

Compton Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

ComptonParish@gmail.com, 07748 591920

www.comptonparishcouncil.org

To: All Members of Compton Parish Council

All Councillors are hereby summoned to attend the following meeting.

NOTICE OF MEETING

MEETING: Meeting of Compton Parish Council
DATE & TIME: Monday 6th July 2020 at 7.00pm
PLACE: Online via Zoom - Meeting ID: 898 8918 6408 Password: 411105
<https://us02web.zoom.us/j/89889186408?pwd=bjFmZXVBT0JzSWp5anRlZnVXdjE5EQTO9>

Please note, due to the current Covid-19 situation and as permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392, this meeting will be conducted online via zoom.

S. Marshman

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

30th June 2020

Agenda

1. To receive and consider for acceptance, apologies for absence from Members of the Council
2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
3. To receive:
 - a) Questions or comments from members of the public regarding items on the agenda
 - b) Representations from any member who has declared a personal interest
4. To approve the minutes of the Parish Council Meeting held on 1st June 2020
5. To discuss any matters arising from the minutes of the Council Meeting on 1st June 2020
6. To receive a presentation on the Neighbourhood Development Plan Draft Version 7
7. To consider making recommendations for inclusions and alterations with regards to the Neighbourhood Development Plan Draft Version 7

8. To receive a report from the District Councillor
9. To receive the Clerk's report
10. To note the Minutes and Recommendations from any Committees that have met since the last Full Council Meeting:
 - a) Personnel Committee Minutes
 - b) Planning Committee Minutes
11. Planning Applications
 - a) To consider the following new planning applications:
 - [20/01335/HOUSE Roden Farm, Compton, RG20 7PY](#) - Erection of domestic studio building (in place of approved stables)
 - [20/01226/FUL Land at Old Station Business Park, High Street, Compton](#) - External works, m/e works to include ductwork, steel gantry, external plant, external enclosure (fencing), retaining walls, air handling unit and chiller, gas bottle store, solvent stores all concerning unit 10, 11, 12 (existing building). Building alterations include modifications to internal space planning, revised external door design to fire escape doors, omitting roof lights + glazed top and side panel to entrance doors (front elevation) + two windows on the east elevation at first floor and adjusted soil vent pipes (SVP) positions.
 - b) To consider whether to request the District Councillor call in any planning applications to the Western Area Planning Committee
 - c) To consider whether to refer any planning applications for further response from the Council's planning consultants
 - d) To receive a report recent planning decision taken by West Berkshire Council
12. To receive a report for the Council's external auditor and to consider any actions required
13. To consider the Annual Governance Review 2019/20
14. To consider the Accounting Statements 2019/20
15. To consider adopting the Risk Register for 2020/21
16. To consider whether to proceed with seeking quotes for the installation of water troughs at both allotment sites
17. To consider quotes to remove two trees at School Road allotments
18. To consider allocating additional funds to the Sports Pavilion refurbishment
19. To consider covering the Sports Pavilion refurbishment funding with Community Infrastructure Levy (CIL) funding

20. To consider quotes to replace the streetlight on the corner of Churn Road and Ilsley Road
21. To consider a request to provide shielding on the streetlight outside the Wilkins Centre
22. To consider adopting an Abusive, Persistent or Vexatious Complaints Policy
23. To consider adopting a Safeguarding Policy and to appoint a Member as Safeguarding Officer
24. To consider setting up a Conservation Area Appraisal Group
25. To receive an update on vandalism and anti-social behaviour (ASB) in the village
26. To receive reports on the following:
 - a) Recreation Ground
 - b) Sports Pavilion
 - c) Rights of Way
 - d) Village Hall
 - e) Allotments
 - f) Downland Practice Patient Representation Group
 - g) Communications
 - h) Parish Assets and Management Working Party
 - i) Neighbourhood Development Plan
 - j) Burial Ground
 - k) GDPR
27. Finance:
 - a) To consider approving payments to be made or made between meetings
 - b) To note the bank reconciliations to 31st May 2020
 - c) To receive any reports from the Internal Controller
 - d) To note the quarterly budget report where applicable
28. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 7th September 2020 at 7pm

Supporting Documentation

1. To receive and consider for acceptance, apologies for absence from Members of the Council

The Council (including committees) should approve (or not) the reason for apologies given by absent councillors.

2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Compton Parish Council [Code of Conduct for Members](#), as adopted on 4th June 2018, minute 18/19-404, and by the [Localism Act 2011 Chapter 7](#).

3. To receive:

- a) Questions or comments from members of the public regarding items on the agenda**
 - b) Representations from any member who has declared a personal interest**
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This provides an opportunity for members of the public to raise questions about and comment on items on the agenda. Time for this session is limited to 12 minutes (3 minutes per person). [Public Bodies \(Admission to Meetings\) Act 1960 s1](#) extended by the [Local Government Act 1972 s 100](#).

4. To approve the minutes of the Parish Council Meeting held on 1st June 2020

LGA 1972 Sch 12 para 41(1) Minutes of the proceedings of a meeting of a local authority shall be signed at the next meeting of the Council by the person presiding.

Members are asked to consider the Minutes of the Full Council Meeting held on 1st June 2020 (below).

Minutes of the Parish Council Meeting
Held on Monday 1st June 2020 at 7:00pm online using Zoom

Councillors present: Councillors David Aldis (Chair), Mark Birtwistle, Linda Moss, Dan Neate, Rebecca Pinfold, Keith Simms, Alison Strong and Ian Tong.

Councillors not present: Councillors Peter McGeehin.

In attendance: Sarah Marshman (Clerk).

