

**Minutes of the Meeting of Trimley St Martin Parish Council held at the Trimley St Martin Memorial Hall on Tuesday 1 March 2022 at 7.30 p.m.**

**Present: Cllrs Anderson, D'arville, Owen, Parker, Rastrick, Rodwell and Smart,**

**Also Present: County Councillor Bird, District Councillor Richardson and five members of the public**

**1. To receive apologies for absence.**

Apologies for absence had been received from Cllr Aguilar Gomez who had work commitments.

**2. For councillors to declare any interests in matters on the agenda.**

There were no declarations of interest in matters on the agenda

**3. To receive and determine requests from councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest.**

There were no requests for dispensations.

**4. To approve the minutes of the meeting held on 01 February 2022.**

The minutes of the meeting held on 1<sup>st</sup> February were agreed and signed as a true record

**5. Public Forum including County and District Councillor Reports and Public Question Time**

County Councillor Bird reported that Suffolk had been approved as one of 9 areas which would benefit from the devolution of some powers from central government under the levelling up white paper; the specifics of the arrangement had yet to be agreed, but it had been established that the County would not have a directly elected mayor.

Exceptionally, county councillors were able to carry over to 2022/23 any unspent locality budget allocations from 2021/22. Cllr Bird was going to be carrying forward the greater part of his 2021/22 allocation.

In the interests of pedestrian safety some paved step-offs were planned for Thurmans Lane in Trimley St Mary, this would also be of some benefit to Trimley St Martin residents. District Cllr Richardson reported on his findings in relation to the speed monitoring devices used by speed watch teams.

Members of the public asked questions about the origin of figures relating to the number of jobs linked to Freeport Status and about the omission from the website of the minutes of the February meeting. A request for the reconciliation to be included in the minutes was agreed.

**6. To decide arrangements for planting the Jubilee Oak**

The tree, plaque and guard had been collected. The planting would be undertaken by Cllrs Parker and Rastrick and the plaque would be unveiled on Wednesday 23 March. Cllr Rodwell would invite Peter Gosling to attend the unveiling. Cllr Owen would contact the Headteacher to invite pupils to attend the event.

In addition Cllr Owen would bring recommendations relating to the choice of a bench and a tree for the school to the next meeting. A suitable supplier of pens had already been identified.

**7. To consider a proposal for a Platinum Jubilee event at the Memorial Hall focused on an exhibition of photographs from the last 70 years.**

The event would be held on 2-3 June to avoid a clash with other local events. Cllr Rastrick and Village Recorder, Liz Rastrick would form a small working party to explore the options and report back to the Parish Council at the next meeting. Cllr Parker had an exhibition stand which would be of great help

**8. To consider options available for moving forward on highways issues of concern when SCC decline to take action**

As SCC had declined to act on the problems with the path from the Howlett Way bus stop through to the High Rd, members agreed that the contractor who looked after the roundabout and beds should be asked to quote for re-establishing the path at a proper width. Permission to undertake the work would need to be sought from Suffolk County Council.

**9. To agree a response to the East Suffolk Community Governance Review**

Members agreed not to propose any changes to the boundaries of the Parish. A 'no comment' response would be submitted.

**10. To conduct a review of the Council's governance risks**

The Council reviewed and approved the schedule of governance risks attached to these minutes.(attached)

**11. To conduct a review of internal controls**

The Council reviewed and approved the schedule of internal controls attached to these minutes (attached).

**12. To consider the arrangements for the Annual Parish Meeting**

The Annual Parish Meeting would be held on 3rd May at 6.30pm with the Annual Meeting of the Parish Council following on at 7.30 pm. In line with the practice of recent years representatives of local groups would be invited to report on their activities.

**13. To note analysis of the questionnaire issued to local venues offering meeting space for hire within easy walking distance of the centre of the parish and to identify any unmet need and consider next steps.**

The analysis of available meeting space was considered. It was noted that there was a potential mismatch between the accommodation available and the needs of those looking for space to hire. The Working Party would be reconvened to consider what space was needed and to make recommendations to the Parish council on how best to address unmet need.

**14. To receive a final draft of the planned welcome pack from members of the Communications Working Party.**

Members noted the substantial progress that had been made with the Welcome Pack and thanks were conveyed to Working Party member Liz Rastrick for the considerable amount of effort which she had put in. Some additional amendments were required as were some further checks following which a further version would be produced. Formatting issues would be dealt with later after the content had been established.

