

WALMER PARISH COUNCIL  
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Dated this 7th day of January 2021

To All Councillors

You are hereby summoned to attend a meeting of **WALMER PARISH COUNCIL** to be held on  
**Wednesday 13 January 2021** at 8 The Strand, Walmer at 7.00pm.

*Kirsty Holroyd*  
Mrs Kirsty Holroyd  
Clerk to the Parish Council

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**AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members in respect of business to be transacted on the agenda.
3. **OPENNESS AND TRANSPARENCY**  
To remind those present of the right to record, film and to broadcast meetings of the council, committees and sub committees.
4. **CHAIRMAN'S REPORT**
5. **MINUTES**  
To approve the minutes of the extraordinary meeting held on Tuesday 15 December 2020. **Attach 1**
6. **MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**
7. **QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF WALMER**
  - i) To agree to suspend the meeting for up to 15 minutes to allow discussion with members of the electorate of the Parish of Walmer present at the meeting.
  - ii) To receive a report from the KCC Members for Walmer
8. **CRIME AND ANTI-SOCIAL BEHAVIOUR REPORTS**
  - i) Reports received at the parish office and PCSO follow-up
  - ii) Police Surgeries: currently suspended
9. **PLANNING COMMITTEE**
  - i) To receive the report of the Chairman and the minutes of the meeting held on Tuesday 8 December 2020 **Attach 2**
  - ii) To receive the report of the Chairman and the draft minutes of the meeting held on Tuesday 5 January 2021 **Attach 3**
10. **HUMAN RESOURCES COMMITTEE**
  - i) To receive the report of the Chairman and the minutes of the meeting held on Monday 14 December 2020 **ENC 1**
  - ii) To receive the report of the Chairman and the draft minutes of the meeting held on Monday 21 December 2020 **ENC 2**

**11. REPORT OF THE CLERK**

**12. FINANCIAL ISSUES**

- i) To receive the report of the Responsible Financial Officer and consider payments and orders as detailed. **Attach 4**
- ii) To agree a date for the final F&GP budget meeting now that the final information has been received from DDC regarding the council tax and precept demand for 2021/22
- iii) To receive the Independent Internal Auditor's Interim Audit Plan with Comments and Findings for the year ending 31 March 2021 and consider any action necessary **Attach 5**

**13. KALC**

To receive information on the Community Award Scheme 2021 and consider nominating a member of the community for an award **Attach 6**

**14. CO-OPTION**

- i) To receive an update on the process to fill the two current vacancies on the Council – closing date 14 January 2021
- ii) To agree a date for carrying out the interviews according to the co-option process

**15. LAND AT STATION ROAD**

- i) To receive and consider two quotes from local solicitors to carry out the transfer of ownership **ENCs 3&4**
- ii) To receive a verbal report from Cllr Lonsdale on a potential use for the land including costs.

**16. SEED FUNDING FOR SAFE BICYCLE LOCK-UP AT WALMER RAILWAY STATION.**  
To receive a verbal report on the proposal from Cllr Lonsdale

**17. COMMUNITY HOUSING AT YORK AND ALBANY CLOSE**

To receive an update from Clague's and consider an additional fee **ENC 5**

**18. GENERAL DATA PROTECTION REGULATION**

To discuss developing a policy for the recording of on-line council meetings including retention period.

**19. GENERAL POWER OF COMPETENCE**

To receive advice concerning the Power and consider whether to resolve to re-adopt once a new qualified clerk is appointed. **Attach 7**

**20. OFFICE REVIEW**

To receive a brief update **Attach 8**

**21. DATE OF NEXT MEETING**

Wednesday 3 February 2021 at 7pm at the Parish Office, 8 The Strand, Walmer.

## WALMER PARISH COUNCIL

**DRAFT Minutes of the extraordinary meeting of Walmer Parish Council held on Tuesday 15 December 2020 via Zoom Video Conference.**

### Present Councillors:

J Murray	B Gardner	Mrs Beard-Gould
M Eddy	D Symons	P Heath
P St Ange	C Weale	Mrs Le Chevalier
D Thompson	G Bearman	J Lonsdale

### Officer Present:

Mrs K Holroyd (Clerk)      Ms S Plews (Technical support)      Mrs J Watson (Technical support)

### 6043. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr Miss Herring

### 6044. DECLARATIONS OF INTEREST

None received

### 6045. OPENNESS AND TRANSPARENCY

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014.

This is in addition to the rights of the press and public to attend such meetings.

While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

### 6046. MINUTES

Members considered the minutes of the meeting held on Wednesday 2 December 2020.

**RESOLVED: That the minutes of the meeting be approved as a correct record and will be signed by the Chairman at the earliest opportunity.**

#### **6047. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**

None

Before moving on to the evening's business, the Chairman acknowledged the reason for holding the extraordinary meeting; the Clerk's resignation. He thanked Mrs Holroyd for her eleven years of service to Walmer Parish Council and wished her well in her next employment. This was supported by other councillors.

#### **6048. RECRUITMENT OF NEW PARISH CLERK**

i) Members received a verbal report from Cllr Mrs Beard-Gould on the meeting of the HR Committee held on Monday 14 December 2020. The meeting had been called in response to the resignation of the Clerk. A variety of short and longer term measures had been considered by the committee. All agreed that business continuity was important and that an interim member of staff would need to be employed to ensure the Council continued to meet its obligations. Cllr Mrs Beard-Gould explained that Kevin Lynch, Clerk to Sholden Parish Council had been approached and asked if could offer short term assistance. He would be amply supported by the two remaining members of staff.

**RESOLVED** That Mr Lynch be asked to carry out the functions of Proper Officer and Responsible Financial Officer for up to 26 hours per week for as many weeks as possible prior to the appointment of a permanent replacement Clerk.

ii) Members considered appointing Cllr Weale to the HR committee

**RESOLVED:** that Cllr C Weale be appointed to the Human Resources Committee with immediate effect.

iii) Members considered granting delegated powers to the HR committee to undertake the appointment of a locum clerk

Cllr Mrs Beard-Gould explained that although Mr Lynch was available for a short period it might be possible that another locum be needed. In order to retain flexibility she asked that the HR committee be allowed to oversee this appointment if necessary.

**RESOLVED:** That the HR committee be granted delegated powers to oversee the appointment of any locum cover.

iv) Members considered granting delegated powers to the HR committee to start the process of recruiting a new parish clerk. Members considered waiting for the outcome of the office review as agreed at the last meeting. The Clerk reported that she had been instructed to halt the process and there was some discussion about whether the recruitment or the office review ought to take place first.

**RESOLVED:**

- i) That the officer review with the HR Services Partnership be reinstated and run concurrently with the recruitment of the new clerk.
- ii) That the HR Committee be granted delegated powers to start the process of recruiting a new parish clerk

**6049. DATE OF NEXT MEETING**

Wednesday, 13 January 2020 at 7 pm via Zoom virtual meeting.

**The meeting closed at 7.30 pm**

Signed: .....

Date: .....

## WALMER PARISH COUNCIL

Minutes of the Zoom Online meeting of Walmer Parish Council Planning Committee held on Tuesday 8<sup>th</sup> of December 2020 at 7.00pm.

