

4th December 2018

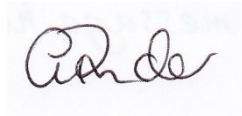
Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 10th December 2018, in the Elm Room at the Village Hall, commencing **at 6.45pm**. One resident has registered to speak, regarding issues at Amanda Road.

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



Awarded for excellence

RAINHILL PARISH COUNCIL AGENDA
10TH December 2018

The public will be allowed to speak on any matters of concern, subject to prior written notification being received. A request has been received from Mr Duffy.

1. To receive apologies for absence
2. To receive declarations of interest from members
3. To consider and approve the minutes of the Ordinary Meeting held on 15th October 2018 and the Finance Meeting held on 12th November 2018
4. To receive Police monthly statistics – for information only
5. To note the contents of the Clerk's Report– for information only
6. To consider the following Planning Applications and note any actions taken
7. To authorise the accounts payable (list included in report)
8. To consider the actions of the Rocket 190 working group – for information only
9. To consider donations in respect of the Christmas lights switch on
10. To receive recommendations of Good Citizenship Award Panel
11. To review the Effectiveness of Internal Audit Systems and Controls and Appoint an Auditor
12. To consider request from PDSD for access across AFP
13. To consider the outcome of the Clerk's appraisal
14. To consider funding the addition of commemorative poppies to lamp posts
15. To consider a request for funding from CPRE
16. To consider the issue of vehicles transgressing access restrictions across the Kendal Drive Estate
17. To consider maintenance contracts for defibrillators
18. To consider investment in a credit union
19. To establish terms of reference for a safer community partnership
20. To consider residents comments and complaints:
21. 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
22. Date & Time of Next Meeting:
Ordinary Meeting 7:30pm, Monday 21st January 2019

RAINHILL PARISH COUNCIL – MINUTES
15th OCTOBER 2018

At a meeting of the Parish Council held at 7.30pm on Monday 15th October 2018 at Rainhill Village Hall, the following were present:

Cllrs: B. Almond, M. Donovan, J. Doyle, L. Glover, S. Glover, B. Heydon, C. Moore and B. Wood.

Inspector M. Drennan, Merseyside Police and Mr M. Berry, Police and Crime Commissioners Office were present, together with one member of the public.

18.121 APOLOGIES FOR ABSENCE

Apologies for late arrival were received from Cllr. J. Doyle.

Apologies for absence were received from Cllrs: J. Carroll, J. DeAsha, B. Grunewald, and D. Long.

A written apology for absence had been received from Cllr. J. Fulham, who had recently suffered ill health; and Cllr. P. Long who had to attend a Borough Council Meeting. It was resolved to approve the reasons for absence.

18.122 DECLARATIONS OF INTEREST

There were no declarations of interest.

18.123 MINUTES OF THE ORDINARY MEETING HELD ON 3rd SEPTEMBER 2018

It was resolved that the minutes of the Ordinary Parish Council Meeting held on the 3rd September 2018 should be approved and signed by the Chair as a correct record.

18.124 TO RECEIVE MERSEYSIDE POLICE MONTHLY STATISTICS REPORT

Inspector Drennan explained the most recent statistics for Rainhill, together with the significant crime trends from other areas in the borough. Two operations were currently targeting activities for youths around Halloween and Bonfire Night. Overall the statistics for Rainhill remained low.

Mr Berry, PCC Office, explained further regarding operation Good Guy and Banger, together with outlining work around knife crime being piloted at Rainhill High. Work continued on victim support services.

Both Officers were thanked for the time and effort taken in keeping the Council updated, their attendance was really appreciated.

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

Cllr J. Doyle entered the meeting during discussion on the next item.

18.125 CLERK'S REPORT

It was resolved that the contents of the Clerk's report be noted.

18.126 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/2018/0600 - Wylde Cop, Mill Lane, alterations to roof from existing hip to gable (increasing height) to facilitate loft conversion, with dormers to front and rear.

**RAINHILL PARISH COUNCIL – MINUTES
15th OCTOBER 2018**

P/2018/0604 - 59 Deepdale Drive, resubmission of P/2018/0444 for the erection of a 2m high boundary fence.

P/2018/0622 - 10 Lawton Road, single storey rear extension.

P/2018/0649 - 708 Warrington Road, retention of raised garden levels and fencing.

P/2018/0655 - 545 Warrington Road, single storey extension to rear elevation.

P/2018/0656 - 543 Warrington Road, amendments to wall and gate posts fronting onto Warrington Road.

P/2018/0679 - 6 Dane Court, change of use from vacant retail unit (A1) to Tapas / Wine Bar (A4), along with external seating outside existing Blue Mango Restaurant.

P/2018/0683 - Valluga Old Lane, erection of replacement dwelling and the erection of a wall and entrance gate adjacent to the highway.

P/2018/0686 - 74 Mooreway, certificate of lawfulness for proposed single storey rear extension.

P/2018/0700 - 22 Porter Close, single storey front extensions along with single storey rear extension.

P/2018/0696 - Oakdene Primary School, Ashton Avenue, retrospective planning application to extend the existing staff car park to create 9 additional parking bays along with associated works.

P/2018/0714 - 5 Stapleton Close, two storey side extension.

