

# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)  
32 Hillcrest Rise  
BURNTWOOD  
WS7 4SH

Mobile: 07908 545412 (Office hours)  
Email: [rollestonpc@outlook.com](mailto:rollestonpc@outlook.com)

Our Ref: MD

04 May 2020

**To: All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend an online Meeting of the Parish Council on **Monday 11 May 2020** commencing at 7.30pm at which the business set out below will be transacted.

***NB:** This meeting is permissible under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 04 April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including any by video and telephone conferencing) for a specified period until May 2021.*

Yours sincerely

*MDanby*

Mary Danby  
Clerk

## **PUBLIC FORUM**

There will be no Public Forum for this meeting. If you wish to raise any queries or submit comments to be parish council please email these to the Parish Clerk ([rollestonpc@outlook.com](mailto:rollestonpc@outlook.com)) no later than 5pm on Thursday 07 May 2020.

Members of the public may observe the meeting by logging onto Webex – please email the Parish Clerk for the login details no later than 3pm on the day of the meeting.

## **1. DECLARATIONS OF INTEREST**

## **2. PLANNING MATTERS**

### **2.1 Planning Applications**

<b>Planning Application No.</b>	<b>Address</b>	<b>Proposal</b>
P/2020/00325	Land adjacent to 97 Station Road	Construction of raised plateau and compensatory floodplain storage
P/2020/00341	Rolleston Scout HQ Station Road	Erection of two storey and single storey side and rear extensions and rear canopy area

<b>Planning Application No.</b>	<b>Address</b>	<b>Proposal</b>
P/2020/00386  (Application made on behalf of the parish council)	Opposite to Rolleston Club 15 Burnside	Reduction in size of Willow by approx. 20%, length of reduction around 3m to 4m (T1), fell two self-set Willows (T2 and T3), reduction in size of Willow by 20% (T4), crown raise and cut back from BT pole and clear phone wire of one Alder (T5), re-pollard Willow stump (T6)
P/2020/00388	18 Brookside	Erection of a single storey rear extension

## 2.2 Planning Decisions

<b>Planning Application No.</b>	<b>Address</b>	<b>Proposal</b>
P/2019/00999  Permitted	Rolleston Club 15 Burnside	Conversion of existing store to form office, infill of open yard to form food preparation area and single storey extension to form WC
P/2019/01324 Permitted	22 Alderbrook Close	Retention of playhouse in rear garden
P/2019/01481  Permitted	Rolleston Club 15 Burnside	Construction of pitched roof over existing flat roof and erection of a single storey rear extension to bowls pavilion to form implement store and front bay window replacement
P/2020/00083  The LPA has no objection to the work and does not propose to make a TPO in this instance	Rolleston House Hall Grounds	Crown reduction by up to 2m of 1 Walnut tree
P/2020/00203  The LPA has no objection to the work and does not propose to make a TPO in this instance	Brookside Cottage 10 Alders Reach	Crown reduction in height of 1 Beech tree (T1) or to nearest growing point and removal of end tip weight on the lateral branches by 1.5m - 2m or suitable growing point
P/2020/00274 The LPA has no objection to the work and does not propose to make a TPO in this instance	26 Station Road	Falling of 1 Pear tree

3. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON 09 MARCH 2020 (ENCLOSURE 1)
4. MATTERS ARISING FROM PREVIOUS MINUTES
5. COUNTY COUNCILLOR'S REPORT
6. BOROUGH COUNCILLOR'S REPORT
7. PARISH COUNCILLORS' REPORTS
8. FINANCIAL MATTERS
  - 8.1 Schedule of payments (as at 01 May 2020)

Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Council mobile	DD	24.68	4.11
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
Zurich Municipal	2020/21 Insurance premium	BACS	3,163.41	0.00
Freeola Ltd	Village website	DD	13.86	2.31
Viking	Postage stamps (£28.68) Stationery (£68.67)	BACS	97.35	12.02
Clerk's salary	Clerk's salary and expenses	BACS	872.80	0.17
P Gould	Mowing contract	BACS	1,250.14	0.00
J Deacon	Environmental Officer (£914.53) Renew broken stile on Footpath 9 (£66.00)	BACS	980.53	163.42
			<b>6,408.76</b>	<b>183.03</b>

## 8.2 Bank Reconciliation as at 30 April 2020

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	<b>PLUS</b> Income	35,504.50	1,168.99	36,673.49
	<b>LESS</b> Expenditure	4,959.32	-	4,959.32
30 April 2020	Bank Statement	41,152.57	57,724.44	98,877.01

## 9. INTERNAL AUDIT

### 9.1 Internal Audit report for the Year Ended 31 March 2020 (Enclosure 2 - to follow)

### 9.2 Appointment of Internal Auditor for the 2020/21 financial year

The council is recommended to re-appoint Toplis Associates as the council's Internal Auditor for the 2020/21 financial year.

## 10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20 (ENCLOSURE 3 - to follow)

## 11. DELEGATION OF AUTHORITY

11.1 To resolve that the council will delegate authority to the Clerk in consultation with the Chair and Vice-Chair (or other councillors should one or the other be indisposed) to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the COVID-19 outbreak, informed by consultation with members of the council. All decisions to be minuted appropriately. Delegated authority to cease upon the first face-to-face meeting of the council.

11.2 To resolve that the above Delegation of Authority be added to the council's Standing Orders as Standing Order 18 and the remaining Standing Orders be renumbered.

## 12. ANNUAL MEETING OF THE COUNCIL

To resolve to hold the Annual Meeting of the Council at the next face-to-face meeting of the council.

