

EUXTON PARISH COUNCIL



Meeting arrangements: ANNUAL Council Meeting

Thursday, 16 May 2019, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Page Ref

1. Election of Council Chairman
To nominate and elect a Chairperson. To receive the Chair's Declaration of Acceptance of office or, if not received, decide when it shall be received.
2. Declarations of Acceptance of Office
To decide when any declarations of acceptance of office, which have not been received as provided by law, shall be received. Report of the dates.
3. Election of Vice Chairman
4. Representatives on Committees, Lead Members, Groups and Outside Bodies
Agree memberships of Committees and representatives Item 4
5. Apologies
6. Declarations of Interest and Dispensation Considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
7. Minutes of Council Meetings
Council Minutes of the last meeting, approve their signing as a correct record Item 7
8. Public Participation
Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall the public this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.
9. Statutory Business
Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 9
10. Financial Items
 - 10.1 Approve Expenditures for this month, and any submitted after the agenda Item 10.1
 - 10.2 Receive financial reports (Items: a Income, b Reconciliation, c Budgets) Item 10.2
 - 10.3 Receive Internal Auditors report and action any points Item 10.3
 - 10.4 Receive and note CIL update report Item 10.4
11. Committee, Working Group and External Meetings Reports
All Purposes Committee – request for a grant put before Full Council due to its more urgent nature. Grant request from Euxton PC Community Centre. Item 11
Committee verbal updates
12. Financial Regulations update
Following the Internal Auditors comment in his report, the following amendment is suggested Item 12

D. Platt

CLERK

Published: 08/05/19

13. Data Protection/GDPR

To consider adopting the template forms of a) Employee consent to hold information,
b) Information & Data Protection Policy and c) Contact Privacy Notice

Item 13

14. Matters for information

Receive or update on the 'Fault Reports Log'

Item 14

Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

Full Council meetings 2019:, 20 June, 18 July, 19 September, 17 October, 21 November, 19 Dec

Newsletter deadlines: 2 May 2019 for June issue, 1 August 2019 for September issue; 8 November 2019 for December issue, early February 2020 for March issue.

D. Platt

CLERK

Published: 08/05/19

EUXTON PARISH COUNCIL



COMMITTEE MEMBERSHIPS 2019 / 2020

STANDING COMMITTEES

Leisure Committee (quorum 3)

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

All Purposes Committee (quorum 3)

1	
2	
3	
4	
5	
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7	
8	
9	
10	

Allotment Committee

1	
2	
3	
4	
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8	

Personnel Committee (quorum 3)

1	Chair -
2	Vice Chair -
3	
4	
5	
6	

LEAD MEMBERS

Planning:

GDPR:

REPRESENTATIVES/GROUPS

Chorley Liaison Forum: (Chair plus reserve)

Neighbourhood Working Group:

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
19/00361/FULMAJ 22/4/19 Playing Field to the rear of houses Greenside Euxton	Erection of 24 dwellings with associated parking, landscaping, drainage, layout and other associated works	Removal of local amenity
19/00333/FULHH 22/4/19 2 Hunstanton Close Euxton Chorley PR7 6FW	Single storey rear extension	
19/00357/FULHH 22/4/19 15 Regents Way Euxton Chorley PR7 6PG	First floor side extension and single storey side/rear extension	The length of the garage appears to be approximately 3.7m internal dimension. This is smaller than a small hatchback car. Is there enough parking space if the garage is excluded?
19/00365/FULHH 22/4/19	44 Kingsway Euxton Chorley PR7 6PP Front and rear dormer extensions.	
19/00316/FULHH 29/4/19 27 Park Avenue Euxton Chorley PR7 6JQ	Single storey rear extension (following demolition of conservatory)	
19/00406/FUL 6/5/19 Bournes Farm Runshaw Lane Euxton Chorley PR7 6HB	continuation of the existing boundary wall to the east side of the property to a maximum height of 2.1m	
19/00356/FULHH 6/5/19 6 Sycamore Avenue Euxton Chorley PR7 6JR	Part proposed/part retrospective application for front boundary treatment of 3 block pillars with a dwarf wall/timer slats, maximum height 1.704m, electric sliding gate 1.704m in height to front boundary and 1.82m high close boarded fencing along the boundary between numbers 5 and 6 Sycamore Avenue and 0.3m inside the existing boundary between numbers 6 and 7 Sycamore Avenue.	The height of the fence in front of the building line appears to be out of character with the remainder of the avenue.
19/00352/FULHH 13/05/19 46 Fieldside Avenue	Extensions to existing garage and pitched roof to existing rear elevation	

EUXTON PARISH COUNCIL

CIL Monies Report

Financial Year: 1 April 2019 to 31 March 2020

As at 09/05/19

CIL Income Breakdown Report (1 April 2019 to 31 March 2020)

