

## Whittle-le-Woods Parish Council

The monthly meeting was held at the Village Hall, Union Street at 7:30pm on Monday, April 10th 2017.

Present Chairman Newall.  
Parish Councillors Bell, Briscoe, Fogarty, McDonald, Yates and the Clerk.  
Two members of the public were also in attendance.

Apologies Councillors Partington, Candlish, B Higham and P Higham. Councillor Marsden did not attend.

The Parish Council meeting opened at 7:30 pm and immediately closed to allow a member of the public to speak.

The conversation related to a possible new seat on Lucas Green and the resident was a nearby neighbour of the considered location. He asked where the Parish Council were up to regarding this decision. Chairman Newall explained about CIL monies, about work being done on footpaths, and how residents indicated via the recent survey that they would like more seats in the village. This suggestion has been approved by Redrow, but it was agreed that any future seating plans would involve resident consultation as there was no desire to waste public money installing benches which would later need to be moved. The resident said that he has talked to residents from Snape Drive, McGill Close and Riley Close and most of the residents would not approve of the installation of a bench. They had bought their homes with the footpath just being a throughfare with no stationary traffic. There were concerns about additional security issues. It was agreed that proposed locations were never going to please anyone, and that, especially on private land, the residents must agree before any installations are made.

Councillor Bell asked the Clerk to put seating locations onto the next agenda.

The meeting re-opened at 7:47pm and one member of the public left.

1. Minutes  
\*17/04/01 The minutes of the previous meeting were amended slightly, APPROVED and signed.

2. Changes in  
Declarations of  
Interest There were no changes.

3. Defibrillator checks Both have been checked and are in working order.

4. Planning Matters Comments on the following new applications will be sent to the Planning Department:  
17/00272/FULHH - 11 Whittle Hills Close - Single storey rear extension. Extension to 11th April requested on 14/03. No comment.  
17/00227/FULHH - The Paddock, Dawson Lane - Two storey rear extension and associated balconies. Concern regarding overdevelopment of a green field site.  
17/00061/FULHH - 13 Berry Avenue - Proposed works to rear garden (removal of wooden fence nearest house, increase heights of existing rear fence and increase in rear. No comment.  
17/00323/TPO - 11 Berry Avenue - 20% crown thin and removal of dead wood to oak tree (T23 to Chorley BC TPO No 7 (WLW 1995). This has been passed to the tree warden.  
17/00320/LBC - Barn 10m East of Lock Farm, 154 Town Lane - Revisions to Listed Building Consent 16/00513/LBC. 1) Extend link extension to 5700mm externally. 2) Glazed balcony to Bed 1. 3. Utilise/reinstate original vents to West facade as window openings. 4) Two additional first floor windows to East facade. 5) Addition of side glazing panel to North

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facing utility door. 6) New North facing bed 2 window. 7) New side access door to garage. No comment.

17/00314/MNMA - Barn 10m East of Lock Farm, 154 Town Lane - Non-Material Amendment following the grant of planning permission (16/00512/FUL - Conversion to residential dwelling including ground floor glazed link extension, demolition of dilapidated outbuilding): 1) Extend depth of link extension to 5.7m externally 2) Glazed balcony to Bed 1 3) Utilise/reinstate original vents to west facade as window openings 4) Two additional first floor windows to east facade 5) Addition of side glazing panel to north facing utility door 6) New north facing Bed 2 window 7) New side access door to garage. No comment.

17/00216/MNMA - Brookfield, Kem Mill Lane - Minor non-material amendment to planning approval 16/01082/FUL comprising alterations to fenestration, chimneys and additional roof lights (already approved - see below). No comment.

17/00325/TPO - Beechwood, Parkside Drive - Beech T9, Canopy reduce by 1.5m to reduce lever arm and risk of windthrow. This has been passed to the tree warden.

17/00378/FULHH - 5 Southall Grove, Buckshaw Village - Erection of a shed/summerhouse. No comment.

The following application amendment was received:

16/01135/OUT - 2 Cliffe Drive - Outline application for demolition of existing garage and erection of dwelling in side garden.

The following application was withdrawn

17/00051/CLPUD - 11 Whittle Hills Close - Construction of new single storey rear extension

The following applications were granted:

17/00047/TPO - Cuckoo Lodge, Dark Lane - Ash (G1), Felling of 2 ash trees and felling of a stand of 8 ash trees.