## 13. POSTPONEMENT OF THE ANNUAL PARISH MEETING

The 2020 Regulations have omitted either to disapply the requirement to hold an Annual Parish Meeting between 1<sup>st</sup> March and 1<sup>st</sup> June or to enable such a meeting to be held remotely. As it would clearly be in contravention of current Government guidance to hold a parish meeting, NALC has suggested that councils do not pursue any arrangements for the Annual Parish Meeting until the Government has clarified matters.

## 14. ANNUAL POLICIES REVIEW

### 14.1 Anti-Fraud and Corruption Policy (ENCLOSURE 4A)

### 14.2 Members and Officers Subsistence/Mileage Policy (ENCLOSURE 4B)

## 15. THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND: EAST STAFFORDSHIRE ELECTORAL REVIEW – COVID-19 UPDATE

The following update has been received from the Commission:

*In the unprecedented situation in which the nation finds itself commissioners have considered carefully how to proceed with electoral reviews which are part way through the process, and those which we have in our future programme.*

*We are fully equipped for home working and, where reviews are at a stage where we do not require further external information or input, they are progressing as normal.*

*We have considered carefully how to proceed with electoral reviews that are part way through the process but do require further external information and input, and those which are about to commence. In so doing we have been especially sensitive to two considerations:*

- *the capacity of individual local authorities to engage with us – particularly while they have to adapt to new ways of working – in order to avoid distracting them from their critical task of delivering essential public services*
- *confidence that we can consult in ways that enable appropriate input from local residents and organisations in these unprecedented circumstances.*

*As a result of these considerations, the Commission has decided to pause consultations temporarily. The pause will allow us to identify arrangements for proceeding with reviews whilst respecting the two considerations mentioned above.*

***As the first period of consultation on new electoral arrangements for East Staffordshire has closed, the Commission will still consider draft recommendations at its May meeting. This is clearly an evolving and unprecedented situation, but our current expectation is that the publication of the draft recommendations will be delayed until we can be confident that we can consult in ways that enables appropriate input from all stakeholders. Over the coming weeks, we will consider how and when we might carry out effective consultations and what this means for the extent of any delay, and we will keep in close contact with you throughout this period.***

*We are informing all affected local authorities, parishes and stakeholders about the approach we are now taking. We will put information about how we are proceeding on individual reviews on the appropriate pages of our website (<https://www.lgbce.org.uk/all-reviews/west-midlands/staffordshire/east-staffordshire>). We encourage all those we are contacting to also use their own channels to spread awareness.*

## 16. CORRESPONDENCE

### 16.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's weekly newsletters have been circulated to all Councillors.

### 16.2 Broken stile, Footpath No. 9 (Anslow Lane to Tutbury Road)

Several members of the public reported that the first stile on Footpath No. 9 from Anslow Lane was broken. The council's contractor was asked to repair the stile, this work has been completed.

### 16.3 Request for the removal of a speed hump

A resident contacted the council requesting support in their request to Staffordshire Highways for a speed hump to be removed from in front of their property. The resident has been advised that the council has no authority regarding Highways and that their email has been forwarded to the County Councillor with a request that he investigate this matter.

**MINUTES OF THE MEETING OF ROLLESTON ON DOVE PARISH COUNCIL**  
**HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE**  
**ON MONDAY 09 MARCH 2020 COMMENCING AT 7.30 PM**

**PRESENT**

Councillor S McManus (in the Chair)

Councillors Badcock, Gooding, E McManus, Peate, Sanderson, Stewart, Toon and Wyatt

**In attendance**

PC Parden

15 Members of the public

Mary Danby, Clerk

**PUBLIC FORUM**

Residents addressed the council on their concerns regarding the Environment Agency's response to the flooding on the night of 16 February. The concerns included:

- Where are the sluice gates along the Alder Brook?
- What was the timeline for the flooding? The flooding started 2.30am and the water had receded significantly by 7am.
- The Environment Agency sent out the telephone/email alerts too late
- A log of facts is required on why the sluice gate was not opened and the Environment Agency's actions during the flooding.
- Why does the Environment Agency prioritise the A38 over Rolleston assets and residential properties on Brookside?
- The condition of the Brook is terrible, it is overgrown and undergrown all the way along and it needs better management.
- There is a need for the Environment Agency to nominate a person who is responsible for the area.
- Can the Environment Agency be requested to attend a meeting to give the full facts of what happened on the night or could they at least provide a report which could be made publicly available?
- Environment Agency staff were not present on the night, whereas they had been on previous occasions – why was this?
- What can/is the Environment Agent do/doing to ensure that the flooding does not happen in the future?
- Brook House bridge – Station Road – the footpath is very muddy making it difficult to use.

Councillor S McManus said that:

- The parish council had distributed a letter to affected residents on Brookside, Burnside and Chapel Lane which outlined the actions taken and provided contact information.
- The council would liaise with County Councillor White to ask the Environment Agency to either attend a public meeting or provide a report with a timeline of what happened on the night of 16 February and their actions.
- The council was looking at compiling a Community Flood Plan (recommended by the Environment Agency) and he offered the opportunity for residents to help in compiling a plan for their area.
- The council will keep residents informed via its website and Facebook page.

**POLICE**

PC Parden reported that he and his team had received reports of anti-social behaviour on the Elizabeth Avenue playing field – the PCSO has patrolled the area and will keep monitoring it.

He also reported that young people had been moved on from the Craythorne Road car park and this area will continue to be monitored.

He reported that there had been a rise in vehicle crime and burglaries in the area and he urged people not to leave garage doors open for people to see what tools, etc they have stored. He also said that people who have keyless vehicles should make sure that they use a Faraday case.

Councillor S McManus said that during the recent flooding in the village the council's road signs were ignored by drivers and they continued to drive at speed causing bow waves which then hit houses. He asked if there was anything the Police could do to help in this situation. PC Parden said that residents should call 999 if their homes are affected and they could then deal with the situation and they would liaise with Staffordshire Highways and ESBC as necessary.