- | | |
|------------------|---|
| 20/21-029 | To receive apologies for absence from members of the Council
There were none. |
| 20/21-030 | To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
DA and MB declared an interest in 20/21-036(c) for planning application 20/01002/COMIND Ilsley Barn Farm. It was resolved to grant both members a dispensation to discuss this item.
RP declared an interest in 20/21-036(b) for planning application 20/01161/FUL. |
| 20/21-031 | To receive: Questions or comments from members of the public
Representations from any member who has declared a personal interest
There were none. |
| 20/21-032 | To approve the minutes of the Parish Council Meeting held on 11th May 2020
It was resolved that the minutes be accepted as a true record. The minutes will be signed by the Chairman at the next meeting held in person. |
| 20/21-033 | To discuss any matters arising from the minutes of the Council Meeting on 11th May 2020
20/21-013 the resident does not want a long-term license for the allotment plot adjacent to Fairfield. The Clerk was requested to discuss the position of the fencing on this site with the allotment manager. |
| 20/21-034 | To receive a report from the District Councillor, Carlyne Culver
CC sent her apologies and provided an email update to the Council.
It was noted the Council has received confirmation that Parish Council's from adjacent parishes are able to provide a statement to the Western Area Planning Committee meeting if required. |
| 20/21-035 | To receive the Clerk's report
All Members have been requested to check and, if necessary, update their register of interests.
The Clerk will be attending webinars on the website accessibility guidelines and creating accessible documents. |

20/21-036**Planning Applications**

a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting

There were none.

b) To consider the following new planning applications

App. Ref.	Location	Proposed Work	Recommendation
20/01053/ HOUSE	4 Shepherds Rise, Compton, RG20 6RA	First floor extension	No objections
20/00956/ HOUSE	20 Manor Crescent, Compton, RG20 6NR	Rear single storey extension and ground and first floor side extension.	Object
Comments: Compton Parish Council objects to this planning application as the two-storey side extension creates a terracing effect and unbalances the property. The Compton Village Design Statement gives 19 design guidelines which are material considerations in the determination of planning applications. The design guidelines are the key issues which should be considered by developers in order to maintain and/or enhance the character of Compton. The guidelines are intended for use for all types of development - whether it is new build or extensions or alterations to existing properties. Design guideline 7 is particularly pertinent with regards to this planning application: “7. The pleasant visual character of the street scene should be maintained by new development by avoiding overbearing extensions and inappropriate in-filling which can have a terracing effect.” It is noted that all the houses that have been extended in this crescent have had a one and a half storey extension, not a double storey extension, which has prevented the terracing effect from occurring around the crescent. It is suggested that a one and a half storey extension would be visually better and more in keeping with the street scene.			
20/01161/ FUL	Institute For Animal Health, High Street, Compton, RG20 7NN	To install a Portakabin to be used as offices for a temporary period of 104 weeks	No objections

c) To receive an update on planning applications responded to using the delegated powers granted in the High Consequence Infectious Diseases Policy

Using the delegated powers provided to the Clerk in point 8.1.1 in the above policy, the Clerk provided a response to object to planning application 20/01002/COMIND Ilsley Barn Farm, Sunrise Hill, East Ilsley, RG20 7LY - Change of use and redevelopment of agricultural research buildings to workspace units (Class B). The full response is at Attachment 1.

d) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee

There were no applications requiring call in.

e) To consider whether to refer any planning applications for further response from our planning consultants

It was resolved that, should planning application 20/01002/COMIND Ilsley Barn Farm, Sunrise Hill, East Ilsley, RG20 7LY be taken to the Western Area Planning Committee, the consultant should be engaged to prepare a statement on behalf of the Council.

f) To receive a report on West Berkshire Council's recent planning decisions

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
20/00826/COND2	Roden Farm, Compton, RG20 7PY	Application for approval of details reserved by condition (17) lighting strategy of approved 18/01293/FULMAJ - Demolition of existing house (retaining a small section to become a self contained annexe), demolish existing barn, stable block and various outbuildings, erect replacement dwelling with basement, erect stables and garage, provision of tennis court, new driveway.	Not consulted	Approved

20/21-037 To consider quotes to carry out weed control treatment in the Recreation Ground

It was resolved to accept the quote from AD Clark for a total of £744.

20/21-038 To consider quotes to repair the tap at School Road allotments

This item was deferred.

The suggestion of installing water troughs on both allotment sites was discussed.

20/21-039 To consider quotes to remove a tree at School Road allotments

This item was deferred in order to receive more quotes.

20/21-040 To receive an update on vandalism and anti-social behaviour (ASB) in the village

No reports had been received.

20/21-041 To receive reports on the following:

b) Sports Pavilion

Preliminary work is due to start next week with the main work on 20th June.

e) Allotments

The grounds maintenance work at School Road was queried. The Clerk will discuss this with the grounds maintenance contractors.

i) Parish Assets and Management Working Party

The working party recently met and have set a number of actions.

m) Personnel Committee

The Personnel Committee will meet on the 15th June.

20/21-042 Finance:

a) To receive the finance report and approve payments made/due

It was resolved to approve the payments listed on the Finance Report, which is at Attachment 2.

b) To note the bank reconciliations to 30th April 2020

The bank reconciliations were noted.

c) To receive any reports from the Internal Controller

It is not possible for the internal controller to review the documents at this time, however, it was suggested it may be possible to pass paperwork over in July so this will be reviewed then.

20/21-043 To receive the correspondence report

A request had been received to provide shielding on the streetlight outside the Wilkins Centre. This will be included on the next agenda.

20/21-044 To discuss matters for future consideration and for information

There had been a few minor issues related in the delivery of Compilations. It was believed this was because some new volunteers had helped due to the current situation with Covid-19 and that this had now been resolved.


Meeting closed 8:52pm.



Date and time of next scheduled meeting:

Parish Council Meeting: Monday 1st June 2020 at 7pm
This meeting will be held online.

Chairman: Date:
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Attachment 1:

App. Ref.	Location	Proposed Work	Recommendation
20/01002/COMIND	Ilsley Barn Farm, Sunrise Hill, East Ilsley, RG20 7LY	Change of use and redevelopment of agricultural research buildings to workspace units (Class B1)	Object
<p>Comments:</p> <p>Due to the proximity of the proposed development and the existing access into Compton (as shown on the site plan), Compton Parish Council hereby submit the following statement for consideration during the planning process.</p> <p>The development site sits on a rising elevation within the AONB (Figure 1). Historically consisting of two farmworker dwellings, open sided animal barns and a series of farm storage buildings.</p> <div data-bbox="541 660 1145 1120" data-label="Image"></div> <p><i>Figure 1 The development site sits on a rising elevation within the AONB.</i></p> <p>While Compton Parish Council are keen to see sympathetic restoration of derelict agricultural buildings, there are a number of serious environmental concerns that lead the Council to <u>OBJECT</u> to the proposal.</p> <p>The proposal implies a substantial change of use with significant increase on the site of ‘humans’ and ‘vehicles’; consequently, any development will require specific design elements.</p> <p><u>These elements are likely to be alien to, and potentially of negative impact to the sustainability of the AONB, the rural surroundings and natural wildlife.</u></p> <p>The development site is accessed, via a track with existing entrance/exit points at both East Ilsley and Compton. <u>Due to the site’s agricultural nature, there has, to date, been limited vehicular movement outside of the site boundary. The proposal indicates a substantial increase in traffic,</u> which is to manoeuvre, partly along the existing track and then via the development of a new access road.</p> <p>The farmland allocated for this new access road, is within the <u>undulating fields historically and archeologically documented as the “Four Barrows”</u> (Figure 2).</p>			