P/2018/0715 - 494 Warrington Road, Part two storey, part single storey extension.

18.127 ACCOUNTS FOR PAYMENT

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

Payee	Description	Amount	Ref
G Pinder	Photocopying	12.00	
	Clerk's Salary - Oct	1135.68	
	Telephone	15.00	
	Refreshments for Merchant Navy Day	2.97	
	Key for Old Lane Playing Fields	3.00	
		1168.65	TFR335
Merseyside Pension Fund	LGPS – Oct	316.60	TFR329
Scottish Power	Albert Fellowes Park - Oct	16.00	STO
Npower	Martin Close (Holt) - Oct	22.00	DD
Water Plus	Albert Fellowes Park – Oct	160.70	DD
Water Plus	Holt Playing Fields – Oct	6.33	STO
Village Hall	Insurance Premium	3062.17	TFR330
The Urban Jungles	Replacement fencing Old Lane	1950.00	TFR331
Kirk Craig Ltd	Service of Roller Shutters at AFP	60.00	TFR332
Rainhill Beer Festival	Advert in programme for Rocket 190	100.00	TFR333
St. Ann's Millennium Centre	Room Hire - Merchant Navy Day	17.50	TFR334
November			
G Pinder	Clerk's Salary - Nov	1135.48	
	Telephone	15.00	
		1150.48	TFR336
Merseyside Pension Fund	LGPS – Nov	316.60	TFR337
Scottish Power	Albert Fellowes Park - Nov	16.00	STO
Npower	Martin Close (Holt) - Nov	22.00	DD
Water Plus	Albert Fellowes Park – Nov	160.70	DD
Water Plus	Holt Playing Fields – Nov	6.33	STO

**RAINHILL PARISH COUNCIL – MINUTES
15th OCTOBER 2018**

18.128 TO CONSIDER REQUEST FOR FUNDING OF COMMEMORATIVE PLAQUES

Resolved that the Parish Council would support the provision of the commemorative plaques, however final costing had yet to be agreed. Authority to agree a final funding amount was delegated to Executive Committee.

18.129 TO RECEIVE AN UPDATE ON CIVIC SOCIETY INTERPRETATION BOARDS

Resolved that the report be noted.

18.130 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.

18.131 TO APPROVE THE TIMETABLE FOR GOOD CITIZENSHIP AWARDS

Resolved that the arrangements proposed by the Clerk be accepted and that the Awards Evening be set for Friday 22nd February 2019.

18.132 TO CONSIDER ROAD CLOSURE FOR REMEMBRANCE

Resolved that the Parish Council would meet the cost of the road closure to facilitate the Remembrance Service.

18.133 TO APPOINT CONTRACTORS TO UNDERTAKE ANNUAL MAINTENANCE TESTS

Resolved that CC Elec Ltd. be appointed to undertake electrical testing at the sports pavilions and at the 4F Centre.

18.134 TO CONSIDER A REQUEST FOR FINANCIAL ASSISTANCE FROM RAINHILL UNITED

Resolved that given the exceptional circumstances of all locks being replaced the Parish Council would fund replacement keys to changing room for all managers.

18.135 TO CONSIDER REVISIONS TO THE POLICE COMMUNITY COMPACT

Resolved that the following changes be made:

- remove reference to the 4F Centre in first commitment; and
- change second commitment to “A partnership be established to provide a network for communication of information to residents in relation to community safety. Partners to provide a bi-annual update of their work in Rainhill in return for RPC promoting direct communication with the partners through their web site and social media”.

The compact would be updated and republished.

18.136 TO CONSIDER THE ACTIONS OF THE ROCKET 190

Resolved that the report be noted.

18.137 TO CONSIDER THE ERECTION OF COMMEMORATIVE PLAQUE AT RAILWAY STATION

Resolved that the Council would fund the erection of a commemorative plaque at Rainhill Railway Station.

RAINHILL PARISH COUNCIL – MINUTES
15th OCTOBER 2018

18.138 TO CONSIDER REDECORATION OF THE VILLAGE

Cllr C. Moore explained ongoing issues of redecorating the Village Hall. Cllr L. Glover offered to provide contact details for Princes Trust/St.Helens College.

18.139 TO CONSIDER ELECTRONIC CIRCULATION OF AGENDA PACKS

Resolved that Clerk would email individual Councillors to obtain written consent from those agreeing to electronic receipt.

18.140 TO CONSIDER THE ADOPTION OF AN EQUALITY CHARTER

Resolved that the Equality Charter presented be adopted.

18.141 TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

Resolved that the complaints reported in the agenda report be noted.

