

# MARTOCK PARISH COUNCIL

Martock Parish Council  
The Market House  
Church Street  
Martock Somerset  
TA12 6JL



Date of Issue: 21/03/2024

TO: Councillors John Hole (Chair), Joy Bailey (Vice Chair), Ashley Chapman, Danny Dwyer, Paul Helyer, Graham MacDonald, Alan Potter, James Tresarden, Alison Warne, Ash Warne and Tony Welsh.

## NOTICE OF MEETING

**YOU ARE HEREBY SUMMONED TO ATTEND THE COUNCIL MEETING** of the **MARTOCK PARISH COUNCIL** to be held on **Wednesday 27<sup>th</sup> March 2024** in the Parish Hall, Church Street, Martock at **7:00pm** for the purpose of transacting the business set out in the agenda below.

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Natalie Fortt  
Chief Executive

***Please contact the Parish Office (01935 822891) if you need further information on this agenda.***

Members of the public are welcome to attend. The meeting may be recorded.

### **Public participation time**

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each.



# MARTOCK PARISH COUNCIL

## FULL COUNCIL MEETING

### AGENDA

Wednesday 27<sup>th</sup> March 2024 at 7:00 pm

1. **Apologies for Absence:** To receive and accept apologies for absence including reasons given.
2. **Declarations of Interest:** To declare any interests relating to the business of the meeting and receive any dispensation requests.
3. **Confirmation of Minutes of previous meeting:** To confirm and sign the minutes of the meeting of the Council held on 28<sup>th</sup> February 2024 as a correct record. **Attached**
4. **Chairman's Announcements**
5. **Allotment Management Arrangements:** Report of Operations Manager **Attached**
6. **Council Budget – 2023/24 Monitoring as at Month 11:**
  - (a) Detailed Income and Expenditure by Budget Heading.
  - (b) Detailed Balance Sheet.
  - (c) List of Payments for January 2024.
  - (d) Bank Reconciliation Statement.
  - (e) External audit report 22/23Reports of Responsible Financial Officer. **Attached**
7. **Assets:** To consider and adopt the Council's Assets Policy and Assets Register. **Attached**
8. **Financial Risk Assessment:** To review and agree the Council's Financial Risk Assessment. **Attached**
9. **Grant Task Group:** Council is requested to nominate two representatives to work with officers to review Grant Applications ahead of Full Council in April.
10. **Recreation Ground Hire Charges:** To agree the charges for hire of changing rooms and recreation ground. Report of Operations Manager. **Attached**
11. **M3CP (Making the Most of Martock Community Partnership):** Council is requested to nominate one representative to the M3CP.

**12. Request for Crossing on Coat Road:** To decide if Council would like to support the request for the installation of a pedestrian crossing on Coat Road.  
**Attached**

**13. Staff Review:** Initial report of the Chief Executive. **Attached**

**14. Committees:** Council is requested to:

- a. Note the Minutes of the Planning Committee held on 13<sup>th</sup> March 2024  
**Attached**
- b. Nominate 2 further Councillors to the Planning Committee

**15. Neighbourhood Plan Working Group:** To receive a verbal update from the working group.

**16. Forward Plan:** To review and agree the draft Full Council Forward Plan.  
**Attached**

**17. Forthcoming Meetings:**

- a. Full Council – Wednesday 24<sup>th</sup> April 2024 7.00pm
- b. Planning Committee – Wednesday 10<sup>th</sup> April 2024 7.00pm



## MARTOCK PARISH COUNCIL

Minutes of the Martock Parish Council meeting held on Wednesday 28<sup>th</sup> February 2024 in the Parish Hall, Church Street, Martock at 7:00pm.

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**PRESENT:** Councillors John Hole (Chair), Joy Bailey (Deputy Chair), Ashley Chapman, Paul Helyer, Alan Potter, Alison Warne, Ash Warne and Tony Welsh

**ALSO PRESENT:** Peter Finnis (Locum Clerk), Natalie Fortt (Chief Executive) Tracy Lamb (RFO) and Somerset Councillor John Bailey

### **Public participation time**

8 members of the public were in attendance.

Somerset Councillor John Bailey confirmed the Gigafactory site announcement in Bridgewater. The factory site will provide around four thousand jobs and boost the Somerset economy. John also confirmed his support for the youth service provision in the parish.

In response to a question, it was confirmed that Somerset Council are reviewing the maintenance of Highways, verges etc and more details would be emerging shortly. The Chief Executive confirmed that a meeting was planned for 25<sup>th</sup> March where this was due to be discussed.

Mr Duncan Palmer addressed the Council as a member of the Martock Players. In the past the Players were able to use the upstairs room in the Parish Hall for young people to change for performances but as that room is no longer available, they are unable to accommodate young people who wish to join the group. The Chair confirmed the Parish Council's support for facilities and activities for young people and requested that a meeting take place between representative from Martock Players and the Chief Executive and Operations Manager to discuss the issue.

The Chair announced that 125 job seekers had attended the Job Fair at the Parish Hall the day before the meeting and 22 exhibitors had been available to provide information on employment and training opportunities. The event had been very successful thanks to all the hard work by staff and volunteers.

The Chair also announced that positive feedback had been received regarding the Merry Martock event that took place over the festive season. The event provides entertainment and a hot meal to parishioners and is another example of a great event being put on by staff and volunteers from the parish.



It was also noted that it was Peter Finnis' last meeting, so the Chair thanked Peter for all his hard work and wished him well for the future.

#### **010/24 APOLOGIES FOR ABSENCE**

Apologies for absence were reported from Councillor Graham Macdonald and Somerset Councillor Emily Pearlstone.

#### **011/24 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

#### **012/24 MINUTES OF PREVIOUS MEETING**

**Resolved:** That the minutes of the Council meeting held on 24<sup>th</sup> January be approved as a correct record.

#### **013/24 COUNCIL VACANCIES – CONSIDERATION OF THE FOLLOWING APPLICATIONS TO BECOME CO-OPTED MEMBERS:**

Council considered applications from:

- (a) Danny Dwyer
- (b) James Tresadern

The applicants both introduced themselves and explained their reasons for wanting to join the Parish Council.

**Resolved:**

1. **(Unanimous)** That Danny Dwyer be co-opted on to Martock Parish Council
2. **(7 votes to 1)** That James Tresadern be co-opted on Martock Parish Council

#### **014/24 MARTOCK COMMUNITY SURVEY**

**Resolved: (By 7 votes to 0 with 1 abstention)**

1. Martock Community Partnership (M3CP) be asked to coordinate the community survey with the Community Council for Somerset.
2. A Steering Group be formed by M3CP with at least two representatives from the Parish Council to manage the process.
3. The Parish Council develop a 5 year Community Plan for Martock by the end of 2024.

#### **015/24 COUNCIL BUDGET 2023/24 AS AT 31<sup>st</sup> JANUARY (MONTH 10)**

Council considered the following reports from the RFO:

- (a) Detailed Income and Expenditure by Budget Heading.
- (b) Detailed Balance Sheet.
- (c) List of Payments for December 2023.
- (d) Bank Reconciliation Statement.

**Council Noted the Reports.**

#### Notes

1. Invoices are being sent out to hirers going back to April 2023.
2. Invoice terms include a 30-day payment period, so income should start to show in the budget reports from next month.
3. The Locum Clerk thanked staff for all their hard work setting up the new invoicing system.

#### **016/24 FEES AND CHARGES FOR 2024/25**

The RFO presented the report regarding Cemetery charges for the coming financial year 2024/25.

##### **Resolved: (Unanimously)**

1. The Council charge two fees for the Exclusive Right of Burial: a purchase fee for a burial plot; and a purchase fee for an ashes plot.
2. To increase the fees for interments as detailed in the report.
3. To continue with the existing zero fee for interments where a funeral is paid for out of the Social Fund.
4. For the reduced fee for children be applicable to residents under 18 years of age.
5. To increase the charges for Memorials as detailed the report.
6. To continue to charge treble fees for non-residents for interments and Memorials, as per the current scale of charges.

The Locum Clerk presented the report on the review of charges for the Parish Hall, Pavillion and Recreation Ground.

##### **Resolved: (Unanimously)**

1. To increase hire charges as detailed in the report, with the exception of the proposed Football and Changing Room charges, which were deferred to the following meeting due to the need for further information.

#### **017/24 BANK SIGNATORIES**

RFO requested two additional bank signatories.

**Resolved: (Unanimously)** That Alan Potter and John Hole would act as signatories temporarily until the new bank account was opened.

#### **018/24 APPOINTMENT OF INTERNAL AUDITOR**

##### **Resolved: (Unanimously)**

7. The continuation of the internal audit contract, as agreed in April 2023, for the current financial year at a net cost of £325 plus mileage for a site visit
8. To seek quotes for internal audit for the 2024 2025 financial year, to be brought to council within 3 months

#### **019/24 MAINTENANCE CONTRACTS**

The Locum Clerk explained that the Operations Manager had secured agreement from the current contractors to extend the contracts until 1<sup>st</sup>

October 2024 in order to allow these contracts to form part of the overall operational review. The contracts would remain on the current terms and prices.

**Resolved: (Unanimously)**

That maintenance contracts with Somerset Landscapes LTD and Evis to be extended for another 6 months under the terms of the current contracts.

**020/24 YEOVIL DISTRICT HOSPITAL – CLOSURE OF HYPER ACUTE STROKE UNIT**

Council considered whether to support the motion to send a letter expressing concern regarding the above proposal.

**Resolved: (By 5 to 1 with 2 abstentions)**

The Chief Executive issue a letter on behalf of the Council expressing concern regarding the potential impact of the closure of the Hyper Acute Stroke Unit and Yeovil Hospital.

**021/24 NEIGHBOURHOOD PLAN**

**Resolved: (unanimously)**

1. Note report from Task Group
2. Nominate Paul Helyer and Joy Bailey (with support from the Chief Executive) to serve on the Community Plan Steering Committee.
3. Transfer the Domain Name - [martockplan.org.uk](http://martockplan.org.uk) ownership from Andrew Clegg to Martock Parish Council at a cost of £11.99 plus VAT per annum.
4. Transfer hosting of [martockplan.org.uk](http://martockplan.org.uk) onto MPC owned and controlled platform.

**022/24 ANNUAL BBC 'MAKING A DIFFERENCE' AWARDS – VOLUNTEER CATEGORY**

A proposal was put forward to Council to nominate Gordon Swindells for a volunteer award for all his hard work as a Flooding Coordinator over the last 10 years.

**Resolved: (By 4 votes to 2 with 2 abstentions)**

That the Chief Executive complete the necessary form on behalf of the Council, nominating Gordon Swindells in the Volunteer Category of the BBC 'Making a Difference' awards.

**023/24 COMMITTEES**

**Resolved:**

Minutes of the Planning and Highways Committee held on 14<sup>th</sup> February 2024 were noted.

**025/24. FORTHCOMING MEETINGS**

- (a) Planning Committee – Wednesday 13<sup>th</sup> March 2024 at 7.00pm.
- (b) Council – Wednesday 27<sup>th</sup> March 2024 at 7.00pm.

**Noted.**

**026/24. EXCLUSION OF PRESS AND PUBLIC**

As the following item is expected to include the consideration of exempt information, it is proposed that, in accordance with Section 1 of Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the following matter, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Section 1 of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**027/24. EXCLUSION OF PRESS AND PUBLIC**

**Resolved: (Unanimously)**

1. That the work undertaken so far be paused and that the matter be referred to the Chief Executive to progress the process, in order to;
  - (a) Seek definitive advice with regard to the TUPE issue.
  - (b) Subject to (a) above, recommend a way forward to meet the Council's objectives in establishing suitable future youth provision.
  - (c) Advise on options for interim arrangements, potentially including temporary extension of the current service or running the current contract out, until the matter is resolved.
  - (d) To keep members advised regarding process, strategy and timeline

The meeting closed at 9pm.

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Date**





## MARTOCK PARISH COUNCIL

### Bower Hinton Allotment Arrangements

#### Purpose of Report

To approve the management arrangements at Bower Hinton Allotments.

#### Background

Martock Parish Council have a statutory obligation to ensure that the Allotments are run in accordance UK legislations. The Bower Hinton site dates back to the 1920s and is made up of 36 full plots. Some full plots at Bower Hinton Allotments have been split into half plots, allowing individuals and families to take on a more manageable size of allotment (15 x 15 feet).

#### Management Arrangements

After recent meetings with the Bower Hinton Allotment Society the proposed new management arrangements are as follows:

The Parish Council will undertake:

- All financial management arrangements
- 3 Monthly inspections
- Manage waiting lists
- Offer vacant plot letters
- Rent agreements
- Rent due notifications
- Rent due reminders
- Inspection notifications
- Notices to quit
- General letters
- Liasing with Bower Hinton Allotment Society

Bower Hinton Allotment Association will:

- Give support to allotment holders
- Show potential new plot holders around the sites to fill any vacant plots
- Make the plot holders aware of what they do
- Highlight any areas of concern to Martock Parish Council

**Recommendation:** To approve proposed new management arrangements of Bower Hinton Allotments.

# MARTOCK PARISH COUNCIL

Budget Analysis Report

Month 11 Full Council 27<sup>th</sup> March 2024

The attached report is a breakdown of the income and expenditure against the agreed budget. These figures reflect the financial year to date expenditure and income and it would be expected that, in most cases, should be showing at approximately 92% of the annual budget.

There are some areas of expenditure which exceed their budget, these will be reported as virements other than those items where Council have agreed a transfer from sinking funds or Ear marked reserves.

The overall income expenditure is currently:

|                                       | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed Funds<br>Expenditure Available | % Spent |
|---------------------------------------|------------------------|-----------------------|--------------------------|--|---------|
| Grand Totals:- Income                 | 461,531                | 455,882               | (5,649)                  |  | 101.2%  |
| Expenditure                           | 361,727                | 455,882               | 94,155                   | 0 94,155                                 | 79.3%   |
| <b>Net Income over Expenditure</b>    | <b>99,804</b>          | <b>0</b>              | <b>(99,804)</b>          |  |         |
| plus Transfer from EMR                | 12,080                 |                       |                          |  |         |
| <b>Movement to/(from) Gen Reserve</b> | <b>111,885</b>         |                       |                          |  |         |

There are some budget heads showing both higher and lower percentages than expected including. Some examples that have not been recently reported are:

110 Finance/Office 4012 Locum and consultancy fees are £18,219 against a zero budget, however, salary costs are £31,623 below budget. This has been due to the Clerk vacancy which has now been filled

130 Parish/Village 4346 Flood control is at £1,168 against a zero budget, however a grant of £1,141 has been received (130/1080)

180 Youth 4370 Community Youth Project is £30,524 under budget, however an invoice of £24,076 has been received and expenditure will increase accordingly in the next report

There are various budget headings overspent (some as previously reported). Due to the approaching year end and cost centres e.g. 110 Finance/Office, 160 Parish Hall and 230 Pavilion not being under budget, it is recommended that no further virements are issued and that the existing overspends come from general reserves. The overall budget expenditure position is still lower than the average 79.3%

Please contact me if you would like any further information on any of the items on the report

