

Chawleigh Parish Council

Wednesday 20th July 2022

There was a meeting of Chawleigh Parish Council on Wednesday 20th July 2022 at 7.30pm held in the Chawleigh Village Hall.

Members Present: Parish Councillors Steve Godley (Chairman); Daphne Cockram; Jan Flavin; Henry Martin; Bert Batty; David Stewart.

Also Present:

In attendance: Rob Martin, Clerk

No members of the general public.

MINUTES:

2223-029 APOLOGIES

Apologies had been received and were accepted from Cllrs. Cottrell and Huxley.

Apologies had also been received from County Cllr. Margaret Squires and District Cllr. Clive Eginton.

2223-030 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

Non-pecuniary interests were declared by:

- The Chairman in relation to anything on the playing field & CCT
- Cllr. Cockram in relation to anything on the playing field and the small shed as she was on both of the committees involved.
- Cllr. Flavin whose husband was involved with the CCT
- Cllr. Batty declared an interest in the small shed as a member of the Land and Buildings committee.

2223-031 PARISH COUNCILLOR VACANCY

There had been no further interest in the existing vacancy.

2223-032 MINUTES

On a proposal by Cllr. Batty, seconded by Cllr. Martin it was **Resolved** that the minutes of the Annual Parish Council Meeting held on 25th May 2022 were a correct record and were signed by the Chairman as such.

2223-033 COUNCIL REPORTS

a) To receive the Clerk's Report

The clerk reported that

- He was now fit again after suffering from Covid but he had some catching-up to do.
- In order to move the items forward, he had requested quotations from Tozers of Exeter for the preparation of the **lease for the shed** and the **lease for the shop**. The Chairman had asked the local contact for a price for this but it would be useful to have two quotations in order to be sure best value.

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- He had submitted the Section 106 claim to MDDC for the playing field fencing and the response was that it was hoped to have agreement for this shortly. It was **Agreed** that the clerk would progress this once the funds had been received.
- He had received a further email from the local resident who had previously written, which was about children kicking balls from the playing field into his garden. The councillors' views were that if you own a house next to a playing field, this is what you can expect. He had drafted a response to the resident which was adjusted appropriately, and this would be sent following this meeting.

b) To receive the Chairman's Report

The Chairman reported that residents had received a letter from MDDC explaining the move to black waste bins, which would be collected every three weeks, from the current black sack arrangements every two weeks. The bins would be provided to all residents free of charge. This was the subject of District Cllr. Clive Eginton's report.

c) Other Councillor Reports – councillors reported as follows:

- **Cllr. Martin** reported that the flooding outside Butts Cottage continues to be a problem. He also reported that a private No Parking sign had been erected which would have no effect and could not be enforced.
- **Cllr. Cockram** reported that a parish council hedge needed to be cut back and she would contact Paul to get this done. She questioned whether he could be treated as a parish council contractor to be used as and when necessary and the clerk asked that she forward his contact details so something could be arranged.
- **Cllr. Stewart** reported on the dog mess problem which he believed was getting worse. He was told to email District Cllr. Eginton and try to arrange for the MDDC dog warden to come out and investigate.

2223-034 CHAWLEIGH COMMUNITY TRUST (CCT)

There was nothing further to update on for the housing project.

The Chairman to declare the meeting closed

2223-035 PUBLIC AND OTHER BODIES' SESSION

To hear reports from and allow questions to be asked to District and County Councillors and to take any questions from members of the public.

- a) County Councillor – Cllr. Squires was not present to make a report
- b) District Councillor – other than the waste collection changes mentioned in the Chairman's report, Cllr. Eginton had reported nothing further.
- c) Members of the public – No members of the public were present.

The Chairman to declare the meeting open

2223-036 FOOTPATH WORKS

- a) Cllr. Batty explained that he had received some slightly confusing information from the County Council relating to P3 grant for projects on the Chawleigh Public Rights of Way (PROW). In May 2022 he had been informed that the parish council would receive a grant of £1,000 to cover projects costing at around £1,200 but in fact only

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£560 had been finally paid. The two quotations detailed below for some of the work totalled £780 leaving a shortfall and he had again been in touch with DCC and had been told that there would be further grant paid to cover the shortfall. The clerk referred to the P3 grant earmarked reserve which currently had an additional £331 unspent which gave an available total of £891, more than enough to enable the current proposals to be funded.

b) Cllr. Batty presented two quotations from Ian Woollacott those being:

- To replace a galvanised gate with a 2 in 1 gate complete with posts £370 plus VAT
- To replace a stile with a metal kissing-gate complete with hoop £410 plus VAT

An amount of earth was required to level the site of the second gate above, which Cllr. Batty had now sourced. Ian Woollacott had already had delivery of the gates in question straight from the suppliers.

On a proposal by Cllr. Batty, seconded by Cllr. Stewart it was **Resolved** to accept the quotations and use the P3 in hand to pay for the work.