**185. APOLOGIES FOR ABSENCE**

Councillor Robson

**186. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Gooding declared a pecuniary interest in Minute No. 187(b) and (c).

**187. FLOODING IN THE VILLAGE  
RESOLVED THAT:**

- a) The actions taken by the council after the flood on 16 February be noted.
- b) The purchase of 25 No. packs of Hydrosnakes at a cost of £340.00 plus VAT be approved.
- c) A letter be hand delivered to residents of Brookside advising them that they could apply for contributory funding from the remaining Environment Agency funds for the purchase of flood protection items (or items purchased after 01 June 2016).
- d) A request from a Brookside resident for contributory funding towards the purchase of a flood door to replace their existing front door be approved to a maximum of £1,000.
- e) Councillor Badcock to speak with the Transforming the Trent Valley officer to enquire whether the design team could be requested to consider storage of water to be released into the Brook in a controlled manner.
- f) Community Flood Plans be compiled for affected areas of the village by Councillors S McManus, Peate, Stewart and Wyatt with input from interested residents where possible and that once implemented the Plans should be reviewed quarterly.

**188. PLANNING**

**188.1 Planning Applications**

<b>Planning Application No.</b>	<b>Address</b>	<b>Proposal</b>
P/2019/01123 No objection	Willowfields 18 Dovecliff Road	Formation of a dropped kerb and formation of a parking area
P/2019/01125 No objection	Sunnydale 20 Dovecliff Road	Formation of a dropped kerb and formation of a parking area
P/2020/00094	6 Bladon's Yard	Listed Building Consent for the replacement of two windows and one external door in the south

		wall (ground floor and first floor), and replacement of one window in the east wall (ground floor) to the rear
No objection		
P/2020/00146	The Grey House School Lane	Removal of five Sorbus trees
Comment: Councillors ask for only the two Sorbus trees closest to the house be felled and that a replacement tree(s) be planted.		
P/2020/00203	Brookside Cottage 10 Alders Reach	Crown reduction in height of 1 Beech tree (T10 ) or to nearest growing point, and removal of end tip weight on the lateral branches by 1.5m-2m or suitable growing point
No comment		

**188.2 Planning Decisions**

**RESOLVED** That the planning decisions set out in the agenda be noted.

**190. MINUTES**

**RESOLVED** That the Minutes of the Council meeting held on 10 February 2020 be approved and signed as a true record.

**191. MATTERS ARISING**

None raised.

**192. COUNTY COUNCILLOR'S REPORT**

County Councillor White was unable to attend the meeting, but he had advised the Chair and Vice-Chair that:

- Staffordshire Highways were consulting on the re-siting of the build-out on Dovecliff Road.
- He is still chasing on the Beacon Road works.
- He is very heavily involved with the Bellway development.

**193. BOROUGH COUNCILLOR'S REPORT**

Borough Councillor Toon said that:

- She had had many complaints regarding the Bellway development and as a result she had asked the Environmental Health and Enforcement Officers to visit the site to resolve the reported issues.
- The Council Tax bill will increase by £5 for the 2020/21 financial year.
- ESBC will have two or three vacancies for councillors to be filled by By-elections.
- ESBC's Community & Civil Enforcement Officers had visited Brookside distributing information on how residents could apply for Flood Recovery Support funding.

**194. PARISH COUNCILLORS' REPORTS**

194.1 Councillor E McManus reported that the council's Facebook membership had increased by c50 people. She said she was drafting a Facebook usage policy for consideration by the council at a future meeting.

194.2 Councillor Toon reported that a resident had asked for trees to be planted using the Bellway s106 monies – she had explained to the resident that this was not possible.

194.3 Councillor Wyatt said that the recent Clean-up Day at Tafflands had been well attended. It was noted on the day at the footpath from the car park was very wet and muddy – crushed stone and drainage could be used to make the path better.

**AGREED** That work on the footpath be put on hold pending completion of the scheduled footpath works by the Burton Conservation Volunteers.

Councillor Wyatt said that there a lot of low hanging branches still in situ on the Tafflands play area. It was noted that the branches could not be removed during the bird nesting season unless they posed a health and safety problem.

Councillor Wyatt said that the hole in the pavement on Burnside was deteriorating further. There were also potholes on Knowles hill and Station Road which had been marked by Staffordshire Highways some time ago, but their conditions were deteriorating.

**AGREED** That the above highways issues be put to County Councillor White with a request that he ask that the repairs be expedited in the interests of public health and safety.

Councillor Wyatt reported that the recent flood had dumped a lot of silt on the road. Councillor S McManus said that he had taken a photograph which clearly illustrated the problem.

**AGREED** That Staffordshire Highways be requested to remove the silt as soon as possible.

194.4 Councillor Badcock reported that:

- The Transforming the Trent Valley team had confirmed that work will be done above the waterfall. A decision was yet to be made on what could be done below the waterfall.
- 12 people had asked for more information on the Brook Hollows project following the article in the Rollestonian newsletter.

194.5 Councillor Peate reported that there was a lot of silt on Marston Lane and potholes were deteriorating. The Clerk advised that this had already been reported to County Councillor White.

194.6 Councillor Stewart:

- Thanked Councillors E and S McManus for their support during the period that she was Acting Chair.
- Station road Care Home – vehicles were being parked on the opposite side of the road and not on their own drive.
- Asked that the council purchase an additional 12 No. litter pickers for use on Clean-up Days.

**AGREED THAT:**

- a) The Care Home operator be asked to ensure that staff and visitors park on site wherever possible.
- b) 12 No. litter pickers be purchased from Aspli Ltd at a cost of £113.04 plus VAT.