Date	Location	Installment	£	£
04/04/19	16/00655/FUL Five Acres Plant Centre		£1,126.51	
	16/00655/FUL LPI Five Acres Plant Centre		£48.53	
	17/01173/REM Gleadhill House Stud Plot 2		£1,469.81	2,644.85
			<u>2,644.85</u>	

CIL Expenditure Breakdown Report (1 April 2019 to 31 March 2020)

Date	Description/location	£
		<u>0.00</u>

CIL Reconciliation

	£
Total CIL brought forward from 2016/2017	47,176.18
Total Expenditure for 2017/2018	-1,950.00
Total CIL receipts during 2018/2019	174,092.45
Total Expenditure for 2018/2019	-7,712.47
Total CIL received 2019/2020	2,644.85
Total Expenditure for 2019/2020	0.00
Total CIL repaid following notice	0.00
Total CIL retained at year ending 2019/2020	<u>214,251.01</u>

CIL Balances

	£
CIL fund carry forward to 2019/2020	214,251.01
	<u>214,251.01</u>



Euxton Parish Council

Internal Audit Report 2018/19

John Henry FCA
JDH BUSINESS SERVICES LTD

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

The internal audit of Euxton Parish Council is carried out by undertaking the following tests as specified on the Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

In addition, we also reviewed compliance with the Transparency Code for publishing requirements on the council website.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

J D H Business Services Ltd

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>The reserves analysis provided for internal audit, produced from the RBS ledger, was not correct as follows:</p> <ul style="list-style-type: none"> - Earmarked reserves did not disclose the correct values council had set for each earmarked reserve - The CIL reserve did not agree to the separate analysis that is maintained of CIL income and expenditure and c/f reserves - The general reserve was incorrectly stated 	<p><i>The RBS ledger should be corrected to show the accurate balances for general reserves and each earmarked reserve and the CIL reserve.</i></p> <p><i>The CIL reserve per the RBS ledger should be reconciled annually to the separate analysis maintained of CIL income and expenditure.</i></p>	<p>This has now been actioned for 2018/19 by the clerk</p>
2	<p>Review of the council insurances identified that the current level of Fidelity Insurance of £350k did not cover the maximum projected cash and bank balances, calculated as year end cash and bank balances plus the next precept instalment, which is £520k.</p>	<p><i>The council should increase the level of fidelity insurance to cover maximum projected cash and bank balances.</i></p> <p><i>The adequacy of fidelity insurance should be reviewed as part of the annual risk assessment.</i></p>	

	ISSUE	RECOMMENDATION	FOLLOW UP
3	<p>The council has made substantive progress on implementing the requirements to comply with the Data Protection Act 2018 and GDPR. However, we noted that an internal privacy notice for staff had not been implemented.</p>	<p><i>An internal privacy notice should be adopted and provided to all staff</i></p>	
4	<p>The Financial Regulation wording in section j.) for quotations is ambiguous. The FRs state that for contracts below £25000 there should be three quotations (priced descriptions of the supply), but also specify that the council will strive to obtain 3 estimates where the value of a contract is below £25000 and above £1000. The NALC model FRs on which these are based have three levels of rigour for contracts depending on three financial thresholds: tenders for above a certain threshold, then three quotations required for the next threshold, and for the lowest threshold, the council will strive to obtain three estimates.</p>	<p><i>The council should review the NALC model FRs with regard to contracts and revisit the wording of the FRs to ensure it is clear what the procurement requirement is for each contract threshold</i></p>	

	ISSUE	RECOMMENDATION	FOLLOW UP
<p>IMPORTANT GUIDANCE NOTE</p> <p>INTERNAL AUDIT CERTIFICATE in the AGAR</p> <p>There is a new internal control objective (Objective L) in the 2018/19 internal audit certificate that requires internal audit to conclude on whether the Public Rights Notice during the previous Summer was compliant with the Regulations. This is pre-filled for 2018/19 but in order to test this and conclude YES or NO for the 2019/20 internal audit we would need to receive with the 2019/20 books and records:</p> <ul style="list-style-type: none"> - A copy of the completed 2018/19 Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Review - A dated photograph showing the first day of the Notice of Public Rights on the noticeboard and/or a dated computer screenshot showing the first date of the Notice of Public Rights on the website for 2018/19 <p>Our approach to this new requirement will be to conclude NO if we have not received the above evidence and explain on the AGAR that we received insufficient evidence to be able to conclude YES; we would also conclude NO if the dates advertised were not compliant with the Regulations.</p> <p>This will be a new ongoing requirement for internal audit, as well as verifying whether certain smaller councils meet the exemption criteria from an external audit. Therefore, for the 2019/20 internal audits there will be additional time charged at a fixed fee of £9 + VAT per local council to complete the new requirements.</p>			

Euxton Parish Church Community Centre.

Wigan Road, Euxton.