**15. To consider whether to approach Levington and Stratton Hall PC to share the cost of installing reflective junction markers at the Levington end of the Morston Hall Rd**

Members agreed that it would be appropriate to approach Levington and Stratton Hall Parish Council with a view to sharing the cost of reflective junction markers at the Levington end of Morston Hall Road.

## 16.To agree updates to the Asset Register

The Council agreed revisions to the Asset Register to reflect new acquisitions

## 17.To receive a financial statement to 25 February 2022

Members received a financial statement to 25 February 2022. The reconciliation report was received and signed by the Chairman. Copies of payments made and outturn against budget had been issued to members. Banks statements were made available for inspection.

Reconciliation:

<b>A</b>	<b>Bank Reconciliation at 25/02/2022</b>		
	Cash in Hand 01/04/2021		75,082.35
	<b>ADD</b> Receipts 01/04/2021 - 25/02/2022		80,007.24
	<b>SUBTRACT</b> Payments 01/04/2021 - 25/02/2022		21,356.46
	<b>Cash in Hand 25/02/2022</b> (per Cash Book)		<b>133,733.13</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 25/02/2022	0.00	
	Trimley St Martin Parish Council Dr 25/02/2022	61,628.30	
	Trimley St Martin Parish Council Cr 25/02/2022	72,104.83	
			<b>133,733.13</b>
	Less unrepresented payments		
			133,733.13
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>133,733.13</b>
	<b>A = B Checks out OK</b>		

## 18.To note the following payments made

These payments, made since the last meeting, were noted:

Date	Name	In respect of	Amount	Power
11 02 22	Noticeboard Co	Community Noticeboard (see Jan mins item 6)	766.92	Local Govt Act 1972 s142

17 02 22	Designer Metal	Tree Guard for Jubilee Oak (February minutes 6e)	204.00	Public Health Act 1875 s164
24 02 22	Realise Futures	Installation of chat benches	120.00	Public Health Act 1875 s164
28 02 22	C Ley	Clerk's February salary	628.25	LGA1972 s112
28 02 22	C Ley	Clerk's February expenses	30.00	LGA 1972 s112

**and to approve the following payments to be made:**

02 03 2022	R Parker	Expenses	30.60	Local Authorities (Members Allowances) Regs 2003
08 03 2022	HM Revenue & Customs	Tax on clerk's salary	122.92	LGA1972 s112
02 03 2022	Unicorn Designs	Layout of image for village sign	86.99	Road traffic Reg Act 1984 s72
02 03 2022	Gary Bennett	Installation of community noticeboard	250.00	LGA1972 s142

#### **19. Items for consideration at next meeting**

At the next meeting members would bring forward proposals for highways and footpaths works which required prompt action for the benefit and safety of the community and which might be usefully undertaken by the PC.

#### **20. Close**

The meeting closed at 9.40 pm.

## Item 10: Governance Risks

The risk assessment is reviewed annually in March.

Topic	Risk Identified	H/M/L	Management of Risk	Review/Assess/Revise
Precept	A Not submitted  B Not paid by DC C Adequacy of precept	L  L L	A) RFO to follow up if confirmation email of receipt is not forthcoming from Suffolk Coastal District Council Suffolk. If no form is submitted, the previous year's precept will be rolled over. B) RFO to follow up C) Budget and precept prepared and agreed at full Council Monthly review of outturn are received by full council including variances from budget	A & B Reviewed annually C) Outturn report received monthly
Salaries	A Wrong Salary Paid B Wrong Hours Paid C Wrong Rate Paid D PAYE administered wrongly	M  M M M	Check to contract and hours worked. Council to verify salary scale and agreed pay-rate PAYE administered on Inland Revenue agreed pay-codes	PAYE administered online through Inland Revenue, details of employee payment presented to PC monthly. Where, exceptionally, additional hours are worked approval in principle within agreed limits approved by full council.
Payments for goods/services	A Goods Not Supplied B Invoice incorrectly calculated C Cheque payable incorrect	L L  L	A. System in place to check delivery /service. Full audit trail followed B. Check arithmetic C. Signatory, initials etc – stub and invoice	Checks on service delivery carried out as required. Invoices checked against cheque payments monthly, invoices and stubs initialled
Election Costs	Invoice at agreed rate	L	RFO check	RFO to verify when circumstance arises
Reserves	Adequacy	L	General and earmarked reserves considered at budget setting	Annual check
Assets	A) Loss or damage B) Third party	L L	A) insurance and asset register updated annually	Annual checks