18.142 TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

Resolved that the Council noted the following reports:

- Public Open Spaces: Cllr S. Glover reported that the gate to the Eco Garden had been broken again. It was agreed that a more substantial repair was needed.
- Village Hall Management Committee: Cllr Moore reported that £938 had been received in donations. The maintenance list continued to grow. The emergency exit door needed repair; the wall lights in the Teak Room needed replacing; RCD sockets were needed to achieve a full electrical certificate; the lift had been decommissioned that morning and needed replacement parts. Thanks had been given to the decorating team and special thanks had been expressed to Mr Rothwell & Mr Brown for their continued support. A fundraising concert had been suggested for 1.12.18, though this was subject to an organiser coming forward.
- Rainhill Railway & Heritage Society: Cllr Wood had attended a Committee meeting earlier. A DVD portraying the history of Rainhill's railway was to be part funded by the Society.
- Merseyside Association of Local Councils: Cllr Wood reported that there had been no recent meeting.
- Rainhill Gala: no report.
- 4F Centre: Cllr S. Glover reported that high demand on the volunteer's time had led to a re-think on possible remuneration. A letter had been sent to one of the user groups due to disorderly behaviour. Donations had been received from Rainhill Women's Institute and the Gala, this had been supplemented with a rebate from an energy company.

18.143 DATE & TIME OF NEXT MEETING

It was resolved that a Finance Meeting would be held on Monday 12th November commencing at 7.30pm, the venue being Rainhill Village Hall. The next ordinary meeting would be held on Monday 10th December 2018.

The meeting closed at 9.08 pm.

Chair of the Parish Council
10th December 2018

RAINHILL PARISH COUNCIL – MINUTES
12th November 2018

At a meeting of the Finance Committee of the Parish Council held on Monday 12th November 2018 at Rainhill Village Hall, the following were present:

Cllrs: B. Almond, J. Carroll, M. Donovan, J. Doyle, J. Fulham, B. Heydon, L. Glover, S. Glover, C. Moore and W.M. Wood.

01. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: J. DeAsha, B. Grunewald, D. Long and P. Long.

02. DECLARATIONS OF INTEREST

No declarations of interest were received.

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 £3,000 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 now stands at £45,000. This incorporates funds for Rocket 190, replacement changing rooms at Holt Lane and Rainhill Visioning.

It was agreed that the Election Reserves be maintained at £11,000. This may need replenishing after the 2019 elections.

The Clerk reported that cash reserves are within the range advised by national bodies. It was agreed that cash reserves would be kept to a minimum, and a further £3,000 would be transferred from cash reserve into Development Reserve.

04. PRECEPT

The Clerk was instructed by the Council on the parameters for determining the 2019 Precept. It was agreed that a final decision on the Precept amount will be made at the 21st January 2019 meeting, informed by the budget papers. Sufficient funds needed to be raised to meet the expected expenditure. Together with the risks outlined by the Clerk, detailed below, the following factors needed to be considered when determining 2019 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. There was no further need to raise funds for the Rocket 190 celebrations.

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
12th November 2018

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.

Insurance Valuation for Assets

Valuations, obtained via the insurance company's online tool, indicate that the 'buildings sum insured' for the Council's buildings are currently undervalued and would not be sufficient to replace them should an accident happen. It was agreed that the sum insured figures be increased at the earliest opportunity to match the valuations received.

Village Hall Repairs

The outcome of a funding application to undertake repairs to the roof and upgrade the kitchen was still awaited. Ultimately, if essential works are required, the Parish Council may be called upon as Custodian Trustee to assist.

06. 4F CENTRE

The Centre is currently self-financing and was no longer considered to be a demand on Parish money.

07. VILLAGE HALL GRANT

Given the current situation with repairs needed, etc., it was agreed that the Village Hall grant should receive a modest increase to account for inflation. A 3% increase to £11,354, would be applied. It was agreed that the Management Company be informed.

08. OTHER POTENTIAL PROJECTS FOR 2019/20 AND BEYOND

Holt Changing Rooms

It had been agreed at Executive Committee 29.1.18 that replacement of the changing rooms was not currently feasible. Money would be held in the Development Reserve to match fund any potential future grant application.

Rainhill Visioning

Progress on Rainhill Visioning had been delayed due to reasons beyond the Parish Council's control. The £5,000 committed to this project would be held in the Development Reserve.

Rainhill Rocket 190th Celebration

The committed expenditure on this project would be used by May 2019. It was not considered further reserves were needed for this project beyond that date.

Environmental Improvements

The Council has several existing commitments towards environmental improvements. It was agreed that more projects should be considered throughout the village. The Clerk was instructed to request any details held on the original wording on a sandstone plaque on St. Ann's Millennium Centre, fronting Warrington Road.

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.

RAINHILL PARISH COUNCIL – MINUTES
12th November 2018

DATE & TIME OF NEXT MEETING

It was resolved that the next ordinary meeting will be held on Monday 10th December 2018, starting at 7:00pm, the venue being Rainhill Village Hall.

The meeting closed at 8.45 pm.