17/00042/FULHH - 2 Theale Place, Buckshaw Village - Erection of detached building in rear garden to form ancillary granny annexe.

17/00216/MNMA - Brookfield, Kem Mill Lane - Minor non-material amendment to planning approval 16/01082/FUL comprising alterations to fenestration, chimneys and additional roof lights.

17/00131/FULHH - 63 Royton Drive - Demolition of existing detached garage and construction of two and one storey rear and side extension.

17/00272/FULHH - 11 Whittle Hills Close - Single storey rear extension.

17/00176/FULHH - 106 Chorley Old Road - Rear dormer extension.

17/00135/COU - Parkville Hotel and Truffles Restaurant, Preston Road - Change of use of the building from a mixed-use restaurant, hotel and apartment to a children's nursery.

17/00102/DIS - Leatherlands Farm, Moss Lane - Application to discharge conditions 18 (removal of hedgerows, trees and shrubs), 19 (biodiversity enhancement measures) and 26 (contamination report) attached to planning permission 16/00509/FULMAJ - proposed development for the erection of 45 dwellings and associated landscaping and infrastructure.

## 5. Correspondence

Correspondence was noted and Parish Councillors passed it around the meeting. Amongst this month's correspondence were the following:

Information regarding road closures relating to Chorley Grand Prix on the 15th of April - this was emailed to Parish Councillors in March.

Details of a temporary road closure on Mill Lane from 18th April to 12th May to enable carriageway patching works to take place. This was emailed to Parish Councillors in March.

Details of a temporary road closure of Tithe Barn Lane, Heapey, from 18th April till 5th May to enable carriageway resurfacing works.

The audit paperwork for 2016/7 has now been received from BDO.

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The latest CIL receipt summary has been received. It indicates that nothing is due for payment in April.  
 Also received were two pieces of correspondence regarding the village. This first related to the Buckshaw Village pond, the second concerned about road damage caused by HGVs. The pond will be on the next agenda and the Clerk will request a further update from Mark Perks. Regarding the road damage by HGVs, the Clerk was asked to inform the concerned resident that Rutbles have a licence to quarry till 2040 and that any changes are outside of the Parish Council's remit. All concerns should be directed to Lancashire County Council.  
 The Clerk also received contact from Irene Elwell at Chorley Council in response to Clerk's questions provided by Chairman Newall.  
 A resident has also reported that the Shaw Brow bench which the Parish Council maintain, is damaged. The Clerk was asked to request David Hull repair it.

6. Project committee update

Regarding the Smithy Fields footpath, it was requested that the Clerk contact Sean Blake requesting he sets down what Chorley Council will be doing in writing. After this, the Clerk will be contacting the Highams to get a revision on the quote from Bedrock.  
 Suggestions were sought regarding seating in the village. Councillor Bell suggested Birchin Lane where the junction comes onto the Woodlands Trust footpath. He also provided the Clerk with quotes for prices of benches.  
 Chairman Newall suggested a location going up Town Lane, just past Lucas Lane on the right. Just between there and a row of cottages on the other side, there is a kissing gate. It could be a good location here as there is a nice view, but it may not be popular with residents.  
 It was suggested by Councillor Briscoe that a bench may be situated on the Blackburn Road triangle, or further down from the bus stop.  
 Councillor McDonald suggested a bench near the top of Church Hill where the wild flowers will be sown. There may be congregation of youngsters there, but a lot of the older residents would be happy for a bench as many catch the bus from this area.  
 Councillor Fogarty suggested a bench could be situated coming out of the canal onto Town Lane, near the spur, though this is not our land. Picnic benches situated nearby are well used.  
 The Clerk was asked to put benches on the next agenda.

7. Reports from Representatives

Community Hall Trust - Councillor Yates reported that the brass band concert was better attended than previous concerts, and that it made a profit of £27. They will continue to run the concerts. Councillor Briscoe agreed that this is a good night but was concerned that many residents from the Town Lane area didn't know the event was on. Improvements will be made with advertising, including writing to churches, putting posters up in the pubs etc. The next event will the duck race on 1st May. There is also a requirement for a new roof which will cost around £50,000.  
 War Memorial - All is well, two new seats have just been installed and there will be an annual site meeting held next Saturday. Councillor Bell asked if the Clerk would send a card to the family of Rosemary, a Clayton representative on the War Memorial Committee, who has recently passed away and will be sadly missed.  
 Other meetings - Councillor McDonald reported that the Queen's Birthday Picnic on the 17th June is well on the way to being organised. There will be a central barbecue, stalls, activities for children and more. The Clerk will put this item on the next meeting's agenda.

