Agenda Item 171 Dispensations

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 174 Emails Circulated

If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Agenda Item 175 Clerk's Report

Minute		Action	Complete ✓
		Further recycling credit relating to 2018 of £224.78 received from Babergh.	✓
20/149		Informed SALC of Chairman.	✓
20/154		Informed SALC of NPC's adoption of the General Power of Competence.	✓
20/156	e	Informed SALC of NPC representative.	✓
20/156	b	Informed Village Hall Committee of NPC representative.	✓
20/157		Informed Heelis & Lodge of appointment as Internal Auditor for 2020 / 2021.	✓
20/161		Updated Sid Scammel that he has the notice board repair contract.	
20/162	a	Payments made to suppliers, individuals and organisations.	✓
20/162	c	CIL Return sent to Babergh.	✓
20/163		Planning response sent to Babergh.	✓
20/164		Highway Authorities guidance on SID installation sent to Cllr Bower.	✓
20/168		Both defibrillators are now fully operational. Awaiting padlock for the Village Hall defibrillator.	
20/168		Wrote to both residents regarding overgrown hedges.	✓

Agenda Item 176a Internal Auditor's Report

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Newton Parish Council – 2019/2020

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £18,398.36 Expenditure: £30,155.07 Reserves: £52.345.88

AGAR Completion:
Section One: Yes – to be signed
Section Two: Yes – to be signed
Annual Internal Audit Report 2018/19: Yes
Certificate of Exemption: No

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced. VAT and LGAs137 payments are tracked.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 18/72018 (Ref: 18/096)
Financial Regulations in place: Yes
Reviewed: 18/72018 (Ref: 18/096)

VAT reclaimed during the year: Yes (18/9/2019 & 6/5/2020)
Registered: No

General Power of Competence: No (Ref: 8/5/2019 – item 19/046 and Ref: 12/6/2019 – item 19/046)

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes (Z955627X)

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. It is advised that, due to the financial risk associated with the new Data Protection Regulations, this should form part of the Council's Risk Assessment.

Recommendation: *To include reference to GDPR in the Council's Risk Assessment.*

Privacy Policy published: *There was no evidence of a Privacy Policy on the website.*

Recommendation: *To publish a Privacy Policy on the website in accordance with the Data Protection Regulations.*

Insurance was in place for the year of audit. The Risk Assessment, including Internal Controls were reviewed at a meeting held on 12/6/2019 (Ref: 19/063a).

The Council have effective internal financial controls in place. Cheque stubbs are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Fidelity Cover: £150,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

The annual play area inspection has been carried out (Ref: November 2019).

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No
Website: www.newton.onesuffolk.net

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15(15)** councils must publish on their website:

a) external audit report
2019 Annual Return, Section Three Published – No (hard copy on file)

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

b) notice of period for the exercise of public rights
Published – No

Period of Exercise of Public Rights *Not available*

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept:	£10,258 (2019-2020)	Date:	9/1/2019 (Ref: 19/10a)
Precept:	£10,258 (2020-2021)	Date:	27/1/2020 (Ref: 20/15)

Satisfactory budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash

Associated books and established system in place

A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: Yes

The Council continue to operate RTI in accordance with HMRC regulations. It is noted that a locum clerk was in place for part of the year on a contracted basis.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value/insurance value. The total value of assets are recorded at £35,154. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31/3/2020 were confirmed as:

Barclays Business Premium 1	*xxxx6106*	*£47,723.43*
Barclays Community	*xxxx6092*	*£100.00*
Barclays Business Premium 2	*xxxx9936*	*£11,160.42*

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves (£52,345.88). No earmarked reserves are identified in the year end accounts. It is noted that general reserves are five times the precept amount.

Recommendation: *To identify earmarked reserves eg CIL.*

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on a Receipts & Payments basis.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2019 Internal Audit report was considered by the Council at a meeting held on 12/6/2019 (Ref: 19/063a).

A review of the effectiveness of the Internal Audit was carried out on 12/6/2019 (Ref: 19/063a).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 18/5/2019 (Ref: 19/050).

External Audit

The External Auditor's report was considered at a meeting held on 9/10/2019 (Ref: 19/094).