Chair of the Parish Council
10th December 2018

Police Report

Merseyside Police Report for Rainhill Parish Council Meeting Monday 10th December 2018

Area: Rainhill

Month: Oct 2018

	2017	2018	Diff	% Diff	Description
Burglary Business & Community	1	0	-1	-100	
Burglary Residential	3	1	-2	-67	1) Entry gained via rear patio window 01-00 to 08-00 hours - car keys & two vehicles stolen - Manor Avenue
Criminal Damage	3	7	4	133	1) Object thrown at vehicle following a domestic dispute - Dee Road 2) Vehicle window smashed to obtain a lighter - Mill Lane 3) Cigarette container smashed off wall by unknown offender - Rainhill Road 4) Gate vandalised by unknown offender - Exchange Place 5) Rear offside window of motor vehicle broken by unknown offender - Warburton Hey 6) Paint stripper poured over victims vehicle by unknown offender - Stapleton Road 7) Fire doors damaged in residential care home - Mill Lane
Drugs	0	2	2	100	1) Cannabis reefer recovered - Ratcliffe Place 2) Cannabis located in vehicle - Ritherup Lane
Other Theft	8	10	2	25	1 - 6) Fuel put into vehicles - vehicles driven off with no attempt to pay for fuel - Shell Warrington Road 7) Theft of lead overnight by unknown person - St Anns Church Warrington Road 8 - 10) Fuel put into vehicles - vehicles driven off with no attempt to pay for fuel - Texaco - Warrington Road
Public Order	2	0	-2	-100	
Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	0	0	0	0	
T.F.M.V.	5	2	-3	-60	1) Theft of vehicle front & rear number plates - Malhamdale Avenue 2) Lock from vehicle damaged to gain entry to vehicle - work tools stolen - Toftwood Gardens
Theft Shop	5	1	-4	-80	1) Attempt to pay for cigarettes by debit card - card rejected at the till - goods still taken - Shell Shop
T.O.M.V.	2	1	-1	-50	1) Attempted theft of motor cycle from garage - motor vehicle scratched during the attempt - View Road
Vehicle Interference	1	0	-1	100	
Total	30	24	-6	-20	
ASB	10	6	-4	-40	

**RAINHILL PARISH COUNCIL - CLERK'S REPORT
DECEMBER 2018**

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

5. CLERKS REPORT

All actions resulting from resolutions made at the 15th October ordinary meeting have either been completed or are in progress. Additionally I can report the following:

5.1 PAYMENT TO BRITISH LEGION TOWARDS POPPY APPEAL

The Remembrance Sunday Service took place at the War Memorial on Sunday 11th November, at which the Deputy Chairman laid a wreath. The cost of the wreath this year is £22.00, and a suggested donation to the Poppy Appeal of £28.00, are included in the table of payments for authorisation, the total being £50.00. A temporary road closure was organised with St.Helens Council and funded by the Parish Council, a bill is awaited.

5.2 WINTER WARMER EVENT

In addition to their usual visit to Rainhill Library the winter warmer team were invited to attend Rainhill Village Hall on 4th December, to coincide with the Luncheon Club day. Posters were displayed around the village. All expenses have been met by the Winter Warmer Team.

5.3 INCREASE IN MINIMUM PENSION CONTRIBUTION FROM 6 APRIL 2019

Notification has been received from the Pensions Regulator that there will be an increase in the minimum amounts paid into automatic enrolment pension schemes. The minimum Employer contribution will rise from 2% to 3% and the minimum staff contribution will rise from 3% to 5%. As our contribution levels currently exceed these amounts no further action is necessary.

5.4 STATUTORY ELECTRICITY TESTING AT 4F CENTRE

Members may recall that at the October meeting it was suggested that the 4F Centre be included in the statutory electrical testing being arranged for other Parish Council buildings. Contact was made with the Management Team and it was confirmed that the necessary testing had already been undertaken for this year. The Clerk offered to take on this duty in future years.

5.5 REPAIRS TO WALL AT LOYOLA HALL

Following an accident on Warrington Road, the sandstone wall surrounding Loyola Hall was damaged requiring rebuilding. At the time the Clerk wrote to Signature Living to request early repair, given the proximity of the High School and presence of children. The repair has now been undertaken and it has been suggested that a letter of thanks be forwarded to Signature Living. Would members wish the Clerk to organise this?

5.6 INSCRIPTIONS ON MILLENNIUM CENTRE SHIELDS

The cornice of St. Ann's Millennium Centre incorporates two sandstone shields which are now badly eroded. The Clerk was asked to ascertain what the inscriptions had originally said. The Civic Society provided details of the inscriptions, which were circulated electronically, the northern shield read:

'ERECTED/ A.D./1840/ JAMES BRIERLY B.A. INCUMBENT/ JAMES OWEN JAMES TINSLEY CHURCHWARDENS'

and the southern shield read:

'ERECTED A.D. 1848/ T.B. INGHAM M.A. INCUMBENT/ W. LONGTON/ T. JOHNSON/ CHURCHWARDENS'

5.7 UPDATE ON LAMP POST PLAQUES AND SCREENS

A meeting was held with St. Helens Council Officer and members of the Civic Society regarding the erection of plaques on lamp posts in the village. Four suitable lamp posts have been identified, however, the method of fixing proposed was considered inadequate. Rainhill Civic Society have approached the manufacturer to provide a quote for reinforcement brackets for fixing and St. Helens Council will provide a quote for the installation.

A mock up of the wall mounted screens was produced and forwarded to St. Helens Council planning section to ascertain if any permissions would be required. The Conservation Officer has indicated that provided the screens were powder coated black, no objection would be raised. Confirmation is awaited whether any permission is required. The landlady at the Victoria Hotel has confirmed that she is happy for the screens to be affixed to the wall, fronting Houghton Street, however, the brewery has not been approached and this provides an element of risk should the brewery subsequently request their removal. Should this be the case, it is thought that the screens could be located elsewhere in the village.

