetry Aerial and 3 GRP Kiosks to house electrical control equipment at Poringland WRC. **APPROVED**

8. Correspondence and Consultations

a) 20mph zone, Area A, Norfolk Homes Development

Councillors considered the proposal, and it was **agreed** to support the proposal, all in favour.

Clerk

Lisa queried when Shotesham Road would be made 20mph. The Chairman confirmed traffic calming would take place once the agreed threshold of new homes on the development were built and the Anglian Water works were finished.

9. **Finance**

a) Receipts, Payments, and Bank Reconciliation

The bank reconciliation, receipts and payments for January 2017 were presented. It was **agreed** to accept the documents, proposed by David Hewer, seconded by Chris Walker, all in favour.

b) Accounts for Payment

It was agreed to pay the following accounts, proposed by David Hewer, seconded by Chris Walker, all in favour.

	Staff Salaries	£5,072.30
	PAYE & NIC	£1,682.42
HMRC	Superannuation	£1,781.16
Norfolk Pension Fund	Photocopying	£31.24
Norfolk Copiers	Telephone and Broadband	£38.29
BT	Hosted IT Solution	£138.36
Microshade	Practitioners Conference	£272.20
SLCC Enterprises	Comm Centre Grounds	£226.00
Spruce Landscapes	Comm Centre Water	£45.00
Anglian Water	Card Machine	£14.42
WorldPay	Relief Caretaking	£1,375.28
HouseProud Commercial Ltd	Cleaning Materials	£100.48
Hugh Crane Cleaning Eq	Sanitary Equipment	£5.66
PHS Group	80s Night DJ	£450.00
Mr R Chandler	Refund of Hire	£70.00
Living Stones Christian Fellowship	Waste	£73.73
Veoil	Maintenance	£750.00
Spruce Landscapes	Memorial Repairs	£1,050.00
Abbey Memorials	Installation of Electric Heater	£30.00
M Grapes	Maintenance/Bar/General Costs	£854.62
Barclaycard	Comm Centre Gas	£172.33
ESPO	Manual Handling Training	£108.00
Skills TEC	Insurance	£4,171.67
Zurich Municipal		

c) Appointment of Internal Auditor

It was reported that the current provider had quoted £100.00 but that due to the volume of business conducted a more sector-specific internal audit was probably now required. A quote had been obtained from Auditing Solutions for £840 plus VAT for year 1 and £630 plus VAT for subsequent years.

Another quote had been requested from a local clerk who was experienced in auditing larger councils but she had declined. The Chairman confirmed that the Clerk was happy to support the appointment of Auditing Solutions as they had been recommended by larger councils, and they audited a number of other Parish Councils. It was **agreed** to appoint Auditing Solutions, proposed

Clerk

by Chris Walker, seconded by David Gooderham, all in favour.

d) Section 137 Payments

The Chairman confirmed that £175.00 was left in the budget for Section 137 payment and that a request had come in from the All Saints Church for a contribution towards grass cutting. The charities that had benefitted from payments in the last financial year were listed. It was suggested that precept money shouldn't be used for anything outside the local community, and a discussion followed with widespread agreement that direct village benefit should be the priority for any payments made. It was **agreed** to discuss again at the next meeting.

Clerk

e) Fidelity Investment Six Month Valuation

The Chairman reported that the investment had demonstrated a 5% return in the 6 months. It was **agreed** to leave the funds in the current investment.

f) Grant application for Octagon Post Office

A letter requesting funding from the Octagon Post Office based in All Saints Church had been received. It was **agreed** to donate £200.00, proposed by Chris Walker, seconded David Hewer, all in favour.

Clerk

10. **Advisory Group and Working Group Reports**

a) Facilities Strategic Advisory Group

David Gooderham reported that the Community Centre had been exceptionally busy, with extremely good bar takings in December and lucrative January hire charges. The Indoor Car Boot Sales had proved a massive success with tables sold out for all 3 events. This would return in the autumn through to spring 2018.

b) Community Land Project Working Group

Tim Boucher reported that the architect had been appointed and had met with the Group, returning next month with 3 options based on the original consultation. Following a review of his proposals by Council and a site visit to Easton College, a second consultation would be arranged to take the project forward.

11. **Welcome Home and Memorial Playing Field Trust**

a) Heating and hot water solution, Pavilion

Tim Boucher reported that quotes had been obtained for both an oil and gas boiler but that a quote was needed for the connection of gas as it was likely to be the most viable long term option. It was **agreed** to pay £277.00 to National Grid for a connection quotation.

Clerk

12. **Other Matters**

a) Community Governance Review

John Overton gave a presentation detailing the review of parish boundaries. He advised that a 2 month consultation period was in place which would be followed by a 3 month period where stakeholders could put proposals to the District Council who would ultimately make the final decisions. It was requested that John's presentation be circulated to council.

Clerk

- b) Meeting Dates 2017/18
The proposed meeting dates were considered, with the amendment of the June Trust meeting from 14th to the 21st. The Assistant Clerk also pointed out that the Facilities Strategic Advisory Committee meet at 7:00pm not 7:30pm as documented. It was confirmed that the August planning and finance meeting would only take place if there were planning applications to be considered. It was **agreed** to accept the meeting dates, proposed by David Hewer, seconded by Chris Walker, all in favour. **Clerk**
- c) Information Security Policy
Council considered the policy and **agreed** to adopt, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**
- d) CCTV Policy
Council considered the policy and **agreed** to adopt, proposed by John Henson, seconded by Chris Walker, all in favour. **Clerk**
- e) Grant Awarding Policy
Council considered the policy. It was suggested that awards should only be given if they benefit Poringland directly and, that national charities would not be supported. The Assistant Clerk advised that it was more commonplace to state that awards would be prioritised if they benefitted the local area. It was **agreed** to amend the policy so it stated that council prioritises local village organisations, and to adopt as amended, proposed by John Overton, seconded by David Hewer, all in favour. **Clerk**
- f) File Retention Policy
Council considered the policy and **agreed** to adopt, proposed by David Gooderham, seconded by Chris Walker, all in favour. **Clerk**
- g) Lone Working Policy
Council considered the policy but felt that it shouldn't be used exclusively for employees as volunteers need to be covered as well. It was **agreed** to redraft, making sure it read as all encompassing, proposed by John Henson, seconded by David Hewer, all in favour. **Clerk**
- h) Subscription to Zurich Local Council
Tim Boucher noted that as council had opted out of the Norfolk Association of Local Councils subscription, Zurich Local Council Advisory Service could provide a subscription advice service relating to health and safety and risk management at a cost of £95.00 per annum. It was **agreed** to subscribe, proposed by David Hewer, seconded David Gooderham, all in favour. **Clerk**
- i) Upturn in crimes in Poringland area
As the councillor who had requested the item had been unable to attend the meeting it was **agreed** to add to the next agenda. **Clerk**
13. **Date of next meeting: Wednesday 29th March 2017, 7pm, Poringland Community Centre.**

The meeting closed at 9.15pm.