App. Ref.	Location	Proposed Work	Recommendation
		 <p><i>Figure 2: Fields between East Ilsley and Compton.</i></p> <p><u>Such a road would not be enhancing to the surroundings and would in fact have an extremely negative visual impact.</u></p> <p>Access to this new road will be <u>across a public right of way</u> (Figure 3). This RoW forms part of the circular walks for both Compton and East Ilsley and at its easterly point, directly links to the Ridgeway National Trail.</p>  <p><i>Figure 3: The Right of Way the new road will cross.</i></p> <p>Similarly, the development sites easterly access point <u>adjoins byway 2 in Compton and not Churn Road</u> as detailed in the design and access statement (page 17). Byway 2 is a fundamental access route for the Ridgeway as it crosses Parish boundaries. This byway is well known to WBC Countryside Team, further to surface damage caused by previous development some years ago.</p> <p><u>The new road would be detrimental to the accessibility of these RoW and have a huge negative impact on the natural flora and fauna.</u></p> <p>The new road will, along with the existing access road, join the main highway at East Ilsley (Cow Lane), at its highest point. <u>The proposed development will bring increased traffic to this rural highway, which already suffers from congestion due to the buses servicing the Downs School, the water-board tankers accessing the site adjacent and the regular manoeuvres of large farm vehicles.</u></p>	

App. Ref.	Location	Proposed Work	Recommendation
Compton Parish Council formally request that the concerns detailed above, be given appropriate consideration before determining any planning decision.			

Attachment 2:**Status at bank at last bank reconciliation 31st March 2020**

Unity Trust Current Account	£55,281.39
Unity Trust Deposit Account	£122,512.39
HSBC Current Account	£748.50
Pockit Pre-paid Debit Card	£20.65
Lloyds Multipay Corporate Card	-£72.39
Total	£178,490.54

Income received 31st March - 3rd May 2020

Unity Trust	Current Account	Precept (First half)	£24,525.00
Unity Trust	Current Account	Allotment rent	£115.50
Total			£24,640.50

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
POCKIT	16-Apr-20	11	Pockit	Monthly fee		£0.99
POCKIT	29-Apr-20	12	Amazon	Stationery		£10.20
Total						£11.19

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
CC	13-Apr-20	13	Microsoft	Monthly fee		£59.99
CC	24-Apr-20	14	Microsoft	Refund of 365 subscription		-£59.99
CC	01-May-20	15	Zoom	Monthly fee for video conferencing service		£14.39
Total						£14.39

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
DD	14-Apr-20	16	Southern Electric	Electricity Q4		£1,219.39
DD	20-Apr-20	17	Vodafone	Mobile phone monthly fee		£15.75
BACS	06-May-20	18	Clerk	Salary/expenses Apr		£1,063.23
BACS	11-May-20	19	HMRC	PAYE		£169.99
BACS	11-May-20	20	Berks Pension Fund	Pension contributions Apr		£321.22
BACS	11-May-20	21	West Berkshire Council	Compilations Dec/Jan		£501.84
BACS	11-May-20	22	AD Clark	Grounds maintenance April		£669.00

BACS	11-May-20	23	West Berkshire Council	Compilations Apr/May		£365.93
BACS	11-May-20	24	West Berkshire Council	Uncontested election fee from 2019 elections		£75.00
					Total	£4,401.35

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Minute	Amount
-	11-May-20	25	HSBC (account closure)	Unity Current	-	£748.50
DD	11-May-20	26	Unity Current	Lloyds Multipay Corporate Card	-	£75.39
					Total	£823.89

5. To discuss any matters arising from the minutes of the Council Meeting on 1st June 2020

For information or inclusion on a future agenda only.

6. To receive a presentation on the Neighbourhood Development Plan Draft Version 7

A presentation will be given by Fowler Architecture and Planning. Fowler Architecture and Planning have been employed by Compton Parish Council to assist with the production of the Neighbourhood Development Plan.

7. To consider making recommendations for inclusions and alterations with regards to the Neighbourhood Development Plan Draft Version 7

The Neighbourhood Development Plan Draft Version 7 has been circulated to all Members. It should be noted that the Council is requested to pay particular attention to section 19 with regards to informal actions that are of importance to the community.

Members are asked to review the Neighbourhood Development Plan Draft Version 7, providing feedback and comments to the NDP Steering Group and Consultant.

8. To receive a report from the District Councillor

A verbal report will be invited from the District Councillor for the Ridgeway Ward, Carolyn Culver.

9. To receive the Clerk's report

A verbal report will be invited from the Clerk to provide an update on actions taken since the previous meeting.

10. To note the Minutes and Recommendations from any Committees that have met since the last Full Council Meeting:**a) Personnel Committee Minutes****b) Planning Committee Minutes**

The Minutes of the Personnel Committee Meeting held on 15th June 2020 are below.

The following recommendations were made:

That Full Council adopts a Safeguarding Policy and assigns a Member to act as Safeguarding Office.

There have been no meetings of the Planning Committee since the last Full Council meeting.

Minutes of the Personnel Committee Meeting
Held on Monday 15th June 2020 at 7:30pm online using Zoom

Committee members present: Councillors Ian Tong (Chair), David Aldis and Mark Birtwistle.

Committee members not present: None.

In attendance: Sarah Marshman (Clerk).