The following matters were brought to the attention of the Council:

Explanation required why Box 8 and the Bank Reconciliation provided does not agree by £96.'

Corrected figures for the year end bank reconciliation were provided in the Internal Audit Report for 2019.

'Level of general reserves'.

The Council have yet to identify earmarked reserves.

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 8/5/2018, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work

Heather Heelis
Heelis & Lodge
15 May 2020

Annual Internal Audit Report 2019/20

Newton Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ No petty Cash held
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")*			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.		✓	

M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 15/05/2020 DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit: H. Heelis (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit: [signature] SIGNATURE REQUIRED

Date: 15/05/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda Item 176b Bank Reconciliation & Statement of Accounts

Due to cheque number 101230 being recorded as £533.08 rather than £433.08 in the reports reported at the May meeting, please find the corrected reports below.

NEWTON PARISH COUNCIL

Bank Reconciliation for Financial year ending 31st March 2020

Balances per Bank Statements as at 31st March			
Barclays Community		£100.00	
Barclays Premium Account		£47,723.43	
Barclays Tracker Account		£11,160.42	
			£58,983.85
Add any Unbanked Cheques / Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	101215	£2,068.35	
	101216	£360.00	
	101218	£14.45	
	101220	£182.40	
	101225	£60.00	
	101226	£315.00	
	101227	£1,355.00	
	101228	£12.99	
	101230	£433.08	
	101231	£271.00	
	101232	£1,465.70	
			£6,537.97
		Total Cash	**£52,445.88**
CASH BOOK			
Opening Balance			£64,102.59
Add Receipts in the year			£18,398.36
			£82,500.95
Less Payments in the year			£30,055.07
		Total Cash	**£52,445.88**

NEWTON PARISH COUNCIL

Receipts & Payments Account for the year ending 31st March 2020

	2018 / 2019		2019 / 2020	
Receipts				
Precept	£10,372.81		£10,258.00	
Grants	£4,897.60		£103.80	
Recycling	£370.20		£412.82	
Bank Interest	£106.15		£121.37	
CIL/Other	£15,573.70		£6,766.62	
VAT Repayment	£554.28		£735.75	
		£31,874.74		**£18,398.36**
Payments				
Clerks Salary	£4,302.09		£5,145.49	
Admin	£1,074.72		£1,419.29	
Grants	£400.00		£200.00	
Annual Subscriptions	£979.93		£626.98	
Footpath Maintenance	£0.00		£300.00	
Insurance	£379.00		£375.05	
Inspection	£270.00		£272.00	
Maintenance	£1,624.32		£928.18	
Village Hall	£340.00		£0.00	
Projects	£1,910.41		£2,679.40	
Repay VAT overpayment	£0.00		£13,223.11	
Contingency	£0.00		£0.00	
NNP	£0.00		£3,466.43	
VAT Paid	£759.37		£1,419.14	
		£12,039.84		**£30,055.07**
Excess of Payments over Receipts		**£19,834.90**		**-£11,656.71**
Add Balance Brought Forward		£44,267.69		£64,102.59
Balance Carried Forward		**£64,102.59**		**£52,445.88**
Represented by				
Barclays Community	£100.00		£100.00	
Barclays Premium	£52,862.75		£41,185.46	
Barclays Tracker	£11,139.84		£11,160.42	
Petty Cash	£0.00		£0.00	
		£64,102.59		**£52,445.88**

Agenda Item 176c Section 1 of AGAR

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY
Newton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.newton.onesuffolk.net AUTHORITY WEBSITE ADDRESS

Agenda Item 176d Section 2 of AGAR

Section 2 – Accounting Statements 2019/20 for

Newton Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	44,268	64,103	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	10,373	10,258	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	21,502	8,140	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	4,302	5,145	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	7,738	24,910	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	64,103	52,446	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	64,103	52,446	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	32,899	35,154	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Agenda Item 176e Quantified Significant Variances