CHAIRMAN

Roger Smith Telephone: 01508 538225 e-mail: roger.smith@norfolk.gov.uk

Member of Norfolk County Council (NCC) for **Henstead** Division
Parish areas within the Division: **Bixley, Bramerton, Caistor St Edmund, Framingham Earl, Framingham Pigot, Kirby Bedon, Poringland, Stoke Holy Cross, Surlingham, Trowse with Newton**

COUNTY COUNCILLOR'S NEWSLETTER 13th March 2017

CURRENT ISSUES AND CONCERNS

1. Norfolk County Council has responded to [recent media coverage](#) relating to Children's Services. This reporting has painted an unfair and misleading picture of children's services in Norfolk. The Eastern Daily Press has based a campaign which claims to have concern for the future of our children on the results of a trawl through historic issues, most of which date back to before 2013. These are matters that have been widely reported previously – not least by the EDP – and belong to a time when we know there were failures in our services. The true picture of children's services today is very different. Our social work teams have changed what they do; they have embraced new ways of working and our practice has improved.
2. [County Council elections](#) take place every 4 years with the next election taking place on 4 May 2017. There are 84 Norfolk County Councillors who represent their communities in Norfolk; in South Norfolk there are 12 County Councillors. For more information on county council elections visit [Norfolk County Council](#). You may also wish to view a [map](#) of our county divisions.
3. The issue of mysterious white pavement markings in Fitzgerald Road, Framingham Earl and other roads in the area has been a concern. On inquiry from County Highways this is to indicate a preventative maintenance scheme whereby a thin surface coat is applied to the footway surface to seal and hold it together, rather than it to break up. Work is programmed for this summer.
4. [Horsea Project Three \(Offshore Wind Farm\)](#) – Impact on Dunston/Mangreen area. Consultation is in progress, where the main local impact concerns is finding the best onshore substation location. It will require an area of up to 100,000 square metres and could be up to 25m in height.
5. Closure of Markshall Farm Road – advance warning signs in Caistor Lane, Poringland are now installed to save wasted journeys down Caistor Lane.

6. [South Norfolk Community Governance Review 2017/18](#) – Parish Councils are currently being consulted by South Norfolk Council on their boundaries and possible future adjustments to their land areas and possibly amalgamation. Draft proposals will be published 31st August 2017.
7. Volunteers needed at Whitlingham Country Park who can spare a couple of hours a week to look after the Park. Contact the Park or email volunteers@broads-authority.gov.uk
8. [New Roundabout on A146 at Hales programmed for Spring 2018](#). Norfolk County Council is to invest £1.63 million to replace a junction which has the worst accident record for a main road in the county. The T-junction of the A146 and B1136 at Hales will be replaced by a roundabout, with construction set to get underway early next year and be completed in spring 2018. The A146 is the main route between Norwich and Lowestoft and increasing levels of traffic along the road over recent years have contributed to there being a relatively high number of accidents at or near the junction. As a result, 50 people have been injured over the last 10 years and one person has lost their life.
9. Verge, kurling and other repairs along Caistor Lane together with water main and connections work have been programmed in phased works starting this month and continuing until the completion of the David Wilson Homes site in June 2018.
10. There is alarm in Arminghall that they will lose their [88 Anglian bus service](#) from 18th April 2017. First Bus seem to be exploring (again) the provision of bus stops on the busy Bungay Road at the junction of Arminghall Lane, but this has been turned down in the past on road safety grounds! Inquiries continue.
11. Trowse continues to be concerned about the lack of on street parking in the Village. Dave Stephens, a Team Manager from Norfolk County Council is attending Trowse Parish Council on 27th March to discuss options.
12. The [Norfolk & Norwich Festival 2017](#), part funded by the County Council opens on 12th May. The brochure of events is out now.
13. The connecting waste water sewer from Poringland to Whitlingham Water Recycling Centre is currently being constructed, mostly across open country. Earth moving has started in readiness for pipe laying. Given the growth in housing numbers in the Poringland/Framingham Earl area, extra capacity away from the Howe facility is essential.

Applications Considered Between Meetings

The following applications were considered between meetings, as it was not possible to get an extension to the deadline for comments. The delegated authority to make these responses is set out within Para 5.1.4 of the Scheme of Delegation.

Two applications were amendments to applications previously considered by the Council, and one was a variation of condition with a refusal of extension for comments. All applications were in the area of, or had previously been considered, by Councillor John Henson, who assisted in formulating the responses set out below.

2016/1627 Land to the north of Heath Loke: Erection of 19 dwellings with access and all other matters reserved. (Amended).

OBJECTED. Poringland Parish Council continues to object to this application. The developer appears to have raised the site by 0.9m so that the affordable homes are lifted out of the predicted flood area. It is not clear how they want to raise the level - movement of soil on this site has no guarantee that it will stay put and not move.

We continue to object to the clustering of affordable housing as being in conflict with the 'sustainable' requirement of the NPPF. The Council would prefer to see the affordable housing redistributed around the site, so that all residents could enjoy the benefits of this improvement.

There is an increased flood capacity in the open space but we have been given no calculations that this will be adequate for the 1 in 100 event being considered. There is no detail of a management plan for the area and who is going to pay for it.

There is concern that if the site was raised by 0.9m this could have an overpowering effect and impact upon the existing Norfolk Homes site.

The revised proposals do not address the concerns previously submitted by the Council.

2017/0253 Garage site south of Shotesham Road: Construction of 6 new affordable bungalows, access road, demolition of existing garages and associated works. (Amended).

OBJECTED. Poringland Parish Council continues to object to this application, and is not satisfied with the drainage strategy submitted.

Poringland has unique drainage challenges, and as such it is acknowledged that positive drainage to watercourse or sewer is the most suitable solution in this area. This drainage strategy proposed infiltration through crates and permeable driveways.

This site has flooded over many years which is evidence for suggesting that percolation on this site, surrounded as it is by gardens, does not work.

Once the excavations are started, the site is likely to become a quagmire as the groundwater level can rise far higher than the survey suggests, taken in a long period of dry spells. We understand that the Environment Agency is opposed to deep percolation as it presents a threat to the underlying aquifer from contamination.

It has been presented as a solution elsewhere in the village and has been rejected by EA.

This appears to be a cheap solution which prior experience of the site says will be inadequate.

The Parish Council is opposed to any attempts to reintroduce percolation and soakaways to the village as they are the source of the problems that gave rise to the Poringland Sustainable Urban Drainage Strategy.

All developments to the north of this site were conditioned upon the surface water being drained to sewer or watercourse and there is no reason why this site should be any different, given its history of flooding at regular intervals.

2017/0551 Land south of 40 The Street: Variation of condition 2 of planning application 2013/0713/F – increase garage size and 2 additional windows. (Refusal of extension).

SUPPORTED. Poringland Parish Council was unable to meet to discuss this application, and an extension of 6 days for comments was refused by the officer. A Parish Councillor has reviewed the plans, and suggests that there are no objections. It is noted that the two windows face the footway from the Norfolk Homes development leading to The Street, and that the applicants should be aware that they will be overlooked by users of the footway.