**Present: Councillors:**

- Cllr J Murray (Chairman)
- Cllr B Gardner
- Cllr M Beard-Gould
- Cllr A Herring
- Cllr G Bearman
- Cllr C Weale
- Mr R Styles (Conservation Warden)

**Officer present:** Sarah Plews (Planning Clerk)

**4141. APOLOGIES FOR ABSENCE**

Apologies were given and accepted from Cllr J Lonsdale

**4142. DECLARATIONS OF INTEREST**

There were no declarations of interest declared on this occasion

**4143. OPENNESS AND TRANSPARENCY**

All present were reminded of the Rights and Obligations under the Local Government Audit and Accountability Act 2014.

**4144. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting, held on Tuesday 10<sup>th</sup> of November 2020, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity

**4145. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

i) *Mins 3134 ii* (Mins 4127) ii DOV/20/01125 - Site At Cross Road Deal

Outline application for the erection of up to 100 dwellings (with landscaping, appearance, layout, and scale to be reserved)

RESOLVED: Cllr B Gardner requests the exact reason for refusal by Dover District Council for this application. Cllr B Gardner, on behalf of Walmer Parish Council, will request a Freedom of Information to ascertain this query on the 11<sup>th</sup> of November.

**RESOLVED: Cllr B Gardner stated he had received the following information from Dover District Council**

'That the decision letter, is a confidential document and therefore not covered by Freedom Of Information but, Thursday the 10<sup>th</sup> of December, the report for next week's Dover District Councils' Planning Committee would be published and that you may get your answers there.' Cllr Bill Gardner advised members all the report says on this issue is that the appeal, which Cllr Mike Eddy is representing both Walmer Parish Council Planning Committee and Deal Town Council Planning Committee is in February and that the planning lawyer and the planning officers will be at this public appeal. However, Cllr Bill Gardner wants to stress the fact that 'Yes' the planning officers will be attending 'BUT NOT PARTICIPATING', they refused to support the DDC decision to refuse. So the committee members and Mike Eddy will be on their own, without any help from the DDC officers.

ii) mins 4135 DOV/20/00941 - Peak House Hawksdown  
Erection of a two storey detached annexe with rear balcony for ancillary use

*WPC: Objected*

**DDC: GRANTED**

**RESOLVED:** Members requested that the Assistant Clerk enquires what Dover District Councils' reasons are for granting this application. The Assistant Clerk will ask the planning officer who has decided this application

**RESOLVED:** Cllr J Murray asked for an update from the Assistant Clerk on the matter above, the Assistant Clerk advised members that an email had been sent to the case officer but still had not received a response. Cllr J Murray asked for the Assistant Clerk to phone Dover District Council instead of email, the Assistant Clerk agreed to do this.

iii) mins 4119 DOV/20/00995 - 14 Trafalgar Drive Walmer

London Plane - fell

*WPC: Objected*

**DDC: GRANTED**

**RESOLVED:** Cllr A Herring updated members that she will now try to contact the planning enforcement department at Dover District Council to enquire as to if any fines have been issued to the builders responsible for the tree damage

#### **4146. PLANNING DECISIONS**

i) DOV/20/01040 - Land On The South East Side Of Gladstone Road Walmer

Re-pollard one horse chestnut

*WPC: Positively Supported*

**DDC: GRANTED**

ii) DOV/20/01026 - 6 Greenacre Drive Walmer

T1- Holm Oak Fell. Tree has evident signs of Squirrel damage around the canopy with a few declining branches. There is excessive shading on the property and neighbouring property, with a lot of leaf litter clogging cluttering and drains. Client wishes to plant a more suitable specimen in its place. (Sorbus Joseph Rock) has been suggested

*WPC: Objects*

**DDC: REFUSED**

iii) DOV/20/00995 - 14 Trafalgar Drive Walmer

London Plane - fell

*WPC: Objects*

**DDC: GRANTED**

iv) DOV/20/00681 - 137 Dover Road Walmer

Erection of single storey side extension to existing sales building, Jet wash bay with 2.5m glazed screens, 6no. parking spaces and bin store

*WPC: Objects*

**DDC: GRANTED**

**v) DOV/20/01109 - Liverpool House 59 Liverpool Road Walmer**

Beech tree T1 - remove lateral limb overhanging Liverpool Road and crown reduce by eight metres

**WPC: Objects**

**DDC: GRANTED**

**vi) DOV/ 20/01116 - Camelot 30 Blake Close Walmer**

G1 - three sycamores - reduce in height by a maximum of four metres

**WPC: Positively Supported**

**DDC: GRANTED**

**vii) DOV/20/01120 - Horizon 56 Wellington Parade Walmer**

Erection of single storey side and rear ground floor extensions (existing side extension to be demolished)

**WPC: Positively Supported**

**DDC: GRANTED**

**viii) DOV/ 20/01152 - Ashdon Hawksdown Walmer**

T1 - Maple opposite Whitstone - crown raise to five metres above highway

**WPC: Positively Supported**

**DDC: GRANTED**

**ix) DOV/20/01188 - 25 Trafalgar Drive Walmer**

T1 - London Plane - Crown reduce by two meters overall back to previous pruning points in order to remove encroachment from 25 Trafalgar Drive and 9 Sheffield Gardens

**WPC: Positively Supported**

**DDC: GRANTED**

**4147. PLANNING APPLICATIONS – NEW**

**i) DOV/20/01242 - 42 Channel Lea Walmer**

Erection of a detached dwelling and creation of associated parking

**RESOLVED:** That the committee objects to the proposal for the following reasons

- a) Members agreed that this application constitutes as overcrowding within such a small area**
- b) Members also agreed that the proposed dwelling would be out of character within the area**
- c) Members also agreed that the proposed parking area would be inadequate**

**ii) DOV/20/01252 - 311-313 Dover Road Walmer**

Change of use and conversion to 2no. ground floor flats with alterations to doors and windows

**RESOLVED:** That the committee objects to the proposal for the following reasons

- a) The change of use in this application will affect the viability of the other businesses within the vicinity**
- b) Members also object on the grounds of sustainability, as residents would need to travel further afield by car as there are no other shops in the vicinity. Thus increasing pollution and traffic congestion.**



**iii) DOV/20/01224 - Land Off Station Road Walmer**

Variation of Condition 24 (highways) of planning permission DOV/14/00361 to allow changes to off-site highway works (application under Section 73)

**RESOLVED:** That the committee objects to the proposal for the following reasons

- a) That these were minor works that were agreed under the original planning requirement that the developer agreed to. Members find the arguments not compelling.
- b) Members drew reference to the letter from Hume included with the application and drew reference to the following paragraph *"It is inappropriate to note that – should the wording of condition 24 not be varied – the transfer and occupancy of much needed affordable housing units within this part of the site will also remain vacant and unoccupied for the duration of the works, notwithstanding the recently approved variation of the phasing plan to 'front load' this element of the site (as permitted under application DOV/19/01258).* Although members did not object to the tone of the content to what was proposed within the letter, just found it inappropriate for members to agree with it.
- c) Members also support the document with the application from Kent County Council Highways department requesting additional information.

