



## Worplesdon Parish Council

### Minutes of the Annual Meeting held 24 May 2018 in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.31pm

#### **280-2018- Present:**

**Councillors:** Chairman Cllr P Cragg, Cllr G Adam, Cllr D Bird, Cllr N Bryan, Cllr S Fisk, Cllr E Marks-Oldham, Cllr J Messinger, Cllr S Morgan MBE, Cllr N Mitchell, Cllr E Nagle, Cllr D Snipp, Cllr H Unwin-Golding and Cllr L Wright.

**Staff:** The Assistant Clerk.

Also present were:

Cllr David Elms, Cllr Bob McShee, and the DPO, Mr Keith Dewey.

#### **281-2018- Election of Chairman**

Cllr P Cragg had been nominated for the position of Chairman. A vote duly took place and Cllr P Cragg was unanimously elected as Chairman of the Parish Council for the municipal year 2018/2019.

#### **282-2018- Declaration of Acceptance of Office to be signed by the newly elected Chairman**

Cllr P Cragg duly signed his Acceptance of Office form.

#### **283-2018- Election of Vice-Chairman**

Nominations had been received for Cllr G Adam and Cllr N Mitchell.

A vote duly took place. Cllr N Mitchell received a greater number of votes and was elected Vice-Chairman of the Parish Council for the municipal year 2018/2019.

#### **284-2018- Public participation**

None.

#### **285-2018- To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40**

Apologies and reasons for absence were received from Cllr P Snipp and the Clerk. Apologies and reasons for absence were accepted.

Surrey County Councillor, Keith Witham also tendered his apologies.

#### **286-2018- Declaration of Disclosable Pecuniary Interests (DPIs) by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)**

No declarations were made.

#### **287-2018- To receive and consider written requests for new DPI dispensations**

None received.

#### **288-2018- Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

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### **289-2018- Declaration of Gifts or hospitality over £25**

No declarations were made.

### **290-2018- Borough Councillor's report**

Cllr B McShee reported:

1. In the recent review of committees, I have been removed from the Borough Economy and Infrastructure Executive Advisory Board and appointed to the Society, Environment and Council Development Executive Advisory Board.
2. The Council's Planning Department has responded to Questions 9 – 37, excluding question 36 (dealing with gas fired CHP engines) raised by the Planning Inspector regarding the draft Local Plan.
3. The Council has issued the draft Residential Extensions and Alterations Supplementary Planning Document (SPD) for public consultation. The consultation period will end on the 5<sup>th</sup> June.
4. The farm business tenancy at Burpham Court Farm has expired and the Council will be granting a Tenancy at Will while a new farm business tenancy is negotiated.
5. UK Power Networks have advised advance notice of power cuts on 30 May 2018 affecting properties in Wood Street Village.
6. Cllr Tony Rooth has resigned from the Conservative group on the Councillor to become an Independent Councillor.

Cllr E Nagle queried Cllr McShee's new role on the Advisory Board. Cllr McShee explained that it allows questions to be answered by lead members before going to full council. Cllr McShee will make the Parish Council aware of issues that affect the Parish and its residents.

Cllr E Nagle also queried the length of a short tenancy at Burpham Court. Cllr Elms explained that there are 2 properties location on the site, in addition to the farm. The two properties are to be sold after refurbishment. Cllr P Cragg asked whether the farm would be let as a farm. Cllr McShee felt it was unlikely to be a working farm.

Cllr S Morgan MBE asked if either Cllr Elms or Cllr McShee were aware of plans to dispose of Wanborough Great Barn. Cllr McShee had not heard anything to indicate that this is the case.

### **Cllr D Elms reported:**

I sit on numerous committees including Planning, Joint Executive Advisory Board, Borough, Economy and Infrastructure Executive Advisory Board, Licensing Committee (and Licensing Sub Committee), and am the Armed Forces Champion.

Street-traders need to apply for licences which come under the scrutiny of the committee of which I am Chairman. Of the two kebab vans located near the Royal Surrey County Hospital, only one has currently submitted a licence, which has been granted. Any application for the second will be refused. A licence has been refused for a stall on High Street, Guildford as it was deemed that it would not benefit the locality.

Cllr P Cragg thanks Cllrs McShee and Elms for their reports.

### **291-2018- County Councillor's report**

Cllr Witham had submitted an email in his absence stating that there was currently nothing to report.

[7.51pm Cllr B McShee left the meeting.](#)

### **292-2018- Election of the General Purposes and Finance Committee**

It was unanimously **RESOLVED** that the following members would serve on the General Purposes and Finance Committee for the municipal year 2018/2019:

Cllr G Adam, Cllr D Bird, Cllr N Bryan, Cllr J Messinger, Cllr S Morgan MBE and Cllr L Wright.

Cllr P Cragg and Cllr N Mitchell to serve as ex-officio members with full voting rights.

Cllr S Fisk and Cllr E Marks-Oldham were appointed as substitute members.

It was proposed Cllr G Adam, seconded Cllr N Bryan and unanimously **RESOLVED** that all three committees are populated by the same councillors with the same substitute members for each.

### **293-2018- Election of the Health, Safety and Welfare Committee**

It was unanimously **RESOLVED** that the following members would serve on the Health, Safety and Welfare Committee for the municipal year 2018/2019:

Cllr G Adam, Cllr D Bird, Cllr N Bryan, Cllr J Messinger, Cllr S Morgan MBE and Cllr L Wright. Cllr P Cragg and Cllr N Mitchell to serve as ex-officio members with full voting rights.

Cllr S Fisk and Cllr E Marks-Oldham were appointed as substitute members.