2223-037 DEFIBRILLATOR WORKING GROUP

The Chairman had collected £80 from the defibrillator contribution box in the shop and the Quiz Night had collected £108.50, and both had now been transferred to the parish council bank account for this purpose. The clerk stated that the funds now available in the Defibrillator Reserve, including these sums, was £2,338.10.

The Chairman reported that the current defibrillator on the wall of the shop was subject to a lease agreement that was due to expire early in 2023 and he would get a copy of that agreement to the clerk. He believed that there should be a second defibrillator in the village and that this could be arranged as an addition to the current arrangement. The owners of the Earl of Portsmouth Inn had agreed that this could be sited on the wall of the pub to make it freely available for the community. All agreed that this would be a good place to instal the additional equipment.

On a proposal by the Chairman, seconded by Cllr. Flavin, it was **Resolved** to instal the second defibrillator on the wall of the Earl of Portsmouth wall with the arrangements being the same as the original one, subject to the necessary funds being available.

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2223-038 FINAL ACCOUNTS 2021/22 – AGAR EXEMPTION CERTIFICATE & INTERNAL AUDIT REPORT

The following matters relating to the end of year accounts and returns were presented by the clerk:

- a) **AGAR EXEMPTION CERTIFICATE** – The clerk had received an email from the external auditors indicating that it was eligible to send an Exemption Return in instead of having a review carried out. This would mean there would be no fee involved rather than a charge of £200 plus VAT. The clerk had circulated a completed Exemption Certificate. On a proposal by the Chairman, it was **Resolved** to adopt, sign and submit the Exemption Certificate which had to be with PKF Littlejohn by 26th July to be acceptable.
- b) **INTERNAL AUDIT REPORT** – The clerk had circulated the list of Internal Audit Observations which formed part of the final report, together with his draft answers to each of the observations made and action that would be taken.
The table of observations and responses is as follows:-

Audit Recommendation	Parish Council Response
The Council to ensure that Minutes of meetings are signed in accordance with the legislative requirements. In particular Minutes of meetings should be initialled on each page and signed and dated on the final page.	This did not happen during lockdown, but is happening now. The signed minutes will also now be shown on the website.
The Council MUST put in place a process for the regular review of Standing Orders. It may be appropriate for this to be carried out on an annual basis, for example at the Annual Meeting of the Council.	The disruption caused by the covid lockdowns meant that normal cyclical activities were not always followed. The Standing Orders and Financial Regulations have been reviewed in the 2022 Annual Meeting in May 2022 and will be on the agenda in future years at least once a year.
The Council to put in place a process for the regular review of Financial Regulations. It may be appropriate for this to be carried out on an annual basis, for example at the Annual Meeting of the Council.	The disruption caused by the covid lockdowns meant that normal cyclical activities were not always followed. The Standing Orders and Financial Regulations have been reviewed in the 2022 Annual Meeting in May 2022 and will be on the agenda in future years at least once a year.
Council to formally review and, if appropriate, approve the bank signatory arrangements.	During lockdown there have been problems getting bank signatories changed, with the fact that they can only be done in person at the bank, which is 15 miles from the parish. Online applications have failed on three occasions to get the changes made. The parish council reviewed its signatories despite this in May 2022.
The Council to ensure that the appropriate Power under which grants	A fair point, which will be rectified in the future.

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are made is recorded in the Minutes of the meeting in which the grants are approved.	
The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held.	This will be part of a complete Insurance Cover Review for 2022/23
Prior to approval of the Accounting Statements the year end bank reconciliation should be subject to independent review and be signed and dated as evidence of this review.	Remote meetings are again the reason, but this is now being done.
The Council MUST publish the Accounting Statements in accordance with the requirements of the Transparency Code for Smaller Authorities	The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The accounting statements are now being published
The Council MUST publish the Annual Governance Statement in accordance with the requirements of the Transparency Code for Smaller Authorities	The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The governance statements are now being published
The Council MUST publish the Internal Audit Report in accordance with the requirements of the Transparency Code for Smaller Authorities	The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The internal audit reports are now being published
The Council MUST publish the Notice for the Period of Exercise of Public Rights	The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The Notices are now being published
In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes.	This will be done
The Council MUST publish the Annual Governance Statement on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations	The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The Governance Statements are now being published

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The Council MUST publish the External Auditors report on its website in accordance with the requirements of Regulation 13 of the Accounts and Audit Regulations	The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The External Auditors Reports are now being published
The Council MUST publish the Notice of Conclusion of Audit on its website in accordance with the requirements of Regulation 16 of the Accounts and Audit Regulations	The Parish Council website went live in the summer of 2021 but there have been problems updating it since then, as the councillor responsible for it left the council soon after. The Notices are now being published

The majority of these perceived failings were caused by a combination of the disruption to normal activities caused by the Covid lockdowns and restrictions alongside the development of a new website which is still being gradually populated with information. These things are not going to occur again, in the near future.