**iv) DOV/20/01218 - 45 James Hall Gardens Walmer**

Enlargement of front window and raising of sill of side window

**RESOLVED:** That the committee positively supports the proposal

**v) DOV/20/01260 - Victoria Place Halliday Drive Walmer**

London Plane (northern tree) - reduce up to ten branches growing out over neighbour's boundary wall to 4-5m from trunk, two branches over drive to 2-3m from trunk and four branches over parking bay to 2-3m from trunk - all to natural pruning points London Plane (southern tree) - main limb (on southern side), reduce by a maximum of five metres, reduce branch above by a maximum of five metres and four branches on western side of trunk by a maximum of five metres - all to natural pruning points

**RESOLVED:** That the committee positively supports the proposal, however, members feel that 5m is a little excessive.

**vi) DOV/20/01289 - Land South West Of 8 Poets Walk Walmer**

T1 London Plane - Reduce to three metres above divergence in main stem to create a unified canopy and reduce stress throughout.

**RESOLVED:** That the committee positively supports the proposal, however, members struggled to locate the tree in question, the plans provided by the applicant were unclear and there was no supporting photographs provided to assist them.

**vii) DOV/20/01349 - 37 Blake Close Walmer**

T1 - Sycamore - crown reduction by two metres T2 - Sycamore - crown reduction by four metres  
T3 - Sycamore - crown reduction by two metres T4 - Beech - crown reduction by two metres

**RESOLVED:** That the committee objects to the proposal with guidance and advice from Walmer Parish Council's tree warden. He advised members the following information "the trees have in the past suffered from excessive crown raising which has produced most unnatural shapes. Overgrown alliums come to mind. The trees need some pruning management but definitely not crown reduction. I refer to the Arboriculture Association definition of crown reduction."

**viii) DOV/20/01368 - Seymour House 10 Walmer Castle Road Walmer**

T1 - Holm Oak - pollard to previous pruning points and reduce the east facing section of the tree by approximately 3m to create a more balanced crown

**RESOLVED:** That the committee objects to the proposal for the following reason: -

- a) Members agreed that the application lacked sufficient up to date information as the photographs included were 5 years old
- b) Members were also unable to visit the site to assess the tree in question due to the current Covid19 restrictions.

**4148. SHOLDEN PARISH COUNCIL**

i) Members received a report from the Planning Clerk

**RESOLVED:** Members agreed to note

ii) Members received and discussed Land to the South West of Sandwich Road: Richborough Estate 250 Dwellings

**RESOLVED:** Members received the report agreed to note

**4149. TPO TREES**

To discuss TPO tree concerns

**RESOLVED:** Members received and discussed a TPO tree report. Cllr J Murray requested that Cllr M Beard-Gould writes a letter to Dover District Council asking that when the tree officer makes a decision to request a replacement tree, that they specify a minimum height/diameter

**4150. KENT COUNTY COUNCIL**

i) Members received a report from the Planning Clerk

**RESOLVED:** Members agreed to note

ii) Members received KCC's Statement of Community Involvement 2020

**RESOLVED:** Members agreed to defer this item until the 5<sup>th</sup> of January 2021

**4151. DOVER DISTRICT COUNCIL**

Members received and discussed correspondence relating to a proposed Consultation on draft Local Plan (Regulation 18): Jan 2021

**RESOLVED:** Members agreed to defer this item until the 5<sup>th</sup> of January 2021 and requested that the Assistant Clerk prints off hard copies of the draft Local Plan when available and posts out to members.

**4152. DATE OF NEXT MEETING**

Tuesday 5<sup>th</sup> of January 2021

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The meeting closed at 20:30pm

Signed .....

Dated .....

## WALMER PARISH COUNCIL

**DRAFT Minutes of the Zoom Online meeting of Walmer Parish Council Planning Committee held on Tuesday 5<sup>th</sup> of January 2021 at 7.00pm.**

**Present: Councillors:**

- Cllr J Murray (Chairman)
- Cllr B Gardner
- Cllr J Lonsdale
- Cllr M Beard-Gould
- Cllr A Herring
- Cllr G Bearman
- Cllr C Weale
- Mr R Styles (Conservation Warden)

**Officers present:** Sarah Plews (Planning Clerk)

### **4152. APOLOGIES FOR ABSENCE**

There were no Apologies for absence

### **4153. DECLARATIONS OF INTEREST**

There were no declarations of interest declared on this occasion

### **4154. OPENNESS AND TRANSPARENCY**

All present were reminded of the Rights and Obligations under the Local Government Audit and Accountability Act 2014.

### **4155. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting, held on Tuesday 8<sup>th</sup> of December 2020, were approved as a correct record, and will be signed by the Chairman at the earliest opportunity

### **4156. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

#### *i) Mins 4149 TPO TREES*

To discuss TPO tree concerns

**RESOLVED:** Members received and discussed a TPO tree report. Cllr J Murray requested that Cllr M Beard-Gould writes a letter to Dover District Council asking that when the tree officer makes a decision to request a replacement tree, that they specify a minimum height/diameter

**RESOLVED: - Cllr M Beard-Gould advised members that she has not been able to give time to writing a letter to Dover District Council yet.**

#### *ii) mins 4119 DOV/20/00995 - 14 Trafalgar Drive Walmer - London Plane - fell*

**RESOLVED:** Cllr A Herring updated members that she will now try to contact the planning enforcement department at Dover District Council to enquire as to if any fines have been issued to the builders responsible for the tree damage

**RESOLVED:** Cllr A Herring updated members with the disappointing response from Dover District Council, regarding the tree being granted to be felled and their response to her request for more information regarding enforcement actions, against developers who damage TPO trees. Members agreed that Cllr A Herring will draft another letter to Dover District council and circulate this to all members for any input to add before sending it off to the relevant Dover District Council department.

#### 4157. PLANNING DECISIONS

**i) DOV/20/01252 - 311-313 Dover Road Walmer**

Change of use and conversion to 2no. ground floor flats with alterations to doors and windows

**WPC: Objected**

**DDC: WITHDRAWN**

**ii) DOV/ 20/01210 - 13 Granville Road Walmer**

Erection of single storey and two storey rear and side extensions

**WPC: Positively Supported**

**DDC: GRANTED**

**iii) DOV/20/01218 - 45 James Hall Gardens Walmer**

Enlargement of front window and raising of sill of side window

**WPC: Positively Supported**

**DDC: GRANTED**

**iv) DOV/ 20/01242 - 42 Channel Lea Walmer**

Erection of a detached dwelling and creation of associated parking

**WPC: Objected**

**DDC: GRANTED**

#### 4158. PLANNING APPLICATIONS – NEW

**i) DOV/20/01390 - 1A Downs Road Walmer**

Erection of a front porch extension

**RESOLVED - That the committee positively supports the proposal**

**ii) DOV/20/01435 - 36 Dover Road Walmer**

Variation of Condition 2 (approved plans) to amend frame materials of planning permission  
DOV/19/01289 (application under Section 73)