194.7 Councillor Gooding asked that a flyer be produced, based on the example provided by Stretton Parish Council, encouraging people to vote in the NDP Referendum and that the flyer be distributed to every household when the timetable has been confirmed and published.

Councillor S McManus said that he would draft the flyer, and this would be circulated to all Councillors for approval prior to publication.

194.8 Councillor S McManus:

- Thanked Councillor Stewart for her work as Acting Chair during a difficult time and for establishing a good rapport with Bellway.
- Reported that the Station Heritage Group asked for permission to build a planter using railway sleepers around the “Jinny Nature Trail” sign and keep it filled with flora according to season.

**AGREED** That permission be given for the Group to build a planter using railway sleepers around the “Jinny Nature Trail” sign subject to (a) the planter being located so as not to impede the grass being mowed and (b) that the volunteers undertake to water the plants.

**195. FINANCIAL MATTERS**

195.1 **Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Council mobile	DD (paid 19/02/2020)	24.00	4.00
Mrs M Danby	Reimbursement re skip hire (Brookside)	BACS (paid 20/02/2020)	200.00	33.33
Mrs M Danby	Reimbursement re skip hire (Brookside)	BACS (paid 24/02/2020)	200.00	33.33
Centrewire Ltd	Supply gate (Walford Road)	BACS	306.00	51.00
Viking	Postage stamps/stationery	BACS	22.64	1.15
Notice Me	Bus shelter information boards	BACS	483.50	80.58
Staffordshire Parish Councils Association	Local Councillor training course fee	BACS	20.00	-
Urban Vision Enterprise CIC	Rolleston on Dove NDP (final invoice)	BACS	900.00	150.00
1&1 IONOS Ltd	RPC website (Basic monthly fee £5.99; SiteLock Basic annual fee £14.25)	DD	20.24	3.37
P Gould	Mowing contract	BACS	1,198.23	-
Information Commissioner's Office	Annual Data Protection fee	DD (paid 02/03/2020)	35.00	-
PEAC (UK) Ltd	Photocopier rental (quarterly)	DD (paid 03/03/2020)	210.74	35.12
Complete Storage & Interiors Ltd	Hydrosnakes	BACS	408.00	68.00
Clerk's salary	Clerk's salary and expenses	BACS	873.34	-
HMRC	NI/PAYE (Final quarter 2019/20)	BACS	948.59	-
Barnett Tree Services	Work at Tafflands Clean-up day (£250), Emergency tree work on Jinny Trail (£325)	BACS	575.00	-
J Deacon	Environmental Officer (£894.84), Refill sand bin (£72.00), Collect tractor and deliver to Brewery Centre (£120.00)	BACS	1,086.84	181.14

Mrs M Danby	Reimbursement re leaflet holders	BACS (Paid 03/03/2020)	20.75	3.46
		<b>TOTAL</b>	<b>7,532.87</b>	<b>644.48</b>

**RESOLVED** That the above payments be approved.

**193.1 Bank Reconciliation as at 29 February 2020**

		<b>Bank Accounts</b>		
		<b>Treasurer £</b>	<b>Instant Access £</b>	<b>Total £</b>
01 April 2019	Bank Statement	13,292.23	53,081.15	66,373.38
Movement in funds to date	<b>PLUS</b> Income	71,877.11	5,472.13	77,349.24
	<b>LESS</b> Expenditure	(67,214.42)	(2,000.00)	(69,214.42)
		17,954.92	56,553.28	74,508.20
29 February 2020	Bank Statement	17,954.92	56,553.28	74,508.20

**RESOLVED** That the above was a true record.

**194. 2019/20 BUDGET AS AT 29 FEBRUARY 2020**

**RESOLVED** That the report be noted.

**195. STAFFORDSHIRE COUNTY COUNCIL:  
DOVECLIFF ROAD, ROLLESTON – STATUTORY CONSULTATION**

**RESOLVED** That the council has no objection to the proposal.

**196. TO REVIEW PITCH HIRE FEES FOR THE CRAYTHORNE ROAD FOOTBALL PITCHES**

**RESOLVED** That the hire fees remain unchanged pending receipt of the s106 funding.

**197. ANNUAL REVIEW OF POLICIES**

**RESOLVED** That the following documents be amended where necessary and approved for publication:

- a) Standing Orders
- b) Financial Regulations
- c) Statement of Internal Control and Annual Review of Effectiveness of Internal Control
- d) Asset Register
- e) Information and Data Protection Policy

An offer by Councillor Peate to drive the recruitment of Youth Representative to sit on the council (Standing Order 29 refers) was accepted.

**198. ACTION POINTS**

**RESOLVED** That the report be noted.

**199. COLLEGE FIELD: S106 AGREEMENT (Minute Nos. 141 and 164 refer)**

Councillor S McManus reported that it was the general view of the Care for Rolleston Group that the Elizabeth Avenue play area be renewed, and that inclusive play equipment be installed to enhance the other play areas. These options would be put to ESBC together with the report from the Staffordshire FA following their inspection of the Craythorne Road football pitches.

**200. COLLEGE FIELD DEVELOPMENT**

It was noted that Bellways had done most of the things they had been asked to do. The residents have been accommodating and raised issues with the council, these issues had been relayed to the Site Manager and the Enforcement Officer. The Scouts had agreed to allow construction vehicles to park in their car park whilst waiting to access the construction site. Complaints were still being received due to vehicles parking on Station Road.

Councillor S McManus said that the council would continue to keep on top of the development and issues will be reported to the Site Manager and the Enforcement Officer.

**201. STAFFORDSHIRE COUNTY COUNCIL: GRASS CUTTING AND WEED CONTROL**

Councillors received information on the above. As part of the discussion, Councillor S McManus referred to the Contractor Review Meetings and he asked that all Councillors look at their areas and give feedback to him on the Contractors' work. A written report will be provided to both Contractors and their Review Meetings will be held with only the Chair and Vice-Chair. Councillor S McManus said that he would provide copies of the contracts to all Councillors so that feedback can be given on the various elements of those contracts.