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| PER20/21-001 | To consider the election of Chairman of the Committee for 2020/21
It was resolved to elect Ian Tong as Chairman of the Personnel Committee for 2020/21. |
| PER20/21-002 | To receive apologies for absence from members of the Personnel Committee
There were none. |
| PER20/21-003 | To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
There were none. |
| PER20/21-004 | To receive:
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared a personal interest
There were none. |
| PER20/21-005 | To approve the minutes of the Personnel Committee Meeting held on 11th November 2019
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman. |
| PER20/21-006 | To discuss any matters arising from the minutes of the Personnel Committee Meeting on 11th November 2019
There were none. |
| PER20/21-007 | To review the following policies: <ul style="list-style-type: none">a) Health and Safety Policy
Various revisions were suggested for the Health and Safety Policy. These revisions will be included, and the revised policy will be considered for adoption at the next meeting.b) Equality Policy
It was resolved to continue with the current Equality Policy.c) Home Working Policy
Clause 3.1 will be altered to read as:
“The Clerk will purchase any small items of equipment and consumables, such as stationery and stamps using the Council corporate card. The cost of these will be reported on the Finance Report at the next Full Council meeting.”
It was resolved to adopt this revision.d) Lone Working Policy
Clause 6.1 will be altered to read:
“When working alone always carry a mobile phone and ensure it is charged appropriately.” |

	<p>The clause reading as below will be removed: “Carry a personal alarm if visiting isolated locations.” It was resolved to adopt these revisions to the policy.</p> <p>e) Pension Employer Policy Statement The policy statement regarding Regulation 9(1) and (3) will be revised to read: “Resolved to review the rates issued for the year by the Berkshire Pension Fund and to reaffirm in the first meeting of the Personnel Committee after 1st April each year.” It was resolved to adopt this revision to the policy.</p>
PER20/21-008	<p>To consider adopting the following policies:</p> <p>a) Dignity at Work/Bullying and Harassment Policy It was resolved to adopt the Dignity at Work/Bullying and Harassment Policy</p> <p>b) Grievance Procedure Various revisions were suggested for the Grievance Procedure. The revised policy will be considered for adoption at the next meeting.</p> <p>c) Member/Officer Protocol It was resolved to adopt the Member/Officer Protocol.</p> <p>d) Volunteer Policy Various revisions were suggested for the Volunteer Policy. The revised policy will be considered for adoption at the next meeting. Recommendation: Full Council should adopt a Safeguarding Policy and assign a Member to act as Safeguarding Officer.</p>
PER20/21-009	<p>To review working practices during Covid-19 The current working practices were discussed.</p> <p>Meeting closed 8:41pm.</p>

11. Planning Applications

- a) To consider the following new planning applications:**
- [20/01335/HOUSE Roden Farm, Compton, RG20 7PY](#) - Erection of domestic studio building (in place of approved stables)
 - [20/01226/FUL Land at Old Station Business Park, High Street, Compton](#) - External works, m/e works to include ductwork, steel gantry, external plant, external enclosure (fencing), retaining walls, air handling unit and chiller, gas bottle store, solvent stores all concerning unit 10, 11, 12 (existing building). Building alterations include modifications to internal space planning, revised external door design to fire escape doors, omitting roof lights + glazed top and side panel to entrance doors (front elevation) + two windows on the east elevation at first floor and adjusted soil vent pipes (SVP) positions.
- b) To consider whether to request the District Councillor call in any planning applications to the Western Area Planning Committee**
- c) To consider whether to refer any planning applications for further response from the Council’s planning consultants**
- d) To receive a report recent planning decision taken by West Berkshire Council**
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- a) Members are requested to review the planning applications listed above and agree any comments to be forwarded to West Berkshire Council.
- b) Members are requested to consider whether any current planning applications within the Parish should be referred to the District Councillor for call in to the Western Area Planning Committee.
- c) Members are requested to consider whether any current planning applications within the Parish should be referred to the Council's Planning consultants.
- d) Members are requested to note the following planning decisions made by West Berkshire Council:

App. Ref.	Location	Proposed Work	Response from CPC	WBC Decision
20/00974/ HOUSE	21 Fairfield, Compton, Newbury, RG20 6PJ	Replacement of existing privet hedge with a feather board fence.	No objections	Approved
20/00968/ FUL	Land South Of Danetree West Of, Coombe Road, Compton, Newbury	Creation of Access and Construction of Stables	No objections	Approved

12. To receive a report for the Council's external auditor and to consider any actions required

The authority's internal auditor, acting independently and based on an assessment of risk, carried out an assessment of compliance with relevant procedures and controls for the financial year ended 31 March 2020.

Based on the findings in the areas examined, the internal audit conclusions are summarised within the Annual Internal Audit Report 2019/20 that is contained the Annual Governance and Accountability Return (see under agenda item 14). In addition to the Annual Internal Audit Report 2019/20 the Internal Auditor has also produced its audit report in respect of the Annual Return 2019/20 (below).

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Compton Parish Council – 2019/2020

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £84,817.93

Expenditure: £44,987.87

Reserves: £178,490.54

AGAR Completion:

Section One: No blank

Section Two: Yes not signed

Annual Internal Audit Report 2019/20: Yes

Certificate of Exemption: N/A

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

The Council hold the General Power of Competence and LGAs137 does not apply. The Council adopted the GPoC on 2nd September 2019 (Ref: 19/20-101).

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations

Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

Reviewed: 13th May 2019 (Ref: 19/20-015a)

Financial Regulations in place: Yes

Reviewed: 13th May 2019 (Ref: 19/20-015b) & 7th October 2019 (Ref: 19/20-138).

VAT reclaimed during the year: Yes

Registered: No

General Power of Competence: Yes adopted on 2nd September 2019 (Ref: 19/20-101).

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Contact details : 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125

Email: hoather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM

Lynne Lodge Dip HE Local Policy

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: Yes

Data Protection registration: Yes – ZA097171 Expiry 04/02/2021

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have Included this in their Risk Assessment.

Privacy Policy published: Yes

Insurance was in place for the year of audit. The Risk Assessment, including Internal Controls were reviewed at a meeting held on 13th May 2019 (Ref: 19/20-018) and 7th October 2019 (Ref: 19/20-140).

The Council have good internal financial controls in place. Payment schedules, cheque stubs and invoices are initialed by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

The annual play area inspection has been undertaken during the year 2nd March 2020 (Ref: 19/20-250).

Fidelity Cover: £200,000

The level of Fidelity cover is marginally below the recommended guidelines of year end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: www.comptonparishcouncil.org

The Council is not subject to the requirements of the Transparency Code for smaller Councils.

