

Rainhill Parish Council

Clerk to the Council:
Kathryn Adamson
5 Regal Drive,
Windle
St Helens WA10 6BJ
Tel: 07565 524414
Email: rainhillpc@hotmail.co.uk
Website: www.rainhillparish.org.uk



7th December 2021

Dear Councillor,

You are summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 13th December 2021, in the Teak Hall 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.

Please, can you continue to wear a face covering when entering and leaving the building (unless you are exempt), bearing in mind that masks primarily provide protection to others. Please also use the hand sanitiser provided when you enter the room, and as you leave.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K E Adamson', is written over a light grey rectangular background.

K E Adamson
Clerk to Rainhill Parish and Responsible Financial Officer



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RAINHILL PARISH COUNCIL AGENDA
13th December 2021

1. To receive apologies for absence
PUBLIC SESSION The public may speak on any matters of concern, but the Council may not make any lawful decision during this session
2. To receive declarations of interest from members
3. To consider and approve the minutes of the Ordinary Meeting held on 11th October 2021 and the finance meeting held on 15th November 2021
4. To receive Police monthly statistics report – 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:
P/2021/0935/HHFP P/2021/0936/HHFP P/2021/0938/HHFP (re-submission of application ref P/2020/0777/HHFP)P/2021/0951/FUL P/2021/0965/FUL P/2021/0978/FUL
P/2021/0983/HHFP P/2021/1004/HHFP P/2021/1009/HHFP
P/2020/0791/HYEIA P/2021/0965/FUL
7. To authorise the accounts payable (list included in report)
8. To review the effectiveness of internal audit systems and controls and appoint an auditor
9. To consider Rainhill Rockets recent correspondence regarding placement of defibrillator
10. To consider the role of youth ambassadors
11. To receive an update on the Queens jubilee celebrations (for information only)
12. To receive an update on rocket 200 (for information only)
13. To consider the use of private grant application companies.
14. To consider the parking issues at the holt.
15. To receive reports from external groups
16. To consider residents comments and complaints:
17. Suggested items for next agenda – for information only
18. Date and time of next meeting- for information only
19. Exclusion of the Public
20. To receive recommendations of Good Citizenship Award Panel
21. To consider the outcome of the Clerks appraisal

RAINHILL PARISH COUNCIL – MINUTES 11th October 2021

At a meeting of the Parish Council held at 7.30pm on Monday 11th October 2021 at Rainhill Village Hall, the following were present:

Cllrs: I. Brown, A.V Howitt, S. Roscoe, J. Tasker, G Ward (Chaired the Meeting), K. Stevenson, J. Woodhouse and Constable Laura Boyle

4 members of the public were also present.

Prior to commencement of business the meeting was adjourned to allow members of public to raise any concerns. The following points raised:

A member of the public being a wheelchair user commented they had accessed one of the takeaways with no issues and had been able to sit in the ECO garden making a welcome change from the usual daily access issues experienced.

The meeting was recommenced.

20.255 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: G. Barker, A. Daniels D. Greaves, D. Hendrick, G. Roberts, M. Rothwell, W. Williams and Insp Jon Smith.

20.256 DECLARATIONS OF INTEREST

No declarations of interest were made.

20.257 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 6th September 2021

Resolved that the minutes of the Annual Parish Council Meeting held on the 6th September 2021 should be approved and signed by the Chair as a correct record.

20.258 TO RECEIVE MERSEYSIDE POLICE MONTHLY STATISTICS REPORT

Resolved that the report of the crime statistics for Rainhill be noted. Constable Laura Boyle advised the business experiencing recent disorder issues is receiving support and to continue to telephone as and when required. Constable Laura Boyle confirmed PCSOs work until 10pm. Cllr Roscoe on Cllrs Greaves request reported that Rainhills PCSO has been very pro active in Rainhill. It is not possible to disclose case work etc for confidentiality but the PCSO has helped recently with a sensitive Ward council matter and been pro active with trying to combat school parking issues as well. Constable Laura Boyle has confirmed operation Banger will already have been put in place. Also confirmed issues around parking are aware of are addressed where and when possible.

20.259 TO NOTE THE CONTENTS OF THE CLERK'S REPORT

It was resolved that the contents of the Clerk's report be noted. Cllr Tasker confirmed as emergency contact during the Clerk's absence 25th October – 28th October returning on 1st November.

RAINHILL PARISH COUNCIL – MINUTES
11th October 2021

20.260 TO CONSIDER PLANNING APPLICATIONS

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

P/2021/0774/FUL Installation of 2.4M/1.8M Heras Zenith & Tangorail Fencing and Gates. Rainhill High School Media Arts College Warrington Road
P/2021/0803/HHFP Single storey rear and two storey side extension. 16 St Winifred Road.
P/2021/0809/HHFP Single storey side extension. 75 Ashton Avenue
P/2021/0826/FUL Change of use to hot food takeaway/wine shop (sui generis) with alterations to shop front 13 Dane Court. P/2021/0835/HHFP Single storey first floor side extension 45 Deepdale Drive. P/2021/0859/COT Works to Trees in a Conservation Area; T1 - Pear- Fell T2 - Cherry - Crown lift and reduce the crown G1 - Layland cypress - Reduce the height by 40% and trim both sides. Victoria Hotel 507 Warrington Road.
P/2021/0870/HHFP First floor side extension over existing ground floor extension. 8 Fairlie Drive. P/2021/0874/HHPA Prior approval for a single storey rear extension projecting 6m from the rear, 3.4m max height and 2.45m at the eaves. 730 Warrington Road