### **294-2018- Election of the Planning Committee**

It was unanimously **RESOLVED** that the following members would serve on the Planning Committee for the municipal year 2018/2019:

Cllr G Adam, Cllr D Bird, Cllr N Bryan, Cllr J Messinger, Cllr S Morgan MBE and Cllr L Wright.

Cllr P Cragg and Cllr N Mitchell to serve as ex-officio members with full voting rights.

Cllr S Fisk and Cllr E Marks-Oldham were appointed as substitute members.

### **295-2018- Election of the Staffing Committee**

It was unanimously **RESOLVED** that the following members would serve on the Staffing Committee for the municipal year 2018/2019:

Cllr G Adam, Cllr S Fisk, Cllr J Messinger and Cllr S Morgan MBE.

Cllr N Mitchell to serve as ex-officio member with full voting rights.

Cllr D Bird and Cllr H Unwin-Golding were elected as substitute members.

### **296-2018- To review/approve the Terms of Reference of the above Committees**

The Terms of Reference had been reviewed by the Clerk and issued to all members via email in advance of the meeting.

It was proposed Cllr N Bryan, seconded Cllr G Adam and unanimously **RESOLVED** that the revised Terms of Reference for each of the following 4 committees be approved:

- General Purposes and Finance Committee
- Health, Safety and Welfare Committee
- Planning Committee

- Staffing Committee

Consideration of the Terms of Reference for the following 2 committees was deferred to the next General Purposes and Finance Committee meeting:

- Traffic Committee
- IT Committee

### **297-2018- To review and approve the Standing Orders**

The Clerk had reviewed the Standing Orders and recommended that the Standing Orders be amended as follows:

- Index page – Text from Section 9 to be exchanged for the text from Section 10.
- Section 1 – Rules of debate at meetings – sub-section ‘a’ – from ‘at the discretion of the chairman at the meeting’, to ‘by resolution of the Council’.
- Section 1 – Rules of debate at meetings – sub-section ‘t’ – from ‘5 minutes’, to ‘3 minutes’.
- Section 3 – Meetings generally – sub-section ‘g’ – from ‘5 minutes’, to ‘10 minutes’, and to additionally include ‘If more than one member of the public wishes to speak, the time will be divided equally amongst those who wish to address the council.’
- Section 3 – Meetings generally – sub-section ‘s’ – to include ‘Voting in respect of the co-option of a councillor will be by signed ballot.’
- Section 5 – Ordinary council meetings – sub-section ‘e’ - From ‘if any’, to ‘and Vice-Chairman of the Council’.
- Section 5 – Ordinary council meetings – sub-section ‘j xvi’ - Remove 'Review of the council's complaints procedure;'.
- Section 5 – Ordinary council meetings – sub-section ‘j xvii’ - Remove 'Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;'.
- Section 5 – Ordinary council meetings – sub-section ‘j xviii’ - Remove 'Review of the council's policy for dealing with the press/media; and'.
- Section 10 - Motions for a meeting that require written notice to be given to the Proper Officer – sub-section ‘b’ – include ‘such’.
- Section 16 - Proper Officer – sub-section ‘b ix’ - From 'Data Protection Act 1998', To ‘Data Protection Act 2018’.
- Section 16 - Proper Officer – sub-section ‘b xiv’ - Remove 'record every planning application notified to the council and the council's response to the local planning authority in a monthly spreadsheet;'.
- Section 18 - Accounts and accounting statements- sub-section ‘d ii’ – From ‘2’, to ‘1’.
- Section 19 – Financial controls and procurement – sub-section ‘f’ – From ‘£164,176’ to ‘£181,302’.
- Section 21 – Requests for information – sub-section ‘a’ - From 'Data Protection Act 1998', To ‘Data Protection Act 2018’.
- Section 26 – Standing orders generally – sub-section ‘b’ – Remove ‘or’.
- Section 26 – Standing orders generally – sub-section ‘b’ – From 'the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 above', to 'at full council meetings.'

It was proposed Cllr S Fisk, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Standing Orders be duly revised.

### **298-2018- To review and approve the Financial Regulations**

It was proposed Cllr G Adam, seconded Cllr H Unwin-Golding and unanimously **RESOLVED** that the Financial Regulations be amended as follows: The alterations had been circulated via email prior to the meeting.

- 5.2 (c) – Delete “provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee”.
- 5.8 – Delete “and be signed by two members on each and every occasion when payment is authorised”.

Members were reminded that the clerk, in conjunction with chairman of the council or chairman of the appropriate committee, has delegated power of expenditure within the budget for any items below £500.

### **299-2018- Staffing Committee**

The Assistant Clerk highlighted that there will be additional items on the Agenda. The Chairman reminded the Staffing Committee to be mindful of accommodating the Clerk in respect of additional study leave.

### **300-2018- Parish Representatives – Annual reports**

- **Cllr S Morgan MBE - Fairwood Helpers**

I have attended all the committee meetings held during the last year and all is going well with them. They have been advertising for more volunteers and 2 men and 1 lady have responded from Fairlands, and a lady from Liddington Hall Drive. The committee is ensuring they are up and running with the Data Protection Act.

- **Mrs Sue Harris - Stoke Hospital**

I have attended all but one meeting when I was unwell.

As reported last year, the residents were entering the Guildford in Bloom competition and in July learned of their success. A gold medal no less, and they are entering again this year.

Improvements and repairs have been carried out and financial help for one project secured from the Guildford Lions. As the building is listed often work is more expensive so funds from whatever source are well received. A new patio has just been completed in the lovely garden.

Guildford Borough Council has stopped its warden services this year which initially caused a problem as they visited every day and checked on those residents liking a visit, not everyone needed this service. However, they also routinely did the fire alarm check, these services have now been managed differently and satisfactorily.