Registered Charity 1130598

Att'n Mrs Debra Platt
Clerk to Euxton Parish Council
9, Ambleside Ave
Euxton, Nr Chorley
PR7 6NX

Please reply to:-

Gordon Mitchell
Hon. Secretary
8, The Croft
Euxton
Chorley
Lancs
PR7 6LH
Tel:- 07712 671945

2nd April 2019

Dear Debra,

I am afraid that it is again necessary for me to write to you to request Euxton Parish Council's help with funding for the Community Centre - a facility which, as you know, benefits the whole community of Euxton.

You have, in the past, been able to give us assistance towards specific projects, and hope that you will be able to continue this. Whilst we do actively promote the hire of the centre, to keep solvent this has to be supplemented by an ongoing fund raising activity by a willing team of volunteers who in the past year have raised in excess of £5000. This magnificent effort, however, was not enough to save us from a loss making position in 2018.

Unfortunately we have recently discovered that the flooring in the main hall is in urgent need of attention, and has become 'springy' in normal use. Whilst the hall is considered safe to use at the moment, this may soon change. Accordingly we have had a survey undertaken which involved the removal of a small amount of flooring to expose the floor supports and determine what needs to be done. It was discovered that some of the supporting beams need replacing as a result of wet rot. If this is not done they will eventually collapse.

The cost for this work is estimated at £2,610, which when added to the cost of the exploratory work (£150) brings the total cost to £2,760. We have no alternative but to carry out this work otherwise the hall will not be safe to use.

We are therefore asking if you would consider a grant of up to £2000 to help us finance this essential repair. We are acutely aware that this would be a significant contribution but hope that you will agree that the work must be done and will be of benefit to all who use the Community Centre.

Your past assistance has been very welcome and much needed. Any future help will be gratefully received. A copy of our latest accounts is attached, and as you know our constitution is that of the Church of England. A copy of a quotation for the work and a copy of the paid invoice for the exploratory work is also attached.

As always, if you have any questions, please do not hesitate to ask.

Yours Sincerely

Gordon Mitchell
Hon. Secretary

12. Financial Regulations update

Following the Internal Auditors comment in his report, the following amendment is suggested

This is the Internal Auditors comment:

“The Financial Regulation wording in section j.) for quotations is ambiguous. The FRs state that for contracts below £25000 there should be three quotations (priced descriptions of the supply), but also specify that the council will strive to obtain 3 estimates where the value of a contract is below £25000 and above £1000. The NALC model FRs on which these are based have three levels of rigour for contracts depending on three financial thresholds: tenders for above a certain threshold, then three quotations required for the next threshold, and for the lowest threshold, the council will strive to obtain three estimates.”

The Template document reads:

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Recommendation: The Council adopts the template wording of this paragraph as the Internal Auditor suggests.

13. Data Protection/GDPR

To consider adopting the template Information & Data Protection Policy and Employee consent to hold information form

Internal Auditor comment: “The council has made substantive progress on implementing the requirements to comply with the Data Protection Act 2018 and GDPR. However, we noted that an internal privacy notice for staff had not been implemented.”

Recommendation: Council to adopt the templates attached:

- a) Employee consent to hold information form
- b) Information & Data Protection Policy
- c) Contact Privacy Notice (adapted from template)

Council Name:
Council Address:
Email Address:
Telephone numbers:



General Data Protection Regulations Consent to hold Contact Information

I agree that I have read and understand (Your Councils Name) Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that (Your Councils Name) can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Email Address	
Facebook	
Twitter	
Signature	
Date	

For office use only:

Guidance Notes Data Sharing Checklist – systematic data sharing

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

Key points to consider:

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned

Contact Privacy Notice

When you contact us. The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information General Data Protection Regulations Article 6 (1) (a) (b) and (e) - Processing is with consent of the data subject or; Processing is necessary for compliance with a legal obligation or; Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security. The Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by the Council at any time). Children We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned. Contact the Data Information Officer for the following:

Access to Information. You have the right to request access to the information we have on you; Information Correction If you believe that the information we have about you is incorrect, you may contact Council to update it and keep your data accurate; Information Deletion If you wish The Council to delete information about you; Right to Object If you believe that your data is not being processed for the purpose it has been collected for; Rights Related to Automated Decision Making and Profiling The Council does not use any form of automated decision making or the profiling of individual personal data; Complaints If you have a complaint regarding the way your personal data has been processed, contact the Data Information Officer or Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113. The Council's Data Information Officer email clerk@euxtoncouncil.org.uk

Summary: In accordance with the law, the Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. The Council does not use profiling, or sell or pass your data to third parties; does not use your data for purposes other than those specified; makes sure your data is stored securely; deletes all information deemed to be no longer necessary; reviews its Privacy Policies to keep them up to date in protecting your data. (You can request a copy of our policies at any time).

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