20.261 TO AUTHORISE ACCOUNTS FOR PAYMENT

AMENDED AUGUST PAYMENTS	Originally Stated	Actual Payment	
Water Plus	AFP Playing Fields – August was originally stated as 82.71	72.48	DD
Scottish Power	AFPF – August originally stated as 145.00	60.00	DD
Water Plus	Holt Playing Fields-Aug (20.45 + 2.49 vat)	22.94	STO
Corona	Martin Close (Holt)-Aug 22.77 + 1.14 vat	23.91	STO

Payee	Description	Amount	Ref
OCTOBER PAYMENTS			
PKF Littlejohn	External review of Annual Governance & Accountability return for year ended 31 st March 2021	360.00	TFR519
Water Plus	AFP Playing Fields	72.48	DD
Water Plus	Holt Playing Fields	0.00	STO
Corona	Martin Close (Holt)	16.14	STO
Scottish Power	Deepdale Drive (AF Park)	60.00	STO
Village Hall	Fire Risk Ass	195.00	
	Accountants	905.00	
	Fire Protection	96.72	
	Fire Alarm Servicing	309.09	
	Fire Alarm Monitoring	120.00	
	Lighting Works	3624.00	
	LOLER insurance	284.00	
	Alarm Services	393.78	
	Premises Licence	180.00	
	Insurance renewal premium	2747.73	

**RAINHILL PARISH COUNCIL – MINUTES
11th October 2021**

	Tree Felling	838.73	
	Total	9,694.05	TFR520
RBL	30 Lamp post Poppies	60.00	TFR521
Princessbee & Cakes	Residents 100 th birthday cake	45.00	TFR522
Vyniline	Update honours board	48.00	TFR523
K Adamson	Telephone (15.83 + 3.16 vat)	18.99	
	Salary (less Tax, NI & Pens)	1063.08	
	Printer cartridges	13.85	
	Big Scoop printing	30.00	
	GCA Refreshments	101.40	
	Mileage claim April-Sept	70.85	
	Total	1,298.17	TFR524
Merseyside Pension Fund	LGPS – October	324.00	TFR525
Vyniline	4F Sign 350+70VAT	420.00	TFR526

It was resolved that the items were approved for payment.

INCOME Sep 21	DESCRIPTION	AMOUNT
	Rainhill Town – Pitch hire (1 st Payment)	315.00
	Rainhill Rockets – Pitch Hire (Less due to part payment being paid last year)	157.00

The update was noted.

20.262 TO APPROVE THE AUDITED ANNUAL RETURN AND AMENDED ACCOUNTS

Cllr Howitt conveyed thanks to the Clerk for the work in obtaining the final accounts.

Resolved that the final version of the Annual Governance and Accountability Return be approved and accepted, and that the amended accounts be authorised and signed by the Chair.

20.263 TO CONSIDER ACTIONS FOR THE REMEMBRANCE DAY SERVICE

The Clerk confirmed a request had been submitted for the road closure. Rev Conant has confirmed the service will follow the same format as previous years.

Resolved that the cost of the road closure, wreath and donation will be met by the Parish Council

20.264 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.

20.265 TO CONSIDER THE PROVISION OF A REGULAR MARKET DAY

Cllr Tasker has contacted Borough Council to discuss possible market day once a month to take place on a Saturday possibly on Dane Court car park. Cllr Tasker to continue to research location possibilities.

Resolved to provide a regular market day once location is agreed.

RAINHILL PARISH COUNCIL – MINUTES
11th October 2021

20.266 TO CONSIDER THE CRITERIA FOR THE GOOD CITIZENSHIP AWARD

Resolved to add a one off additional category for this years award to acknowledge the exceptional services given throughout Covid.

20.267 TO RECEIVE AN UPDATE ON ST HELENS LIBRARY CONSULTATION

Cllr Howitt reported the meeting was not as informative as the Cllrs would have liked. St Helens Borough Council will be removing their responsibility to run some of the libraries. They confirmed Rainhill is between the 2nd & 3rd most used library within the borough. There would be no pcs left within the libraries and no confirmation of how new stock / books renewed. Cllrs expressed concern if the library was to close the significant effect it would have on the community and the impact on the Railway Museum which is a huge part of the boroughs heritage. The clerk has emailed a list of unanswered questions from the meeting to the libraries representative and to date is still awaiting an answer. The proposals will go before policy cabinet, labour cabinet then finally to strategy cabinet with a decision being made on 10th November.

The update was noted.

20.268 TO CONSIDER THE ISSUE OF ACCESSIBILITY ISSUES

Cllr Tasker has contacted highways regarding the access issues along Warrington Road with the lack of dropped kerbs. Highways have confirmed a visit will be made to assess the issue.

It was resolved Cllr Tasker will request when highways visit if a resident can initially meet to discuss how improvements could be made.

20.269 TO TO CONSIDER PLANTING AREAS FOR PARTNERSHIP WITH MERSEYFOREST AND TREE PLANTING.

It was resolved Old Lane is a possible 1st site for planting and for the Clerk to made contact again with Mersey forests Green Streets Coordinator

20.270 TO CONSIDER PLACEMENT OF DEFIBRILLATOR

It was resolved the most suitable place to site a defibrillator is outside Train. The clerk to confirm with the landlord and final costs.

