



Notice of Meeting – Full Council

To: The Chairman – Cllr Steve Arthur and all members of the Parish Council

You are hereby summoned to attend the next meeting of the Parish Council, to be held at **7pm on Monday 2nd December 2019 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB.** **Please note that there will be festive snacks after the meeting.**

Please be aware that meetings are audio recorded.

Tatiana Cant
Parish Clerk
27th November 2019

Agenda

Public Participation

Members of the public are invited to comment on matters within the parish.

To receive any reports from Cornwall Council Cllrs on Cornwall Council relevant matters

1. To receive apologies and accept the reasons for any non-attendance
2. To receive any declarations of interest on items on the agenda and note any dispensations granted
3. To receive a presentation on responses by Parish and Town Councils to Climate Change concerns
4. To resolve to agree the motion: that Perranzabuloe Parish Council:
 - a. *Declares a Climate Emergency;*
 - b. *Pledges to work towards making Perranzabuloe carbon neutral by 2030;*
 - c. *Works with Cornwall Council to assist with their declaration to make Cornwall carbon neutral by 2030;*
 - d. *Acts as a voice for the community to lobby for action on climate change, raise the profile and share lessons with higher levels of government;*
 - e. *Continues to work with the community of Perranzabuloe and its surrounding parishes to deliver this new goal through all relevant strategies and plans; and*
 - f. *Assists with the preparation of an Action Plan within six months to address this emergency.*
5. To receive the Chairman's Report
6. To receive and approve minutes of the last Parish Council meeting: Monday 11th November (to follow)
7. To note updates to Action List (to follow)
8. To receive updates from Committee meetings held since last meeting and agree any recommendations
 - a. Finance & Operations Committee
 - b. Public Spaces Committee
 - c. Services Committee
9. To receive any reports from members attending meetings of outside bodies
10. To receive the Internal Audit Report (attached)
11. To agree recommendation from Finance & Operations Committee regarding CCTV provision
12. To receive the Management Accounts, Payment Schedule and Bank Reconciliation for November (to follow)
13. To note items of correspondence from the Clerk
14. To note the date of the next meeting: Monday 13th January

Goonhavern Park Trustees Meeting

1. To respond to consultation on Saints Trail route through Goonhavern Park (attached)



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF PERRANZABULOE PARISH COUNCIL
YEAR ENDED 31ST MARCH 2020

ISSUE DATE: 04/11/2019
ISSUED TO: PARISH CLERK

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's

Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2019.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Visits were made to the Council's offices on 29th October 2019 and information was requested prior to the visits.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the course of the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

In giving our internal audit opinion, it should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Accounting Records

The accounts are maintained on RBS Omega accounting software; they were up to date and appeared free from material errors.

Financial Regulations

Financial Regulations were last reviewed in October 2019 and are based on the latest NALC Model documentation.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for and payment controls were applied.

Authority to spend:

Financial Regulation 4.1 sets out the delegated authority for the decision to incur expenditure and requires that it is evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Whilst spending decisions can be traced to the Minutes the 'evidence' required is not currently provided.

Financial Regulation 10.1 requires the use of purchase orders unless a contract is in place or it would be inappropriate. Official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority's name.

Written orders are produced in some instances, usually by e-mail, but formal purchase orders are not used.

The Councils accounting system has a purchase order module that then captures 'committed' expenditure and thus improves budget monitoring capability.

In order to fully comply with Financial Regulations it is recommended that:

Recommendation 1

The use of authorisation slips as referred to in Regulation 4.1 is implemented and numbered purchase orders are used for non recurring expenditure items.

Consideration should be given to cost/benefit of using the purchase order module available for the RBS Omega software.

The Neighbourhood Development Plan (NDP) Steering Group is currently authorising expenditure contrary to Financial Regulations (as it is not a Committee of Council).

A suitable methodology for approving NDP spending should be implemented.

