

10th December 2019

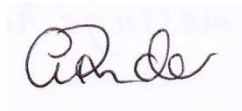
Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 16th December 2019, in the Elm Room at the Village Hall, commencing at 7.30pm.

I attach an agenda, relevant minutes, and the Clerk's Report.

Please find time to read through the information before the meeting, making any notes you need to against each item. If you have any queries prior to the meeting please do not hesitate to contact me.

Yours faithfully,



G. Pinder
Clerk to the Council



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RAINHILL PARISH COUNCIL AGENDA
16TH December 2019

The public will be allowed to speak on any matters of concern, subject to prior written notification being received.

1. To receive apologies for absence
2. To receive declarations of interest from members
3. To welcome the Youth Ambassadors to the Parish Council
4. To consider and approve the minutes of the Ordinary Meeting held on 14th October 2019 and the Finance Meeting held on 18th November 2019
5. To receive Police monthly statistics – for information only
6. To note the contents of the Clerk's Report– for information only
7. To consider the following Planning Applications and note any actions taken
8. To authorise the accounts payable (list included in report)
9. To consider donations in respect of the Christmas lights switch on
10. To review the Effectiveness of Internal Audit Systems and Controls and Appoint an Auditor
11. To consider consultation on the MPF Actuarial Valuation Results
12. To consider the provision of fencing at Old Lane play area
13. To consider the outcome of consultation on the provision of allotments
14. To consider actions in relation to VE day celebrations
15. To consider requesting an additional Conservation Area
16. To consider the purchase of a Parish Council pop-up stand
17. To consider actions in relation to Tree Planting Project
18. To consider residents comments and complaints:
19. To receive reports from member representatives on local organisations:
 - a) Public Open Spaces
 - b) Village Hall Management Committee
 - c) Rainhill Railway & Heritage Society
 - d) Merseyside Association of Local Councils
 - e) Rainhill Gala
 - f) 4F Centre
20. Date & Time of Next Meeting:
Ordinary Meeting 7:30pm, Monday 20th January 2020
21. Exclusion of the Public
22. To receive recommendations of Good Citizenship Award Panel
23. To consider the outcome of the Clerk's appraisal

RAINHILL PARISH COUNCIL – MINUTES
18th November 2019

At a meeting of the Finance Working Group of the Parish Council held on Monday 18th November 2019 at Rainhill Village Hall, the following were present:

Cllrs: G. Barker, A. Daniels, D. Hendrick, A. Lerner, S. Roscoe, M. Rothwell, J. Tasker and G. Ward.

01. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: I. Brown, D. Greaves, A. Howitt, G. Roberts, K. Stevenson-Black, and W. Williams.

02. DECLARATIONS OF INTEREST

Cllr S. Roscoe declared an interest in item 8.11 as an employee of the Cooperative Society.

03. ACCOUNT BALANCES, INCOME EXPENDITURE & RESERVES

The Clerk gave a report on the half-year bank account balance including a summary reconciliation of figures for each month of the half-year. It was agreed that £10,000 be transferred from Unity Trust Bank into TSB to ensure more funds are covered by the financial services compensation scheme.

The Clerk outlined the updated auditing requirements and arrangements, and invited members to examine the accounts and processes if they so wished. A review of the effectiveness of the system of internal audit and the official appointment of internal auditors would be undertaken at the December meeting.

The Development reserve stands at £32,753.40. It was agreed that the development reserve should be increased by £10,000.00.

It was agreed that £2,500.00 be added to the election reserve to build sufficient funds for the 2023 elections.

The Clerk reported that cash reserves are within the range advised by national bodies.

04. PRECEPT

The Clerk was instructed by the Council on the parameters for determining the 2020 Precept. It was agreed that a final decision on the Precept amount will be made at the 20th January 2020 meeting, informed by the budget papers. The general approach would be for more services/actions with a need for a higher precept. Sufficient funds needed to be raised to meet the expected expenditure, including several new projects. Together with the risks outlined by the Clerk, detailed below, the following factors needed to be considered when determining 2020 precept: transfer of responsibilities for services currently provided or co-funded by St.Helens Council; loss of Council Tax support grant; and potential loss of CIF funding.

05. RISKS

The Clerk summarised potential financial risks, including:

Open Spaces

Expenditure on statutory inspections had been reduced with the decommissioning of the shower facilities at the sports pavilions, however inspections for electrical safety, roller shutters, emergency lighting and Health and Safety still had to be funded. At

RAINHILL PARISH COUNCIL – MINUTES
18th November 2019

present, maintenance of the playing fields was undertaken by St.Helens, should this expense ever be transferred in the future, it would impact severely on the Parish Council's finances.

Village Hall Repairs

The Village Hall had been successful in obtaining grant money from Biffa for essential works, however, ongoing repairs were still needed. Ultimately, if essential works are required, the Parish Council may be called upon as Custodian Trustee to assist.

Sandstone Walls

It was noted that the cost of repairing sandstones walls is high and contingency money should be available to cover any future collapses.

06. 4F CENTRE

The Parish Council had recently paid for improvements at the Centre but it was not considered that there would be any further call for financial support.

07. VILLAGE HALL GRANT

Given the current situation with repairs needed, etc., it was agreed that the Village Hall grant should be maintained at £11,354. It was agreed that the Management Company be informed.

08. OTHER POTENTIAL PROJECTS FOR 2020/21 AND BEYOND

The Council considered a number of potential projects including:

Holt Changing Rooms

A planning application for additional storage had been submitted and a contribution towards the cost of provision may be sought.

Environmental Improvements

The Council has several existing commitments towards environmental improvements. It was agreed that sufficient resources were needed to fund potential allotments.

Provision of a Dog Exercise Area

Initial indications show the project could cost in excess of £6,000.00 and would be discussed at the December meeting.

CCTV Cameras

This was a priority for the Council and funds should be raised to ensure provision was made.

Tree Planting

There were not thought to be any costs associated with the proposed tree planting project.

VE Day Celebrations

Whilst there were no firm proposals for the celebration day, it was considered that resources should be available to facilitate the event.

New computer equipment for the Clerk

It was agreed that a sum of £700.00 be added to the budget to account for new computer equipment.

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Village Hall Land Contract

The Parish Council's solicitors were currently pursuing early renewal of the lease. Further funding may be needed in future years.

Milestone Refurbishment

No costings were available and it was resolved that this project was low priority to be revisited in future years.

Rocket 200

Plans were at a very early stage and potential financial implications could not be assessed. It would be considered in future.

