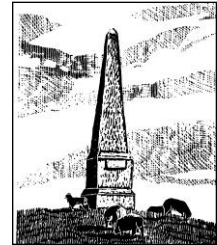


Bilsington Parish Council

Ashford, KENT

www.bilsingtonpc.kentparishes.gov.uk



Parish Clerk

Peter Setterfield MILCM
Wealden House
Grand Parade
Littlestone
New Romney
Kent
TN28 8NQ

Telephone 07714300986

Email: bilsingtonclerk@gmail.com

TO: MEMBERS OF BILSINGTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend the Annual meeting of the PARISH COUNCIL to be held on **TUESDAY 3 MAY 2016 at 7.00 pm** in Bilsington Village Hall, Bilsington.

Peter Setterfield

Peter Setterfield MILCM
Clerk to the Council

A G E N D A

1. **REPORT OF THE ASHFORD BOROUGH COUNCILLOR.**
2. **APPOINTMENT OF CHAIRMAN**
3. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**
4. **APPOINTMENT OF VICE-CHAIRMAN**
5. **DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN**
6. **APOLOGIES FOR ABSENCE**
7. **DECLARATIONS OF INTEREST**
 - a. Disclosable Pecuniary Interests (DPI) under the Localism Act 2011 relating to items on this agenda. The nature as well as the existence of any such interest must be declared.

- b. Other Significant Interests (OSI) under the Kent Code of Conduct adopted on 12 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared.

Whenever possible, and if in doubt, advice should be sought from the Clerk prior to the meeting.

8. **MINUTES**

To approve and sign the minutes of the meeting held on 12 March 2016.

9. **FINANCE:**

To approve the schedule of payments to be circulated at the meeting.

10. **VILLAGE HALL**

The parish Council is asked to nominate one of its members to attend meetings of the Village Hall Committee as the Parish Council's representative and to report back to the Parish Council at its meetings.

11. **PLANNING MATTERS**

16/00455/AS – AGRICULTURAL BUILDINGS REAR OF FRITHGATE, FRITH ROAD – Prior approval for change of use from agricultural barn to one dwelling house and associated operational development.

16/00174/AS (DEL) – QUINCE COTTAGE, ASHFORD ROAD – Raised roof for first floor accommodation, insertion of 1 No. dormer window to front elevation and 1 No. dormer to rear elevation. Garage conversion to living accommodation and repositioned front entry door.

12. **ASSET REGISTER**

REPORT BPC/16/01 attaches the asset register as at 31st March 2016.

13. **ANNUAL RISK ASSESSMENT**

REPORT: Each year the Parish Council needs to undertake a risk assessment of its activities and assets to ensure that it has the necessary audit procedures in place and has adequate insurance cover in place.

The Annual risk assessment for 2015/16 is attached to the agenda as Appendix 1.

RECOMMENDATIONS:

1. To receive and note the Report.
2. To adopt the Annual Risk Assessment for 2015/16.

14. **STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDED 31 MARCH 2016 – ANNUAL GOVERNANCE STATEMENT**

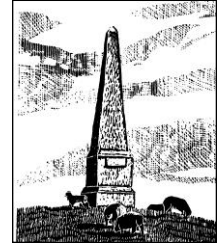
REPORT BPC/16/02 details the Statement on Internal Control to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2016.

15. **REPORT OF THE INDEPENDENT INTERNAL AUDITOR**
REPORT BPC/16/03 encloses the report of the Independent Internal Auditor who has been asked to complete Section 4 of the Annual Return to PKF Littlejohn, the Parish Council's External Auditor.
16. **STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016.**
REPORT BPC/16/04 attaches the Statement of Accounts for 2015/16.
17. **NEWCHURCH ROAD:**
An update will be given at the meeting
18. **90TH BIRTHDAY OF H M THE QUEEN CELEBRATIONS:**
An update will be given at the meeting
19. **SCHEDULE OF MEETING DATES**
The Parish Council is asked to approve the schedule of meeting dates attached to this agenda.
20. **CORRESPONDENCE:**
 - a. Parish Council Matters Spring 2016
 - b. Coast to Coast Spring 2016
 - c. Rural Vulnerability service – Fuel Poverty
 - d. Rural Vulnerability service – Rural Transport
 - e. Spotlight on the Heart of the Village
 - f. Southern Water Spring 2016 Newsletter
 - g. Rural Services Network – weekly news digest 14th March 2016
 - h. Rural Services Network – weekly news digest 21st March 2016
 - i. Ashford Borough Council – development update April 2016
 - j. East Kent Strategy Board update March 2016
 - k. Information Commissioner's Office Newsletter April 2016
 - l. Minutes Kent Association of Local Councils – Ashford area committee meeting 6 April 2016
 - m. Kent Association of Local Councils – Parish News April 2016
 - n. Letter KCC re vegetation Spring 2016
 - o. Parish and Urban Forum review letter
 - p. Rural Housing Spotlight
 - q. Rural Services Network – weekly news 25 April 2016
 - r. Rural Services Network – weekly news 20 April 2016

