

OVER ALDERLEY PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

DATE: TUESDAY 26TH MAY 2020
TIME: 7:45 P.M.
VENUE: Remote meeting via Skype

E.M.Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer.

Dated 19th May, 2020

AGENDA

To Members of Over Alderley Parish Council,

You are hereby summoned to remotely attend the Parish Council Meeting, as shown above, to consider and determine the following business:

1. **APOLOGIES FOR ABSENCE -**
2. **DECLARATIONS OF INTEREST -** To receive Declarations of Interest in any items on the agenda.
3. **PUBLIC FORUM FOR QUESTIONS -**
4. **REPORTS FROM EXTERNAL ORGANISATIONS -**
 - i) Cheshire East Ward Member Cllr. P. Findlow - Report on items of interest to the Parish Council.
 - ii) To appoint a representative to act as a Trustee on the Over Alderley Primary School Charity. (Office currently held by Cllr. D. Burns)
5. **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS -**
 - i) 20/1765M - Broad Heath House, Slade Lane, Over Alderley. SK10 4SF
Demolition of existing dwelling and construction of replacement dwelling.
 - ii) 20/1790M - Cobbles End, Hocker Lane, Over Alderley. SK10 4SD
Certificate of proposed lawful use for detached green oak framed garage with workshop/store behind.
Brickwork side extension to the dwelling with flat roof.
6. **FINANCE -**
 - i) To ratify the following payments made in the 2019/20 financial year -

a)	Direct Debit	United Utilities	£12.07	Water Charges: 18/10/19 - 21/01/20.
b)	Direct Debit	Information Commissioner's Office	£35.00	Data Protection Fee 2020/21.
c)	Cheque No. 000297	E. M. Maddock	£907.17	Net salary 2019/20 and Expenses.
d)	Cheque No. 000298	H. M. Revenue & Customs	£185.60	Employee Income Tax.
e)	Cheque No. 000299	Zurich Municipal	£257.60	Insurance Premium 2020/21.
f)	Cheque No. 000300	Over Alderley & Birtles Reading Room	£90.00	Room Hire 2019/20.
g)	Cheque No. 000301	Over Alderley & Birtles Reading Room	£1,000.00	Grant towards maintenance work.
h)	Cheque No. 000302	Birtles PCC	£600.00	Grant towards production of Monthly Messenger.
i)	Cheque No. 000303	Northwich Town Council	£532.80	Clearance of allotment plot.

- ii) To note the following receipts January - March 2020 -
 - a) NatWest Bank plc. £0.42 Gross interest - January, 2020.
 - b) Allotment Rental 2019/20 £30.70 Invoice 06/2019.
 - c) Allotment Rental 2019/20 £30.00 Invoice 01/2019.
 - d) Allotment Rental 2019/20 £14.58 Invoice 02/2019.
 - e) NatWest Bank plc. £0.38 Gross interest - February, 2020.
 - f) Allotment Rental 2019/20 £16.12 Invoice 07/2019.
 - g) Allotment Rental 2019/20 £18.06 Invoice 01/2020.
 - h) NatWest Bank plc. £0.44 Gross interest - March, 2020.
 - iii) To receive and consider details of discrepancies (2) in allotment rental 2019/20 amounts received.
 - iv) To consider and approve the Financial Risk Assessment 2019/20. (Appendix A)
7. **MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -**
8. **DATE OF NEXT MEETING -** To be determined.

E.M.Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer.

Dated 19th May, 2020

For further information and copy agenda please contact:
Tel: 01477 571444 Email: clerk.overalderleypc@gmail.com

**OVER ALDERLEY PARISH COUNCIL
FINANCIAL RISK ASSESSMENT - 2019/20**

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes scanned and published on website.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2020.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Periodic financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councillors/circumstances.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2020.
Bank and banking	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2020.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform regular bank reconciliations.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
Salaries and associated costs.	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
Employees.	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
VAT	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2020.