Procurement:

A review of the Minutes shows that quotes are regularly obtained, however within the sample checked no quotes had been obtained for expenditure over £3,000.

There are a number of ongoing 'arrangements' with contractors that are of sufficient value that over a period of two to three years would exceed the Council's tender threshold and would require compliance with the public contracts regulations.

The procurement requirements set out in Financial Regulations are there to ensure that

value for money is achieved and that there is transparency around the procurement process, it is therefore recommended that:

Recommendation 2

- (i) **Quotes are obtained when required or Financial Regulations are suspended as detailed in Regulation 18.2 if this is not possible or desirable;**
- (ii) **Ongoing arrangements with contractors are formalised on the basis of competitive pricing and where applicable the requirements of the Public Contracts Regulations are met.**

Payment:

Payment schedules are reported to either Council or the Finance Committee but that fact has not been reflected in the Minutes in recent months, nor is a list appended to the Minutes as required by Financial Regulations.

Recommendation 3

The approval of payment schedules should be clearly Minuted including the total amount approved and the schedule appended as part of the Minutes.

Other payment related controls are consistently applied.

VAT:

VAT had been accurately recorded.

Risk

Risk Assessment:

A risk assessment has been undertaken and been approved by Members.

The Council may wish to consider producing a risk management policy and/or strategy that sets out the framework for and its approach to risk management.

Insurance:

Statutory insurances are in place but the Fidelity Guarantee is inadequate at £250K.

It is generally accepted that the Fidelity Guarantee should equate to at least the sum of cash balances held plus half of the precept and council tax support grant. This calculation is used to estimate the highest level of cash held at any one time.

In order to ensure that the Fidelity Guarantee covers the 'maximum' exposure to cash losses it is recommended that:

Recommendation 4

The Fidelity Guarantee be increased.

Business Continuity & General Data Protection Regulations:

Computers are password protected and a manual back-up of data is currently undertaken.

The use of an automated back- up system would provide additional resilience by removing the 'human' element.

The Council is registered with the Information Commissioner as a data controller and has its privacy statement and data protection and associated policies on the website.

There are no procedure notes in place for financial or other systems. This leaves the Council vulnerable to service disruption in times of staff turnover or absence.

To improve resilience and to protect service delivery it is recommended that.

Recommendation 5

Procedure manuals are produced for all key areas in sufficient detail to allow a temporary or new member of staff to undertake the function with minimal disruption.

Cash:

The Council holds considerable cash balances; it has the required Investment Strategy in place designed to ensure the protection of said funds.

Budgets

Setting:

We will consider the 2020/21 budget setting process as part of our year-end testing.

The Council's previous internal auditor stated that the budgetary process was inadequate and there was no indication of the level of precept agreed contained in the Minutes in respect of the 2019/20 financial year.

The preparation of the budget is one of the key statutory functions undertaken by the council and it is essential that authority members understand how the budget is put together and how it should be used in the running of the authority.

Therefore the budget should be produced in sufficient detail to allow for the management of the Council's finances and the budget must, by law, be formally approved to allow for a precept to be set. The cash value of the precept should be reflected in the Minutes of the Council meeting where it is approved.

Monitoring:

Budget monitoring reports have been produced for Members on a regular basis.

The budget has yet to be input into the accounting system, this should be done as soon as is practicable.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Precept:

The precept payment received is in accord with the principal authority's records, it was not possible to check this to the Council's precept approval for the reasons stated above.

Car parks

Car park income is collected and the car park managed by a contractor. Income is now reconciled to the ticket information produced from the machines although this was not done in the past. No issues to report were found.

Staff are unaware as to whether an off-street parking order is in place in respect of the Council's car parks.

It is essential that the legal basis for the car park operation is established.

Library

Library income is relatively small and is adequately controlled.

Lease property

Property income was checked to the 'master' list and found to be correctly charged.

It was not possible to check all of the income derived to the source documentation as it is not all held by the Council and some issues have arisen around rent reviews and the

completeness of the property information held.