Bilsington Parish Council

Ashford, KENT

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Report Number: BPC/16/01

To: Bilsington Parish Council
Date: 3 May 2016
Status: Public Report

Subject: ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2016

SUMMARY: This report attaches the asset register as at 31st March 2016.

REASON FOR RECOMMENDATION:

The Parish Council is asked to agree the recommendations set out below because the Council is required to maintain a register of its assets as part of its financial documents.

RECOMMENDATIONS:

- 1. To receive and note Report BPC/16/01.**
- 2. To receive and note the Asset Register as at 31st March 2016**

1. INTRODUCTION

REPORT BPC/16/01 attaches details of the Assets of Bilsington Parish Council as at 31st March 2016, the end of its financial year. The total valuation is recorded on the annual return to PKF Littlejohn LLP, the Council's external auditor.

2. CONTACT OFFICER AND BACKGROUND DOCUMENTS

If you have any queries about this report please contact The Responsible Finance Officer of the Council

Tel: 07714300986 or email: bilsingtonclerk@gmail.com prior to the meeting.

Background Documents:

The following background information has been used in the preparation of this report.

All audit working papers.

There is one appendix to this report: The Asset Register

Bilsington Parish Council
Asset Register as at 31st March 2016.

Street Furniture (Bins and Bench and Noticeboard)

£1,081.50

Toshiba Laptop Computer

£250

Kodak ESPC310 Printer

£100

Telephone Kiosk

£1

Defibrillator

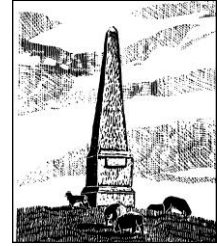
£400

The laptop and printer used by the Parish Clerk are included on his insurance.

Bilsington Parish Council

Ashford, KENT

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Report Number: BPC/16/02

To: Bilsington Parish Council
Date: 2 May 2016
Status: Public Report

Subject: **STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDED 31 MARCH 2014 – ANNUAL GOVERNANCE STATEMENT**

SUMMARY: This report details the Statement on Internal Control to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2016.

REASON FOR RECOMMENDATION:

The Parish Council is asked to agree the recommendations set out below because:

- a) The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically and effectively.
- b) The Council is responsible for ensuring that this is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risks.

RECOMMENDATIONS:

- 1. To receive and note report BPC/16/02.**
- 2. To approve and endorse the Statement on Internal Control for the year ended 31 March 2016.**
- 3. To authorise the Chairman of the Parish Council to sign the Statement of Internal Control for the Year Ended 31 March 2016.**
- 4. To respond Yes in boxes 1 to 8 of the Annual Governance Statement at Section 1 of the Annual Return subject to the adoption of Report BPC/16/02 which relates specifically to Box 6.**
- 5. To authorise the Chairman of the Parish Council to sign the Annual Governance Statement.**

1. INTRODUCTION

This report attaches the Parish Council's Statement of Internal Control for the year ending 31 March 2016. The Statement of Internal Control supports the Annual Governance Statement made by the Council at Section 1 of the Annual Return to the Parish Council's external Auditor PKF Littlejohn LLP.

2. **CONTACT OFFICER AND BACKGROUND DOCUMENTS**

If you have any queries about this report please contact The Responsible Finance Officer of the Council

Tel: 07714300986 or email: bilsingtonclerk@gmail.com prior to the meeting.

Background Documents:

The following background information has been used in the preparation of this report.

All audit working papers.

There is one appendix to this report: Statement of Internal Control.

BILSINGTON PARISH COUNCIL STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31st MARCH 2016

1. SCOPE OF RESPONSIBILITY

Bilsington Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control as required by Section 1 of the Annual Return – Annual Governance Statement.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2016 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting. The January meeting of the Council approves the level of precept for the following financial year.

The full Council meets six times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Parish Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two Members of the Council must authorise every cheque.