**PORINGLAND PARISH COUNCIL
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
490	22/02/2017		Barclays Current		Refund	Living Stones Christian F	E	-70.00	0.00	-70.00
491	28/02/2017		Nationwide Instan		Interest on investment	Nationwide	X	16.19	0.00	16.19
492	01/02/2017		Barclays Current		Indoor Car Boot	Various	E	7.00	0.00	7.00
493	01/02/2017		Barclays Current		Casual Hire	Squires	E	42.75	0.00	42.75
494	02/02/2017		Barclays Current		Regular Hire	Hall	E	56.25	0.00	56.25
495	03/02/2017		Barclays Current		80's Night Tickets	Various	S	16.66	3.34	20.00
496	03/02/2017		Barclays Current		Frankie's Guys Tickets	Various	S	30.00	6.00	36.00
497	03/02/2017		Barclays Current		Regular Hire	Ward	E	56.25	0.00	56.25
498	03/02/2017		Barclays Current		Casual Hire	Various	E	53.75	0.00	53.75
499	03/02/2017		Barclays Current		Regular Hire	Various	E	229.50	0.00	229.50
500	03/02/2017		Barclays Current		Indoor Car Boot	Various	E	14.00	0.00	14.00
501	03/02/2017		Barclays Current		Indoor Car Boot	Various	E	105.00	0.00	105.00
502	03/02/2017		Barclays Current		80's Night Tickets	Various	S	16.67	3.33	20.00
503	03/02/2017		Barclays Current		80's Night Tickets	Various	S	8.33	1.67	10.00
504	03/02/2017		Barclays Current		Wayleave	BTOpenreach	X	750.00	0.00	750.00
505	03/02/2017		Barclays Current		Printing	Cantley Parish Council	S	6.40	1.28	7.68
506	03/02/2017		Barclays Current		Regular Hire	Gill	E	251.25	0.00	251.25
507	06/02/2017		Barclays Current		Indoor Car Boot	Various	E	14.00	0.00	14.00
508	06/02/2017		Barclays Current		Regular Hire	Living Stones Christian F	E	61.87	0.00	61.87
509	06/02/2017		Barclays Current		Regular Hire	Young	E	148.50	0.00	148.50
510	06/02/2017		Barclays Current		Regular Hire	Green	E	272.50	0.00	272.50
511	06/02/2017		Barclays Current		Casual Hire	Darshana	E	42.50	0.00	42.50
512	07/02/2017		Barclays Current		Casual Hire	EACH	E	131.00	0.00	131.00
513	08/02/2017		Barclays Current		Bar Takings	Worldpay	S	22.58	4.52	27.10
514	10/02/2017		Barclays Current		Casual Hire	Barker	E	32.50	0.00	32.50
515	10/02/2017		Barclays Current		Casual Hire	Various	E	260.62	0.00	260.62
516	10/02/2017		Barclays Current		Regular Hire	Various	E	482.00	0.00	482.00
517	10/02/2017		Barclays Current		Exclusive Rights QQ52	Futter	Z	250.00	0.00	250.00
518	10/02/2017		Barclays Current		Bar Takings	Various	S	795.58	159.12	954.70
519	10/02/2017		Barclays Current		Indoor Car Boot	Various	E	7.00	0.00	7.00
520	10/02/2017		Barclays Current		80's Night Tickets	Various	S	75.00	15.00	90.00
521	13/02/2017		Barclays Current		Indoor Car Boot	Various	E	14.00	0.00	14.00
522	13/02/2017		Barclays Current		Regular Hire	Collings	E	81.00	0.00	81.00
523	13/02/2017		Barclays Current		Regular Hire	Young	E	148.50	0.00	148.50
524	14/02/2017		Barclays Current		Regular Hire	Norfolk CHC	E	376.24	0.00	376.24
525	15/02/2017		Barclays Current		Indoor Car Boot	Various	E	7.00	0.00	7.00

**PORINGLAND PARISH COUNCIL
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
526	15/02/2017		Barclays Current		Indoor Car Boot	Various	E	7.00	0.00	7.00
527	15/02/2017		Barclays Current		Bar Takings	Various	S	4.42	0.88	5.30
528	17/02/2017		Barclays Current		Electricity Recharge	Norfolk Police	S	94.88	18.98	113.86
529	17/02/2017		Barclays Current		Gas Recharge	Norfolk Police	S	91.22	18.24	109.46
530	17/02/2017		Barclays Current		Water Recharge	Norfolk Police	Z	113.11	0.00	113.11
531	20/02/2017		Barclays Current		Indoor Car Boot	Various	E	7.00	0.00	7.00
532	20/02/2017		Barclays Current		80's Night Tickets	Various	S	17.08	3.42	20.50
534	22/02/2017		Barclays Current		Indoor Car Boot	Various	E	7.00	0.00	7.00
535	24/02/2017		Barclays Current		Indoor Car Boot	Various	E	7.00	0.00	7.00
536	24/02/2017		Barclays Current		Police Recharge	Norfolk Police	S	62.40	12.48	74.88
537	24/02/2017		Barclays Current		Police Recharge	Norfolk Police	S	35.52	7.10	42.62
538	24/02/2017		Barclays Current		Casual Hire	Various	E	213.00	0.00	213.00
539	24/02/2017		Barclays Current		Regular Hire	Various	E	1,018.41	0.00	1,018.41
540	24/02/2017		Barclays Current		Memorial Fee SS5	Abbey Memorials	Z	165.00	0.00	165.00
541	24/02/2017		Barclays Current		Exclusive Rights RR21	Dicks	Z	825.00	0.00	825.00
542	24/02/2017		Barclays Current		Bar Takings	Various	S	145.25	29.05	174.30
543	24/02/2017		Barclays Current		Indoor Car Boot	Various	Z	28.00	0.00	28.00
544	24/02/2017		Barclays Current		80's Night Tickets	Various	S	133.33	26.67	160.00
545	24/02/2017		Barclays Current		80's Night Tickets	Various	S	33.33	6.67	40.00
546	27/02/2017		Barclays Current		Regular Hire	Hooper	E	444.00	0.00	444.00
547	27/02/2017		Barclays Current		Casual Hire	Casson	E	130.32	0.00	130.32
548	28/02/2017		Barclays Current		80's Night Tickets	Various	S	25.00	5.00	30.00
549	28/02/2017		Barclays Current		Regular Hire	K-Teas	E	675.00	0.00	675.00
Total								9,094.66	322.75	9,417.41

PORINGLAND PARISH COUNCIL PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
463	Heat & Light	10/02/2017		Barclays Current	DD	Gas	ESPO	S	123.23	24.65	147.88
490	Administrator	20/02/2017		Barclays Current	SO	Salary	S Cunningham	X		0.00	
491	General Costs	22/02/2017		Barclays Current	104183	Salary	S Cunningham	X		0.00	
492	Bar Staff	22/02/2017		Barclays Current	104184	Salary	S Cunningham	X		0.00	
493	Bar Staff	22/02/2017		Barclays Current	104185	Salary	J Dodman	X		0.00	
494	Assistant Clerk Salary	28/02/2017		Barclays Current	SO	Salary	R McCarthy	X		0.00	
495	Assistant Clerk Salary	22/02/2017		Barclays Current	104186	Salary	R McCarthy	X		0.00	
496	Event Expenditure	22/02/2017		Barclays Current	104186	Event Expenditure	R McCarthy	X	26.00	0.00	26.00
497	Caretaker	20/02/2017		Barclays Current	SO	Salary	L Gooderham	X		0.00	
498	Cleaner Salary	20/02/2017		Barclays Current	SO	Salary	S Warmingier	X		0.00	
499	Clerk Salary	20/02/2017		Barclays Current	SO	Salary	C Moore	X		0.00	
500	Clerk Salary	22/02/2017		Barclays Current	104187	Salary	C Moore	X		0.00	
									5,072.30		5,072.30
501	PAYE & NIC	22/02/2017		Barclays Current	104188	Salary	HMRC	X	1,682.42	0.00	1,682.42
502	Norfolk Pension Fund	22/02/2017		Barclays Current	104189	Pension Return	Norfolk Pension Fund	X	1,781.16	0.00	1,781.16
503	Petty Cash and	22/02/2017		Barclays Current	104190	Photocopying	Norfolk Copiers	S	26.03	5.21	31.24
504	Petty Cash and	20/02/2017		Barclays Current	DD	Telephone and	BT	S	31.91	6.38	38.29
505	Hosted IT Solution	15/02/2017		Barclays Current	SO	Hosted IT	Microshade Business	S	115.30	23.06	138.36
506	Training	22/02/2017		Barclays Current	104191	Training	SLCC Enterprises Ltd	S	249.00	23.20	272.20
507	Grounds Maintenance	28/02/2017		Barclays Current	SO	Grounds Maintenance	Spruce Landscapes	S	188.33	37.67	226.00
508	Water	22/02/2017		Barclays Current	DD	Water	Anglian Water	Z	45.00	0.00	45.00
509	Bar	17/02/2017		Barclays Current	DD	Card Machine Costs	Worldpay	S	12.38	2.04	14.42
510	Relief Caretaking	22/02/2017		Barclays Current	104192	Relief Caretaking	Houseproud	S	951.83	190.36	1,142.19
511	General Costs	22/02/2017		Barclays Current	104192	Caretaking	Houseproud	S	194.24	38.85	233.09
512	Cleaning	22/02/2017		Barclays Current	104193	Cleaning Materials	Hugh Crane Cleaning	S	83.73	16.75	100.48
513	CC Maintenance	22/02/2017		Barclays Current	104194	Sanitary Equipment	PHS Group	S	4.72	0.94	5.66
514	Event Expenditure	22/02/2017		Barclays Current	104195	Event Expenditure	R Chandler	Z	450.00	0.00	450.00
515	CC Maintenance	28/02/2017		Barclays Current	DD	Waste	Veolia	S	39.28	7.86	47.14
516	BG Maintenance	28/02/2017		Barclays Current	DD	Waste	Veolia	S	22.16	4.43	26.59
517	BG Maintenance	28/02/2017		Barclays Current	SO	Grounds Maintenance	Spruce Landscapes	S	625.00	125.00	750.00
518	Memorial Repairs	22/02/2017		Barclays Current	104197	Memorial Repairs	Abbey Memorials	S	175.00	35.00	210.00
519	Memorial Repairs	22/02/2017		Barclays Current	104197	Memorial Repairs -	Abbey Memorials	S	700.00	140.00	840.00
520	General Costs	22/02/2017		Barclays Current	104198	Fire Installation	M Grapes	Z	30.00	0.00	30.00
521	CC Maintenance	16/02/2017		Barclays Current	DD	DIY Equipment	Barclaycard	S	95.69	19.13	114.82
522	General Costs	16/02/2017		Barclays Current	DD	Electric Fire	Barclaycard	S	104.16	20.83	124.99