2223-039 NOTICEBOARD REPAIRS

Cllr. Flavin explained that the door of one of the new noticeboards was broken and that this seemed to be something that should not happen to a fairly new item. The clerk asked for a picture of the damage and would contact the supplier to persuade them to replace the board.

2223-040 PLAY EQUIPMENT REPLACEMENT

This agenda item was to consider a quotation from TK Play to supply and install a large climbing structure on the play area to replace the existing and discuss possible action.

The clerk questioned the relationship between the parish council and the Playing Field Charity (No.1083248). There appeared to be no hard and fast rules being applied in relation to the responsibilities of the charity and the parish council which concerned him. He discussed the need to be certain which organisation was going to replace this equipment in order to be sure that any VAT reclaims were made appropriately indicating that there might be a case for a Sole Trusteeship to be taken up. Councillors undertook to supply the clerk with the charity scheme in place so that he might investigate further, potentially to discuss the situation with the Charity Commission if that was appropriate.

The clerk's advice was for the charity to continue to make a grant claim for the replacement equipment once the exact quotation was finalised.

2223-041 QUEEN ELIZABETH'S PLATINUM JUBILEE CELEBRATIONS

The weekend went very well with the parish council's net financial contribution falling well below the £500 originally earmarked for the purpose. The clerk suggested that a short report be drawn up to be placed on the website to outline what a success it was.

2223-042 SMALL SHED LEASE

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Further to the clerk's report above, it was expected that there would be two prices for this work available to enable it to be done. The Chairman suggested that the period of the lease would be best being less than 7 years to avoid complications with its status.

2223-043 WEBSITE & SOCIAL MEDIA

The clerk reported that the necessary financial documentation had now been placed on the website and there would be further items as the process came to a close.

2223-044 FIDELITY GUARANTEE INSURANCE

One of the matters highlighted by the Internal Audit Report was that this element of the Insurance Policy was inadequate. This is to cover the loss of Parish Council money caused by councillors or the clerk. The limit on this is set at £25,000 whereas the accepted guidance is that it should be the sum of the reserves at the beginning of the financial year (£34,751) plus half of the precept for the year (£6,784). This amounts to £41,535 for the current year.

On a proposal by the Chairman, seconded by Cllr. Martin it was **Resolved** to increase the Fidelity Guarantee Insurance cover to £50,000 to have immediate effect.

2223-045 BANK RECONCILIATION

The 30th June 2022 Bank Reconciliation statement was **Approved**.

2223-046 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

The statement of Receipts and Payments compared to Budgets for the period from 1st April 2022 to 30th June 2022 was **Approved**

2223-047 CHURCHYARD GRANT

This matter was not discussed.

2223-048 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by Cllr. Cockram, seconded by Cllr. Batty the following list of payments was **Approved** and the receipts were **Noted**.

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Payment to	Services	Amount £	Payment No.
2022/2023			
IONOS	Website Domain June 2022	4.80	DC2223-06
IONOS	Email Access June 2022	2.40	DC2223-06
Zoom	Access June 2022	14.39	DC2223-07
Lilian Jones	Caretaker – June 2022	152.08	SO
Lilian Jones	Caretaker – July 2022	152.08	SO
Dropbox	Annual Access	95.88	DC2223-08
IONOS	Website Domain July 2022	4.80	CARD
IONOS	Email Access July 2022	2.40	CARD
Zoom	Access July 2022	14.39	CARD
RJ Martin	Clerk's Salary July 2022	312.80	2223-12
HMRC	Tax Deduction July 2022	78.20	2223-12
IAC Audit & Consultancy Ltd	Internal Audit 2021/22	219.44	2223-11
Chic Flower Designs t/a Plandscape	Weed Spraying	120.00	2223-13
RJ Martin	Clerk's Salary August 2022	312.80	2223-14
HMRC	Tax Deduction August 2022	78.20	2223-14
St. John's Ambulance	Attendance at Jubilee Event	288.00	2223-15

RECEIPTS

Receipt from	Services	Amount £	Method
2022/2023			
Chawleigh Jubilee Committee	Contribution to Costs	1,123.50	Cheque
Quiz Night	Defibrillator Fund	108.50	FPI
Devon County Council	P3 Grant	560.00	BACS
Steve Godley	Defibrillator Collection	80.00	FPI

2223-049 PLANNING APPLICATIONS

To consider the following Planning Applications and to agree comments:

Planning Applications made since the last meeting

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Reference	Location	Proposal
22/01015/HOUSE	Fieldmarsh Chawleigh Chulmleigh	Re-roofing of main dwelling, reconfiguration and extension of garage roof and replacement of conservatory with sun room Decision: No Comment
22/01202/FULL	Fox & Hounds Country Hotel Eggesford Chulmleigh	Change of use of function room to self-contained flat Decision: No Comment
22/01344/CAT	Leaches House Chawleigh Chulmleigh	Notification to crown thin by 25%, reduce and lift the crown of 2 Walnut trees by 1-3 metres within the Conservation Area. Decision: No Comment
22/01273/HOUSE	Four Winds Chawleigh Chulmleigh	Erection of an extension, porch and alterations. Decision: No Comment

The decisions made by Mid Devon District Council since the last meeting below were **Noted**.