8. Clerk's Report

\*17/04/02

The Clerk informed the meeting that all issues previously mentioned by Parish Councillors had been reported to the relevant bodies.  
 In addition, she reported that the lengthsman's wages will increase by 30p

per hour, in line with government recommendations.

9. Maintenance David Hull has confirmed that, following conversation with Councillor Bell, he will be removing bulbs, putting in Summer bedding and adding bulbs at end of season (removed bulbs to be replanted elsewhere) in the following areas (price includes plants): 1. Tubs on Church Hill 2. Square planters on Chorley Old Road 3. Planter under notice board on Chorley Old Road 4. Rockery behind the above notice board 5. Planter on the heather bed outside the Roebuck pub. The cost will be approximately £250. He has also been asked to find some plants/bushes to fill up the gaps on the heather bed. Cost approx £150 depending on plants used.
10. Financial committee meeting The Financial Committee meeting was held on Wednesday 22nd March. Councillor Marsden, the Chair of that meeting, did not attend, but Chairman Newall gave Parish Councillors a summary of what had been decided (also, the documents relating to this meeting were circulated to Parish Councillors). Terms of reference for the financial committee were drafted and the Clerk was asked to add this as an item for the next meeting for review. Amongst the changes was the instigation of a pre-budget meeting using the previous year's council tax base. Chairman Newall also brought up the petty cash rule. Petty cash has only just been introduced, but the standing orders do not make provision for this. She asked the Clerk to check this out and necessary changes will be made.
11. Adoption of red phone box The phone box has now had all the telephony removed and the Clerk has requested that Chorley Council paint the phone box. Once this has been done, and the earth spike has been installed, the Parish Council will install shelves and order the defibrillator.
12. June newsletter The newsletter is still at very early stages with little content. Boyd Harris has sent brass band pictures for use in the newsletter. Councillor McDonald suggested a piece could be written on the Duke of York pub.
13. Parish Councillor vacancy Kathleen Cornwell, a previous applicant for the Parish Councillor position, expressed interest in the current vacancy and was invited to this meeting. She was unable to attend due to holiday commitments.
14. Buckshaw Village pond The Clerk was asked to invite Councillor Perks for an update at the next meeting.
15. Flooding committee update There was no update at this meeting. Councillors Partington and Candlish will be meeting up to discuss answers to the questions posed by the grant providers, the Strengthening Communities fund.
16. Identifying ways of improving the villagers' health The Clerk has asked representatives of Chorley Council for data regarding Whittle residents only. This has not yet been forthcoming.
17. Planting etc Hanging basket letters have gone out to local businesses and some replies have been received. Lamp post planters have been ordered from Plantscape and the Clerk will contact Sean Blake at Chorley Council to inform him of this. Chairman Newall was concerned that the Plantscape baskets may be too weighty for the maypoles, Councillor Yates felt this was definitely not the case. The Clerk will check with Plantscape regarding how often they water and feed. Regarding the wild flower area, School Brow was felt to not be ideal for wild flowers. Councillor Bell suggested the Waterhouse Green triangles,

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but then realised that David Hull has already been asked to plant up this area. In the future, Councillor Bell will ask Redrow for any perennials they dig up. The Clerk will tell Chorley Council not to wild plant School Brow or Roebuck, just the Polo and Church Hill. Councillor Bell will ask David Hull to go ahead with the planting.

- 18. Update on path improvements leading to the Whittle Spinney off Birch Lane

The Clerk will resubmit the move of the dog bin request, now understanding the situation better. Chairman Newall will send a photograph of the area involved to the Clerk.  
The Clerk was asked to remove this article from the agenda.
- 19. Dog waste in village

A resident has been putting yellow bags throughout the village in an effort to help the dog waste problem. John Peet will be resigning shortly as Neighbourhood Officer. Councillor McDonald will let the Clerk know the name of his replacement. It was agreed to include an article about this subject in the newsletter. The Clerk was asked to keep this item on the agenda.
- 20. Lengthsman hours

Councillor Bell asked for this item to be added to the agenda as he wanted to grant the lengthsman the same hours in both Summer and Winter as there is the same amount of litter whatever the weather. Such an increase would cost the Parish Council only approximately £360 and this was felt to be money well spent on keeping the village clear. Following discussion, Councillor Yates proposed, Councillor Bell seconded and all agreed. The Clerk will inform the lengthsman and recalculate his wages.