523	Bar	16/02/2017	Barclays Current	DD	Bar Stock	Barclaycard	S	367.00	73.40	440.40
524	Bar	16/02/2017	Barclays Current	DD	Bar Stock	Barclaycard	Z	13.62	0.00	13.62
525	Petty Cash and	16/02/2017	Barclays Current	DD	Stamps	Barclaycard	Z	42.86	0.00	42.86
526	CC Maintenance	16/02/2017	Barclays Current	DD	Community Centre	Barclaycard	Z	127.92	0.00	127.92
527	CC Maintenance	16/02/2017	Barclays Current	DD	Community Centre	Barclaycard	Z	-9.99	0.00	-9.99
528	Heat & Light	28/02/2017	Barclays Current	DD	Gas	ESPO	S	143.61	28.72	172.33
529	Training	22/02/2017	Barclays Current	104199	Training	SkillsTec	S	90.00	18.00	108.00
530	Insurance	22/02/2017	Barclays Current	104200	Insurance	Zurich	Z	4,171.67	0.00	4,171.67
531	Training	22/02/2017	Barclays Current	104201	Training	Zurich	S	60.00	12.00	72.00
532	Memorial Repairs	22/02/2017	Barclays Current	104202	Memorial Repairs	Abbey Memorials	S	525.00	105.00	630.00
533	Advertising and	22/02/2017	Barclays Current	104203	Newsletter Printing	Hollinger Print	Z	138.00	0.00	138.00
534	Expenses	22/02/2017	Barclays Current	104204	Petty Cash Top Up	C Moore	X	74.97	0.00	74.97
							Total	18,573.53	958.48	19,532.01

PORINGLAND PARISH COUNCIL**Bank Reconciliation at 28/02/2017**

Cash in Hand 01/04/2016

337,956.02

ADD

Receipts 01/04/2016 - 28/02/2017

286,371.17

624,327.19

SUBTRACT

Payments 01/04/2016 - 28/02/2017

231,955.22

A Cash in Hand 28/02/2017**392,371.97**

(per Cash Book)

Cash in hand per Bank Statements

Cash	28/02/2017	0.00
Barclays Current	28/02/2017	55,671.41
Barclays Saver	28/02/2017	33,121.92
Barclays Tracker	28/02/2017	0.00
Bond 2 Santander (May)	28/02/2017	0.00
National Savings Saver	28/02/2017	0.00
Petty cash/floats	28/02/2017	550.00
Nationwide Bond 1 XXXX4297	28/02/2017	0.00
Nationwide Bond 4 XXXX2889	28/02/2017	0.00
Nationwide Instant Access	28/02/2017	60,333.18
Julian Hodge Bond 1	28/02/2017	22,000.00
Hampshire Trust Bond 1	28/02/2017	55,000.00
Cambridge & Counties 120 Day	28/02/2017	73,100.00
Fidelity Investment	28/02/2017	30,000.00
Hampshire Trust Bond 2	28/02/2017	20,000.00
Julian Hodge Bond 2	28/02/2017	55,000.00

404,776.51

Less unrepresented cheques

As attached

12,494.92

392,281.59

Plus unrepresented receipts

As attached

-70.00

B Adjusted Bank Balance**392,211.59****Error A does NOT equal B****ERROR IS £160.38 ***

*Regular hirer underbilled by £160.38 - corrected invoice issued and balanced paid in March

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<u>PORINGLAND PARISH COUNCIL</u>				
<u>Payments List 29th March 2017</u>				
<u>Payee</u>	<u>Code</u>	<u>Description</u>	<u>Amount</u>	<u>Chg no.</u>
S Cunningham	Salary	Administrator		SO
R McCarthy	Salary	Assistant Clerk		SO / 104205
R McCarthy	Community Centre	Bar / Event Advertising	£879.85	104205
J Dodman	Salary	Bar Staff		104206
S Cunningham	Salary	Bar Staff		104207
L Gooderham	Salary	Caretaker		SO
S Warmingier	Salary	Cleaner		SO
C Moore	Salary	Parish Clerk		SO / 104208
C Moore	Salary	Mileage	£50.40	104208
			£5,134.02	
Norfolk Pension Fund	Salary	Pension	£1,751.19	104209
HMRC	Salary	PAYE & NI	£1,705.63	104210
Microshade Business Consultants Ltd	General Administration	Hosted IT	£138.36	SO
BT	General Administration	Telephone and Broadband	£37.96	DD
Auditing Solutions Ltd	General Administration	Interim Internal Audit	£504.00	104211
Zurich Management Services	General Administration	LCAS Subscription	£78.00	104212
Community Action Norfolk	General Administration	Subscription	£20.00	104213
Hugh Crane Cleaning Eqt	Community Centre	Cleaning Materials	£111.25	104214
South Norfolk Council	Community Centre	Premises Licence	£180.00	DD
PHS Group	Community Centre	Tap and Flush Adaptors (water saving)	£74.62	104215
Anglian Water	Community Centre	Water	£45.00	DD
ESPO	Community Centre	Gas	£142.32	DD
Spruce Landscapes	Community Centre	Grounds Maintenance	£226.00	SO
Mr David M Griego	Community Centre	Frankie's Guys Deposit	£525.00	104216
HouseProud Commercial Ltd	Community Centre / Playing Field	[Relief] Caretaking	£1,006.21	104217
D Cubitt	Community Centre / Burial Ground	Bin Cleaning	£55.00	104218
Veolia	Community Centre / Burial Ground	Waste	£73.73	DD
Eon	Playing Field	Electricity	£258.27	DD
MCL Mechanical Services	Playing Field	Repair Shower Mixer Unit	£770.40	104219
Glasdon UK Ltd	Playing Field	Separator Bin	£111.02	104220
Spruce Landscapes	Playing Field / Burial Ground	Grounds Maint / Remove Swing / Level Graves	£300.00	104221
Spruce Landscapes	Burial Ground	Grounds Maintenance	£750.00	SO
Eastern Tree Care	Outside Spaces	Medium & Low Priority Tree Works	£4,415.00	104222
Westcotec	Outside Spaces	SAM2 Post Clamps	£12.00	104223
Barclaycard	Comm Centre / General Admin	Bar / Maintenance / Stationery / Training	£1,157.49	DD
Poringland All Saints PCC	Section 137	Donation for Post Office Expenses	£200.00	104224
			£20,712.72	

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Poringland Parish Council

Internal Audit Report 2016-17 (Interim)

Stephen Christopher

for Auditing Solutions Ltd

Background and Scope

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control, and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has been appointed to provide this service to Poringland Parish Council from 2016-17.