20.271 TO RECEIVE AN UPDATE ON DANE COURT BOLLARDS

Cllr Ward confirmed cones have now replaced the tape and is still chasing as St Helens council are still to respond.

The update was noted

20.272 TO CONSIDER THE PROVISION OF CHRISTMAS DECORATIONS IN THE VILLAGE

Due to the borough council significantly reducing the funding and informing the Ward Cllrs the cost will no longer be met by the borough council the members will look at the possibility of planting a Christmas tree within the village.

It was resolved the cost of a Christmas Tree and Christmas Decorations would be met by the Parish Council. Total cost £3,377.25

RAINHILL PARISH COUNCIL – MINUTES
11th October 2021

20.273 TO RECEIVE AN UPDATE ON BROADBAND PROVISION

Cllr Ward reported staying in contact with open reach every couple of months. Openreach have confirmed upgrades will be made Jan-March 2022 but not able to confirm if cabinet 13 in Rainhill is included within those plans. Cllr Ward will contact Openreach again in December.

The update was noted

20.274 TO RECEIVE AN UPDATE ON PROVISION OF BLEED KITS

Update was deferred until December meeting.

20.275 TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

Resolved that the Council noted the following reports:

- Public Open Spaces: An open space tour was completed on 20th September. A suggestion has been made to look at how parking can be improved around the Holt Open Space and to work with the football clubs to ensure less of an issue for residents. Possibility of using some of the land to extend parking. Cllr Woodhouse & Stevenson confirmed they will be attending a Bids & Tenders Course to enable more funding applications to be submitted.
- Village Hall Management Committee: Some of the Cllrs met with the village hall to see how they could be supported. Bookings are increased and moving in a very positive direction. The village hall is stretched due to only having one part time employee.
- Rainhill Railway & Heritage Society: Cllr G. Ward confirmed the society are aware of the various meetings that could have an impact on them.
- Merseyside Association of Local Councils: No update.
- Rainhill Gala: No update
- 4F Centre: Cllr Roscoe confirmed the centre is in a healthy position. A new football group are due to start. Cllr Greaves has been supporting/publicising via social media posts. Costings will be reviewed next year. The new sign is now in place outside.

20.276 TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

Resolved that the complaints reported in the agenda report be noted and Cllr Ward confirmed the clinic are now looking at costings to enable them to have the barrier fixed.

20.277 TO DISCUSS FUTURE AGENDA ITEMS

Youth Ambassadors roles – Cllr Roscoe has contacted both Rainhill High School and Tower College who both have confirmed interest in nominating students for the role of Parish Council Youth Ambassador. Cllr Roscoe and Greaves to feed back at the next meeting.

Queens Jubilee – Cllr Barker to update

Rocket 200- Cllr Barker to update

Signal Box

Library Update

20.278 DATE & TIME OF NEXT MEETING

It was resolved that the next Finance Working Group would be held on Monday 15th November 2021, starting at 7:30pm. The next Ordinary Parish Council Meeting would be held on Monday 13th December 2021 starting at 7.30pm the venue being Rainhill Village Hall.

The meeting closed at 8.52 pm.

Chair of the Parish Council
13th December 2021

RAINHILL PARISH COUNCIL – MINUTES
15th November 2021

At a meeting of the Finance Working Group of the Parish Council held on Monday 15th November 2021 in the Teak Hall at the Village Hall, the following were present:

Cllrs: G. Barker, I. Brown, A. Daniels, D. Hendrick, A.V Howitt, S. Roscoe, M. Rothwell, J. Tasker, G. Ward and W. Williams

Joined the meeting at 7.50pm

01. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs:, D. Greaves, G. Roberts, K. Stevenson-Black, J Woodhouse

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.

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 £42,753.40. It was agreed for £1,000 to be added to the reserves to for the Rocket 200 Celebrations. This also incorporates funds for replacement changing rooms at Holt Lane and Rainhill Visioning.

It was agreed that £5000 be added to the election reserve to build sufficient funds for the 2023 elections.

The Clerk reported that cash reserves are higher due to impact of Covid and it would be wise to keep reserves lower.

04. PRECEPT

The Clerk was instructed by the Council on the parameters for determining the 2022 Precept. It was agreed that a final decision on the Precept amount will be made at the 13th January 2022 meeting, informed by the budget papers. Sufficient funds needed to be raised to meet the expected expenditure the precept should not be increased and should be kept the same at £68,340. Together with the risks outlined by the Clerk, detailed below, the following factors needed to be considered when determining 20201 precept: the reduction in services being provided by St Helens Council, 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.

RAINHILL PARISH COUNCIL – MINUTES
15th November 2021

05. RISKS

The Clerk summarised potential financial risks, including:

Open Spaces

Expenditure on statutory inspections inspections for electrical safety, roller shutters, emergency lighting and Health and Safety still have to be funded. At 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.

Sandstone Walls

It was noted that the cost of repairing sandstones walls is high. Further to safety checks in 2017 confirming no immediate risks no specific provision will be included in the budget. It was agreed the parish council would provide a risk assessment on the walls and if necessary, action a further survey.

06. 4F CENTRE

It was noted how well the centre is being managed and it was considered that there would not be any immediate call for financial support.