Under **The Accounts & Audit Regulations 2015 15(15)** councils must publish on their website:

h) external audit report

2019 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations 2015 15(2b)** councils must publish on their website:

i) notice of period for the exercise of public rights

Published – Yes

Period of Exercise of Public Rights

Start Date 10th June 2019

End Date 19th July 2019

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £45,850 (2019-2020) Date: 7th January 2019 (Ref: 18/19-177)

Precept: £49,050 (2020-2021) Date: 6th January 2020 (Ref: 19/20-204)

Good budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash

Associated books and established system in place

A satisfactory expenses system is in place with supporting paperwork. No Petty Cash held.

Contact details : 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125

Email: heather@heellis.eu

Heather Heellis Dip HE Local Policy PILCM

Lynne Lodge Dip HE Local Policy

Payroll controls	<p>PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment</p> <p>PAYE System in place: Yes – PAYE Tools</p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. All supporting paperwork is in place and a P60 has been produced as part of the year end process. The Council have joined the LGPS pension scheme.</i></p> <p><i>It is noted that the Personnel Committee undertook a review of salaries at a meeting held on 11th November 2019 (Ref: PER19/20-009).</i></p>										
Asset control	<p>Inspection of asset register and checks on existence of assets Cross checking on Insurance cover</p> <p><i>A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £233,977. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.</i></p>										
Bank Reconciliation	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.</i></p> <p><i>Reconciled Bank Balances were confirmed as:</i></p> <table> <tr> <td><i>Unity Current</i></td><td><i>£ 55,281.39 as at 31st March 2020</i></td></tr> <tr> <td><i>Unity Savings</i></td><td><i>£122,512.39 as at 31st March 2020</i></td></tr> <tr> <td><i>HSBC</i></td><td><i>£ 748.50 as at 31st March 2020</i></td></tr> <tr> <td><i>Lloyds Corporate Card</i></td><td><i>(£ 72.39) as at 31st March 2020</i></td></tr> <tr> <td><i>Pocket Pre Paid Debit Card</i></td><td><i>£ 20.65 as at 31st March 2020</i></td></tr> </table> <p><i>The Council changed the bank signatories on 13th May 2019 (Ref: 19/20-026).</i></p>	<i>Unity Current</i>	<i>£ 55,281.39 as at 31st March 2020</i>	<i>Unity Savings</i>	<i>£122,512.39 as at 31st March 2020</i>	<i>HSBC</i>	<i>£ 748.50 as at 31st March 2020</i>	<i>Lloyds Corporate Card</i>	<i>(£ 72.39) as at 31st March 2020</i>	<i>Pocket Pre Paid Debit Card</i>	<i>£ 20.65 as at 31st March 2020</i>
<i>Unity Current</i>	<i>£ 55,281.39 as at 31st March 2020</i>										
<i>Unity Savings</i>	<i>£122,512.39 as at 31st March 2020</i>										
<i>HSBC</i>	<i>£ 748.50 as at 31st March 2020</i>										
<i>Lloyds Corporate Card</i>	<i>(£ 72.39) as at 31st March 2020</i>										
<i>Pocket Pre Paid Debit Card</i>	<i>£ 20.65 as at 31st March 2020</i>										
Reserves	<p>General Reserves are reasonable for the activities of the Council Earmarked Reserves are identified</p> <p><i>The Council have adequate general reserves (£31,644) and have identified earmarked reserves (£146,847) in their year-end accounts.</i></p>										
Year-end procedures	<p>Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate.</p> <p><i>End of year accounts are prepared on a Receipts & Payments basis.</i></p>										

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2019 Internal Audit report was considered by the Council at a meeting held on 3rd June 2019 (Ref: 19/20-041).

A review of the effectiveness of the Internal Audit was carried out on 0th January 2020 (Ref: 19/20-205).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 6th January 2020 (Ref: 19/20-205).

External Audit

The External Auditor's report was considered at a meeting held on 2nd September 2019 (Ref: 19/20-099).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 13/05/2019 within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for the excellent quality of documentation presented in the Audit File.



Dave Crimmin PSLCC
Heelis & Lodge

28th May 2020

13. To consider the Annual Governance Review 2019/20

Smaller authorities are required by law under the Accounts and Audit Regulations 2015 to prepare accounting statements for the year ended 31st March 2020 in the form required by proper practices, as provided in the Governance and Accountability for Smaller Authorities in England Practitioners' Guide.

In accordance with the Regulations, the Council must consider the internal audit work performed and the internal audit arrangements in place between 1st April 2019 and 31st March 2020.

In addition to the assurance provided by the Internal Auditor, Councillors can be reassured that the Council has in place arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices, and that public money is safeguarded and properly accounted, due to the Council's adherence to the Annual Governance Statement assertions, as detailed in Section 1 of the Annual Governance and Accountability Return shown below Agenda Item 14.

Members are asked to consider each statement and approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.

On approval the Clerk shall sign the Annual Governance Statement. The Annual Governance Statement shall then be provided to the Chairman of the meeting at which approval was given to sign as soon as it is practicable to do so.

14. To consider the Accounting Statements 2019/20

The notes and guidance column within section 2 of the Annual Governance and Accountability Return (AGAR) gives information as to which areas are included within each box. These Statements have been reviewed by the Internal Auditors.

Members are asked to review and approve the Accounting Statements for the year ending 31st March 2020.

Once approved, the Accounting Statement shall then be provided to the Chairman of the meeting at which approval was given to sign as soon as it is practicable to do so.

The Annual Governance and Accountability Return is below.

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return: Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

For a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty) and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, you **must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unedited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019/20) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before **1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send just accounting statements unless requested.		

"Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices," can be downloaded from: www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

COMPTON PARKIN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Achieved: these choose one of the following		
	Yes	No	Not Applicable
A. Appropriate accounting records have been properly kept throughout the financial year	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D. The prompt rates requirement resulted from an adequate judicious process; progress against the budget was regularly monitored; and resources were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly received and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NONE N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Payee bank and bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (profits and expenses or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debitors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of 2018/19 AGAR risk not covered).			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the risk of sufficient funds as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not Applicable
			✓

For any other risk areas identified by this authority accounts controls covered (list any other risk areas on separate sheets if needed).