This report provides detail of the areas examined and the results of our interim audit visit in relation to the 2016-17 financial year, which took place on 7th March 2017.

Internal Audit Approach

In undertaking our review, we have had regard to the materiality of transactions and their susceptibility to potential misreporting or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

On the basis of the programme of work we have undertaken in the year to date, we have concluded that, in overall terms, the Council maintains adequate and effective internal control arrangements. However, we have identified some areas where we consider controls could be further enhanced.

Details of the matters identified during the course of this interim audit visit are set out in the body of the report, with the recommendations arising further summarised in the appended Action Plan. We ask that members consider the content of this report and respond in due course to the recommendations set out in the Action Plan, indicating, where appropriate, the actions to be taken and the likely timescale for their implementation.

This report has been prepared for the sole use of Poringland Parish Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions

Detailed Report

Review of accounting and banking arrangements

Our objective here is to ensure that the accounting records are being maintained accurately and currently, that no anomalous entries appear in cashbooks or financial ledgers and that appropriate banking arrangements are in place.

The Scribe software is used to maintain its financial records, which, in our view, is adequate for the purpose. The Council's bankers are Barclays Bank Plc. At the time of our visit there were two accounts in operation; a Current Account for general, day to day, transactions and a Saver (instant access deposit) Account.

The Council has significant reserves and balances that are not required for immediate use and these are held in a number of investments, ranging from an instant access account with the Nationwide Building Society to long term investments with Julian Hodge Bank (two 2-year fixed interest bonds) and Hampshire Trust Bank (5-year fixed interest bond).

At our interim visit, we have:

- Checked that there was an accurate roll forward of prior year closing balances on Scribe to 2016-17;
- Verified that the accounting ledger remained "in balance" at the time of the audit visit;
- Confirmed that the coding structure in place for the 2016-17 financial year provides sufficient detail to enable effective budget monitoring to be undertaken;
- Checked the detail of receipts and payments recorded on Scribe for the months of June 2016 and February 2017 to the supporting bank statements;
- Confirmed that regular bank reconciliations are being undertaken and are being reported to the Council;
- Checked the detail of the overall bank reconciliation as at 28th February 2017, in order to confirm that no long-standing un-cleared or other anomalous entries exist, and
- Confirmed with the Clerk to the Council that appropriate arrangements are in place to safeguard its IT systems, including Scribe, through a contract with Microshade, whereby all of the files are held on a remote server and accessed via Citrix.

Conclusion and recommendation

In overall terms, the controls in this area were found to be adequate and to be operating effectively. However, there is one matter that we would draw to the Council's attention, regarding the review of bank reconciliations.

Whilst we are pleased to note that the monthly bank reconciliations are reported to the Council, at present there is no independent review of the reconciliations by any member, although we note that this had been done in the past, and is required by the Council's Financial Regulations (Regulation 2.2).

R1 In accordance with the Council's Financial Regulations, the bank reconciliation should be reviewed by a Council member on at least a quarterly basis and at the financial year-end. This should involve checking the details on the reconciliation to the original bank statements and confirming the lists of un-presented cheques/receipts. The review should

be evidenced by signing the bank reconciliation.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance arrangements in place; that Council meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered.

We are pleased to record that our examination of the minutes of the Council meetings to 25 January 2017 has not identified any issues that we consider may have an adverse effect, through litigation or other causes, on the Council's future financial stability.

We note that both the Financial Regulations and Standing Orders were reviewed in the current financial year (May 2016) to take into account national "model" guidance produced by NALC and that they are scheduled to be revisited in May 2017.

We understand that the Council does not currently qualify for adoption of the General Power of Competence, as there are not a sufficient proportion of elected members.

Conclusions and recommendations

In general, we have concluded that the corporate governance arrangements in place are sound. However, from our review of the current Financial Regulations we have noted that whilst these have been updated to account for the specific requirements of The Public Contracts Regulations 2015 regarding the use the Contracts Finder website to advertise contract opportunities, this applies to all contracts above £25,000, rather than £60,000 as currently stated.

R2 Financial Regulation 11.1(b) should be amended to £25,000 for advertisement of contracts on the Contracts Finder website, in accordance with the regulatory requirements. The Council may also wish to consider reducing the financial value above which formal tenders are required to this lower figure.

Review of Expenditure & VAT

Our objective here is to ensure that:

- Council resources are released in accordance with approved procedures and budgets;
- Payments are supported by documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Any discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expenditure analysis has been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have confirmed that all payments are formally reported to the Council for approval, with cheque payments signed by two members at each meeting and standing orders and direct debits approved retrospectively.

We have commenced our review of the procedures in place in this area, selecting a sample of 24 non-pay related payments in the year to date to check compliance with the above criteria. Our test sample included all payments in excess of £2,000, together with a more random selection of every 30th payment as recorded in the Scribe cashbook. The total value of the payments in our sample was £47,606, which equates to 35% of total non-pay expenditure.

We have confirmed that VAT returns are completed on a quarterly basis and reconciled to the Scribe system. We note that an issue had been identified in the previous year regarding the VAT treatment relating to the construction of the Community Centre, but that this has been reported to HMRC and the resolved satisfactorily.

Conclusion

We are pleased to report that there are no matters arising from our interim audit work that require a formal comment or recommendation. We will undertake further work in this area at our final visit.

Assessment and Management of Risk

Our objective is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

From discussions with the Clerk to the Council and our review of the minutes, we have confirmed that the Council's risk management arrangements have not been formally reviewed during the 2016-17 financial year. In order to comply with the regulatory requirements as set out in "Governance and Accountability for Local Councils—a Practitioners' Guide (England)" (known as the "Practitioners' Guide"), it will be necessary for the Council to revisit its risk management arrangements before the end of the year and to formally minute that this has been done. We understand that this will be done at the March 2017 Council meeting.

The Council's insurers are Zurich Municipal and we note that an agreement has been entered into which takes the Council through to 2019. The insurance cover includes Employer's Liability of £10m, Public Liability of £12m and fidelity cover of £500k. We consider that this level of cover is reasonable for the size of the Council and range of activities it undertakes.

Conclusion

Other than the need to review the risk management arrangements prior to the year-end, there are no other matters arising from our review that require a formal comment or recommendation, at this point. We will review the action taken at our final audit visit.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has robust procedures in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council, and also that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

The Council formally approved its precept requirement and budget for 2017-18 at its meeting on 4th January 2017. The precept was set at £142,829, which equates to an increase of 1.78% for Band D properties. We note that the draft budget was discussed by the Finance and Governance Advisory Group at a series of meetings between October and December 2016, with detailed reports prepared for consideration by the full Council. We are satisfied that Members were provided with the appropriate level of information to inform the budget determination.

From our review of the minutes, we confirmed that Members have been provided with regular quarterly reports from the Clerk to the Council detailing expenditure incurred and also reporting on the bank balances held.

We also confirmed that the reserve requirements were taken into consideration in the 2017-18 budget setting process, and that movements in reserves during the year have been reported to the Council in the quarterly reports on progress against the budget and are actively monitored.

Conclusion

There are no matters arising from our review that require a formal comment or recommendation. We will consider the end of year reserves position at our final audit visit.