There are 14 residents and sadly one of the longest residents died in January after 17 years at Stoke Hospital. More recently another resident has had to leave, following illness, and enter a care home.

A new resident has taken up the earlier vacancy and is delighted with her new-found home.

- **Cllr E Nagle - Worplesdon Parish Charities**

In November 2017 I visited the residents of Wood Street, who had previously applied to the Charity for financial help at Christmas.

I attended the committee meeting where all applications are considered and then I had the joy of being able to revisit the Wood Street residents with their Christmas gifts.

Owing to the sad death of our treasurer Eric Morgan and the resignation of our secretary Alastair Buchan, the charity is actively looking for people to take on these two important roles.

- **Cllr J Messinger - Worplesdon Memorial Trustees**

The kitchen and outside toilets are now complete after considerable expense from memorial hall funds and grants (with thanks to Worplesdon Parish Council and Cllr Keith Witham).

The Trustees are in the process of progressing Phase 2 of the project, the extension to the Sime Gallery.

The gallery had a very successful exhibition April - May 2017 at The Lightbox, Woking, the heritage weekend - September 2017, and also a children's activity day - February 2018 at the Memorial Hall. The gallery has exhibited paintings by request at London galleries and is undertaking the same to a gallery in Italy.

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The gallery vision is to create greater access and more space to display Sime's artwork, to hold exhibitions and workshops, and also to provide a community cafe for gallery visitors, hall users and recreation ground users.

In achieving the above, the hall will encompass an artistic centre for the Sidney Sime gallery, an enhanced hub and versatile venue for the community, and a building equipped for the 21st century.

Ditch works behind the wooded area beyond Thatchers Lane last year have improved drainage to hall grounds.

The Trustees continue to work on Governance along with day-to-day management of hall, grounds and recreational facilities together with liaison between all.

Worplesdon Parish Council have recently added to the security of the grounds by introducing a height barrier at the entrance to the grounds and associated bollards - works were completed only weeks ago.

The Trustees will be losing two long standing, very hard working voluntary donor trustees in the coming months who both wish to retire. It is essential that the remaining trustees fill these vacancies with those persons with the right skills to progress the Memorial Hall in the years to come. Applications with CV can be submitted to Terry Cater, Chair of Trustees.

Cllr E Nagle queried the positions to be vacated and the skills set required for each position. Cllr J Messinger explained that the Trustees has drawn up a specification of key attributes.

- **Cllr D Snipp – JWRA**

The Association nearly had an existential crisis as the chairman, Janet Smith stood down as well as other members of the executive including Steve Knight. David Andrews has been cajoled to be the chairman and is settling in well.

The Fireworks event was successful with 2,000 visitors. A May Day Fayre was also successful.

A dog show is planned for later this year.

Attendance at JWRA meetings is picking up, with over 10 people in regular attendance.

Chambers planning issues seems to have spurred the JWRA into action.

- **Cllr N Bryan - Wood Street Village Association – WSV**

At the most recent meeting Bill Chester has stepped down as Chair, due to moving out of the area.

- **Cllr P Cragg - SALC**

SALC has been very proactive this year in making member Councils aware of the forthcoming GDPR regulations. Courses have been run on numerous occasions and were always well attended. One major concern of councils was the requirement that a DPO (Data Protection Officer) should be a person independent of the council membership and also should not be the Clerk. This would put considerable and unbudgeted strain on all but the very largest councils. SALC has since lobbied Government via NALC and the Information Commissioners Office for this requirement to be lifted. This has been successful, and councils may, should they wish, appoint their Clerk as DPO.

SALC either independently or via Three Counties Training has run 36 individual training courses for councillors and staff. The total number representing a considerable number of repeats of the most popular courses.

The Directors of SALC are actively promoting a strategy which will encourage non-member councils to join the organisation. One "See what SALC is about" session has been run in West End (attended by Cllr N Mitchell). Chairman, Cllr Paul Cragg was one of the speakers presenting to a range of non-member West Surrey councils. Further sessions are planned for the 2018-2019 season.

In January/February 2018 SALC ran a consultation with all Surrey councils on the effectiveness of County Councillor engagement with Town and Parish Council affairs. The results are available directly from SALC.

- **Cllr G Adam - SARP (Slyfield Area Regeneration Plan)**  
No meetings have been held for some time, so I have nothing further to add to my previous report on this matter.
- **Cllr N Mitchell – Worplesdon Flood Forum**  
A well-attended meeting was held in November 2017. As a result of this meeting, a subsequent multi-agency meeting was held in February 2018 at which representatives from involved parties such as Environment Agency and Surrey Council attended. This meeting allowed the resolution of a number of long-standing issues from the Action Plan.  
Richard Bate, Green Balance was taken on a separate tour to highlight the topography and areas likely to be affected by flooding as a result of any development of Blackwell Farm.

### **301-2018- Appointment of Parish Representatives**

It was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that the following appointments be made:

- a) Stoke Hospital - Mrs Sue Harris
- b) Fairwood Helpers – Cllr S Morgan MBE
- c) JWRA – Jacobs Well Residents’ Association – Cllr S Fisk
- d) FLGCA – Fairlands, Liddington Hall and Gravetts Lane Community Association – Cllr N Mitchell
- e) Worplesdon Parish Charities – Cllr E Nagle
- f) WSVA – Wood Street Village Association – Cllr N Bryan
- g) Worplesdon Memorial Trustees (Cllr J Messinger, Cllr E Marks-Oldham and Cllr N Adam to serve out their existing terms of office)
- h) SALC – Surrey Association of Local Councils – Cllr S Morgan MBE
- i) Slyfield Area Regeneration Plan (SARP) – Cllr G Adam
- j) Worplesdon Flood Forum – Cllr N Mitchell

#### **Standing Orders waived:**

At 8.23pm it was **RESOLVED** that the meeting be adjourned to enable Cllr Elms to address the meeting.