Explanation of variances – pro forma

Name of smaller authority: **Newton Parish Council**

County area (local councils and Suffolk

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	44,268	64,103				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	10,373	10,258	-115	1.11%	NO		**Receipts** / 2018 / 2019 / 2019 / 2020: Grants £4,897.60 £103.80; Recycling £370.20 £412.82; Bank Interest £106.15 £121.37; CIL/Other £15,573.70 £6,766.62; VAT Repayment £554.28 £735.75; £21,501.93 £8,140.36
3 Total Other Receipts	21,502	8,140	-13,362	62.14%	YES		
4 Staff Costs	4,302	5,145	843	19.60%	YES		Locum Clerk with agency fees working for council from December 2019 to March 2020.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	7,738	24,910	17,172	221.92%	YES		**Payments**: Admin £1,074.72 £1,419.29; Grants £400.00 £200.00; Annual Subscriptions £979.93 £626.98; Footpath Maintenance £0.00 £300.00; Insurance £379.00 £375.05; Inspection £270.00 £272.00; Maintenance £1,624.32 £928.18; Village Hall £340.00 £0.00; Projects £1,910.41 £2,679.40; Repay VAT overpayment £0.00 £13,223.11; Contingency £0.00 £0.00; NNP £0.00 £3,466.43; VAT Paid £759.37 £1,419.14; £7,737.75 £24,909.58
7 Balances Carried Forward	64,103	52,446			YES	VARIANCE EXPLANATION NOT REQUIRED / EXPLANATION REQUIRED ON RESERVES TAB AS TO	
8 Total Cash and Short Term Investments	64,103	52,446				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	32,899	35,154	2,255	6.85%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
CIL	24448		
Neighborehood Plan	1190		
Asset Replacement	10500		
Village Hall	2000		
Legal Fees	1000		
Election costs	1400		
Reserve 7			
		40538	
General reserve	11908		
		11908	
Total reserves (must agree to Box 7)			**52446**

Agenda Item 176f Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Cheque	Power	Receipts	Payments
15/04/20	BDC Precept & CIL			11,503.94	0.00
20/05/20	BDC Recycling			279.28	0.00
02/06/20	BDC Recycling			224.78	0.00
10/06/20	CHT - Defib Rescue kit	101240	Localism Act 2011 ss 1 to 8	0.00	15.60
10/06/20	Heelis & Lodge - Internal Audit	101241	Localism Act 2011 ss 1 to 8	0.00	180.00
10/06/20	Opus - Locum Clerk 27/4 to 30/4/20	101242	Localism Act 2011 ss 1 to 8	0.00	373.36
30/06/20	DF Crimmin - Salary May to June	101243	Localism Act 2011 ss 1 to 8	0.00	1,314.60
30/06/20	DF Crimmin - WFHA May and June	101243	Localism Act 2011 ss 1 to 8	0.00	54.00
30/06/20	HMRC - Clerk Tax	101244	Localism Act 2011 ss 1 to 8	0.00	328.60

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	30/04/20	£100.00				
Premium Accounts	30/04/20	£58,852.37	£47,198.99	£6,094.47	£504.06	£6,162.97
Tracker Account	30/04/20	£11,160.42	£11,160.42	£0.00	£0.00	£0.00
		£70,112.79	£58,359.41	£6,094.47	£504.06	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£52,445.88				
Income			**Expenditure**			
Precept	£10,258.00	£5,129.00	Clerks Salary		£11,556.40	£4,515.94
Grants	£0.00	£0.00	Admin		£1,900.00	£139.82
Recycling	£400.00	£504.06	Grants		£800.00	£200.00
CIL / Other	£5,000.00	£6,374.94	Annual Subscriptions		£602.00	£260.87
Bank Interest	£25.00	£0.00	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£0.00	£0.00	Insurance		£320.00	£0.00
			Inspection		£380.00	£180.00
			Maintenance		£2,000.00	£13.00
			Projects		£1,400.00	£0.00
			CIL / Other	£24,448.12	£4,000.00	£0.00
			Village Hall		£165.00	£0.00
			VAT Paid		£0.00	£594.31
			Contingency		£500.00	£0.00
			NNP	£1,000.00	£0.00	£190.53
Total	**£15,683.00**	**£12,008.00**	**Total**	**£25,448.12**	**£23,923.40**	**£6,094.47**
			Assets Carried Forward			£58,359.41
Total		£64,453.88	Total			£64,453.88

