

**Minutes of the Penton Grafton Parish Council meeting held on Tuesday 12<sup>th</sup> July 2016 in the Committee Room, The Fairground Village Hall at 7.30pm.**

Present: Cllr Mr G Light – Chairman  
Cllr Mr J Marsh – Vice Chairman  
Cllr Mrs J Osborne  
Cllr Mrs H Carter  
Cllr Mrs R Smith  
Cllr Mr P Carter  
Richard Waterman – Parish Clerk  
County Councillor - Mrs Z Brooks  
Member of the Public – Mrs Pat West.

Apologies: Borough Councillors Mrs Pam Mutton and Mr Phil Lashbrook.

**WELCOME.**

The Chairman welcomed everyone to the meeting.

**DECLARATION OF INTERESTS**

Cllr Mrs J Osborne declared an interest in the Cottage Charity and the Fairground Hall.

Cllr Mrs H Carter declared an interest in the Fairground Site, Allotments and the Fairground Hall.

Cllr Mr P Carter declared an interest in the Fairground Site and the Allotments.

**ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

CHAIRMAN – Cllr J Marsh proposed Cllr G Light as Chairman, this was seconded by Cllr J Osborne. There were no other nominations. All agreed. Cllr Mr G Light was elected Chairman.

VICE CHAIRMAN – Cllr J Osborne proposed Cllr J Marsh as Vice Chairman, this was seconded by Cllr G Light. There were no other nominations. All agreed. Cllr J Marsh was elected Vice Chairman.

**FINANCIAL REPORT.**

**STATEMENT FROM THE PARISH CLERK.**

I have spoken to Paul Reynolds our Internal Auditor about the following:-

- I am increasingly concerned that I am leaving myself open to criticism regarding the accounts for the site and the Cottage Charity. Turnover on both accounts is over £100,000.
- To date there have been no problems and the accounts have been audited by both Paul Reynolds and District Audit with no major issues raised.
- I have asked Paul to compile a report for the Parish Council on this year's accounts to be read out at the next meeting. I have asked Paul's advice on how to proceed and he has suggested the following :-

1. Site Accounts - As I meet with Jacque every Wednesday for Village Hall Business. Paul suggests that if she is willing, she checks that all the payments receipts are entered in the cash book; invoices are matched with cheques issued and that the payments are reconciled to the bank statements. Jacque will then sign the cash book each month to confirm the checks she has made. Jacque will then be able to confirm that everything has been double checked when I do my financial report at the Parish Council meeting.
2. Instead of a yearly internal audit we will move to six monthly to fall in line with other large turnover councils in Hampshire. A six monthly report will be provided and signed off by Paul. This will then be reported at the next Parish Council meeting and minuted. There will be no additional charge. Paul also audits the Village Hall accounts so he is used to working with Jacque. Jacque will also be present if needed at the 6 monthly Audit.
3. Cottage Accounts - The same as above but either the Chairman or Vice Chairman will carry out a monthly check.
4. I, as Clerk, will still be responsible Financial Officer for the Parish Council and Cottage Charity Accounts.

Since taking on this job in 2009 the work load and my responsibility has increased considerably. I am very happy with my remuneration and thank the Parish Council for the pay increases over the years to reflect my work. I am not seeking a pay increase. However I am being made aware that certain factions on the Parish Council are questioning my work and would like these financial checks put in place. To reiterate, I am dealing with a lot of money and feel that I need backup to stem the criticism.

I am in the office 3 days a week from 10am - 2pm (12 hours a week and 624 hours a year). I am also on call 7 days a week to deal with problems of the site and Cottages. My monthly pay is £950 - £11,400 a Year this breaks down to:-

Parish Council	£300
Site	£300
Cottage Charity	£350

The previous clerk did more hours and was paid £22,000 a year and had an assistant who was paid £8,000 a year.

During the 5 years the CIC ran the Fairground site they had a turnover of just under £250,000. No money was spent on maintenance of the site which still fell to the Parish Council.

The Parish Council has been running the site since January 2013 and has brought the site maintenance up to date and paid for the ongoing refurbishment.

The last financial year 1<sup>st</sup> April 2015 - 31<sup>st</sup> March 2016 ended with a surplus of just under £13,000. While we still have the cost of the last section of refurbishment to fund we can now start putting money back into our reserves.

#### PARISH COUNCIL AUDIT 2015/16.

The Chairman has signed off the accounts and they have been sent to the external Auditors.

The Parish Clerk reported that Paul Reynolds the internal Auditor has completed the Audit and has written a report for the Parish Council – The Clerk read out the report, a copy was given to each Parish Councillor and is attached at the end of these minutes.

The Parish Council agreed with the proposals put forward. Proposed by Cllr G Light and seconded by Cllr J Marsh. Cllr J Osborne will do the Parish Council and Site Accounts and the Chairman the Cottage Charity.