Cllr Elms highlighted that the delay in respect of SARP is due to the £93million funding required to relocate the waste water/sewage treatment works. This figure is assuming the current outlet point is retained. If a new outlet point needs to be commissioned, costs are anticipated to be in excess of £130million, and the treated water entering the river will be no cleaner than if it were entering at the existing point.

[The meeting was reconvened at 8.25pm.](#)

### **302-2018- To fix the dates and times of the full council and committee meetings**

It was proposed Cllr P Cragg, seconded Cllr E Nagle and unanimously **RESOLVED** to defer this matter to the next general purposes meeting to allow the schedule of dates for 2019 to be circulated to councillors.

### **303-2018- To appoint a councillor or two to undertake the quarterly financial checks**

It was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that Cllr G Adam and Cllr J Messinger be appointed to jointly undertake this task for the forthcoming financial year. The Assistant Clerk thanked Cllr Adam and Cllr Messinger for volunteering.

### **304-2018- To review the Council's insurance policy – as per the Asset Register and Insurance Schedule**

It was proposed Cllr G Adam, seconded Cllr J Messinger and unanimously **RESOLVED** that based on replacement costs and likelihood of accidental damage/theft, the following items should be added to the Insurance Schedule:

- Replacement bus shelter – Douglas Close, Jacobs Well
- WW1 bench and co-ordinating litter bin – Harry's Meadow, Jacob's Well
- Height barrier and bollards – Worplesdon Memorial Ground
- Gate and bollards – Pitch Place
- Brush cutters/pole saw
- Replacement playground equipment – at Fairlands and Worplesdon [on completion of upgrade]

Councillors agreed that the following items need not be added:

- K6 Phone Kiosks – Frog Grove Lane, Wood Street Village and Liddington Hall Road
- SONY mobiles phones – issued to the Clerk and Assistant Clerk
- ASUS laptop – issued to the Assistant Clerk

### **305-2018- Planning Applications for consideration**

**Planning application no: [18/P/00845](#) - The Old Paddock, Perry Hill, Worplesdon, Guildford, GU3 3RE** - Replacement summerhouse.

It was **RESOLVED**: Leave to planners.

**Planning application no: [18/P/00833](#) - White House, Coombe Lane, Worplesdon, Guildford, GU3 3PF** - Proposed erection of a two-storey side extension and changes to fenestration following demolition of a front porch, conservatory and detached garage.

It was **RESOLVED** that the Parish Council object as follows:

- This proposal is for a property within the Conservation Area and Green Belt. It appears to be over-development relating to the size of the extension, both in area and volume.

**Planning application no: [18/P/00802](#) - 3 Dynevor Place, Fairlands, Guildford, GU3 3JL** - Construction of a two-storey side and rear extension, loft conversion to include a rear dormer and changes to fenestration following demolition of a front porch and rear conservatory.

**Standing Orders waived:**

At 8.39pm it was **RESOLVED** that the meeting be adjourned to enable Cllr Elms to address the meeting.

Cllr Elms asked that this application be considered as per the application received for 7 Dynevor Place (18/P/00232).

**The meeting was reconvened at 8.40pm.**

It was **RESOLVED** that the Parish Council object as follows:

- This application is out of character and out of scale with the rest of Dynevor Place, and constitutes over-development.



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**Planning application no: [18/P/00859](#) - 36 Dorrit Crescent, Guildford, GU3 3AP** - Proposed erection of single storey rear extension following demolition of existing conservatory.

It was **RESOLVED**: Leave to planners.

**Planning application no: [18/P/00890](#) - 285 Worplesdon Road, Guildford, GU2 9XN** - Variation of condition 5 of planning permission 17/P/00215, approved 22/02/2018, to allow vehicle repairs/services undertaken in conjunction with the permitted MOT use.

[Standing Orders waived:](#)

At 8.42pm it was **RESOLVED** that the meeting be adjourned to enable Cllr Elms to address the meeting.

[The meeting was reconvened at 8.43pm.](#)

It was **RESOLVED** that the Parish Council comment as follows:

- The Parish Council suggests a Condition restricting the hours of operation for MOT testing and associated repairs, given the proximity of the business to residential properties, i.e. 9am to 5pm Monday to Friday and 9am to 12noon Saturday.

**Planning application no: [18/P/00717](#) - Rydes Hill Preparatory, Aldershot Road, Guildford, GU2 8BP** - Replacement walls, fences and gates to the curtilage of the site; new hard standing within the site for school buses together with associated paths, low fences and lamps within the site.

It was **RESOLVED** that the Parish Council comment as follows:

- The Parish Council supports the application to make both the access to the premises and egress safer by separating pedestrian access from vehicular access. The Parish Council would like to request a Condition stating that the gates are controlled and managed by staff at pupil arrival and departure, and then electronically during school hours.

[8.47pm Cllr D Elms left the meeting](#)

### **306-2018- Minutes of the previous meetings**

It was proposed Cllr H Unwin-Golding, seconded Cllr S Fisk and unanimously **RESOLVED** that the minutes of the full council meeting held 26 April 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr N Mitchell, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the minutes of the Planning Committee meeting held 10 May 2018 be approved and signed by the Chairman as a true record.

It was proposed Mr N Mitchell, seconded Mrs S Morgan and unanimously **RESOLVED** that the minutes of the General Purposes and Finance Committee meeting held 11 May 2018 be approved and signed by the Chairman as a true record.