**RESOLVED - That the committee positively supports the proposal**

**iii) DOV/20/00952 - Putting Green Promenade Walmer**

Construction of an adventure golf course, erection of entrance kiosk, 1.5m perimeter fencing and 1.73m fencing and gate (amended plans)

**RESOLVED – That the committee objects to this application for the following reasons:**

- 1. Members all agreed that the proposed fencing was inadequate**
- 2. Members also agreed that the lack of parking facilities was a concern**
- 3. Members also commented on the location and style and this proposal as not in keeping with the area**

**iv) DOV/20/01501 - 36 Blake Close Walmer**

T1 Lime - reduce by a maximum of three metres T2 Sycamore - reduce back to previous reduction points T3 Ash - reduce back to previous reduction points

**RESOLVED – Members all agreed that they are unable to comment or make a decision on this application as there is insufficient information provided within the application**

**4159. KENT COUNTY COUNCIL**

Members received Kent County Council's Revised Safeguarding Supplementary Planning Document (SPD)

**RESOLVED – Members agreed to note**

**4160. KENT COUNTY COUNCIL**

i) Members received a report from the Planning Clerk

**RESOLVED – Members agreed to note the report**

ii) Members received and discussed KCC's Statement of Community Involvement 2020

**RESOLVED – Chairman Cllr J Murray agreed to Mr R Styles contacting KALC to ask to advise Walmer Parish Council on this consultation and then report back with any information**

**4161. DOVER DISTRICT COUNCIL**

Members received and discussed correspondence relating to a proposed Consultation on draft Local Plan (Regulation 18): Jan 2021

**RESOLVED – Members agreed to defer this item to the next meeting on the 26<sup>th</sup> of January**

**4162. COUNTER PROPOSAL COMMUNITY WOODLAND**

i) Members received the Letter sent to all local parish councils on behalf of Walmer Parish Council

**RESOLVED – Members agreed to note**

ii) Members received an update from Cllr John Lonsdale and Cllr J Murray

**RESOLVED – Cllr J Murray informed members that Dover District Council has since granted the Cross Road application disappointingly. Cllr J Lonsdale updated members that the majority of local parish and town councils supporting the idea in principle, and Walmer Parish council are still receiving letters of support for the idea of a community woodland**

**4163. DOVER DISTRICT COUNCIL**

i) Members received and discussed Dover District councils press release stating that they have welcomed the government's decision to scrap plans to revise housing targets

**RESOLVED – Members agreed to note**

ii) Report from the Planning Clerk

**RESOLVED – Members agreed to note**

**4164. DATE OF NEXT MEETING**

Tuesday 26<sup>th</sup> of January 2021

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The meeting closed at 20:35pm

Signed .....

Dated .....

## **FINANCIAL REPORT for Council Meeting on 7 January 2021**

### **The Responsible Financial Officer requests**

- a) That payments be authorised as detailed on payment list A attached dated 7 January 2021 (vouchers 169 - 199)
- b) That income received this month be noted as on receipts list B dated 7 January 2021 (vouchers 26-35)
- c) that the financial position of the Council after these receipts and payments be noted as shown by:-
  - i) The summary of receipts and payment by cost centre (C) dated 7 January 2021
  - ii) The bank reconciliation (D) along with the list of unpresented cheques and uncashed receipts dated 7 January 2021

Attach 4

## Walmer Parish Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
168 General and Office costs	30/11/2020		Natwest Current Acco	dd	Office Electricity	Npower	L	48.57	2.43	51.00
169 General and Office costs	30/11/2020		Natwest Current Acco	dd	Office phone	BT	S	187.67	37.53	225.20
170 General and Office costs	30/11/2020		Natwest Current Acco	dd	Office Stationery	viking direct	S	35.95	7.19	43.14
171 General and Office costs	30/11/2020		Unity Bank	173887735	staff laptops	Amazon via Clerk	S	1,772.25	354.45	2,126.70
172 Contingency	30/11/2020		Unity Bank	969459372	building survey	Robert Wilkie	E	650.00	0.00	650.00
173 Drill Field	30/11/2020		Unity Bank	628438340	Repair fence at MUGA	Hipperson	S	207.65	41.53	249.18
174 Salaries and pension	30/11/2020		Unity Bank	365731245	Staff pension	KCC LGPS	E	1,059.88	0.00	1,059.88
175 Payroll Processing	30/11/2020		Unity Bank	725171328	Tax and NI October salaries	HMRC	E	513.84	0.00	513.84
176 Salaries and pension	07/12/2020		Unity Bank	390059669	Dec salary	Clerk	E	1,763.20	0.00	1,763.20
177 Salaries and pension	07/12/2020		Unity Bank	630678793	Dec salary	Assistant Clerk	E	984.01	0.00	984.01
178 Salaries and pension	07/12/2020		Unity Bank	913227273	Dec salary	Admin assistant	E	472.76	0.00	472.76
179 General and Office costs	07/12/2020		Unity Bank	86986391	Window cleaner	David Halpin	E	10.00	0.00	10.00
180 Payroll Processing	07/12/2020		Unity Bank	147405687	Payroll processing charge	Batchelor Coop	E	165.60	0.00	165.60
181 IT	07/12/2020		Unity Bank	198966054	new laptop set up	EDGE I.T	E	259.20	0.00	259.20
182 IT	07/12/2020		Unity Bank	875421971	IT services	EDGE I.T	E	10.84	0.00	10.84
183 General and Office costs	07/12/2020		Unity Bank	990514107	Office Rent	M Johnson	E	1,500.00	0.00	1,500.00
184 Office Equipment	08/12/2020		Natwest Current Acco	4365	Window catches	Mr J O'Neill	E	35.00	0.00	35.00
185 General and Office costs	10/12/2020		Unity Bank	dd	Corporate credit card	Lloyds Bank	E	328.12	0.00	328.12
186 General and Office costs	10/12/2020		Unity Bank	dd	Quarterly fees	Unity Bank	E	26.10	0.00	26.10
187 Brocante	15/12/2020		Unity Bank	759487996	Brocante refund	Nadine watkins	E	50.00	0.00	50.00
188 Subscriptions and Training	15/12/2020		Unity Bank	108682129	Training	KALC	S	35.00	7.00	42.00
189 Subscriptions and Training	15/12/2020		Unity Bank	951257015	Training	KALC	S	35.00	7.00	42.00
190 Office window	15/12/2020		Unity Bank	445564295	Expenses	Cilr M Beard Gould	E	76.63	0.00	76.63
191 Audit Fees	15/12/2020		Unity Bank	242125485	Midterm audit	David Buckett	E	381.50	0.00	381.50
192 Four Toilets and Paddling Po	15/12/2020		Unity Bank	287607754	Toilets grant	DDC	E	16,769.01	0.00	16,769.01
193 Campbell Road	15/12/2020		Natwest Current Acco	DD	Allotments water	Business stream	E	66.06	0.00	66.06
194 General and Office costs	15/12/2020		Natwest Current Acco	DD	Office photocopier	KCC Ricoh	S	316.26	63.25	379.51
195 York and Albany Close	15/12/2020		Unity Bank	706205854	Tree works	SIKA	E	325.00	0.00	325.00
196 General and Office costs	17/12/2020		Natwest Current Acco	dd	Office phone	BT	S	144.01	28.80	172.81
197 General and Office costs	06/01/2021		Natwest Current Acco	dd	Office Electricity	Npower	L	48.57	2.43	51.00
198 General and Office costs	06/01/2021		Unity Bank	dd	Corporate credit card	Lloyds Bank	E	205.17	0.00	205.17
199 General and Office costs	07/01/2021		Natwest Current Acco	dd	Office Stationery	viking direct	S	37.52	7.50	45.02
Total								28,520.37	559.11	29,079.48