**202. STAFFORDSHIRE FIRE & RESCUE SERVICE DRAFT SAFETY PLAN 2020-2024 CONSULTATION**  
**RESOLVED** That the Draft Safety plan be received without comment.

**203. CORRESPONDENCE**

**203.1 Staffordshire Parish Councils' Association (SPCA)**

The weekly SPCA Bulletins had been forwarded to all councillors.

**203.2 Elizabeth Avenue: Request re goals**

A resident of Elizabeth Avenue had contacted the council via its Facebook page. He asked if the nets on the goals at the Elizabeth Avenue playing field could be taken down and relocated to the Craythorne Road playing field so that he and other residents do not experience the anti-social behaviour and parking issues they encountered last summer.

**RESOLVED** That the request be declined as removing the nets will not lessen anti-social behaviour on the site.

**203.3 Elizabeth Avenue Playing Field – Anti-social behaviour**

A resident of Field Drive had reporting anti-social behaviour on the playing field and asking if the council would consider installing improved lighting in the area and potentially CCTV cameras. They also asked for increased patrolling by the Police.

The council highlighted the above issue to the Police earlier in the meeting and asked that patrols be increased when possible.

**204. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**205. CO-OPTION APPLICATION**

**RESOLVED** That Robert Houston be co-opted onto the council.

**206. QUOTATIONS**

**206.1 Tree Works - Burnside**

**RESOLVED** That a second quotation be sourced; that both quotations be circulated to all Councillors via email, that an upper ceiling of £690 be set for the work and that the contract be placed with the preferred tree surgeon.

**206.2 Burnside Railings and Bridges Project**

**RESOLVED** That this project be put on hold.

**207. ELECTRICITY SUB-STATION, BEACON ROAD**

**RESOLVED** That Councillors S McManus and Sanderson be authorised to execute the Lease with Western Power.

**208. PARISH COUNCIL WORKING PRACTICES**

Councillor S McManus undertook to prepare a proposal for consideration at a future meeting.

The meeting closed at 10.15 pm

Signed .....

Date .....

DRAFT

**ROLLESTON ON DOVE PARISH COUNCIL  
ANTI-FRAUD AND CORRUPTION POLICY**

**1. Statement of Intent**

- 1.1 In carrying out its functions and responsibilities Rolleston on Dove Parish Council (“RPC”) will promote a culture of honesty, openness and fairness and requires elected members and employees at all levels to conduct themselves in accordance with the principles contained in The Relevant Authorities (General Principles) Order 2001 throughout their term of office or employment with RPC. The principles contained in the Order are detailed in Appendix A.

Consequently, RPC recognises and accepts the need for an Anti-Fraud and Corruption Policy.

RPC will not tolerate fraud and corruption in the administration of its responsibilities and will deal equally with offenders whether from inside or outside RPC.

- 1.2 Fraud and corruption are defined as follows:

- Fraud is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.
- Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation.

In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.

This policy identifies a series of measures designed to frustrate any attempted fraudulent or corrupt acts and the steps to be taken if such action occurs. The policy is presented in six areas as follows:

Section 2: Culture

Section 3: Prevention

Section 4: Deterrence

Section 5: Detection and Investigation

Section 6: Awareness and Training

**2. Culture**

- 2.1 RPC promotes a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. The elected members and employees play an important role in creating and maintaining this culture. All are positively encouraged to raise concerns regarding fraud and corruption in the knowledge that such concerns will wherever possible be treated in confidence.

- 2.2 RPC will ensure that any allegations received will be taken seriously and investigated in an appropriate manner. Those who defraud RPC or who are corrupt or who instigate financial

malpractice will be dealt with firmly. There is however a need to ensure that any investigation process is not misused and, therefore, any abuse may, where appropriate, be dealt with as a disciplinary matter.

- 23 Where fraud and corruption has occurred due to a breakdown in systems or procedures, arrangements will be made to ensure that the appropriate improvements in systems of control are implemented to prevent a re-occurrence.

### **3. Prevention**

#### **3.1 Role of Elected Members**

As elected representatives all Members of the Council have a duty on behalf of their electorate to protect RPC from all forms of fraud and corruption. This is reflected through the adoption of this Policy and compliance with the Code of Conduct for elected Members, RPC's Standing Orders and Financial Regulations and other relevant legislation.

When they take office elected Members are required to sign to the effect that they have read and understood the Code of Conduct. The Code requires elected Members, inter alia, to declare and register interests and to register receipt of gifts and hospitality. In addition, elected members are given the opportunity to attend periodic update sessions on matters of conduct and standards provided by the Borough Council's Monitoring Officer.

#### **3.2 Role of Officers and Employees**

##### **3.2.1 Officer**

Officers are responsible for the communication and implementation of this Policy in their respective work areas. They are also responsible for ensuring that employees are aware of RPC's Financial Regulations and Standing Orders and that the relevant requirements of each are being met in the day to day conduct of Council business.

Officers are expected to strive to create an environment in which employees feel able to approach them with any concerns they may have regarding suspected irregularities. All such concerns must be communicated to the Clerk.

Special arrangements will apply where employees are responsible for cash handling or are responsible for financial systems and systems that generate payments. Checks are carried out on a regular basis to ensure that proper procedures are being followed.

RPC recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees whether for permanent, temporary or casual posts. RPC has a recruitment procedure which contains appropriate safeguards on matters such as written references and verification of qualifications held. In addition, where appropriate, the relevant DBS checks will be undertaken for employees who will be required to work with children or vulnerable people.