Review of Income

Our objective is to confirm that appropriate arrangements are in place to identify all income due to the Council, to arrange for its collection by way of invoicing or direct settlement and for its prompt banking. We also aim to ensure that fees and charges are levied in accordance with the Council's approved scales, where appropriate. The main sources of income for the Council, other than the precept, are from hire of the Community Centre and cemetery related fees.

Conclusion

We have not undertaken any work in this area at the interim visit. We will consider the arrangements relating to these activities at our final audit visit.

Review of Payroll

In examining the Council's payroll function, our objective is to confirm that extant legislation is being appropriately observed and the requirements of HM Revenue and Customs (HMRC) as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, in relation to employee percentage bandings.

To confirm compliance with the above criteria, we have:

- Reviewed the contract for a “new starter” in the year, to confirm that it contains appropriate detail of the conditions of employment and pay grade.
- Ensured that the Council has approved the pay rates for the financial year;
- Checked and agreed the computation of staff gross and net pay and salary deductions for February 2017, as compiled by the HMRC “Basic PAYE Tools” software;
- Checked to ensure that the appropriate tax codes have been applied for the year and that the correct taxation and national insurance deductions have been calculated and are being paid over appropriately
- Checked to ensure that the appropriate employee and employer contributions have been made to the pension scheme in accordance with the revised scheme conditions applicable from 1st April 2015 and confirmed that the compliance requirements for Pensions Auto-enrolment were adhered to (the Council’s staging date was June 2016);
- Verified the accurate payment of net pay to employees in relation to the referenced month’s/week’s payrolls reviewed, also ensuring the accuracy of payments made to HMRC and the Pension Fund Administrators; and
- Ensured that payments are being made to the relevant agencies (HMRC, Norfolk Pension Fund) in accordance with the amounts deducted from employees/contributed by the Council in a timely manner.

Conclusion

No issues were identified regarding the controls in place over the calculation and payment of staff salaries and payments to relevant agencies that require formal comment or recommendation.

Petty Cash Account

A limited petty cash float is held, which is topped up to £100 on a regular basis, together with a bar float maintained at £450.

We reviewed the petty cash transactions to the date of our interim audit visit, checking that the expenditure has been recorded in the petty cash book, that the payments made were supported by appropriate vouchers and confirming the accuracy of the cash balance of £89.11 held.

Conclusion

We are satisfied that the controls in place over the petty cash are adequate. There were no matters arising from our review that require a formal report or recommendation. We will review the petty cash position and also check the bar float at the year-end, to confirm that the balance held is reported correctly in the annual accounts.

Asset Register/Inventory

Councils are required to maintain an asset register and to report the overall value of fixed assets held in the Annual Return each year (Section 2, Box 9). Whilst the “Practitioners’ Guide” does

not specify a particular basis of accounting for fixed assets, it stresses that the approach taken from year to year should be consistent and that the value of individual assets held should not normally change from one year to another - with the only changes being the inclusion of new assets purchased or removal of assets disposed of. In most cases, assets are recorded at their purchase cost, or at a suitable proxy where that value is not known. However, assets gifted at nil cost or other assets held which have no intrinsic value (often referred to as community assets) are normally included at a nominal £1.

The asset register is maintained by the Clerk to the Council using a spreadsheet and is updated on a regular basis for purchases and disposals.

Conclusion

We have not undertaken any work in this area at the interim visit. We will review the asset register at our final audit visit to confirm that any additions or disposals in the year have been correctly identified and accounted for, and the correct overall total value is included in the Annual Return.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

As noted in the first section of the detailed report, the Council holds a proportion of its funds in long term investments. At present, the long term investments held are two 2-year fixed interest bonds with Julian Hodge Bank, which mature in March 2018 and December 2018 respectively, and a 5-year fixed interest bond with the Hampshire Trust Bank, maturing in December 2021.

From our review of the minutes, we note that proposals for investments are discussed in detail by both the Finance and Governance Advisory Group and the full Council. We also note that the Clerk to the Council, with the agreement of the Chairman, can amend the final investment institution if the chosen investment is not available or a better option becomes available which meets the Council’s investment criteria.

The Council has one existing PWLB loan in place relating to the construction of the Community Centre and we have checked and agreed the instalment repayments made in the year to the PWLB third party demand notice. At our final audit visit we will confirm the correct reporting of the PWLB loan position in the Annual Return.

Conclusion and recommendation

The controls in this area were found to be adequate and effective. However, from a brief review of the audited Annual Return for 2015-16 and discussions with the Clerk to the Council, it appears to us that the reporting of investments in the Accounting Statements (Section 2) may not have been in accordance with ‘proper practice’ as set out in the “Practitioners’ Guide”.

When a council enters into a long term investment (which is defined as being over 1 year, the

actual cost of the investment is required to be shown as expenditure (in Line 6 of Section 2) and then included in Line 9 (total fixed assets plus long term investments and assets). They should not be shown as an adjustment between Lines 7 and 8). We understand that as at 31 March 2016, only one long term investment (Julian Hodge Bond 1), although two other long term investments (Julian Hodge Bond 2 and Hampshire Trust Bond 2 have been entered into in the current year.

As the 2015-16 accounts are now closed, no adjustments are required to that year's Annual Return. However, some adjustments will require to be shown in the 2016-17 Annual Return, with regard to the prior year figures. We have provided our suggested amendments to the Clerk to the Council and also our understanding of the treatment required in the current year.

R3 *The reporting of long-term investments in the Annual Return for 2015-16 should be revisited. If it is confirmed that there were misstatements, the corrected entries should be entered in the comparative year column in the 2016-17 Annual Return. In accordance with the requirements of the "Practitioners' Guide", the column should be headed as "Restated" and an explanation of the changes should be provided for the external auditors.*

Rec. No.	Recommendation	Response
Review of accounting and banking arrangements		
R1	In accordance with the Council's Financial Regulations, the bank reconciliation should be reviewed by a Council member on at least a quarterly basis and at the financial year-end. This should involve checking the details on the reconciliation to the original bank statements and confirming the lists of unpresented cheques/receipts. The review should be evidenced by signing the bank reconciliation	
Review of Corporate Governance		
R2	Financial Regulation 11.1(b) should be amended to £25,000 for advertisement of contracts on the Contracts Finder website, in accordance with the regulatory requirements. The Council may also wish to consider reducing the financial value above which formal tenders are required to this lower figure	
Investments and loans		
R3	The reporting of long-term investments in the Annual Return for 2015-16 should be revisited. If it is confirmed that there were misstatements, the corrected entries should be entered in the comparative year column in the 2016-17 Annual Return. In accordance with the requirements of the "Practitioners' Guide", the column should be headed as "Restated" and an explanation of the changes should be provided for the external auditors.	