DATE & TIME OF NEXT MEETING

It was resolved that the next ordinary meeting will be held on Monday 16th December 2019, starting at 7:30pm, the venue being Rainhill Village Hall.

The meeting closed at 8.20 pm.

Chair of the Parish Council
16th December 2019

RAINHILL PARISH COUNCIL – MINUTES
14th OCTOBER 2019

At a meeting of the Parish Council held at 7.30pm on Monday 14th October 2019 at Rainhill Village Hall, the following were present:

Cllrs: G. Barker, I. Brown, A. Daniels, A. Howitt, A. Lerner, S. Roscoe, M. Rothwell, K. Stevenson-Black, J. Tasker, G Ward and W. Williams.

Ward Councillor B. Grunewald and 2 members of the public were present.

19.126 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: D. Greaves, D. Hendrick, and G. Roberts.

19.127 DECLARATIONS OF INTEREST

Cllr Howitt declared an interest in planning application P/2019/0752.

19.128 MINUTES OF THE ORDINARY MEETING HELD ON 2nd SEPTEMBER 2019

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 2nd September 2019 should be approved and signed by the Chair as a correct record.

19.129 TO RECEIVE MERSEYSIDE POLICE MONTHLY STATISTICS REPORT

Resolved that the report of the crime statistics for Rainhill be noted.

19.130 CLERK'S REPORT

It was resolved that the contents of the Clerk's report be noted. It was agreed that Cllr Lerner would join the Recruitment Working Group and Cllr Tasker would assist with the interviewing panel. Cllr Ward reported that there had been an underwhelming response to the fibre broadband campaign, however a price would still be pursued from Openreach. Members would make a final publicity push through social media before the submission was made to Openreach.

19.131 PLANNING APPLICATIONS

It was resolved to note the following actions taken in relation to planning applications:

The following applications were left to neighbourhood consultation and no additional comments submitted:

P/2019/0616 15 Lawton Road Works to trees in a conservation area, to remove second row of trees adjacent to highway, and reduce height to first row by 50%.

P/2019/0635 Retention of private gym (D2 use) Forge Fitness and Boxing, 456 Warrington Road.

P/2019/0641 Works to trees in a conservation area, to reduce and crown thin 1no maple and 1no beech, 521 Warrington Road.

P/2019/0651 Single storey side extension and loft conversion to rear 605 Warrington Road.

P/2019/0655 Flat to pitched roof on existing two storey side extension, 19 Mosssdale Drive.

P/2019/0681 Change of use from retail unit to personal training studio, 1 Elgin Court, Dunbeath Avenue.

P/2019/0668/S73 Variation of Condition 3, 4 and 6 on approval P/2019/0027/S73, Valluga, Old Lane.

P/2019/0692 Removal of front wall and creation of driveway and dropped kerb on a classified road, 463 Warrington Road.

P/2019/0713 Certificate of lawfulness for a single storey rear extension, 14 Elmswood Avenue.

P/2019/0714 Certificate of lawfulness for single storey rear extension, 16 Marian Drive.

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14th OCTOBER 2019

An objection had been submitted to the following application:

P/2019/0705 Retention of 2m high boundary wall and 2m high timber gates, 55 St James Road.

No comment has been submitted for the following applications, however the closing date for comments was still open at the time of the meeting:

P/2019/0721 First floor rear extension, 154 Rainhill Road.

P/2019/0725 Single storey rear extension projecting 4.5m from the rear, 3.4m high overall, and 2.52m to the eaves. (following demolition of existing conservatory), 15 Kendricks Fold.

P/2019/0733 Retention of 1no externally illuminated fascia sign, 1no internally illuminated hanging sign, window vinyls and 6no non illuminated poster frames, 371 - 373 Warrington Road.

P/2019/0735 Retention of disabled access ramp, 371 - 373 Warrington Road.

P/2019/0741 Land Adjacent To 5 Exchange Place, Demolition of existing detached store room and erection of 1no retail unit along with 1no first floor flat.

P/2019/0742 391 Warrington Road First floor rear extension.

P/2019/0745 519 & 521 Warrington Road Works to trees covered by a Tree Preservation Order to remove low level branches from 1no Sycamore, prune back low over hanging branches on 1no beech and fell 1no sycamore tree.

P/2019/0752 The Spinney Mill Lane Works to trees covered by a Tree Preservation Order (TPO 104) to remove 2no elders, to remove 2no sycamores and to prune back 1no sycamore.

P/2019/0753 15 Kendricks Fold Demolition of existing conservatory to rear and erection of single storey rear extension.

19.132 ACCOUNTS FOR PAYMENT

It was resolved that the following items were approved for payment:

Payee	Description	Amount	Ref
G Pinder	Photocopying	9.25	
	Clerk's Salary - Oct	1190.06	
	Deduction for overpayment in August	-0.20	
	Telephone	15.00	
	Refreshments for Merchant Navy Day	6.32	
		1220.43	TFR398
Merseyside Pension Fund	LGPS – Oct	332.08	TFR399
Scottish Power	Albert Fellowes Park - Oct	10.00	STO
Npower	Martin Close (Holt) - Oct	30.00	DD
Water Plus	Albert Fellowes Park – Oct	112.58	DD
Water Plus	Holt Playing Fields – Oct	6.33	STO
Kirk Craig Ltd	Service of Roller Shutters at AFP	60.00	TFR400
Rainhill Beer Festival	Advert in programme for Rocket 190	100.00	TFR401
Village Hall	Insurance Premium	2673.61	TFR404
November			
G Pinder	Clerk's Salary - Nov	1190.26	
	Telephone	15.00	
		1205.26	TFR402
Merseyside Pension Fund	LGPS – Nov	332.08	TFR403
Scottish Power	Albert Fellowes Park - Nov	10.00	STO
Npower	Martin Close (Holt) - Nov	30.00	DD
Water Plus	Albert Fellowes Park – Nov	112.58	DD
Water Plus	Holt Playing Fields – Nov	6.33	STO

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14th OCTOBER 2019

19.133 UPDATE ON THE PROVISION OF CCTV CAMERAS IN RAINHILL VILLAGE

Resolved that the report be noted.

19.134 TO CONSIDER PROVISION OF DOG EXERCISE AREA AT OLD LANE PUBLIC OPEN SPACE

Resolved that: the fencing should be 1.8m high and should match the existing nearby fencing – quotes to be returned to the December meeting; that a bin for dog waste only be provided; and that the provision of a bench be reconsidered at a later date.

19.135 TO CONSIDER THE PROVISION OF A MULTI-USE GAMES AREA

Resolved that the Clerk write to St.Helens Council to pursue S.106 money and investigate other forms of funding.