### **3.2.2 Employees**

The work of employees is governed by RPC's Standing Orders and Financial Regulations and other relevant policies, i.e. Health and Safety etc.

In addition to the above employees are responsible for ensuring that they follow the instructions given to them by their line manager particularly with regard to the safekeeping of RPC's assets.

Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace. Concerns must be raised through use of RPC's Whistle Blowing Policy.

### **33 Conflicts of Interest**

Elected Members must act as laid down in the Code of Conduct and employees must act in accordance with parish policies to ensure that they avoid situations where there is a potential for a conflict of interests. Effective role separation will ensure that decisions made are seen to be based on impartial advice and therefore avoid questions regarding improper disclosure of confidential information.

### **34 Role of Internal Audit**

The Clerk is responsible for ensuring that there is an adequate and effective system of internal audit of RPC's accounting, financial and other systems in accordance with the provisions of the relevant Accounts and Audit Regulations. Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and corruption and will work with management to identify the procedural changes necessary to prevent RPC from exposure to losses. Internal audit will also investigate cases of suspected irregularity or fraud.

### **35 Role of External Audit**

The external auditor has a responsibility to review RPC's arrangements for preventing and detecting fraud and irregularities and arrangements designed to limit the opportunity for corrupt practices. This responsibility is satisfied by undertaking a number of specific reviews and tests of the adequacy of the relevant financial systems and other arrangements for the prevention and detection of fraud. The outcome of these reviews and tests are reported each year in the Annual Return which is presented to elected Members for approval at Council.

## **4. Deterrence**

4.1 Fraud, corruption and theft are considered to be serious offences against RPC and employees will face a disciplinary investigation if there is an allegation that they have been involved in any of these activities. Where necessary, disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case in a consistent manner.

4.2 Similarly, any elected Member will face appropriate action under this policy if it is shown that they have been involved in fraud, corruption or theft against RPC or have otherwise acted illegally.

4.3 RPC will not seek to cover up cases of fraud and corruption but conversely will try to ensure that the results of any action taken, including prosecutions, are notified to the media.

4.4 In all proven cases where financial loss has occurred and it is in the public's interest to do so RPC will seek to recover such loss and will give consideration to publicising the fact.

4.5 All anti-fraud and corruption activities, including the adoption of this policy, will be publicised to make employees and the public aware of RPC's commitment to taking appropriate action on fraud and corruption when it occurs.

## **5. Detection and Investigation**

5.1 Systems of internal control have been established together with Financial Regulations and Standing Orders to deter fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.

5.2 In addition, it is often the vigilance of employees and members of the public that aids detection. Employees are to be encouraged to raise their concerns without the fear of recrimination and RPC's Whistle Blowing procedure has been designed specifically to address this matter.

5.3 Frauds are, in some cases, discovered by chance or 'tip-off' and arrangements are in place to enable such information to be properly dealt with.

5.4 All suspected irregularities should be reported directly, or via an intermediary, to the Clerk. This is essential to ensure the consistent treatment of information regarding fraud and corruption and will facilitate a proper and thorough investigation.

5.5 Investigations will normally be conducted by the Clerk and reported to the Chairman who will determine whether or not referral to the Police is appropriate. The outcome of all investigations where loss has been suffered will be reported to RPC's external auditor.

5.6 Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.

5.7 Where necessary, following the investigation, RPC's disciplinary procedures will be applied to any employee found to be guilty of improper behaviour.

## **6. Awareness and Training**

6.3 RPC recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of elected members and employees throughout the organisation.

6.4 Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of RPC's assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

## **7. Conclusion**

RPC has in place a network of systems and procedures to assist in the prevention and detection of fraud and corruption. RPC is determined to ensure that these arrangements will keep pace with future developments in prevention and detection techniques regarding

fraudulent or corrupt activity that may affect its operations.

The Clerk has day to day responsibility for the successful operation of the relevant systems supported by internal and external audit and will ensure that this policy is reviewed annually in order to be satisfied that RPC's exposure to potential fraud and corruption is minimised and that the results of this review are reported to the Council.

Adopted: 08 April 2019  
Review date: April 2020

## **APPENDIX A**

### **THE GENERAL PRINCIPLES**

#### **Selflessness**

Members should only serve the public interest and should never improperly confer an advantage or disadvantage on any person.

#### **Honesty and Integrity**

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

#### **Objectivity**

Members should make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.

#### **Accountability**

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

#### **Openness**

Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

#### **Personal Judgement**

Members should take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

#### **Respect for Others**

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or gender disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

#### **Duty to Uphold the Law**

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

#### **Stewardship**

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

#### **Leadership**

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

**ROLLESTON ON DOVE PARISH COUNCIL  
MEMBERS AND OFFICERS SUBSISTENCE / MILEAGE POLICY 2020/21**

**1. Subsistence / Mileage Rates:**

<b>Motor Mileage Rates*</b>	
All cars and vans	45p per mile (first 10,000 miles) 25p per mile (over 10,000 miles)
Motorbikes	24p per mile
Cycles	20p per mile
<b>Subsistence Rates**</b>	
<b>Allowance Period</b>	<b>Maximum Payable</b>
Breakfast (before 11 am)***	£5.00
Lunch (between 12 noon and 2 pm)	£7.50
Tea (between 3 pm and 6 pm)	£3.50
Evening Meal (after 7 pm)	£15.00
Conference allowance to cover out of pocket expenses (per 24 hour period)	£25.00
<b>Public Transport</b>	
Reimbursement of public transport fares (2 <sup>nd</sup> class or economy class only)	

\*HMRC Approved Mileage Allowance Payments

\*\*The subsistence rates quoted are for periods of four hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

\*\*\*May only be claimed where an overnight stay is required and breakfast is not included in the accommodation charge.