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Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
Business Continuity	Loss of key staff	3	3	Medium	<p>CiLCA qualified Assistant Clerk appointed. Appoint locum clerk for prolonged periods of absence.</p> <p>Clerk and Administrator familiar with booking process and management of Community Centre.</p> <p>Relief caretaking outsourced, to be booked if caretaker is absent.</p>	
	Loss of key records	1	4	Medium	<p>Electronic records stored on external servers and access through Citrix, backed up at regular intervals.</p> <p>Key paper records (eg burials) stored in fireproof safe and duplicated electronically.</p> <p>Other paper records kept in closed cupboards.</p>	
Precept	Adequacy of precept and budget requirements	2	4	Medium	<p>Regular budget reports (at least quarterly) including Council’s cash position.</p> <p>Forward planning of next budget from 3 months before precept demand deadline.</p> <p>Mitigate significant planned increases in expenditure within budget for preceding years (eg depletion of 10 year maintenance commuted sum for S106 land).</p> <p>Budget prepared in accordance with nationally recognised procedure and practise.</p> <p>Free reserve is maintained at a minimum of around 9 months revenue expenditure.</p>	
Financial Records	Inadequate Records Financial Irregularities	2	2	Medium	Responsible Financial Officer (RFO) responsible for maintenance of financial records in accordance with nationally recognised procedure and practise.	Chairman of Finance and Governance Advisory Committee to sign bank

PORINGLAND PARISH COUNCIL - FINANCIAL AND MANAGEMENT RISK ASSESSMENT

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Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
					RFO checks financial management procedures within remit of other staff and oversees banking and cash handling processes. Chairman of Finance and Governance Advisory Group spot checks adequacy of financial records on a quarterly basis.	reconciliation and bank statements quarterly to confirm that they have been spot checked.
Bank and Banking	Inadequate Checks	1	1	Low	RFO ensures that the Council's banking arrangements are legal and comply with Financial Regulations. Chairman of Finance and Governance Advisory Group to spot check bank statements on a quarterly basis.	
	Bank Errors	1	1	Low	Bank reconciliation on a monthly basis as soon after month end as possible. Monies paid in checked on bank statement within a week. Bank errors reported immediately they become apparent.	
	Loss of money (in office or in transit)	2	2	Medium	All money is retained in an approved location and banked as soon as possible. All money is accompanied by the relevant records while being stored in approved location. All money is banked at the nearest approved location offering the services required. Banking arrangements are irregular to prevent planned interception. No staff are permitted to take any money (including	

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					cheques) out of the office except to transfer directly to bank, or to make approved purchases. Insurance in place and adequate for the levels of money held and in transit.	
	Online Security including Internet Banking	1	4	Medium	Clerk and Assistant Clerk approved to have 'View Only' internet banking access on the Barclays account. No electronic payment is permitted except when transferring money between Barclays Current and Barclays Saver account.	
Cash	Loss through theft or dishonesty	2	2	Medium	Cash is banked as soon as possible after receipt, and at least weekly. Petty cash is handled by the Clerk, or the Assistant Clerk in the absence of the Clerk, and balanced on a monthly basis. Payments made only on production of a valid receipt / invoice. Money is stored securely in an approved location, and always locked away and out of sight.	
Reporting and Auditing	Communication and Compliance	2	1	Low	Lists of transactions together with bank reconciliation reported to Council on a monthly basis. Quarterly budget monitoring report reported to Council. Audit reports presented to Council at the next meeting after receipt. Annual Return approved by Council before nationally set deadline. Competent internal auditor appointed.	

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Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
					Transparency publishing requirements monitored and carried out at specified intervals.	
Direct Costs Overhead Expenses Debts	Goods not supplied but billed	2	2	Medium	Invoices scrutinised by RFO prior to payment, and queries raised as necessary.	
	Prepayment made for goods or service, and supplier does not deliver (eg due to going out of business)	2	3	Medium	Prepayments will not be made unless a compelling reason has been authorised at a Council meeting. The reputation of the supplier will be scrutinised before Council considers the request for pre-payment. An arrangement for partial pre-payment will be negotiated where possible. The terms of pre-payment and expected timescales for delivery will be agreed in writing prior to Council considering the request.	
	Incorrect invoicing	2	2	Medium	Clerk scrutinises invoices for mathematical accuracy. Council approves a schedule of payments at the monthly meeting. Direct debits and standing orders set up for approved contractual payments.	
	Loss of Stock	2	2	Medium	Bar stock locked into bar or storage areas without public access.	
	Unpaid Invoices	3	2	Medium	Invoices due to the Council are monitored, and the Council's Debt Management Policy implemented where necessary.	

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Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
Grants	Paying of Grants	1	1	Low	All requests for grant funding by the Council are considered according to the Grant Awarding Policy.	
	Receipt of Grants	1	1	Low	Council has no reliance on external grant funding. All grants received are spent within the terms set out and on the purpose stated, and grant monitoring is submitted as required.	
Charges and Rents	Rentals Payable	1	1	Low	The Council holds no rental or tenancy agreements.	
	Rentals Receivable	2	3	Medium	Invoices payable to the Council are robustly monitored. Precept and free reserve is adequate to continue Council business in the event of a sharp downturn in bookings. Loss of revenue insurance is in place in the event that the Community Centre became unavailable.	
Best Value / Accountability	Work Awarded Incorrectly	2	2	Medium	All tenders and quotations to be sourced according to the Financial Regulations. All tenders over £25,000 to be made public on Contract Finder as per the Council's statutory duties.	
	Overspend on capital project	2	3	Medium	All significant projects to include an appropriate level of contingency. Where possible, projects to be priced on a quotation rather than estimate basis.	
	Overspend on revenue budget	2	2	Medium	Appropriate contingency to be built into budget. Cautious budgeting of non-precept income to be employed, to account for unexpected additional	

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					expenditure or significant reduction in bookings. Adequate free reserve to be maintained, with planned replacement from next precept in the event of significant use.	
Salaries and Associated Costs	Incorrect Salary Paid incl. wrong hours or wrong rate	2	1	Low	Regular salaries are paid by Standing Order, signed by two Councillors and updated when a change such as a new salary scale or tax code is implemented. Irregular salaries and authorised overtime is paid by cheque, approved at the Council meeting. Staff are required to submit timesheets to assist with calculating salaries payable. Salaries are made up to the weekend 10 days before a Council meeting. The rate of pay is checked by the RFO, and national changes implemented as they become applicable. All employees (except casual bar staff) are appointed to NJC spinal points.	
	False Employee	1	2	Low	The positions of Clerk and Assistant Clerk/Community Centre Manager are appointed by Council. All other staff appointments are delegated to the Clerk in consultation with the Chairman and Vice Chairman. Salaries and job descriptions are determined by Council. All contracts are countersigned by the Chairman, and all new employees are appointed subject to two suitable references.	
	Wrong or unpaid HMRC	3	1	Low	HMRC Basic Tools used to calculate deductions and	

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Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
	deductions				submitted under Real Time (RTI) rules. Contributions paid to HMRC on a monthly basis.	
	Additional pension payments due to salary strain or significant increase in actuarial triennial valuation	2	3	Medium	Triennial valuation monitored and budget prepared according to information supplied. Salary contingency set within budget to account for unexpected expenditure.	
Training and Employment	Incorrect or unsuitable action carried out by employee or councillor	2	3	Medium	Employees to be suitably trained commensurate with their role. Clerk to attend national and local conferences and seminars to ensure knowledge is relevant and up to date. Clerk and Assistant Clerk to be CiLCA qualified as a minimum (or qualify within 12 months of appointment). Councillors to be strongly encouraged to attend introductory training and local conferences and seminars. Reference books to be purchased for key activities. Membership of organisations offering sector-specific advice to be encouraged by both Council and Clerk. Council to have robust Health and Safety and Risk Management policies and procedures in place.	Training matrix to be developed.
Elections	Cost associated with normal election	2	1	Low	Currently South Norfolk Council do not charge for normal elections, and councils are advised if this will change before budgets are set.	