19.136 TO APPROVE THE QUARTERLY BUDGET REPORT AND BANK RECONCILIATION

The Council reviewed the current budgetary position and bank reconciliation, and resolved to approve the report. The Clerk was instructed to investigate Council Tax Support money currently being withheld by St.Helens Council.

19.137 TO APPOINT CONTRACTORS TO UNDERTAKE ANNUAL MAINTENANCE TESTS

Resolved that CC Elec Ltd. be appointed to undertake electrical testing at the sports pavilions.

19.138 TO CONSIDER THE PURCHASE OF VICE CHAIR'S PIN

Resolved that the following bar style badge with a black background be ordered: Ambassador x 10; Vice Chair x 2; and Councillor x 6.

19.139 TO CONSIDER OPTIONS FOR THE .UK WEB SITE DOMAIN NAME

Resolved that retention of the domain name rainhillparish.uk was unnecessary.

19.140 TO CONSIDER CONSULTATION ON THE PROVISION OF ALLOTMENTS

Resolved that a 3 week consultation period be undertaken with properties adjacent to the proposed site and notices be attached to nearby lamp posts. Cllr Daniels offered to deliver the letters.

19.141 TO CONSIDER THE REPAINTING OF THE VILLAGE MILESTONES

Resolved that St.Helens Council be approached, as owners, to undertake the work.

19.142 TO CONSIDER ACTIONS FOR THE REMEMBRANCE DAY SERVICE

Resolved that the Parish Council would meeting the cost of the road closure to facilitate the Remembrance Day Service, purchase a wreath, and make a donation to the British Legion.

19.143 TO CONSIDER ISSUES OF LITTER, ASB AND SECURITY IN RAINHILL VILLAGE

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Resolved that a meeting be arranged with the management company of Dane Court regarding litter, anti-social behaviour and security. Also that the local Guides and Scouts be approached to undertake a litter pick in the village.

19.144 TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

Resolved that no further action was needed on the reported complaints. Cllr Brown was thanked for his actions in relation to litter close to the Manor Farm. Cllr Tasker had received complaints regarding parking on Warrington Road and areas around Rainhill High School, with school related activities. He would take this up directly with the school.

19.145 TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

Resolved that the Council noted the following reports:

- Public Open Spaces: All items had been covered in the agenda.
- Village Hall Management Committee: Cllr Daniels invited a visiting member of the VH Management Committee to provide a report: the VH was facing mounting bills associated with music licences and emergency lighting. £50k had been raised over the past year, but more was needed. The fire alarm had been set off by local youths, incurring call out charges, this would be reported to the Police.
Cllr Roscoe suggested an application under the Coop's Save our Spaces project. Future Parish Council fund raisers could be held at the VH.
- Rainhill Railway & Heritage Society: Cllr Ward had informed the society that Network Rail continued to be pursued regarding the signal box.
- Merseyside Association of Local Councils: No report was received.
- Rainhill Gala: No report was received.
- 4F Centre: Cllr Roscoe reported that the trees had been pruned and work was planned to the play structure outside. CCTV had been installed on 28th September. A grant of £200 had been received from the Coop. The Management Group had extended an invitation to Parish Council members to visit the Centre on Tuesday 12 November at 11.15am.

19.146 TO DISCUSS FUTURE AGENDA ITEMS

It was requested that the following items be added to the next agenda:

Request for Conservation Area around Rainhill Stoops (AVH)

Purchase of a pop-up stand for future Parish Council events (SR)

Formation of a Steering Committee to coordinate longer term projects (AL)

Activities to commemorate VE Day anniversary (AVH)

Wildflower verges (AVH)

Cyber Crime (KS)

Social Media Policy and Website Update (MR)

19.147 DATE & TIME OF NEXT MEETING

It was resolved that a Finance Meeting would be held on Monday 18th November commencing at 6.30pm, the venue being Rainhill Village Hall. The next ordinary meeting would be held on Monday 16th December 2019, starting at 7:30pm.

The meeting closed at 9.10 pm.

Chair of the Parish Council
16th December 2019

Police Report

Merseyside Police Report for Rainhill Parish Council Meeting Monday 16th December 2019

Area: Rainhill Month: October 2019

	2018	2019	Diff	% Diff	Description
Burglary Business & Community	0	0	0	0	
Burglary Residential	1	5	4	400	1) Entry gained by forcing Yale lock - speakers & financial paperwork stolen for fraud - Victoria Street 2) Stables broken into - lawn mowers & tools stolen - Blundells Lane 3) Entry gained by forcing front door of unoccupied home - nothing stolen - Ashton Avenue 4) Porch door left open - boots, shoes & clothing for charity shop stolen - Swaledale Avenue 5) Glass from rear back door broken to gain entry - wooden drawers searched - Stapleton Road
Criminal Damage	7	6	-1	-14	1) Glass broken on fire alarm - Rainhill Village Hall 2) Security light ripped off from rear of property - Ratcliffe Place 3) Rear wall & gate damaged - Warrington Road 4) Nearside vehicle wing mirror kicked by passing youths - Tasker Terrace 5) Front house window damaged by unknown offender believed to be from a stone - Martin Close 6) Brick thrown through front window of house following a verbal altercation - Cartmel Drive
Drugs	2	0	-2	-100	
Other Theft	10	7	-3	-30	1) Fuel put into vehicle x 2 - no attempt to pay - Texaco - Warrington Road 3) Fuel put into vehicle x 4 - no attempt to pay - one vehicle on false plates - Shell - Warrington Road 7) Rear drivers side door forced - bag, purse including debit card & cash stolen - Mossdale Drive
Public Order	1	4	3	300	1) Disagreement between males playing golf - violence feared - Blundells Hill 2) Dispute outside school premises - threats made - Ashton Avenue 3) Two males arguing - neither remained at the scene of the incident - View Road 4) Threats made to staff by males asked to leave - Commercial P.H.
Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	1	0	-1	0	
T.F.M.V.	2	3	1	50	1) Unwitnessed theft from two motor vehicles - Blundells Lane 2) Theft of phone from parked motor vehicle - no sign of forced entry - Millom Avenue 3) Items stolen from insecure vehicle parked on the drive - St Davids Close
Theft Shop	1	3	2	200	1) Grocery products taken from store by unknown male - no attempt to pay - Co-op - Warrington Road 2) Unknown suspect takes items from store - no attempt to pay - Shell - Warrington Road 3) Unknown females take razors from store - no attempt to pay - Co-op - Warrington Road
T.O.M.V.	2	2	0	0	1) Female parked her vehicle - on returning discovered vehicle had been taken - Warrington Road 2) Vehicle stolen from home address - later found abandoned - Lee Close
Vehicle Interference	0	2	2	200	1) Entry gained to vehicle by unknown means - untidy search - nothing stolen - Warrington Road 2) Vehicle door handle interfered with while on drive - no entry gained - Manor Avenue
Total	27	32	5	19	
ASB	6	21	15	250	