Agenda Item 177b Planning Status

BDC Ref	Application	NPC Ref	NPC Response	BDC Response
DC/18/00190	Site Adjacent Red House Farm - Erection of 9 No. Dwellings.		Support	
DC/20/00655	1 Tudor Cottages, Sudbury Road - Listed Building Consent - Replacement of fenestration on ground and first floor. Removal/replacement of side ground floor kitchen window to facilitate works to change to stable door.			
DC/20/01484	Brook Farm, Sudbury Road - Erection of 2no. single storey dwellings with garages (Alternative scheme to that approved under DC/17/05831).	20/163a	Object	

Agenda Item 179 Speed Sign

Cllr Bower is reviewing with SCC Highways and residents the best locations for the SID. Before NPC start to operate the SID scheme on the A134, the following agreement has to be agreed with SCC.

AGREEMENT
PURSUANT TO SECTION 72 ROAD TRAFFIC REGULATION ACT 1984

SUFFOLK COUNTY COUNCIL
AND
[ ]

Mr Tim Earl
Solicitor to the Council & Head of
Legal Services
Suffolk County Council
Constantine House
5 Constantine Road
Ipswich
IP1 2DH

AGREEMENT pursuant to Section 72 Road Traffic Regulation Act 1984 dated this [ ] day of [ ] BETWEEN SUFFOLK COUNTY COUNCIL of Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX ("The County Council") and [ ] ("The Organisation")

WHEREAS

(1) The County Council by virtue of the Highways Act 1980 and section 50 of the New Roads and Street Works Act 1991 is the highway authority for the County of Suffolk and the Traffic Authority for the purposes of traffic management in the County.

(2) The Organisation wishes to enter into an Agreement for the purposes of deploying on or near any road, other than a footpath or bridleway, mobile speed indicator devices ("the Devices") for the purpose of alerting drivers to excessive speed on highways within the Organisation's area.

(3) This Agreement is made pursuant to Section 72 of the Road Traffic Regulation Act 1984(the 'Regulations') and sets out the conditions upon which the County Council grants the Organisation permissions as permitted under the Regulations for the installation of Devices.

THE COUNTY COUNCIL AND [ ] AGREE:

1. The Organisation shall only purchase Devices which are registered against the relevant Traffic Open Products and Specifications (TOPAS) (previously referred to as Department for Transport 'Type Approval')

2. The Devices shall be installed and maintained at locations as shall be authorised in writing by an officer of the County Council or their Appointed Agent.

3. The Organisation shall, if instructed by the County Council, immediately remove any Device from the highway which is not being operated at an authorised location; retrospective authorisation may be sought.

4. The Organisation shall carry out any works specified by the County Council to ensure the installation of any Device in the highway does not prejudice the fabric of the highway, the County Council's duty to maintain the highway or the health and safety of the public.

5. The Organisation shall be responsible for the cost of repairing, maintaining or replacing the Devices and shall if necessary repair or replace any Device so as to avoid the Device becoming a nuisance or danger to users of the highway or to any other person including adjoining landowners.

6. The Organisation shall ensure that any operations involved in the transportation, installation, use or maintenance of the Device comply with all health and safety procedures, laws and appropriate codes of practise including by way of non-exclusive, for example the provision of high-visibility clothing.

7. The Organisation shall ensure the appropriate training, health and safety of any employee, volunteer or contractor engaged on its behalf to carry out any works or operations under this Agreement.

8. The Device shall remain the sole responsibility of the Organisation and the County Council shall not accept responsibility for any damage to the Device or interference with such howsoever caused.

9. The Organisation shall ensure that the Device will be in one location for no more than 4 weeks at a time.

10. The Organisation will indemnify the County Council against any loss or damage arising out of any negligent act or omission of the organisation and /or its agents acting under its direction in relation to the installation, operation and/or removal of the devices. Such indemnity will be limited to the lesser of £10 million or the amount payable by the organisations insurers in respect of any claim.

11. The Device must be placed to minimise the need for working at height, but with a minimum height clearance of 2.3m over a pavement (footway) or 2.5m adjacent to, or above, a cycleway

12. The Agreement shall be terminable without fault by either party upon three months written Notice being given by one party to the other at the addresses recorded in this Agreement.