Tracy Lamb, CiLCA  
RFO  
12<sup>th</sup> March 2024

## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

Month No: 11

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>110 Finance / Office</u>              |                        |                   |                    |                          |                    |               |                         |
| 1060 Other Income                        | 18                     | 100               | 82                 |                          |                    | 18.2%         |                         |
| 1076 Precept                             | 432,057                | 432,057           | 0                  |                          |                    | 100.0%        |                         |
| 1090 Bank Interest                       | 7,659                  | 200               | (7,459)            |                          |                    | 3829.3%       |                         |
| 1095 CCLA Income                         | 344                    | 500               | 156                |                          |                    | 68.7%         |                         |
| 1241 Farmers Market Income               | 1,530                  | 0                 | (1,530)            |                          |                    | 0.0%          |                         |
| Finance / Office :- Income               | <b>441,607</b>         | <b>432,857</b>    | <b>(8,750)</b>     |                          |                    | <b>102.0%</b> | <b>0</b>                |
| 4000 Gross Salaries                      | 70,557                 | 102,180           | 31,623             |                          | 31,623             | 69.1%         |                         |
| 4005 Employer Pension                    | 4,316                  | 6,230             | 1,914              |                          | 1,914              | 69.3%         |                         |
| 4010 Employer NI                         | 5,866                  | 7,785             | 1,919              |                          | 1,919              | 75.4%         |                         |
| 4012 Locum & consultancy                 | 18,219                 | 0                 | (18,219)           |                          | (18,219)           | 0.0%          |                         |
| 4016 Staff welfare                       | 6                      | 200               | 194                |                          | 194                | 2.8%          |                         |
| 4017 Staff Travel                        | 7                      | 100               | 93                 |                          | 93                 | 7.2%          |                         |
| 4018 Training - staff                    | 660                    | 280               | (380)              |                          | (380)              | 235.7%        |                         |
| 4024 Recruitment                         | 864                    | 0                 | (864)              |                          | (864)              | 0.0%          |                         |
| 4025 Insurance                           | 9,179                  | 7,300             | (1,879)            |                          | (1,879)            | 125.7%        |                         |
| 4035 Electricity                         | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%          |                         |
| 4050 Accountancy                         | 741                    | 972               | 231                |                          | 231                | 76.2%         |                         |
| 4055 Audit Fee                           | (725)                  | 2,200             | 2,925              |                          | 2,925              | (33.0%)       |                         |
| 4075 Chairman's Allowance                | 592                    | 592               | (0)                |                          | (0)                | 100.1%        |                         |
| 4080 Members' Travelling Expenses        | 0                      | 100               | 100                |                          | 100                | 0.0%          |                         |
| 4095 Omega Financial System              | 3,940                  | 2,000             | (1,940)            |                          | (1,940)            | 197.0%        |                         |
| 4100 Bank Charges                        | 391                    | 350               | (41)               |                          | (41)               | 111.7%        |                         |
| 4126 Equipment furniture smalltools      | 0                      | 500               | 500                |                          | 500                | 0.0%          |                         |
| 4149 Advertisements                      | 801                    | 250               | (551)              |                          | (551)              | 320.6%        |                         |
| 4150 General                             | 235                    | 235               | 0                  |                          | 0                  | 99.8%         |                         |
| 4151 Postage & Stationery                | 642                    | 900               | 258                |                          | 258                | 71.3%         |                         |
| 4152 Photocopier & Ink                   | 1,208                  | 1,500             | 292                |                          | 292                | 80.6%         |                         |
| 4153 Telephone expenses                  | 4,824                  | 5,000             | 176                |                          | 176                | 96.5%         |                         |
| 4154 Subscriptions & membership          | 4,341                  | 4,500             | 159                |                          | 159                | 96.5%         |                         |
| 4156 IT, Support, maintenance            | 7,415                  | 0                 | (7,415)            |                          | (7,415)            | 0.0%          |                         |
| 4159 Farmers Market                      | 70                     | 450               | 380                |                          | 380                | 15.6%         |                         |
| 4166 HR support                          | 3,621                  | 3,621             | (0)                |                          | (0)                | 100.0%        |                         |
| Finance / Office :- Indirect Expenditure | <b>137,772</b>         | <b>148,245</b>    | <b>10,473</b>      | <b>0</b>                 | <b>10,473</b>      | <b>92.9%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>       | <b>303,835</b>         | <b>284,612</b>    | <b>(19,223)</b>    |                          |                    |               |                         |
| <u>120 Comms &amp; PR</u>                |                        |                   |                    |                          |                    |               |                         |
| 4155 Website                             | 370                    | 1,000             | 630                |                          | 630                | 37.0%         |                         |
| Comms & PR :- Indirect Expenditure       | <b>370</b>             | <b>1,000</b>      | <b>630</b>         | <b>0</b>                 | <b>630</b>         | <b>37.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                   | <b>(370)</b>           | <b>(1,000)</b>    | <b>(630)</b>       |                          |                    |               |                         |

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>130 Parish / Village</u>              |                        |                   |                    |                          |                    |              |                         |
| 1080 Grants Received                     | 1,141                  | 0                 | (1,141)            |                          |                    | 0.0%         |                         |
| Parish / Village :- Income               | <b>1,141</b>           | <b>0</b>          | <b>(1,141)</b>     |                          |                    |              | <b>0</b>                |
| 4000 Gross Salaries                      | 26,356                 | 34,800            | 8,444              |                          | 8,444              | 75.7%        |                         |
| 4005 Employer Pension                    | 1,347                  | 2,150             | 803                |                          | 803                | 62.6%        |                         |
| 4010 Employer NI                         | 915                    | 2,650             | 1,735              |                          | 1,735              | 34.5%        |                         |
| 4128 Cleaning/Consumables - all          | 35                     | 0                 | (35)               |                          | (35)               | 0.0%         |                         |
| 4150 General                             | 215                    | 215               | 0                  |                          | 0                  | 99.9%        |                         |
| 4200 Window Boxes                        | 0                      | 650               | 650                |                          | 650                | 0.0%         |                         |
| 4205 Village Improvements                | 0                      | 2,785             | 2,785              |                          | 2,785              | 0.0%         |                         |
| 4210 Christmas Decorations (Exp.)        | 53                     | 500               | 447                |                          | 447                | 10.7%        |                         |
| 4212 Christmas Lights                    | 54                     | 1,000             | 946                |                          | 946                | 5.4%         |                         |
| 4215 Christmas Trees                     | 192                    | 200               | 8                  |                          | 8                  | 95.9%        |                         |
| 4220 Village Maintenance                 | 2,077                  | 5,000             | 2,923              |                          | 2,923              | 41.5%        |                         |
| 4221 Village Maintenance Contract        | 10,923                 | 16,000            | 5,077              |                          | 5,077              | 68.3%        |                         |
| 4240 Security Patrols                    | 2,820                  | 3,240             | 420                |                          | 420                | 87.0%        |                         |
| 4290 Public Toilets                      | 0                      | 300               | 300                |                          | 300                | 0.0%         |                         |
| 4346 Flood Control                       | 1,168                  | 0                 | (1,168)            |                          | (1,168)            | 0.0%         |                         |
| 4640 Maintenance                         | 126                    | 0                 | (126)              |                          | (126)              | 0.0%         |                         |
| Parish / Village :- Indirect Expenditure | <b>46,282</b>          | <b>69,490</b>     | <b>23,208</b>      | <b>0</b>                 | <b>23,208</b>      | <b>66.6%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>       | <b>(45,141)</b>        | <b>(69,490)</b>   | <b>(24,349)</b>    |                          |                    |              |                         |
| <u>140 Churchyard</u>                    |                        |                   |                    |                          |                    |              |                         |
| 1140 Burial Ground Interment income      | 3,035                  | 9,000             | 5,965              |                          |                    | 33.7%        |                         |
| Churchyard :- Income                     | <b>3,035</b>           | <b>9,000</b>      | <b>5,965</b>       |                          |                    | <b>33.7%</b> | <b>0</b>                |
| 4151 Postage & Stationery                | 27                     | 27                | 0                  |                          | 0                  | 98.8%        |                         |
| 4250 Burial Ground Green waste           | 231                    | 231               | 0                  |                          | 0                  | 100.0%       |                         |
| 4251 Burial Ground Maint Contract        | 2,731                  | 4,000             | 1,269              |                          | 1,269              | 68.3%        |                         |
| 4260 Churchyard Trees & Lighting         | 0                      | 4,670             | 4,670              |                          | 4,670              | 0.0%         |                         |
| 4502 Repairs and maintenance             | 72                     | 72                | 0                  |                          | 0                  | 100.0%       |                         |
| Churchyard :- Indirect Expenditure       | <b>3,060</b>           | <b>9,000</b>      | <b>5,940</b>       | <b>0</b>                 | <b>5,940</b>       | <b>34.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>       | <b>(25)</b>            | <b>0</b>          | <b>25</b>          |                          |                    |              |                         |
| <u>150 Market House</u>                  |                        |                   |                    |                          |                    |              |                         |
| 4030 Rates                               | 699                    | 2,700             | 2,001              |                          | 2,001              | 25.9%        |                         |
| 4035 Electricity                         | 6,331                  | 4,200             | (2,131)            |                          | (2,131)            | 150.7%       |                         |
| 4045 Water                               | 0                      | 400               | 400                |                          | 400                | 0.0%         |                         |

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

|                                      | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4127 CCTV & Security                 | 1,217                  | 0                 | (1,217)            |                          | (1,217)            | 0.0%          |                         |
| 4128 Cleaning/Consumables - all      | 202                    | 0                 | (202)              |                          | (202)              | 0.0%          |                         |
| 4280 Market House (General)          | 2,160                  | 2,500             | 340                |                          | 340                | 86.4%         |                         |
| Market House :- Indirect Expenditure | <b>10,609</b>          | <b>9,800</b>      | <b>(809)</b>       | <b>0</b>                 | <b>(809)</b>       | <b>108.3%</b> | <b>0</b>                |
| <b>Net Expenditure</b>               | <b>(10,609)</b>        | <b>(9,800)</b>    | <b>809</b>         |                          |                    |               |                         |
| <b><u>160 Parish Hall</u></b>        |                        |                   |                    |                          |                    |               |                         |
| 1100 Parish Hall Income              | 3,911                  | 4,500             | 589                |                          |                    | 86.9%         |                         |
| Parish Hall :- Income                | <b>3,911</b>           | <b>4,500</b>      | <b>589</b>         |                          |                    | <b>86.9%</b>  | <b>0</b>                |
| 4030 Rates                           | 3,643                  | 5,000             | 1,357              |                          | 1,357              | 72.9%         |                         |
| 4035 Electricity                     | 6,931                  | 4,200             | (2,731)            |                          | (2,731)            | 165.0%        |                         |
| 4040 Gas                             | 3,358                  | 3,340             | (18)               |                          | (18)               | 100.5%        |                         |
| 4041 Gas servicing                   | 240                    | 0                 | (240)              |                          | (240)              | 0.0%          |                         |
| 4045 Water                           | 188                    | 200               | 12                 |                          | 12                 | 94.2%         |                         |
| 4126 Equipment furniture smalltools  | 252                    | 1,200             | 948                |                          | 948                | 21.0%         |                         |
| 4127 CCTV & Security                 | 598                    | 1,500             | 902                |                          | 902                | 39.9%         |                         |
| 4128 Cleaning/Consumables - all      | 51                     | 250               | 199                |                          | 199                | 20.5%         |                         |
| 4134 Defibrillator                   | 509                    | 0                 | (509)              |                          | (509)              | 0.0%          |                         |
| 4150 General                         | 8                      | 0                 | (8)                |                          | (8)                | 0.0%          |                         |
| 4285 Building Maintenance            | 0                      | 1,500             | 1,500              |                          | 1,500              | 0.0%          |                         |
| 4300 Parish Hall (General)           | 1,086                  | 50                | (1,036)            |                          | (1,036)            | 2172.5%       |                         |
| Parish Hall :- Indirect Expenditure  | <b>16,865</b>          | <b>17,240</b>     | <b>375</b>         | <b>0</b>                 | <b>375</b>         | <b>97.8%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>   | <b>(12,954)</b>        | <b>(12,740)</b>   | <b>214</b>         |                          |                    |               |                         |
| <b><u>170 Highways</u></b>           |                        |                   |                    |                          |                    |               |                         |
| 4330 Electric Speed Signs            | 0                      | 100               | 100                |                          | 100                | 0.0%          |                         |
| Highways :- Indirect Expenditure     | <b>0</b>               | <b>100</b>        | <b>100</b>         | <b>0</b>                 | <b>100</b>         | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>               | <b>0</b>               | <b>(100)</b>      | <b>(100)</b>       |                          |                    |               |                         |
| <b><u>180 Youth</u></b>              |                        |                   |                    |                          |                    |               |                         |
| 4370 Community Youth Project         | 24,076                 | 54,600            | 30,524             |                          | 30,524             | 44.1%         |                         |
| 4375 Scouts & Guides                 | 3,000                  | 3,000             | 0                  |                          | 0                  | 100.0%        |                         |
| Youth :- Indirect Expenditure        | <b>27,076</b>          | <b>57,600</b>     | <b>30,524</b>      | <b>0</b>                 | <b>30,524</b>      | <b>47.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>               | <b>(27,076)</b>        | <b>(57,600)</b>   | <b>(30,524)</b>    |                          |                    |               |                         |

Continued over page

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>190 Job Club</b>                       |                        |                   |                    |                          |                    |               |                         |
| 4016 Staff welfare                        | 0                      | 720               | 720                |                          | 720                | 0.0%          |                         |
| 4017 Staff Travel                         | 38                     | 250               | 212                |                          | 212                | 15.4%         |                         |
| 4150 General                              | 30                     | 350               | 320                |                          | 320                | 8.5%          |                         |
| 4151 Postage & Stationery                 | 50                     | 50                | 0                  |                          | 0                  | 99.1%         |                         |
| 4152 Photocopier & Ink                    | 140                    | 254               | 114                |                          | 114                | 55.3%         |                         |
| 4153 Telephone expenses                   | 205                    | 840               | 635                |                          | 635                | 24.4%         |                         |
| 4154 Subscriptions & membership           | 0                      | 246               | 246                |                          | 246                | 0.0%          |                         |
| 4443 Refreshments                         | 224                    | 250               | 26                 |                          | 26                 | 89.6%         |                         |
| 4446 Volunteering                         | 9                      | 0                 | (9)                |                          | (9)                | 0.0%          |                         |
| Job Club :- Indirect Expenditure          | <b>696</b>             | <b>2,960</b>      | <b>2,264</b>       | <b>0</b>                 | <b>2,264</b>       | <b>23.5%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(696)</b>           | <b>(2,960)</b>    | <b>(2,264)</b>     |                          |                    |               |                         |
| <b>191 Seniors</b>                        |                        |                   |                    |                          |                    |               |                         |
| 1305 Otago Falls Course Income            | 0                      | 200               | 200                |                          |                    | 0.0%          |                         |
| Seniors :- Income                         | <b>0</b>               | <b>200</b>        | <b>200</b>         |                          |                    | <b>0.0%</b>   | <b>0</b>                |
| 4016 Staff welfare                        | 0                      | 720               | 720                |                          | 720                | 0.0%          |                         |
| 4017 Staff Travel                         | 75                     | 250               | 175                |                          | 175                | 29.9%         |                         |
| 4150 General                              | 20                     | 350               | 330                |                          | 330                | 5.8%          |                         |
| 4151 Postage & Stationery                 | 9                      | 50                | 41                 |                          | 41                 | 18.6%         |                         |
| 4153 Telephone expenses                   | 36                     | 50                | 14                 |                          | 14                 | 72.2%         |                         |
| 4154 Subscriptions & membership           | 0                      | 500               | 500                |                          | 500                | 0.0%          |                         |
| 4443 Refreshments                         | 0                      | 250               | 250                |                          | 250                | 0.0%          |                         |
| Seniors :- Indirect Expenditure           | <b>140</b>             | <b>2,170</b>      | <b>2,030</b>       | <b>0</b>                 | <b>2,030</b>       | <b>6.5%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>(140)</b>           | <b>(1,970)</b>    | <b>(1,830)</b>     |                          |                    |               |                         |
| <b>192 Community Support</b>              |                        |                   |                    |                          |                    |               |                         |
| 1303 Wednesday Club Income                | 261                    | 75                | (186)              |                          |                    | 347.5%        |                         |
| Community Support :- Income               | <b>261</b>             | <b>75</b>         | <b>(186)</b>       |                          |                    | <b>347.5%</b> | <b>0</b>                |
| 4016 Staff welfare                        | 37                     | 720               | 683                |                          | 683                | 5.1%          |                         |
| 4017 Staff Travel                         | 412                    | 500               | 88                 |                          | 88                 | 82.3%         |                         |
| 4150 General                              | 50                     | 0                 | (50)               |                          | (50)               | 0.0%          |                         |
| 4151 Postage & Stationery                 | 5                      | 50                | 45                 |                          | 45                 | 9.2%          |                         |
| 4153 Telephone expenses                   | 48                     | 250               | 202                |                          | 202                | 19.1%         |                         |
| 4154 Subscriptions & membership           | 0                      | 500               | 500                |                          | 500                | 0.0%          |                         |
| 4443 Refreshments                         | 317                    | 600               | 283                |                          | 283                | 52.9%         |                         |
| 4445 Wednesday Club Expenses              | 464                    | 600               | 136                |                          | 136                | 77.3%         |                         |
| Community Support :- Indirect Expenditure | <b>1,332</b>           | <b>3,220</b>      | <b>1,888</b>       | <b>0</b>                 | <b>1,888</b>       | <b>41.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>(1,071)</b>         | <b>(3,145)</b>    | <b>(2,074)</b>     |                          |                    |               |                         |