Police Report

Merseyside Police Report for Rainhill Parish Council Meeting Monday 16th December 2019

Area: Rainhill Month: November 2019

	2018	2019	Diff	% Diff	Description
Burglary Business & Community	0	0	0	0	
Burglary Residential	2	4	2	100	1) Entry gained by forcing kitchen door - dog barks waking the resident - intruder leaves - Railton Close 2) Shed lock in rear garden broken overnight - bike racks stolen - Sandhurst Road 3) Entry gained by breaking the door panel - confronted by resident - nothing stolen - Sandhurst Road 4) Entry gained by forcing rear patio door - alarm box ripped off wall - safe stolen - Warrington Road
Criminal Damage	13	10	-3	-23	1) Car tyre punctured when parked outside home address - Deepdale Drive 2) Youth jumps over & damages old fencing making off from police patrol - Warburton Hey/Park Avenue 3) Outer window of flat smashed - Warrington Road 4) Stolen vehicle reverses into front shutters of a shop - Warrington Road 5) Passenger side of vehicle scratched by unknown persons - First
Drugs	1	1	0	0	1) Drugs found by police in residents home when responding to a separate incident - Sandhurst Road
Other Theft	4	4	0	0	1) Fuel put into vehicle x 3 - no attempt to pay - Shell - Warrington Road 4) Fuel put into vehicle no attempt to pay - vehicle on false plates - Texaco - Warrington Road
Public Order	6	6	0	0	1) Threats made to staff by males asked to leave - Commercial P.H. 2) Allegations made in relation to victims daughter - Longton Lane 3) Threats made to a male following a previous incident - Kendricks Fold 4) Taxi driver reported to have been verbally abusive to a customer - Croston Avenue 5) Threats made by group of youths - baseball bat sighted - Warburton
Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	0	0	0	0	
T.F.M.V.	4	1	-3	-75	1) Entry gained to insecure vehicle - loose money stolen - Bishopdale Drive
Theft Shop	0	0	0	0	
T.O.M.V.	3	1	-2	-67	1) Motor cycle stolen believed to be by known offender - Chatsworth Road
Vehicle Interference	1	0	-1	-100	
Total	34	27	-7	-21	
ASB	12	11	-1	-8	

**RAINHILL PARISH COUNCIL - CLERK'S REPORT
DECEMBER 2019**

The Clerk's report is in two parts:

- The first part relates to actions that have already been taken. These items will not have a corresponding Agenda item and shouldn't need any further discussion.
 - The second part relates directly to Agenda items and is intended to assist any discussion of Agenda items. These notes are for information only and should only be discussed as each Agenda item is reached.
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PART 1 - ACTIONS TAKEN

6. CLERKS REPORT

All actions resulting from resolutions made at the 14th October ordinary meeting have either been completed or are in progress. Additionally I can report the following:

6.1 PAYMENT TO BRITISH LEGION TOWARDS POPPY APPEAL

The Remembrance Sunday Service took place at the War Memorial on Sunday 10th November, at which the Chairman laid a wreath. The cost of the wreath this year is £20.00, and a donation to the Poppy Appeal of £30.00, the total being £50.00 were agreed at the October meeting. A temporary road closure was organised with St.Helens Council and funded by the Parish Council, both are included in the table of payments for authorisation.

6.2 RESULTS OF VALUATION OF CHAIR'S CHAIN

The Chair's chain of office has been revalued by a local jewellers. The result is an increase from its insured value of £2,624.71, to an estimated value of £3,520.00. The insurance policy has been amended to reflect the true value and ensure adequate cover. No additional premium has been incurred in updating the value. The cost of valuation has been included in the table of payments for authorisation.

PART 2 - AGENDA ITEMS – SUPPLEMENTARY NOTES

7. PLANNING APPLICATIONS

The following applications have been assessed and comments submitted as indicated:

No comment has been submitted for the following applications and the closing date for comments will have passed at the time of the meeting:

- P/2019/0799 - Our application at Holt Lane for additional storage
- P/2019/0812 - Redevelopment of the site to provide 10 houses via a private road - Renewal of planning permission P/2016/0193/OUP, Clough Mill, Blundells Lane
- P/2019/0814 - Single storey front extension along with widening of existing driveway, 7 Croston Avenue
- P/2019/0839 - Single storey side and rear extension, 41 Mooreway
- P/2019/0843 - Part two storey and part single storey rear extension, 8 Railton Close
- P/2019/0848 - Single story side and rear (infill) extension, 15 Railton Avenue
- P/2019/0860 - Replacement shopfront and retention of the existing roller shutter, 576 Warrington Road

An objection has been submitted to the following applications:

- P/2019/0765 - Demolition of existing utility and erection of single storey rear extension and rear dormer, 17 Knowsley Road.
- P/2019/0768 - Replacement shop front, 576 Warrington Road
- P/2019/0783 - Erection of a stable block, outdoor manège, creation of an access and track along with the erection of a 2.0m fence on the north boundary of the field, land to the West of 74 School Lane

Comments were submitted on the following application:

- P/2019/0819 - Victoria Hotel, 507 Warrington Road, Formation of new entrance porch, alterations to existing shop front, along with alterations to door/window openings, installation of awning (to front elevation), and play equipment, along with landscape works.

8. TO AUTHORISE ACCOUNTS FOR PAYMENT

Payee	Description	Amount	Ref
G Pinder	Telephone @ £15.00/month	15.00	
	Clerk's Salary - Dec	1190.06	
	Photocopying - Oct	25.00	
	Photocopying - Nov	7.50	
	Keys for AFP Pin locks	50.00	
	Printer Ink	17.39	
	Planning Application Fee - Holt Lane	117.00	
	Pin Badges	38.10	
	Job Advert St.H Star	435.60	
	Revaluation of Chair's Chain	45.00	
		1940.65	TFR405
Merseyside Pension Fund	LGPS - Dec	332.08	TFR406
HMRC	Tax & NI (Sep -Dec)	710.44	TFR407
St.Helens Council	Barrier Baskets	4811.04	TFR408
CC Elec	Emergency Lighting & PAT Testing	144.00	TFR409
St.Helens Council	TRO Remembrance Sunday	630.99	TFR410
Unity Trust Bank	Bank Charges	18.00	DD

Water Plus	Water - Rainhill Park	112.58	DD
Water Plus	Water - Holt Playing Fields	6.33	STO
Npower	Electricity - Holt Playing Fields	30.00	STO
Scottish Power	Electricity - Rainhill Park	8.00	STO
S.137 Payment			
RBL Poppy Appeal	Wreath & Donation	50.00	089

The Council should consider approving the above payments.