[8.50pm The Chairman declared a short comfort break.](#)

[Mr K Dewey, DPO left the meeting at 8.51pm.](#)

[Meeting reconvened 9.00pm.](#)

### **307-2018- Invoices for payment**

It was proposed Cllr G Adam, seconded Cllr N Bryan and unanimously **RESOLVED** that payments to the value of £13,329.18 be approved and signed off.

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**Date of payment list 24.5.2018**

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
13.4.2018	13.4.2018	DD	RISC IT Solutions Ltd	External back-up	30.89	6.18	37.07	Est. chgs
6.5.2018	20.5.2018	DD	O2	SIM Card - VF	15.60	3.12	18.72	Est. chgs
7.5.2018	21.5.2018	DD	O2	SIM Card - GW	15.60	3.12	18.72	Est. chgs
16.5.2018	22.5.2018	Online	Lexis Nexis	Charles Arnold Baker 10th Edition - VF	53.00	7.00	60.00	Est. chgs
14.5.2018	23.5.2018	Online	Green Balance	Professional fees - planning consultancy	3,369.00	673.80	4,042.80	Professional chgs.
22.5.2018	22.5.2018	Online	Blue Sky	Groundsman	1,724.00	0.00	1,724.00	Groundsman
22.5.2018	22.5.2018	Online	Blue Sky	Materials	5.20	0.00	5.20	Ward improvements
3.5.2018	22.5.2018	Online	Tennis Court Serv. Ltd	Clean and spray tennis courts	580.00	116.00	696.00	Tennis court m'nance
17.4.2018	17.4.2018	Dcard	Ebuyer.com	Laptop for Assistant Clerk	592.46	118.50	710.96	IT
18.5.2018	23.5.2018	Online	Mulberry & Co	Final internal audit 2017/2018	159.75	31.95	191.70	Audit fees
14.5.2018	14.5.2018	DD	RISC IT Solutions Ltd	External back-up	30.89	6.18	37.07	Est. chgs
23.5.2018	23.5.2018	Online	} Staff costs	Salary/exps	} 5,786.94	0.00	} 5,786.94	Staff costs
23.5.2018	23.5.2018	Online		Salary/exps		0.00		Staff costs
23.5.2018	23.5.2018	Online		Pension conts - Ee's & Er's		0.00		Staff costs
23.5.2018	23.5.2018	Online		PAYE/NIC		0.00		Staff costs
<b>Total</b>					<b>12,363.33</b>	<b>965.85</b>	<b>13,329.18</b>	

**308-2018- Finance**

**a) Internal Audit carried out 16 May 2018**

A copy of the full Internal Audit Report had been emailed to all members in advance of the meeting.

Below are the Internal Auditor's summary findings:

**Interim Audit – Summary Findings**

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing Orders
- Review of the Risk Assessments
- Review of the Budgeting Process
- Proper Bookkeeping

It is our opinion that the systems and internal procedures at Worplesdon Parish Council are very well established, regulated and followed. The Clerk is very experienced and ensures the council follows best practice regulations and has over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose. I would like to thank Gaynor for her assistance and hard work.

## **Final Audit – Summary Findings**

I completed the following work at the final audit.

- Review of annual accounts & annual return
- Review of bank reconciliation
- Testing of income and expenditure, second half of financial year
- Review of salaries
- Review of fixed asset register
- Review of information for external auditor.

I am of the opinion that the annual accounts and annual return are ready to be signed off by the Council and the external auditor. Accordingly, I have signed off the annual return.

### **A. Books of Account**

#### Interim Audit

The council uses the Scribe accounting system for the recording of its financial day to day transactions. Entries are entered onto Scribe on a regular basis and at the end of the month the clerk produces a monthly bank reconciliation by hand and reconciles this to the Scribe entries. On conclusion of the month end the reconciliations and payments list are taken to council for approval and entering into the minutes. This system is well established and has operated effectively for a number of years at Worplesdon.

I tested that the opening balances had been brought forward correctly by agreeing opening cashbook balances back to the audited 2016-17 Annual Return. I was able to confirm that opening balances were correct. I confirmed that the 2016-17 audited accounts and conclusion of audit certificate had been properly published on the Council's website, as required by regulations.

I tested that the Council's VAT accounting was up to date, and confirmed that the September VAT return had been submitted to HMRC. The amount reclaimed could be supported by a schedule of transactions derived from the accounting system.

I am satisfied that the Council's books of account are operating effectively, and I have no recommendation for improvement.

#### Final Audit

I agreed the statement of accounts back to annual return reports produced by the Council's accounting system, Scribe. I conclude that all figures on the annual return have been correctly derived from the Council's accounting system. Arithmetic has been checked and the accounts cast. Reserves balance could be agreed to the balance sheet produced by Scribe.

I checked comparative figures for the previous financial year disclosed on this year's annual return back to last year's signed accounts. I have noted that the Council has made changes to the comparatives as set out in table 1 below:

Annual Return Reference	2016-7 Audited accounts £	2016-17 figure as disclosed in 2017-18 accounts £	Difference £
Box 5 – Loan Repayments	0	8,282	8,282
Box 6 - All Other Payments	143,482	135,200	(8,282)
Box 10 - Borrowings	0	8,807	8,807

The reason for the adjustment is reclassification of loan repayments, shown as other expenditure in 2016-17 accounts and addition of loan from Guildford Borough Council, not previously shown in the accounts. I confirmed the adjustments to accounting records, and advised the Clerk to mark each box as 'RESTATED' on the statement of accounts

I also confirmed that VAT is up to date. At the time of my audit the VAT return had been completed and submitted to HMRC. I confirmed VAT reclaimed to a schedule of transactions produced by the Council's accounting system.