Date(s) internal audit taken on

28/05/20

Name of person who carried out the internal audit

DAVE CLARKE (on behalf of the audit
board)

Signature of person who

carried out the internal audit

Date

28/05/20

*When response is 'no' you must include a note to state the implications and action being taken to address any weakness identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done (if this was and when it is next planned, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

COMPTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Answer		Yes means not this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year and for the preparation of the Accounting Statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and to ensure the effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to ensure ourselves that there are no threats of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We afforded proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls as appropriate, wherever necessary.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial control and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters relating to reports from internal and external audit.			responded in matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) That if not including charitable, in our capacity as the sole managing trustee we discharge our accountability responsibilities for the charity/councils, including financial reporting and, if required, independent verification or audit.	Yes	No	Not applicable. As a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

COMPTON PARISH COUNCIL
and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given.

Chairman

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

Compton Parish Council

	Year ending		Notes and Guidance
	31 March 2019 P	31 March 2020 Q	
1. Balances brought forward	132,160	138,660	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	42,000	45,850	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20,841	38,918	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	10,027	12,947	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	46,314	32,040	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	138,660	178,491	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	138,660	178,491	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March. To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	233,467	233,977	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PVLBs).
11. (-) or Local Councils Only: Disclosure note to Trust funds (included e.g. charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Fractions and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 26/06/2020


I confirm that these Accounting Statements were approved by this authority on this date:



as recorded in minute reference:



Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2019/20

In respect of

COMPTON PARISH COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters specified below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (Delete as appropriate).

(Include on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(Include on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

COMPANY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditing Guidance Note AGN02. The AGN is available from the NAO website (www.nao.org.uk)

15. To consider adopting the Risk Register for 2020/21

Assertion 5 of the Annual Governance Statement requires the Council to confirm it “carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.”

Members are asked to review and approve the Risk Register 2020/21 in order to meet these requirements.

16. To consider whether to proceed with seeking quotes for the installation of water troughs at both allotment sites

Members are asked to consider whether to seek quotes for the installation of water troughs at both the Newbury Lane and School Road allotment sites.

17. To consider quotes to remove two trees at School Road allotments

Members are asked to agree funds to remove two trees from the School Road allotment site.

18. To consider allocating additional expenditure to the Sports Pavilion refurbishment

In addition to the funds already allocated, the following additional work has been identified:

- Add a porch style roof to the entrance area dividing the two changing areas £386
- Soffit for roof above front entrance £120

A budget was agreed for work on the Sports Pavilion on 3rd February 2020, Minute 19/20-229, with revisions agreed on 6th April 2020, Minute 19/20-278. A total budget of £16,905 plus a 10% contingency fund was agreed. The additional work listed above falls within the 10% contingency agreed.

Members are asked to agree to fund the additional work identified.

19. To consider covering the Sports Pavilion refurbishment funding with Community Infrastructure Levy (CIL) funding

West Berkshire Council’s Community Infrastructure Levy (CIL) Team have now confirmed that the refurbishment of the Sports Pavilion meets the definition of “improvement / maintenance of a piece of infrastructure” as defined in the CIL regulations.

Whilst some grant funding has been received towards the cost of the refurbishment, it is apparent that some funding will need to be provided from the Council’s reserves.

Members are asked to confirm that any funding required that is over and above the grant funding received for this project will be met from CIL funding.

20. To consider quotes to replace the streetlight on the corner of Churn Road and Ilsley Road

The streetlight on the corner of Churn Road and Ilsley Road is no longer working and in need of replacement. A quote has been received from the Streetlight Maintenance Contractor as follows:

To remove the existing distribution pole mounted control box, bracket and lantern and dispose of off-site.

To supply and fit 1 no. 3.0m outreach galvanised pole bracket with support stay (complying with G39 regulations) complete with new control box and ASD Lighting Highway Diamond Micro 16 neutral white (4000k) LED lantern side entry mounted at 0 degrees to horizontal with 400mA CLO driver (19w), S0 optic and Zodion SS6 35 lux all night photocell control. The lantern will be factory finished in grey. To also carry out electrical inspection and testing with certification.

To disconnect and remove 1 no. overhead service from the existing control box.

To provide 1 no. new overhead single phase unmetered service to the replacement control box.

Total cost excluding VAT: £1,251.10.

21. To consider a request to provide shielding on the streetlight outside the Wilkins Centre

A request has been received to provide shielding on the streetlight outside the Wilkins Centre to shield houses in Lowbury Gardens.

Shielding can be carried out by the Streetlighting Maintenance Contractor. This would involve painting out the side facing Lowbury Gardens at a cost of £36.88.

Members are asked to consider whether to permit this shielding to be installed.

22. To consider adopting an Abusive, Persistent or Vexatious Complaints Policy

Members are asked to agree the Abusive, Persistent or Vexatious Complaints Policy (below).

Abusive, Persistent or Vexatious Complaints Policy

Version number	1.0	Minute reference	
Adopted by	Full Council	Review due	Annually
Date adopted		Review date	May 2021

A policy for dealing with abusive, persistent, or vexatious complaints and complainants

1. Introduction

- 1.1 This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The following clauses form the Council policy for ways of responding to these situations.
- 1.2 In this policy the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'. This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.
- 1.3 The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.
- 1.4 Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.5 Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.
- 1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

2. Habitual or Vexatious Complainants

- 2.1 For the purpose of this policy the following definitions of habitual or vexatious complainants will be used: The repeated and/or obsessive pursuit of:
 - (1) unreasonable complaints and/or unrealistic outcomes; and/or
 - (2) reasonable complaints in an unreasonable manner.
- 2.2 Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3 Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the staff and the Council will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.
- 2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. The District Councillor for Compton Parish Council will also be informed that a constituent has been designated as a habitual or vexatious complainant.
- 2.5 The status of the complainant will be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

3. Definitions

- 3.1 Compton Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints. The description 'unreasonably persistent' and 'vexatious' may apply separately or jointly to a particular complainant.
- 3.2 Examples include the way in which, or frequency with which, complainants raise their complaints with staff or how complainants respond when informed of the Council's decision about the complaint.
- 3.3 Features of an unreasonably persistent and/or vexatious complainant include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category): An unreasonably persistent and/or vexatious complainant may:
 - have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious)
 - refuse to specify the grounds of a complaint despite offers of assistance

