

### **Agenda Item 67     Councillor Dispensation**

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation you need to write to the Clerk ahead of the meeting stating your reasons on why you should be given a dispensation.

### **Agenda Item 70     emails circulated**

If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

### **Agenda Item 71     Clerk's Report**

| <b>Minute</b> | <b>Action</b>  | <b>Complete ✓</b> |
|---------------|--|-------------------|
| 20/055        | Minutes placed on website.   | ✓                 |
| 20/059 a      | Payments made to suppliers.  | ✓                 |
| 20/060        | Planning responses sent to Babergh.  | ✓                 |
| 20/063        | Community Wardens have Litter Pick date of 1st November 2020 in their diary.                     | ✓                 |
|               |  |                   |
|               | <b>Clerk Hours</b>   |                   |
|               | As at 23rd August 2020 the Clerk Worked 81.5 hours / Paid 80 hours excluding Neighbourhood Plan. |                   |

**Agenda Item 72a External Audit Report**

PKF Littlejohn LLP



Mr Dave Crimmin  
Little Cornard Parish Council  
Cragston  
Sudbury Road  
Newton  
SUDBURY  
Suffolk  
CO10 0QH

Our ref SF0251  
SAAA ref SB05249

Email sba@pkf-littlejohn.com

31 July 2020

Dear Mr Crimmin

**Little Cornard Parish Council**

**Completion of the limited assurance review for the year ended 31 March 2020**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Little Cornard Parish Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority's website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the "Notice" must be published. There is no requirement for the "Notice" to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference SF0251 or Little Cornard Parish Council as a reference when paying by BACS.

## Timetable for 2020/21

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

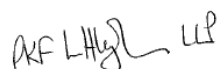
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
  - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

## Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: [https://www.pkf-littlejohn.com/sites/default/files/24\\_satisfaction\\_survey\\_2019-20.docx](https://www.pkf-littlejohn.com/sites/default/files/24_satisfaction_survey_2019-20.docx)

Yours sincerely



PKF Littlejohn LLP

### Section 3 – External Auditor Report and Certificate 2019/20

In respect of **LITTLE CORNARD PARISH COUNCIL – SF0251**

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

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

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

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

#### 2 External auditor report 2019/20

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:

None.

#### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

30/07/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Agenda Item 72b Asset Register

### LITTLE CORNARD PARISH COUNCIL

#### Asset Register as at 1st September 2020

| APC Asset No | Date Purchased | Description  | Value            | Tag / Reference | Location       | Ins Value        | Notes        |
|--------------|----------------|--------------|------------------|-----------------|----------------|------------------|--------------|
|              |                | Bus Shelter  | £3,392.00        |                 | Bures Road     | £5,400.00        |              |
|              |                | Notice Board | £80.00           |                 | Bures Road     |                  | Below Excess |
|              |                | Notice Board | £80.00           |                 | Upper Road     |                  | Below Excess |
|              |                | Notice Board | £50.00           |                 | Wyatts Lane    |                  | Below Excess |
|              |                | Grit Bin     | £90.00           |                 | Wyatts Lane    |                  | Below Excess |
|              |                | Grit Bin     | £90.00           |                 | Spout Lane     |                  | Below Excess |
|              |                | Grit Bin     | £90.00           |                 | Spout Lane     |                  | Below Excess |
|              |                | Cornard Mere | £1.00            |                 | Bures Road     |                  |              |
|              | Jun-16         | Dog Bin      | £87.00           |                 | Upper Road     |                  | Below Excess |
|              | Jun-16         | Dog Bin      | £87.00           |                 | Upper Road     |                  | Below Excess |
|              | Jun-16         | Dog Bin      | £87.00           |                 | Bures Road     |                  | Below Excess |
|              | Apr-17         | Dog Bin      | £87.00           |                 | Kedington Hill |                  | Below Excess |
|              | Mar-18         | Grit Bin     | £72.00           |                 | Upper Road     |                  | Below Excess |
|              | Mar-18         | Grit Bin     | £72.00           |                 | Wyatts Lane    |                  | Below Excess |
|              | Apr-19         | Grit Bin     | £75.00           |                 | Kedington Hill |                  | Below Excess |
|              | Apr-19         | Grit Bin     | £75.00           |                 | Upper Road     |                  | Below Excess |
|              | Apr-19         | Grit Bin     | £75.00           |                 | Wyatts Lane    |                  | Below Excess |
|              |                | <b>Total</b> | <b>£4,590.00</b> |                 | <b>Total</b>   | <b>£5,400.00</b> |              |
|              |                |              |                  |                 |                |                  |              |
|              |                |              |                  |                 |                |                  |              |

## Agenda Item 72c Insurance

Currently awaiting the renewal papers.

