

# Yattendon Parish Council

To: All Members of Yattendon Parish Council

All Councillors are hereby summoned to attend the following meeting.  
Please notify the Clerk if you are unable to attend.

## NOTICE OF MEETING

MEETING: Full Council  
DATE & TIME: Wednesday 5<sup>th</sup> October 2022 at 8:00pm  
PLACE: Yattendon Village Hall, Yattendon Road, Yattendon, RG18 0UE

*S. Marshman*

Dr. S. Marshman, CiLCA, Clerk to the Council

29<sup>th</sup> September 2022

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## Agenda

- 1 To consider the election of Chairman of the Council for the remainder of 2022/23 and for the elected Chairman to sign the declaration of office
- 2 To consider the election of Vice-Chairman of the Council for the remainder 2022/23 and for the elected Chairman to sign the declaration of office in view of the meeting participants (*if required*)
- 3 To receive, and consider for acceptance, apologies for absence from Members of the Council
- 4 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests and to consider any requests for dispensation
- 5 To receive questions or comments from members of the public regarding items on the agenda and representations from any member who has declared a personal interest
- 6 To approve the [Minutes of the Full Council Meeting held on 19<sup>th</sup> May 2022](#)
- 7 To discuss any matter arising from the previous meeting
- 8 To receive a report from our District Councillor
- 9 To receive a report from Yattendon Estates
- 10 To consider the following planning applications and to receive an update on planning decisions since the previous meeting
  - [22/02182/FUL Unit 12, Frilsham Home Farm Business Units, Frilsham, Yattendon, RG18 0XT](#) - Change of use from Office to Beautician
  - [22/02286/COND3 Redwood, Burnt Hill, Yattendon, RG18 0XD](#) - Application for approval of details reserved by Condition 18 (Hard Landscaping) of planning permission

20/02001/FULD - Demolition of existing house, garage and outbuildings, erection of one new house and detached open carport

- 11 Finance:
  - a) To receive the [Finance Report](#) and approve the payments listed
  - b) To receive the [Quarterly Budget Report](#)
- 12 To consider whether to use the [SAAA-appointed external auditors](#) or to opt-out and appoint the council's own external auditor for the next five years
- 13 To consider appointing an Internal Auditor and to agree the scope of audit for the 2022/23 financial year
- 14 To consider reimbursing a Councillor for expenditure related to the Well House works
- 15 To consider the purchase of a new laptop
- 16 To consider taking on the management of holding the Remembrance Parade in Yattendon in 2024
- 17 To review the following policies:
  - [Health and Safety Policy](#)
  - [Lone Working Policy](#)
  - [Home Working Policy](#)
- 18 Matters for future consideration and information
- 19 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw
- 20 To review staff working hours and salaries

Date and time of next scheduled meeting: Thursday 10th November 2022

## Supporting Documents

### Agenda Item 4: To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests and to consider any requests for dispensation