Reference	Location	Proposal	Decision
22/00760/CAT	Old Hall Chawleigh Chulmleigh Devon	Notification of intention to fell one Ash tree and remove lower branches of one Sycamore tree within a Conservation Area	No Objection to work
21/00967/MFUL	Land at NGR 270775 112743 (West of School Close) Chawleigh Devon	Erection of 8 affordable dwellings and 2 affordable flats with associated road drainage and landscaping works	Full Permission Granted
22/00273/FULL	Land and Buildings at NGR 268288 112148 (Nethercott) Eggesford Devon	Variation of condition 2 of planning permission 21/00848/FULL to allow substitution of plans- Erection of a dwelling and formation of new access and track with associated works following demolition of existing barn	Full Permission Granted

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22/00726/HOUSE	Toatley Farm Chawleigh Chulmleigh Devon	Erection of single storey extension (Revised scheme)	Full Permission Granted
22/00727/LBC	Toatley Farm Chawleigh Chulmleigh Devon	Listed Building Consent for erection of single storey extension to include internal alterations to ground and first floor layout (Revised scheme)	Listed Building Consent Granted
22/00486/HOUSE	Ford Moor Cottage Eggesford Chulmleigh Devon	Erection of single storey extension	Full Permission Granted
22/01015/HOUSE	Fieldmarsh Chawleigh Chulmleigh	Re-roofing of main dwelling, reconfiguration and extension of garage roof and replacement of conservatory with sun room	Full Permission Granted

2223-050 DATE OF NEXT MEETING

The next meeting of Chawleigh Parish Council is scheduled to be Wednesday 28th September 2022, in Chawleigh Village Hall at 7.30pm.

2223-051 CONFIDENTIAL MATTERS

Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

There were no confidential matters to be considered.

2223-052 MEETING CLOSURE

The meeting closed at 8.55pm

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

clerk@chawleighparishcouncil.uk

From: Anna Beams <anna@mulberryandco.co.uk>
Sent: 05 September 2022 09:30
To: Clyst Honiton
Cc: clerk@chawleighparishcouncil.uk; clerk@lapfordparishcouncil.org.uk;
parish.clerk@rackenfordpc.com; Councils
Subject: RE: Mulberry & Co Internal Audit Service
Attachments: Internal Audit Services at Mulberry.pdf

Dear Rob

Thank you for your enquiry.

As part of a range of services we offer to town and parish councils we provide an internal audit service, which is conducted in accordance with current guidelines and accounting practices. The attached information sheet provides more details on our internal audit services.

Generally we conduct two audits a year as a minimum. The first (interim audit) concentrates on the governance and accountability functions of the council and deals with the non-financial aspects of the audit. (Financial Regulations, Standing Orders, risk assessments, internal control systems, processes, policies, etc.). The second (final audit) focuses on the financial aspects, checking of the Annual Governance and Accountability Return (AGAR) and the supporting information being submitted to the external auditors.

Our clients have generally found this approach beneficial, as it provides an opportunity to address any weaknesses identified at the interim audit before completion of the Annual Internal Audit Report at the final audit however if preferred, we can carry out the audit in one visit.

Mulberry & Co have been conducting and providing training on local authority internal audit for over 15 years, and are registered auditors, chartered certified accountants and chartered tax advisors. Our team currently undertakes over 150 audits per annum from small councils with income and expenditure below £25,000 to larger Town councils with income exceeding £3 million.

We charge based on an hourly rate and are currently charging £60 per hour + VAT together with travel costs at £0.45p per mile. We do not charge for travel time. The audit can also be carried out remotely if preferred. The length of time for the audit(s) will depend on the scale and complexity of your council's financial operations, but I would estimate that a full year's auditing would be conducted in no more than 4 hrs per council.

All our reports are delivered via a secure password protected on-line portal that only the clerk has access to. These reports will be in .pdf format and can be printed or emailed as desired.

If you have any further questions, please do not hesitate to contact me.

Kind regards,

Anna

Anna Beams, Local Authority Officer



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& Chartered Tax Advisors

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Internal Audit Services at Mulberry & Co

Thank you for considering using Mulberry & Co to provide your council with an internal audit. The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an Annual Governance Statement in accordance with proper practices in relation to accounts.

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to Members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control.

The interim audit(s) will generally focus on the governance and accountability functions of the council rather than the financial elements. The conclusion of this review is a report providing the council with recommendations where applicable for the improvement of internal processes and assurance that the councils systems are fit for purpose and the possibility of the systems being prone to error or misstatement are low.