## Agenda Item 72d RFO Report

### Receipts & Payments

| Date     | Details                        | Ref  | Power             | Receipts | Payments |
|----------|--------------------------------|------|-------------------|----------|----------|
| 17/07/20 | ICO - Data Protection          | D/Dr | LA 2011 ss 1 to 8 | 0.00     | 35.00    |
| 08/09/20 | PKF Littlejohn - Audit Fee     | 568  | LA 2011 ss 1 to 8 | 0.00     | 240.00   |
| 08/09/20 | DF Crimmin - Expenses March to | 569  | LA 2011 ss 1 to 8 | 0.00     | 326.44   |

### Reconciliation

|                    | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|--------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Treasurers Account | 30/07/20       | £22,368.39        | £21,760.20     | £608.19             | £0.00             | £0.00      |
| Cash               | 01/09/20       | £0.00             | £0.00          |                     |                   | £0.00      |
|                    |                | £22,368.39        | £21,760.20     | £608.19             | £0.00             |            |

### Budget v's Actual

|                  | Budget           | Actual            |                    | Reserves         | Budget           | Actual            |
|------------------|------------------|-------------------|--------------------|------------------|------------------|-------------------|
| Assets B/Forward |                  | £12,822.59        |                    |                  |                  |                   |
| <b>Income</b>    |                  |                   | <b>Expenditure</b> |                  |                  |                   |
| Precept          | £6,000.00        | £3,106.00         | Clerks Salary      |                  | £2,597.33        | £553.92           |
| Grants           | £276.40          | £0.00             | Admin              | £1,200.00        | £1,100.00        | £187.04           |
| Bank Interest    | £0.00            | £0.00             | Donations          |                  | £600.00          | £0.00             |
| NP Grant         | £0.00            | £8,395.00         | Subscriptions      |                  | £325.00          | £184.37           |
| CIL              | £0.00            | £0.00             | Insurance          |                  | £200.00          | £0.00             |
| VAT Repayment    | £0.00            | £426.23           | Inspection         |                  | £200.00          | £200.00           |
| Other            | £0.00            | £188.17           | Maintenance        |                  | £700.00          | £222.93           |
|                  |                  |                   | Village Hall       |                  | £0.00            | £0.00             |
|                  |                  |                   | Contingency        |                  | £500.00          | £469.85           |
|                  |                  |                   | NP                 |                  | £0.00            | £0.00             |
|                  |                  |                   | Community Wardens  |                  |                  | £1,000.00         |
|                  |                  |                   | VAT Paid           |                  | £0.00            | £359.68           |
| <b>Total</b>     | <b>£6,276.40</b> | <b>£12,115.40</b> | <b>Total</b>       | <b>£1,200.00</b> | <b>£6,222.33</b> | <b>£3,177.79</b>  |
|                  |                  |                   | Assets C/Forward   |                  |                  | £21,760.20        |
| <b>Total</b>     |                  | <b>£24,937.99</b> | <b>Total</b>       |                  |                  | <b>£24,937.99</b> |