B

7 January 2021 (2020-2021)

Walmer Parish Council  
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
26 Interest payments	26/11/2020		HSBC Bond	bacs	Bank interest	HSBC	E	0.64	0.00	0.64
27 Interest payments	15/12/2020		Natwest SIBA	BACS	Bank interest	NatWest Bank	E	0.09	0.00	0.09
28 81 Hawkshill	06/01/2021		Natwest Current Acco	bacs	Wayleave payment	Openreach	E	80.11	0.00	80.11
29 Campbell Road	06/01/2021		Natwest Current Acco	bacs	Allotment rents	McGrony	E	56.00	0.00	56.00
30 Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	Kilford 16a	E	45.00	0.00	45.00
31 Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	C Parks	E	45.00	0.00	45.00
32 Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	T Chapman	E	56.00	0.00	56.00
33 Campbell Road	06/01/2021		Unity Bank	bacs	Allotment rents	P & L Ludwig	E	56.00	0.00	56.00
34 Interest payments	06/01/2021		HSBC Bond	bacs	Bank interest	HSBC	E	0.62	0.00	0.62
35 General Funds b/fwd	07/01/2021		Unity Bank	bacs	credit	Stephen Cooper	E	25.00	0.00	25.00
Total								364.46	0.00	364.46

C

7 January 2021 (2020-2021)

**Walmer Parish Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only**

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration		0.60	1	27,420.00	16,081.37	11,339	11,339
Allotments	2,000.00	508.00	-1,492	1,000.00	654.14	346	-1,146
Audit Fees				1,200.00	1,163.00	37	37
Bank Interest	1,000.00	36.80	-963				-963
Climate emergency				750.00	28.52	721	721
Election Expenses				1,000.00		1,000	1,000
Events	5,650.00	550.00	-5,100	7,300.00	772.85	6,527	1,427
Grants and Donations		400.00	400	5,000.00	2,200.00	2,800	3,200
Hawkshill Management Plan							
Land Management	972.00	903.20	-69	7,900.00	1,661.15	6,239	6,170
Office premises				412.00		412	412
Precept	162,545.00	162,545.00					
Professional and Legal				1,675.00	1,926.31	-251	-251
Projects and Activities	100.00		-100	58,300.00	35,334.41	22,966	22,866
Publicity and Promotion		140.00	140	1,800.00	1,067.00	733	873
Quadrennial tree survey				3,000.00		3,000	3,000
Staff Salaries, PAYE, NI				52,000.00	37,799.21	14,201	14,201
Stony Path				8,875.00	450.00	8,425	8,425
Tree planting				5,742.00		5,742	5,742
Unallocated		1,147.75	1,148	6,500.00	2,278.37	4,222	5,369
VAT Repayments							
<b>NET TOTAL</b>	<b>172,267.00</b>	<b>166,231.35</b>	<b>-6,036</b>	<b>189,874.00</b>	<b>101,416.33</b>	<b>88,458</b>	<b>82,422</b>
Total for ALL Cost Centres		166,231.35			101,416.33		
V.A.T.		3,524.85			2,571.62		
<b>GROSS TOTAL</b>		<b>169,756.20</b>			<b>103,987.95</b>		

(D)

7 January 2021 (2020-2021)

## Walmer Parish Council

Prepared by: Kirsty Holroyd  
Name and Role (Clerk/RFO etc)

Date: 7-1-21

Approved by: \_\_\_\_\_  
Name and Role (RFO/Chair of Finance etc)

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 07/01/2021</b>		
	Cash in Hand 01/04/2020		261,376.28
	<b>ADD</b> Receipts 01/04/2020 - 07/01/2021		169,756.20
			431,132.48
	<b>SUBTRACT</b> Payments 01/04/2020 - 07/01/2021		103,987.95
			327,144.53
<b>B</b>	<b>Cash in Hand 07/01/2021</b> (per Cash Book)		
	Cash in hand per Bank Statements		
	Cash 04/05/2020	0.00	
	HSBC Bond 07/01/2021	75,316.29	
	Natwest SIBA 15/12/2020	10,895.82	
	Lloyds 04/05/2020	76,613.48	
	Co-operative Bank 09/04/2020	75,192.86	
	Natwest Current Account 07/01/2021	35,862.93	
	Unity Bank 07/01/2021	54,599.21	
			<b>328,480.59</b>
	Less unrepresented payments		1,416.17
			327,064.42
	Plus unrepresented receipts		80.11
			327,144.53
	<b>Adjusted Bank Balance</b>		
	<b>A = B Checks out OK</b>		

**Walmer Parish Council**  
**Uncashed payments\transfers out (All banks)**  
**(Upto 07/01/2021)**

Voucher	Date	Cheque No.	Description	Total	Bank
85	03/08/2020	2696664	light panels	335.63	Unity Bank
118	23/09/2020	dd	Office water - 8 the Strand	29.83	Natwest Current Account
184	08/12/2020	4365	Window catches	35.00	Natwest Current Account
194	15/12/2020	DD	Office photocopier	379.51	Natwest Current Account
196	17/12/2020	dd	Office phone	172.81	Natwest Current Account
210	03/12/2019	4362	Councillors' Allowances	420.00	Natwest Current Account
302	06/03/2019	4346	WIB Plants	43.39	Natwest Current Account
Total-----				<b>1,416.17</b>	

**Walmer Parish Council**  
**Uncashed receipts\transfers in (All banks)**  
**(Upto 07/01/2021)**

Voucher	Date	Cheque No.	Description	Total	Bank
28	06/01/2021	bacs	Wayleave payment	80.11	Natwest Current Account
			Total-----	80.11	