Continued over page

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>195 Community Team</u>                      |                        |                   |                    |                          |                    |               |                         |
| 4000 Gross Salaries                            | 61,828                 | 65,310            | 3,482              |                          | 3,482              | 94.7%         |                         |
| 4005 Employer Pension                          | 4,027                  | 4,350             | 323                |                          | 323                | 92.6%         |                         |
| 4010 Employer NI                               | 5,080                  | 4,655             | (425)              |                          | (425)              | 109.1%        |                         |
| 4150 General                                   | 22                     | 0                 | (22)               |                          | (22)               | 0.0%          |                         |
| 4152 Photocopier & Ink                         | 1,091                  | 0                 | (1,091)            |                          | (1,091)            | 0.0%          |                         |
| 4446 Volunteering                              | 113                    | (8)               | (121)              |                          | (121)              | (1412.3)      |                         |
| Community Team :- Indirect Expenditure         | <b>72,161</b>          | <b>74,307</b>     | <b>2,146</b>       | <b>0</b>                 | <b>2,146</b>       | <b>97.1%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>(72,161)</b>        | <b>(74,307)</b>   | <b>(2,146)</b>     |                          |                    |               |                         |
| <u>200 Info Centre</u>                         |                        |                   |                    |                          |                    |               |                         |
| 4400 Information Centre                        | 0                      | 200               | 200                |                          | 200                | 0.0%          |                         |
| Info Centre :- Indirect Expenditure            | <b>0</b>               | <b>200</b>        | <b>200</b>         | <b>0</b>                 | <b>200</b>         | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>0</b>               | <b>(200)</b>      | <b>(200)</b>       |                          |                    |               |                         |
| <u>210 Services Discretionary</u>              |                        |                   |                    |                          |                    |               |                         |
| 4150 General                                   | 3                      | 3                 | 0                  |                          | 0                  | 100.0%        |                         |
| 4446 Volunteering                              | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%          |                         |
| 4447 Crisis Fund (Our Place)                   | 21                     | 500               | 479                |                          | 479                | 4.1%          |                         |
| 4450 Covid-19 Emergency Spending               | 5                      | 5                 | 0                  |                          | 0                  | 99.8%         |                         |
| Services Discretionary :- Indirect Expenditure | <b>29</b>              | <b>1,508</b>      | <b>1,479</b>       | <b>0</b>                 | <b>1,479</b>       | <b>1.9%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>(29)</b>            | <b>(1,508)</b>    | <b>(1,479)</b>     |                          |                    |               |                         |
| <u>220 Recreation ground</u>                   |                        |                   |                    |                          |                    |               |                         |
| 1080 Grants Received                           | 3,125                  | 0                 | (3,125)            |                          |                    | 0.0%          |                         |
| 1220 Recreation Ground Income                  | 0                      | 3,000             | 3,000              |                          |                    | 0.0%          |                         |
| Recreation ground :- Income                    | <b>3,125</b>           | <b>3,000</b>      | <b>(125)</b>       |                          |                    | <b>104.2%</b> | <b>0</b>                |
| 4035 Electricity                               | 2,558                  | 2,750             | 192                |                          | 192                | 93.0%         |                         |
| 4036 Electricity Unmetered Supply              | (5,475)                | 0                 | 5,475              |                          | 5,475              | 0.0%          |                         |
| 4126 Equipment furniture smalltools            | 57                     | 950               | 893                |                          | 893                | 6.0%          |                         |
| 4127 CCTV & Security                           | 1,060                  | 350               | (710)              |                          | (710)              | 302.9%        |                         |
| 4128 Cleaning/Consumables - all                | 98                     | 200               | 102                |                          | 102                | 48.8%         |                         |
| 4129 Lighting                                  | 496                    | 496               | 0                  |                          | 0                  | 100.0%        |                         |
| 4130 Tree works                                | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%          |                         |
| 4131 Bins                                      | 14                     | 950               | 936                |                          | 936                | 1.5%          |                         |
| 4132 Car Park                                  | 0                      | 9,504             | 9,504              |                          | 9,504              | 0.0%          |                         |
| 4133 Exercise Track                            | 0                      | 3,000             | 3,000              |                          | 3,000              | 0.0%          |                         |

Continued over page

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4135 Tennis courts                        | 12,081                 | 0                 | (12,081)           |                          | (12,081)           | 0.0%          | 12,081                  |
| 4500 Recreation Ground (General)          | 3,122                  | 50                | (3,072)            |                          | (3,072)            | 6245.0%       |                         |
| 4501 Recreati Ground Maint Contract       | 7,990                  | 8,700             | 710                |                          | 710                | 91.8%         |                         |
| 4505 Ground Improvements                  | 906                    | 0                 | (906)              |                          | (906)              | 0.0%          |                         |
| 4510 Play Equipment Maintenance           | 191                    | 5,000             | 4,809              |                          | 4,809              | 3.8%          |                         |
| 4515 Play Area Inspection                 | 106                    | 100               | (6)                |                          | (6)                | 106.0%        |                         |
| Recreation ground :- Indirect Expenditure | <b>23,203</b>          | <b>33,050</b>     | <b>9,847</b>       | <b>0</b>                 | <b>9,847</b>       | <b>70.2%</b>  | <b>12,081</b>           |
| <b>Net Income over Expenditure</b>        | <b>(20,078)</b>        | <b>(30,050)</b>   | <b>(9,972)</b>     |                          |                    |               |                         |
| 6000 plus Transfer from EMR               | 12,081                 |                   |                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>(7,997)</b>         |                   |                    |                          |                    |               |                         |
| <u>230 Pavilion</u>                       |                        |                   |                    |                          |                    |               |                         |
| 1230 Pavilion Income                      | 116                    | 3,000             | 2,884              |                          |                    | 3.9%          |                         |
| Pavilion :- Income                        | <b>116</b>             | <b>3,000</b>      | <b>2,884</b>       |                          |                    | <b>3.9%</b>   | <b>0</b>                |
| 4030 Rates                                | 1,722                  | 2,000             | 278                |                          | 278                | 86.1%         |                         |
| 4035 Electricity                          | 4,048                  | 3,100             | (948)              |                          | (948)              | 130.6%        |                         |
| 4040 Gas                                  | 1,666                  | 2,500             | 834                |                          | 834                | 66.6%         |                         |
| 4045 Water                                | 613                    | 400               | (213)              |                          | (213)              | 153.2%        |                         |
| 4127 CCTV & Security                      | 168                    | 0                 | (168)              |                          | (168)              | 0.0%          |                         |
| 4640 Maintenance                          | 792                    | 2,200             | 1,408              |                          | 1,408              | 36.0%         |                         |
| Pavilion :- Indirect Expenditure          | <b>9,008</b>           | <b>10,200</b>     | <b>1,192</b>       | <b>0</b>                 | <b>1,192</b>       | <b>88.3%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>(8,892)</b>         | <b>(7,200)</b>    | <b>1,692</b>       |                          |                    |               |                         |
| <u>240 Allotments</u>                     |                        |                   |                    |                          |                    |               |                         |
| 1240 Allotment Income                     | 1,593                  | 1,000             | (593)              |                          |                    | 159.3%        |                         |
| Allotments :- Income                      | <b>1,593</b>           | <b>1,000</b>      | <b>(593)</b>       |                          |                    | <b>159.3%</b> | <b>0</b>                |
| 4600 Allotments (General)                 | 133                    | 500               | 367                |                          | 367                | 26.7%         |                         |
| 4603 Allotment Land Rent                  | 0                      | 520               | 520                |                          | 520                | 0.0%          |                         |
| Allotments :- Indirect Expenditure        | <b>133</b>             | <b>1,020</b>      | <b>887</b>         | <b>0</b>                 | <b>887</b>         | <b>13.1%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>1,460</b>           | <b>(20)</b>       | <b>(1,480)</b>     |                          |                    |               |                         |
| <u>260 Grants</u>                         |                        |                   |                    |                          |                    |               |                         |
| 4020 Grants                               | 500                    | 500               | 0                  |                          | 0                  | 100.0%        |                         |
| 4021 Bower Hinton Church                  | (475)                  | 475               | 950                |                          | 950                | (100.0%)      |                         |
| 4022 British Legion                       | 0                      | 30                | 30                 |                          | 30                 | 0.0%          |                         |
| Grants :- Indirect Expenditure            | <b>25</b>              | <b>1,005</b>      | <b>980</b>         | <b>0</b>                 | <b>980</b>         | <b>2.5%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(25)</b>            | <b>(1,005)</b>    | <b>(980)</b>       |                          |                    |               |                         |

Continued over page



Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

|   | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>270 PWLB</u>                               |                        |                   |                    |                          |                    |               |                         |
| 4065 PWLB Capital Recreation Ground           | 5,657                  | 4,986             | (671)              |                          | (671)              | 113.5%        |                         |
| 4066 PWLB Interest Recreation Groun           | 611                    | 1,281             | 670                |                          | 670                | 47.7%         |                         |
| PWLB :- Indirect Expenditure                  | <b>6,267</b>           | <b>6,267</b>      | <b>(0)</b>         | <b>0</b>                 | <b>(0)</b>         | <b>100.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(6,267)</b>         | <b>(6,267)</b>    | <b>0</b>           |                          |                    |               |                         |
| <u>280 Parish Council Events</u>              |                        |                   |                    |                          |                    |               |                         |
| 1302 Community Events Income                  | 6,742                  | 2,250             | (4,492)            |                          |                    | 299.6%        |                         |
| Parish Council Events :- Income               | <b>6,742</b>           | <b>2,250</b>      | <b>(4,492)</b>     |                          |                    | <b>299.6%</b> | <b>0</b>                |
| 4430 Community Events                         | 6,587                  | 7,500             | 913                |                          | 913                | 87.8%         |                         |
| Parish Council Events :- Indirect Expenditure | <b>6,587</b>           | <b>7,500</b>      | <b>913</b>         | <b>0</b>                 | <b>913</b>         | <b>87.8%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>            | <b>155</b>             | <b>(5,250)</b>    | <b>(5,405)</b>     |                          |                    |               |                         |
| <u>285 Councillor &amp; Civic</u>             |                        |                   |                    |                          |                    |               |                         |
| 4026 Street naming                            | 110                    | 0                 | (110)              |                          | (110)              | 0.0%          |                         |
| Councillor & Civic :- Indirect Expenditure    | <b>110</b>             | <b>0</b>          | <b>(110)</b>       | <b>0</b>                 | <b>(110)</b>       |               | <b>0</b>                |
| <b>Net Expenditure</b>                        | <b>(110)</b>           | <b>0</b>          | <b>110</b>         |                          |                    |               |                         |
| <b>Grand Totals:- Income</b>                  | <b>461,531</b>         | <b>455,882</b>    | <b>(5,649)</b>     |                          |                    | <b>101.2%</b> |                         |
| <b>Expenditure</b>                            | <b>361,727</b>         | <b>455,882</b>    | <b>94,155</b>      | <b>0</b>                 | <b>94,155</b>      | <b>79.3%</b>  |                         |
| <b>Net Income over Expenditure</b>            | <b>99,804</b>          | <b>0</b>          | <b>(99,804)</b>    |                          |                    |               |                         |
| plus Transfer from EMR                        | <b>12,080</b>          |                   |                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>         | <b>111,885</b>         |                   |                    |                          |                    |               |                         |



## MARTOCK PARISH COUNCIL

### Background

At year end 31st March 2023 the Fixed assets and long terms investments were declared as £825,639, as per the attached

**Additional purchases, over £100, during the current financial year are listed below :**

| Date       | Supplier             | Description                          | Net cost    |
|------------|----------------------|--------------------------------------|-------------|
| 10/03/2023 | Amazon               | Water butt for allotments            | £133.32     |
| 14/08/2023 | Door Controls        | Cylinder keys for pavilion           | £131.80     |
| 31/01/2024 | Screwfix             | Sander, discs and brush set          | £126.19     |
| 08/12/2023 | Viking               | Storage cupboard                     | £159.00     |
| 05/12/2023 | Screwfix             | Hydrosnakes                          | £208.26     |
| 17/11/2023 | Amazon               | Job club Brother Laser printer       | £113.25     |
| 26/02/2024 | Online pump supplies | Hydrosnakes flood barriers           | £720.00     |
| 04/03/2024 | Currys               | Flavel Electric Ceramic Range Cooker | £774.17     |
|            |                      | Subtotal                             | £2,365.99   |
|            |                      | Previous Asset total                 | £825,638.69 |
|            |                      | Total (rounded)                      | £828,005    |

Decisions sought :

- 1) To agree the total assets value of £828.005 for the year end AGAR
- 2) To complete a full review of assets and refer back to Council by the October 2024 meeting.

Tracy Lamb, CiLCA

RFO

16<sup>th</sup> March 2024

## Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 29/02/2024

| <u>A/c</u>                                   | <u>Description</u>            | <u>Actual</u>   |                |
|--|-------------------------------|-----------------|----------------|
| <u>Current Assets</u>                        |                               |                 |                |
| 101  | S/L Debtors Control           | (691)           |                |
| 105  | VAT Control A/c               | 8,188           |                |
| 200  | Current Account               | 217,114         |                |
| 202  | Credit Card                   | (753)           |                |
| 203  | Public Sector Deposit Account | 81,401          |                |
| <b>Total Current Assets</b>                  |                               |                 | <b>305,259</b> |
| <u>Current Liabilities</u>                   |                               |                 |                |
| 500  | P/L Creditors Control         | (8,286)         |                |
| 530  | PAYE/NI Creditor              | (1,440)         |                |
| 540  | Pension Creditor              | 1,699           |                |
| 550  | Wages Creditor                | (6,665)         |                |
| 560  | Singing For All Monies Held   | 890             |                |
| 570  | Service Users Monies Held     | 15              |                |
| <b>Total Current Liabilities</b>             |                               | <b>(13,787)</b> |                |
| <b>Net Current Assets</b>                    |                               |                 | <b>319,046</b> |
| <b>Total Assets less Current Liabilities</b> |                               |                 | <b>319,046</b> |
| <u>Represented by :-</u>                     |                               |                 |                |
| 300  | Current Year Fund             | 128,673         |                |
| 310  | General Reserves              | 93,797          |                |
| 325  | Tennis Court                  | 1               |                |
| 330  | Quinquennial                  | 25,000          |                |
| 336  | Planning and Community        | 15,000          |                |
| 340  | Covid-19 Contingency          | 5,000           |                |
| 345  | S106/CIL Reserve              | 964             |                |
| 346  | S106/CIL Reserve 2022-2023    | 50,611          |                |
| <b>Total Equity</b>                          |                               |                 | <b>319,046</b> |

## Statement of Account

Mrs Berry  
Martock Parish Council  
The Market House Church Street  
MARTOCK  
Somerset  
TA12 6JL

5 March 2024

Account name: **MARTOCK PARISH COUNCIL**  
Account number: **PS3078557-001**  
Statement period: **31/01/2024 to 29/02/2024**

Please find enclosed a statement of your account covering the period 31 January 2024 to 29 February 2024. This statement shows the value of your investments as at 29 February 2024.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

### Account summary

|   |                   |
|---|-------------------|
| Total valuation as at 29 February 2024                  | <b>£81,401.02</b> |
| Total valuation as at last statement at 31 January 2024 | <b>£81,038.47</b> |
| Total income during the period                          | <b>£362.55</b>    |

### Holdings as at 29 February 2024

| Fund name   | Unit/share holdings | Price per unit/share | Value              |
|---|---------------------|----------------------|--------------------|
| <b>The Public Sector Deposit Fund SC4</b><br>GB00B3LDFH01 | 81,401.0200         | £1.00                | £81,401.02         |
|   |                     |                      | <b>Total value</b> |
|   |                     |                      | <b>£81,401.02</b>  |

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk      Freephone 0800 022 3505      www.ccla.co.uk

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

Transactions for the period from 31 January 2024 to 29 February 2024

**The Public Sector Deposit Fund SC4**

| <b>Transaction date</b> | <b>Transaction type</b> | <b>Unit/shares</b> | <b>Price per unit/share</b> | <b>Amount (GBP)</b> |
|-------------------------|-------------------------|--------------------|-----------------------------|---------------------|
| 02/02/2024              | Income Reinvestment     | 362.5500           | £1.0000                     | £362.55             |

The average Fund yield for this period was 5.25% p.a.

