

**MINUTES OF THE MEETING OF ROOKSDOWN PARISH COUNCIL HELD IN THE HALL, SAXON WOOD
SCHOOL ON MONDAY 24 MAY 2010 COMMENCING AT 21:20**

Present: Cllrs Adlam (DA), P Dobing (PD), R Dobing RD), Lewis-Grey (JLG), Miller (CM) (Chairman),
Statham (CS), C.Cllr Reid.

In Attendance: No members of the public
No member of the Press
Parish Clerk

1. APOLOGIES

Apologies were received from Cllrs. Cavalier (RC), Cordner (AC), Parkinson (JP), B. Cllr Cherrett.

2. ELECTION OF CHAIRMAN

01/11 It was

RESOLVED to elect Cllr Miller as Chairman for the municipal year. Cllr Miller made his declaration and took the chair.

3. ELECTION OF VICE-CHAIRMAN

There were 2 nominations: Cllr Cavalier, proposed by Cllr Lewis- Grey; seconded by Cllr C Miller and Cllr Statham, proposed by Cllr P Dobing; seconded by Cllr D Adlam. Following a show of hands,

02/11 It was

RESOLVED to elect Cllr Statham as Vice-Chairman for the municipal year.

4. DECLARATION OF INTERESTS

As committee members of the Rooksdown Community Association, Cllrs Miller, Adlam & Lewis-Grey declared an interest in Item 9b - proposed s137 grant to RCA. Cllrs R Dobing and P Dobing declared an interest in Item 9(b) since they were personally acquainted with the payees.

5. MINUTES

03/11 It was

RESOLVED to receive, confirm the accuracy of, and sign the minutes of the meeting held on 29 March 2010

6. PUBLIC PARTICIPATION

There was no requirement for an open forum.

7. REPORTS & FEEDBACK: BOROUGH & COUNTY COUNCILLORS AND THE POLICE.

A comprehensive report from both B.Cllr Cherrett and C. Cllr Reid had been provided for the Annual parish meeting, which immediately preceded this RPC meeting.

8. PLANNING:

There were no new applications and no decisions on existing applications.

A resident had attended the meeting to seek the support of RPC to provide background to a proposal to purchase a small piece of open space from BDBC (alongside No 24 Gander Drive) which will be the subject of a future planning application. Members had viewed the site and

04/11 It was

RESOLVED that RPC has no objection to the proposal to purchase and enclose land alongside No 24 Gander Drive.

9. FINANCIAL MATTERS

(a) Financial Reports 2009/2010

A financial report to mid May 2010 was noted.

(b) Payments for Approval

**05/11
RESOLVED**

It was to approve the following payments:

CQ No	Payee	Service	Amount
0221	Saxon Wood School	Hall Hire 24 May 2010	£50.00
0222	Just A Mow	Excavate & install 2 new benches	£329.00
0223	HALC	HALC Aff.Fee & NALC Levy 10/11	£387.00
0224	Rooksdown Comm Assn	S137 Grant	£1100.00
0225	John K Murray	Internal Audit Fee: 2010	£75.00
0226	Came & Co	Insurance premium 2010/2011	£414.44
0227	T Botten	Renew Domain Name	£7.03
		Total	£2362.47

(c) Accounts 2009/2010

**06/11
RESOLVED**

It was to receive and note the report of the internal Auditor and to agree the draft responses proposed by the Clerk (attached as Appendix A to these minutes).

**07/11
RESOLVED**

It was to support the approval of the draft Annual Return and Accounts for submission to the Audit Commission (Resolutions 55/10 to 57/10), by formally minuting RPC's approval that the Chairman sign Sections 1 and 2 of the 2010 Annual Return.

10. ROOKSDOWN COMMUNITY ASSOCIATION

RCA will be meeting (i) a Sentinel Housing Association representative (ii) Bob Smith, WCF to discuss future play schemes. Responsibility for the "Rooksdown column" in the gazette has now passed to Sue Lussenden.

11. MOTIONS FROM COUNCILLORS

None were received prior to the meeting.

12. CORRESPONDENCE

A list of correspondence had been circulated to Members and copies of those for discussion, issued with the Agenda were noted. It was agreed that Cllrs R & P Dobing would represent RPC at the raising of the Armed Forces Day Flag event on 21 June and that the Clerk would try to attend the Civic Sunday Service on 27 June.

13. MATTERS FOR REPORT

Reports from Working Parties

- a. **Newsletter:** the further Newsletter will be issued in June.
- b. **Youth:** nothing further to report.
- c. **Open Spaces:** A meeting with BDBC officials re additional litter bins was planned for 4pm on 25 May. The occlusion of street lights by nearby trees is now real problem which Cllr Statham is pursuing.
- d. **Other matters for report:** None.