<p style="text-align: center;"><b>Walmer Parish Council</b>  <b>INTERNAL AUDIT 2020-2021</b>  <b>AUDIT PLAN WITH COMMENTS / FINDINGS</b></p>			
<p>I am pleased to report to Members of the Walmer Parish Council (the "Council"), that I have completed my interim internal audit of the Council's records for the six month period to 30 September 2020, following my audit visit and subsequent conversations on 9 November 2020.</p> <p>Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.</p> <p>I would like to take this opportunity to thank the Clerk/RFO, Mrs Kirsty Holroyd for their assistance given to me during my audit visit.</p>			
Area	Item	Comments / Findings Interim visit 9 Nov 2020	Comments / Findings Year-end Audit XX XXX 2021
Previous Audits	<ul style="list-style-type: none"> <li>Date of last External Audit Certificate or Exemption Certificate for 2019-20</li> <li>Comments if any</li> <li>Publication on website.</li> <li>Date of last Internal Audit</li> <li>Comments if any</li> <li>Review of any items outstanding from previous internal / external audit reports.</li> </ul>	<p>The 2019-20 AGAR was signed off by PKF Littlejohn on 7 Sept 2020 with one "Other Matter" comment referring to the return of the AGAR for correction, considered by Council 7 Oct 2020 Min 6001 (iv). The AGAR is on the website.</p> <p>Year-end Report considered by Council 1 July 2020 Min 5957 ii)</p> <p>Cllr Eddy raised a question regarding the suggestion of staff having 2 computer screens</p>	
Minutes	<ul style="list-style-type: none"> <li>Scan of the minutes of the Council's meetings and the Finance Committee.</li> <li>Virtual Meetings ?</li> <li>General Power of Competence ?</li> <li>Dispensations</li> <li>S.40 LA&amp;A Act 2014 filming/recording</li> </ul>	<p>Minutes scanned to October 2020</p> <p>Council 13 May 2020 – first Zoom Council meeting</p> <p>The Planning Committee held 21 April was the first Zoom Meeting.</p> <p>GPC in place from 12 June 2019</p> <p>YES, for the Budget/Precept discussions and prior to meetings as necessary</p> <p>Permanent feature of agendas</p>	

Code of Conduct/ Acceptance of Office	<ul style="list-style-type: none"> <li>• Date adopted</li> <li>• Any changes in elected/co-opted members since last Audit ?</li> <li>• DPI's complete</li> <li>• DPI's on website or weblink</li> <li>• New Governance Compliance</li> <li>• NEXT ELECTION ?</li> </ul>	<p>LGA – New Model Code of Conduct – Min 5959 1</p> <p>July 2020 noted</p> <p>12 Cllrs in post, 3 Councillors (E Orridge, L Orridge &amp; Bailey) unexpectedly resigned which was discussed at the HR Committee 18 Aug and at Council - 9 Sept 2020 Min 5975.</p> <p><b>Post Audit Note:</b> Cllr Pitcher has recently resigned 3 applications for Co-option received to be interviewed by the HR Comm (as mentioned in Council 7 Oct 2020 Minutes 6000 ii)</p>	
Standing Orders and Financial Regulations	<ul style="list-style-type: none"> <li>• Have they been formally adopted and applied?</li> <li>• Have any changes been made since they were adopted or the last audit?</li> <li>• Have any changes been formally adopted by the Council?</li> <li>• Virtual Meetings / Delegation to Clerk/RFO re Covid -19 ?</li> <li>• Updated re New NALC Models SO's 2018, Fin Regs 2019 ?</li> <li>• Two signature rule still in place?</li> </ul>	<p>F&amp;GP 17 June 2020 Min 1057 ii) approved updated Fin Regs with a couple of changes relating to the opening of sealed tender documents (at least 2 members plus the Clerk, and the credit card limit to be raised to £1,000pm)</p> <p>Annual review of SO's by the Clerk – 1 July 2020 Min 5958 with query re no mention of remote meetings, passed to KALC NOT necessary – 9 Sept Min 5969</p> <p>Sect 101 Delegation of Powers 9 Sept 2020 Min 5979 iii) – amendments approved.</p> <p>Scheme of Delegation approved by F&amp;GP 17 June 2020 Min 1058</p>	



<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>• <b>Risk Assessments</b> – Are they:             <ul style="list-style-type: none"> <li>○ Carried out regularly?</li> <li>○ Adequate?</li> <li>○ Reported in the minutes?</li> <li>○ <b>ANNUAL REVIEW</b> ?</li> </ul> </li> <li>• Insurance cover – is it:             <ul style="list-style-type: none"> <li>○ Appropriate/Adequate?</li> <li>○ LTA in place?</li> <li>○ Reviewed regularly?</li> <li>○ Fidelity Guarantee Cover £ (Balances + ½ Precept)</li> </ul> </li> <li>• Internal controls – are they:             <ul style="list-style-type: none"> <li>○ Documented?</li> <li>○ Adequate?</li> <li>○ Reviewed regularly?</li> <li>○ <b>Statement of Internal Control (SIC)?</b></li> </ul> </li> <li>• Systems and Procedures – are they:             <ul style="list-style-type: none"> <li>○ Documented?</li> <li>○ Adequate?</li> <li>○ Followed?</li> <li>○ Reviewed regularly?</li> </ul> </li> </ul>	<p>F&amp;GP 17 June 2020 Min 1057 iii) Risk Management Statement 2020-21</p> <p><b>RoSPA Annual Inspection – Play Safety in July 2020</b></p> <p>New 3-year agreement from 16 April 2020 with Pen Underwriting Ltd using AXA as the insurance provider. The renewal had been discussed at F&amp;GP 26 Feb 2020 Min 1043, before lockdown. 3 quotes were received plus a quote from the existing provider. Email approval to stay with the existing provider sought from Chairman, Vice Chairman and Chair of Finance Comm. Reported to Council at the Annual Meeting held 13 May 2020.</p> <p>Fidelity cover remained at £400,000 Buildings Insurance for the Council Offices paid by the Landlord who covers the whole building. Council reimburses ¼ of the cost.</p> <p>F&amp;GP 17 June 2020 Min 1057 iv) approved the Statement of Internal Control for 2020-21</p> <p>F&amp;GP Comm responsible for regular reviews assisted by the two Internal Auditors, Cllrs Pitcher &amp; Symons (Min 1052 – F&amp;GP 17 June 2020).</p> <p>F&amp;GP 14 Oct 2020 Min 1076 approved H&amp;S Policy and Equality &amp; Diversity Policy subject to further tweaks by the Clerk and Cllr Herring</p>	
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<b>Budgetary Controls</b>	<ul style="list-style-type: none"> <li>Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> <li><b>Budget/Precept amounts minuted?</b></li> </ul> </li> <li>Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> <li>Compare with Fin Regs?</li> </ul> </li> <li>Are significant variances explained in sufficient detail?</li> <li><b>Covid-19 implications ?</b></li> </ul>	<p>F&amp;GP 17 June 2020 Min 1056 1<sup>st</sup> Qtr</p> <p>F&amp;GP 14 Oct 2020 Min 1073 2<sup>nd</sup> Qtr at the same meeting the Council approved the grant to Dover DC towards the cost of the public toilets and the paddling pool closed due to Covid-19 - Min 1074 £38,538</p> <p>F&amp;GP Budget Meeting – 25 Nov 2020</p> <p>There are no significant implications for the Council's Budget due to Covid-19</p>	
<b>Section 137 expenditure</b> <b>£8.32 FOR 2020-21</b> <b>(£8.12 FOR 2019-20)</b>	<ul style="list-style-type: none"> <li>What is the cash limit for the year?</li> <li>Is a separate account/analysis kept?</li> <li>Has the cash limit been exceeded?</li> <li>Have the spending powers been properly used and Minuted?</li> </ul>	<p>Not necessary, GPC adopted.</p>	
<b>Book-keeping</b>	<ul style="list-style-type: none"> <li>Cashbook - is it: <ul style="list-style-type: none"> <li>Fit for purpose?</li> <li>Up to date?</li> <li>Arithmetically correct?</li> <li>Balanced regularly?</li> </ul> </li> </ul>	<p>Scribe accounting package, output to Excel for reporting.</p> <p>No detailed checks during this visit, but output viewed eg bank recs. and monitoring reports</p> <p>Cllr Internal Auditors carry out some checks.</p>	