- refuse to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scope of the policy and procedure
- refuse to accept that issues are not within the power of the Council to investigate, change or influence
- insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice (e.g. insisting that there must not be any written record of the complaint)
- make what appear to be groundless complaints about the staff dealing with the complaints, and seek to have them dismissed or replaced
- make an unreasonable number of contacts with the Council, by any means in relation to a specific complaint or complaints
- make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or emails)
- harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint, in relation to their complaint by use of foul or inappropriate language or by the use of offensive and racist language or publish their complaints in other forms of media
- raise subsidiary or new issues whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- introduce trivial or irrelevant new information whilst the complaint is being investigated and expect this to be taken into account and commented on
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements he or she made at an earlier stage in the complaint process
- are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
- adopts a 'scattergun' approach, for instance, pursuing a complaint or complaints not only with the Council, but at the same time with, for example, a Member of

Parliament, other Councils, elected Councillors of this and other Councils, the Council's Independent Auditor, the Standards Board, the Police, other public bodies or solicitors

- refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- make the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insist that the minor differences make these 'new' complaints which should be put through the full complaints procedure
- persistently approach the Council through different routes or other persons about the same issue
- persist in seeking an outcome which Council has explained is unrealistic for legal or policy (or other valid) reasons
- refuse to accept documented evidence as factual
- complain about or challenge an issue based on an historic and/or an irreversible decision or incident
- combine some or all of these features.

4. Imposing Restrictions

- 4.1 The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.
- 4.2 In the first instance the Clerk will consult with the Chairman of the Council prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by e-mail, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.
- 4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Chairman of the Council and inform the complainant in writing of what procedures have been put in place and for what period.
- 4.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place. In most cases restrictions will apply for between three to six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next Full Council Meeting.

4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
- banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
- requiring contact to take place with one named member of staff only
- restricting telephone calls to specified days and/or times and/or duration
- requiring any personal contact to take place in the presence of an appropriate witness
- letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).

4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:

- why the decision has been taken
- what action has been taken
- the duration of that action.

4.7 The Clerk will enclose a copy of this policy in the letter to the complainant.

4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chairman of the Council may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. New complaints from complainants who are treated as abusive, vexatious or Persistent

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk and the Chairman of the Council will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A

blanket policy is not supported, nor ignoring genuine service requests or complaints where they are founded.

- 5.2 The fact that a complainant is judged to be unreasonably persistent or vexatious, and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. Review

- 6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk and the Chairman of the Council after three months, and at the end of every subsequent three months within the period during which the policy is to apply, or by the next Full Council Meeting.
- 6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. Record Keeping

- 7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:
- the name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
 - when the restrictions came into force and ends
 - what the restrictions are
 - when the person and Council were advised.
- 7.2 Full Council be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

23. To consider adopting a Safeguarding Policy and to appoint a Member as Safeguarding Officer

Members are asked to agree the Abusive, Persistent or Vexatious Complaints Policy (below).

Safeguarding Policy

Version number	1.0	Minute reference	
Adopted by	Personnel Committee	Review due	Annually
Date adopted		Review date	May 2021

Policy Statement

Compton Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

Policy Objective:

- To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to limit risk to children and vulnerable people.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Parish Council does not directly provide care or supervision services to children, it expects all children using its facilities to do so with the consent and the necessary supervision of a parent or other responsible adult.

Aims

The aim of this policy document is to guide members of Compton Parish Council should any child protection issue arise during their work.

Responsibilities & Procedures

A Safeguarding Officer will be appointed from within the Council and his/her responsibilities will include:

- Ensuring that before any Parish Council organised event with children or vulnerable persons, the Safeguarding Officer brief participants appropriately.

- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed and two references taken up.
- Decisions on whether any person should be CRB checked will be made by the Council or the Chairman after consultation with the Clerk following risk assessment.

All new councillors are to be provided with a copy of the Safeguarding Policy and are required to acknowledge they will abide by it.

Councillors will adhere to the 'List of Recommended Behaviour' namely:

- A minimum of two adults present when supervising children.
- Not to play physical contact games.
- Adults to wear appropriate clothing at all times.
- Ensure that accidents are recorded in an accident book.
- Never do anything of a personal nature for a young person.

Keep records in an incident book of any allegations a young person may make to any committee member or volunteer. Incident book to be presented to the Parish Council full meeting for inspection

If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.

Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.

Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.

In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where children may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

Declaration

Compton Parish Council is fully committed to safeguarding the well-being of children by protecting them from physical, sexual, emotional harm and neglect.

All members of Compton Parish Council should read the Council's Safeguarding Policy. Having read the Policy they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.

This Policy will be reviewed annually at the first meeting following the Annual Meeting of the Parish Council.

24. To consider setting up a Conservation Area Appraisal Group

Conservation Area Appraisals act as a framework to guide future development in the conservation area, and help parish and town councils to recommend ways to preserve and enhance their special architectural and historic characteristics. West Berkshire Council is looking for the Parish Council to form a Conservation Area Appraisal Group in order to carry out an appraisal of the Conservation Area.

Compton Parish is scheduled for a review during Phase 2 - July 2022 - July 2023.

Documentation received from West Berkshire Council is below.

Community Involvement in the Production of Conservation Area Appraisals

May 2020

West Berkshire is a district with an impressive heritage legacy. Reflecting this, there are 53 conservation areas in the district, most designated in the 1970's or 1980's. However, West Berkshire Council has a duty under legislation, to define why an area has been designated as a Conservation Area, and to do this it is looking to the parish and town councils, and local amenity societies for assistance. Conservation Area Appraisals act as a framework to guide future development in the conservation area, and help parish and town councils to recommend ways to preserve and enhance their special architectural and historic characteristics. They are invaluable too, for parish and town councils working to prepare a Neighbourhood Development Plan.

Unfortunately, West Berkshire Council does not have sufficient resources to carry out 53 individual appraisals quickly, but it is hoped that the parish and town councils and local residents (the people most involved in, and concerned with, the preservation of their own area of the district), will be able to carry out the initial work.

Working with the West Berkshire Heritage Forum, West Berkshire Council is developing a 'Toolkit', which contains a variety of guidance, list of resources, and an appraisal report template, to assist parish councils and volunteers in undertaking a Conservation Area Appraisal. The West Berkshire Heritage Forum and West Berkshire Council are also offering all parish and town councils, and any volunteer groups working with them, free training sessions to help them understand how to carry out the appraisal, and complete the template.

The work will be supported by West Berkshire Council, in terms of printing and publication, and help and advice throughout. The final document can then go forward for consultation and Council adoption for use in planning matters.