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

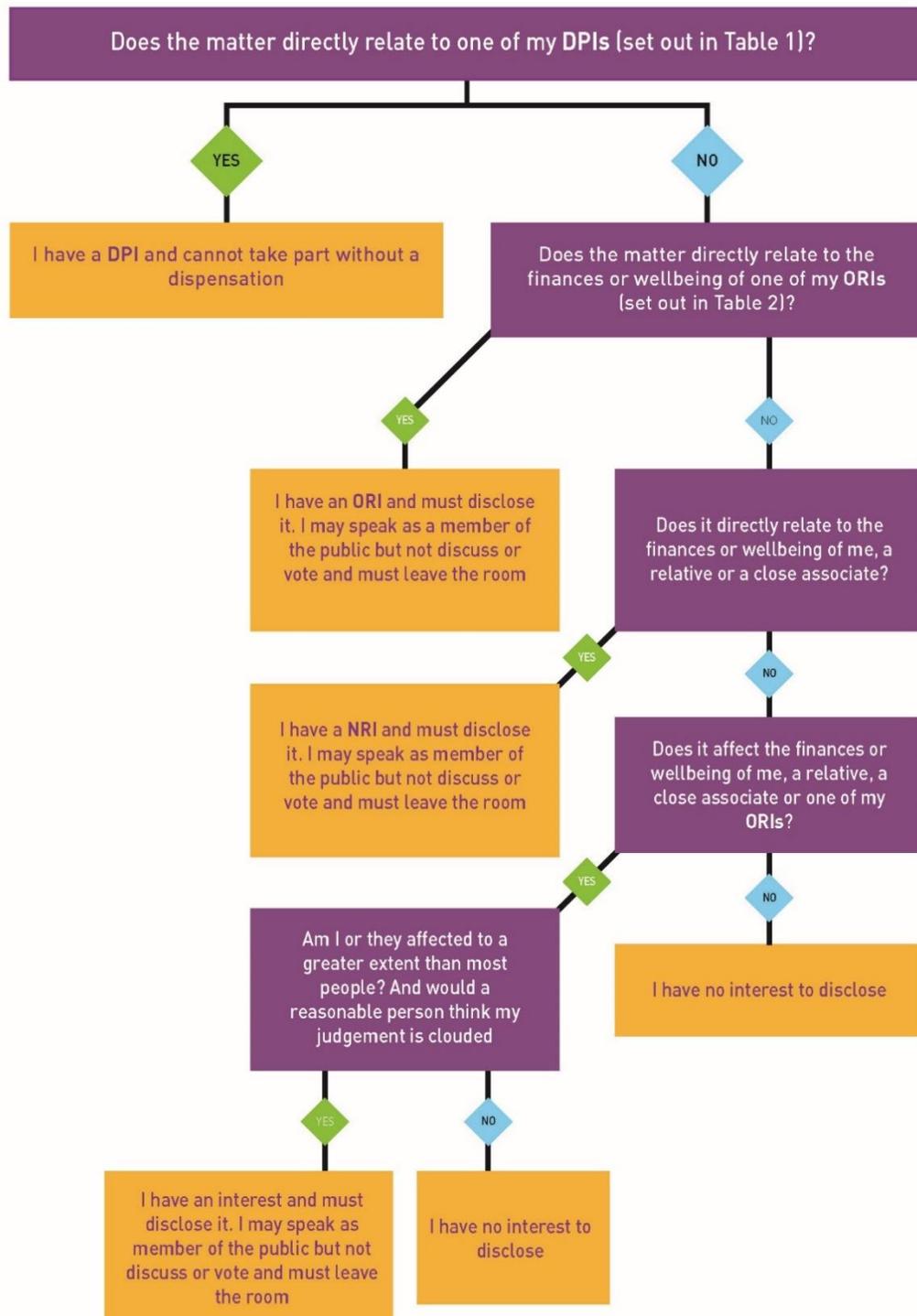


Table 1: Disclosable Pecuniary Interests

| Subject  | Description   |
|--|---|
| <b>Employment, office, trade, profession or vocation</b> | Any employment, office, trade, profession or vocation carried on for profit or gain.  |
| <b>Sponsorship</b>                                       | <p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>  |
| <b>Contracts</b>   | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —<br>(a) under which goods or services are to be provided or works are to be executed; and<br>(b) which has not been fully discharged.  |
| <b>Land and* property</b>                                | Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.  |
| <b>Licenses</b>  | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer  |
| <b>Corporate tenancies</b>                               | Any tenancy where (to the councillor's knowledge)—<br>(a) the landlord is the council; and<br>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.   |
| <b>Securities</b>  | Any beneficial interest in securities* of a body where—<br>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and<br>(b) either—<br>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or<br>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a |

|  |  |
|--|--|
|  | beneficial interest exceeds one hundredth of the total issued share capital of that class. |
|--|--|

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2: Other Registerable Interest

You must register as an Other Registerable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**Agenda item 10: To receive an update on planning applications since the previous meeting**