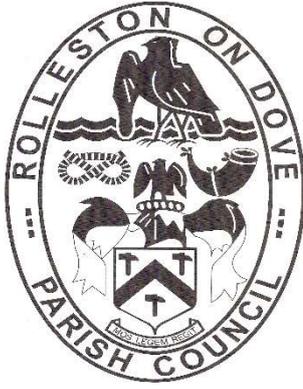
**2. Approved Duties**

**Members**

- Attending conferences, e.g. National Association of Local Councils (NALC)
- Attending training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the council at other events/meetings outside the parish boundary as approved by the parish council from time to time

**Officers**

- Mileage will be paid for all duties undertaken within and outside the parish boundary (with the exception of attendance at scheduled parish council meetings)
- Attendance at conferences, e.g. SLCC, NALC
- Attending approved training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the parish council from time to time



# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)  
32 Hillcrest Rise  
BURNTWOOD  
WS7 4SH

Mobile: 07908 545412 (Office hours)  
Email: [rollestonpc@outlook.com](mailto:rollestonpc@outlook.com)  
<https://rollestonondovepc.co.uk>

Our Ref: MD

04 May 2020

To: All Members of the Parish Council

Dear Councillor

## ROLLESTON ON DOVE PARISH COUNCIL MEETING 11 MAY 2020: SUPPLEMENTARY AGENDA

Please note the following:

### 8.1 Schedule of payments (as at 04 May 2020)

Payee	Description	Payment Method	Gross £	VAT £
EE Ltd	Council mobile	DD	24.68	4.11
1&1 IONOS Ltd	RPC website	DD	5.99	1.00
Zurich Municipal	2020/21 Insurance premium	BACS	3,163.41	0.00
Freeola Ltd	Village website	DD	13.86	2.31
Viking	Postage stamps (£28.68) Stationery (£68.67)	BACS	97.35	12.02
Clerk's salary	Clerk's salary and expenses	BACS	872.80	0.17
P Gould	Mowing contract	BACS	1,250.14	0.00
J Deacon	Environmental Officer (£914.53) Renew broken stile on Footpath 9 (£66.00)	BACS	980.53	163.42
Toplis Associates Ltd	2019/20 Internal Audit fee	BACS	161.76	26.96
			<b>6,570.52</b>	<b>209.99</b>

### 9. INTERNAL AUDIT

9.1 Internal Audit report for the Year Ended 31 March 2020 (ENCLOSURE 2 – marked as “to follow” on your agenda)

### 9.2 Appointment of Internal Auditor for the 2020/21 financial year

The council is recommended to re-appoint Toplis Associates as the council's Internal Auditor for the 2020/21 financial year.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20 (ENCLOSURE 3 – marked as “to follow” on your agenda)

Yours sincerely

*MDanby*

Mary Danby  
Clerk to Rolleston on Dove Parish Council

# TOPLIS ASSOCIATES LTD.

STREETHAY LODGE  
STREETHAY  
LICHFIELD  
STAFFORDSHIRE WS13 8LR

TEL: 01543-419202

30 April, 2020

The Chairman  
Rolleston on Dove Parish Council  
c/o Mrs M Danby - Clerk  
32 Hillcrest Rise  
BURNTWOOD  
Staffordshire WS7 4SH

Dear Councillor

## **Conclusion of Internal Audit of your Parish Council For the year ended 31<sup>st</sup> March 2020**

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end review I have been able to sign the Annual Governance and Accountability Return Part 3 ("AGAR") without any qualification.

The independent internal examination of the Councils governance, financial affairs and certification of the 2018-19 AGAR to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 (as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020) and embodied in the Joint Panel on Accountability and Governance Practitioners Guide 2020.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures.
- Charitable Trusts (when appropriate)

Registered Office as above  
Registered in England No 3219234

**ENCLOSURE NO. 2**

This year we have not yet carried out a review of your web site to evaluate its conformance to the Local Government Transparency Code 2015 which is to be viewed as a minimum standard. As soon as this has been completed we will forward the schedule to your Clerk for any relevant action.

We carried out two reviews during the fiscal year and were accorded with full co-operation by your Clerk. Any issues which we raised with the Clerk during the conduct of our work have either been satisfactorily rectified or are noted below.

A copy of our Annual Internal Audit certification (page 3 of the AGAR) for 2019-20 is attached.

We would wish to draw your attention to the "Publication Requirements" on page 1 of the AGAR

We would also wish to draw your council's attention to the following matters:

1. We note that your general reserves cover (after the exclusion of properly voted earmarked funds of £41,980) is 0.42. We consider this to be a comfortable level of general reserves balance at the year end.

In respect of the new Council year we make the following additional observations and recommendations for your consideration:

1. We recommend that during the fiscal year your council should review the Risk Assessment to ensure that it still reflects the current environment. Your council should then minute its ratification;
2. During the fiscal year your council should review your Standing Orders and Financial Regulations to ensure that they still reflect the current environment. Your council should then minute that ratification;
3. Copies of both your current Standing Orders, Finance Regulations and Risk Assessment should be displayed on your councils web site and must show the latest date of revision and ratification;
4. You are reminded that when the council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching).

It is your Council's responsibility to note these comments and to consider what action should be taken.

Can we take this opportunity to remind you that when the AGAR comes back from the External Auditor you do have a duty to display the accompanying notice of Completion of Audit on each of your usual notice boards and on your council's website.

The complete AGAR and any auditor's comments or qualifications should also be displayed on your web site to allow electors to see the complete card and read the External Auditors comments if they wish to do so.