Final costings are still awaited.

PART 2 - AGENDA ITEMS – SUPPLEMENTARY NOTES**6. 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/2018/0726 - 8 Swaledale Avenue, demolition of existing single storey side and rear extension and erection of single storey side and rear extension.

P/2018/0742 - St Bartholomew's Presbytery, Warrington Road, works to various trees covered by a tree preservation order.

P/2018/0760 - 17 Honiston Avenue, single storey side and rear extension.

P/2018/0792 - 55 Old Lane, erection of 2m high boundary wall and gates.

P/2018/0820 - Site of 9 Owen Road, works to various trees covered by a Tree Preservation Order (TPO 170).

P/2018/0826 - Crossley Manor (Formerly Briars Hey), Mill Lane, listed building consent to enclose staircase, replace leaded glass window, isolated roof repairs and remedial work and minor works to subdivide and convert rooms.

P/2018/0838 - 47 St James Road, works to trees covered by a tree preservation order to fell 1 sorbus (T6).

An objection has been submitted to the following applications:

P/2018/0750 - 52 Stapleton Road, erection of detached sectional double garage at rear.

P/2018/0831 - 1 Heyes Mount, replacement of 3 windows in a conservation area.

The following applications are still under discussion:

P/2018/0846 - 3 Elderswood, two storey rear extension.

P/2018/0853 - 15 Knowsley Road, works to assorted trees covered by a tree preservation order (TPO 19A), to prune crown and branches to 2 Beech (T3 and B) and reduce height of 1 Laurel (F).

7. TO AUTHORISE ACCOUNTS FOR PAYMENT

Payee	Description	Amount	Ref
G Pinder	Telephone	15.15	
	Salary - Dec (less Tax, NI & Pens)	1135.48	
	Photocopying - Oct	14.00	
	Photocopying - Nov	31.00	
	Flowers for Telephone Kiosk	20.00	
	Printer Ink	22.78	
		1238.41	TFR340
Merseyside Pension Fund	LGPS – Dec	316.60	TFR341
HMRC	Tax & NI (Oct-Dec)	667.81	TFR342
Scottish Power	Deepdale Drive (Rainhill Park) - Dec	16.00	STO
Npower	Martin Close (Holt) - Dec	22.00	DD
United Utilities	Rainhill Park Playing Fields – Dec	160.70	DD
United Utilities	Holt Playing Fields – Dec	6.33	STO
Kirk Craig	Pin Locks for AFP	180.00	TFR338
CC Elec	Emergency Lighting & PAT Testing	144.00	TFR339
Unity Trust Bank	Bank Charges	18.00	DD
S.137 Payments			
RBL Poppy Appeal	Wreath & Donation	50.00	081

The Council should consider approving the above payments.

8. TO CONSIDER THE ACTIONS OF THE ROCKET 190 GROUP

The Rocket 190 Group continue to meet on a regular basis. The current issue requiring resolution is whether a road closure is feasible to allow for the planned parade. A meeting was held with St.Helens Council and costings are to be provided. Other planned events are progressing well.

The Cooperative Society have confirmed that "Bring the Rocket Home" has been selected as one of their causes to receive money through the Local Community Fund. An application has also been submitted for Heritage Lottery Fund grant money, though this is at an early stage. Sponsorship will also be sought from local businesses.

For information only.

9. TO CONSIDER DONATIONS IN RESPECT OF THE CHRISTMAS LIGHTS SWITCH-ON AND ITS FUTURE LOCATION

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

A letter has been given to the landlady of the Victoria Hotel to thank her for generously helping the Council by allowing use of the forecourt for a PA system to be set up (including providing the electricity supply).

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 Willowbrook Hospice in lieu of any payment to Terry Shields for his time and use of his audio visual equipment.

The event is growing in popularity and whilst there was a small change this year in the location of the children, to allow them to see the tree lights come on, it was noted by myself and staff from St.Helens Council that the proximity to the roadway is an issue for concern. Houghton Street could be utilised, however, there is very little lighting, electricity cables would need to be run from the Victoria, and it would be less visible from Warrington Road. Alternative arrangement should be considered and members may wish to set up a working party in summer next year to give the issue some consideration.

The Council should consider approving a donation to Longton Lane Primary School, and to Willowbrook Hospice, so that any payment could be authorised at the January meeting. The Council should also consider their preferred location for the event.

10. TO RECEIVE RECOMMENDATIONS FROM GOOD CITIZENSHIP AWARDS PANEL

The nomination forms received for this year's Good Citizenship Awards have been passed to the Working Group. Their recommendations should be available to be reported to full Council. It is proposed that the presentation be held on the 15th February, a week earlier than originally planned, if this is acceptable to members.

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

11. 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 Tom Kelly, Clerk to Billinge Parish Council. I have prepared a letter of appointment accordingly.

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

12. TO CONSIDER REQUEST FROM PDSD FOR ACCESS ACROSS AFP

Members will recall that access was granted across AFP to facilitate works to improve the cricket pitch drainage. This work was undertaken in September/October and the land reinstated to its original condition.