**Applications Responded to Under Delegated Powers Since the Previous Meeting:**

| <b>Application Reference</b> | <b>Location</b>                       | <b>Proposed Work</b>  | <b>Parish Council Response</b> |
|------------------------------|---------------------------------------|---|--------------------------------|
| 22/01318/<br>FUL             | The Garage, Chapel Lane,<br>Yattendon | Supply and erection Victorian style lamp post within front boundary of Yattendon Garage forecourt. Set back 1.2m from front boundary. | No objections                  |

**West Berkshire Council's Recent Planning Decisions:**

| <b>Application Reference</b> | <b>Location</b>                                       | <b>Proposed Work</b>                                     | <b>Parish Council Response</b> | <b>WBC Decision</b> |
|------------------------------|---|--|--------------------------------|---------------------|
| 22/00362/<br>ADV             | The Garage, Chapel Lane,<br>Yattendon                 | 1x illuminated light box                                 | No objections                  | Withdrawn           |
| 22/00952/<br>FULD            | Everington Bungalow,<br>Everington Hill,<br>Yattendon | Change of use from<br>nursery to residential<br>dwelling | No objections                  | Withdrawn           |

## Agenda item 11a: To receive the Finance Report and approve the payments listed

### Status at bank at last bank reconciliation 31st August 2022

|                     |                  |
|---------------------|------------------|
| Lloyds Bank Current | <b>£7,750.95</b> |
|---------------------|------------------|

### Income received 13th May - 28th September 2022

|  |                  |
|--|------------------|
| Grant from The Good Exchange towards Well House works                    | £600.00          |
| Donation from Yattendon Estates towards Well House works                 | £1,000.00        |
| Reimburse fee from The Good Exchange                                     | £3.00            |
| Contribution towards entertainment for Jubilee celebrations              | £100.00          |
| Donation from Sports and Social trust, match funded by The Good Exchange | £1,000.00        |
|  | <b>£2,703.00</b> |

### Payments to be approved

| Payment Date | Method | Payee                  | Payment Detail   | Amount           |
|--------------|--------|------------------------|--|------------------|
| 19-May       | DD     | ICO                    | Yearly registration fee  | £35.00           |
| 31-May       | BACS   | Yattendon Village Hall | Donation towards entertainment costs for Jubilee                               | £280.00          |
| 10-Jun       | BACS   | Staff Costs            | Inc. salaries for all staff, expenses, pension contributions and PAYE for May  | £381.76          |
| 10-Jun       | BACS   | Clerk                  | Reimburse purchase of Microsoft subscription                                   | £59.99           |
| 10-Jun       | BACS   | Triangle Management    | Refuse disposal May  | £55.20           |
| 09-Jul       | BACS   | BALC                   | Yearly subscription  | £85.24           |
| 09-Jul       | BACS   | T. Pope Builder        | Well House works   | £1,700.00        |
| 11-Jul       | BACS   | Staff Costs            | Inc. salaries for all staff, expenses, pension contributions and PAYE for June | £296.22          |
| 11-Jul       | BACS   | Triangle Management    | Refuse disposal June   | £55.20           |
| 09-Aug       | BACS   | Staff Costs            | Inc. salaries for all staff, expenses, pension contributions and PAYE for July | £369.02          |
| 08-Sep       | BACS   | Staff Costs            | Inc. salaries for all staff, expenses, pension contributions and PAYE for Aug  | £401.00          |
| 05-Oct       | BACS   | Triangle Management    | Refuse disposal Jul/Aug/Sep  | £178.85          |
| 05-Oct       | BACS   | Traffic Technology     | Speed indicator device (half of total cost)                                    | £1,939.80        |
| <b>Total</b> |        |                        |  | <b>£5,837.28</b> |

## Agenda item 11b: To receive the Quarterly Budget Report

Quarterly Budget Report for Quarter 1 – April to June 2022

### Income

| Code Title       | Receipts        |                 |                  | Payments |        |          | Net Position            |
|------------------|-----------------|-----------------|------------------|----------|--------|----------|-------------------------|
|                  | Budgeted        | Actual          | Variance         | Budgeted | Actual | Variance | +/- Under/over spend    |
| 1 Precept        | 9,300.00        | 4,650.00        | -4,650.00        |          |        |          | -4,650.00 (-50%)        |
| 2 VAT Refund     |                 |                 |                  |          |        |          | (N/A)                   |
| 3 Other Income   |                 | 1,600.00        | 1,600.00         |          |        |          | 1,600.00 (N/A)          |
| <b>SUB TOTAL</b> | <b>9,300.00</b> | <b>6,250.00</b> | <b>-3,050.00</b> |          |        |          | <b>-3,050.00 (-32%)</b> |