Parish and Town Councils can join in by forming an Appraisal Group (where a Heritage Working Group already exists, or the parish is working on a Neighbourhood Development Plan, such a group may already exist in embryo). Such groups can ask for volunteers; local historical and heritage societies may already hold useful information which can be included, so their volunteers should be sought.

The Council's Conservation Officer will provide relevant local maps, a copy of any existing Conservation Area information, a list of designated assets, and the conservation area appraisal 'Toolkit'.



WestBerkshire
COUNCIL

Community Involvement in the Production of Conservation Area Appraisals *(continued)* May 2020

The work required will be a mixture of desk top research, practical field trips to walk round the area and take notes, and report writing.

Support, including training and practical support from West Berkshire Council and the West Berkshire Heritage Forum, will be available throughout.

Once completed, Conservation Area Appraisals help to inform decision-making in the determination of planning applications by the local planning authority and at planning appeals. Their objectives can be summarised as following:

- provide a clear definition of the area's special architectural and historical interest;
- provide a framework against which future development can be assessed;
- review the existing boundaries of the conservation area;
- identify buildings, structures, and green spaces that are desirable to protect, preserve or enhance;
- identify and map archaeologically sensitive areas;
- develop recommendations and a management plan for the area;
- empower local communities to explore the sense of their place;
- alert local communities to the cumulative effects of minor change on an area's character;
- identify potential Assets of Community Value.

The format, style and content of Conservation Area Appraisals produced by different Local Planning Authorities varies considerably. The template for West Berkshire Council appraisals has been drafted taking account of Historic England guidance. While it is anticipated that the appraisals published following this template will set a 'house style' for Conservation Area Appraisals in West Berkshire, there will be some scope for

variation, dependent upon individual circumstances.

Two Conservation Area Appraisals have already been carried out, for Streatley and Peasemore. They can be found at <https://info.westberks.gov.uk/article/28789> or by entering "Conservation Area Appraisals" on the West Berkshire Council web site.

We look forward to working with you on this important project.

Contacts:

Debra Inston, Principal Design and Conservation Officer, West Berkshire Council
Email: debra.inston@westberks.gov.uk

Anthony Pick, Chair, West Berkshire Heritage Forum
Email: Anthony.pick@newburyweb.net

Susan Ellis, Secretary, West Berkshire Heritage Forum
Email: susancarveth@gmx.com

25. To receive an update on vandalism and anti-social behaviour (ASB) in the village

For information only.

26. To receive reports on the following:

- a) **Recreation Ground**
 - b) **Sports Pavilion**
 - c) **Rights of Way**
 - d) **Village Hall**
 - e) **Allotments**
 - f) **Downland Practice Patient Representation Group**
 - g) **Communications**
 - h) **Parish Assets and Management Working Party**
 - i) **Neighbourhood Development Plan**
 - j) **Burial Ground**
 - k) **GDPR**
-

Members are invited to give verbal reports on the above.

27. Finance:

- a) **To consider approving payments to be made or made between meetings**
 - b) **To note the bank reconciliations to 31st May 2020**
 - c) **To receive any reports from the Internal Controller**
 - d) **To note the quarterly budget report where applicable**
-

- a) Members are asked to agree the payments listed on the Finance Report below.
- b) The bank balances at the end of May 2020 are listed on the Finance Report.
Members are asked to note the bank reconciliations to 31st May 2020.
- c) Members are asked to note that no internal controller audits have taken place since lockdown began. Minute 20/21-026(c) noted that this should be reviewed in August if this was still the situation.
- d) The April-June budget report will be issued at the next meeting.

Finance Report June 2020

Status at bank at last bank reconciliation 31st May 2020

Unity Trust Current Account	£75,224.88
Unity Trust Deposit Account	£122,512.39
Pockit Pre-paid Debit Card N.B. Account now closed	£0.00
Lloyds Multipay Corporate Card	-£503.27
Total	£197,234.00

Income received 25th May - 28th June 2020

Unity Trust Current Account	Allotment rent	£42.00
Unity Trust Current Account	Grant for NDP consultant fees	£4,500.00
Total		£4,542.00

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
POCKIT	29-May-20	44	Pockit	Fee for transferring final balance	£0.99
Total					£0.99

Payments made on Lloyds Corporate Card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
CC	31-May-20	45	Zoom	Monthly fee for video conferencing service	£14.39
CC	02-Jun-20	46	Lloyds Bank	CC monthly fee	£3.00
CC	25-Jun-20	47	Microsoft	Microsoft Office Business subscription monthly	£11.28
CC	30-Jun-20	48	Zoom	Monthly fee for video conferencing service	£14.39
Total					£43.06

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Amount
DD	02-Jun-20	49	Castle Water	School Rd allotments water 1/3-28/8	£49.38
DD	18-Jun-20	50	Castle Water	Newbury Lane allotments water 1/3-28/8	£49.38
DD	18-Jun-20	51	Vodafone	Mobile phone monthly charge	£15.75
BACS	30-Jun-20	52	Unity Trust Bank	Service charge June qtr	£18.00
BACS	06-Jul-20	53	Fowler Architecture and Planning	NDP draft plan	£1,890.00

BACS	06-Jul-20	54	Fowler Architecture and Planning	NDP pre-submission	£1,890.00
BACS	06-Jul-20	55	AD Clark	Grounds maintenance May	£669.00
BACS	06-Jul-20	56	Heelis & Lodge	Internal audit 2019/20	£230.00
BACS	06-Jul-20	57	SLCC	Training fee	£12.00
BACS	06-Jul-20	58	SSE Contracting Ltd	Street lighting maintenance charge June qtr	£682.69
BACS	06-Jul-20	59	SSE Contracting Ltd	Street lighting chargeable repairs June qtr	£352.84
BACS	06-Jul-20	60	Clerk	Salary/expenses Jun	£1,060.63
BACS	06-Jul-20	61	HMRC	PAYE	£172.59
BACS	06-Jul-20	62	Berks Pension Fund	Pension contributions	£321.22
Total					£7,413.48

Transfers

Method	Payment Date	Voucher Number	From Account	To Account	Amount
DD	16-May-20	63	Pocket pre-paid debit card	Unity Current	£7.48
DD	16-May-20	64	Unity Current	Lloyds Multipay Corporate Card	£506.27
Total					£513.75

28. To discuss matters for future consideration and for information

For information or inclusion on a future agenda only.