13. The County Council may terminate this Agreement without Notice if:
    (i) The Organisation fails to comply with any of the conditions specified in the Agreement.

    (ii) The Organisation ceases to use or has abandoned the Device or intends to do so.

    (iii) The County Council as Highway Authority considers the withdrawal necessary for the purpose of the exercise of their powers and duties as Highway Authority.

14. When the Agreement terminates the County Council may:
    (i) Remove the Device(s) and reinstate the highway and recover from the Organisation the expenses incurred in so doing; or

    (ii) If satisfied that the Organisation can, within such reasonable time as the County Council may specify, authorise the Organisation at its expense to remove the Device and reinstate the highway.

15. All notices in connection with this Agreement shall be served upon the addressees of the recipient cited at the commencement of this Agreement or such other location as is notified by the receiving party for the purpose.

16. This Agreement is made and shall be construed under the Laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England.

Agreed for and on behalf of Suffolk County Council by .....

Authorised signatory .....

And for and on behalf of .....by .....

Authorised signatory .....

Address .....

Agenda Item 180 Recreation Ground - Tender Process

There are 3 elements to the project for the recreation ground, which in total are estimated to cost NPC £138,000 +VAT:

- A Multi Use Games Area (MUGA) with an estimated cost of £55,000 to £59,000 + VAT
- New Playground equipment with an estimated cost of £55,000 to £59,000 + VAT
- All age equipment with an estimated cost of £20,000 + VAT.

From a financial point of view there are two aspects that NPC must consider, tenders and cash flow. From an installation and cashflow point of view, NPC should also consider the phasing of the 3 elements.

Tenders

Under NPC's Financial Regulation11.1b, "Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations." The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

Clearly the MUGA and new playground equipment contracts fall under this regulation. Councillors may also wish to use the Contracts Finder for the all age equipment as well.

Cashflow

NPC plan to fund the cost of the project as follows:

CIL 123 Application	£87,890	(being reviewed on the 9th June)
Babergh Community Grant	£25,000	(Agreed)
S106 Funds	£ 7,103	(Agreed)
NPC use of its CIL funds	£20,000	
Total	£139,993	

What councillors need to consider is that as none of the Babergh grants will be released to NPC until works are completed and the supplier invoice is presented as part of the release of funds request. It should also be noted that the payment of the VAT element will have to be covered by NPC until a claim can be made at month end.

Phasing

Councillors may need to consider the phasing of the 3 elements of the project in order to minimise the number of contractors on site at any one site (may not be an issue if a contractor is successful in 2 or more tenders) and to help with the impact on NPC's cashflow.