Income for the period is as follows:

| <b>Month</b> | <b>Date paid</b> | <b>Method</b> | <b>Amount (£)</b> | <b>Destination</b> |
|--------------|------------------|---------------|-------------------|--------------------|
| Jan 2024     | 02/02/2024       | Reinvestment  | £362.55           | PS3078557-001      |

# Glossary

## Terms explained

|   |   |
|---|---|
| <b>Acc</b>                                | Accumulation units/shares. Any income due is retained within the fund, and reflected in the price of each unit/share.               |
| <b>Buy</b>                                | Units/shares you have purchased.  |
| <b>Conversion in/<br/>Conversion out</b>  | The movement of your investment from one share class to another share class within the same fund.                                   |
| <b>Inc</b>                                | Income units/shares. Any income due is paid out to you as a dividend payment.   |
| <b>Paid to nominated<br/>bank details</b> | The transaction type 'paid to nominated bank details' applies to income earned and subsequently paid to the nominated bank account. |
| <b>Price per unit/share</b>               | The price used for a transaction or valuation.  |
| <b>Reinvest</b>                           | Reinvestment of income to purchase additional units/shares.   |
| <b>Sell</b>                               | Units/shares you have sold.   |
| <b>Switch in</b>                          | The movement of units/shares to you from an account held in another CCLA fund.  |
| <b>Switch out</b>                         | The movement of units/shares from you to an account held in another CCLA fund.  |
| <b>Transfer</b>                           | Income paid to another CCLA account.  |
| <b>Transfer in</b>                        | Units/shares transferred to you from another account in the same CCLA fund.   |
| <b>Transfer out</b>                       | Units/shares transferred by you to another account in the same CCLA fund.   |

## List of Payments made between 01/02/2024 and 29/02/2024

| <u>Date Paid</u>      | <u>Payee Name</u>    | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|----------------------|------------------|--------------------|-----------------------|--------------------------------|
| 14/02/2024            | The Old Dairy Cafe   | BACS             | 12.50              |                       | Hot chocolate & tea            |
| 19/02/2024            | Merchy's Cafe        | BACS             | 2.80               |                       | Appointment with resident      |
| 20/02/2024            | Merchy's Cafe        | BACS             | 3.00               |                       | Appointment with resident      |
| 20/02/2024            | Lidl                 | BACS             | 5.68               |                       | Chips, coffee, milk            |
| 26/02/2024            | Yandle & Sons Ltd    | BACS             | 4.90               |                       | Americanon, flat white coffee  |
| 26/02/2024            | Online Pump Supplies | BACS             | 720.00             |                       | HydroSnake flood barriers x 50 |
| 27/02/2024            | Lidl                 | BACS             | 3.83               |                       | Hot chocolate, pretzels        |
| <b>Total Payments</b> |                      |                  | <u>752.71</u>      |                       |                                |



## List of Payments made between 01/02/2024 and 29/02/2024

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>     |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 01/02/2024            | Naomi Gass Expenses            | OCT23            | 69.80              |                       | Eye Test ravel refreshments   |
| 01/02/2024            | Viking                         | 3451913          | 154.43             |                       | Dettol, pens, labels          |
| 01/02/2024            | Viking                         | 3434929          | 64.19              |                       | Christmas tree                |
| 01/02/2024            | Viking                         | 3466062          | 190.80             |                       | Storage cupboard              |
| 01/02/2024            | CHG South West Ltd             | 204822           | 270.00             |                       | Boiler Service - pavilion     |
| 01/02/2024            | CHRGs Ltd                      | Mart/07          | 2,761.00           |                       | Locum Clerk fees              |
| 01/02/2024            | CHRGs Ltd                      | Mart/06          | 750.00             |                       | Monitoring of new CE          |
| 01/02/2024            | Somerset Council               | 30047351         | 127.20             |                       | Playground inspections 23/24  |
| 01/02/2024            | Caroline Bennett Expenses      | Dec23            | 62.54              |                       | Travel refreshments vol gifts |
| 01/02/2024            | Viking                         | 3425301          | 95.70              |                       | Paper                         |
| 01/02/2024            | Viking                         | 3434928          | 25.19              |                       | Fan heater                    |
| 01/02/2024            | Water2Business Ltd             | DDR010224        | 150.50             |                       | Purchase Ledger DDR Payment   |
| 01/02/2024            | PG Fire & Security Ltd         | on ac            | 852.00             |                       | P/Ledger Electronic Payment   |
| 02/02/2024            | Peoples Partnership            | BACS             | 1,127.16           |                       | Superannuation Feb            |
| 02/02/2024            | ICO                            | BACS             | 35.00              |                       | ICO Subscription              |
| 07/02/2024            | Abri                           | BACS             | 45.93              |                       | Garage rent                   |
| 15/02/2024            | EDF PH library GAS 67113349977 | DDR150224        | 691.00             |                       | Purchase Ledger DDR Payment   |
| 15/02/2024            | NatWest                        | BACS             | 12.40              |                       | Bank charges                  |
| 16/02/2024            | Pinnacle Accountancy Services  | 17353            | 286.80             |                       | Maintaining wages to Sept 23  |
| 16/02/2024            | Cloudy Group Ltd               | INV-D-0253       | 423.70             |                       | IT support 1910-30/11         |
| 16/02/2024            | Cloudy Group Ltd               | INV-5818         | 175.74             |                       | Set up & configure laptop RFO |
| 16/02/2024            | Screwfix Direct Ltd            | 1460352246       | 151.43             |                       | Sander, discs, brush set      |
| 16/02/2024            | POZITIVE ENERGY LTD            | 2024483182       | 296.10             |                       | Pavilion electric             |
| 16/02/2024            | CHRGs Ltd                      | MART/08          | 3,361.00           |                       | coinsultant/locum fees        |
| 16/02/2024            | Somerset Council               | 30047709         | 70.00              |                       | Premises licence, market      |
| 16/02/2024            | EDF PAV GAS 671133525429       | DD 160224        | 327.00             |                       | Purchase Ledger DDR Payment   |
| 16/02/2024            | POZITIVE ENERGY LTD            | 2024505694       | 313.89             |                       | New bldg Pavilion electric    |
| 16/02/2024            | Pozitive Energy Ltd            | 202450569        | 1,168.36           |                       | Market house electric         |
| 16/02/2024            | Cloudy Group Ltd               | INV-D-0278       | 483.92             |                       | Monthly support Feb 24        |
| 16/02/2024            | HMRC Cumberland                | BACS             | 2,020.18           |                       | PAYE/NI Feb                   |
| 23/02/2024            | Net Salaries                   | BACS             | 12,005.67          |                       | Net salaries Feb              |
| 23/02/2024            | Net Salaries                   | BACS             | -945.03            |                       | Salaries Return               |
| 28/02/2024            | HMRC Cumberland                | BACS             | 3,115.72           |                       | PAYE/NI Feb                   |
| 28/02/2024            | O2                             | 28704135         | 98.94              |                       | Mobile phone charges          |
| 28/02/2024            | Credit Card                    | Tfr card         | 65.81              |                       | Credit card payment           |
| 29/02/2024            | NatWest                        | CHGS             | 10.74              |                       | Bank charges                  |
| 29/02/2024            | South West Communications Grou | DDR2902          | 22.98              |                       | Purchase Ledger DDR Payment   |
| <b>Total Payments</b> |                                |                  | <b>30,937.79</b>   |                       |                               |

Bank Reconciliation Statement as at 03/02/2024  
for Cashbook 2 - Credit Card

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u> |
|--|-----------------------|-----------------------------|-----------------|
| NATWEST BUSINESS CARDS                 | 03/02/2024            |                             | -65.81          |
|  |                       |                             | <u>-65.81</u>   |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>               |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <u>0.00</u>     |
|  |                       |                             | -65.81          |
| <u>Unpresented Receipts (Plus)</u>     |                       |                             |                 |
|  |                       | 0.00                        |                 |
|  |                       |                             | <u>0.00</u>     |
|  |                       |                             | -65.81          |
|  |                       | Balance per Cash Book is :- | -65.81          |
|  |                       | Difference is :-            | 0.00            |

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 1 - Current Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u>                 | <u>Balances</u>   |
|--|-----------------------|-----------------------------|-------------------|
| Deposit Account                        | 28/02/2024            |                             | 216,113.95        |
| Current Account                        | 28/02/2024            |                             | 1,000.00          |
|  |                       |                             | <u>217,113.95</u> |
| <u>Unpresented Payments (Minus)</u>    |                       | <u>Amount</u>               |                   |
|  |                       | 0.00                        |                   |
|  |                       |                             | <u>0.00</u>       |
|  |                       |                             | 217,113.95        |
| <u>Unpresented Receipts (Plus)</u>     |                       |                             |                   |
|  |                       | 0.00                        |                   |
|  |                       |                             | <u>0.00</u>       |
|  |                       |                             | 217,113.95        |
|  |                       | Balance per Cash Book is :- | 217,113.95        |
|  |                       | Difference is :-            | 0.00              |

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

## Final External Auditor Report and Certificate 2022/23 in respect of Martock Parish Council SO0179

### Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### External auditor's limited assurance opinion 2022/23

On 26 September 2023, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2023. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

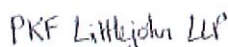
Other matters not affecting our opinion which we draw to the attention of the authority:

We received challenge correspondence in relation to the 2022/23 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

We note that not all the interim internal audit recommendations for 2022/23 were taken to full council. In future, please ensure that all internal audit recommendations are considered by full council.

### External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.



**PKF Littlejohn LLP**

01/02/2024



## MARTOCK PARISH COUNCIL

### **Final External audit report for the Financial year 2022/2023**

#### **Background Information**

On 26<sup>th</sup> September External auditors issued their report which stated :

*We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2022/23 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters. Our fee note for the limited assurance review will be issued when we certify completion.*

This was as a result of challenge correspondence they had received relating to the Martock Active Living/Martock friends income and expenditure.

We have been able to clearly demonstrate that the funds relate to a separately run group ,with our Seniors Support Coordinator's time being given by the Council, and that this is NOT a Council run/controlled group. (as per Full Parish Council minute reference 92/23 – 6<sup>th</sup> November 2023)

#### **External auditor's limited assurance opinion 2022/23**

Has now been received as follows :

*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.*

**Other matters not affecting their opinion which they draw to the attention of the authority**

*We received challenge correspondence in relation to the 2022/23 AGAR which we considered before completing our work. The*

*authority will receive an invoice in relation to this additional work.*

*We note that not all the interim internal audit recommendations for 2022/23 were taken to full council. In future, please ensure*

*that all internal audit recommendations are considered by full council.*

The November internal audit report was taken to Council on 22<sup>nd</sup> February (minute ref 433. Internal audit report – To consider the internal audit report dated 17th November 2022 and resolve any actions Resolved that the Audit was received and staff to resolve actions required).

An admin error when amalgamating the two reports, November 2022 and February 2023 resulted in two items being missed, All members were made aware of this and provided with the two lines of information in an email dated 23<sup>rd</sup> June 2023

It has been noted that this should have been confirmed in a formal council meeting.

The External auditor certificate 2022/23 and supporting documents are attached and this formally completes the year end process.

Tracy Lamb, CiLCA

RFO

16<sup>th</sup> March 2024



## Martock Parish Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

|  | Notes  |
|--|--|
| <p>1. The audit of accounts for <b>Martock Parish Council</b> for the year ended 31 March 2023 has been completed and the accounts have been published.</p>  | <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> |
| <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Martock Parish Council</b> on application to:</p> <p>(a) <u>TRACY LAMB, Responsible Finance Officer</u><br/> <u>Market House</u><br/> <u>Church Street</u><br/> <u>Martock TA12 6JL</u></p> <p>(b) <u>By Appointment</u></p> | <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>  |
| <p>3. Copies will be provided to any person on payment of <u>£1.00</u>(c) for each copy of the Annual Governance &amp; Accountability Return.</p>  | <p>(c) Insert a reasonable sum for copying costs</p>   |
| <p>Announcement made by: (d) <u>Tracy Lamb</u></p>   | <p>(d) Insert the name and position of person placing the notice</p>   |
| <p>Date of announcement: (e) <u>05th March 2024</u></p>  | <p>(e) Insert the date of placing of the notice</p>  |



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

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 2023, that:

|   | Agreed |     | *Yes* means that 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.  | ✓      |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |
| 3. We took all reasonable steps to assure ourselves that there are no matters 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. | ✓      |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   |        | ✓   | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>   |
| 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 and/or external insurance cover where required.  | ✓      |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | <i>responded to matters brought to its attention by internal and external audit.</i>   |
| 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.                                  | ✓      |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A  |
|   |        |     | ✓  |
|   |        |     | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>   |

\*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:

28/06/2023

and recorded as minute reference:

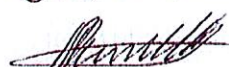
31/23 (a)

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

Chairman



Clerk





## Section 2 – Accounting Statements 2022/23 for

|   | Year ending        |                    | Notes and guidance   |
|---|--------------------|--------------------|--|
|   | 31 March 2022<br>£ | 31 March 2023<br>£ |  |
| 1. Balances brought forward                                 | 261,017            | 234,759            | <i>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.</i>  |
| 2. (+) Precept or Rates and Levies                          | 362,036            | 381,763            | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>   |
| 3. (+) Total other receipts                                 | 72,030             | 127,681            | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>   |
| 4. (-) Staff costs  | 173,721            | 216,626            | <i>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.</i> |
| 5. (-) Loan interest/capital repayments                     | 6,267              | 6,267              | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>  |
| 6. (-) All other payments                                   | 280,336            | 302,069            | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>  |
| 7. (=) Balances carried forward                             | 234,759            | 219,241            | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>   |
| 8. Total value of cash and short term investments           | 236,326            | 225,184            | <i>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.</i>   |
| 9. Total fixed assets plus long term investments and assets | 794,305            | 825,639            | <i>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.</i>  |
| 10. Total borrowings  | 32,267             | 27,515             | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>  |

| For Local Councils Only                                    | Yes | No | N/A |  |
|--|-----|----|-----|--|
| 11a. Disclosure note re Trust funds (including charitable) |     | ✓  |     | <i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i> |
| 11b. Disclosure note re Trust funds (including charitable) |     |    | ✓   | <i>The figures in the accounting statements above do not include any Trust transactions.</i>                         |

I certify that for the year ended 31 March 2023 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 Practices and present fairly the financial position of this authority.

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



Date

26/06/2023.

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

28/06/2023

as recorded in minute reference:

31/23 (6)

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





## Final External Auditor Report and Certificate 2022/23 in respect of Martock Parish Council SO0179

### Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### External auditor's limited assurance opinion 2022/23

On 26 September 2023, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2023. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

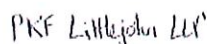
Other matters not affecting our opinion which we draw to the attention of the authority:

We received challenge correspondence in relation to the 2022/23 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

We note that not all the interim internal audit recommendations for 2022/23 were taken to full council. In future, please ensure that all internal audit recommendations are considered by full council.

### External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.



PKF Littlejohn LLP  
01/02/2024

### Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Martock Parish Council - SO0179**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

Please see below.

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

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2022/23 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

#### 3 External auditor certificate 2022/23

We 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 2023.

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

**26/09/2023**





# MARTOCK PARISH COUNCIL

## MARTOCK PARISH COUNCIL

### Asset Register and Disposal Policy

#### 1 Background

Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Council's Financial Regulations, section 14 refers to the custody of Assets, Properties and Estates.

The Annual Governance and Accountability Return (AGAR) includes the Statement:

*Asset and investment registers were complete and accurate and properly maintained.*

Authorities need to maintain a register of the fixed assets, long-term investments and other non-current assets that they hold. The term fixed assets means the property, plant and equipment used by the authority to deliver its services. It is made up of all its fixed assets and long-term investments as of 31 March.

An asset register is the starting point for any system of financial control over tangible assets as it:

- Facilitates the effective physical control over assets
- Provides the information that enables the authority to make the most cost-effective use of its capital resources and provides information on the age and potential lifespan of certain items
- Supports the AGAR entry for fixed assets by collecting the information on the cost or value of assets held
- Forms a record of assets held for insurance purposes and is a basis for decisions on risk and insurance issues. The replacement / insured cost (recorded alongside the asset register figure) being updated annually and used to assist in forward planning for asset replacement

The Asset Register is adopted by the Council at the end of each Financial Year but is a working document which Council Officers will update with new assets as necessary throughout the year.

Assets sited on third party property remain assets of the Council. It is essential that Councils are in possession of documentary evidence of permission to site such assets on third party land. This evidence may consist of a formal lease or simply permission to occupy.

An authority may hold assets in the form of long-term investments. long-term investments should be recorded on the asset register at its purchase cost. At year-end the asset will also appear within the sum at line 9 of the AGAR

## **2 Scope of Asset Register**

2.1 The following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their location:

- fixed assets, meaning property, plant and equipment with a useful life of more than one year used by the authority to deliver its services. (Fixed assets are also known as non-current assets)
- land and buildings held freehold or on long term lease in the name of the Council
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £100
- long term investments, shares and loans made by the Council

2.2 The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

- land and buildings held on short term lease or rented
- land and buildings maintained or serviced, but not owned by the Council
- assets rented by or loaned to the Council
- stock items intended for resale
- stationery and other consumable items
- boundaries of land owned (e.g. fences, hedges and gates)
- floor or land surfaces and drainage
- plants and trees
- assets with a purchase or resale value of less than £100 (other than items listed as for inclusion in the asset register)
- repairs
- cash, short term investments and other current assets
- intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights)
- negative' assets (e.g. provisions, borrowings, creditors and contingent liabilities)

- 2.3 The asset register will contain a schedule of disposals. All asset disposals must comply with the Asset Disposal Procedure referenced within this policy.
- 2.4 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return with the exception of assets held on trust. The value of trust property must not be shown in the Council's books of account and on the AGAR as authority property. Trust assets held by the Council as custodian or managing trustee should, however, be recorded in the asset register and identified there as 'charity assets held by the authority as trustee' with their value excluded from the total
- 2.5 The key information needed in the asset register is: date of acquisition, cost of acquisition (including all expenditure directly related to the acquisition or construction e.g. installation costs), useful life estimate and location along with value held for investments
- 2.6 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community

### **3 Valuation of Assets**

- 3.1 Assets should be first recorded in the asset register at their actual net purchase cost. Once recorded on the asset register, the value of assets should not change from year to year until disposal, unless it is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation
- 3.2 Where it is not possible to trace the purchase price of the asset or where asset is received as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost
- 3.3 Authorities need to apply a reasonable approach to asset valuation which is consistent from year to year. If for some reason the authority decides that the basis of valuation should be changed, the change must be applied consistently to all relevant classes of fixed assets. In such an event, the value shown in the AGAR for the previous year should also be changed to the new basis and clearly marked as 'RESTATED'.