I have one minor recommendation – the Council should consider setting up a staff costs cost centre to ease production of the annual return at year end. I am satisfied that the Council has met this control objective.

## **B. Financial Regulations & Payments**

### **Interim Audit**

The Financial Regulations and Standing Orders were reviewed at the Council meeting in June 2017. I have noted that the financial regulations have been updated to provide clarity as to the process for approving payments to suppliers. These documents are current and I make no recommendation to change at this time.

I have confirmed by sample testing that the Council has a robust process in place to ensure all councillors sign acceptance of office forms.

I selected a sample of transactions from the general ledger and reviewed for compliance with financial regulations. For all transactions tested I was able to confirm the following:

- Cashbook entry could be agreed back to an invoice from the supplier
- Approval for the payment was recorded in a minute of a council meeting
- Signature of two councillors was viewed on each invoice tested.
- I also confirmed that where appropriate, competitive quotes had been obtained from suppliers.

I am satisfied that the Council has sound procedures in place for the authorisation of payments and that financial regulations were followed for all transactions tested.

I note that the Council regularly uploads payments information to the website, via publication of minutes and goes beyond minimum transparency requirements in disclosure of budgets, asset register/financial policies. I am satisfied that Transparency Code obligations are being met.

I have no recommendations to raise in this area.

### **Final Audit**

Non-pay expenditure per box 6 to the accounts is £121,475 (2016-7 £135,200)

I reviewed the cashbook and selected an additional transaction for review. I was able to agree cashbook entry to invoice, and confirm VAT accounting was correct. The invoice had been signed off for payment by 2 councillors and approval at a meeting of the council was viewed in Council minutes. I have now tested 24% of non – pay expenditure and can confirm all was processed in line with financial regulations.

I have suggested that the Clerk should ensure that key governance documents are reviewed in the next 12 months against new models being produced by NALC.

I have identified no errors in my testing of expenditure recorded in box 6 to the accounts.

### **C. Risk Management & Insurance**

#### **Interim Audit**

Insurance is with AXA on a standard local authority policy. Asset cover appears adequate, and there is evidence that this is reassessed annually. Fidelity insurance is set at £200K. This is a little low, as Council cash holdings sometimes exceed this level, notably after receipt of the precept. I recommend that the insurers are contacted and the fidelity insurance increased. The Council has a well-developed risk management scheme in place. I have noted that the formal annual risk assessment will be completed in February 2018. I will review this at my final audit visit. I have reminded the clerk to ensure that the risk assessment is reviewed at a meeting of the Full Council, and that the review is minuted as a separate item.

*(The Fidelity Guarantee Insurance has been increased to £300,000)*

#### **Final Audit**

The Council's risk assessment was approved at the meeting of Full Council on 22 March 2018, and an appropriate minute was recorded. The assessment is thorough and appeared appropriate for a Council of this size.

I reviewed the financial risk assessment in detail, all expected areas of risk were addressed.

I am satisfied that the Council has met this control objective

### **D. Budget, Precept & Reserves**

#### **Interim Audit**

The Council has started drafting its 2018/19 budgets in accordance with regulations. At the time of our audit, the Budget was at its 3rd iteration and was being discussed with Councillors. There is a clear timetable in place to ensure the budget and precept are approved by Full Council by the end of January 2018, thereby ensuring all precepting authority deadlines are met.

I confirmed that councillors receive regular budget monitoring reports and that review of these reports is evidenced by minute of the relevant meeting.

### **Final Audit**

The 2018-19 budget was approved at meeting of Full Council in January 2018. A small decrease in the precept was produced and precept was appropriately minuted. I reminded the Clerk to include the detailed budget as an appendix to minuted budget approval next year.

There is clear evidence of budget monitoring reporting and quarterly financial reviews in the minutes of Council meetings I reviewed in the course of my final audit.

Reserves at year end were £207,238 (2016-17 £172,968). Earmarked reserves at year end were £96K, leaving a general reserve of £111k. This is around 55% of precept which is around the balance we would recommend for a council of this size and activity.

### **E. Income**

#### **Final Audit**

Other income per box 3 to the accounts £29,445 (2016-7 £60,845)

I tested a sample of three transactions amounting to 65% of non-precept income. For all transactions I was able to agree the cashbook entry to remittance advice supplied by the Borough Council.

Precept per box 2 to the accounts is £197,256 (2016-17 197,526) I confirmed the precept to external notification provided by the external auditors, and can confirm that no grant income is included in the figure for precept.

I have identified no errors in my testing of income

### **F. Petty cash**

No Petty cash – confirmed with the Clerk.

### **G. Payroll**

#### **Final Audit**

Staff costs per box 4 to the accounts £61,774 (2016-17 £54,035)

I selected salary paid to staff on the November 2017 payroll. I was able to agree entry at cashbook back to payslip, approved by 2 councillors. For both payslips, I was able to agree the basic rate of pay on payslip back to approved rate of pay in contract/set out in 2017-18 budget approval.

I have one minor recommendation. I recommend that the Chair of the Staffing Committee writes to staff at the start of each financial year to confirm rate of pay, working hours and NALC pay scale.

I have identified no errors in my testing of payroll.

### **Assets and Investments**

#### **Interim Audit**

I confirmed that the asset registers are up to date and properly maintained. Detailed testing will be carried out at year end when the asset register will be reconciled to the accounting statements.

### **Final Audit**

Fixed assets per the accounts £ 632,575 (2016-17 £626,537)

I agreed the balance in the accounts to the fixed asset register, and confirmed that the assets are held at cost price. The Clerk was able to demonstrate that changes in the asset register could be tracked to additions and disposals of assets and that these were accounted for on the correct basis.