Agenda Item 181 Asset Register

Asset No	Date Purchased	Description	Street Furniture Value	Location	Location No	Picture No	Insurance cover as at 1st October	Notes
1		Village Hall			29	11		Asset value removed from register following NPC meeting on 09/01/2008 minute 08/005.
2		War Memorial	£5,000	Green	6	24	£6,454.41	
3		Bus Shelter	£3,150	Green	8	6	£4,103.61	
4		Bus Shelter	£3,150	Near Links View	11	8	£4,103.61	
5		Lamp Standard	£0	Plampin Close	26	1	£0.00	Adopted SCC Dec 2012
6		Lamp Standard	£0	Plampin Close	27	2	£0.00	Adopted SCC Dec 2012
7		Lamp Standard	£0	Plampin Close	28	3	£0.00	Adopted SCC Dec 2012
8	Jul-05	Litter Basket	£100	Plampin Close	25	5	£0.00	*
9	Jul-05	Litter Basket	£100	Green next to Bus Shelter	9	6	£0.00	*
10	Mar-06	Litter Basket	£100	Next to Bus Shelter (Links View)	10	7	£0.00	*
11	Mar-06	Litter Basket	£100	Playingfield	19	20	£0.00	*
12		Park Bench	£300	Plampin Close	1	5	£387.92	
13	Jun-07	Park Bench	£300	Outside Deens	13	10	£387.92	
14		Park Bench	£300	Memorial Gardens	14	12	£387.92	
15		Park Bench	£300	Memorial Gardens	15	13	£387.92	
16		Park Bench	£300	Playingfield	21	14	£387.92	
17		Park Bench	£300	Playingfield	18	19	£387.92	
18		Park Bench	£300	Playingfield	20	21	£387.92	
19		Park Bench	£300	By War Memorial	7	23	£387.92	
20		Park Bench	£300	By War Memorial	5	25	£387.92	
21		Park Bench	£300	Green by Saracens Pond	3	26	£387.92	
22		Round Park Bench	£500	Green by Saracens Pond	4	27	£644.55	
23		Village Sign	£1,500	Outside Deans	12	9	£1,945.58	
24		Weather Vane	£400	Green by Saracens Pond	2	28	£521.10	
25		Single Arch Swing	£750	Playingfield	16	22	£972.78	
26		Fun Frame	£1,800	Playingfield	17	18	£2,327.53	
27		Wobbly Bridge	£1,300	Playingfield	22	17	£1,682.98	
28		Double Swing with Cradle Seat	£900	Playingfield	23	16	£1,163.77	
29		Tunnel	£250	Playingfield	24	15	£0.00	*
30		Church Road Sign	£250	Green opp Church Rd	30	4	£0.00	*
31	Aug-07	Dog Bin	£95	Entrance to Playingfield			£0.00	*
32	Oct-06	Dog Bin	£95	Church Road			£0.00	*
33	Oct-06	Dog Bin	£95	Green Next to Telephone Box			£0.00	*
34	Oct-06	Dog Bin	£95	Green entrance to Links View			£0.00	*
35	Oct-06	Dog Bin	£95	Green outside Juglans			£0.00	*
36	Oct-06	Dog Bin	£95	Green opposite Burchetts			£0.00	*
37		Double Park Bench	£400	Plampin Close		29	£519.21	
38		Park Bench	£300	Alston Close		30	£387.89	
39		Notice Board	£200	Church Road		31	£0.00	*
40	Nov-07	Playground Sign	£30	Entrance to Playingfield			£0.00	*
41	Jan-08	By-Law sign	£30	Saracens Pond			£0.00	*
42	Jan-08	By-Law sign	£30	Village Hall			£0.00	*
43	Sep-08	Notice Board	£120	Village Hall			£0.00	*
44	Nov-09	Grit Bin	£135	Airey Close			£0.00	*
45	Nov-09	Grit Bin	£135	Links View			£0.00	*
46	Nov-09	Grit Bin	£135	Plampin Close			£0.00	*
47	Jan-10	Speed Radar Camera	£1,025	Cragston, Sudbury Road			£0.00	Moved to GWPC 01/04/2017
48	Jul-10	Dog Bin	£95	Footpath by Jordans			£0.00	*
49	Jul-10	Dog Bin	£95	Footpath by 1 Assington Road			£0.00	*
50	Nov-10	Slide	£3,625	Playingfield			£4,326.79	
51	Nov-10	Playground Fence	£1,100	Playingfield			£1,312.96	
52	Aug-11	Picnic Table	£128	Playingfield			£0.00	*
53	Aug-11	Picnic Table	£128	Playingfield			£0.00	*
54	Jan-12	Litter Bin	£110	Village Hall Car Park			£0.00	*
55								*
56	Jul-14	QDJ Bench	£328	Field			£341.22	
		Land forming Newton Green					£0.00	Land registered to Newton Green Trust. NPC use Byelaws to phohibit anti-social behaviour on Newton Green
57	Oct-14	Pent hut	£90	Playingfield			£0.00	*
58	May-16	Line Marker	£289	Colin Poole's house			£0.00	*
59	Mar-17	Defibrillator & Cabinet	£820	Newton Green Golf Club			£0.00	Policy covers up to £5000 worth of Defib equipment.
60	Feb-18	Lap-top computer	£0	Clerk's House			£0.00	Broke - replaced
61	Jan-19	Printer	£251	Clerk's House			£251.00	
62	Apr-19	Lap-top computer	£616	Clerk's House			£616.00	
63	Jul-19	Bench	£269	Top of playingfield			£269.00	
64	Oct-19	Defibrillator & Cabinet	£1,750	Village Hall			£0.00	Policy covers up to £5000 worth of Defib equipment.
				Office Contents			£0.00	
		Total	**£35,154**				**£35,823.22**	