\*17/04/03
- 21. Documents for comment

There were three documents for comment this meeting.

  1. Proposal regarding Dawson Lane 40mph speed limit. Comments requested by 11th April. No comment.
  2. Proposed new street names on the Leatherlands Farm development, Moss Lane. Suggested names are Leatherland Drive and Fallow Close. No comment.
  3. Request for specific project or infrastructure to be included on Chorley's Regulation 123 List. The Clerk will email this document to all Parish Councillors after the meeting.
- 22. Accounts

The monitoring of the budget was APPROVED for March 2017.  
It was proposed that the March accounts be APPROVED.

\*17/04/04

\*17/04/05

Cheques presented for approval:

  - \*17/04/06 2744 - To Charities account from Clayton Charities £100
  - \*17/04/07 2745 - HMRC end of year payment £156.16
  - \*17/04/08 2746 - Employee 2 April wages £340.60
  - \*17/04/09 2747 - Employee 1 April wages £649.22
  - \*17/04/10 2748 - Employee 1 expenses Jan-Mar £264.52
  - \*17/04/11 2749 - D Hull cricket path £1385

Grants cheques written at this meeting.

  - \*17/04/12 2750 - St Chads School £50
  - \*17/04/13 2751 - St Chads Bowlers £25
  - \*17/04/14 2752 - NWAAs £25
  - \*17/04/15 2753 - Buckshaw Scouts £50
  - \*17/04/16 2754 - Cricket Club £50
- 23. Councillors' reports

Councillor Yates said that the issue at Hillside Crescent was 'fixed' by Chorley Council sweeping mud into the hole. The Clerk was asked to re-report, and local residents are setting up a petition about this. Councillor McDonald has spoken to Nature Sign Design who are able to create artwork for the map boards. They will research the area, so it will be interesting to see what we get back from them. It is still worth bearing

in mind that Redrow may be able to do this.  
Councillor Fogarty has a price of £400 for a Welcome to Whittle sign on Millennium Way. The Clerk will check up with the Lancashire County Council representative about when the site can be looked at.  
Chairman Newall asked the Clerk to report the potholes on Town Lane between Lucas Lane and Dolphin Brow. Despite recent repairs, the whole lot is crumbling.

24. Confidential Items There were no confidential items.

The meeting closed at 9:01 pm. The next Parish Council Meeting will be held at the village hall on Monday 8th May, 2017 at 7:30pm. It will be preceded at 7:00pm by the Annual Parish Council Meeting and the Annual Parish Meeting.