<p><b>Petty Cash</b></p> <ul style="list-style-type: none"> <li>Has the amount of petty cash float been agreed?</li> <li>Are all petty cash entries recorded?</li> <li>Are payments made from petty cash fully supported by receipts / VAT invoices?</li> <li>Are petty cash reimbursements signed for?</li> <li>Date of last petty cash reimbursement ?</li> <li>Is petty cash balance independently checked regularly</li> </ul>	<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>Who is on the payroll and are contracts of employment in place?</li> <li>Who is the RFO?</li> <li>Annual Appraisal in place ?</li> <li>Have there been any changes to the establishment during the year?</li> <li>Have there been any changes to individual contracts during the year?</li> <li>Have new appointments and changes to contracts been approved and minuted?</li> <li>Do salaries paid agree with those approved by the Council?</li> <li>Have PAYE/NIC requirements been properly applied and accounted for?</li> <li>Payroll outsourced?</li> <li>WORKPLACE PENSION IN PLACE</li> </ul>	<p>Petty cash held for refreshments and misc. items as required.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No change in the staffing arrangements other than the staff are working from home, only coming to the Office for specific purposes such as the Interim Internal/Audit visit !</p> <p>Clerk &amp; RFO (26hrs pw), Asst. Clerk (was 19hrs pw increased to 22hrs pw), Admin. Asst (12hrs pw),</p> <p><b>Post Audit Note:</b> The Clerk has been successful in obtaining a position with another Council and will be leaving during December 2020.</p> <p>Staff to receive a pro-rata % of the HMRC home-working allowance (£4pw to 6 April 2020 and then £6pw ) Council 10 June 2020 Min 5935 ii)</p> <p>Batchelor Coop</p> <p>The Actuarial Review of the LGPS was received by F&amp;GP 17 June 2020 Min 1061 advising of the increased employer contribution to 19.3% for the next 3-years.</p>	
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<p><b>Payments</b></p>	<ul style="list-style-type: none"> <li>• Are all payments recorded and supported by appropriate documentation?</li> <li>• Are payments minuted?</li> <li>• Review of DD's and SO's ?</li> <li>• <b>STAFF costs definition for inclusion in Box 4 for 2020-21, check parity for 2019-20 ?</b> Currently includes salary, tax, NIC &amp; Pension (employee &amp; ers) + taxable benefits ( home working allowance, broadband &amp; phone allowance etc NOT incl.</li> <li>• Has VAT been identified, recorded and reclaimed?</li> <li>• Have internal control procedures been adhered to?</li> <li>• <b>Contracts:</b> <ul style="list-style-type: none"> <li>○ What contracts exist?</li> <li>○ Compliance with SO's</li> <li>○ Have any new contracts or contract variations/extensions been awarded in the year?</li> <li>○ Procedures adopted for letting of contracts</li> <li>○ Have contract payments been made in accordance with the contract document?</li> </ul> </li> </ul>	<p>During Covid-19, "batches of invoices" are being sent to Cllrs for approval and getting payments signed-off at Council.</p> <p>Council 13 May 2020 Min 5918 2) – approved DD list including new items for Zoom license (£14.39pm) and new office mobile phone (£6pm)</p> <p>Payroll costs dictated by the coding structure of the Scribe Accounting Package and is compliant.</p> <p><b>2019-20 VAT claim for £3,525</b></p> <p><b>Sample contracts in place.</b> KCC – Ricoh photocopier M Johnson - Office rental F&amp;GP 14 Oct 2020 Min 1074 DDC request for Fin support for Pub Cons AND Contractors Policy Clagues appointed to carry out prep of planning permission of young persons' housing project York &amp; Albany Close Min 5976 iii) Chapman Landscapes – management of the "hanging baskets" Rhino Plant Hire – grounds maintenance works</p>	
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Receipts	<ul style="list-style-type: none"><li>Are all receipts recorded correctly?</li><li>Are all receipts promptly banked?</li><li>Precept, CTSG and Sect 136 payments</li><li>Are internal controls of cash adequate?</li><li>Are invoicing arrangements adequate?</li><li><b>Covid-19 implications?</b></li></ul>	<p>The Council has lost several events due to the Covid-19 pandemic most notably the Brocante. The income from this event has either been reimbursed or kept for the 2021 Brocante, which will mean that the income for 2021-22 will be reduced accordingly.</p> <p>Brocante Event in May 2020 cancelled initially re-scheduled for Aug 29<sup>th</sup> now moved to May 2021. Some refunds have been issued other stallholders have effectively pre-paid for 2021.</p>													
Bank reconciliation & PWLB Loans	<ul style="list-style-type: none"><li>What current/deposit accounts exist?</li><li>FSCS aware and compliant?</li><li>Are bank reconciliations regularly carried out for each account?</li><li>Level of Balances to Precept ratio</li><li>Are the cheque counterfoils, paying-in books and bank statements adequately referenced?</li><li>When was the last review of the banking arrangements?</li><li><b>Internet Banking/Corporate Card and if in place Financial Regs updated ?</b></li><li>Signature review (Two signatures required?)</li><li>Any PWLB loans ?</li></ul>	<p><b>Bank balances as at 30 Sept 2020 (rounded)</b></p> <table><tr><td>NatWest current a/c 1484</td><td>£77,442</td></tr><tr><td>Co-op Bank a/c 7987</td><td>£75,193</td></tr><tr><td>NatWest SIBA a/c 9466</td><td>£10,896</td></tr><tr><td>HSBC Bond a/c 3557</td><td>£75,314</td></tr><tr><td>Unity Trust a/c 9083</td><td>£64,962</td></tr><tr><td>TOTAL bank balances =</td><td>£380,421</td></tr></table> <p>ignores unpresented cheques and unbanked receipts.</p> <p>Lloyds TSB a/c 3704      £76,613 (LTI)</p> <p>Investment with Hampshire Trust Bank put on hold Council 13 May 2020 Min 5914. F&amp;GP Comm decided to leave the investment with the Co-op – 17 June 2020 Min 1057 i) part of the Annual Investment Strategy recommendations</p> <p>F&amp;GP 14 Oct 2020 Min 1075 considered a report on Ethical Banking – resolved to adopt the report/policy produced on behalf of the Climate Emergency Working Group. Proposed changes to the above investments – Close the HSBC a/c and transfer to a deposit account with Triodos and on maturity (Dec 2020) trf to an account with TSB</p> <p>Lloyds corporate credit card - F&amp;GP 17 June 2020 Min 1057 ii) approved updated Fin Regs including the credit card limit to be raised to £1,000pm</p> <p><b>Min 5978 iv) Cllr Le Chevalier to be 2<sup>nd</sup> signatory to HSBC A/c (Bond) with Cllr Heath</b></p> <p>No loans, but considering one regarding the "new offices" project</p>	NatWest current a/c 1484	£77,442	Co-op Bank a/c 7987	£75,193	NatWest SIBA a/c 9466	£10,896	HSBC Bond a/c 3557	£75,314	Unity Trust a/c 9083	£64,962	TOTAL bank balances =	£380,421	
NatWest current a/c 1484	£77,442														
Co-op Bank a/c 7987	£75,193														
NatWest SIBA a/c 9466	£10,896														
HSBC Bond a/c 3557	£75,314														
Unity Trust a/c 9083	£64,962														
TOTAL bank balances =	£380,421														