07. VILLAGE HALL GRANT

It was agreed that the Village Hall grant should be increased from last year by 3% to £11,695. The Parish Council would like to develop and create a working relationship to support the village hall in building their reserves as due to the possibility of CIF funding being reduced and significant costs from St Helens Council being transferred over to Rainhill Parish Council the grant in 2023 may have to be reduced.It was agreed that the Management Company be informed.

Cllr Rothwell left the meeting at 8.52pm

08. OTHER POTENTIAL PROJECTS FOR 2021/22 AND BEYOND

The Council considered a number of potential projects including:

8.1 Holt Lane Facilities

Money would be held in the Development Reserve.

Environmental Improvements

The Council has several existing commitments towards environmental improvements to be included in 2022 budget. Eco Garden Maintenance, Barrier Baskets & wildflower planting. The councillors acknowledged the commitment and hard work by the volunteers of the ECO garden.

The telephone box was discussed and agreed it required to be added as an agenda item at a future meeting.

CCTV Cameras

No funding requirement for future works has been identified.

Tree Planting

The Parish Council are still awaiting costs from Merseyforest for the potential site of Old Lane

RAINHILL PARISH COUNCIL – MINUTES
15th November 2021

Village Hall Land Contract

The lease does not expire until 2032 and has a specific clause allowing the Parish Council an automatic right of renewal of the lease for a further 50 years. The Parish Council would be required to serve a notice between 6-12 months before the end of the lease. Further funding may be needed in future years.

Milestone Refurbishment

No costings were available, and it was requested it be added to the Jubilee meeting.

Rocket 200

Plans were at a very early stage and it was agreed £1,000 would be added to the reserves.

Queens Jubilee

June 2022 has been identified as a future event. It was agreed for £1,000 to be added into the budget to purchase lamppost banners, programmes, posters and leaflets.

Further possible projects discussed included

A living Christmas tree

A 4 and half metre live tree would cost approx. £1,000. The planning, installation, and maintenance would require further discussion. It was agreed to include £4,000 within the budget.

Hardstanding Sports Court

Cllrs Stevenson and Woodhouse are researching and identifying possible funding.

Memorial Stone/Plaque

Costs, materials and location still to be identified

Extension of car park at the holt

Due to the present ongoing issues this has been added to the December agenda.

DATE & TIME OF NEXT MEETING

It was resolved that the next ordinary meeting will be held on Monday 13th December 2021, starting at 7:30pm, the meeting will take place at the teak room, Rainhill Village Hall.

The meeting closed at 9.45 pm.

Chair of the Parish Council
13th December 2021

Area: Rainhill D24
 Month: September 2021

	2020	2021	Diff	%	
Burglary Business & Community	0	0	0	0	
Burglary Residential	6	3	-3	-50.0	1. (RAILTON AVENUE) Unknown offenders have entered property and have taken victims car keys and have taken car. Car was later found abandoned 2. (WARRINGTON ROAD) Unknown offenders have entered property and have taken victims car keys and have taken car. Car was later found abandoned 3. (SANDSTONE CLOSE) Unknown offenders have entered property and have stolen victims phone from her hand
Criminal Damage	7	1	-6	-85.7	1. (WARRINGTON ROAD) unknown suspect uses concrete slab to smash door of office premises, makes off unseen
Drugs	3	2	-1	-33.3	1. (WARRINGTON ROAD) Female Stopped found in possession of cannabis 2. (M62 JUNCTION 7 TO JUNCTION 6, RAINHILL) PWITS Class A drugs vehicle stopped
Other Theft	4	5	1	25.0	1. (WARRINGTON ROAD) Making off without payment for fuel 2. (WARRINGTON ROAD) Making off without payment for fuel 3. (WARRINGTON ROAD) 2 unknown males have entered the victims garden and steal an item and make off 4. (RAINHILL ROAD) Victim reports family or staff have stolen items from her room 5. (BLUNDELLS LANE) Unknown males have entered victims land and have attempted to steal items but were disturbed by victim
Public Order	11	6	-5	-45.5	1. (TWO BUTT LANE) 2 youths arguing outside address 2. (AMANDA ROAD) neighbour dispute involving swearing and exposure 3. (WARRINGTON ROAD) informant hears suspect making threats to damage local premises 4. (ASHTON AVENUE) parents arguing outside school 5. (CAXTON ROAD) neighbour dispute involving shouting threats 6. (TOFTWOOD AVENUE) male and female arguing in car and female seems distressed
Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	1	0	-1	-100	
T.F.M.V.	1	0	-1	-100	
Theft Shop	3	2	-1	-100	1. (WARRINGTON ROAD) male steals items from shop 2. (WARRINGTON ROAD) female steals items from shop, later returns to pay
T.O.M.V.	0	1	1	100	1. (MILL LANE) unknown offender steals vehicle and removes tracker
Vehicle Interference	0	0	0	0	
Total	36	20	-16	-44.4	
ASB	18	4	-14	-77.8	

Brief description of ASB in September 2021

1. (AMANDA ROAD) neighbour dispute
2. (M62, PRESCOT/RAINHILL) 7 youths on bikes no helmets
3. (WARRINGTON ROAD) group of youths gathering outside playing football and shouting
4. (WARRINGTON ROAD) youths throwing eggs at cars