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<b>MARCH ACCOUNTS - TO BE APPROVED AT APRIL MEETING</b>				
<b>Accounts</b>				
<b>Budget Monitoring as at</b>		<b>31st March 2017</b>		
	<b>2016/7 Accounts</b>		<b>2015/6 Accounts</b>	<b>TOTAL</b>
<b>Expenditure</b>	<b>Budget</b>	<b>Actual</b>	<b>Spent in 2016</b>	<b>SPENT</b>
Admin - Admin	6,940.00	5,555.81	-	5,555.81
Admin - Sals	15,000.00	15,515.04	-	15,515.04
War memorial	2,000.00	2,000.00	-	2,000.00
Loan	5,040.00	5,039.96	-	5,039.96
Maintenance	10,030.00	8,894.98	-	8,894.98
Grants	500.00	150.00	-	150.00
Projects	8,155.03	3,539.27	-	3,539.27
Other costs/misc	3,600.00	-	-	-
CIL	-	-	-	-
VAT	-	1,571.06	-	1,571.06
	<b>51,265.03</b>	<b>42,266.12</b>	<b>-</b>	<b>42,266.12</b>
				<i>Total pmnts year so far</i>
	<b>2016/7 Accounts</b>		<b>2015/6 Accounts</b>	<b>TOTAL</b>
<b>Income</b>	<b>Budget</b>	<b>Actual</b>	<b>Income in 2016</b>	<b>INCOME</b>
Administration	36,808.00	36,638.00	-	36,638.00
Maintenance	220.00	161.50	-	161.50
CIL	-	17,204.06	-	17,204.06
Bank Interest	50.00	24.19	-	24.19
VAT repayment	-	818.47	-	818.47
	<b>37,078.00</b>	<b>54,846.22</b>	<b>-</b>	<b>54,027.75</b>
				<i>Total income year so far</i>
<b>Payments presented for authorisation</b>				
2744 - To Charities account re Clayton payment				£100.00
2745 - HMRC final year payment				£156.16
2746 - Employee 2 March wages				£340.60
2747 - Employee 1 March wages				£649.22
2748 - Employee 1 January to March expenses				£264.52
2749 - D Hull cricket pitch path				£1,385.00
				<b>£2,895.50</b>
<b>Accounts for month ending 31st March 2017</b>				
<b>Receipts</b>		<b>Payments</b>		
From Clayton to tsfr		Employee 1 March wages		649.22
to Whittle charities	100.00	Employee 2 March wages		318.04
Interest	0.84	Physio Control defib batteries		178.56
		D Hull Kem Mill Lane fence work		265
		D Hull maintenance contract		1000
		D Hull Kem Mill Lane tree work		80
		E-On Christmas tree power		8.61
		See receipts		100
		HMRC final year payment		156.16
		LCC Pension		148.18
		January to March expenses		264.52
Total receipts	100.84	Total payments		3,168.29
		<b>Current a/c 31st March</b>		<b>1284.31</b>
		<b>Deposit a/c 31st March</b>		<b>48579.17</b>
		<b>Bank balances</b>		<b>49863.48</b>
<b>28th Feb balance</b>	52181.69	<b>+ Deposits not incl</b>		<b>0.00</b>
<b>+ Receipts</b>	100.84	<b>- Unpresented cheqs</b>		<b>749.24</b>
<b>- Payments</b>	3168.29			
<b>31st March balance</b>	<b>49114.24</b>	<b>31st March balance</b>		<b>49114.24</b>

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<b>QUARTERLY REPORT 2016-7: PAYMENTS</b>											
Month	Admin	Sals	War Mem	Loan	Maint	Elections	Grants	Proj/Misc	Sect137	VAT	Total
April		1150.77					150.00	1419.25		265.08	2985.10
May	50.00	1333.49			180.00			71.04		36.00	1670.53
June/July	974.67	2288.48			530.36			493.24		110.14	4396.89
<b>Quarter 1 totals</b>	<b>1024.67</b>	<b>4772.74</b>	<b>0.00</b>	<b>0.00</b>	<b>710.36</b>	<b>0.00</b>	<b>150.00</b>	<b>1983.53</b>	<b>0.00</b>	<b>411.22</b>	<b>9052.52</b>
August	2887.97	1297.74		2519.98	70.00			800.00		166.00	7741.69
September	15.00	1152.32						677.00		135.40	1979.72
<b>Quarter 2 totals</b>	<b>2902.97</b>	<b>2450.06</b>	<b>0.00</b>	<b>2519.98</b>	<b>70.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1477.00</b>	<b>0.00</b>	<b>301.40</b>	<b>9721.41</b>
October	134.43	1136.16								0.42	1271.01
November	747.00	2201.56			3140.42					628.50	6717.48
December	357.66	1101.56			830.66			78.74		176.43	2545.05
<b>Quarter 3 totals</b>	<b>1239.09</b>	<b>4439.28</b>	<b>0.00</b>	<b>0.00</b>	<b>3971.08</b>	<b>0.00</b>	<b>0.00</b>	<b>78.74</b>	<b>0.00</b>	<b>805.35</b>	<b>10533.54</b>
January	9.58	1101.56	2000.00		1455.37					43.07	4609.58
February	25.00	1479.80		2519.98	1156.00						5180.78
March	354.50	1271.60			1532.17					10.02	3168.29
<b>Quarter 4 totals</b>	<b>389.08</b>	<b>3852.96</b>	<b>2000.00</b>	<b>2519.98</b>	<b>4143.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53.09</b>	<b>12958.65</b>
<b>Year end</b>	<b>5555.81</b>	<b>15515.04</b>	<b>2000.00</b>	<b>5039.96</b>	<b>8894.98</b>	<b>0.00</b>	<b>150.00</b>	<b>3539.27</b>	<b>0.00</b>	<b>1571.06</b>	<b>42266.12</b>