The contractor is obliged to undertake 'establishment and maintenance works' which include some grass cutting, fertiliser applications, overseeding, etc. These works will be carried out in spring/summer 2019 and will be undertaken during random one-day site visits to suit weather, ground and grass conditions.

The original access route agreed with PDSD, across Mr Jones' land, involved the removal of several fence posts, which have now been reinstated. Therefore the original access route would not be utilised for these visits, and access is requested along the outside line of Mr. Jones fence line and within Albert Fellowes Park.

The agent has indicated that the equipment to be used is mounted to the rear of a tractor with wide turf tyres fitted. The type of tractor and attachments being used are general natural grass pitch maintenance equipment, designed to be used on grass sports pitches, and will be no different to those used to carry out such works to the grass pitches in Albert Fellowes Park. Each visit will involve only one in and out movement to gain access to the cricket pitch. The Contractor must 'make good' any haul/access routes at the end of the works and with the operations to be carried out.

Subject to a new indemnity form being submitted, are the Parish Council happy to grant access across AFP for these works?

The Council should consider granting access across AFP to facilitate completion of the works to the cricket pitches.

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

The Clerk's annual appraisal took place on 17th October. This item has been included so that the Council may consider feedback from the Clerk's Appraisal Group.

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

14. TO CONSIDER FUNDING THE ADDITION OF COMMEMORATIVE POPPIES TO LAMP POSTS

A request has been received to consider funding an appropriate display of poppies attached to street furniture to commemorate Remembrance Day in future years. Cllr S Glover will address Council on this item.

The Council should consider if it wishes to fund commemorative poppies and, if so, the number and location of the poppies.

15. TO CONSIDER A REQUEST FOR FUNDING FROM CPRE

An appeal has been received from CPRE for additional funds. Examples are provided of the works they undertake, which have been circulated to members. Rainhill Parish Council currently contribute each year with their membership gift however members may wish to make an additional contribution.

The Council should consider if it wishes to make an additional contribution to CPRE.

16. TO CONSIDER THE ISSUE OF VEHICLES TRANSGRESSING ACCESS RESTRICTIONS ACROSS THE KENDAL DRIVE ESTATE

Members will be aware that the housing estate adjacent to Whiston Hospital on the south side of Warrington Road is subject to an access permit scheme which seeks to restrict daytime access except for permit holders and access to off-street premises.

Vehicles are blatantly ignoring the signs and a report was sent to St.Helens Council, who in turn responded that it was currently a Police matter. Whilst in future St.Helens Council plan to change the traffic regulation order, to allow enforcement by the Council, given ongoing pressures this will not be in the near future.

Previous attempts to pursue enforcement by the Police have not been successful due to their diminished resources. Councillor Donovan would like the Parish Council to consider further action to prevent vehicles using the estate as a rat run.

The Council should consider if it wishes to take any further action on this issue.

17. TO CONSIDER MAINTENANCE CONTRACTS FOR DEFIBRILLATORS

A query was raised whether the defibrillator at the village hall required a maintenance contract. The supplier was contacted who confirmed that servicing was available, but was

not essential to the functioning of the apparatus. Provided a weekly check is made of the display unit to confirm that no symbols are showing, the apparatus will function as intended without further work.

A service contract is available, at a cost of £225.00, which undertakes a series of tests on the machine, downloads data and updates software, together with providing a new charge pack (battery) and pads. If members consider this should be undertaken I would recommend waiting until Summer 2020 as the battery and pads were replaced in summer this year at a cost of £92.40, and should be replaced every 2 years. A service is recommended should the defibrillator ever be discharged (used in an emergency).

The same consideration should be given to the defibrillator at the 4F Centre. Whilst the Parish Council did not fund its provision, if servicing is considered necessary, the Management Team should at least be alerted to the need for servicing and a decision on who would pay considered.

The Council should consider whether defibrillators provided in their buildings should be serviced.

18. TO CONSIDER INVESTMENT IN A CREDIT UNION

A credit union is a community based, non-profit financial organisation. The basic principles of a credit union saving account are similar to standard bank savings accounts. The credit union must put sufficient money aside every month to ensure that it cannot go bust. Anything that is left over can then be used to further improve the running of the credit union or to repay savers, in the shape of annual dividends. The money that a credit union makes is from interest paid on loans made to other members of the union. Rather than receiving interest on the amount invested a credit union will pay dividends which could be up to 8%. Credit unions are governed by the Financial Services Authority, and protected by financial rules and regulations to ensure that member's money is secure. There is a credit union operating in Sutton, St.Helens, and two larger credit unions which cover larger areas including St.Helens.

The Council should consider whether it wishes to pursue investment in a Credit Union.

19. TO ESTABLISH TERMS OF REFERENCE FOR A SAFER COMMUNITY PARTNERSHIP

At the meeting of Parish Council in October, revisions to the Police Community Compact were considered. It was resolved:

(MIN 18.135) to change the second Community Compact commitment to "A partnership be established to provide a network for communication of information to residents in relation to community safety. Partners to provide a bi-annual update of their work in Rainhill in return for RPC promoting direct communication with the partners through their web site and social media."