We are aware that not all councils elect to have an interim audit preferring to have just one audit conducted after the year end; however, this increases the risk that errors in the processes are not able to be rectified to show that for the year under review the council was compliant with regulations, leading to possible qualifications.

At Mulberry & Co we recommend that councils have at least two internal audits per annum with one in the autumn and one after the council year end. In some cases, your council may well have additional interim audits where there are significant areas to focus upon.

Our service **begins with the engagement process**, which includes our 'Internal Audit 2022/23' document where we will issue you with key information such as but not limited to:

- ✓ Location of audit
- ✓ Who will carry out the work,
- ✓ How long it will take
- ✓ Fees
- ✓ Your right to complain
- ✓ Audit plan
- ✓ Appendices containing information to prepare for audit

The audit team will **book the audit date(s) with the council and confirm in writing**, reminding councils of the checklist of items that should be prepared in advance of the audit visit.

Once a date has been booked the council should review **the formal audit plan** detailing the tests that will be carried out. This document is written such that it can be taken to council as part of the “review of the effectiveness of internal audit” function on the Annual Governance Statement. A sample of the plan is shown below.

Audit assertions	Recommended minimum testing
Appropriate books of account have been kept properly throughout the year.	<ul style="list-style-type: none"> • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc. The sample size dependent on the size of the authority and nature of accounting records maintained
The council’s financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	<ul style="list-style-type: none"> • Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version. • Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents) • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment. Ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements • Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

At the audit, we will start with a general conversation about how the year has gone and any issues you may have or need to bring to our attention. As part of this introductory phase, we will carry out “**Walk through testing**” designed to give us an insight as to how the councils financial systems and process operate and test any weaknesses. Based on these results we will decide if further “**Substantive Testing**” is required or whether we can rely on the internal controls already evidenced.

At the interim visit we review and perform tests on the following areas:

- Review of the Financial Regulations and Standing Orders
- Review of the Risk Assessments
- Review of the budgeting process
- Proper bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed asset register

We will then prepare an interim audit report which will summarise our findings in each of the areas we have to sign off on the AGAR as internal auditor. We will as part of this report produce a table of recommendations for council and provide an opinion of the internal processes and procedures of the council. A sample of the report is shown at the end of this document.

At the final visit we review and perform tests on the following areas:

- Review of annual accounts & Annual Governance and Accountability Return (AGAR)
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor

We will then prepare the final audit report, taking into account any actions taken by the council as a result of the interim audit, and sign the Annual Internal Audit Report page of the Annual Governance and Accountability Return (AGAR).

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Audit findings

The council continues to use RBS as a day-to-day accounting package. This is a tried and tested industry specific package and I make no recommendation to change. The system is used daily to report on and record the financial transactions of the council. There are three users with their own individual logons.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM AND FINAL AUDIT)

Audit findings

Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditors report was not qualified in 2020/21. This was reported to council in November 2021. Evidence was also noted in the minutes of the internal auditor's report being reviewed and accepted. The notice of conclusion of audit and audited AGAR have been posted to the council website.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and register of members interests, in line with regulations. **The councillors will need to sign acceptance to receive information by electronic means.** I have provided some sample wording below for council consideration.

"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time."

All our reports are delivered via a secure on-line portal called "Iris Openspace" that only the Clerk/RFO has password access to. These reports will be in PDF format but can be printed or emailed as desired.

Defibrillator Provision

The provision of defibrillators by the South West Ambulance Service is summarised below, in an email from Jessica Courtney.

I am just popping you a quick email as your defib agreement is up on the 28/01/2023.

Packages are remaining the same cost; £1800+VAT for 4 years (paid upfront), if for example you wanted 2 defibrillators it would be the £1800 +VAT and an additional £1000 +VAT and so on for each additional package.

This covers the cost of:

The defib itself

The defib battery

A set of ready to use defib pads

A rescue ready pack (scissors, a razor, a pocket mask, gloves, paper towels and a spare set of defib pads)

A defib storage unit

Annually we give an awareness session where we would cover how to use the defib and basic life support (CPR), answer any questions and bust any myths people may have, just generally make people a bit more comfortable with what they would have to do if faced with the situation. Also, an annual service/check on your defib is included, this ensures the defib is running to the best of its capabilities.

Replacement parts are also covered within the price, if the defib battery runs low we will change it, and if for example your defib is used and you need another set of pads we can post these out for a local 'guardian' to add to the case.

Are you able to confirm if you would like to proceed with another 4 year package and/or if there is anything further we can do for you?

I look forward to hearing from you.

Take care and speak soon.