14. MATTERS RAISED BY COUNCILLORS/CLERK

Council Minutes

24 May 2010

- (i) Cllr Lewis-Grey suggested that additional benches be provided, in particular one on open space near the cycle route in Trenchmead Gardens. JLG to provide a sketch plan; Clerk to seek grant funding from BDBC.
- (ii) Instances of anti-social behaviour were discussed.

13. DATE/VENUE OF FUTURE MEETINGS

Future meetings will be held on Monday 28 June & 26 July.

There being no further business, the meeting closed at 22:30.

Date.....

Chairman.....

Council Minutes

24 May 2010
Appendix A to mrpc24052010
Dated 24 May 2010

RPC: ANNUAL ACCOUNTS 2010/2011
RESPONSE TO COMMENTS FROM INTERNAL AUDIT

	Internal Audit comment/Observation	
1	You will see that I make reference to the 2010 Edition of the Governance and Accountability in Local Councils in England & Wales. This does not differ too much from the 2008 Edition, but now includes guidance for larger Councils – where income exceeds £1,000,000. I would suggest that you download it from the Website – it is some 126 pages long, so only download the relevant pages – including Appendix 9 and pages 29-40.	An attempt had already been made to download the complete 2010 Edition, but proved to be too time consuming. Appendix 9 and pages 29-40 have been downloaded.
2	Contracts of employment. I have noted that the Council has issued you with a Contract of employment (covering both appointments of Clerk & RFO). I would like to see this next year please.	A review of the current contract in light of the 2007 model will be undertaken during the year.
3	Standing orders and Financial regulations. I note that you intend reviewing yours shortly. However, a new Model set of Standing Orders has recently been issued and you may wish to have a fresh look at yours in the light of this. I would suggest that this is done annually at the Annual General Meeting of the Council	As soon as the new Model SO's became available, a start was made on examining the text and personalising it for this Council. It is expected to adopt a new set of Standing Orders in the summer months. SO's will be "re-adopted at each annual meeting.
4	Risk Assessment – this is an important area. I note that there was a review at the beginning of the financial year. Again, the policy of Risk Assessment needs to be reviewed annually.	The Council's Risk Assessment Policy will be reviewed annually.
5	Effectiveness of Internal Audit – We discussed the various pages in the 2010 Edition of the Governance and Accountability in Local Councils and in particular the two checklists at the end of that section. The Audit commission are expecting (and requiring) all councils to carry out this review. I would suggest that it is done annually at the time the Council considers my Audit letter. This should be minuted and a copy of the schedules attached to the Minutes.	The practice of reviewing the Effectiveness of Internal Audit will be undertaken annually as part of the audit exercise, commencing with the 2010 Audit. It is noted that this should be minuted. This will be included on the June Agenda.
6	I have noted that the Audit Pro-forma (with details of the variations and Bank Reconciliation you will be sending off with this) have not yet been adopted by the Parish Council and signed by the Chairman and yourself. Will you please supply me with a copy of the Pro-forma Schedules 1,2 & 4 before they are sent off and Schedule 3 when returned, signed by the Audit Commission. Can you let me have copies of the bank reconciliation and the Explanation of Variances. Also of the copy of your full set of Accounts. Please ensure that the adoption of the Accounts and the Audit Commission pro-forma are minuted at the appropriate times – in particular Section 1 and Section 2 of the Proforma need to be specifically mentioned within the Minutes. The receipt of this letter and any action taken on it should also be recorded in the Minutes. Please ensure that the Form is fully completed (including filling in the boxes for the name of the Parish Council), otherwise it may be returned by the External Auditors.	The Audit Pro-forma & Bank Reconciliation were adopted by the Parish Council meeting on 26 April. The former was signed by Chair & Clerk, but the Clerk omitted to get the Chairman to sign the Reconciliation. This has been rectified. A copy of the Pro-forma Schedules 1,2 & 4 have now been sent to the Internal Auditor, together with copies of the bank reconciliation and the Explanation of Variances and a full set of Accounts. Schedule 3 will be provided when returned, signed by the External Auditor. The requirement to minute adoption is noted and is followed every year. In future, the wording of the resolutions will specifically mention Section 1 and Section 2 of the Proforma in so many words. It is RPC practice to note the receipt of the Internal Audit letter and approve comments/responses. The need to be absolutely precise in filling out the pro-forma, was demonstrated last year, when one box, needing the name of the council was not filled in and the form was returned.
7	If the council.....I have not altered my fees this year but would anticipate a small increase next year to cover inflation etc. I would expect this to be in the order of £5.00.	The intention to increase fees for next year's internal audit fees is noted and accepted by RPC.