Since that time contact has been established with the following bodies:

St.Helens Council - ASB Manager and St.H Private Landlord Officer;

Merseyside Fire Service - Fire Protection & Arson Officer; and

Torus - Housing Manager.

Together with Merseyside Police and Police & Crime Commissioners Office.

An invitation to contribute to a Community Safety Partnership for Rainhill was extended on 9th November, no written responses have yet been received, though verbally all agreed to send a representative.

An inaugural meeting will be needed to establish the Terms of Reference for the group and the commitments being made.

The Council need to consider how and when this will be taken forward.

20. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

The Clerk has dealt with complaints relating to: Use of property as Children's Home; Condition of Fairclough Road; Broken lights at Warburton Hey; Antisocial behaviour on Holt playing fields; Paint on pavement at Warrington Road; Letter from Gala re: political use of Gala name; abandoned vehicle on Stoney Lane; and Leaf debris on Warrington Road – War Memorial.

Enquiries have been made regarding: Beer Festival details; and being a councillor.

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:

Availability of fibre broadband in Rainhill

Complaints continue to be received regarding the lack of fibre broadband in certain areas of Rainhill. The issue appears to be those properties connected to FTTC cabinet 13. In 2017, following contact with Openreach, it was anticipated that the cabinet would be upgraded, however recent enquiries have confirmed that cabinet 13 is not now included in the rollout programme.

Openreach have indicated:

“We are working hard to find alternative solutions for those homes and businesses not yet able to benefit from fibre broadband – with initiatives such as the Community Fibre Partnership (CFP) scheme which has already enabled hundreds of hard to reach communities with fibre broadband.

A CFP is where we work with a local groups representing two or more premises to bring superfast, or ultrafast, to an area. Where possible we bring together funding from Local Authorities, Government voucher schemes and other grants to help make things affordable – plus we contribute toward the cost in line with our own commercial model too.

At present, around 600 communities across the UK have signed up for a CFP with Openreach via this scheme. We'll never say no to bringing fibre to any community, so anyone interested in this option can find more information and register on our website: <https://communityfibre.openreach.co.uk/>”

The information has been forwarded to the complainants. The area affected by cabinet 13 is unknown, and despite several attempts, Openreach are unable to provide this information.

The Council should consider if there is any further help they are able to provide with this issue.

Issues with ASB at Amanda Road - access to open space

A complaint was received via St.Helens contact centre regarding youths gathering at the end of Amanda Road at the access to the public open space, also scrambler bikes using the fields. A resident of Amanda Road is experiencing antisocial behaviour in the evenings and has requested that the gated access from the end of Amanda Road be locked on an evening. St.Helens Council have confirmed that locking the gate should be undertaken via security services and there would be a charge. The resident has offered to be a key holder, but this would put control of the entrance to one resident.

The PCSO has been informed of the incidents and confirmed that no reports of ASB in this location had been received in the past 3 months. However, extra attention would be paid to this location when possible, and extra attention of patrols was requested.

Should problems persist, members may wish to consider if additional lighting at the end of Amanda Road area would help? Would access issues from Two Butt Lane be lessened if bollards were erected at the end of the footpath to prevent vehicular access? If the gates were locked would youths reaching the access point at Amanda Road, and finding it locked, attempt to scale the fence? – the fence doesn't look sufficiently high to deter an attempt.

Further correspondence was received which addressed the above considerations as follows: "Regarding an additional lamp post at the end of the road, I have had a look at the standard light dispersal pattern and the light outside No 85 has enough angle to cover the turning circle but a new light in the circle would improve the circle and part of the grass area, also the entrance, but I think the cost would be too excessive for this.

Two Butt Lane pathway entrance does cause problems as Police records should show as we have had car thieves using it as an escape route with Police chasing, also cars dumped and taxi drivers parking facing the entrance gates and using the bushes to urinate. This is also where the motocross bikes come in to ride up and down the park at different times. I think some fixed posts adjacent to the last house with lay-flat lockable posts aligned with the pathway for Council and United Utilities maintenance vehicles to gain access to the two entrance gates at this side of the park would suit.

The park is pitch black after sunset, so the entrance on Amanda Road is the last point of light and we have cars pulling up blocking drive ways. Our preferable choice would be to have the entrance closed with the fence right across or fully enclosed fencing across between the houses and the concrete ramp removed. But as we know this is a right of way, this would cause problems for you, this is why we enquired about the gates being locked at reasonable times and a way produced to stop anybody climbing over the wall adjacent to our garden."

A subsequent report was received:

"Just to keep you updated, we now have two motocross bikes that drove down Two Butt Lane racing up and down the park with a group of their friends all stood behind my house so phoning the police is out of the question because you don't know what type of retaliation we would receive."

The Council should consider if any further action should be taken.

Land at Warrington Road/Rainhill Road - Riverside housing

Members will be aware of a triangle of land adjacent to Brandreth Close, on the north east side of the junction of Rainhill Road with Warrington Road. The land belongs to Riverside Housing and is maintained by them.

Several complaints have been received regarding the condition of the land. In general, the land contains several shrubs in beds which have a weed preventing membrane topped with bark chippings. Two decorative plaques, one a mosaic, were placed in the gardens. The mosaic became damaged in 2017, Riverside were notified that repair work was needed. Unfortunately, due to further vandalism and a lack of repair work, the mosaic is now totally destroyed. The remaining plaque would benefit from some attention.