	risk		B)Review adequacy of Public liability insurance	
Staff	A) Loss of Clerk B) Fraud by staff	M L	A) Reserve fund held to cover cost of appointment and cover B) Fidelity guarantee value reviewed annually	Annual review
Maintenance of assets	Poor maintenance of assets	L	Condition of noticeboards checked monthly on posting of notices Risk of vandalism to the two bus shelters owned by the Council	As required. Shelters checked monthly or more frequently
Legal powers	Illegal activity or payment	L	Councillors trained in relation to their legal powers. Legal authority under which payments are made recorded in the meeting minutes	Training -on appointment of new councillor Legal authority of payments recorded monthly
Financial Records	A)Inadequate Records  B)Loss of Records  C) Access to bank records	L L L	A) Internal controls in place and reviewed separately B)Back-ups taken on a monthly basis C)Online access allows for viewing of account only.	Records of all payments for financial year to date of meeting available for inspection at each monthly meeting C) password to be changed at 6 monthly intervals
Council records	A) Unauthorised access to records held on council's laptop or B) loss of records	L	Password renewals to be undertaken at 6 monthly intervals Back up hard disk held securely in clerk's home	6 monthly
Minutes	Failure to ensure records are accurate and legal	L	Reviewed at next meeting and signed by Chairman. Pages numbered	Monthly
Meetings	A.Failure to post notices 3 clear days prior to meeting B. Risk of personal injury	M	A. All notices posted 3 clear days before meeting on noticeboard and website. B. ensure that standards are being maintained at the Memorial Hall, and that the Hall Committee and the council has appropriate insurance cover	A. Monthly. Chairman will make enquiries if documents are not received. B. Clerk to ensure no slip or trip hazards before admitting members and public to the Hall. Insurance cover reviewed annually.

Members Interests	Conflict of Interest	L	Opportunity to declare interest in item on the agenda offered at each meeting. Councillors asked to update entries on the SCDC site when a change takes place and to conduct a routine check on an annual basis	Changes to be recorded within 28 days of change
Investment	Loss of invested funds	L	No invested funds aside from those held in bank account	
Web Site	Placing of Information on site that may place people at risk	L	Clerk to ensure that no personal details other than those of the councillors and clerks are placed on the site without the permission of the individuals concerned. Information relating to persons no longer living and offered for inclusion in the context of local history, to be considered carefully by the Clerk on an individual basis.	A) As required – website kept under scrutiny
GDPR	Failure to observe the requirements of GDPR	M	Evaluate the requirements in line with the GDPR toolkit provided by NALC and adopt procedures as recommended.	Checks to be made to ensure compliance with Data Protection Policy

## Item 11: Review of the Council's Internal Controls

The council's audit and governance regime requires that it reviews its risk management procedures on a yearly basis.

### Areas where we use insurance to help us manage risks

Examples of Risk

- The protection of physical assets
- The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public
- Loss of cash through theft or dishonesty
- Legal liability as a consequence of asset ownership

Internal controls	Action by the Council
Maintaining an up to date asset register	Asset register being reviewed and updated
Fidelity guarantee	Insurance reviewed annually
Regular maintenance arrangements for physical assets	Appropriate budget
Annual review of risk and adequacy of insurance cover by RFO	Bring risk assessment to council and review insurance in June
Ensure robustness of insurance provider	Monitor and take advice from SALC
<b>Internal audit assurance</b>	
Review internal controls by internal auditor	IA to cover
Review management arrangements for insurance	IA to cover
Spot test specific internal controls	IA to cover

### Areas where we can work with others to manage risk

Examples of Risk

- Security of vulnerable amenities or equipment
- Maintenance of vulnerable amenities or equipment
- Banking arrangements
- Ad hoc provision of amenities
- Quality assurance of Professional services