Justification should be provided and an explanation for the change should be recorded in the minutes of a Full Council meeting. It is not expected that the basis would change more than once or possibly twice. Where assets have been revalued either during the year or between the year-end date and the date of approval of the AGAR using an existing basis, the prior year will not need to be restated.

- 3.4 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Community assets should be recorded in the asset register in the same way as gifted assets
- 3.5 Long term loan assets should be included at the amount originally advanced, less any subsequent repayments
- 3.6 Where an investment is acquired with a fixed maturity date (for example, a three-year savings bond), the investment should be accounted for as an increase in assets and long-term investment until its maturity. At maturity, the total (gross) proceeds should be removed from the register.
- 3.7 The asset value to be reported in the AGAR must equate to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals

#### **4 Procedure for Updating the Asset Register**

4.1 The starting point is the asset register that has been agreed for the end of the previous financial year which should be reviewed for all purchases made during the year. Any new assets which fall in the categories stated above should be added to the asset register.

4.2 The asset register should also be reviewed for all asset sales made during the year. A discussion should be held to identify any assets that have been lost, disposed of or gifted by the Council and removed from the asset register and recorded in the schedule of disposals. The asset register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location and the date when the loan period ends.

4.3 A 'stock take' of asset register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the asset register and recorded in the schedule of disposals. The disposal procedure must be carried out in accordance with the procedure stipulated in this policy.

4.4 The asset register, schedule of disposals and this policy shall be reviewed annually and approved by the Council at the Full Council meeting in March.

## **5 The Asset Register and Insurance**

- 5.1 The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the Asset Register
- 5.2. This should be compared with the insurance schedule to ensure that all assets, as recorded, are appropriately insured or self-insured
- 5.3 The Council should ensure land and building are valued accurately for insurance purposes. Buildings should therefore be valued every five years to ensure the appropriate insurance is held.

## **6 Asset Disposal Procedure**

Fixed Assets and Equipment — The authority's assets need to be secured, properly maintained, and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

- 6.1 Asset disposals, where there is a value in the asset register in excess of £100, must be referred to Full council for a decision with regards to its disposal.
- 6.2 Proceeds from the disposal of fixed assets by local councils are known as capital receipts and are subject to statutory controls. Such proceeds cannot be used for revenue purposes and can only be used for capital purposes - that is the purchase of fixed assets, the significant enhancement of fixed assets, the making of capital grants, or the repayment of long-term loans. Separate records should be kept so that it can be demonstrated that there is compliance with this requirement.  
  
Where the total proceeds from the sale of a fixed asset is below a specified amount, currently £10,000, it is deemed to be de minimis and these requirements do not apply.
- 6.3 All proceeds from such disposal are the property of the Parish Council and must be accounted for and reported to the Full Council.
- 6.4 Asset disposal decisions, and the reasons for taking them, should be documented. Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such. Not only does this assist in audit process and other examinations, it also highlights successes and problems for future reference.

6.5 The best value outcome to the Council must be a major consideration when disposing of assets. Goods should only be disposed of after checks have been made to ensure that the item could not be utilised by other areas of the Council. Disposal should be based on a fair market value for each item. The price established should be based on:

- current market value
- condition of the item
- age of the item
- an assessment of the usefulness of the item. Using external evaluation services should be required in case of IT equipment. All data storage devices must be reformatted prior to disposal to delete any data they may contain.

6.6. Reasons for disposal: Items can be available for disposal because they are:

- no longer required due to changed procedures, functions or usage patterns.
- occupying storage space and not being needed in the foreseeable future.
- no longer complying with health and safety standards.
- beyond repair but able to be sold for scrap.

Special consideration should be given to items of potentially hazardous or pollutant items which are likely to have an impact on the environment.

6.7 Assets identified for disposal may be dispensed with using the procedures listed below:

- Sale by public tender External tenders should be advertised using the appropriate channels and sealed bids sought. Assets should be sold as seen and no warranty should be given or implied. In both cases, at least two officers should be appointed to witness the opening, scrutiny and acceptance of the offers made. In all cases, the payment should be received in full prior to the equipment being released.
- Donated to a community service or organisation: Where the Council has determined that goods have no residual value, and where their disposal is therefore unlikely to produce sufficient revenue, it may authorise the donation of the goods to another organisation within the parish area such as schools, charities and volunteer organisations.

- Where items have negligible value or where the cost and time involved in managing the sale process would exceed the financial benefit, the equipment may be scrapped.
- Items cannot be purchased by staff for the purpose of managing conflict of interests and fair offering.

Choice of the most appropriate disposal option will normally be influenced by the nature of the goods for disposal and market value. In all cases, assets disposed of should be reported on an 'Asset Disposal' form to ensure they are removed from the Council's asset register and recorded in the disposals register.

#### 6.8 Asset Disposal Forms and the Asset Register

It is important that any asset disposals are correctly handled to ensure transparency and accountability. The asset disposal form should be used to record the authorisation of the disposal within the Council and the value or values achieved by it. All asset disposals will be recorded in the Asset Disposals Register for audit purposes.

#### **Recommendations :**

1. That the policy be adopted with a de minimis amount of £100 (i.e only items of £100 or above are recorded, other than those items listed as a nominal £1 as per 3.2 above.
2. That a further review of assets is undertaken and bought back to Council withing the following 6 months
3. That the asset disposal form (below) is adopted

Tracy Lamb, CiLCA

RFO

16<sup>th</sup> March 2023

## Asset Disposal Form

**Form to be completed and presented to Full Parish council in line with the Asset Register Policy and Disposals Procedure.**

### List of Assets to be Disposed

| Asset reference and serial number | Location | Description | Purchase date | Original cost | Disposal value |
|-----------------------------------|----------|-------------|---------------|---------------|----------------|
|                                   |          |             |               |               |                |
|                                   |          |             |               |               |                |
|                                   |          |             |               |               |                |
|                                   |          |             |               |               |                |
|                                   |          |             |               |               |                |

### REASONS FOR DISPOSAL

### METHOD OF DISPOSAL

|                 |                          |             |                          |                         |                          |
|-----------------|--------------------------|-------------|--------------------------|-------------------------|--------------------------|
| <b>Scrapped</b> | <input type="checkbox"/> | <b>Sold</b> | <input type="checkbox"/> | <b>Gifted / Donated</b> | <input type="checkbox"/> |
|-----------------|--------------------------|-------------|--------------------------|-------------------------|--------------------------|

### Additional Information:

**Date of Disposal**

**Auth Ref/Minute Ref**

**Authorising Officer and Position**

**Held:** (Sign & Print Name)

## 8. Assets - To consider and adopt the Assets Register

| File Ref: | COMMUNITY ASSETS (Nominal Value)             | 31/03/2020    | 31/03/2021    | 31/03/2022    | Additions     | 31/03/2023    |
|-----------|--|---------------|---------------|---------------|---------------|---------------|
| 2         | Recreation Ground                            | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 3         | Tennis Courts, fencing/Play Safety Surfacing | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 4         | N/A  | N/A           | N/A           | N/A           |               |               |
| 5         | Storage Hut Recreation Ground                | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 6         | Allotment Ground (Track)                     | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 7         | Cemetery                                     | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 8         | The Pinnacle                                 | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 9         | Millennium Plinth                            | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 10        | Tapestry                                     | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 11        | Stone Hut at Cemetery (04/05 5564.00)        | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 12        | War Memorial                                 | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 13        | Stocks & Horse Trough                        | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 14        | Village Name Stones                          | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 15        | William Sparrow Clock                        | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 16        | Multi-use Games Area                         | £1.00         | £1.00         | £1.00         |               | £1.00         |
| 17        | County Council laptops x 6 (gifted)          | £6.00         | £6.00         | £6.00         |               | £6.00         |
| 18        | 1755 Fire Pump                               | £1.00         | £1.00         | £1.00         |               | £1.00         |
|           | <b>TOTAL</b>                                 | <b>£21.00</b> | <b>£21.00</b> | <b>£21.00</b> | <b>£21.00</b> | <b>£21.00</b> |

| File Ref: | COMMUNITY ASSETS (Market Value)             | 31/03/2020  | 31/03/2021  | 31/03/2021  | Additions | 31/03/2023  |
|-----------|---|-------------|-------------|-------------|-----------|-------------|
| 19        | Parish Hall                                 | £200,000.00 | £200,000.00 | £200,000.00 |           | £200,000.00 |
| 20        | Market House                                | £200,000.00 | £200,000.00 | £200,000.00 |           | £200,000.00 |
| 21        | Pavillion                                   | £150,000.00 | £150,000.00 | £150,000.00 |           | £150,000.00 |
| 22        | Contents of Parish Premises - not specified | £23,616.00  | £23,616.00  | £23,616.00  |           | £23,616.00  |
| 23        | Architectural Drawing & Abstract Picture    | £1,540.00   | £1,540.00   | £1,540.00   |           | £1,540.00   |
| 24        | Silver Challenge Cup                        | £840.00     | £840.00     | £840.00     |           | £840.00     |



|    |  |                    |                    |                    |                    |                    |   |
|----|--|--------------------|--------------------|--------------------|--------------------|--------------------|---|
| 25 | Cricket Wicket & Nets                            | £10,400.00         | £10,400.00         | £10,400.00         | £10,400.00         | £10,400.00         |   |
| 26 | Public Seats                                     | £8,000.00          | £8,289.00          | £8,289.00          | £8,289.00          | £8,969.00          | 2 x seats   |
| 27 | Keyboard *less £37.50 each year                  | £0.00              | £0.00              | £0.00              | £0.00              | £0.00              |   |
| 28 | Play Equipment                                   | £105,000.00        | £105,000.00        | £105,000.00        | £105,000.00        | £135,171.00        | Roundabout, trampoline, seesaw, wheelchair roundabout |
| 29 | Arena Meeting Point                              | £645.00            | £645.00            | £645.00            | £645.00            | £645.00            |   |
| 30 | Skate Park                                       | £42,500.00         | £42,500.00         | £42,500.00         | £42,500.00         | £42,500.00         |   |
| 31 | Gates  | £2,000.00          | £2,000.00          | £2,000.00          | £2,000.00          | £2,000.00          |   |
| 32 | Play equipment/fencing 2007                      | £0.00              | £0.00              | £0.00              | £0.00              | £0.00              |   |
| 33 | Computer Equipment (MH)                          | £7,500.00          | £7,500.00          | £7,500.00          | £7,500.00          | £7,500.00          |   |
| 34 | Laptops  | £2,190.00          | £2,190.00          | £2,190.00          | £2,190.00          | £2,190.00          |   |
| 35 | Traditional Street Lighting                      | £0.00              | £0.00              | £0.00              | £0.00              | £0.00              |   |
| 36 | Half Muga  | £0.00              | £0.00              | £0.00              | £0.00              | £0.00              |   |
| 37 | William Sparrow Clock - Market House             | £0.00              | £0.00              | £0.00              | £0.00              | £0.00              |   |
| 38 | Full MUGA  | £0.00              | £0.00              | £0.00              | £0.00              | £0.00              |   |
| 39 | Defibrillator (x2) & Cabinet                     | £4,640.00          | £4,640.00          | £4,640.00          | £4,640.00          | £4,640.00          |   |
| 40 | Gazebo   | £1,600.00          | £1,600.00          | £1,600.00          | £1,600.00          | £1,600.00          |   |
| 41 | Gazebo Trailer                                   | £2,500.00          | £2,500.00          | £2,500.00          | £2,500.00          | £2,500.00          |   |
| 42 | Parish Hall Audio Visual System                  | £14,943.00         | £14,943.00         | £14,943.00         | £14,943.00         | £14,943.00         |   |
| 43 | Precinct CCTV                                    | £4,576.00          | £4,576.00          | £4,576.00          | £4,576.00          | £4,576.00          |   |
| 44 | Recreation Ground CCTV                           | £8,276.00          | £8,276.00          | £8,276.00          | £8,276.00          | £8,276.00          |   |
| 45 | Recreation Ground Floodlights                    | £2,080.00          | £2,080.00          | £2,080.00          | £2,080.00          | £2,080.00          |   |
| 46 | Office equipment - Market house                  | £1,149.00          | £1,149.00          | £1,149.00          | £1,149.00          | £1,631.69          | Mobiles, shredder, microwave                          |
| 47 | Office equipment - Parish Hall                   |                    |                    |                    |                    | £530.75            | Screens, kettle, fridge,                              |
| 48 | Bins   |                    |                    |                    |                    | £325.25            | microwave, desks<br>Froggo litter bin                 |
|    | <b>TOTAL</b>                                     | <b>£777,914.00</b> | <b>£794,284.00</b> | <b>£794,284.00</b> | <b>£794,284.00</b> | <b>£825,617.69</b> |   |
|    | <b>TOTAL OF ALL COMMUNITY &amp; FIXED ASSETS</b> | <b>£777,935.00</b> | <b>£794,305.00</b> | <b>£794,305.00</b> | <b>£794,305.00</b> | <b>£825,638.69</b> |   |





# MARTOCK PARISH COUNCIL

## FINANCIAL RISK ASSESSMENT AND MANAGEMENT

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that seeks to enable the Council to identify and mitigate its potential inherent risks. Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money.

The Council, based on this recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Martock Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to mitigate them.

Under the Audit Regulations, the Council is required to provide a statement of assurance in accordance with the Audit guidelines issued by the Audit Commission, including:

***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 and/or external insurance cover where required.***

In order to warrant a positive response to this assertion, council have the following arrangements in place:

- Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
- Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.

The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities. Regular Internal Audits take place to ensure The Council maintains an adequate and effective system of internal audit.

The key systems and processes to review from time to time to include:

- proper book-keeping including the cash book.
- standing orders and financial regulations.
- payment controls.
- income controls.
- budgetary controls.
- petty cash procedure.
- payroll controls.
- asset control.
- bank reconciliations.
- year-end procedure
- risk management arrangements.

Risks are uncertain events or conditions (not just financial) that if they occur, will affect the authority's ability to achieve its objectives. The authority generally, and members individually are responsible for risk management.

Typical categories of risks include:

- financial – loss of money;
- security – fraud, theft, embezzlement;
- property – damage to property;
- legal – breaking the law or being sued;
- IT – failure of IT systems or misuse or data loss; and
- reputational – actions taken could harm the authority's public reputation.

Risks are unavoidable, but they need to be managed either by mitigation or controls such that they are tolerated, treated, transferred or terminated.