I am satisfied that fixed assets are accounted for correctly.

### **H. Bank Reconciliations**

#### **Interim Audit**

The Council holds monies in four bank/savings accounts. I was able to confirm that the Council reconciles its cash books to bank statements promptly at the conclusion of each month. All bank reconciliations are taken to the next council meeting where they are reviewed by a councillor, who signs off the bank statement and the bank reconciliation. The bank reconciliation is also noted in the minute of the meeting. Savings books are inspected by councillors when carrying out finance checks. Financial Regulations are being followed

I re-performed the bank reconciliation for September 2017. I was able to confirm all bank balances in the reconciliation back to bank statements / savings books. I also agreed the cash book balance to the Scribe system. The bank reconciliation had been subject to councillor review and this review properly evidenced.

I am satisfied that the bank reconciliation process is working well. I have no recommendation for improvement in this area.

Final Audit Year-end bank balance was £207,238 (2016-17 £178,762). I re-performed the year end bank reconciliation. I agreed balance on the reconciliation back to cashbooks and to bank statement. I confirmed that the year-end bank reconciliation had been reviewed and signed off by a councillor. There are no reconciling items, as the Council pays suppliers by bank transfer.

I am satisfied that there are no errors in the figure for cash in box 8 to the accounts.

### **J. Year-end Accounts**

The Council has compiled the accounts on the income and expenditure basis, which is correct for a council passing the £200K income and expenditure threshold.

I reviewed working papers prepared for external audit – there is a variance analysis as required, and a reconciliation between boxes 7 and 8 of the Accounts, supported by schedules of debtors and creditors. I advised that the Clerk should only send the exact information requested to the external auditors.

I confirmed the Council is planning to set inspection periods using the template supplied by the external auditors, which ensure regulations are met.

I am satisfied this control objective has been met.

### **K. Trusteeship**

No trusts.

*Signed: Mark Mulberry Internal Auditor 13<sup>th</sup> November 2017 & 16<sup>th</sup> May 2018*

The two recommendations made by the Internal Auditor, namely:

1. Staff costs are currently extracted from non-pay expenditure when compiling the annual accounts. Council should consider setting up a staff costs cost centre to ease production of the annual return at year end.

**RESOLVED:** To be remedied by the Clerk on her return from Study Leave and Annual Leave.

2. Payroll - annual salary confirmation. I recommend that the Chair of the Staffing Committee writes to staff at the start of each financial year to confirm rate of pay, working hours and NALC pay scale.

**RESOLVED:** To be remedied by the Clerk on her return from Study Leave and Annual Leave.

It was proposed Cllr G Adam, seconded Cllr S Fisk and **RESOLVED** that the Summary Findings of the Internal Audit be agreed. Cllr L Wright abstained.

**b) To review the effectiveness of the Council's internal control including management of risk.**

All members had received a copy of the full audit plan via email. Members duly undertook a review of the effectiveness of the Internal Audit as follows:

*Scope of Internal Audit* – Terms of Reference issued 24<sup>th</sup> May 2018. Audit takes into account risk management processes and wider internal control. Terms of reference define audit responsibilities in relation to fraud. Internal audit covers:

- Proper booking
- Financial Regulations
- Standing Orders & payment control
- Risk Management
- Budgetary controls
- Income controls
- Petty cash is not operated
- Payroll controls
- Asset control
- Bank reconciliation
- Year-end Procedures

**Independence** – Internal Auditor has direct access to those charged with governance. Reports are made by Mark Mulberry/Mike Platten of Mulberry & Co to the Council. Auditors do not have any other role within the Council.

**Competence** – The internal auditors are qualified chartered accountants trained to a high standard. Their work has been carried ethically, with integrity and objectivity.

**Relationships** – Responsible officer and all councillors consulted on the Internal Audit Plan issued annually which details the scope of each audit. Evidence is on audit files. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.



The responsibilities of the council members are understood: training of members is carried out as necessary. Councillors are appointed to carry out the quarterly financial checks.

A member of the council is always present during the Internal Audits.

**Audit Planning and reporting** – The Audit Plan properly takes account of corporate risk. The plan has been approved by the Council. Internal Audit has reported in accordance with the plan.

**Internal audit work is planned** and is based on risk assessment and designed to meet the Council's governance assurance needs.

**Understanding the whole organisation its needs and objectives** – The Annual Audit Plan demonstrates how audit work will provide assurance in relation to the Council's governance risk assessment.

**Catalyst for change** – The Internal Auditor offers a supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.

**Add value and assist the organisation in achieving its objectives** – Demonstrated through positive management responses to recommendations and follow up action where called for.

**Forward looking** – Identifying risks and in formulating the annual audit plan. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.

**Challenging** – Internal audit focuses on risk and encourages members to develop their own responses to risks.

**Correct resources available** – Full documentation is provided to enable the internal auditor to complete the audit. Internal auditor understands the body and the legal and corporate framework in which it operates.

It was proposed Cllr P Cragg, seconded Cllr H Unwin-Golding and **RESOLVED** that the review of the effectiveness of the Council's internal control including management of risk be approved. Cllr L Wright abstained.

**c) To approve the earmarked reserves for 2017/2018**

Tennis court repairs/re-painting/re-surfacing (vire towards pedestrian refuge A323?)	£25,000.00
Accrual for playground equipment	£15,000.00
Professional advice EIP – June	£15,000.00
Blackwell Farm – Landscape study	£550.00
Accrual Parish Office	£40,000.00
Car Park Maintenance	£790.00
Tree Surgery	£100.00
<b>Total Earmarked Reserves</b>	<b>£96,440.00</b>

It was proposed Cllr G Adam, seconded Cllr P Cragg and **RESOLVED** that the earmarked reserves for 2017/18 be approved. Cllr L Wright abstained.