Kind regards,

Jessica Courtney | Assistant Community Responder Officer – North & East Devon

South Western Ambulance Service NHS Foundation Trust

clerk@chawleighparishcouncil.uk

From: Bert Batty <bbatty@chawleighparishcouncil.uk>
Sent: 05 September 2022 13:33
To: clerk@chawleighparishcouncil.uk
Cc: Kriss Cottrell; Andrea Huxley; Daphne Cockram; dstewart@chawleighparishcouncil.uk; Henry Martin; Jan Flavin; sgodly@chawleighparishcouncil.uk
Subject: Any bin will do
Attachments: 20220903_150220.jpg; 20220903_150229.jpg; 20220903_150253.jpg; 20220903_150300.jpg

I have looked at the Mid Devon Website, it refers one to PC for request to replace bins.

Could this be added to the agenda for consideration to replace the dog bin and Trevors non recycle bin with the large bin similar to the one at the Jubilee Hall.

Regards

Bert Batty

Chawleigh Parish Councillor

QUOTE12735 including Terms and Conditions**Project:**

Chawleigh Parish Council Large Climbing Structure

Site Address:

Playing field
Chawleigh
Chulmleigh
Devon
EX18 7HN

Description:

Work Includes Supply and Installation of Groundworks and Tiger-Mulch Safety Surfacing to Multi tower unit and swing base.

1. Supply and Installation of Large Climbing Structure
2. Removal of Existing Structure and disposal
3. Site welfare .
4. Skip
5. Post Installation Inspection

Description				Net	Gross
Climbing Structure, LARGE 1. CLIMBING STRUCTURE, MEDIUM Climbing is excellent activity for releasing excess energy and stress. Climbing equipment is well suited for both schools and public playgrounds. The equipment also provides perfect meeting places for children Supply Only £ 5,590.00 Installation £ 1,545.00 Safety Surfacing 2.1 CFH 43 Meters £ 4,730.00 Groundworks 43 M £ 1,505.00 Delivery subject to multiple order £ 740.00	£14110,00	£0,00	1,00	£14110,00	£16932,00
Removal Of existing Equipment 2. Removal of Existing Structure and disposal	£985,00	£0,00	1,00 Each	£985,00	£1182,00
Site Welfare 3. Site welfare to include Security fencing, Site Toilet, depending on site conditions and Project .	£600,00	£0,00	1,00	£600,00	£720,00
Skip 4. Skip for rubbish	£330,00	£0,00	1,00	£330,00	£396,00
Post Installation Inspection 5. Post Installation Inspection includes a full report with detailed risk assessment.	£495,00	£0,00	1,00 Each	£495,00	£594,00
Discount					£0,00
Total excl VAT					£16520,00
Total VAT					£3304,00
Total incl VAT					£19824,00
Grand Total (GBP)					£19824,00

Notes:

Please note this quote is subject to a Second Pre-site survey

HOTCHKISS WARBURTON *Solicitors*



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Our Ref: LS/LS/22211/

Your Ref:

5th August 2022

Dear Sirs

Re: Lease of Small Storage Shed from Trustees of Chawleigh Parish Lands Charity

Firstly apologies for addressing you all as "Sirs". I have Steve and Bert's name, but I do not have the name for The Clerk, can you please let me have that and I will not need to be quite so formal.

Thank you for your email of the 21st July 2022, Steve. I have written to Gilbert Stephens who act for the Chawleigh Parish Lands Trustees and they have this week responded.

Before I go into fees etc I will just summarise what you have asked me to do and if I have got anything wrong, please let me know.

You are to take a lease from the Chawleigh Parish Lands Charity of the storage Shed by the playing field in Chawleigh. The lease will be for a term of 7 years at an annual rent of £52.00. As tenants you will need to insure the storage shed and keep it maintained and in a good state of repair and condition.

I will on your behalf check the lease prepared for you, report to you and arrange for this to be completed and registered.

I understand that you have also agreed to pay the legal costs to be incurred by the Chawleigh Parish Lands Charity. In this respect I have been informed that the costs will be £800.00 + VAT with disbursements of no more than £20.00. The Solicitor acting for the Chawleigh Parish Lands Charity have asked that I provide them with an Undertaking to pay their costs. They have not said that this is to be payable whether or not the transaction completes but in most instances, if for any reason we do not complete the lease you would still be liable to pay the costs of their Solicitor.

In order for me to make the Undertaking I will need to receive from you those costs on account. I therefore ask for a payment to our Client Account, using the following details, of the sum of £980.00 (inclusive of VAT and disbursements).

Hotchkiss Warburton Client Account
Sort Code: 20-30-47
Account Number: 30254614
Ref: LS/22211/CPC

Once I have received this payment I will send the Solicitor my undertaking for you to pay their costs and they will prepare and send to me the draft Lease.