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Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
	Cost associated with by-election	2	1	Low	South Norfolk Council do charge for by-elections, Council has sufficient budget/reserve to meet the cost of this.	
	Loss of signatories at an election resulting in inability to make payments	2	3	Medium	All councillors appointed on banking mandate. Key payments including salaries and utilities paid on direct debit / standing order.	
VAT	Incorrect charging or reclaiming of VAT	2	2	Medium	RFO to attend VAT training and ensure that knowledge is up to date with new changes. RFO to examine all income receipts and payments to confirm that VAT has been correctly accounted for.	
	Exceeding de-minimus limit on partially exempt VAT	3	2	Medium	RFO to monitor expenditure falling within partial exemption rules and consider excluding some from reclaim to ensure de-minimus limit is not exceeded. RFO to ensure that capital projects likely to exceed the limit are funded to include VAT. Council to engage consultants to consider VAT and opt-to-tax implications of large building projects.	
Meetings	Agendas	2	1	Low	All agendas to be published within 3 clear working days (excluding weekends and bank holidays) to ensure legality of meeting and decisions made.	
	Minutes	2	1	Low	All minutes of Council meetings are published in draft form shortly after the meeting, and in final format after approval at the next Council meeting.	
	Interests	2	2	Medium	Councillors are asked to declare their interests at the	

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Subject	Risk(s) Identified	Likelihood	Impact	Risk Rating	Management / Control of Risk	Further Action Required
					beginning of the meeting. Where pecuniary interests apply, Councillors are required to withdraw from the meeting and not participate in that part.	
Insurance	Inadequate Insurance	2	4	Medium	RFO reviews Asset Register annually to ensure levels of cover are adequate. RFO reviews levels of investment held by the Council to ensure fidelity guarantee insurance is adequate. Insurance valuation of building every 10 years (or more frequently if available). RFO reviews levels of insurance to ensure all risks are adequately covered, and recommends suitable policy and cover for Council to approve. Public Liability and Employers Liability cover is included.	
Data Protection and Freedom of Information	Failure to meet statutory obligations	2	3	Medium	Council has a Publication Scheme which covers Data Protection and Environmental Information Regulations. Clerk is appointed as the Data Controller. Council is registered as a Data Holder with the Information Commissioner.	

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The following risk assessment matrix has been used to assess the risks within this document:

		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

**Report of the meeting of the Welcome Home and Memorial Playing Field
Trust held on Wednesday 15th March 2017**

The meeting was attended by John Overton (Chairman), Steve Aspin, John Henson, David Hewer, Trevor Spruce and Chris Walker.

The meeting heard proposals from the Football Club to convert changing rooms into shower areas, an agreed to this in principle subject to further information to be supplied at the next Trust meeting. Storage facilities for the youth team, project management, and finance would be discussed at a future meeting.

The premises supervisor had been transferred to the Club's representative.

The senior swing had been removed and would be offered for sale to another parish council or community group.

The Trust had £3,856.97 on 7th February 2017, with a bill of £250 to be paid.

The Trust agreed to the installation of a boiler, enabling central heating and improved hot water systems to be installed in the Pavilion.

A draft agreement for the school's use of the car park was agreed.

The next Trust meeting will take place at 7pm on Wednesday 21st June 2017 at the Playing Field Pavilion.

John Overton
Chairman

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Lone Working Policy

For the purposes of this Policy, the term 'employees' is used generically and includes those employed in paid work with the Council; volunteers; and councillors.

Under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, the Parish Council has a responsibility for the health, safety and welfare at work of its employees. These responsibilities apply equally to all employees that, for whatever reason, work alone. Lone workers should not be more at risk than other employees. This may require the Council to deploy extra risk control measures which take account of normal work and other foreseeable emergencies e.g. accident, illness, violence etc.

The principle of this policy is that the Parish Council will assess lone working practices and take steps to prevent or control risk where necessary. Where it is possible, systems will be adopted to avoid employees working alone. In cases where this is not possible the Council will provide an appropriate level of guidance and support to employees so that they are aware of, and comply with, best practice in relation to lone working.

It is the responsibility of the Parish Council to record risk assessments for all lone working. Assessments shall be carried out for and/or by all employees whose working practice makes them vulnerable. This includes employees that are site based but work in isolation as well as mobile employees whose work takes them out into the community.

Under no circumstances, should staff compromise their safety. If they feel unsafe at any point, while in a lone working situation, they should remove themselves from the situation immediately.

Employees of the Council have responsibilities to take reasonable care of themselves and other people affected by their work, and to co-operate with their employers in meeting their legal obligations. Any material changes in circumstances or working methods which could increase risk to lone workers should be reported to the Parish Clerk or the Chairman of the Council, and the relevant risk assessment reviewed with new practices put in place where appropriate.

Lone Working/Lone Worker Definition

These are people who work by themselves without close or direct supervision:

- a) At a fixed base (office or other):
 - i. Only one person working on the premises;
 - ii. Working separately from others;
 - iii. Working outside of normal hours.
- b) Away from their fixed base:
 - i. Required to work at another location / building on behalf of the Council;
 - ii. Required to travel alone to and from a fixed base for any work purpose;
 - iii. Required to attend meetings potentially on a one-to-one basis.

Potential Risks to Lone Workers

Open access and unlocked doors, accessible to the public, contractors etc;
Being taken ill whilst at work;
Lack of training regarding Health & Safety procedures;
Hazards in the workplace;
Remote areas;
Parking arrangements (poorly lit and isolated areas).

Assessing the Risk

Before drawing up and recording the risk assessment, it must be established whether the work can be done by a lone worker; and what arrangements will be in place to ensure an individual is not exposed to unnecessary and unacceptable risk.

When recording a risk assessment, the following should be taken into consideration:

- Environment – location, security, access/egress;
- Context – nature of the task;
- History – have there been any accidents/incidents in the past?

All available information should be taken into account and updated as and when necessary. If there is reason for doubt about the safety of a lone worker in a given situation then consideration should be given for making other arrangements to complete the task.

Safety Guidelines for Staff

a) Working in a fixed base:

- i. Familiarise yourself with the layout of the building including fire exits and escape routes;
- ii. Where practical, keep external doors of the building where you are working locked;
- iii. Keep the office door closed on electronic lock at all times;
- iv. Do not open the door to unexpected visitors, but assess the caller on CCTV and through the window before satisfying yourself that it is safe to open the door;
- v. In the case of contractors arriving without an appointment, ask for identification. If unsure, check with the contractor's employer or head office;
- vi. Have contact numbers to hand to be able to contact relevant person(s) immediately (should you feel ill, suspect and intruder in the building etc);
- vii. Park as near as you can to the building;
- viii. Carry a mobile telephone while working in the building;
- ix. Set car park lighting to remain on for the time that you expect to work in the building;
- x. Ensure that a risk assessment has been carried out where appropriate.

b) Working away from their fixed base:

- i. Inform another member of staff or a Councillor of your movements including the time you estimate you will be away from base, when you expect to return, along with relevant information regarding where and at what time visits will be made and to whom;
- ii. Leave details of venues including contact numbers;
- iii. Take a mobile phone with you;
- iv. Avoid meetings in isolated places, and if this cannot be avoided ask someone to accompany you, or notify someone of arrival and departure;
- v. If you become held up, contact a colleague to update them on your estimated return time.

Responsibility

a) Employee are responsible for personal and other safety including:

- i. Taking reasonable care for the health and safety of themselves and of other persons who might be affected by acts or omissions at work;
- ii. Maintaining a line of communication on a regular basis with other members of staff / councillors to identify and minimise risk;
- iii. Informing someone when they leave the fixed base to perform Council tasks and informing a colleague when returning to a fixed base after the relevant task is completed;
- iv. Reporting an accident/incident that may occur to the Chairman or relevant person to allow for a full investigation to take place and complete an accident report.

b) Employers are responsible for:

- i. Taking reasonable care for the health and safety of staff by identifying and assessing potential risks to ensure that staff are safe at all times;
- ii. Maintaining a line of communication on a regular basis with staff to identify and minimise risk;
- iii. Ensuring staff receive all relevant training and information available;
- iv. Ensuring staff have a means of maintaining contact and agreeing a system of reporting at regular times when away from the normal place of work.

Exemptions

Employees and/or volunteers are exempt from working alone in certain situations:

- Young persons under instruction in a fixed base (example work experience, helping with Council tasks etc);
- Where activities and work with substances / machinery could be hazardous to health.

Adopted February 2017

Review due February 2019