# Associated Papers LCPC for Meeting on 8<sup>th</sup> September 2020

## Agenda Item 72d Clerk's Expenses

| Date  | Description                | Postage  |                |               | No of Calls    | Telephone<br>Phone Call to      | Printing |          |       | Travel<br>Miles |
|---|----------------------------|----------|----------------|---------------|----------------|---------------------------------|----------|----------|-------|-----------------|
|   |                            | 1st      | 2nd            | Other         |                |                                 | A4 Print | A3 Print | Lams  |                 |
| 02/03/20  |                            |          |                |               | 2              | C Johnson, C Bowden             |          |          |       |                 |
| 03/03/20  | Training / Meeting Pack    |          |                |               |                |                                 | 301      | 8        | 6     | 12              |
| 09/03/20  | Training                   |          |                |               | 1              | C Johnson                       |          |          |       | 20              |
| 10/03/20  | Meeting                    |          | 3              |               |                |                                 | 25       |          |       | 12              |
| 12/03/20  | Survey                     |          |                |               | 2              | C Johnson, N Hammond            | 100      |          |       |                 |
| 13/03/20  | Notices                    |          |                |               |                |                                 |          |          | 3     | 12              |
| 17/03/20  |                            |          |                |               | 1              | C Johnson                       |          |          |       |                 |
| 19/03/20  | NP Meeting                 |          |                |               |                |                                 |          |          |       | 12              |
| 20/03/20  |                            |          | 2              |               |                |                                 |          |          |       |                 |
| 28/03/20  |                            |          |                |               | 3              | C Johnson, N Hammond, K Gilbert |          |          |       |                 |
| 31/03/20  | Postage costs adjustment   |          |                | -£0.20        |                |                                 | 25       |          |       |                 |
| 01/04/20  |                            |          | 2              |               |                |                                 |          |          |       |                 |
| 28/04/20  |                            |          |                |               | 1              | C Johnson                       |          |          |       |                 |
| 04/05/20  |                            |          |                |               |                |                                 |          |          |       |                 |
| 05/05/20  |                            |          |                |               | 1              | C Johnson                       |          |          |       |                 |
| 07/05/20  | IA to Victoria             |          |                |               | 2              | N Hammond, C Johnson            | 30       |          | 4     | 12              |
| 13/05/20  |                            |          |                |               | 1              | C Johnson                       |          |          |       |                 |
| 14/05/20  |                            |          | 2              |               | 3              | K Gilbert, C Bowden, N Hammond  | 10       |          |       |                 |
| 22/05/20  |                            |          | 1              |               |                |                                 |          |          |       |                 |
| 01/06/20  |                            |          |                |               | 1              | B Smith                         |          |          |       |                 |
| 02/06/20  |                            |          |                |               | 1              | C Johnson                       |          |          |       |                 |
| 03/06/20  |                            |          |                |               |                |                                 | 26       |          |       |                 |
| 15/06/20  |                            |          |                |               | 1              | B Smith                         |          |          |       |                 |
| 29/06/20  |                            |          |                |               | 1              | Clive Johnson                   |          |          |       |                 |
| 03/07/20  |                            |          | 1              |               | 1              | Clive Johnson                   |          |          |       |                 |
| 07/07/20  |                            |          |                |               |                |                                 | 21       |          |       |                 |
| 15/07/20  |                            |          | 2              |               | 1              | Bradley Smith                   |          |          |       |                 |
| 28/07/20  |                            |          |                |               | 1              | C Johnson                       |          |          |       |                 |
| 21/08/20  |                            |          |                |               |                |                                 | 13       |          |       |                 |
| 26/08/20  |                            |          |                |               |                |                                 | 10       |          |       |                 |
|   |                            |          |                |               |                |                                 |          |          |       |                 |
|   |                            |          |                |               |                |                                 |          |          |       |                 |
|   |                            |          |                |               |                |                                 |          |          |       |                 |
|   |                            | 0        | 13             |               | 24             |                                 | 561      | 8        | 13    | 80              |
|   |                            | £0.00    | £8.45          | -£0.20        | £2.88          |                                 | £28.05   | £0.80    | £1.56 | £36.00          |
| <b>Expenditure on behalf of Little Cornard Parish Council</b> |                            |          |                |               |                |                                 |          |          |       |                 |
| Date  | Description                | Ref      | Gross          | VAT           | Net            | Account Heading                 |          |          |       |                 |
| 13/05/20  | Grit Bin - Glasdon's order | 1        | £225.80        | £37.63        | £188.17        | Maintenance                     |          |          |       |                 |
| 22/07/20  | SLCC Membership            | 2        | £23.10         | £0.00         | £23.10         | Admin                           |          |          |       |                 |
|   | Postage                    |          | £8.25          |               | £8.25          |                                 |          |          |       |                 |
|   | Cost of Calls              |          | £2.88          |               | £2.88          |                                 |          |          |       |                 |
|   | Printing                   |          | £28.85         |               | £28.85         |                                 |          |          |       |                 |
|   | Laminates                  |          | £1.56          |               | £1.56          |                                 |          |          |       |                 |
|   | Travel Costs               |          | £36.00         |               | £36.00         |                                 |          |          |       |                 |
|   | <b>Total</b>               |          | <b>£326.44</b> | <b>£37.63</b> | <b>£288.81</b> | Balanced                        |          |          |       |                 |
|   | Mileage rate from 6/4/2011 | 45p      |                |               |                |                                 |          |          |       |                 |
|   | 1st Class Post             | 76p      |                |               |                | Admin                           | £64.64   |          |       |                 |
|   | 2nd Class Post             | 65p      |                |               |                | NP Admin                        | £0.00    |          |       |                 |
|   | Telephone Calls            | 10p +VAT |                |               |                | Maintenance                     | £188.17  |          |       |                 |
|   | A4 Printing per page       | 5p       |                |               |                | Staff Mileage                   | £36.00   |          |       |                 |
|   | A3 Printing per page       | 10p      |                |               |                | VAT                             | £37.63   |          |       |                 |
|   | Laminates                  | 12p      |                |               |                |                                 | £326.44  |          |       |                 |