Now for the details of my costs, which are as follows:

My Firms fees	£500.00
Official Search	£ 3.00
VAT @ 20%	£100.60
Stamp Duty	£ NIL
Land Registry Fee	£ 45.00
Total	£648.60

Stamp Duty and Land Registry fees are mentioned as the lease term is going to be 7 years. Any lease granted for 7 years or more is notifiable to the H M Revenue and Customs for Stamp Duty purposes, but does not mean Stamp Duty is payable. The lease will also need to be registered at the H M Land Registry.

If the lease is for less than 7 years, even if just 6 years and 360 days then the Stamp Duty notification and registration at the H M Land Registry is not needed.

In addition to the above I would normally advise searches to be done. In particular a Local Authority Search that would check the planning and building control history of the property, that access to the shed is via a public highway and there are no enforcement actions being taken for the use etc of the property.

The cost of this search is £88.54.

Please let me know if you wish to have this search and also let me have the monies as we have to pay on application.

Above is the work and the fees involved. I have not acted for you before and I therefore enclose for your attention my Firms Terms of Business in duplicate to be signed by you. One copy is for you to keep the other is to return to my office.

I also enclose a Client Information Form (3 copies). I will need for the Trustees (those to be named on the lease for the shed) to each complete a copy and to bring this to my office with their identification as we will need to identify each Trustee for our purposes and those of the H M Land Registry. Identification is to be one item of photo ID (Driving Licence or Passport – must be valid) and one item of address ID (bank

statement, utility bill of no more than 3 months old or Council Tax Bill, DWP or HMRC letter dated within the last 12 months). You may use your photo driving licence ID as address ID if you use your valid passport for your photo ID.

We cannot accept copies of your ID or the originals brought in by someone else, we do need to see you individually (not necessarily at the same time) with your ID and we can then take copies for our file.

Our office door is closed at present, quieter and allows staff to work within the front office without too many people crowding in but if you come to the office please knock and someone can meet you at the door.

I look forward to hearing from you.

Best wishes

Yours sincerely



LINDSAY STONE

Encls.



Account type: **BUSINESS CURRENT**
Account number: **06109314**
Sort code: **55-50-29**
Account name: **SLA CHAWLEIGH PC**

Transactions

Date: **21st September 2022**

Your transactions

Showing: Last 1 month (4 weeks), All Transactions

Date	Type	Description	Paid in	Paid out	Balance
20 Sep 2022	DPC	TAX DEDUCTION , 120PS00612467 , VIA ONLINE - PYMTB, FP 20/09/22 40 , 55013108534553000N	-	£78.20	£28,892.02
20 Sep 2022	DPC	ROB MARTIN , SALARY SEPT 22 , VIA ONLINE - PYMTB, FP 20/09/22 40 , 52013108524675000N	-	£312.80	£28,970.22
15 Sep 2022	D/D	ICO , ZA540492	-	£35.00	£29,283.02
14 Sep 2022	POS	5548 12SEP22 , 1 AND 1 IONOS LTD , GLOUCESTER GB	-	£4.80	£29,318.02
12 Sep 2022	POS	5548 09SEP22 , ZOOM.US , 888-799-9666 , SAN JOSE US	-	£14.39	£29,322.82
12 Sep 2022	POS	5548 09SEP22 , 1 AND 1 IONOS LTD , GLOUCESTER GB	-	£2.40	£29,337.21
6 Sep 2022	BAC	S GODLY , DEFIB GROUP , FP 06/09/22 1616 , 600000000994368262	£285.00	-	£29,339.61
31 Aug 2022	S/O	LILIAN JONES , SALARY , FP 31/08/22 30 , 09023132667029000N	-	£152.08	£29,054.61
22 Aug 2022	POS	5548 18AUG22 , WWW.DEEDFLOW.CO.UK, 07540 853233 GB	-	£23.94	£29,206.69

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Account type: **BUSINESS CURRENT**
Account number: **61058599**
Sort code: **55-50-29**
Account name: **SLA CPC COMMUNITY BU**

Transactions

Date: **21st September 2022**

Your transactions

Showing: Last 1 month (4 weeks), All Transactions

Date	Type	Description	Paid in	Paid out	Balance
15 Sep 2022	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 15/09/22 0222 , 200000000994683445	£42.69	-	£9,496.63
8 Sep 2022	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 08/09/22 0213 , 400000001000100405	£42.69	-	£9,453.94
1 Sep 2022	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 01/09/22 0402 , 200000000987609636	£42.69	-	£9,411.25
25 Aug 2022	BAC	CHAWLEIGH VILLAGE., JANE HALL (RENT) , FP 25/08/22 0223 , 600000000987207277	£42.69	-	£9,368.56

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Account type: **BUSINESS RESERVE ACCOUNT**
Account number: **61032069**
Sort code: **55-50-29**
Account name: **SLA CHAWLEIGH PC**

Transactions

Date: 21st September 2022

Your transactions

Showing: Last 1 month (4 weeks), All Transactions

Date	Type	Description	Paid in	Paid out	Balance
31 Aug 2022	INT	31AUG GRS 61032069	£0.36	-	£4,029.55