Area: Rainhill D24
 Month: October 2021

	2020	2021	Diff	%	
Burglary Business & Community	0	2	2	200	1. (BLUNDELLS LANE) 2 unknown people enter premises but make off without taking items once alarm sounds 2. (TASKER TERRACE) male enters property and then leaves but it is unclear if items were taken
Burglary Residential	0	0	0	0	
Criminal Damage	2	5	3	150	1. (COYLTON AVENUE) local school kids have graffitied her fence 2. (RAINHILL ROAD) a group have kicked the victims door and have smashed a window 3. (M62 JUNCTION 7 - JUNCTION 6 OFF SLIP ROAD) Brick thrown from motorway bridge and has smashed victims windscreen 4. (HOLT LANE) offender has spat inside police van cell 5. (LONGTON LANE) window has been smashed by unknown offenders
Drugs	1	2	1	100	1. (KING EDWARD CLOSE) male arrested and found to be in possession of a Class B drug 2. (AMANDA ROAD) Class B drugs found at an address during a warrant execution
Other Theft	4	3	-1	-25	1. (SANDHURST ROAD) victim has left bag on bus that has since been taken 2. (KING EDWARD CLOSE) victim has had items stolen from their home during contractor work on home 3. (PORTER CLOSE) victim has had money withdrawn from bank account by known offender after stealing bank card
Public Order	2	6	4	200	1. (VIEW ROAD) 2 people have been verbally abusive towards each other 2. (ST HELENS LINKWAY) unknown male driver has sped up to victim and swerved at them and shouted and threatened them 3. (PORTER CLOSE) offender is abusive and aggressive to victim causing distress 4. (WARRINGTON ROAD) adult and youth fighting in street 5. (WARRINGTON ROAD) youths hanging round the doors of premises, knock over signs in shop and are abusive to staff 6. (WARRINGTON ROAD) group of youths kicking entrance door to restaurant repeatedly
Robbery Business	0	0	0	0	
Robbery Personal	0	0	0	0	
Theft Bike	0	0	0	0	
T.F.M.V.	2	0	-2	-200	
Theft Shop	1	2	1	100	1. (WARRINGTON ROAD) female has stolen large amount of food items 2. (WARRINGTON ROAD) 2 unknown males have stolen items from the store
T.O.M.V.	1	2	1	100	1. (DEE ROAD) keyless theft of motor vehicle 2. (DEE ROAD) keyless theft of motor vehicle
Vehicle Interference	0	0	0	0	
Total	13	22	9	62.2	
ASB	22	12	-10	-45.5	

Brief description of ASB in October 2021

1. (DUNBEATH AVENUE) car parked outside business for 2 weeks
2. (OLD LANE) youths running in and out of business whilst classes are on
3. (PORTER CLOSE) neighbour dispute

4. (WARRINGTON ROAD) egg thrown at car
5. (WARRINGTON ROAD) youths throwing eggs at vehicles
6. (WARRINGTON ROAD) youths throwing glass or ice around
7. (WARRINGTON ROAD) youths throwing signs around and being anti-social
8. (WARRINGTON ROAD) youths throwing items at vehicles
9. (WARRINGTON ROAD) youths kicking the door and forcing their way into the restaurant
10. (WARRINGTON ROAD) youths on pedal cycles not riding properly in road
11. (LONGTON LANE) window smashed and fight outside property
12. (WARRINGTON ROAD) youths throwing things at cars

RAINHILL PARISH COUNCIL - CLERK'S REPORT DECEMBER 2021

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.

PART 1 - ACTIONS TAKEN

5. CLERKS REPORT

All actions resulting from resolutions made at the 6th September 2021 ordinary meeting have either been completed or are in progress. Additionally, I can report the following:

5.A PAYMENT TO BRITISH LEGION TOWARDS POPPY APPEAL

The Remembrance Sunday Service took place at St Anns Church with a march to the War Memorial on Sunday 14th November, at which the Chairman laid a wreath. A temporary road closure was organised with St.Helens Council. The cost of the wreath this year is £20.00, and a donation to the Poppy Appeal of £30.00 and has been included in the table of payments for authorisation. Due to a late presentation to the bank of last years cheque of £50 for donation and wreath the cheque was declined the Clerk has now obtained direct RBL bank details to enable payments to be made directly. Last years proposed payment has now been included in table of payments for authorisation.

5.B CHANGES TO AGREED PAYMENTS IN OCTOBER FOR PAYMENT

Payment to			Correct Amount Paid	
RBL	30 Lampost poppies	50.00	60.00	TFR521
Corona	Martin Close (Holt)	15.55	16.14	DD

Corrected figures are included in the minutes now presented for approval

5.C NEW FLAGPOLES AT THE WAR MEMORIAL

In June the Parish Council agreed to The Royal British Legions request for the installation of 2 new flag poles. They would go either side of the war memorial. The Clerk has been awaiting on St Helens Council to confirm if planning consent would be required. Confirmation has now been received and confirmed the application will cost £117.00 This has been included in the costs to authorise. If planning is passed the Parish Council will liaise with RBL to the specification required.

5.D RECOGNITION OF LONG TERM SERVICE

A resident contacted the Clerk to request if the Parish Council could help mark their mums 38 years of service at Rainhill High School before retiring. Cllr Ward attended a ceremony

Clerk's Report December 2021

at Rainhill High School to present a card and certification on behalf of Rainhill Parish Council.