<b>QUARTERLY REPORT 2016-7: INCOME</b>							
Month	Admin	Maint	Interest	CIL	VAT	Total	
April	35733			12845.44		48578.44	
May			2.57		370.93	373.5	
June/July	175	85	6.87			266.87	
<b>Quarter 1 totals</b>	<b>35908</b>	<b>85</b>	<b>9.44</b>	<b>12845.44</b>	<b>370.93</b>	<b>49218.81</b>	
August	245	76.5	3.09			324.59	
September			3.34			3.34	
<b>Quarter 2 totals</b>	<b>245</b>	<b>76.5</b>	<b>6.43</b>	<b>0</b>	<b>0</b>	<b>327.93</b>	
October	25		2.92	4358.62	447.54	4834.08	
November	25		2.84			27.84	
December	50		1.07			51.07	
<b>Quarter 3 totals</b>	<b>100</b>	<b>0</b>	<b>6.83</b>	<b>4358.62</b>	<b>447.54</b>	<b>4912.99</b>	
January	260		0.55			260.55	
February	25		0.53			25.53	
March	100		0.84			100.84	
<b>Quarter 4 totals</b>	<b>385</b>	<b>0</b>	<b>1.92</b>	<b>0</b>	<b>0</b>	<b>386.92</b>	
<b>Year end</b>	<b>36638.00</b>	<b>161.50</b>	<b>24.62</b>	<b>17204.06</b>	<b>818.47</b>	<b>54846.65</b>	Balances with the Itemised Receipts Summary

\*17/04/18

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**WHITTLE-LE-WOODS PARISH COUNCIL****FINANCIAL PROCEDURES**

The Responsible Financial Officer is the Clerk.

**Parish Council Income**

The main source of income is the precept from Chorley Borough Council. Other income comes from interest, reclaimed VAT, advertising revenue from the newsletter, and income from provision of hanging baskets to businesses on Preston Road and Chorley Old Road.

**Precept**

A financial statement to the end of December, and a projection of spending to the following March is presented at the January meeting of the Parish Council. At this meeting a budget is prepared for the forthcoming financial year and the precept is set. Once the budget is set, no extra money can be requested on the precept - this income is fixed. The Parish Council must not go into the red. Projects are discussed and planned before the budget is set.

**VAT**

The Parish Council reclaims the VAT twice each year or as and when there is a substantial amount to claim.

**Payments**

All payments must be authorised by the Council. Those payments such as Clerk and Lengthsman's salary are paid monthly. Other payments (grass cutting, insurance, maintenance, etc) are authorised either by prior agreement to a contract, a resolution of the Council or by agreement of the Chairman/Clerk as is the case for emergency repairs.

Every payment is minuted, recorded on the Itemised Accounts spreadsheet and then summarised at the end of each month or quarter. A minute reference is applied to all financial items.

**Receipts**

These are recorded on the Itemised Accounts spreadsheet in the same way as the Payments.

**Internal audit**

The Itemised Accounts summary is printed out each month and presented for the Chairman to sign.

**Accounts**

The Clerk keeps accounts on a yearly spreadsheet. Each month's expenditure and income is logged on its own page (Itemised Accounts Summary) - this is printed out monthly for the Chairman to inspect. It is then signed and placed in a folder. This folder plus all the journal account paperwork is available at every meeting for inspection.

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Each month's financial information is then transferred to an additional page of the spreadsheet, which summarises the year to date and compares budget figures to actual figures. This page is included in the agenda/minutes every month.

All expenditure needs to be allocated against a line item from budget and not aggregated against a general category. (DM to liaise with Clerk).

A 3 year projection is to be made for budget and expenditure. This will be a rolling process to be updated each year for January budget meeting. (Finance DM to lead and liaise with Clerk).

### **Banking**

The Clerk shall take cheques and cash to be banked within three days of receipt.

### **Financial Committee Meetings**

To meet at more regular intervals, suggestion is quarterly, ideally with Clerk in attendance. One meeting to be held prior to the January budget setting meeting. (Target last 2 weeks of November)

Updated 22<sup>nd</sup> March 2017

\*17/04/19

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## Whittle-le-Woods Parish Council Audit Plan

(a) The Internal Auditor will:

- understand basic accounting processes
- understand the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management
- be aware of risk management issues
- understand accounting requirements of the legal framework and powers of local councils.