Insurance is a significant way of managing and reducing risks relating to property, cash and legal liability (amongst other things).

| Risk Area   | Risk Identified   | Level of Risk (H/M/L) | Management of risk  | Resulting Level of Risk (H/M/L) | Action required  | Review date |
|---|---|-----------------------|---|---------------------------------|--|-------------|
| <b>ASSETS</b><br>Property and Contents owned by the Council | Protection of assets. Loss or damage to physical assets owned or managed by the Council | M                     | <ul style="list-style-type: none"> <li>• All assets insured.</li> <li>• Asset register maintained and kept up to date.</li> <li>• Cost of rebuilding exercise carried out in 2011.</li> <li>• Planned programme of electrical and safety equipment in place.</li> <li>• Assets checked regularly and are maintained within the approved budget</li> <li>• Periodic independent reviews of play areas.</li> <li>• Assets properly secured and efficiently managed.</li> <li>• Appropriate procedures for asset disposal in line with Assets Policy.</li> </ul> | L                               | Review annually by council, and by internal auditor<br><br>Revaluation exercise to be undertaken | June 2024   |
| <b>EMPLOYER LIABILITY</b><br>Employer Liability             | Failure to comply with Employment Law   | M                     | <ul style="list-style-type: none"> <li>• Updates in legislation monitored</li> <li>• Training undertaken as and when necessary</li> <li>• Membership of various national and regional bodies including SLCC, SALC, NALC, Worknest and South West Councils.</li> <li>• All employers are required by law to take out employers' liability insurance and decide the appropriate level of fidelity</li> </ul>  | M                               | Clerk and Personnel committee to keep abreast of any changes in legislation                      | Continual   |

|  |   |   |   |   |   |                                |
|--|---|---|---|---|---|--------------------------------|
| Safety of staff and visitors                   | Injury  | H | <p>guarantee insurance. All cover should be risk based and kept under constant review to make sure it adequately reflects changes in circumstances</p> <ul style="list-style-type: none"> <li>Regular Risk assessments undertaken</li> <li>Annual Fire safety checks by external providers</li> </ul>   | L | Review annually by Council Lone Working policy required | Review of policies May 2024    |
| Staff absence                                  | Long term staff sickness. Financial risk from sickness payments and employment of locum | H | <ul style="list-style-type: none"> <li>Insurance in place.</li> <li>Staff contracts in place.</li> <li>SALC &amp; SLCC membership.</li> <li>Worknest and SouthWest Councils support in place</li> </ul>   | M | Maintain annual membership of advisory bodies           | Review of policies in may 2024 |
| The Equality Act and protected characteristics | Non compliance  | H | <ul style="list-style-type: none"> <li>When making a change or reviewing employment policy, practice or criteria used in the workplace the Council ensures it does not discriminate based on : <ul style="list-style-type: none"> <li>age</li> <li>disability</li> <li>gender reassignment</li> <li>marriage or civil partnership (in employment only)</li> <li>pregnancy and maternity</li> <li>race</li> <li>religion or belief</li> <li>sex</li> <li>sexual orientation.</li> </ul> </li> <li>Membership of advisory bodies is in place and any advice would be complied with</li> </ul> | L | No action currently required                            | Continual                      |



|   |                                      |   |   |   |   |  |  |  |
|---|--------------------------------------|---|---|---|---|--|--|--|
| <b>FINANCE</b>  |                                      |   |   |   |   |  |  |  |
| <b>AGAR</b>   | Late submission                      | M | <ul style="list-style-type: none"> <li>Completed and returned as instructed by External Auditor</li> <li>Annual internal audit report completed and signed</li> <li>Resolved by Full Council by June Full Council at the latest</li> <li>AGAR and supporting documents to External Auditors within their required deadline</li> </ul> | L | To be approved and signed at Full Council   | <b>June 24</b>   |  |  |
| <b>Banking arrangements including borrowing or lending</b>  | Detect and deter fraud or corruption | M | <ul style="list-style-type: none"> <li>Procedures set out in financial regulations are followed.</li> <li>Copies of invoices are provided to signatories, two of which have to authorise changes to account details and payments.</li> <li>No new borrowing likely at present.</li> </ul>   | L | Governed by Financial regulations and internal audit                                    | <b>Continual</b>                                       |  |  |
| <b>Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party</b> | Public Liability                     | M | <ul style="list-style-type: none"> <li>Business interruption is in place with Hiscox Insurance £12,500 for loss of income and £10,000 for additional cost of working</li> <li>Document backups by Cloudy IT.</li> </ul>   | M | Annual review of risk by Council and internal audit and the adequacy of Insurance cover | <b>May 24 for renewal due on 1<sup>st</sup> August</b> |  |  |
| <b>Convictions</b>  | Inadequate insurance                 | H | <ul style="list-style-type: none"> <li>Any convictions of Councillors must be shared with insurers – failure to do so places the council at risk of being inadequately insured</li> </ul>   | H | Confirmation to be sought from all members – in confidence                              | <b>May 24</b>  |  |  |
| <b>Credit card</b>  | Misuse                               | M | <ul style="list-style-type: none"> <li>Invoices and receipts provided to evidence spending.</li> <li>Monthly reconciliations submitted to Full Council</li> </ul>   | L | Actioned monthly  |  |  |  |

|   |   |   |   |   |  |                           |
|---|---|---|---|---|--|---------------------------|
| <b>Expenses and Mileage</b>                                     | Incorrect claim   | M | L | <ul style="list-style-type: none"> <li>Number and reason for journeys recorded</li> <li>Expenses only paid where supported with receipts</li> <li>Signed off by the line manager or Clerk as appropriate</li> </ul>   | Monthly  |                           |
| <b>Fees and charges</b>   | Fees too low, income not being maximised  | M | L | <ul style="list-style-type: none"> <li>Reviewed annually against costs and in comparison with other local provers</li> <li>Adopted by Council annually</li> </ul>   | Review needed  | By March meeting annually |
| <b>Financial controls and records</b>                           | Financial controls and records not being followed correctly                                     | M | L | <ul style="list-style-type: none"> <li>Monthly reconciliation completed and reported to Council in accordance with statutory documents</li> <li>Two signatories required to authorise payments.</li> <li>Internal and external audit.</li> </ul>  | Reviewed monthly by Full Council bi-annually by internal auditor |                           |
| <b>Grants Income</b>  | Ensuring proper use of funds granted to local community bodies under specific power s127 or GPC | H | L | <ul style="list-style-type: none"> <li>Receipts are earmarked in the Council's accounts with the year of receipt specified to ensure they are used within the required period</li> <li>Funds are used in accordance with agreements</li> </ul>  | Movement of funds to EMRs as they are received                   |                           |
| <b>Grants Expenditure</b>                                       | Misuse of grant funding   | H | L | <ul style="list-style-type: none"> <li>Grants are considered in line with the Council's grants policy</li> <li>Monitoring forms and supporting documents obtained at the end of the financial year with any concerns referred to council</li> </ul>   | Supporting information checked                                   | March 2024                |
| <b>Insufficient number of bank signatories or banking users</b> | Non payment of salaries and invoices  | H | H | <ul style="list-style-type: none"> <li>Members who agree to be signatories need to ensure they are willing and available to undertake banking authorisation</li> <li>The Council currently only has 3 members routinely authorising payments</li> <li>The Council currently only has one bank user (RFO)</li> </ul> | Clerk to be added as a banking user                              | March 2024                |

|  |  |   |  |   |                                      |  |
|--|--|---|--|---|--------------------------------------|--|
| Loss of cash through theft or dishonesty | Insurance  | M | <ul style="list-style-type: none"> <li>Change of bank taking place with 7 Councillors as signatories</li> <li>Maximum amount of cash on premises is below £50 and is banked within 1 week.</li> <li>£1,000 cash insurance in place</li> <li>The majority of payments are by bank transfers or cheques are accepted</li> </ul>  | L | Continue to bank cash within 7 days  |  |
| Precept                                  | Budgeting does not support annual precept calculation and failure to set a precept within sound budgeting arrangements | M | <ul style="list-style-type: none"> <li>The budget is produced following an agreed timetable set out in standing orders.</li> <li>Following a review of costs, forward planning and staff discussions, Council receives detailed budgets, with the projected position for the following year.</li> <li>Income and Expenditure against budget is reported to Council monthly.</li> <li>All expenditure is the subject of sound budgetary control, in accordance with Financial regulations.</li> <li>The precept is set as a result of a budget detailing requirements for the forthcoming year for all income and expenditure. Reserves are reviewed annually.</li> <li>The full precept is received annually in April</li> </ul> | L | Precept in received in full in April | April 2024 – ensure precept is received        |
| Receipts                                 | Bank account not up to date  | M | <ul style="list-style-type: none"> <li>All sums received to be banked within a week of receipt.</li> <li>Regular credit control to deal with non-payments</li> <li>Notices to quit issued for non-payment by allotment holders</li> <li>Bad debts referred to Council for consideration annually.</li> </ul>   | L | Continual                            | Bad debts to be referred to Council March 2025 |



|                             |   |   |  |   |   |            |
|-----------------------------|---|---|--|---|---|------------|
| Salaries and Superannuation | Incorrect payments  | M | <ul style="list-style-type: none"> <li>• Robust recording system</li> <li>• Monthly pay including overtime/starters and leavers complied by RFO</li> <li>• Pinnacle Accountancy process payroll including the calculation of Superannuation, PAYE and NI contributions and load payments to the banking system for members to authorise</li> <li>• Monthly payments of pension, PAYE and NI are made in accordance with Pinnacle instructions</li> <li>• Annual or other changes in salary are agreed in writing by the Clerk in conjunction with the personnel committee</li> </ul> | L | Governed by Financial regulations<br>Checked by internal audit<br>Monthly pay figures to be agreed by the Clerk prior to submission to Pinnacle | April 2024 |
| Short term investments      | Loss of funds   | H | <ul style="list-style-type: none"> <li>• Any counterpart is to be assessed to satisfy that the original sum invested is not subject to unreasonable risk.</li> <li>• Funds to be accessible when required</li> </ul>   | H | Investment policy to be put into place  | July 2024  |
| Trust Funds                 | The Council has not met its responsibility as a Trustee   | L | <ul style="list-style-type: none"> <li>• The Council do not act as Trustees</li> </ul>   | L | None  | n/a        |
| VAT                         | Failure to levy and pay on VAT when required, incorrect treatment of VAT incurred, loss of income by failure to claim recoverable VAT | H | <ul style="list-style-type: none"> <li>• VAT is properly administered, and payments and claims calculated and checked.</li> <li>• Review of VAT status has been undertaken.</li> <li>• Internal auditor provides double checks</li> <li>• Regular VAT reconciliations. Council is not VAT registered so all claims are made in accordance with VAT 126 claims.</li> <li>• Accounts software checks submission</li> </ul>   | M | Monthly returns and bi-annual checks by internal auditor  |            |



|  |   |          |  |          |  |
|--|---|----------|--|----------|--|
| <p><b>LIABILITY</b></p> <p>Risk of damage to third party property or individuals/legal liability (especially burial grounds and playgrounds)</p> | <p>Public Liability</p>                                 | <p>H</p> | <p>figures</p> <ul style="list-style-type: none"> <li>Public Liability Insurance covering personal accident liability for employees and members.</li> <li>Regular inspection of properties under the Council's direct management.</li> <li>Maintenance of buildings, sites and equipment is undertaken on a planned and responsive bases.</li> <li>Playground equipment is regularly inspected and maintained.</li> <li>Memorial safety testing is carried out</li> <li>Fire alarms are installed and checked annually</li> <li>Risk assessments of individual events such as Christmas lights switch on fete</li> </ul>                               | <p>M</p> | <p>Ongoing</p>   |
| <p><b>Martyns law</b></p>  | <p>Non compliance when legislation comes into force</p> | <p>H</p> | <ul style="list-style-type: none"> <li>Legislation is pending but is expected to apply to anyone responsible for publicly accessible locations used for purposes such as entertainment, public areas local and central government buildings (e.g. town halls) and temporary events etc</li> <li>The bill will place a requirement for certain locations to consider the threat from terrorism and to put measure in place to mitigate the threat including implementing security system, staff training and clear processes. It has been indicated that venues will need to fulfil necessary but proportionate steps to mitigate the impact</li> </ul> | <p>H</p> | <p>To follow advice and implement all necessary procedures once the Bill is introduced</p> |

|  |  |   |  |   |   |  |  |  |
|--|--|---|--|---|---|--|--|--|
|  |  |   |  |   | <ul style="list-style-type: none"> <li>of a terrorist attack and reduce harm</li> <li>Premises and events with a capacity of 800 or above will be in an enhanced tier, while premises with a capacity of 100 to 799 will be in a standard tier. (Not for venues with a capacity of fewer than 100 people)</li> <li>Regular updates are being received from NALC and advice will be followed</li> </ul>  |  |  |  |
| <b>Public Sector Equality Duty</b>   | Non compliance                         | H |  | M | <ul style="list-style-type: none"> <li>Public bodies have to consider all individuals when carrying out their day-to-day work, in shaping policy, in delivering services and in relation to own employees. Specific Duties require public bodies to publish relevant, proportionate information showing compliance with Equality Duty and to set equality objectives.</li> <li>Membership of advisory bodies is in place</li> <li>Advice sought when necessary.</li> <li>Mitigation should be in proportion with the issue at hand</li> </ul> | Continual                                |  |  |
| <b>Provision of services being carried out under agency/partnership agreement and with principal authorities</b> | Loss of service/public liability/costs | M |  | L | <ul style="list-style-type: none"> <li>All partners risk assessed and multiple quotes obtained and compared</li> <li>Recorded in Council minutes</li> <li>Standing orders and financial regulations followed when dealing with the award of contracts</li> </ul>  | Reviewed by council and internal auditor |  |  |
| <b>Provision of amenities/facilities for events to local community groups</b>                                    | Public Liability                       | L |  | L | <ul style="list-style-type: none"> <li>Obtain proof of hirers insurance,</li> <li>Ensure they have adequate risk assessment and measure in place</li> <li>Make any appropriate charge</li> </ul>  | When events arise                        |  |  |

|                                    |   |   |  |   |   |          |
|------------------------------------|---|---|--|---|---|----------|
| Vehicle equipment lease or hire    | Excessive costs or equipment no fit for purpose                                   | M | <ul style="list-style-type: none"> <li>Hire from reputable companies, comply with financial regulations</li> </ul>   | L | No current hire agreements are in place                     |          |
| Business activities and Governance |   |   |  |   |   |          |
| Acting outside of powers           | Non-compliance with legislation or practice result in Council being "Ultra Vires" |   | <ul style="list-style-type: none"> <li>Clerk to keep apprised of developments and good practice and seek advice as needed including SLCC, NALC and South West Councils</li> </ul>  | M |   |          |
| Breach of regulations              | Legal challenge   | M | <ul style="list-style-type: none"> <li>Council has declared the general power of competence.</li> <li>Regular reference to legislation and professional guidance</li> <li>Staff training</li> <li>SLCC/NALC/SALC membership in place</li> <li>Cemetery extension transfer in progress</li> </ul> | L | Internal audit review                                       | May 2024 |
| Cemetery                           | Inadequate space to meet demand   | H |  | M | Ongoing Review of space left needed                         |          |
| Code of Conduct                    | Breach of code of conduct   | H | <ul style="list-style-type: none"> <li>Members provided with code of conduct policy which is readopted annually.</li> <li>Training offered to all councillors</li> <li>Disclosable Pecuniary Interests published on Somerset Council website</li> </ul>  | L | Annually and when new Councillors sign acceptance of office |          |
| Data Protection and GDPR           | Breach of confidentiality   | M | <ul style="list-style-type: none"> <li>Data Protection Act reviewed.</li> <li>ICO membership in place</li> <li>Confidential items locked in secure areas</li> <li>Confidential business dealt with under exclusion of press and public in Council meetings</li> </ul>                            | M | Continual. Review of staff training required.               |          |
| Document control                   | Improper systems  | H | <ul style="list-style-type: none"> <li>All documents stored at the Market place</li> </ul>   | H | Cemetery  | May 2024 |



|  |   |   |   |   |  |  |                  |
|--|---|---|---|---|--|--|------------------|
| <b>IT Failure</b>                                      | Loss of information<br>Failure to control documents correctly                                   |   |   | <ul style="list-style-type: none"> <li>• Old minute books stored at the Market place</li> <li>• Other data storage to comply with Data Protection Act and General Data Protection Regulations 2018.</li> <li>• Microsoft 365 in place for computerised records and regular backups take place</li> </ul>  |  | records need to be kept in a fire proof safe or on a suitably backed up database |                  |
| <b>Internal audit</b>                                  | Inadequate evaluation of the effectiveness of risk management, control and governance processes | H | H | <ul style="list-style-type: none"> <li>• Essential competencies to be sought from any internal audit service</li> </ul>   |  | Internal audit provider to be reviewed every 3 years                             |                  |
| <b>Minutes / agendas / Notices Statutory documents</b> | Failure to meet statutory duties<br>Access<br>Illegal conduct                                   | L | L | <ul style="list-style-type: none"> <li>• Proper, timely and accurate reporting of council business in the minutes</li> <li>• Minutes are approved and signed at next appropriate meeting.</li> <li>• Agendas and minutes are posted on website for public to see with full agenda packs as per Transparency Code</li> <li>• Business conducted at Council meetings, managed by the chair, in accordance with Standing Orders and Code of Conduct</li> <li>• Twice yearly Internal audit review</li> </ul> |  | Full agenda packs to be published with agenda                                    |                  |
| <b>Policies</b>  | Inadequate/out of date  | M | L | <ul style="list-style-type: none"> <li>• Comparisons with NALC models</li> <li>• Review to ensure all council policies function properly in practice and are fit for purposes</li> <li>• Reviewed and adopted by Council annually</li> </ul>  |  | Annually   | May 2024         |
| <b>Register of Members' Interests and Gifts and</b>    | Failure to maintain/update register of  | M | L | <ul style="list-style-type: none"> <li>• Councillors training in place to ensure all members are aware of their statutory responsibilities.</li> </ul>  |  | Register needs to be put in place  | When new members |

| Hospitality               | interest/gifts   |   |  |  |   | start             |           |
|---------------------------|--|---|--|--|---|-------------------|-----------|
| <b>Reputational</b>       | Harm to the authority's public reputation, bringing the council into disrepute     | H |  | <ul style="list-style-type: none"> <li>Code of conduct policy in place</li> <li>Somerset Council website reviewed</li> </ul>   | M | Reviewed annually | May 2024  |
| <b>Vulnerable persons</b> | Failure to safeguard   | H |  | <ul style="list-style-type: none"> <li>Code of conduct policy in place</li> <li>Staff training</li> <li>New member training</li> <li>Press and Media policy in place</li> </ul>  | H | To be reviewed    | June 2024 |
| <b>Website</b>            | Inadequate or outdated information on website and noncompliance with accessibility | M |  | <ul style="list-style-type: none"> <li>Safeguarding of Vulnerable Adults and Children policy</li> <li>Adherence to The Accessibility Regulations, The Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations. Accessibility statement on the website.</li> </ul> | L | To be reviewed    | July 2024 |



# MARTOCK PARISH COUNCIL

## Changing Rooms and Recreation Ground

### Purpose of Report

To re-review Changing Room and Recreation Ground charges for the coming financial year 2024/25 as per Full Council meeting 28<sup>th</sup> February 2024.