5.E Legionella Risk Assessments

Legionella risk assessments have been completed on both A Fellowes and Holt Lane changing rooms in line with Health and Safety legislation with the costs been included in table for authorisation.

5.F UPDATE ON LIBRARY CONSULTATION

The Clerk has received the following from St Helens Council - I can now inform you that a Library Strategy update report is going to Cabinet on 1st December 2021, which is seeking approval to go back to community organisations and Parish Councils to discuss Community Management of libraries in further detail. The report can be accessed as it is Published. Following the Cabinet meeting, St Helens Council will contact to arrange further meetings to discuss how they take arrangements for Community Managed Libraries forward.

5.G UPDATE ON THE SIGNAL BOX

The Clerk has contacted Network Rail twice for an update on gaining a site visit and to meet to discuss the suggestions from the community meeting. Up to the agenda closing the clerk has not had a reply.

5.H ISSUE OF VEHICLES PARKING ON PAVEMENTS

A member of the public being a wheelchair user has requested the Parish Council members are made aware they have met with Sarah the PCSO for Rainhill about parking on the pavements and she has already started to make people more aware of the issue by carrying out a leaflet drop in the road where the resident lives.

5.I VILLAGE HALL POLICY UPDATES

The Clerk attended a meeting on 22nd November to receive information on the updated policies:

- Lettings Policy
- Health & Safety Policy
- Emergency Evacuation Plan

These have been distributed to all members for their information.

5.J WINTER WARMER PACKS

The Clerk contacted St Helens Council to obtain an update on winter warmer packs. A reply confirmed they were in the process of finalising what they are able to do this year with the Public Health department. They were not sure if they will be distributing packs as they have done in previous years. If they proceed with packs at all they are likely to be distributed to a specific address list of known vulnerable residents. But this is yet to be confirmed.

5.K CHRISTMAS LIGHTS SWITCH-ON

The Christmas Lights Switch on took place on 28th 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.

A letter has been prepared for the landlord of the Cookhouse Pub & Carvery to thank them for generously helping the Council by allowing use of their electricity supply. A letter has also been prepared for Mr T Lewis who provided the PA system and St Bartholomew's Primary School.

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. The Council in previous years has also made a donation to the Rotary Club Rainhill, in lieu of any payment for their time and use of Mr T Lewis's audio equipment. Both possible payments are included in the table of payments for authorisation.

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/2021/0935/HHFP Single storey rear extension. 17 Coylton Avenue
 P/2021/0936/HHFP Two storey side extension following demolition of existing side extension and front porch. 7 Dunbeath Avenue
 P/2021/0938/HHFP Single storey rear extension and conversion of existing garage with pitched roof (re-submission of application ref P/2020/0777/HHFP) 15 Kendal Drive. P/2021/0951/FUL Proposed development of 2no four bedroom detached dwellings with garage and driveway parking and associated landscaping Rocklands Mews View Road. P/2021/0965/FUL Change of use of dwelling house (Class C3) to residential children's home (Class C2) 20 Derwent Close. P/2021/0978/FUL Extension to existing single storey vehicle repair workshop. Unit 7 Victoria Trading Estate Victoria Street. P/2021/0983/HHFP Single storey rear extension. 150 Two Butt Lane.
 P/2021/1004/HHFP Two storey side extension with porch 54 Amanda Road.
 P/2021/1009/HHFP | Demolition of existing front porch and rear conservatory and erection of a new front porch with wc and a single storey rear extension. 31 Swaledale Avenue

An objection has been submitted to the following applications:

- P/2020/0791/HYEIA | Hybrid Planning Application comprising of Outline Consent for up to 617 dwellings (Parcels 1(a), 2, 4, 5, 6 & 7) up to 4,000 Sq ft of Convenience Retail (E(a) Use) and up to 7,100 Sq ft E(f) Nursery and upto 11,507 Sq ft E(e) Health Centre. Detailed planning permission for 162 dwellings (Parcel 1) and 183 dwellings (Parcel 3), including access road in detail from Rainhill Road and Portico Lane, landscaping, scale, design and associated infrastructure (EIA Development) (Revised proposals) | Eccleston Park Golf Club Eccleston Park Drive Rainhill St Helens L35 4PG

Comments were submitted on the following application:

- P/2021/0965/FUL | Change of use of dwelling house (Class C3) to residential children's home (Class C2) | 20 Derwent Close Rainhill St Helens L35 0NP

7. TO AUTHORISE ACCOUNTS FOR PAYMENT

A number of payments have been made in November. Whilst already completed they are included in the table of authorisations.

PAYE	DESCRIPTION	AMOUNT	REFERENCE
November 2021			
K Adamson	Clerks Salary November	1063.08	TFR527
	Underpayment for printer inks	1.53	

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	Telephone (15.83 + 3.16 vat)	18.99	
	Printer paper	5.00	
	Notebook	2.00	
	Total	1090.60	
Water Plus	AFP Playing Fields	72.48	DD
Water Plus	Holt Playing Fields	38.29	STO
Corona	Martin Close (Holt)	17.14	STO
Scottish Power	Deepdale Drive (AF Park)	60.00	STO
Merseyside Pension Fund	LGPS- November	324.00	TFR528
December 2021			
K Adamson	Clerks Salary December	1063.08	TFR529
	St Helens Council – Planning application for flagpoles	117.00	
	Telephone (15.83 + 3.16 vat)	18.99	
	Mileage October – Nov	49.40	
	McAfee Annual Subscription	89.99	
	Microsoft Annual Subscription	79.99	
	Total	1418.45	
Merseyside Pension Fund	LGPS – December	324.00	TFR530
HMRC	TAX & NI for October, November & December	452.16	TFR531
Boujee Card Creations	Retirement Card	15.00	TFR532
Unity Trust	Bank Charges	18.00	
GMS	Legionella Risk Assessment – Holt Changing Rooms	250.00 + 50 VAT 300.00	TFR533