Income:

All income is received and banked in the Councils' name in a timely manner and reported to the Council

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

External Audit:

The Council's External Auditors, PKF Littlejohn llp, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the full Council;
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- PKF Littlejohn LLP, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. PKF Littlejohn LLP issue an annual audit certificate;
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2015 - 2016 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

Chairman

Clerk

Date

Bilsington Parish Council

Bilsington Parish Council

	Requirements not submitted to ABC in time Amount not received by BPC	L L	costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Ashford Borough Council. This figure is submitted by the Clerk in writing to A B C. Precept should be considered by Council before the deadline – deadline should be ascertained from ABC asap. The Clerk informs Council when the monies are received (approx April/May time)	
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Bank and banking	Inadequate checks Bank mistakes Loss Charges Loss of signatories	L L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction. Monitor the bank statements monthly Council would choose replacements but the bank takes time to implement changes, this mostly happens after an AGM/election	Existing procedures adequate
Cash / loss	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash/cheques received are banked within 3 banking days. There is no petty cash or float. This is audited by the internal auditor annually	Existing procedures are adequate.

Litigation	Potential risk of legal action being taken against the Council	M	Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims – these cannot be insured against.	Insurance is adequate for requirements but there is still risk of other claims.
Reporting and auditing	Information communication Compliance	L M	A monitoring statement is produced regularly and presented to Council, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank. Councils should regularly audit internally to comply with the Fidelity Guarantee.	Existing procedures are adequate.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L L	The Council has Financial Regulations which set out the requirements. At each Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. Council approves the list of requests for payment. The Council has minimal stocks, these are checked and monitored by the Clerk. Unpaid invoices to the Council are pursued and where possible, payment is obtained in advance.	Existing procedures are adequate
Grants and support – payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and documented in accordance with the Council's Financial regulations	Existing procedures are adequate.
Grants – receivable	Receipt of grants	L	The Parish Council receives a regular grant from Ashford Borough Council annually paid in two instalments. Receipt is reported to the Council at the next meeting of the Council. Any one-off grants awarded would come with terms and conditions to be satisfied.	Existing procedures are adequate.
Charges – rents payable	Payment of leases/rentals	L	Negative. The Parish Council does not currently have any lease or rental agreements.	Procedures will be established in the event of the Parish Council entering a lease or rental agreement.
Best value Accountability	Work awarded incorrectly Overspend on services	L M	As per Financial Regulations normal Parish Council practice would be to seek, if possible, more than one quotation for any	Existing procedures are adequate. Any changes in

			substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	regulations result in a review of the financial regulations.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	The Parish Council authorises the appointment of all employees at Council meetings. Salary rates are assessed annually by the Council and applied on 1 st April each year. The Tax and NI is worked out using an Inland Revenue computer programme updated annually. Contributions are paid monthly. The Clerk keeps a record of hours worked and has a contract of employment and job description.	Existing procedures are adequate.
Employees	Loss of Clerk Fraud Actions undertaken Health & Safety	L L L L	A contingency fund should be established to enable training for the CiLCA qualification in the event of the Clerk resigning. The requirements of the Fidelity Guarantee Insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Existing procedures are adequate contingency fund to be considered when setting precept.
Councillor allowances	Councillors over-paid Income tax deduction	L	The Chairman has a budgeted annual allowance that is used if necessary for sundry items. Any expenses are claimed by presenting the relevant receipt to the Council for approval. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council. No allowances are allocated to other Parish Councillors.	Existing procedures are adequate
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the Borough Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled.	Existing procedures are adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations that set out the requirements	Existing procedures are adequate
Employers annual return	Submit within time limits	L	Employers' Annual Return is completed and submitted online and to the inland Revenue within the prescribed time frame by the Clerk.	Existing procedures are adequate

Audit – internal audit	Submit within time limits	L	Annual return is completed and submitted to the Independent Internal Auditor for completion.	Existing procedures are adequate
Annual Return	Submit within time limits	L	Annual Return is submitted to full Council for approval, signed by the Chairman and sent to the External Auditor within time limit.	Existing procedures are adequate
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council meetings.	Existing procedures are adequate, Parish Council is able to use General Power of Competence
Council records – paper	Loss through Theft Fire Damage	L M L	The Parish Council records are stored at the home of the Clerk and in a locked cupboard within Bilsington Village Hall	Existing procedures are adequate
Council records – electronic	Loss through Theft, fire, damage Corruption of computer	L M	The Parish Council’s electronic records are stored on a Council computer at the Clerk’s home. Back ups of the files are taken at regular intervals onto USB memory stick.	Existing procedures are adequate
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure fidelity checks are in place.	Existing procedures are adequate
Data protection	Policy provision	L	The Council is registered with the Data Protection Agency.	Existing procedures are adequate
Freedom of Information Act	Policy provision	L M	The Council has a model publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and the Clerk’s time.	Existing procedures are adequate
Meeting Location	Adequacy Health & Safety	L M	The Parish Council Meetings are held at the Village Hall. The Clerk holds a key and in the event the Clerk is indisposed the Chairman or Clerk will contact the Chairman of the Village Hall Committee for access to the building. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects.	Existing procedures are adequate
Noticeboards	Risk/damage/injury to third parties Road side safety	L L	The Parish Council has one noticeboard located at the front of the Village Hall. The location has been approved by relevant parties, insurance cover, inspected regularly by the Clerk – any	Existing procedures are adequate