### Administration

| Code Title                   | Receipts |        |          | Payments        |               |                 | Net Position          |
|------------------------------|----------|--------|----------|-----------------|---------------|-----------------|-----------------------|
|                              | Budgeted | Actual | Variance | Budgeted        | Actual        | Variance        | +/- Under/over spend  |
| 4 Office Supplies & Software |          |        |          | 240.00          | 49.99         | 190.01          | 190.01 (79%)          |
| 5 Subscriptions/Fees         |          |        |          | 250.00          | 35.00         | 215.00          | 215.00 (86%)          |
| 6 Insurance                  |          |        |          | 530.00          | 545.90        | -15.90          | -15.90 (-3%)          |
| 7 Audit Fees                 |          |        |          | 120.00          |               | 120.00          | 120.00 (100%)         |
| 8 Training                   |          |        |          | 100.00          |               | 100.00          | 100.00 (100%)         |
| 9 Staffing Expenses          |          |        |          | 420.00          | 96.30         | 323.70          | 323.70 (77%)          |
| 10 Meeting Rental            |          |        |          | 150.00          | 75.00         | 75.00           | 75.00 (50%)           |
| <b>SUB TOTAL</b>             |          |        |          | <b>1,810.00</b> | <b>802.19</b> | <b>1,007.81</b> | <b>1,007.81 (55%)</b> |

### Litter

| Code Title                  | Receipts |        |          | Payments      |               |               | Net Position         |
|-----------------------------|----------|--------|----------|---------------|---------------|---------------|----------------------|
|                             | Budgeted | Actual | Variance | Budgeted      | Actual        | Variance      | +/- Under/over spend |
| 11 Refuse Disposal          |          |        |          | 650.00        | 149.50        | 500.50        | 500.50 (77%)         |
| 12 Litter Picking Equipment |          |        |          | 40.00         |               | 40.00         | 40.00 (100%)         |
| <b>SUB TOTAL</b>            |          |        |          | <b>690.00</b> | <b>149.50</b> | <b>540.50</b> | <b>540.50 (78%)</b>  |

## Staff Costs

| Code Title       | Receipts |        |          | Payments        |               |                 | Net Position          |
|------------------|----------|--------|----------|-----------------|---------------|-----------------|-----------------------|
|                  | Budgeted | Actual | Variance | Budgeted        | Actual        | Variance        | +/- Under/over spend  |
| 13 Staff Costs   |          |        |          | 3,700.00        | 858.93        | 2,841.07        | 2,841.07 (76%)        |
| <b>SUB TOTAL</b> |          |        |          | <b>3,700.00</b> | <b>858.93</b> | <b>2,841.07</b> | <b>2,841.07 (76%)</b> |

## Courtesy Lights

| Code Title                     | Receipts |        |          | Payments      |        |               | Net Position         |
|--------------------------------|----------|--------|----------|---------------|--------|---------------|----------------------|
|                                | Budgeted | Actual | Variance | Budgeted      | Actual | Variance      | +/- Under/over spend |
| 14 Courtesy Lights Electricity |          |        |          | 48.00         |        | 48.00         | 48.00 (100%)         |
| 15 Courtesy Lights Maintenance |          |        |          | 100.00        |        | 100.00        | 100.00 (100%)        |
| <b>SUB TOTAL</b>               |          |        |          | <b>148.00</b> |        | <b>148.00</b> | <b>148.00 (100%)</b> |