### Background

The staffing team has undertaken some research around the local area looking at costings of other halls and sporting facilities. The new proposed prices take in to account the nature, age of the hall and facilities provided.

The pricing structure recommends that all groups be charged for usage of our facilities however some groups will be eligible for grants to cover this cover the costs.

The increase in hiring costs will help to cover the running costs of these facilities rather than relying heavily on the precept.

### Changing Room and Recreation Ground Charges

Full Council approved the new charges detailed below at the Full Council meeting on 28<sup>th</sup> February 2024, with the exception of the Changing Room and Recreation Ground hire. Officers were asked to re-review these and the updated proposed costs are highlighted below in red.

| Venue                                 | Current Charges  | Martock Groups/Residents | Non-Martock Groups/Residents | Martock Based Charities |
|---------------------------------------|------------------|--------------------------|------------------------------|-------------------------|
| Parish Hall                           | 0-11.50 p/h      | 15 p/h                   | 18 p/h                       | 10 p/h                  |
| Meeting Room                          | 0-11.50 p/h      | 10 p/h                   | 13 p/h                       | 5 p/h                   |
| Pavilion                              | 15.5 p/s         |                          |                              | *20 p/s                 |
| Cricket                               | 40 p/m           | 45 p/m                   | 50 p/m                       | 30 p/m                  |
| <b>Use of Recreation Ground Field</b> | <b>None</b>      | <b>20 p/h</b>            | <b>30 p/h</b>                | <b>15 p/h</b>           |
| <b>Changing Rooms</b>                 | <b>15-25 p/h</b> | <b>30 p/h</b>            | <b>40 p/h</b>                | <b>25 p/h</b>           |

| <b>Seasonal</b> |     |     |  |  |
|-----------------|-----|-----|--|--|
| Martock United  | 520 | 600 |  |  |
| Martock Rovers  | 250 | 350 |  |  |
| Martock Rugby   | 520 | 600 |  |  |
| Martock Cricket | 250 | 350 |  |  |

\*Only one group using fortnightly, built in to café lease

p/h – per hour, p/s – per session, p/m – per match

**Recommendation:** That Full Council approve new simplified pricing structure for the use of Recreation Ground field and changing rooms.





## MARTOCK PARISH COUNCIL

### Request for a Pedestrian Crossing on Coat Road

#### Purpose of Report

To inform Councillors of the recent requests for support for a pedestrian crossing on Coat Road.

#### Background

Pedestrian Crossings are part of the Highway and as such are the responsibility of Somerset Council Highways department. However, the Highways department only consider requests for new pedestrian crossings if the request has the support of the Town or Parish Council.

#### Coat Road

Over the course of the last week, the Council has received 18 separate requests to support a pedestrian crossing on Coat Road. Many of the requests state the need for improved safety, in particular for the school children who use this route.

There are a number of considerations in the siting of a pedestrian crossing including road safety history and volume of traffic. However, it would be for the Somerset Highways Area Office to undertake the detailed assessment, should Council support the request in principle.

**Recommendation:** That Council decide if it would like to support the request for a pedestrian crossing on Coat Road.



## MARTOCK PARISH COUNCIL

### Staff Review – Initial Report

#### Purpose of Report

To update Council on the Staff Review currently being undertaken and to approve various Staff Policies as required by Local Government Terms and Conditions (The Green Book).

#### Background

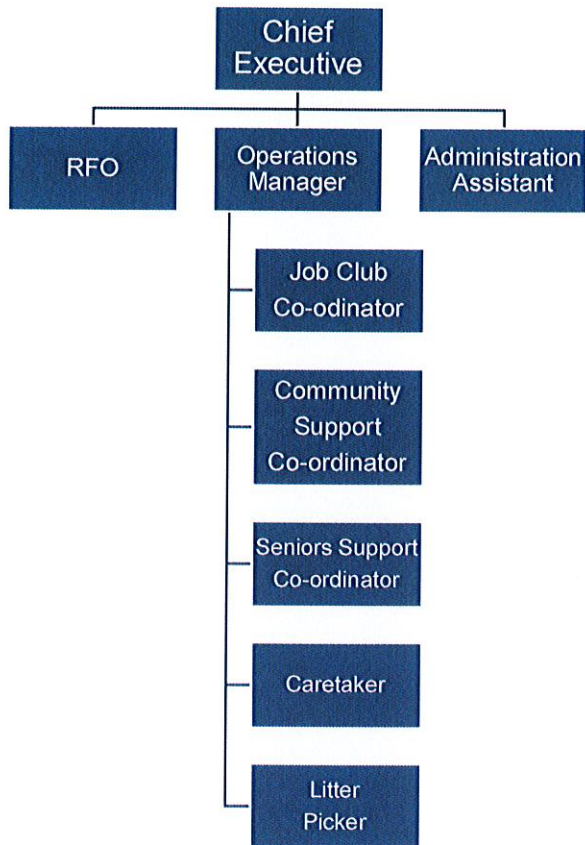
It was agreed at Full Council 24th January 2024 that the Chief Executive, once in place, should undertake a Staffing and Office Review and that the initial focus of the review should be on team culture and internal systems.

#### Initial Review

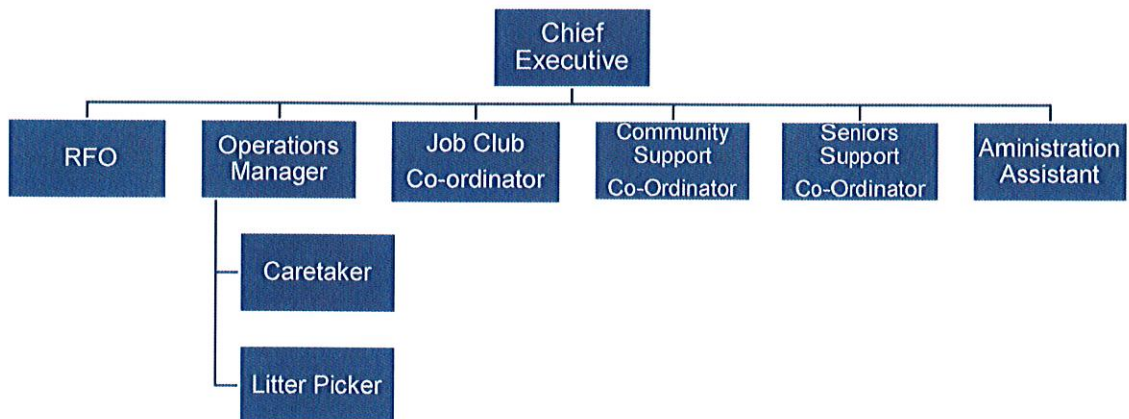
##### Staff Structure

Having reviewed the current staffing structure it is proposed that the Community Team report directly to the Chief Executive and that they be supported by a Clinical Supervisor for an hour per month for each member of the team, totalling four hours per month including administration time. The cost of the Clinical Supervisor role has been agreed as part of the budget and the role is included in the contract of employment for the Community Team. Clinical Supervisors are healthcare professionals who oversees the clinical work of other practitioners, such as counsellors or therapists. They provide guidance, support, and feedback to improve the quality of care and ensure compliance with legal standards. The Community Team deal with complex cases that require legal advice and also on occasion, emotional support. A copy of the Job Description for the Clinical Supervisor is included as Appendix A.

Current Structure



Proposed New Structure



### Policies and Procedures

The Staff Policies require updating as a matter of urgency. The updated policies are attached as Appendix B. Once approved, all staff will be required to confirm they have read and understood all of the policies. This will then form part of the Annual Appraisal process going forwards.

Updates to several areas of employment legislation are due to come into force on 6 April 2024. These changes will necessitate updates to certain policies including the attached Flexible Working Policy and Parental Leave Policy. As these changes will only take effect from 6 April 2024, the existing legislation has been used for the current policies and these will then be updated if and when the new legislation is enacted.

### Performance Management

Performance management is a crucial process that ensures employees perform effectively and contribute to the Council's success. Staff do not currently have performance reviews or personal development plans (PDP), however, moving forward all staff will have monthly one to one meetings and a yearly Appraisal that will include a PDP, performance targets, policy reviews and a review of their current contract.

### Team Culture

The staff are all dedicated to providing good services and facilities to the parish but are not currently working as 'one team'. Organisational Change is required in order to develop an effective and efficient team, and a positive working environment. Monthly team meetings have been established and these will be a useful tool to help manage change and ensure all members of the team are involved in and understand the reasons change is required.

### Next Steps

The key next steps are: to implement new more efficient working practices for example in relation to leave requests, budget monitoring and expenses claims; establish the new appraisal process and ensure each member of staff has a PDP; ensure the team feel involved and invested in the change in culture; spend time reviewing the risk register and undertaking risk assessments of all buildings and working practices such as lone working; undertake an office review in order to ascertain whether the staff team could be located in one office rather than separated over two sites.

**Recommendation:** That Council

1. Approve the new Staffing Structure
2. Approve the advert for a Clinical Supervisor for 4 hours a month
3. Approve the following Staff Policies
  - a. Absence Management Policy
  - b. Bullying & Harassment Policy
  - c. Capability Procedure
  - d. Criminal Record Check Policy
  - e. Disciplinary Procedure
  - f. Equal Opportunities Policy
  - g. Flexible Working Policy
  - h. Grievance Policy
  - i. Leave Policy
  - j. Maternity, Paternity and Adoption Policy
  - k. Rehabilitation of Offenders Policy
  - l. Shared Parental Leave Policy
  - m. Whistleblowing Policy
4. Delegate authority to the Chief Executive to amend the Flexible Working Policy and Parental Leave Policy if the planned new legislation takes effect on 6<sup>th</sup> April.



## Appendix A



### **Job Description**

Post: Self-Employed Clinical Supervisor (To oversee 3 supervisees)

Hours: 4 hours per month (3 hour dedicated to supervision and 1 hour admin time)

Rate of Pay: Hourly rate to be negotiated

Location: Martock, Somerset

Start Date: As soon as possible

### **Organisational Information**

Martock Parish Council Community Team comprises 3 employees whose roles are to support those in the community by offering free advice, guidance and advocacy. The Community Team individually run their own services as well as supporting people on a 1:1 basis. They also manage volunteers that are linked to their individual services. Within the Community Team are the following:-

#### **Job Club Coordinator:**

Supports individuals with accessing training/education, employment, volunteering opportunities and support with benefits such as universal credit.

#### **Community Support Coordinator:**

Provides support to families working through crisis, parenting, housing and mental wellbeing/ self-care.

#### **Seniors Coordinator:**

Supports Seniors within the community with social isolation, accessing health and support services.

All team members are involved in home visits and at times taking individuals to appointments, when a higher level of support is required.

The service itself is voluntary, however the team spend time liaising with statutory organisations such as adult/children's social care, police, education and health providers, all members of the team have experience of dealing with safeguarding.

### **Purpose of the Job Role**



## Appendix A

This is an exciting opportunity to join a dynamic and professional team who are passionate about supporting the community. We are looking for highly skilled clinical supervisor with experience within the social care sector, to provide one to one support to each coordinator within the team. The clinical supervisor will be expected to meet with each coordinator on a monthly basis (in person or online) to discuss cases as well as providing mental well-being supervision. You must have an adept understanding of safeguarding protocols.

### **Duties and Responsibilities**

- To provide 1-hour monthly supervision to each Community Team employee, both face to face or remote as agreed by Clinical Supervisor and supervisee.
- To provide written supervision notes agreed by both the Clinical supervisor and supervisee. Copies of notes to be held by both Clinical Supervisor and supervisee. Ensuring all storage of supervision notes adhere to the GDPR act 2018.
- Support supervisees to manage and reflect feelings and responses provoked by their cases. Providing opportunities to discuss and action plan ways to move cases forward.
- Ensure Safeguarding concerns raised within clinical supervision is documented and shared with the appropriate organisations.
- Advise on appropriate individual/group training that will support the continued professional development of the Community Team.
- Provide emotional wellbeing support during supervision sessions, ensuring trust and confidentiality is maintained at all times.
- To provide Martock Parish Council with a monthly invoice outlining the time spent supporting the Community Team in order to receive regular payments.

**To apply for this role, please send details of relevant experience to the Parish Clerk via email on [clerk@martock-pc.gov.uk](mailto:clerk@martock-pc.gov.uk)**

**Appointment will be subject to an informal meeting with the Parish Clerk and the Community Team.**

Planning Committee 13<sup>th</sup> March 2024



# MARTOCK PARISH COUNCIL

## PLANNING COMMITTEE

Minutes of the Planning Committee Meeting held on Wednesday 13<sup>th</sup> March 2024 in the Parish Hall, Church Street, Martock commencing at 7:00pm.

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Councillor Members present: Cllrs Paul Helyer (Chair), Graham McDonald, Ash Warne and Tony Welsh.

Non-councillor Members present: Dr Andrew Clegg, Natalie Fortt (Chief Executive), Mr Gordon Swindells.

### Public participation time

One member of the public in attendance who spoke in support of saving the tree at agenda item 4d.

### Item 1. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr John Hole, Somerset Cllr John Bailey and Somerset Cllr Emily Pearlstone.

### Item 2. DECLARATIONS OF INTEREST

There were no Declarations of Interest on any items on the agenda.

### Item 3. MINUTES OF PREVIOUS MEETING

The minutes of the Planning Committee meeting held on 14<sup>th</sup> February 2024 were reviewed.

#### **RESOLVED (unanimously):**

to accept and sign the minutes of the Planning Committee Meeting of 14<sup>th</sup> February 2024.

### Item 4. PLANNING APPLICATIONS

The Committee considered the following planning applications:

a. 24/00383/AGN

Notification of intent to Erect an Agricultural Building for silage storage.

Hills Farm Sewage Works Lane Martock Somerset TA12 6BX

#### **RESOLVED (unanimously):**

To raise no comments regarding application 24/00383/AGN

b. 24/00384/AGN

Notification of intent to Erect an Agricultural Building for protecting fodder from weather damage.

Hills Farm Sewage Works Lane Martock Somerset TA12 6BX

**RESOLVED (unanimously):**

To raise no comments regarding application 24/00384/AGN

c. 24/00385/AGN

Notification of intent to Erect an Agricultural Building to prevent weather damage to winter feed and provide cover for the storage of plant & machinery.

Hills Farm Sewage Works Lane Martock Somerset TA12 6BX

**RESOLVED (unanimously):**

To raise no comments regarding application 24/00385/AGN

d. 24/00403/TPO

Application to fell No. 1 tree a shown by the South Somerset District Council (MART 1) 2012 Tree Preservation Order.

35 Ashfield Park Martock Somerset TA12 6EE

**RESOLVED (unanimously):**

To raise following comments on 24/00403/TPO:

1. MPC notes that there are several similar trees on Ashfield Park which predated the building of the estate and are subject to Tree Preservation Orders. MPC is concerned that granting this application could establish a precedent.
2. Martock Parish Council has no objections to application 24/00403/TPO subject to the conditions that:
  - The Conservation Officer is satisfied that there will be no adverse impact on the Conservation Area
  - The Tree Officer is satisfied that there is need to fell the tree.
  - A more suitable tree is planted as a replacement.

e. 24/00544/DOC1

Discharge of Condition Nos 4 (Surface Water Drainage Scheme), 5 (Sewage Disposal), 7 (Approved Plans) 9 (Measures Only Travel Plan), 11 (Written Scheme of Investigations), 14 (Landfill Gas Risk) and 15 (CMP) of planning application 16/02783/OUT allowed on appeal 3171212

**RESOLVED (unanimously):**

To raise following comments on 24/00544/DOC1

1. MPC is concerned that the drainage and package treatment plant plans may not fully reflect the local topography and may risk exacerbating existing issues within the parish. MPC requests confirmation that the appropriate

- authorities are fully aware of the local issues before confirming that the Conditions 4 and 5 have been adequately discharged
2. MPC have concerns whether the siting of the Package Treatment Plant takes in to consideration the surface water run off through the old railway line drainage system and would like confirmation that this will not adversely impact the properties on the south side of the old railway line.
  3. MPC would also like to seek confirmation that:
    - the on-site Package Treatment Plant has been issued an Environment Agency Permit.
    - Permission has been granted by the Internal Drainage Board for the surface water discharge from the site to the unnamed roadside ditch on the north west side of the proposed site, which flows to Mill Brook, maintained by the IDB.
    - that the outflow of surface water from the site to the unnamed roadside ditch on the north west side of the site is an acceptable level in litres per second.