9. TO CONSIDER DONATIONS IN RESPECT OF THE CHRISTMAS LIGHTS SWITCH-ON

The Christmas Lights Switch on took place on 23rd November. The Chair opened the ceremony, and children from St.Bartholomew's School sang a number of Christmas songs. The event was very well supported, posters had been erected in local shops, the noticeboard and items were added to the website and Facebook page.

A letter has been given to the landlord of the Victoria Hotel to thank him for generously helping the Council by allowing use of his electricity supply. A letter has also been prepared for Mr T Lewis who provided the PA system.

In previous years a donation has been made to the participating school. Last year the Council decided to make a £100 donation to the participating School, as a gesture of thanks for their involvement in the event. Further the Council are asked to consider a donation to a charity of Mr Lewis choosing, Rotary Club Rainhill, in lieu of any payment for his time and use of his audio equipment.

The event was slightly relocated this year to take account of safety concerns expressed last year. Proximity of pedestrians to the road remains a concern, though it was slightly reduced by the relocation. The Council may wish to give greater consideration to its future location.

The Council should consider approving a donation to St.Bartholomew's Primary School, and to Rotary Club Rainhill, so that any payment could be authorised at the January meeting.

10. TO REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT SYSTEMS AND CONTROLS AND APPOINT AN AUDITOR

In accordance with The Accounts and Audit Regulations 2015, and to confirm compliance with the statements agreed to in the annual governance statement of the Annual Return, the Council must have the following key internal control documents in place:

- Financial Regulations
- Quarterly budget monitoring reports
- Effectiveness of Internal Audit and Controls
- Testing of Key Internal Controls
- Risk Management Schedule
- Register of Assets and Liabilities

The Council must also review the effectiveness of the system of internal audit and officially appoint internal auditors.

Attached at appendix 1 is an Effectiveness of Internal Audit and Controls document outlining how each requirement is currently complied with, together with the Testing of

Key Internal Controls document, both of which require approval. The second document will be used as the terms of reference, in appointing the internal auditor.

As you are aware the Parish Councils of Billinge, Seneley Green, Bold and Rainhill undertake an internal audit examination twice a year. This year our examination will be undertaken by Carole Bolton, Clerk to Seneley Green Parish Council. I have prepared a letter of appointment accordingly. The audit is currently scheduled for Monday 20th January 2020.

The Council should appoint Carole Bolton as internal auditor and review and approve the Effectiveness of Internal Audit and Controls, and Testing of Key Internal Controls documents.

11. TO CONSIDER CONSULTATION ON THE MPF ACTUARIAL VALUATION RESULTS

The preliminary results of the actuarial valuation undertaken by Merseyside Pension Scheme have been received for consultation. The indications show that the employer contribution requirements will result in an increase in employer's contribution rate, rising from the current 17.7% to 20.8% from April 2020. However, this increase will be offset by the deduction of a surplus recovery amount of £1,100 per year. Employee contributions remain the same.

The consultation asks employers to consider:

- Do you want to consider moving to a lower risk investment bucket?
- Do you want to make a provision for McCloud in your contributions in order to provide budget certainty?
- What is the appropriate adjustment to be made for short term pay, if any, to your results? Evidence will be required (subject to the minimum of 2% p.a to 2023)
- Prepayment of deficit contributions either in full or on an annual basis
- Impact of covenant

As the above considerations do not impact on Rainhill PC contributions it is recommended that no response is made to the consultation.

The Council should consider if it wishes to respond to the MPF consultation on actuarial valuation estimates, no response is recommended.

12. TO CONSIDER THE PROVISION OF FENCING AT OLD LANE PLAY AREA

The Council have been considering the provision of fencing at Old Lane play area to create an enclosure - identified as a dog exercise area. The area to the rear of the 4F Centre was selected and quotes have been invited to provide 40m of 1.8m high palisade style fencing.

The following quotes have been received:

Company	Description	Quote
Company 1 Option 1 – Profile Mesh	40m x 2m high Fencing System Gate 1: 5m wide double leaf to match fence. Gate 2: 1.2m wide single leaf to match fence	£3415.00 (+VAT @ £683.00)
Company 1 Option 2 – Uniform Mesh	40m x 2m high Fencing System Gate 1: 5m wide double leaf to match fence. Gate 2: 1.2m wide single leaf to match fence	£3580.00 (+VAT @ £716.00)
Company 2 -	40m x 1.8 metres in height.	£4,100.00

V Mesh	1 double gate 3m wide and 1.8m high. 1 pedestrian gate at 1.2m wide and 1.8m high.	
Company 3 - Palisade	36m x 2m fencing one double gate; one single gate	£6,505.00

The Council should consider if it wishes to accept any of the above quotes. Of the two quotes provided by Company 1, option 2 most closely matches the existing fencing at the adjacent 4F Centre.

At the October meeting it was also agreed that a dog waste bin would be provided (MIN 19.134) however, this will be ordered once the fencing is in place, to ensure the correct positioning.

The potential increase in cost of maintenance has been requested from St.Helens Council however this has not yet been received.

The Council should consider whether to accept one of the three quotes provided for the provision of fencing.

13. TO CONSIDER THE OUTCOME OF CONSULTATION ON THE PROVISION OF ALLOTMENTS

At the October meeting it was resolved that a 3 week consultation period be undertaken with properties adjacent to the land bounded by King Edward Close, King Edward Road, Stapleton Road and Longton Lane school field on the provision of allotment on the land currently left to open space.

Letters were delivered to 41 houses and posters attached to nearby lamp-posts inviting comment on the proposal. Three responses were received as follows:

Issues raised	Method	Support?
Altered nature of area from open space to allotments Drainage: area previously housed a pond How much fencing would be provided? What timescale?	Telephone and letter	Neutral
Supportive of allotments would like the children to be involved.	Email	supportive
Supports – off street parking needed. Security to surrounding houses. Would like grass left long if proposal does not go ahead	Telephone	supportive

As the initial consultation has not raised any objection from immediate neighbours, members may wish to progress this project further. A meeting is expected with St.Helens Council in the near future to discuss their involvement as Leasers of the land. A planning application would be the next stage, however, members may wish to assess the potential costs involved (road infrastructure, fencing, land preparation) to ensure the project is viable before committing expenditure, approximately £1,000, to a planning application.

