

Meeting of Handforth Parish Council

To: Cllrs Chapman, Clark, Fox, Harrison, Scott, Thompson and Tolver.
cc: Ward Cllrs Burkhill and Mahon.

Parish Councillors are summoned to attend a Meeting of Handforth Parish Council (HPC) on Tuesday 14th April 2015 at 7:30pm, The Youth Centre, Old Road, Handforth.

Agenda

- 15/09/1 To receive apologies for absence.
- 15/09/2 To note declarations of Members' Interests.
- 15/09/3 Open Forum- Comment and questions concerning items on this agenda may be put to the Council by the public during this period. Matters which, in the Chairman's view require debate and/or a discussion will be referred to the next Committee/Council meeting, as appropriate. The Public Forum is restricted to 15 minutes, unless the Chairman allows otherwise.
- 15/09/4 To approve and sign the minutes of the HPC meeting of the 10th March 2015.
- 15/09/5 To approve accounts for payment.
- 15/09/6 To consider the Handforth Parish Council Risk Assessment for 2015/16.
- 15/09/7 To approve and sign the Annual Audit Return.
- 15/09/8 To consider the content of a letter to Cheshire East Council regarding the review of the Local Plan.
- 15/09/9 To consider the expenditure of up to £1000 on summer planting in Handforth.
- 15/09/10 To consider an application from the SK9 Group for £1684, to create a garden at the Tatton Flower Show.

15/09/11 To consider a grant application for IT equipment to the value of £1000, from St Benedict's Primary School.

15/09/12 To confirm that the next meeting of Handforth Parish Council will take place on the 19th May 2015.

Close of meeting.

John Brooks
Parish Clerk
7th April 2015

**Minutes of the Handforth Parish Council meeting held on
Tuesday 10th March 2015 at 7:30pm, The Youth Centre, Old
Road, Handforth.**

Present: Cllr Chapman

Cllr Fox

Cllr Scott

Cllr Thompson

Cllr Tolver (Chairman of Handforth PC)

Also present Mr Brooks, Parish Clerk, Ward Cllrs Burkhill and Mahon plus 18 members of the public.

Part A

15/06/1 To receive apologies for absence- apologies were received from Cllrs Clark and Harrison.

15/06/2 To note declarations of Members' Interests- Cllr Tolver declared an interest in item 15/06/6, in that he was a payee of one of the cheques.

15/06/3 Open Forum-

A question was asked about the level of reserves that Handforth PC was carrying. The Clerk confirmed that the proposed devolved services/transfer of assets provision was as last year £100k, but councillors would also be considering a number of smaller sums for ongoing projects. A question was asked about financial information on the Handforth PC website. In response the resident was informed that there was no requirement on the council to publish individual invoices/receipts, but that they would be available for inspection during the audit period. A resident informed the meeting that there were seven CCTV cameras at the railway station and that it would be a good idea if they could be linked to the CCTV provision in the village.

15/06/4 To approve and sign the minutes of the HPC meeting of the 10th February 2015.

Cllr Fox proposed, seconded by Cllr Thompson that the minutes of the 10th February be approved as a true record and signed.

Motion carried: three for and two abstentions.

15/06/5 To receive a report from the Clerk.

The Clerk's report was noted.

15/06/6 To approve accounts for payment.

Cllr Thompson proposed, seconded by Cllr Fox that the accounts for payment of £10542.62* be approved for payment.

Resolved: unanimously.

*This figure was increased to £11295.03 by decisions made in part B.

15/06/7 To approve the financial reserves to be held in 2015/16.

At a Finance Committee meeting Cllr Harrison had suggested that Handforth PC would be in breach of their own Financial Regulations, if the Council's reserves were in excess of the precept. The Clerk and the Chairman of the Finance Committee could not find such a clause and in the absence of Cllr Harrison, Cllr Thompson proposed, seconded by Cllr Tolver that Finance regulations be suspended for this item.

Resolved: unanimously.

Cllr Thompson proposed, seconded by Cllr Tolver that reserves of £134443 be ring-fenced.

Resolved: unanimously.

Devolved services/transfer of assets reserve	100,000	
War memorial fund	10000	
Handforth signage	5000	
Local Plan professional services	6890	
Depreciation reserve	3500	
Office rent January 14 to April 15	3000	
Bowser	1000	
Christmas lights capital expenditure	2900	
Hampers of Hope	2153	
	134443	Total

15/06/8 To note the latest report from the Chairman of the Finance Committee.

Cllr Thompson proposed, seconded by Cllr Tolver that the latest report from the Chairman of the Finance Committee be noted.

Resolved: unanimously.

15/06/9 To consider the expenditure of up to £1000 on additional litter bins in Handforth.

Cllr Tolver proposed, seconded by Cllr Thompson that the expenditure of up to £1000 on litter bins be approved.

Resolved: unanimously.