## Agenda Item 73b Planning Status

| Application Reference | Address                       | Planning Details   | LCPC Minute | Parish Council Comments | Babergh DC Comments |
|-----------------------|-------------------------------|--|-------------|-------------------------|---------------------|
| DC/20/02671           | Kingsbury Cottage, Upper Road | Change of use of agricultural land to amenity garden land.                                     | 20/060a     | Supported               | Approved 27/08/2020 |
| DC/20/02790           | The Bumbles, Upper Road       | Notification of Works to Trees Protected by a Preservation Order - 1no Oak Tree - Reduce size. | 20/060a     | No objections           |                     |

## Agenda Item 76 Planning White Paper

As per the email circulated to you on the 27<sup>th</sup> August 2020.

## **Agenda Item 77     Draft CIL Policy**

The aim of this policy is to provide guidance to parish councillors on how the parish council (LCPC) will review its plans for and use of the Community Infrastructure Levy (CIL) received from the district council.

### **CIL Overview**

CIL is the levy that local authorities can charge on developments in their area to ensure facilities and services in the area have capacity to keep up with new homes and to enable further sustainable growth. The CIL Charging Schedule sets out the rate per square metre for charged developments which is payable on commencement of Permitted Development as well as Planning Permission development.

A portion of CIL income is paid to LCPC to be spent on offsetting the impacts of development in the area. The remaining CIL income is spent by the district council. LCPC has a duty to spend CIL income on providing, improving, replacing, operating or maintaining infrastructure that supports the development of the parish's area or anything else concerned with addressing the demands that development places on the area.

The amount passed on depends on the income received by the District which in turn depends on whether there has been development granted and commenced in Little Cornard and if all or any part of that development is granted exemption or relief from some / all of the CIL charge. The amount is also dependent on the presence of a Neighbourhood Plan and the number of dwellings in the area.

If development has been commenced in the area and there is an adopted Neighbourhood Plan, 25% of CIL will be passed on, otherwise 15% will be passed on capped at £100 per council tax dwelling in Little Cornard, multiplied by the index figure for the year.

As LCPC has adopted the General Power of Competence (GPC) it will also be able to rely on the exercise of the GPC to fund wider strategic infrastructure. For example, providing new roads or new or extended schools, libraries or doctors surgeries or providing affordable housing or village shops, gyms or cafés or funding or part funding a PCSO or a Community Warden etc. - so long as such expenditure can properly be said to relate to the provision, improvement, replacement, operation or maintenance of infrastructure or assists in addressing the demands that development places on Little Cornard.

CIL payments to LCPC will potentially be paid twice a year for the preceding 6 months' income in the same way as precepts. CIL income received between 1<sup>st</sup> April and 30<sup>th</sup> September will be paid by 28<sup>th</sup> October and CIL income received between 1<sup>st</sup> October and 31<sup>st</sup> March will be paid by 28<sup>th</sup> April.

If LCPC does not spend its CIL within 5 years of receipt the district council may send a repayment notice and the district council will spend the CIL income on LCPC's behalf following consultation. Exceptions may be made if LCPC can show they have allocated their CIL income to a particular project for which they are accumulating funds before spending.

If LCPC is unable to repay the amount specified in the repayment notice the district council will recover the amount from future CIL income that LCPC is due to receive.

LCPC must publish a report on their CIL income and expenditure every year.

Further guidance on CIL can be found in ***CIL Guidance for Parish and Town Councils, Babergh District Council (April 2016)***.

## CIL Policy

LCPC will develop a Parish Infrastructure Investment Plan (PIIP) which will provide an audit of existing facilities within the locality, capture opinion on the needs and wants of residents and identify opportunities for collaborative spending with other groups, PC's, etc. to achieve the best use of funding sources for the benefit of the community. This will be reviewed annually at the May meeting.