			repairs/maintenance requirements are brought to the attention of the Parish Council. Keys held by the Clerk.	
Minutes / Agendas / Notices / Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman	Existing procedures are adequate
Public liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessments regularly carried out to comply with requirements	Existing procedures are adequate
Employer liability	Non compliance with employment law	L	Undertake adequate training and seek advice from Kent Association of Local Councils	Existing procedures are adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Council always receives and approves Minutes at Bi monthly meetings. Retention of document policy in place.	Existing procedures are adequate
Members interests	Conflict of interest Register of Members interests	M M	Councillors have a duty to declare any interests at the start of the meeting. Register of members interest forms to be reviewed regularly by Councillors.	Existing procedures are adequate

Bilsington Parish Council

Ashford, KENT

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Report Number: BPC/16/03

To: Bilsington Parish Council
Date: 3 May 2016
Status: Public Report

Subject: REPORT OF THE INDEPENDENT INTERNAL AUDITOR

SUMMARY: This report encloses the report of the Independent Internal Auditor who has been asked to complete Section 4 of the Annual Return to the Audit Commission.

REASON FOR RECOMMENDATION:

The Parish Council is asked to agree the recommendations set out below because the Council is required by law to carry out an annual internal audit.

RECOMMENDATIONS:

- 1. To receive and note report BPC/16/03.**
- 2. To receive and endorse the report of the Independent Internal Auditor.**

1. INTRODUCTION

This report attaches the Report of the Independent Internal Auditor following his appointment with the Parish Council on 11 April 2016. The Auditor has now completed section 4 of the Annual Return to Littlejohn LLP, the Council's External Auditor, as required under the Accounts and Audit Regulations 2003 (as amended).

2. CONTACT OFFICER AND BACKGROUND DOCUMENTS

If you have any queries about this report please contact The Responsible Finance Officer of the Council

Tel: 07714300986 or email: bilsingtonclerk@gmail.com prior to the meeting.

Background Documents:

The following background information has been used in the preparation of this report.

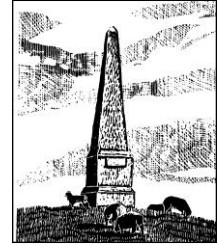
All audit working papers.

There is one appendix to this report: Report of the Internal Auditor.

Bilsington Parish Council

Ashford, KENT

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Report Number: BPC/16/04

To: Bilsington Parish Council
Date: 3 May 2016
Status: Public Report

Subject: STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

SUMMARY: This report attaches the Statement of Accounts for 2015/16.

REASON FOR RECOMMENDATION:

The Parish Council is asked to agree the recommendations set out below because the Council is required to present an Annual Return for the Year Ended 31 March 2016, to PKF Littlejohn LLP, the Council's External Auditor.

RECOMMENDATIONS:

1. To receive and note Report BPC/16/04.
3. To approve and endorse the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2016.
4. To approve and endorse the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2016.
5. To authorise the Chairman of the Parish Council to sign the Accounts contained within the Annual Return for 2015/16 and the Annual Governance Statement.

1. **INTRODUCTION**

REPORT BPC/16/04 attaches the Annual Return and Statement of Accounts for the year ended 31 March 2016 along with the Annual Governance Statement. The Statement of Accounts presents fairly the financial position of the Parish Council and its income and expenditure for the year ended 31 March 2016. Also attached is the schedule of income and expenditure and bank reconciliation.

2. **CONTACT OFFICER AND BACKGROUND DOCUMENTS**

If you have any queries about this report please contact The Responsible Finance Officer of the Council

Tel: 07714300986 or email: bilsingtonclerk@gmail.com prior to the meeting.

Background Documents:

The following background information has been used in the preparation of this report.
All audit working papers.

There is one appendix to this report: The Annual Return and accompanying papers.