15/06/10 To consider a grant application for £1000 from Wilmslow Grange Primary School.

Cllr Scott proposed, seconded by Cllr Tolver that this grant application for £1000 be approved.

Motion carried: three for and two abstentions.

15/06/11 To confirm that the next meeting of Handforth Parish Council will take place on the 14th April 2015.

It was agreed that the next meeting of Handforth Parish Council will take place at Handforth Youth Centre, 7:30 pm on Tuesday 14th April 2015.

Cllr Fox proposed, seconded by Cllr Scott that Part B of the agenda be considered without the public present.

Resolved: unanimously.

End of Part A

Item 15/09/06.

Handforth Parish Council

Risk Assessment 15/16

Identified Risk.	Potential consequences of risk.	Assessment of impact (H/M/L).	Likelihood of risk occurring (H/M/L).	Controls in place to manage risk.	Required action.
Loss or damage of physical assets owned by the Council.	Asset unable to be used. Expense of replacing asset.	H	L	Asset register. Secure storage. Insurance cover.	Regular review by the Finance Committee of assets and the level of insurance.
The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public.	Risk of litigation should an individual or third party property become injured or damaged.	H	M	Public liability insurance.	The Clerk to check the level of cover and report back to the Finance Committee.
Loss of cash through theft or dishonesty.	The Council may be unable to provide its services. Damage to the reputation of the Council.	H	L	Monthly bank reconciliations are carried out. Internal audit carried out annually. There is a separation of duties between the payment of	Regular review of the processes by the Finance Committee. The Clerk to investigate the cost of 'fidelity insurance' and report back to

Identified Risk.	Potential consequences of risk.	Assessment of impact (H/M/L).	Likelihood of risk occurring (H/M/L).	Controls in place to manage risk.	Required action.
				accounts and the maintenance of financial records.	the Finance Committee.
Security and amenities or equipment	Risk of loss of council records or property.	H	L	Regular backup of hard drives. Additional copies held off site.	Regular review by the Finance Committee.
Banking arrangements including borrowing or lending.	Unexpected bank charges.	L	L	Monthly bank reconciliations are carried out.	Budget monitored quarterly by the Finance Committee.
Failure to keep proper financial records in accordance with statutory requirements.	Qualification of the accounts by the external auditor.	M	M	Income and expenditure account is maintained throughout the year. Files are maintained listing all invoices and receipts in date order.	Regular review by the Finance Committee.
Failure to ensure all business activities are within legal powers applicable to local councils.	Ultra-vires expenditure could lead to local elector challenge. Possible external auditor investigation/public	M	M	All payments are authorised by the council at Full Council meetings and reported in the relevant minutes.	

Identified Risk.	Potential consequences of risk.	Assessment of impact (H/M/L).	Likelihood of risk occurring (H/M/L).	Controls in place to manage risk.	Required action.
	Interest report. This would result in increased fees and bad publicity for the Council.			The minutes identify the powers under which unusual or significant expenditure is incurred. Regular review by the Finance Committee.	
Employment of staff.	Injury to staff. Employment related litigation. Penalty payments to HMRC.	M	M	Employers' Liability Insurance. Contract of Employment and Job description. On-line RTI to HMRC. Regular review by the Finance Committee.	Implement an annual review by the Employment Committee.
Failure to ensure all requirements are met under Customs and Excise regulations.	Entitlement to reclaim of VAT for a period may be lost.	M	L	VAT is analysed separately in the income and expenditure account. VAT invoices are retained. VAT returns are submitted annually.	
Ensuring the adequacy of the	The Council would not be able to meet	H	L	The Council sets a budget annually in	Regular review by the Finance Committee.

Identified Risk.	Potential consequences of risk.	Assessment of impact (H/M/L).	Likelihood of risk occurring (H/M/L).	Controls in place to manage risk.	Required action.
annual precept within sound budgeting arrangements.	its objectives due to lack of funds.			the annual budget meeting. Actual expenditure against budget is monitored.	
Failure to ensure the proper use of funds granted to local community bodies under specific powers or under s137.	Improper use of public funds.	H	H	All grant applications are reviewed by the full council.	Annual review of the grants procedure by the Finance Committee.
Improper, untimely and inaccurate reporting of council business in the minutes.	The Council could be open to challenge if they do not have an accurate record of any decision taken.	L	L	Minutes are taken at each Council meeting by the Clerk. These are properly numbered and are approved at the next Council meeting. A signed master copy is retained by the Parish Clerk.	
Failure to respond to electors wishing to exercise their rights	An elector could complain if they are not able to exercise	L	M	A notice is posted on Council notice boards notifying electors of	

Identified Risk.	Potential consequences of risk.	Assessment of impact (H/M/L).	Likelihood of risk occurring (H/M/L).	Controls in place to manage risk.	Required action.
of inspection.	their right of inspection.			their right to inspection of the accounts during the inspection period. Details available on the HPC website.	
Improper document control.	Increased fee from internal auditor or external auditor if there is a poor audit trail.	L	L	All documents are filed. There is an audit trail from income and expenditure account with supporting documentation.	
Failure to keep a Register of Members' Interests and gifts and hospitality in place, complete, accurate and up to date.	Possible complaint by an elector.	L	M	The CEC Code of Conduct has been adopted by the Council. All members have completed a Disclosable of Registerable Interests document.	Councillors to review the Registerable Interests documents annually or when there is a change of individual circumstances.