The Council should consider whether it wishes to progress this proposal and what the next stage should be.

14. TO CONSIDER ACTIONS IN RELATION TO VE DAY CELEBRATIONS

Discussions on an appropriate way to commemorate the 75th anniversary of VE Day have commenced. A meeting was held Thursday 24th October, and again on 25th November to set a programme.

The current programme of events is:

10.00am – parade from Ex-servicemen's Club to St. Ann's Church, accompanied by Parr Band – veterans assemble at War Memorial – bells rung at both St. Ann's & St. Bartholomew's

10.45am – Service at St. Ann's for all Churches

12.00pm-2.00pm – 1940's themed tea party at Village Hall for youngsters

2.30pm-4.30pm – Afternoon tea event (organised by St. Ann's Social Committee) in St. Ann's Parish Centre

7.30pm - late - 1940's Themed musical and remembrance event at Ex Servicemen's Club

It is hoped that many of these activities will be self-financing, with both the Village Hall tea party and the evening event being ticketed to cover costs. However, the parade will involve a road closure, and the cost of hiring Parr Band. Together these would total in the region of £850.00. The Parish Council are asked to consider meeting this expense. Further it is proposed to purchase bunting and flags. A list of available bunting has been circulated for consideration, dependent on the amount of merchandise purchased the cost could be a couple of hundred pounds. The following purchases have been suggested:

	Length of bunting	Number in pack	Number required?	Cost
Union Jack Flag bunting	10m	24 square	60? *	@£5.39 = £323.40
Retro Vintage British Union Jack	5m	10 triangles	10?	@£9.45 = £94.50
TOYMYTOY UK Hand Waving Flag	21cm x 14cm polyester	100	4	@£13.59 = £54.36
Possible total				£472.26

(*600m of flags would provide sufficient for 200m either side of Warrington Road through Village Centre, plus 200m for precinct or other side of Skew Bridge.)

Two further meetings are planned: 7th January 2020 a meeting is planned for the organising organisations, followed by a public meeting for residents, businesses, etc., on 13th January 2020.

The Council should consider meeting the expense of the road closure and hire of Parr Band to facilitate a parade, and the purchase of bunting, etc.

15. TO CONSIDER REQUESTING AN ADDITIONAL CONSERVATION AREA

A request has been received to consider the designation of a new Conservation Area around the Rainhill Stoops area. Rainhill Civic Society have been considering this issue for some time, and have identified an area from Junction 7 of the M62 motorway, to Rainhill High School, with a small extension to the Manor Farm public house.

Enquiries have been made to St. Helens Council, but unfortunately there is no Conservation Officer in post at the moment. It is uncertain when this role will be filled.

Would the Parish Council wish to add it's support to the work currently being undertaken by the Civic Society. The Council should consider if this will involve any actions for the Clerk, and if so, what priority will it be given?

The Council should consider if it wishes to support the proposal for designating a new conservation area and what priority would be given to this work.

16. TO CONSIDER THE PURCHASE OF A PARISH COUNCIL POP-UP STAND

It has been suggested that the Parish Council invest in a pop-up roller banner display stand for use at publicity events. These are readily available via the internet for around £28.00. Cllr Roscoe has put together suggested text for inclusion on the banner as follows:

What are we about:

Listening to our Communities
Celebrating our Heritage
Promoting Health and Wellbeing
Supporting Local Businesses

For more information visit our website: rainhillpc@hotmail.co.uk

The banner would include several photos and the Council logo. Online suppliers offer a variety of standard design templates, free of charge, or an alternative would be to ask Rainhill High if they would like to use this as a project for design students.

The Council should consider purchasing a pop-up stand and how they would wish it to be designed.

17. TO CONSIDER ACTIONS IN RELATION TO TREE PLANTING PROJECT

Members of the Parish Council met with Mersey Forest on 13th November to discuss the provision of trees within Rainhill. Grants of up to £15k for new parks or £25k for renovation of existing parks may be applied for under the Pocket Parks Project, which covers sites up to 0.4ha in size. This is currently available until March 2020.

Information was also provided on the Trees for Learning Project, which provides advice and support to design projects for individual school's needs. This information has been passed to the local primary schools.

It was advised that, if a project was to be considered, consultation be undertaken to assess the aspirations of neighbouring residents. Mersey Forest can advise on ideas but the project work would have to be undertaken by the Parish Council. Mersey Forest have been provided with details of the open spaces within Rainhill, with the intention to undertake site surveys to assess suitability for tree planting to contribute towards the Northern Forest initiative.

It was suggested that Mersey Forest be invited to a Parish Council meeting to provide a presentation on the types of project available and how they could assist with the provision of trees, etc. If members would like to receive such a presentation arrangements could be made with Mersey Forest.

The Council should consider if it wishes to receive a presentation from Mersey Forest at one of its forthcoming meetings.

18. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

The Clerk has dealt with complaints relating to: planning and conservation issues, the future of Rainhill library service, maintenance of the telephone kiosk, condition of the traffic bollards on Warrington Road. If Members would like any further information on any the above correspondence, please ask.

Members may wish to give further consideration to the complaints below:

Filling of more barrier baskets

An email was received with regard to the number of barrier baskets currently planted up at the Parish Council's expense. Confirmation was provided that the Parish pay for 13 baskets, 4 at the Holt, 4 on Rainhill Bridge (3 west, 1 east), and 5 at the Stoops (2 on the southern side of Mill Lane and 3 on the northern). Subsequent correspondence included the following request:

"Maybe ask the council to fill all 6 (baskets at the Stoops) for winter, in lieu of the one they missed in summer, and then maybe this would give us time to either re-negotiate the deal next year or find some other way of funding and filling the baskets - would they allow somebody else to remove any empty baskets as they would look unattractive.

It could be that the first basket on the northern side of Mill Lane, which creates a bit of a visibility obstruction when turning out of Mill Lane, could be removed and we could maybe argue for it to be removed on safety grounds free of charge! Leaving just the 5 baskets."

The issue of the number of baskets filled at the Stoops has been challenged with St.Helens Council, as currently only 4 (rather than 5) have been planted up. Any response received prior to the meeting will be circulated for information. The main cost is not provision of the plants but the maintenance. Whereas it costs £100.00 to fill each basket, it costs around £230.00 for the maintenance. Maintenance costing over £3,000.00 per year in total. The empty baskets are technically the property of St.Helens Council and their removal has previously been requested.