Cllr R Smith proposed a vote of thanks to the Clerk for keeping the accounts in such good order and for the work he undertakes on behalf of the Parish Council. This was seconded by Cllr J Marsh.

#### PARISH COUNCIL FINANCE.

##### FINANCIAL POSITION – 12<sup>th</sup> July 2016

Lloyds TSB Current Account	£ 2,958.78 (28/6/16)
Premium 10-day Account 1.5%	£ 33,212.83
	<b><u>£ 36,171.61</u></b>

##### PAYMENTS - June and July 2016

R.N. Waterman	Wages – Standing Order - June	£300.00
R.N. Waterman	Wages – Standing Order – July	£300.00
Weyhill Allotment Society	Grant	£150.00
Enham	Church Grass Cutting	£88.01
P Reynolds	Audit	£695.00
Enham	Church Grass Cutting	£88.00
Mr C Wilkins	Maintenance	£241.00
Aviva	Insurance	£562.05
		<b><u>£2,424.06</u></b>

##### SITE FINANCIAL POSITION - June and July 2016

###### **Income**

Utilities	£1,455.16
Rents June and July	£7,645.50
	<b><u>£9,100.66</u></b>

###### **Expenditure**

Sheep Shed Gallery	£800.00 (June and July)
Clerks Wages	£600.00
Caretakers Wages	£416.00
Maintenance/projects and repairs	£2213.69
Electricity	£1099.53
Water Rates	£198.20
Site Cleaning	£160.00
	<b><u>£5,487.42</u></b>

#### CHEQUES ISSUED IN JUNE AND JULY 2016

DJ Harris	Plumbing Work Tea Room	£84.00
Pest Control Services	Pest Control	£318.00
Clanville Drain Tech	Pump Service	£150.00
Wessex Fire	Annual Service	£369.88
Travis Perkins	Materials	£157.92
HCC	Site and VH Supplies	£141.65
Crescent Signs	New Flags	£240.00
Brewers	Paint for Unit 7	£113.48
Mrs J Ferguson	Planting Maintenance 2015/16	£520.50
HCC	Site and VH Supplies	£118.26
		<b><u>£2,213.69</u></b>

Bank Account Balance 28th June 2016 = £12,269.17

#### CIC ACCOUNTS

The Chairman stated that there are still many unanswered questions on how the CIC spent the site money during the five years they were in control of the Fairground Site. The Parish Council need to identify where all the money went and whether it was mis-managed.

The Last Directors of the CIC have signed a letter giving the Parish Council permission to access the CIC Accounts

The Chairman proposed that the Parish Council have the five years of CIC Accounts independently audited, this was seconded by Cllr J Marsh. All agreed. The Clerk was asked to act on this proposal.

The Clerk reported that the Village Hall had been notified that £9,300.00 has been paid into their account from the CIC Liquidator.

#### **MINUTES OF THE PREVIOUS MEETING**

Cllr R Smith wished to add to the minutes that she had sent her apologies as she had unavoidably had to work.

The Chairman then signed the minutes of the previous meeting as a true record. Matters arising from those minutes:

WEB SITE – The Clerk reported that the web site is going well and visitor numbers are still increasing.

HIGHWAYS – The Parish Council were disappointed that so few of the faults reported at the Highways meeting in April have been done. Cllr Mrs Z Brooks stated that she will follow this up with the Highways Officers.

#### **PLANNING**

16/01381/FULLN – Erection of an oak frame double garage – Clanville Farm, Penton Park Lane, Clanville, Andover. NO OBJECTION

16/01585/CLPN – Application for lawful development certificate for proposed rear extension – 23 Weyhill Gardens, Weyhill – NO OBJECTION.

### **ALLOTMENTS**

- A quote to install the troughs has been received from DJ Harris for £3,370.00. Southern Water has stated that they will only accept work carried out by trained contractors. DJ Harris has the necessary paperwork. The Parish Council agreed to proceed.
- All the relevant paperwork has been sent back to Southern Water and they have confirmed that all is correct.
- The order for equipment has been confirmed and will be delivered to the Fairground.
- The Clerk has agreed a price with Chris Wilkins of £15 a plot for the strimming of the weeds. Cllr J Osbourne asked if the weeds growing along the fence line and the car park could also be cut.
- A quote to cut the hedge has been requested from Matt Townsend.
- The Parish Council will hand over the day-to-day running of the allotments to the Allotment Society at the end of September 2016.
- The rents will be paid to the Parish Council by the Allotment Holders, It was suggested that this is done by standing order.

### **COUNTY COUNCILLOR MRS Z BROOKS**

Cllr Mrs Z Brooks reported that with the recent changes in Government the whole issue of Devolution is up in the air. Hampshire County Council is still investigating and has not made any decisions at the moment.

Cllr Mrs Z Brooks reported that the cameras that monitor the vehicles using the bard routes from the Andover Airfield Site were due to be repaired in July but this has now been put back to August. The Parish Council thought that someone needs to take responsibility and explain why the cameras have been inoperative for such a long time. The revenue that has been lost could have been put to good use in the parishes.