*In accordance with Regulation 13 (of the Audit and Accounts Regulations), after the conclusion of the period for the exercise of public rights, but no later than 30 September (or as revised for COVID-19 extensions), the authority must publish (including on its website) the annual governance statements, statement of accounts, and the external auditor's certificate and report – Sections 1, 2 and 3 of the Annual Governance and Accountability Return. Authorities must keep copies of these documents for purchase by a person at a reasonable sum and ensure that they remain available for public access for 5 years*

Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act. You should also minute the External Auditors approval of the AGAR and any qualification or comments made and take action where necessary.

You may find the advice given by the Chairman of the Smaller Authorities Audit Appointments body neatly summarises the changed dates agreed with the MHCLG. I have enclosed a copy for the information of you and the Clerk.

I shall make my next visit in October/November but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

A handwritten signature in black ink that reads "Alan Koplis". The signature is written in a cursive style with a long horizontal stroke at the end of the name.

# Annual Internal Audit Report 2019/20

## ROLLESTON ON DOVE PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	NO PETTY CASH KEPT		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken  
14/10/2019 30/04/2020

Name of person who carried out the internal audit  
Alan Toplis - Toplis Associates Ltd

Signature of person who carried out the internal audit



Date  
30/04/2020

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Chairman's Communications No 4 2020

---

Following representations made to the Ministry of Housing, Communities and Local Government (MHCLG) by SAAA and the sector organisations in respect of the statutory accounts and audit approval and publication deadlines for 2019-20 and the ability of authorities to hold meetings in the current coronavirus environment, the government has now made amendments to the existing audit legislation which extends the statutory deadlines for the approval and publication of the accounts and Annual Governance and Accountability Return (AGAR).

Separate legislative amendments have also been made to permit authority meetings to be held remotely via the use of technology.

The legislation and the provisions are set out below, and this information will be circulated by the appointed external auditors as an addendum to the AGAR forms and instructions.

### **The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020**

Owing to the increasing impact of COVID19 MHCLG has made amended Regulations which **extend the statutory audit deadlines for 2019-20** only for all Category 2 smaller authorities (town and parish councils, parish meetings, internal drainage boards and other authorities).

- The requirement for the public inspection period to include the first 10 working days of July **has been removed**
- Instead, smaller authorities must commence the public inspection period **on or before 1 September 2020**. Authorities are urged to commence this period as soon as possible
- The AGAR must be approved and published by **31 August 2020 at the latest** or may be approved earlier, wherever possible.

This means that the period for the exercise of public rights **can now be held at any time after the approval of the accounts and AGAR as long as it is commenced on 1 September at the latest.**

Authorities should publish the dates of their public inspection period. If this is significantly earlier or later than in previous years, they should inform the public through their websites (where available) of the reasons why they are departing from normal practice for 2020.

- The publication date for final, audited, accounts will move from **30 September to 30 November 2020** for all local authorities.

This is the date by which the Part 3 AGAR Sections 1, 2 and 3 including the completed External Auditor Report and Certificate must be published.

This does not apply to an authority that has certified itself as exempt and submitted a Certificate of Exemption to the external auditor. These authorities must publish their Certificate of Exemption by **31 August 2020**.

## Chairman's Communications No 4 2020

---

### **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

In relation to the meetings needed to approve the accounts and AGAR, MHCLG has made separate Regulations to enable meetings to be held remotely, and to hold and alter the frequency and occurrence of meetings without the need for further notice.

The provisions for remote meetings apply to all authorities **EXCEPT Parish Meetings** who must hold a public meeting and approve the AGAR before 31 August, although clearly Parish Meetings are not able to hold a public meeting at the current time.

Internal Drainage Boards are also not included in the remote meetings legislation, however separate changes to standing orders to allow remote meetings, have been agreed with Defra by the Association of Drainage Authorities.

Given these unprecedented times, authorities are urged to hold remote meetings where possible, to commence the public inspection period at the earliest opportunity and to submit the appropriate part of the AGAR (Part 1, Part 2 or Part 3) to their appointed external auditor as soon as possible.

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ROLLESTON ON DOVE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
 Authority web address

## Section 2 – Accounting Statements 2019/20 for

### ROLLESTON ON DOVE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	60,798	66,373	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	52,216	60,049	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	32,511	15,302	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	9,547	11,348	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	69,605	63,214	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	66,373	67,163	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	66,373	67,163	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	134,981	140,338	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

M Danby

Date

23/04/2020

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

**Rolleston On Dove Parish Council Current Year**

**Summary Receipts and Payments for Year Ended 31st March 2020**

Last Year Ended 31st March 2019		Current Year Ended 31st March 2020
	<b>Operating Income</b>	
0.00	Income	69,859.91
0.00	VAT Data	5,491.50
<u>0.00</u>		
	Total Receipts	<u>75,351.41</u>
	<b>Running Costs</b>	
0.00	Administration	69,221.07
0.00	VAT Data	5,340.88
<u>0.00</u>		
	Total Payments	<u>74,561.95</u>
	<b>Receipts and Payments Summary</b>	
<u>0.00</u>	<b>Opening Balance</b>	<b>66,373.38</b>
0.00	Add Total Receipts(As Above)	75,351.41
0.00		141,724.79
0.00	Less Total Payments(As Above)	74,561.95
<u>0.00</u>	<b>Closing Balance</b>	<b>67,162.84</b>
	<b>These cumulative funds are represented by:</b>	
0.00	Current Bank A/c	10,607.39
0.00	Deposit Account	56,555.45
<u>0.00</u>		<u>67,162.84</u>
	<b>Reserve Balances are represented by:</b>	
0.00	Current Year Fund	789.46
0.00	General Reserves	24,392.80
0.00	EMR - BKV Works	8,152.46
0.00	EMR - EA Funding	15,152.12
0.00	EMR - Brook Hollows	10,000.00
0.00	EMR - Potential Capital Projec	8,026.00
0.00	EMR - Shotwood Close POS	650.00
<u>0.00</u>		<u>67,162.84</u>

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)