The recent complaints referred to the overall appearance of the land and the damaged mosaic. Again, these were reported to Riverside. Following the provision of photographs, Riverside have agreed to send out a team to clear up – though this may refer only to the broken mosaic.

This parcel of land has been an issue for discussion for many years and members may wish to consider whether a longer-term solution is necessary.

The Council should consider if any further action should be taken.

Street sign Houghton Street repainting.

A query was raised regarding the street sign for Houghton Street. The current sign is a painted wooden sign, but is in need of some attention, i.e. repainting. Contact was made with St.Helens Council but the only solution on offer was to replace the sign with a new flat plastic sign. As the street has historical significance, being one of the first streets in what later became the Village Centre, it would be desirable to keep an older street sign.

If the sign were to be carefully repainted, St.Helens Council would not wish to become involved, would the Parish Council have any objection to this approach being taken?

Future of Silent Soldier Silhouette and future acts of remembrance

The Parish Council sponsored Silent Soldier was briefly in position at Houghton Street. It has been suggested that once the silent soldiers are retired from their spots they could be placed permanently inside the war memorial on Warrington Road. St.Helens Council have confirmed that the silhouettes are scheduled for removal in January and the silhouette owned by the Parish Council may be relocated at their discretion.

Further, it was suggested honouring our local veterans by renaming some of our parks after them and possibly adding the names of veterans to lampposts in the streets where they lived. This is being discussed with the Royal British Legion who are suggesting names.

Such actions would initially require the permission of St.Helens Council, which is the route being pursued. However, would the Parish Council have any objection to the suggestions proposed?

Members are asked to consider the future location of the silhouette.

Several compliments have been received regarding the improved Christmas lights and especially the tree.

21. 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

22. DATE AND TIME OF NEXT MEETING

21st January 2019

4th March 2019

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 10th December 2018.</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 to be completed.</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	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. The internal auditor has reported in accordance with the plan. Follow up actions and recommendations of internal audit are fully considered by Council.	Risk is included in the 'Testing of Key Internal Controls document' this forms the audit plan and was approved on 10 th December 2018. The Internal Auditor will report in accordance with the plan. Recommendations are reported to Council and considered, where necessary procedures are improved to meet recommendations.
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 14 May 2018
Insurance Cover	The Council maintain adequate insurance cover which is reviewed annually.	Insurance cover is reviewed and approved annually by Council upon receipt of renewal papers and by RFO when any changes take place. A decision to increase the building sum insured was taken at the Finance Meeting 12 November 2018.
Risk Assessment Register	The Council maintain a risk assessment register which is reviewed annually	Approved by Council in May 2018.
Asset Register	The Council maintain an Asset register which is reviewed and updated annually	Updated version of asset register approved by Council in May 2018.
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	Bank Mandate conforms to requirements and payments are listed at each meeting for approval/confirmation. Councillors are aware of responsibility in this area.

Budget and Financial Statement	<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 2018 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 2018/19

Internal Control	Suggested documentation	Work Plan
<p>Proper book keeping</p>	<p>Copy of cash book (hard copy or access to electronic version)</p>	<p>Review latest cashbook and check a sample month that:</p> <ul style="list-style-type: none"> • It is up to date • It adds up • It is in balance.
<p>a) standing orders and financial regulations adopted and applied; and b) payments controls</p>	<p>Standing orders and financial regulations</p> <p>Minute showing adoption of standing orders and financial regulations</p> <p>Quotations for any purchases above de minimis level</p> <p>Invoices paid with evidence of authorisation by Chair and Clerk</p> <p>Minutes showing payments approved by Council</p> <p>Copy of latest VAT claim</p> <p>Calculation of s137 limit and total payments in year</p> <p>Examples of s137 payments recorded separately in minutes</p>	<p>Obtain latest standing orders and financial regulations. Confirm these have been reviewed and adopted in the last year.</p> <p>Confirm with Clerk that they have been appointed as Responsible Financial Officer. If not, establish who performs this role.</p> <p>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).</p> <p>Select a random sample of 10 payments from cashbook and ensure they are:</p> <ul style="list-style-type: none"> • Supported by invoices • Authorised by Clerk/Chair • Recorded in minutes • VAT has been identified and recorded where appropriate. <p>Check a VAT claim has been made to HMRC in last year.</p> <p>Check that s137 payments are separately recorded within minutes and is within limits (£7.86 per elector in 2018/19).</p>

Testing of Key Internal Controls Document 2018/19

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.</p> <p>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 2018/19

Petty cash procedures	<p>Record of petty cash</p> <p>Supporting invoices/receipts</p> <p>Minutes showing reporting to Council</p> <p>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.
Payroll Controls	<p>Copies of employees' contracts of employment</p> <p>Minutes showing annual approved salaries</p> <p>Supporting evidence for monthly salaries (ensuring this links clearly to annual amount)</p> <p>Supporting evidence for any other payments made to employees (including approval in minutes)</p> <p>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>
Assets controls	<p>Asset register</p> <p>Cash book</p> <p>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 2018/19

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