The income from its property portfolio is a significant income stream for the Council and it is essential that comprehensive and complete information is held in respect of leased properties.

VAT:

VAT claims are up to date.

Payroll

Payroll payments were checked to contracts of employment and in all but one case they were in accord.

However, the Clerks contract does not reflect her salary (the latter being less than detailed in the contract).

It is therefore recommended that:

Recommendation 6

The correct salary for the Clerk is established and that it is reflected in the contract of employment.

Tax, NI & Pensions:

PAYE and pension deductions have been properly applied.

Bank Reconciliations

Bank reconciliations are carried out frequently and are reviewed as part of the Member internal control checking regime.

There were no 'balancing' entries or old un-presented payments.

Electors Rights

The Council has met its obligations under the Accounts & Audit Regulations in respect of the availability of the accounts for public inspection and for the publication of the audited accounts and auditor's report.

Perranzabuloe Parish Council – Internal Audit Report Response Record

No	Recommendation	Management Response	Timescale/Responsibility	Follow Up (For auditor use)
Interim Report 2019/20				
1	The use of authorisation slips as referred to in Regulation 4.1 is implemented and numbered purchase orders are used for non recurring expenditure items.			
2	(i) Quotes are obtained when required or Financial Regulations are suspended as detailed in Regulation 18.2 if this is not possible or desirable; (ii) Ongoing arrangements with contractors are formalised on the basis of competitive pricing and where applicable the requirements of the Public Contracts Regulations are met.			
3	The approval of payment schedules should be clearly Minuted including the total amount approved and the schedule appended as part of the Minutes			
4	The Fidelity Guarantee be increased			
5	Procedure manuals are produced for all key areas in sufficient detail to allow a temporary or new member of staff to undertake the function with minimal disruption.			
6	The correct salary for the Clerk is established and that it is reflected in the contract of employment.			

Clerk

From: Roberts Andrew <andy.roberts@cormacltd.co.uk>
Sent: 26 November 2019 12:16
To: clerk@perranzabuloe-pc.gov.uk
Subject: Saints Trails - Goonhavern Park
Attachments: Goonhavern Park Route Sketch.png

Information Classification: CONTROLLED

Good afternoon,

As you are hopefully aware (you should have received consultation information last week all being well?), we are currently carrying out public consultation on pedestrian and cycle route improvements, on behalf of Cornwall Council, through Goonhavern as part of the Saints Trails - Newquay to Perranporth route. The scheme is scheduled to be constructed in January-February 2020.

We are currently consulting on sections on either side of Goonhavern Park as it was anticipated that Planning Permission would be required for the section through the park itself. I have just been informed however, that the section through the park may not actually require Planning approval after all, so I wanted to get in touch to find out whether the Parish Council would allow us to construct the 3.0m wide route as part of the works in the New Year?

Design of the route is still ongoing however our outline proposal here is to amend the access into the park from Bridge Road to allow unrestricted pedestrian & cycle access and improve access for people in wheelchairs, whilst still maintaining access for maintenance vehicles. For example, replacing the current pedestrian and vehicle closed-gate arrangement with a row of drop-down or removable bollards. The surfaced shared-use path would then route along the southern perimeter of the park before turning northwards, behind the present location of the football goal and joining the existing worn path route towards the Halt Road access. Here, we are proposing to widen the access by removing some of the adjacent hedge, however this can be offset by creating some new hedge adjacent into the park. I have previously been in touch with Tanya Leigh-Gilchrist with regards to the ongoing Park refurbishment and to make sure that our respective proposals do not clash.

At present, I have a sketch plan of the above proposals which I have attached for your information.

I would be very grateful for the Parish Council's comments on the proposal and opinions on being able to construct this section of the route in the New Year.

If you have any questions then please feel free to get in touch to discuss.

Regards
Andy

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Path routed around existing earth mound and established trees

3 metre wide pedestrian & cycle path

Scale - 1:500