**Notes:**

Through the discussion, concern was raised over who was responsible for the maintenance of the Trash Screen at the head of the culvert on the unnamed roadside ditch on the north west side of the site, taking in to account that the blockage of the culvert has previously caused flood water to flow down Foldhill Lane, resulting in properties being flooded on East Street.

f. 24/00514/HOU

Demolition of existing conservatory and erection of rear single storey extension.  
22 Moorlands Close Martock Somerset TA12 6HY

**RESOLVED (unanimously):**

that Martock Parish Council has no objections to application 24/00514/HOU

**Item 5. NEIGHBOURHOOD PLAN WORKING GROUP**

Cllr Helyer provided a brief summary of the status of the Neighbourhood Plan Revision Working Group.

- Report had been submitted to Full Council Meeting
- Cllrs Paul Helyer & Joy Bailey to serve on Community Plan steering committee
- Full Council agreed to proceed with transfer of domain name and hosting.
- Neighbourhood Plan Task Group to continue under Cllr Helyer's leadership but reporting to Full Council.

**Item 6. CHAIR'S REPORT**

The Committee received and noted the March 2024 Chair's Report. A copy of the report is attached at Appendix One of these minutes.

**Item 7. DATE OF NEXT MEETING**

The next meeting of the Planning and Highways Committee is scheduled for 10<sup>th</sup> April 2024 at 7.00pm

The Chair thanked Members for their attendance and closed the meeting at 7.43pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**



## Appendix 1

### MPC Planning Committee Report March 2024

#### Introduction

This is the Martock Parish Council Planning Committee Report for March 2024. It covers the period from the 1<sup>st</sup> February 2024 up to the time of writing (6<sup>th</sup> March 2024).

#### Planning applications considered since 1<sup>st</sup> February 2024

The following applications were considered at the 14<sup>th</sup> February 2024 meeting of the Planning Committee.

- 23/02573/LBC  
Proposed relocation of a gas pipe and gas box to the front of property.  
Merrifield House Bower Hinton Martock Somerset TA12 6LG  
MPC Planning & Highways Committee recommendation – Conditional Support.
- 23/03168/OUT  
Outline application with all matters reserved except access for the erection of 1No.  
Dwelling  
Land Rear Of Manor House Church Street Martock Somerset TA12 6JL  
MPC Planning & Highways Committee recommendation – Refuse.
- 24/00154/DOC1  
Discharge of Condition No 7 (Details - Stonework Walls) of planning application  
22/01118/LBC  
Knuston Lodge Church Street Martock Somerset TA12 6JL  
MPC Planning & Highways Committee recommendation – Noted.
- 24/00225/TCA  
Notification of intent to carry out Tree Surgery Works to No. 5 Trees and Fell No. 1  
Tree within a Conservation Area.  
19 East Street Martock Somerset TA12 6NF  
MPC Planning & Highways Committee recommendation – Conditional Support.
- 24/00242/DOC1  
Discharge of Conditions No. 6 (Doors and Windows), No. 8 (Staircase) and No. 9  
(Plastering) of Planning Application 22/01118/LBC.  
Knuston Lodge Church Street Martock Somerset TA12 6JL  
MPC Planning & Highways Committee recommendation – Noted.
- 23/02217/FUL  
Change of use of land and the siting of 72 No self-storage containers

Plot 22 George Smith Way Lufton Trading Estate Brympton Yeovil Somerset  
MPC Planning & Highways Committee recommendation – Refuse

#### Planning applications validated by Somerset Council and awaiting review

At the time of writing [6<sup>th</sup> March 2024], the following planning applications pertinent to Martock have been validated by Somerset Council and await review by MPC.

- 24/00383/AGN  
Notification of intent to Erect an Agricultural Building for silage storage.  
Hills Farm Sewage Works Lane Martock Somerset TA12 6BX
- 24/00384/AGN  
Notification of intent to Erect an Agricultural Building for protecting fodder from weather damage.  
Hills Farm Sewage Works Lane Martock Somerset TA12 6BX
- 24/00385/AGN  
Notification of intent to Erect an Agricultural Building to prevent weather damage to winter feed and provide cover for the storage of plant & machinery.  
Hills Farm Sewage Works Lane Martock Somerset TA12 6BX
- 24/00403/TPO  
Application to fell No. 1 tree a shown by the South Somerset District Council (MART 1) 2012 Tree Preservation Order.  
35 Ashfield Park Martock Somerset TA12 6EE
- 24/00544/DOC1  
Discharge of Condition Nos 4 (Surface Water Drainage Scheme), 5 (Sewage Disposal), 7 (Approved Plans) 9 (Measures Only Travel Plan), 11 (Written Scheme of Investigations), 14 (Landfill Gas Risk) and 15 (CMP) of planning application 16/02783/OUT allowed on appeal 3171212  
Land Adjacent Triways Foldhill Lane Martock Somerset TA12 6PG
- 24/00514/HOU  
Demolition of existing conservatory and erection of rear single storey extension.  
22 Moorlands Close Martock Somerset TA12 6HY

#### Planning Applications Decided by Somerset Council since 1<sup>st</sup> February 24

The following planning applications pertinent to Martock were decided by Somerset Council from the 1<sup>st</sup> February 2024 up to the time of writing (6<sup>th</sup> March 2024).

- 24/00242/DOC1  
Discharge of Conditions No. 6 (Doors and Windows), No. 8 (Staircase) and No. 9 (Plastering) of Planning Application 22/01118/LBC.  
Knuston Lodge Church Street Martock Somerset TA12 6JL  
Conditions Discharged

- 24/00225/TCA  
Notification of intent to carry out Tree Surgery Works to No. 5 Trees and Fell No. 1 Tree within a Conservation Area.  
19 East Street Martock Somerset TA12 6NF  
Application Permitted.
- 24/00154/DOC1  
Discharge of Condition No 7 (Details - Stonework Walls) of planning application 22/01118/LBC  
Knuston Lodge Church Street Martock Somerset TA12 6JL  
Conditions Discharged.
- 23/02342/FUL  
Alteration and improvements works to premises including refurbishment of rear attached building  
13 Church Street Martock Somerset TA12 6JL  
Application Permitted with Conditions
- 23/02343/LBC  
Alteration and improvements works to premises including refurbishment of rear attached building  
13 Church Street Martock Somerset TA12 6JL  
Application Permitted with Conditions

### Planning Applications Awaiting Decisions

At the time of writing [4<sup>th</sup> March 2024] 24 validated planning applications are identified as awaiting a decision.

Of these, the following applications are for new dwellings (and are potentially awaiting resolution of the Phosphate Mitigation issue):

- 21/01035/OUT Outline application for up to 100 dwellings with associated works including access, public open space and landscaping.  
Land OS 6925 Coat Road Martock Somerset
- Note that on 30<sup>th</sup> January 2024 the meeting of the Somerset Council Planning Committee – South considered application 21/01035/OUT and voted to approve this application.
- 23/03168/OUT  
Outline application with all matters reserved except access for the erection of 1No. Dwelling  
Land Rear Of Manor House Church Street Martock Somerset TA12 6JL
- 20/01576/FUL Erection of 3 bed dwelling and associated parking  
Land North Of 6 Newtown Coat Road Martock Somerset TA12 6EX
- 20/03004/FUL Extension to existing House 1 and erection of 2 new buildings with associated infrastructure  
Land Os 2434 (Poultry Units) Stoke Road Martock



- 21/00305/FUL Erection of detached bungalow with rooms in the roof and associated works  
Land At Junction Of Foldhill Close Bearley Road Martock Somerset
- 21/01898/OUT Outline application with all matters reserved except access for proposed dwelling and associated parking.  
Goose Hill Barn, Bower Hinton TA12 6LJ
- 22/03254/FUL Partial demolition, partial conversion and new build development to form 10 no. dwellings  
Old Sparrow Works Ringwell Hill Martock Somerset TA12 6LG
- 23/00185/FUL Erection of a two storey self-build dwelling and detached outbuilding comprising of a single bay garage and two bay car port  
Paddock House Hurst Martock Somerset TA12 6JU
- 20/01272/REM  
Reserved Matters application following approval 13/01500/OUT (allowed under appeal) and subsequent approval 20/00596/S73 for the erection of 35 dwellings to include details of the layout, scale, appearance and landscaping.  
Land Off Lyndhurst Grove Martock Somerset TA12 6HW
- 20/01678/REM  
Application for reserved matters following outline approval of 16/02783/OUT (Residential development of up to 24 dwellings) allowed at appeal)) seeking approval of appearance, landscaping and scale.  
Land Adjacent Triways Foldhill Lane Martock Somerset TA12 6PG

## Planning Committee

### Planning Committee Members

Membership of the Planning Committee is currently:

Cllr Paul Helyer – Chair of Planning Committee

Cllr John Hole

Cllr Graham MacDonald

Cllr Ash Warne – pro-tem Vice Chair of Planning Committee

Cllr Tony Welsh

**Three vacancies**

### Planning Committee Terms of Reference

The Planning Committee Terms of Reference were formally accepted at the meeting of MPC Full Council on 31<sup>st</sup> May 2023.

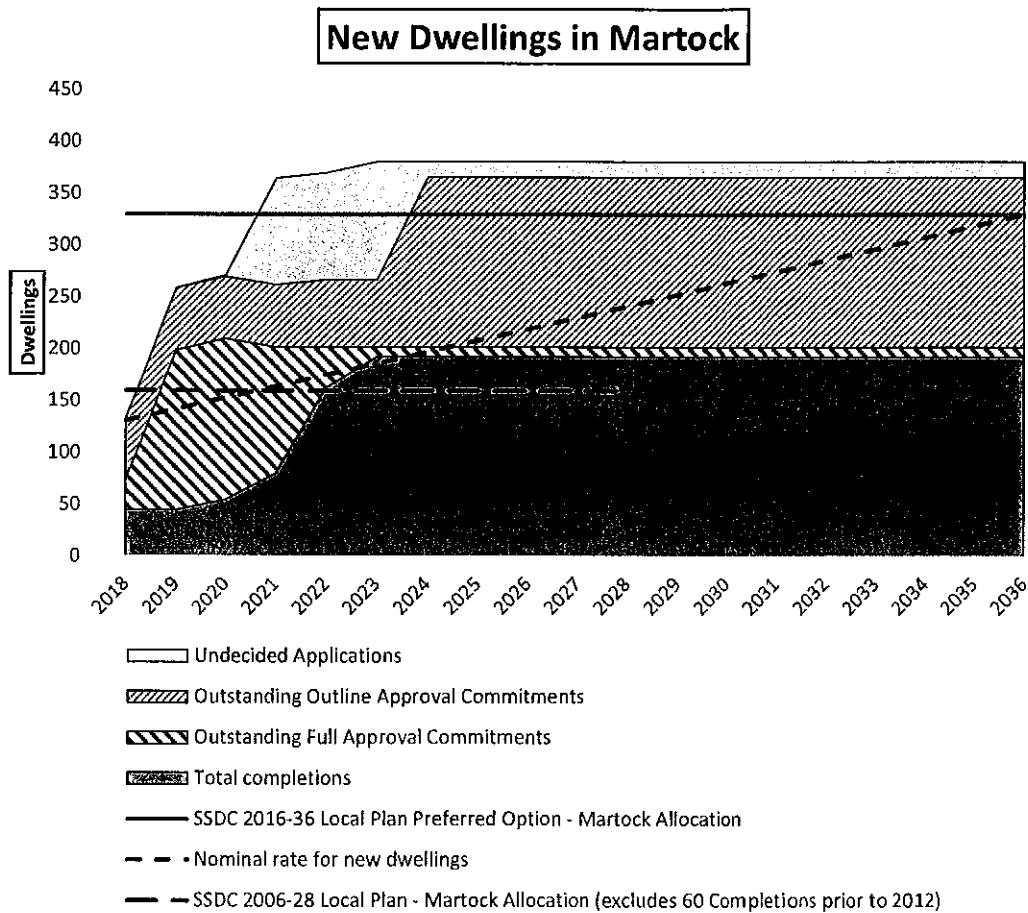
## Local & Neighbourhood Plans

### Local Plan

The reorganisation of Somerset County and District Councils into a single Unitary Council effectively put the review of the South Somerset Local Plan on hold. “The current Local Plan

documents for South Somerset District Council [...] will remain part of the Development Plan until they are replaced either wholly or in part by new Local Plan documents produced by the new unitary council. For the avoidance of doubt adopted Neighbourhood Plans will continue to remain part of the Development Plan for relevant areas.”

South Somerset’s Local Plan for 2006 to 2028 was adopted on 5 March 2015. It identified a residual requirement of 106 new dwellings for Martock up to 2028 as at April 2012. The SSDC Local Plan Review 2016 to 2036 was initiated and got as far as the second formal stage of consultation prior to being put on hold pending the reorganisation of the District and County Councils into a single Unitary Authority. The Local Plan Preferred Options Document identified a residual requirement of 220 new dwellings for Martock and 3 .0 hectares of new employment land up to 2036 (at 31<sup>st</sup> March 2018).



Under “Infrastructure”, the Local Plan Preferred Options includes the following statements for Martock:

- “The flood alleviation scheme at Martock includes a 300m flood embankment, throttle structures, widened channel, and walls. If development is proposed on the eastern edge of Martock, existing culverts should be upgraded, funded through



developer contributions. Flood defences may need to be raised in the future, depending on the location and floor levels of future development.”

- “The Infrastructure Delivery Plan identified the requirement for fluvial flood risk defences, and also a community hall, new open space, sports facilities, play area, and expansion of youth facilities for the settlement. An equipped play area at Martock is a particular priority.”
- “Symphony Healthcare Services advise that the existing primary healthcare practices in Martock are operating in excess of operational capacity in accordance with national standards. An options appraisal for what type of healthcare development is required and could be delivered in Martock to accommodate the primary healthcare needs of the increasing population will be necessary.”

#### Neighbourhood Plan

The Martock Neighbourhood Plan 2018 to 2028 version 4.3 was prepared with reference to the SSDC Local Plan SSDC Local Plan Review 2016 to 2036 Preferred Option Version.

Following a positive referendum result, South Somerset District Council has agreed at the District Executive meeting on 3<sup>rd</sup> June 2021 to make the Martock Neighbourhood Development Plan part of the Statutory Development Plan.

The Martock Neighbourhood Plan remains “in-date” until June 2026.

The inaugural meeting of the Neighbourhood Plan was held on 31<sup>st</sup> January 2024 and was attended by 11 members of the workgroup (with apologies from 4 others). Six initial sub-teams were identified, (and sub-team leaders agreed):

- Workgroup Infrastructure (lead Nigel Higginson)
- Heritage (lead Fergus Dowding)
- Environment (lead Deon Warner)
- Traffic Transport & Accessibility (lead John Bailey)
- Community Survey (lead Jackie Swaby)
- Flooding (lead Gordon Swindells)

The next meeting of the Revision Workgroup was provisionally set for 29<sup>th</sup> May 24.

Paul Helyer

Chair of Martock Parish Council Planning & Highways Committee

6<sup>th</sup> March 2024

Full Council Forward Plan

| Meeting | Report  | Detail  | Lead Officer |
|---------|---|---|--------------|
| April   | Community Services Report   | 6 monthly update  |              |
| May     | Grants Scheme   | Community Grant Applications  |              |
|         | Fireworks Update  | Update on potential Fireworks Event   |              |
|         | Election of Chair and Vice-chair  | Review of delegation arrangements to committees, sub-committees, staff and other local authorities; v. Review of the terms of reference for committees; vi. Appointment of members to existing committees; vii. Appointment of any new committees in accordance with standing order |              |
|         | Review and adoption of appropriate standing orders and financial regulations              |   |              |
|         | Review of arrangements with other local authorities, not-for-profit bodies and businesses | Review of representation on or work with external bodies and arrangements for reporting back  |              |
|         | Review of inventory of land and other assets.   |   |              |
|         | Confirmation of arrangements for insurance cover in respect of all insurable risks        |   |              |

|                  |   |  |  |
|------------------|---|--|--|
|                  | Review of the Council's and/or staff subscriptions                                  |  |  |
|                  | Review of the Council's Policies  | Review of the Council's complaints procedure, the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation, the Council's policy for dealing with the press/media, the Council's employment policies and procedures |  |
|                  | Review of the Council's expenditure incurred under the general power of competence. |  |  |
| <b>June</b>      | Maintenance Contract Report   |  |  |
| <b>July</b>      |   |  |  |
| <b>August</b>    |   |  |  |
| <b>September</b> |   |  |  |
| <b>October</b>   | Community Services Report   | 6 monthly update   |  |
| <b>November</b>  |   |  |  |
| <b>December</b>  |   |  |  |
| <b>January</b>   |   |  |  |
| <b>February</b>  |   |  |  |
| <b>March</b>     |   |  |  |