**d) To approve the Annual Accounts 2017/2018**

The accounts had been emailed to all members in advance of the meeting. A hardcopy of the accounts was issued to all members at the April Full Council Meeting. The accounts had been checked and verified as accurate by the Internal Auditor.

It was proposed Cllr P Cragg, seconded Cllr G Adam and **RESOLVED** that the 2017/18 accounts be approved. Cllr L Wright abstained.

**e) To approve the Asset Register 31.3.2018**

It was proposed Cllr L Wright, seconded Cllr H Unwin-Golding and unanimously **RESOLVED** that the Asset Register 31.3.2018 be approved.

**f) To approve the Annual Return for the year ended 31 March 2018 – Section 1 “Annual Governance Statement”**

It was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that Section 1 the Annual Governance Statement for 2017/18 (Annual Return) be approved.

A copy of the Annual Return had been issued to all members prior to the meeting.

Members responded as follows:

- |  |                     |
|--|---------------------|
| i) Unanimous Yes                                 | ii) Unanimous Yes   |
| iii) Unanimous Yes                               | iv) Unanimous Yes   |
| v) Unanimous Yes                                 | vi) Unanimous Yes   |
| vii) Unanimous Yes                               | viii) Unanimous Yes |
| ix) N/A - The Council does not hold a trust fund |                     |

**g) To approve the Annual Return for the year ended 31 March 2018 Section 2 “Accounting Statements for 2017/18”**

It was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that Section 2 ‘Accounting Statements for 2017/18’ (Annual Return) be approved.

**h) Payroll Engagement letter – 2018/2019 – To approve the terms of Engagement**

It was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that the Terms of Engagement be approved.

**i) Concurrent Functions Grant Aid 2019/2020 – To consider any one-off projects that may be required next year: 50% grant available subject to Borough Council financial restrictions**

- Replace one flat seat swing at Worplesdon with a Tango seat swing - £800
- Replace the Wicksteed Unit, Worplesdon with a multi-play unit designed for young children - £8,000
- New noticeboard – Broadacres £2,000
- Additional village signage - £5,000

It was proposed Cllr P Cragg, seconded Cllr N Bryan and **RESOLVED** to defer this matter to the next full council to allow additional information to be provided to Councillors.

**j) VAT return**

The VAT return for the period 1.10.2017 – 31.3.2018 has been submitted to the HMRC. A refund of £6,473.89 is due.

**k) Annual Pension Return**

The Annual return was submitted to Surrey County Council 30 April 2018.

**l) WW1 commemorative bench**

Councillors considered the benefits of each design and likely resilience to detrimental attention from vandals. Designs had been emailed to Councillors in advance of the meeting.

It was proposed Cllr J Messinger, seconded Cllr H Unwin-Golding and unanimously **RESOLVED** that the David Ogilvie 'War Horse' bench seat was the preferred design. Total cost £1,107 & VAT.

The Clerk to place the order as soon as practicable.

**m) WW1 litter bin**

It was proposed Cllr J Messinger, seconded Cllr G Adam and unanimously **RESOLVED** that a David Ogilvie 'WW1' coordinating litter bin be purchased. Total cost £491 & VAT.

The Clerk to place the order as soon as practicable.

**n) Christmas tree lights**

A verbal quote had been received to light three additional trees at Perry Hill Green - £2,400 per year for a three-year contract.

It was proposed Cllr P Cragg, seconded Cllr E Nagle and unanimously **RESOLVED** to defer this matter to the next full council to allow additional information to be provided to Councillors and a written quote to be received.

**o) To approve the extension of the Groundsman's contract until 31 May 2019**

It was proposed Cllr J Messinger, seconded G Adam and unanimously **RESOLVED** to extend the Groundsman's contract until 31 May 2019 pending the recommendation of the Staffing Committee.

**309-2018- Chairman's Report**

Cllr P Cragg gave the following report:

- 1) 30<sup>th</sup> April – Attended GBC reception for Parish Councils in the company of the Clerk, Cllr Samantha Fisk and Cllr Nigel Mitchell.
- 2) Attended Worplesdon P.C. Strategic Plan meetings on 3<sup>rd</sup> and 10<sup>th</sup> May.
- 3) On 3<sup>rd</sup> May also attended SALC Directors Surrey Councils forward planning strategy meeting.
- 4) 14<sup>th</sup> May attended our own GDPR training session run by Keith Dewey.
- 5) Attended Surrey Rural Economy Conference (postponed from March) on 11<sup>th</sup> May.
- 6) 23<sup>rd</sup> May, with Mr J Steer strimmed about one third of the open spaces in Nevin's Copse to control perennial weeds such as nettles and umbelliferous plants.
- 7) I have received an email from Karen Stevens, Local Plan Committee Chair from Compton Parish Council in respect of the additional reports which have materialised from Guildford Borough Council in respect of the proposed Blackwell Farm development and the forthcoming Examination in Public. In light of the contents of the email, which requests our continuing assistance with regard to subsidising ongoing professional fees, I

Approved by the full council – 28 June 2018

have decided to call an Extra-ordinary Meeting to take place on Monday 4<sup>th</sup> June 2018, at 7.30pm in the Conference Room, Worplesdon Memorial Hall.

**310-2018- Date of next meeting - Thursday 28 June 2018**

Meeting closed 9.48pm

Signed: Chairman of the Council

Date: 28 June 2018