Internal Controls	Action by the Council
Standing orders and financial regulations dealing with award of contracts and purchase of capital	Standing orders and Financial Regulations adopted specifying equipment process
Regular reporting on performance by suppliers/providers/contractors	Identify suppliers and bring to council where necessary
Annual review of contracts	Council to schedule in meetings
Regular scrutiny of performance against targets	RFO to consider on agenda
Adoption of and adherence to codes of practice for procurement and investment	Financial regs adopted and reviewed annually to ensure they match current best practice
Arrangements to detect and deter fraud and corruption	IA to comment on process
Regular bank reconciliation, independently viewed	Council to oversee. IA to comment on process



<b>Internal audit assurance</b>	
Review of internal controls in place and their documentation	IA to report to Council

#### **Areas where we can self-manage risk**

<b>Internal Controls</b>	<b>Action by the Council</b>
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Improved review of budget control and expenditure by Council. Council informed of regulations governing the purposes to which CIL can be applied and confirmation to be sought from SCDC that any plans for the expenditure of CIL monies fall within the definition of approved purposes.
Recording in minutes the precise powers under which expenditure is being approved	Information recorded in the minutes from 2016
Regular returns to HMRC	Council to check monthly payroll report
Contracts for all staff, annually reviewed by the council	Clerk to review and complete
Systems for recording any relevant changes in legislation	Clerk to review – SALC notifications monitored
Regular VAT analysis	Clerk to review – Scribe Accts helps enable close watch. VAT reclaimed annually
Regular budget monitoring statements	Clerk has reviewed way information is presented to Council
Procedures for monitoring grants or loans made or received	Policy and procedures adopted March 2018
Minutes properly numbered and paginated with a master copy in safe keeping	Numbering adopted from 2015. Master copy held securely and deposited with Suffolk Record Office after five years.
Adoption of code of conduct for members	Council has adopted Code
Safe operating practices of staff	Clerk to ensure proper risk management and training for all staff
<b>Internal Audit Assurance</b>	
Review of internal controls in place and their documentation	IA to note and include in report to council
Review of minutes to ensure legal powers in place, recorded and correctly applied	IA to note and include in report to council
Testing of income and expenditure from minutes to cashbook, from bank statements to cash book, from minutes to statements etc	IA to note and include in report to council
Transactions review and testing of arrangements to prevent and detect fraud and corruption	IA to note and include in report to council
Testing of disclosures	IA to note and include in report to council
Testing of specific internal controls and reporting findings to management	IA to note and include in report to council



9 March 2022 (2021 – 2022)

**Trimley St Martin Parish Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location / Responsibility	Estimated Life	Usage/Capacity	Charges
Aluminium tray sign display boards x3	March 2021	1,906.00	1,906.00	Memorial Hall, picnic site	15 years		
Bench	February 2022	305.00	305.00	Goslings Way Play Area	25 years		
Bench	February 2022	305.00	305.00	Adjacent to footpath from	25 years		
Bench	2002	500.00	500.00	just past Goslings Farm	5 years		
Bench	May 2007	500.00	500.00	Trimley Foreshore	15 years		
Bench x2	1962	1,000.00	1,000.00	St Martin's Green at Junc	5 years		
Bus shelter	Pre 2000	2,025.00		High Road	3 months		
Bus shelter	Pre 2000	2,025.00	1,500.00	Howlett Way	2 years		
Community Noticeboard	February 2022	639.00	639.00	outside Memorial Hall	20 years		
Dog and litter bins	latest 2020	2,115.00	2,115.00	various locations in the vi	2 to 10 years		
Epson EB-970 Projector	October 2018	441.00	500.00	Clerk's Home	5 years		
Eyefine Tripod Screen	October 2018	54.92	65.00	Memorial Hall	10 years		
Laptop	Dec 2011	759.50	650.00	Clerk's Home	1 year		
Noticeboard x 2	02 03 2019	1,142.20	1,142.20	outside Memorial Hall av	20 years		
Peace Sign	1995	500.00	700.00	outside Reeve Lodge	10 Years		
Picnic Tables x 2	November 2020	1,444.75	1,550.00	Capel Hall Lane picnic ar	25 years		
Village Sign	1977	500.00	700.00	Junction of St Martins Gr	10 years		
		<b>16,162.37</b>	<b>14,877.20</b>				
<b>Grand Total:</b>		<b>16,162.37</b>	<b>14,877.20</b>				