The Council should consider if it wishes to revise its barrier basket planting regime in future years.

Works at Pack Horse Bridge

The following email request has been received:

"My request being to consider a clean-up program for the "TBL" side of "The Pack Horse Bridge". By this I mean to cut/level the grass adjacent to the footpath, clean out the stream and to repaint the bridges hand rails on the bridge.

In addition to the above paragraph and finally, I would like to ask/request that on both sides of the bridge, "TBL" and Ellerslie Avenue, you would consider the feasibility of installing some street lights.

This would not just be a very welcome cosmetic improvement to the area, it would also improve the safety issue, the wildlife, the heritage, as well as very safely join Ellerslie Ave to "TBL" together and improving the overall area.

The maintenance of the grass in question is directly opposite the play area which has its grass cut a regular intervals, and therefore maybe able to be included at the same time.

If this work were to be undertaken, it would help to reduce the gathering of gangs, remove vermin, reduce fly-tipping etc. It would also help to reduce people using this location for purchasing their drugs, as well as being a refill point for some youths on motorbikes.

I understand that this location may be shared with Eccleston Park/Eccleston, this being the case, could it not be undertaken as a shared venture, or a venture who's expense alternates on an annual or bi-annual basis."

As the resident indicates, the brook forms the boundary to Rainhill Ward, any works on Ellerslie Avenue side would be the responsibility of Eccleston Parish Council, a copy of the email has been forwarded for their attention.

The Council should consider if it wishes to take any action in relation to this complaint.

Parking on the pavement

A telephone complaint has been received regarding cars and motorbikes parking on the pavement, particularly in Old Lane and Mill Lane. The complainant has pursued action with both St.Helens Council and the police, but with no success.

Enforcement against pavement parking is split between St.Helens Council and the Police. If vehicles are causing an obstruction, preventing passage by pedestrians, this is a Police matter. If vehicles are parking illegally (on double yellow lines, etc.) this is enforced by St.Helens Council Parking Enforcement Officers. The Parking Enforcement Officers are generally concentrated in St.Helens Town Centre, however, occasionally they are deployed to satellite areas to enforce parking restrictions locally.

The Parish Council could again request to St.Helens Council that more attention is given to Rainhill, however, this has been a concern for a long time, without resolution.

The Council should consider if it wishes to take any action in relation to this complaint.

19. TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

- a) Public Open Spaces
- b) Village Hall Management Committee
- c) Rainhill Railway & Heritage Society
- d) Merseyside Assoc. of Local Councils
- e) Rainhill Gala
- f) 4F Centre

20. DATE AND TIME OF NEXT MEETING

20th January 2020
2nd March 2020

21. EXCLUSION OF THE PUBLIC

Recommended that the public be excluded from the meeting during consideration of the following items for the reason stated:

Item 22 & 23 Reason (under the Local Government Act 1972)
Exempt information concerning the financial or business affairs of any particular person (Para 3 of Schedule 12a).

PRIVATE AGENDA

22. TO RECEIVE RECOMMENDATIONS FROM GOOD CITIZENSHIP AWARDS PANEL

Unless there are exceptional reasons not to, the Council should accept the recommendations of the Working Group.

23. TO CONSIDER THE OUTCOME OF THE CLERK'S APPRAISAL

The Council should consider feedback from the Clerk's Appraisal Group and determine any actions that are required.

Expected Standard	How To Be Achieved	Evidence Of Compliance
Scope of Internal Audit	<p>Terms of reference were approved by Council.</p> <p>Scope of audit work is defined and takes into account risk management processes and wider internal control.</p> <p>Terms of reference define audit responsibilities in relation to fraud.</p> <p>Additional work to correct previous failures/discrepancies.</p>	<p>Terms of reference approved 16th December 2019.</p> <p>Suggested Testing of Internal Controls document attached for approval and forms audit plan.</p> <p>Included in terms of reference approved as above.</p> <p>Asset Register completed during 2019.</p>
Independence of Internal Audit	<p>Internal Auditor has direct access to those charged with governance.</p> <p>Reports are made in own name to Council.</p> <p>Auditor does not have any other role within the Council.</p>	<p>Internal auditor has direct access to RFO and any member of Council as required.</p> <p>Report made by internal auditor direct to Council.</p> <p>Confirmation from Council that internal auditor has no other role within the Council.</p>
Competence of Internal Audit	<p>No evidence that the internal audit work has not been carried out ethically with integrity and objectivity.</p>	<p>Confirmation received that the Internal Auditor has:</p> <ul style="list-style-type: none"> - Understanding of basic accounting processes; - understanding of the role of internal audit in reviewing systems; - awareness of risk management issues; and - understanding of accounting requirements and the legal framework and powers of local councils. <p>Internal auditor as undertaken task successfully in previous years.</p>
Relationships	<p>Responsible officer is consulted on, and agrees with, the content of the audit plan.</p> <p>Responsibility of officer and internal audit are defined in relation to internal control, risk management, and fraud and corruption matters.</p>	<p>RFO has considered requirements in line with Practitioners Guide 2014.</p> <p>Risk management document sets out responsibilities for Councillors and Clerk and Internal audit is covered by terms of reference and Testing of Key Internal Controls document.</p>

	The responsibilities of members are understood, the annual internal audit report is considered at Council and recommendations addressed, and training carried out where appropriate.	Councillors are aware that they are responsible for the financial controls of the Council. Consideration of the annual internal audit report is minuted. Appropriate training is offered.
Audit Planning and Reporting	<p>The audit plan takes account of risk and is designed to meet the Council's governance assurance needs and audit plan has been approved by the Council.</p> <p>The internal auditor has reported in accordance with the plan.</p> <p>Follow up actions and recommendations of internal audit are fully considered by Council.</p>	<p>Risk is included in the 'Testing of Key Internal Controls document' this forms the audit plan and was approved on 10th December 2018.</p> <p>The Internal Auditor will report in accordance with the plan.</p> <p>Recommendations are reported to Council and considered, where necessary procedures are improved to meet recommendations. Reported 13 May 2019, no recommendations to implement.</p>
Standing Orders & Financial Regulations	Standing Orders and Financial Regulations are in place and reviewed on a regular basis. (minimum 4 year cycle)	These were reviewed and approved on 13 May 2019
Insurance Cover	The Council maintain adequate insurance cover which is reviewed annually.	<p>Insurance cover is reviewed and approved annually by Council upon receipt of renewal papers and by RFO when any changes take place.</p> <p>A decision to increase the building sum insured was taken at the Finance Meeting 12 November 2018. Valuations were increased in December 2018.</p>
Risk Assessment Register	The Council maintain a risk assessment register which is reviewed annually	Approved by Council in May 2019.
Asset Register	The Council maintain an Asset register which is reviewed and updated annually	Updated version of asset register approved by Council in May 2019.
Bank Accounts	3 authorised signatories are required to sign cheques/authorise on line payments in accordance with lawful procedures and all payments are listed at each meeting for approval/confirmation	<p>Bank Mandate conforms to requirements and payments are listed at each meeting for approval/confirmation.</p> <p>Councillors are aware of responsibility in this area.</p>