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GMS	Legionella Risk Assessment – Afellowes Changing Rooms	250.00 + 50 VAT £300.00	TFR534
S.137 Payment			
RBL Poppy Appeal	Wreath & Donation x 2	100.00	TFR535
St Bartholomews School	Donation Christmas Lights Switch On	100.00	TFR536
Rotary Club Rainhill	Donation Christmas Lights Switch On	100.00	TFR537

The Council should consider approving the above payments.

8. 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 first part of the audit has taken place on Monday 29th November 2021.

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.

9. TO CONSIDER RAINHILL ROCKETS RECENT CORRESPONDENCE

Rainhill Rockets have recently contacted the Clerk to request to donate an older defibrillator to the community and thought the council could best decide a good home for it (it does need a new battery and pads, they are trying to get them but there is a few months wait). Rainhill Rockets are also able to arrange some free training for up to 12 persons to tie in with the donation of the defibrillator.

The Council should consider the possible ways of identifying how and where to donate the defibrillator.

10. TO CONSIDER THE ROLE OF YOUTH AMBASSADORS

Cllr Roscoe has contacted both Rainhill High School and Tower College with very positive Feedback. Both have now nominated students for the role of Parish Council Youth Ambassador. Rainhill High 1YR 9 and 1 YR 10. Tower College 1 YR 10 and 1 YR 11

The Council should consider how to positively involve the Youth Ambassadors.

11. TO RECEIVE AN UPDATE ON THE QUEENS JUBILEE CELEBRATIONS (FOR INFORMATION ONLY)

To receive an update from Cllr Barker on the Queens Jubilee Celebrations Thursday 2nd to Sunday 5th June 2022.

The Council should note the update

12. TO RECEIVE AN UPDATE ON ROCKET 200 (FOR INFORMATION ONLY)

To receive an update from Cllr Barker on the Rocket 200 celebrations.

The Council should note the update

13. TO CONSIDER THE USE OF PRIVATE GRANT APPLICATION COMPANIES.

Cllr Woodhouse has proposed using private grant application companies to obtain funding for projects.

The Council should consider if the members wish to use private companies to submit funding bids.

14. TO CONSIDER THE PARKING ISSUES AT THE HOLT.

Parking at the Holt Open Space has had recent issues reported to the Clerk mainly being caused by the away teams. St Helens planning department have confirmed a proposed car park would require permission/planning consent, the main issue would be to ensure that the proposals are not on any land that is currently used as playing fields as Sport England would object if this was the case The main issues would be the safety of the car parking ensuring that it could not cause issues with pedestrians and also ensuring the correct materials are used to maintain the character of the area as much as possible. Also you would need to try and avoid disturbing an existing trees. Therefore if all the information was brought together and possibly a planning agent to help get the drawings done and information together and submitted there is scope for this to be taken forward.

The Council should consider the options.

15. TO RECEIVE REPORTS FROM MEMBER REPRESENTATIVES ON LOCAL ORGANISATIONS

- a) Public Open Spaces
- b) Village Hall Management Committee
- c) Rainhill Railway & Heritage Society

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- d) Merseyside Assoc. of Local Councils
- e) Rainhill Gala
- f) 4F Centre

16. TO CONSIDER RESIDENTS COMMENTS AND COMPLAINTS

The Clerk has dealt with complaints relating to: planning, parking, Cenotaph and ECO garden security signage. If Members would like any further information on any the above correspondence, please ask.

Members may wish to give further consideration to the complaints / Comments below:
My partner and I have recently bought and moved into a new home on Rainhill Road.
We love the area and intend to raise a family here.

We've noticed that the approach to the train station on both sides of the track looks really unsafe and run-down. The side nearest the tip is particularly a worry with makeshift fencing on a property made out of laminate flooring, a lack of lighting, and a slippery steps of a damaged and graffiti ridden bridge. Surely the community deserves better.

We wondered if there are any plans to rejuvenate the area and make it safer? And is so, under what timeframes.

If nothing is currently planned, we wondered what we could do locally to push this with the Council and Network Rail?

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

17. TO CONSIDER FUTURE AGENDA ITEMS

Members are given the opportunity to suggest items for discussion at future meetings.
For information only.

18. DATE AND TIME OF NEXT MEETING

18th January 2021
8th March 2021

19. 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

20. 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.

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

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

**Rainhill Parish Council
Review of Internal Control 2021/22**

As part of the Annual Return, councils need to assess their arrangements for Internal Control and respond to the following assertion:
"We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness".

To respond positively to this assertion, the Council should have processes in place that are working effectively (as set out in "Governance and Accountability for Smaller Authorities in England"). This report considers each of the suggested processes and assesses whether they are effective or not. This will provide the basis for the Council's year-end assessment.