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

Handforth Parish Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	129,818	151,297	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.
2 (+) Annual precept	85,000	85,000	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	12,245	12,390	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	33,783	26,911	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	Nil	Nil	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	41,983	48,833	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	151,297	172,943	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	152,972	172,942	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	13,167	22,890	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	Nil	Nil	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
	X	X	

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Signature box]

Date [Date box]

I confirm that these accounting statements were approved by the council on this date:

[Date box]

and recorded as minute reference:

[Reference box]

Signed by Chair of the meeting approving these accounting statements.

[Signature box]

Date [Date box]

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

	Council/Meeting
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our responsibility for ensuring that there is a sound system of internal control, including 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 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Y		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Y		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 the council to conduct its business or on its finances.	Y		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	Y		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Y		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	Y		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 the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	Y		responded to matters brought to its attention by internal and external audit.
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 the council and, where appropriate have included them in the accounting statements.	Y		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	
		X	

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Item 15/09/10

Handforth Youth Centre

Old Road

Handforth

SK9 3AB

Thursday 2nd April

SK9 Garden at the 2015 RHS Tatton Flower Show

Dear Councillors,

The SK9 young people would like to apply for funding for a school garden to be created in partnership with Wilmslow High School at the RHS Tatton Flower Show in July 2015. The theme for the school gardens at the show is 'Industrial Heritage' and therefore, we have decided that in our garden we will try and incorporate the industrial elements of the town and parish councils that have funded the SK9 Young People's fund. (Wilmslow, Handforth, Alderley Edge, Styal & Chorley). We feel as a group that this project would be beneficial as we would involve young people from different abilities in the local community, for example the volunteer group and we would enable young people to gain skills and experience in this area of work. Also, it would educate all of the young people in the SK9 area about their heritage and historical elements from the different towns.

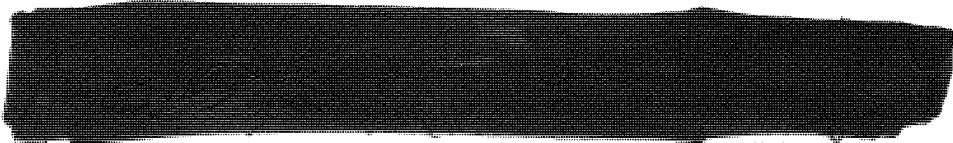
We are looking for funding to allow us to purchase all of the necessary resources, such as plants, soil, equipment and other items. The itemized costings are on the sheet attached. As the garden is run by the Royal Horticultural Society, there are stringent rules that we must adhere to. This means that a large percentage of the plants we use must be grown from seeds or plugs by young people. This will further widen their knowledge of gardening and give them useful skills for employment in the future. Also, a large percentage of the things we grow must be fruit or vegetables, which will involve an element of healthy eating education for the young people. The project requires us to give photographic evidence of children and young people both growing and helping to create the garden itself. There will be an element of artwork required, as a backdrop for the garden, and so we are including art and craft sessions in the lead up to the Tatton Flower Show.

The garden will include an element of Railway Heritage, as this is something that connects the five towns and parishes that we have mentioned. Other areas of history that we will include are the button industry, the prisoner of war camp at Handforth, the copper mines in Alderley Edge and the large amount of heritage at Quarry Bank Mill (including the water wheel).

We ask, therefore, that you confirm our approval for this project, and understand the **large** benefits that it will bring to both the promotion of the SK9 Fund and the young people who are involved in creating it.

Should you wish to contact a member of the group for further information, please telephone Joe McBride on ~~07770 58895~~.

Yours faithfully,

A large black rectangular redaction box covering the signature area.

Andrew Moakes, Beth Williamson, Eleana Howard & Joe McBride

Members of the SK9 Young People's Fund

Funding for Resources, Equipment and publicity.

Agrigate	£24
Turf	£30
Potting Compost	£50
Pots and Trays	£100
Plant Plugs	£300
Connifers	£30
Wood/ Backdrop	£300
Paint, wood preserve And varnish	£100
Miniture fencing	£50
Wood for replica	
Signage	£30
Hanging baskets	£20
Motor	£50
Pond Liner	£50
Polythene to convert gazebo to green house	£50
Green House	£210.[Will be used again]
Veg seeds	£10
T shirts and promotional materials	£230
Few pairs of waterproof and wellies	£50
Total	£1684.00