Assets and Asset Register (AR)	<ul style="list-style-type: none"> <li>Are all the material assets owned by the Council recorded in an AR ?</li> <li>Is the AR up to date?</li> <li>Basis of Asset Values?</li> <li>Are investments recorded?</li> <li>Are the valuations regularly reviewed?</li> <li>Does the AR show the insurance values ?</li> <li>Digital Photographic evidence?</li> <li>Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ?</li> </ul>	<p>Potential New Office Accommodation – 62 The Strand Confidential discussion – 9 Sept 2020 Min 5981/2 asking price £365k. Delegated to Chair of Council and Chair of F&amp;GP + Clerk.</p> <p>Full Report and extensive Minutes of the Extraordinary Council 30 Sept 2020 referring to a PWLB loan of £250k over 20 years likely impact for Band D = £5.42. Mention of a leaflet drop to every household as part of the public consultation, draft discussed by Council 7 Oct 2020 Min 6002.</p> <p>Post Audit Note: The leaflet drop was completed on 26 Oct 2020, public consultation period ended 10 Nov 2020.</p>	
Year-end procedures Inc. AGAR	<ul style="list-style-type: none"> <li>Does the 2020-21 AGAR Statement of Accounts agree with the cashbook?</li> <li>Is there an audit trail from the financial records to the accounts?</li> <li>Have debtors and creditors been properly recorded?</li> <li>Date of approval of 2019-20 AGAR &amp; Certificate of Exemption if applied</li> <li>PROOF of public rights provision during summer 2020 &amp; website– AIAR ICO L</li> <li>New governance compliance regime - refer to new Practitioners' Guide 2020</li> </ul>	<p>Year end procedures to be checked at final audit</p> <p>2019-20 AGAR approved by Council 13 May 2020 (Mins 5918 1aii) &amp; aiii)</p> <p>Date of Announcement – 12 June 2020 Public Inspection period – 15 June to 24 July 2020 Evidence – A screenshot of the posting shows a published date of 11 June 2020</p>	

<p><b>Additional tests – (as necessary)</b></p>	<ul style="list-style-type: none"> <li>Computer systems: <ul style="list-style-type: none"> <li>The procedures for the backing up of computerised records</li> <li>Council owned PC/laptop ?</li> <li>Email security</li> <li>Encryption of data?</li> </ul> </li> <li>Record keeping and the arrangements in place to store previous year's accounts etc.</li> <li>Annual review of the effectiveness of Internal Audit inc. Appointment of IIA</li> <li>Website host and Webmaster and any changes?</li> <li>Website functionality &amp; accessibility (23 Sept 2020 deadline) NALC L09-18</li> <li>TRANSPARENCY CODE compliant ?</li> <li>Post GDPR (25 May 2018) <ul style="list-style-type: none"> <li>Privacy Notice</li> <li>Cllr email addresses?</li> <li>Email disclaimer</li> <li>Other matters inc DPO arrangements</li> </ul> </li> </ul>	<p>Edge IT support arrangements in place. "Sharepoint" Cloud back-up in place. Microsoft 365 Business Standard in place. Hosted "mail-box", 1Tb back-up via OneDrive and shared storage via Sharepoint.</p> <p>Extra-ordinary F&amp;GP Comm – 23 June 2020 convened to decide on a new website – Min 1066(iv) recommended Vision ICT. 3 staff + Cllrs Beard-Gould &amp; Herring to guide the website development Min 5954 iv) 1 July 2020</p> <p>Vision ICT requested to produce a website conforming with the Accessibility Regs 2018. F&amp;GP 14 Oct 2020 Min 1077</p> <p>Council informed that the website was nearing completion to "go-live" – Council 7 Oct 2020 Min 6000 iii) also advised that the existing EIS website would continue to be maintained until January 2021.</p> <p><b>Post Audit Note:</b> The Clerk advised that no "go-live" date had been given by Vision ICT !</p> <p>Satswana appointed as DPO for 2020 F&amp;GP Min 1045. put on hold Council 13 May 2020 Min 5914 F&amp;GP 17 June 2020 Min 1059</p>	
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## KALC COMMUNITY AWARDS SCHEME 2021

**Supported by the High Sheriff of Kent, Kent County Council and Medway Council**

### OUTLINE

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The 2021 Awards Scheme was launched on 23 November 2020, with a closing date for nominations of 12 February 2021 so that the presentation of the awards can take place at the 2021 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and 1 June 2021. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

#### Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups due to the importance of the High Sheriff of Kent, KCC Chairman and Mayor of Medway needing to remain impartial.

#### What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

#### What is the criteria for making an Award?

There will be no pre-determined criteria on what a "significant contribution to the local community" might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.



What does the winner receive?

This will be a Certificate signed by the High Sheriff of Kent, the Chairman of Kent County Council/Mayor of Medway and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2021 Annual Meeting. The High Sheriff of Kent, Chairman of Kent County Council/Mayor of Medway or the KALC Chairman could also participate in the presentation of the Awards if they are invited by the Local Council and are available. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

**ANNEX A**

**Examples of possible criteria**

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown;
- Any obstacles that had to be overcome;
- The amount of benefit derived by the community;
- The number of people benefited or affected;
- The length of service;
- Such other matters that in the opinion of the Council promote the purpose of the Award.



Advice from Clive Stilwell: Local Council Consultancy Associate Manager

Excerpt from The Clerk: SLCC's periodical

The General Power of Competence and what to do if the Clerk leaves the post.

If your Council has already adopted the Power, you can continue to carry out activities which started whilst the council complied with the criteria. Don't panic about the council having to stop these if it temporarily ceases to meet the qualified clerk criterion. Provided the Council resolves to re-adopt when a qualified Clerk is in place (and meets the other criteria), there is no barrier to normal council business continuing despite it being unable to use the Power on new activities.

## **Office Review – a brief update**

Further to the extraordinary meeting of Tuesday December 15 (minute 6048 iv) I reinstated the office review with the HR Partnership. Our consultant Mel Clements contacted me on 6 January, and I spent an hour with her explaining the current roles and responsibilities of the office staff. She has copies of current Terms of Employment, and job descriptions for all three posts.

Mel therefore has an up to date snapshot of the way the office is run up to the end of 2020. I explained that I was leaving the post and that it would be for Council and the new Clerk to decide next steps and strategies, although I did outline the new projects Council has identified for 2021 which could affect staffing needs.

Mel will shortly be contacting Kevin Lynch, Cllr Murray and Cllr Mrs Beard-Gould for their input into the review. She may also liaise with other staff members.

K Holroyd

7 January 2020.