(b) The Internal Auditor should work to the requirements contained in the suggested approach at Appendix 5 of the “Governance and Accountability in Local Councils in England and Wales – a Practitioner’s Guide.” His work should take into account the

whole of the Parish Council’s system of internal control, including risk management. Other work may be required from time to time.

(c) Where fraud by an officer is suspected, the Internal Auditor must report to the Chairman of the Parish Council. Where fraud by a councillor is suspected, the Internal Auditor should

report to the Clerk to the Council/Responsible Financial Officer.

(d) The Internal Auditor will have direct access to the Clerk to the Council and Chairman.

(e) The Internal Auditor will report in his/her own name to management.

(f) The Internal Auditor will have no other role within the Parish Council.

(g) Internal Audit will be carried out ethically, with integrity and objectivity.

(h) The Clerk to the Council/Responsible Financial Officer will be consulted on the Audit Plan and on the scope of each audit.

(i) The Risk Assessment Policy will define responsibilities for officers and members in relation to internal control and risk management. Training should be provided as appropriate. If an officer suspects fraud or corruption by a member, he shall first discuss the matter with the Internal Auditor. If a member suspects fraud or corruption by an officer, he shall first discuss the matter with the Internal Auditor.

(j) The Internal Auditor will report in accordance with the Audit Plan by 31st May annually.

(k) The Internal Auditor’s report will be considered by the Parish Council at the first opportunity

\*17/04/20

Chairman ..... Date.....

**ASSET REGISTER AND STATUS CHECK - AGREED AT FINANCIAL COMMITTEE MEETING 22nd MARCH 2017**

Ref No	Description	Location	Inspected by	Status	Assessment of remedial work	Asset register value	Year assessed	Notes	Action agreed/taken
1	Wall alongside War Memorial	Factory Lane/War Memorial grounds	EB	OK	None	4404	2017	War memorial committee look after	None - ongoing monitoring item to be discussed at April 17 Meeting
2	Wall with Seat	School Brow	Parish Council	OK	None	4525	2015		None - ongoing monitoring item to be discussed at April 17 Meeting
3	Fencing & gate	Hill Top Lane	PH/BH	OK	None	2202	2015		None - ongoing monitoring item to be discussed at April 17 Meeting
4	Public Seats	1. Shaw Brow 2. Preston Road 3. Dolphin Brow 4. Carwood Lane 5. Footpath x 2 6. Copthurst Lane 6. Birchin Lane	EB	All OK	None	5965	2015		None - ongoing monitoring item to be discussed at April 17 Meeting
5	Maypole Hanging Baskets	1. Waterhouse Green 2. Jct Shaw Brow / Preston Rd 3. Town Lane	EB/TN	All OK	None	2500	2015	Painted in 2014, so in good condition	None Required in 2015 item to be discussed at April 17 Meeting
6	Noticeboards	1. Preston Road/Redrow roundabout 2. Preston Road, opp St John's Church 3. Town Lane, Jct with Copthurst Lane 4. Chorley Old Road, end of old canal path 5. Blackburn Road / Millenium Way 6. Buckshaw Village	LA	All are reasonable	None	4789	2015 and monthly by clerk		None - ongoing monitoring item to be discussed at April 17 Meeting
7	Old style W-le-W road signs	1. Jct Preston Rd / Cow Well Lane 2. Preston Rd / Buckshaw (opp Seaview)	1. EB 2. DH	All OK	None	6000	2015	Painted in 2014, so in good condition	None - ongoing monitoring item to be discussed at April 17 Meeting
8	Community Hall	Purchase price plus £25,000 solar panels	Community Hall Trust	All OK	None	471,412	2015		None - ongoing monitoring

\*17/04/21

9	Samsung Printer	Clerk	Clerk	OK	None	109	2015	To check with Clerk re possible replacement
10	Backup device	Clerk	Clerk	OK	None	58.33	2015	Check with Clerk as to effectiveness
11	Samsung laptop	Clerk	Clerk	OK	None	416.66	2015	Check with Clerk Look to replace in 2016
12	Badge of office	PC Chair	PC Chair	OK	None	500	2015	None - Item to be discussed at April 17 Meeting
13	Clerks Chair and Filing cabinet	Clerks office and village hall	Clerk	OK	OK	50	2015	None - Item to be discussed at April 17 Meeting
14	Defibrillators	In red phone boxes (as below)	TN	OK	None	2070	2015	2017 . Items are monitored in accordance with Service Instructions.
15	Two red phone boxes	Waterhouse Green and Town Lane	TN	In Use	OK	2	2015	Item to be discussed at April 17 Meeting
<b>Asset register value</b>						<b>505002.99</b>		

*For the purposes of the asset register, as referred to by the auditors, items must be added at purchase or proxy price then NOT adjusted throughout the life of that product. The asset register total value is therefore the purchase price of items minus disposals, hence the adjustment of this asset register.*

\*17/04/21

Chairman .....