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CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR
20th September 2022

2021/2022 Actual £		2022/2023 Budget £	2022/2023 to date £	% of Budget £
RECEIPTS				
2,263	Shop Rent	2,220	1,024.56	46
13,000	Precept	13,567	6,783.50	50
0	Interest	-	-	-
2,450	Grants & Other Donations	-	5,283.50	-
-	Defibrillator Donations	-	713.50	-
5,750	VAT	-	1,219.91	-
-	Section 106 Income	-	-	-
23,462	TOTAL Receipts	15,787	15,024.97	95
PAYMENTS				
Administration				
480	External Audit	200	-	-
150	Internal Audit	300	182.87	61
35	ICO	35	35.00	100
211	Email/Website	150	-	-
813	Insurance	825	689.80	84
-	Elections	-	-	-
695	IT&C	500	127.09	25
-	Printing	-	-	-
49	Office Consumables	200	-	-
-	Postage	50	-	-
-	Refreshments	50	33.20	66
280	Venue Hire/Zoom	400	141.94	35
Clerk & Councillors				
1,962	Clerk's Salary	4,700	2,346.00	50
-	NI	-	-	-
2,676	Locum Clerk	-	-	-
-	Clerk's Expenses	100	99.85	100
-	Councillor Expenses	-	-	-
-	Councillor Allowances	-	-	-
-	Training & Development	400	-	-
Subscriptions				
126	DALC/NALC	140	133.00	95
-	SLCC	50	51.00	102
-	The Dart	10	-	-
Public Toilets				
1,816	Cleaner	1,825	760.40	42
-	Consumables	200	-	-

CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

20th September 2022

2021/2022 Actual £		2022/2023 Budget £	2022/2023 to date £	% of Budget £
-	Maintenance	200	-	-
	Village Shop			
-	Shop Maintenance	-	-	-
2,974	Storage Facility	-	-	-
	Playing Field			
181	Annual Inspection	100	-	-
613	Grass Cutting	1,000	-	-
90	DAA Light Maintenance	100	-	-
-	General Maintenance	-	-	-
-	Picnic Benches	-	120.78	-
1,534	Play Equipment	-	-	-
	Telephone Kiosk			
-	Maintenance	-	-	-
	Community Storage			
-	Solicitors Fees	500	-	-
	Maintenance			
-	Council Asset Inspection	100	230.00	230
977	Verge Cutting	700	-	-
-	Landscaping	-	-	-
100	Weed Spraying	300	100.00	33
826	Highway Improvements	-	-	-
1,051	Noticeboard	-	-	-
-	Tree Surgery	-	-	-
519	PROW Improvements	-	-	-
-	Defibrillator	-	87.50	-
	Events			
-	QE2 Platinum Jubilee	-	1,624.78	-
	Grants & Donations			
-	Parish Grant	-	-	-
-	Churchyard Grant	300	-	-
80	Hot Lunch Venue	220	70.00	32
-	CCT	-	-	-
-	Hall Refurbishment	-	-	-
25	Poppy Appeal (S137)	25	-	-
33	General Donations (S137)	500	-	-
		-		
2,105	VAT		524.84	-
20,398	TOTAL Payments	14,180.00	7,358.05	52

CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR
20th September 2022

2021/2022		2022/2023	2022/2023	% of Budget
Actual		Budget	to date	
£		£	£	£
(3,064)	Net Payments/(Receipts)	(1,607.00)	(7,666.92)	
(31,687)	Balance b/f	(34,751.28)	(34,751.28)	
(3,064)	Net Payments/(Receipts)	(1,607.00)	(7,666.92)	
(34,751)	Current Balance	(36,358.28)	(42,418.20)	

CHAWLEIGH PARISH COUNCIL

GENERAL & EARMARKED RESERVES

	31/03/2022				31/03/2023
	£	Transfer £	Income £	Spend £	£
General Reserve	25,193.80	(9,496.63)	10,391.47	(7,270.55)	18,818.09
Earmarked Reserves					
Replacement Laptop & Printer	-	-	-	-	-
Shop Emergency Repairs	3,000.00	-	-	-	3,000.00
Shop Rental Fund	-	9,496.63			9,496.63
Public Toilet Emergency Repairs	1,000.00	-	-	-	1,000.00
Chawley Community Trust	-	-	-	-	-
Replacement Playing Field Equipment	2,000.00	-	-	-	2,000.00
Chawleigh Playing Field Event 2019	1,076.88	-	-	-	1,076.88
Replacement Church Roof	-	-	-	-	-
Section 106 Unallocated	-	-	2,800.00	-	2,800.00
Defibrillator Fund	2,149.60		473.50	(87.50)	2,535.60
P3 PROW	331.00	-	1,360.00	-	1,691.00
	34,751.28	-	15,024.97	(7,358.05)	42,418.20