## Burial Ground

| Code Title              | Receipts |        |          | Payments        |        |                 | Net Position           |
|-------------------------|----------|--------|----------|-----------------|--------|-----------------|------------------------|
|                         | Budgeted | Actual | Variance | Budgeted        | Actual | Variance        | +/- Under/over spend   |
| 16 Burial Grounds Grant |          |        |          | 2,500.00        |        | 2,500.00        | 2,500.00 (100%)        |
| <b>SUB TOTAL</b>        |          |        |          | <b>2,500.00</b> |        | <b>2,500.00</b> | <b>2,500.00 (100%)</b> |

## Grants

| Code Title       | Receipts |        |          | Payments      |               |                | Net Position           |
|------------------|----------|--------|----------|---------------|---------------|----------------|------------------------|
|                  | Budgeted | Actual | Variance | Budgeted      | Actual        | Variance       | +/- Under/over spend   |
| 17 Grants        |          |        |          | 100.00        | 280.00        | -180.00        | -180.00 (-180%)        |
| <b>SUB TOTAL</b> |          |        |          | <b>100.00</b> | <b>280.00</b> | <b>-180.00</b> | <b>-180.00 (-180%)</b> |

## Miscellaneous

| Code Title                   | Receipts |        |          | Payments |        |          | Net Position         |
|------------------------------|----------|--------|----------|----------|--------|----------|----------------------|
|                              | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 18 Miscellaneous Expenditure |          |        |          | 200.00   |        | 200.00   | 200.00 (100%)        |

|                  |  |  |  |                 |  |                 |                        |
|------------------|--|--|--|-----------------|--|-----------------|------------------------|
| 22 Well House    |  |  |  | 1,500.00        |  | 1,500.00        | 1,500.00 (100%)        |
| <b>SUB TOTAL</b> |  |  |  | <b>1,700.00</b> |  | <b>1,700.00</b> | <b>1,700.00 (100%)</b> |

### Chairman's Allowance

| Code Title              | Receipts |        |          | Payments     |        |              | Net Position         |
|-------------------------|----------|--------|----------|--------------|--------|--------------|----------------------|
|                         | Budgeted | Actual | Variance | Budgeted     | Actual | Variance     | +/- Under/over spend |
| 19 Chairman's Allowance |          |        |          | 50.00        |        | 50.00        | 50.00 (100%)         |
| <b>SUB TOTAL</b>        |          |        |          | <b>50.00</b> |        | <b>50.00</b> | <b>50.00 (100%)</b>  |

### Election Costs

| Code Title        | Receipts |        |          | Payments |        |          | Net Position         |
|-------------------|----------|--------|----------|----------|--------|----------|----------------------|
|                   | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 20 Election Costs |          |        |          |          |        |          | (N/A)                |
| <b>SUB TOTAL</b>  |          |        |          |          |        |          | <b>(N/A)</b>         |

### Reserves

| Code Title       | Receipts |        |          | Payments |        |          | Net Position         |
|------------------|----------|--------|----------|----------|--------|----------|----------------------|
|                  | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 21 Reserves      |          |        |          |          |        |          | (N/A)                |
| <b>SUB TOTAL</b> |          |        |          |          |        |          | <b>(N/A)</b>         |

### Summary

|                    |                 |                 |                  |                  |                 |                 |                       |
|--------------------|-----------------|-----------------|------------------|------------------|-----------------|-----------------|-----------------------|
| <b>NET TOTAL</b>   | <b>9,300.00</b> | <b>6,250.00</b> | <b>-3,050.00</b> | <b>10,698.00</b> | <b>2,090.62</b> | <b>8,607.38</b> | <b>5,557.38 (27%)</b> |
| V.A.T.             |                 | 173.24          |                  |                  | 39.90           |                 |                       |
| <b>GROSS TOTAL</b> |                 | <b>6,423.24</b> |                  |                  | <b>2,130.52</b> |                 |                       |

**Agenda item 12: To consider whether to use the SAAA-appointed external auditors or to opt-out and appoint the council's own external auditor for the next five years**



SAAA Ltd, Fourth Floor, 77 Mansell Street, London E1 8AN • [www.saaa.co.uk](http://www.saaa.co.uk)

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Dear Clerk/RFO/Chairman

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

**All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for

– exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

### **Opting-out**

– Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**