### **BOROUGH COUNCILLOR MRS P MUTTON**

Mrs P West stated that Cllr Mrs P Mutton had asked her to report that the community grant for the Village Hall and Allotments that the Clerk applied for has been approved.

### **COUNCILLORS' REPORTS**

CLLR R SMITH – Reported that Southern Water have completed the work in Clanville and the road has re-opened. At long last the big pothole in Clanville has been repaired.

Cllr R Smith stated that she had spoken with the Clerk and felt that due to increasing work commitments she would stand down as a Parish Councillor but will still report on Clanville issues and will attend Parish Council meetings when work permits. Cllr R Smith will however remain a Cottage Charity Trustee. The Clerk will inform TVBC of Cllr R Smith's resignation.

The Chairman thanked Cllr R Smith for all that she has done during her time on the Parish Council and was pleased that she will still be the Clanville liaison person.

CLLR J MARSH – Spoke about the issue of the stones in the pull-in opposite the post box in Penton Lane. This has been reported to HCC and they are dealing with the matter. Cllr J Marsh reported on the overgrown footpaths 2 and 3 and the saga that followed. The Footpaths have now been cut by the landowners. HCC have accepted responsibility which will be helpful in the future.

CLLR J OSBORNE – Reported that the horsebox parked on the pavement by the Church had been reported to the Police. PCSO Dave Trowbridge dealt with the matter and the horsebox has now gone. However there is now a Mini parked in the same spot.

CLLR MR P CARTER – Asked for an up-date on the Standing Orders and suggested that the parish Council need to hold a separate meeting to discuss this important issue.

Cllr J Marsh stated that he was waiting for a copy of the NALC draft Standing Orders. The new Standing Orders need to be carefully formulated to cover both the Parish Council and the administration of the site and stated that this is not an issue that can be rushed.

### **SITE MAINTENANCE**

Cllr H Carter reported that Ron Caddy has still not got his flood barrier back. The Clerk will chase this up.

The Clerk reported that he has asked Hawk and Trowel, specialists in Lime work for a quote to repair the outside wall on the road side and to treat it with new, breathable waterproof paint. The inside of the Chalk wall is due to be painted in August and he has ordered the lime wash.

Tony Burden is due on site towards the end of July to finish off the landscaping. The Clerk has not received the quote for the work and will remind Tony. Mrs P West stated that she was pleased to hear that the Parish Council is still employing local people to carry out the work. Tony Burden was introduced to the Parish Council through Debora Graham some 6 years ago and has proved a good contractor. The majority of the Council agreed.

### **CLOSE OF THE MEETING.**

The Chairman thanked everyone for coming and closed the meeting.

### **DATES OF THE 2016 MEETINGS**

**13<sup>th</sup> September**

**8<sup>th</sup> November**

# Fair Account

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10 July, 2016

Penton Grafton Parish Council  
Parish Clerk  
The Fairground  
Weyhill  
ANDOVER  
HANTS  
SP11 0QN

Dear Mr Waterman

## **Penton Grafton Parish Council Audit 2015/16**

I have recently completed the Internal Audit for your Council on the 2015/16 Annual Return for the External Auditor (BDO) & signed off the Internal Audit section 4.

An annual update review of the Council's financial systems' internal controls is conducted as part of the Internal Audit testing, which is set out as an appendix in the NALC Governance manual. This Appendix template covers a "suggested approach to internal audit testing" covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures.

Initial discussion with the Clerk/RFO establishes any system / procedure changes to the internal controls from the previous year. A series of independent audit tests are then undertaken using the various financial records, vouchers, documents, minutes, insurance etc. to ascertain the efficiency of these internal controls.

I am pleased to report that the various procedures in place for the Council provide a good standard of control. All minor queries on the accounts & documentation were resolved during the course of the 2015/16 audit.

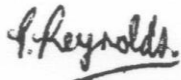
I refer to our discussion at the conclusion of the audit, when I proposed a couple of enhancements to the internal controls which will provide more frequent monitoring & improved assurance for both the Council and the Clerk.

Regular monitoring of the Site account payments by a member of the Council would confirm accuracy of payments to invoices, Bank payments issued (cheque/DD etc) & Cashbook entries. Cashbook can then be signed to confirm check conducted. This will link nicely with the Financial reports given at the Council meetings.

Also as the turnover of the combined Parish & Site accounts is now much greater, it would be prudent to move to interim audit visits (eg six monthly) as with many similar sized Parish Councils. This will have the effect of providing regular assurance during the year, as well as saving time at Year-end when External Audit deadlines apply.

This report should be taken to the next Council meeting for approval, & then be minuted as such.

Yours sincerely,



P.Reynolds, FMAAT



**AAT**  
ASSOCIATION  
OF ACCOUNTING  
TECHNICIANS