Processes	Assessment
<p>Standing Orders and Financial Regulations</p> <p>The Council has standing orders and financial regulations governing how it operates. These are based on NALC guidance and are reviewed annually.</p>	<p>Processes are adequate and working effectively</p>
<p>Safe and Efficient Arrangements to Safeguard Public Money</p> <p>Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts. The Clerk is the Responsible Financial Officer and has formal responsibility for the Council's financial affairs. Payments, whether by cheque or BACS, are authorised by two members. Some recurring payments are made by direct debit and these are reported to and approved by the Council. All payments made are approved by the Council. Payments (mainly for pitch hire) are banked promptly and linked to invoices raised. Debtors are monitored by the Clerk and if considered irrecoverable, would be reported to the Parish Council. The Council approves any changes to banks and authorised signatories. The bank account is reconciled monthly and is approved by the Chair and Clerk.</p>	<p>Processes are adequate and working effectively</p>
<p>Employment</p> <p>The Clerk's salary is approved annually by the Council. The Council meets HMRC requirements using the PAYE tools application. The Council is a member of Merseyside Pension Fund and meets all its pension obligations.</p>	<p>Processes are adequate and working effectively</p>
<p>VAT</p> <p>All VAT is separated within the Council's accounts. This is reclaimed annually from HMRC.</p>	<p>Processes are adequate and working effectively</p>
<p>Fixed Assets and Equipment</p> <p>The asset register records all assets, and these are fully insured. The register is reported annually to members. Any asset disposals would be approved by the Council.</p>	<p>Processes are adequate and working effectively</p>

APPENDIX 1

Processes	Assessment
Loans The Council currently has no loans. Any new loan would only be considered if the Council were satisfied it could be afforded and that approvals have been obtained.	Processes are adequate and working effectively

Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a review of the effectiveness of the system of internal control in each financial year. The above assessment meets this requirement and shows that there are adequate processes in place and that these are working effectively.

Action Required:

The Council should consider this review of Internal Control and its effectiveness. It should also identify any concerns arising from it.

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 included in 13th December 2021 to be approved.</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 2021.</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 Councilors 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 10th May 2021, 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 10 th May 2021
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. Valuations were increased in December 2018.
Risk Assessment Register	The Council maintain a risk assessment register which is reviewed annually	Approved by Council in May 2021.
Asset Register	The Council maintain an Asset register which is reviewed and updated annually	Updated version of asset register approved by Council in May 2021.
Bank Accounts	3 authorised signatories are required to sign cheques/authorise on line payments in accordance with lawful	Bank Mandate conforms to requirements and payments are listed at each meeting for approval/confirmation.

	procedures and all payments are listed at each meeting for approval/confirmation	Councillors are aware of responsibility in this area.
Budget and Financial Statement	The budget is prepared on an annual basis and agreed by Council. Quarterly Financial Statements which include budget comparison are presented to Council for approval Explanations for significant variances are provided by the RFO as required.	Budget approved at January 2021 meeting. Minutes confirm requirements on a quarterly basis. RFO reports are produced in line with requirements when Statements produced.

Reviewed and adopted on: _____

Signed: _____ Chair (on behalf of Council)

Internal Audit Work Plan 2021/22

Internal Control	Procedures and Controls	Work Plan
Proper book Keeping	Cash book (hard copy or access to electronic version) is up to date.	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.
Standing Orders and Financial Regulations	Standing orders and financial regulations Minute showing adoption of standing orders and financial regulations.	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.
Budgetary Controls	Annual budget report Latest budget monitoring report	Obtain and review the annual budget that provides the basis for the precept. Obtain a copy of the latest budgetary reporting to the Council. Follow up any unexplained variances and obtain explanations for these.
Payments Controls	Quotations for any purchases above de minimis level Invoices paid are properly authorised. Payments are approved by the Council. VAT is being reclaimed.	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 (e.g. 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

Internal Control	Procedures and Controls	Work Plan
Payments Controls continued	s137 payments are within limits and are recorded separately in minutes.	<ul style="list-style-type: none"> • 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 are within limits (£8,41 per elector in 2021/22).</p>
Income Controls	Bookings diary Invoices raised St Helens precept notification	<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>
Petty Cash Procedures	Record of petty cash Supporting invoices/receipts Link to reimbursement	<p>Does the Council operate a petty cash system? If so, check a sample month that it is properly recorded, supported by invoices/receipts, and reimbursed regularly.</p>
Payroll Controls	Copies of employees' contracts of employment Minutes showing annual approved salaries Supporting evidence for monthly salaries	<p>Ensure the Clerk and other employees have contracts of employment.</p> <p>Check salaries paid for a sample month. Ensure these are in line with annual amounts approved by the Council.</p>

Internal Control	Procedures and Controls	Work Plan
	<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>Check any other payments made to employees. Ensure these are approved by the Council in minutes and are reasonable (e.g. supporting evidence).</p> <p>For a sample month, ensure that PAYE/NIC is being properly operated for all employees.</p>
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 (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>
Assets controls	<p>Asset register</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, ensuring they are included on registers.</p> <p>Check valuations used in register agree with insurance policy valuations.</p>
Assets controls continued		
Bank Reconciliation	<p>Reconciliations for all bank accounts</p> <p>Supporting evidence for investments held</p>	<p>Review latest bank reconciliations for all bank accounts and ensure these are up to date.</p>

Internal Control	Procedures and Controls	Work Plan
		<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>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>