

Associated Papers LCPC for meeting on 14th March 2023

Agenda Item 165 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 discussions 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 168 New Clerk/RFO

Mr Kevin Money was interviewed on 14th March and subject to ratification by the full council was offered the position of Clerk/RFO to Little Cornard Parish Council. As Clerk to several other councils some of the dates of council meetings for Little Cornard may need to be reconsidered. As he was already booked with another council for 14th March his first meeting with LCPC would be Tuesday 16th May. In the interim period the handover of details, document boxes, passwords and briefing is planned for Wednesday 15th March.

Agenda Item 169 Defibrillators

Active Med Supplies Ltd.
Suffolk Leisure Park, Bourne Hill, Wherstead,
Ipswich
Suffolk
IP2 8NQ
info@activemedsupplies.co.uk
VAT Registration No.: 349494846



ACTIVE MED SUPPLIES

Estimate

ADDRESS
Karen Gilbert
Little Cornard PC

SHIP TO
Karen Gilbert
Little Cornard PC

ESTIMATE 3438
DATE 25/11/2022

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Zoll AED 3 Fully Automatic	Zoll AED 3 Fully Automatic	20.0% S	2	1,150.00	2,300.00
	4000 Polycarbonate Cabinet Locked	4000 Polycarbonate Cabinet Locked	20.0% S	2	535.00	1,070.00
SUBTOTAL						3,370.00
VAT TOTAL						677.98
SHIPPING						19.90
TOTAL						£4,067.88

VAT SUMMARY		RATE	VAT	NET
		VAT @ 20%	677.98	3,389.90

Accepted By

Agenda Item 170 Planning

DC/21/06257 Application for a proposed excavation to create a reservoir reasonably necessary for the purpose of Agriculture at Yorley Farm, Upper Road, Little Cornard CO10 0PA was **GRANTED** on 01/12/22

Agenda Item 171 emails circulated

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

Agenda Item 172 Clerk's Report

Minute	Action	Complete
22/151	Planning comments to Babergh	*
22/148	Locality Budget email	*
22/158	Ordered new Dog Waste Bin	*
22/147	Letter to James Cartlidge	*
	Updated Suffolk Infolink	*
22/163	Parish Website updated by Mark Irwin	*
	Elections preparations	*
	Cancelled SALC Clerk vacancy advert	*
	Organised Clerk handover	*

Agenda Item 173 RFO Report

Statements from the bank were collected. No salary, WFHA or tax until new Clerk is in post. Hall hire to be paid.

Agenda Item 177 Community Wardens

Following up a discussion at the last meeting 10.01.23 on the state of litter in the Parish, the use of Community Warden hours to be decided upon.

Agenda Item 178 Elections in the Parish

Nomination Papers are available for those Councillors wishing to stand for re-election on 4th May. Babergh are producing advertising to go on Parish noticeboards from 16th March. The clerk will collect any completed papers from Councillors and make an appointment to hand them in.

Agenda Item 180

Internal Control & Internal Audit Processes

Under The Accounts and Audit Regulations 2015 (SI 2015/234) the Council must carry out a review of its Internal Controls and Internal Audit processes on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and Internal Audit processes and to consider the findings of this review.

Internal Control processes

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are held on Microsoft's One Drive Cloud storage.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. On the foot of each page of the minutes the fact that "Little Cornard Parish Council adopted the General Power of Competence on the 14th May 2019" is noted. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Lloyds Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting (suspended when meetings held virtually). All councillors except Mark Irwin are LCPC's signatories for the Lloyds accounts which require 2 signatories for a transaction.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash/cheques received are deposited as soon as practicable after receipt.

Internal Auditor

Victoria Shennan was appointed as this Council's Internal Auditor at the LCPC meeting held on 4th May 2021 minute 21/046. Victoria meets the criteria set for an internal auditor as she is independent of the Council, undertakes the audit with integrity, objectivity and a good understanding of local council legislation and procedures.