LCPC will review any proposed expenditure of its CIL money against the PIIP and ensure that the expenditure is for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

LCPC will share the PIIP with the district council in order to help the district council gather information about how the community access facilities and to make decisions on how best to spend the district council's portion of CIL income to mitigate the impacts of development, improve facilities for the community and enable further sustainable growth where appropriate. A copy of the PIIP will be forwarded to the district council at the start of June each year.

LCPC will record in its accounts, all carried over CIL, CIL receipts and expenditure for each year. It will also prepare an Annual CIL Report for each financial year (the 12 months ending 31<sup>st</sup> March) they receive CIL detailing:

- CIL receipts
- CIL expenditure
- A summary of items on which CIL has been spent
- The amount spent on each item
- The amount of any CIL repaid following a repayment notice
- The amount of CIL retained at the end of the year
- The amount of CIL from previous years retained at the end of the year.

The report will comply with accounting and audit procedures as set out in ***Governance and Accountability for Smaller Authorities in England, JPAG (March 2020)***.

The Annual CIL Report will be sent to the district council and published on the Little Cornard website by the start of June.

This Policy was adopted on 8<sup>th</sup> September 2020.

This Policy will be reviewed annually.

## **Agenda Item 77     Draft Investment Policy**

### **1.     INTRODUCTION**

- 1.1     This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Little Cornard Parish Council.
- 1.2     Authority reference is to the Council's Financial Regulations.
- 1.3     The Local Government Act 2003 Section 12 provides the power to invest:
  - a.         for any purpose relevant to its functions under any enactment or
  - b.         for the purpose of the prudent management of its financial affairs.

Section 15(1) of the Act requires a local authority to have regard:

  - a.         to such guidance as the Secretary of State may issue (Statutory Guidance on Local Government Investments - 3<sup>rd</sup> Edition effective 1<sup>st</sup> April 2018), and
  - b.         to such other guidance as the Secretary of State may by regulations specify for the purposes of this provision.
- 1.4     The Council acknowledges its duty of care to the community and the prudent investment of funds.

### **2.     OBJECTIVES**

- 2.1     The Council's priorities are, in the following ranking order:
  - (i)        The security of capital to minimise the risk of losses
  - (ii)       The liquidity of investments to meet the cash flow needs of the Council
  - (iii)      Maximising income within the framework of the national economic situation.
- 2.2     The Council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.
- 2.3     The borrowing of money purely to invest or to lend and make a return is not allowed and the Council will not engage in such activity.
- 2.4     The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).
- 2.5     Investments will be spread over different providers where appropriate to minimise risk.

### **3.     INVESTMENTS**

#### **Definition of an Investment**

- 3.1     The definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit; for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

#### **Investment Objectives**

- 3.2     This Investment Strategy has the following objectives in priority order: • Security – protecting the capital sum invested from loss • Liquidity – ensuring the funds invested are available for expenditure when needed • Yield – income return on the investment.

### **Specified Investments**

- 3.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.
- 3.2 The Council, for prudent management of its treasury balances may use - Treasury Deposits with UK clearing banks - Local Authorities or other Public Authorities approved public sector investment funds.
- 3.3 The choice of institution and length of deposit will be at the approval of the full Council.
- 3.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

### **Non-Specified Investments**

- 3.5 A non-specified investment are non-financial assets that the organisation holds primarily or partially to generate a profit. Where a local authority holds a non-financial investment, it will normally be a physical asset that can be realised to recoup the capital invested.
- 3.6 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

### **Liquidity of Investments**

- 3.7 The Council in consultation with the Responsible Financial Officer (RFO) will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 3.8 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

### **Long Term Investments**

- 3.9 Long Term Investments are defined in the Guidance as greater than 36 months.
- 3.10 The Council does not currently hold any funds in long term investments.

## **4. REPORTING**

- 4.1 The management of this policy will be by the RFO and reported to quarterly Council meetings held in June, September, December and March.

## **5. REVIEW**

- 5.1 This policy will be reviewed by the Council on an annual basis prior to the start of the new financial year.

## **6. PUBLICATION**

- 6.1 A copy of this policy will be made available on the Council's website.

This policy was adopted by Little Cornard Parish Council on the 8<sup>th</sup> September 2020

**Agenda Item 79     Autumn Litter Pick**

Councillors to confirm their acceptance of the Litter Pick Risk Assessment (as attached) for the planned event on the 1<sup>st</sup> November 2020.