<p>Budget and Financial Statement</p>	<p>The budget is prepared on an annual basis and agreed by Council.</p> <p>Quarterly Financial Statements which include budget comparison are presented to Council for approval</p> <p>Explanations for significant variances are provided by the RFO as required.</p>	<p>Budget approved at January 2019 meeting.</p> <p>Minutes confirm requirements on a quarterly basis.</p> <p>RFO reports are produced in line with requirements when Statements produced.</p>
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Reviewed and adopted on: _____

Signed: _____ Chair (on behalf of Council)

Testing of Key Internal Controls Document 2019/20

Internal Control	Suggested documentation	Work Plan
Proper book keeping	Copy of cash book (hard copy or access to electronic version)	Review latest cashbook and check a sample month that: <ul style="list-style-type: none"> • It is up to date • It adds up • It is in balance.
a) standing orders and financial regulations adopted and applied; and b) payments controls	Standing orders and financial regulations Minute showing adoption of standing orders and financial regulations Quotations for any purchases above de minimis level Invoices paid with evidence of authorisation by Chair and Clerk Minutes showing payments approved by Council Copy of latest VAT claim Calculation of s137 limit and total payments in year Examples of s137 payments recorded separately in minutes	Obtain latest standing orders and financial regulations. Confirm these have been reviewed and adopted in the last year. Confirm with Clerk that they have been appointed as Responsible Financial Officer. If not, establish who performs this role. Establish the Council's de minimis level for purchases (from Financial Regulations) and check cash book for any items above this. For any items found, check that Financial Regulations have been followed (eg verify that three quotations received). Select a random sample of 10 payments from cashbook and ensure they are: <ul style="list-style-type: none"> • Supported by invoices • Authorised by Clerk/Chair • Recorded in minutes • VAT has been identified and recorded where appropriate. Check a VAT claim has been made to HMRC in last year. Check that s137 payments are separately recorded within minutes and is within limits (£8.12 per elector in 2019/20).

Testing of Key Internal Controls Document 2019/20

Risk management arrangements	<p>Minutes for the year</p> <p>Minute showing annual risk assessment</p> <p>Insurance policy</p> <p>Minute showing review of internal financial controls</p>	<p>Review minutes for any unusual financial activities.</p> <p>Verify from minutes that an annual risk assessment has been carried out.</p> <p>Review insurance policy and ensure cover is appropriate and adequate (e.g. employer's liability, officials' indemnity, fidelity guarantee, personal accident for employees and councillors, public liability, libel and slander, property cover).</p> <p>Verify from minutes that internal financial controls have been documented and reviewed in the last year.</p>
Budgetary Controls	<p>Annual budget report</p> <p>Latest budget monitoring report</p>	<p>Obtain and review the annual budget that provides the basis for the precept.</p> <p>Obtain a copy of the latest budgetary reporting to the Council.</p> <p>Follow up any unexplained variances with Clerk and obtain explanations for these.</p>
Income Controls	<p>Bookings diary</p> <p>Invoices raised</p> <p>Cash book</p> <p>Bank statements</p> <p>St Helens precept notification</p> <p>Description of how significant cash income is controlled</p>	<p>Select a random sample of income (e.g. 10 items) from bookings diary. Check that:</p> <ul style="list-style-type: none"> • Income is recorded (per cash book and invoices raised) • Monies are promptly banked (from bank statements) <p>Check that precept recorded by Council agrees with St Helens notification.</p> <p>Is cash income significant? If so, establish how this is controlled and assess whether this is adequate.</p>

Testing of Key Internal Controls Document 2019/20

<p>Petty cash procedures</p>	<p>Record of petty cash Supporting invoices/receipts Minutes showing reporting to Council Link to reimbursement</p>	<p>Does the Council operate a petty cash system? If so, check a sample month that:</p> <ul style="list-style-type: none"> • it is properly recorded • it is supported by invoices/receipts • it is reported to each Council meeting • it is reimbursed regularly.
<p>Payroll Controls</p>	<p>Copies of employees' contracts of employment Minutes showing annual approved salaries Supporting evidence for monthly salaries (ensuring this links clearly to annual amount) Supporting evidence for any other payments made to employees (including approval in minutes) Supporting evidence for PAYE/NIC payments to HMRC</p>	<p>Establish whether the Clerk and other employees have contracts of employment. Review these to ensure they have clear terms and conditions.</p> <p>Check salaries paid for a sample month. Ensure this is in line with annual amounts approved by the Council.</p> <p>Check any other payments made to employees over a three month period. Ensure these are approved by the Council in minutes and are reasonable (eg supporting evidence).</p> <p>For a sample month, ensure that PAYE/NIC is being properly operated for all employees.</p>
<p>Assets controls</p>	<p>Asset register Cash book Insurance policy</p>	<p>Obtain latest copy of asset register and ensure this includes all assets.</p> <p>Confirm whether asset and Investment registers are up to date by checking for any large purchases during the year, then ensuring they are included on registers.</p> <p>Check valuations used in register agree with insurance policy valuations.</p>

Testing of Key Internal Controls Document 2019/20

<p>Bank Reconciliation</p>	<p>Reconciliations for all bank accounts Supporting evidence for investments held</p>	<p>Review latest bank reconciliation for all bank accounts and ensure these are up to date.</p> <p>Identify any unexplained balancing entries and establish what these are and whether they are reasonable.</p> <p>Ensure any investments held are summarised within the overall bank reconciliation.</p>
<p>Year-end procedures</p>	<p>Copy of annual return and clear links to cash book</p> <p>If I&E prepared, supporting evidence for debtors and creditors</p> <p>If I&E prepared, cash book for new financial year</p>	<p>Ensure accounts are prepared on the correct accounting basis (I&E accounts if inc /exp exceeds £200,000).</p> <p>Agree annual accounts to cash book.</p> <p>Test a sample of items to ensure there is a clear trail from underlying financial records to the accounts</p> <p>If I&E accounts are being prepared, check a sample of income and expenditure in the new financial year to assess whether debtors and creditors are included.</p>