Date .....

**Whittle-le-Wood Parish Council March 2017**

**Whittle-le-Wood Parish Council March 2017**

**Internal Audit Review Checklist – Characteristics of Effectiveness**

<b>Characteristics of Effectiveness</b>	<b>Evidence of Achievement</b>	<b>Yes or No</b>	<b>Areas for development</b>
Internal audit is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes	
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes	Identify the risks and request guidance when necessary.
Be forward looking	When identifying risks and formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in services, risk assessment and corporate governance.	Yes	Risks will continue to be categorised and addressed.
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownerships of the control environment.	Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates.	Yes Yes	

Reviewed and updated 22<sup>nd</sup> March 2017

**Whittle-le-Wood Parish Council March 2017**

**Internal Audit Effectiveness Review Checklist – Meeting the Standards**

<b>Expected Standard</b>	<b>Evidence of Achievement</b>	<b>Yes or No</b>	<b>Areas for development</b>
Scope of internal audit	Terms of reference for the internal audit were (re)approved by the full council on (date) Internal audit work takes into account both the councils risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes Yes Yes	
Independence	Internal audit has direct access to those charged with governance (see Financial regulations) Internal audit reports are made in own name management. Internal auditor does not have any other role within the council.	Yes Yes Yes	The Clerk will make sure that the internal auditor has the contact details for all members of the PC.
Competence	There is no evidence of failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
Relationship	All responsible officers (Clerk/RFO) are consulted on the internal audit plan. (Evidence is on audit files) Responsibilities for officers and internal audit are defined in relation to the internal control, risk management and fraud and corruption matters. The responsibilities of the council members are understood; training of members is carried out as necessary.	Yes Yes Yes	
Audit Planning and Reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council (date) Internal audit has reported in accordance with the plan on (date)	Yes	The risk assessment and Audit Plan will be made available to the internal auditor.

\*17/04/22

Chairman .....

Date.....

**Risk Assessment and Management (financial) for the period 1st April 2017 to 31st March 2018**

Updated 22/3/17

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	IA Freq.
Precept	Not submitted	L	Full PC minute – RFO follow up	Diary	12
	Not paid by Chorley Council	L	Check & Report to Financial Comm.	Diary	12
	Adequacy of precept	M	Monthly review of budget to actual spend – introduce a quarterly forecast of expenditure (same time as quarterly payment reports)	Diary. Ensure quarterly forecast is actioned and presented at the required time	12
Salaries	Wrong salary paid	L	Check to minute	Member verify	12
	Wrong hours paid	L	Check contract	Member verify	12
	Wrong rate of pay	L	Check to contract	Member verify	12
	False Employee	L	Check to PAYE records & lists	Member verify	12
	Wrong deductions - NI	L	Check PAYE calculation	Member verify	12
	Wrong deductions – Income tax	L	Check PAYE calculation	Member verify	12
	Pensions provision	L	Check PAYE calculation	Member verify	12
	Goods & services not supplied to PC	L	Staffing committee & RFO Order system	Diary Approval check	12
Direct Costs and overhead expenses	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12
	Cheque payable is excessive	L	Signatory initials etc. Stub	Member verify	6
	Cheque payable to wrong party	L	Signatory initials etc. Stub	Member verify	6
	Overpayment	L	Claim form & receipts to be audited	RFO verify	6
Councillors' & Clerk's expenses	Power to pay	L	Minute	Member verify	12
	Agreement of PC to pay	L	Minute	Member verify	12
	Conditions agreed	L	Use reasonable condition	RFO verify	12
	Cheque & voucher	L	Signatory initials stub and voucher	Member verify	12
	Follow up verification	L	RFO check and consider budget	RFO verify	12
	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever
Election costs	VAT analysis	L	All items in cash book list	RFO verify	12
	Charged on purchases	L	Consider all items per cash book list	RFO verify	12
	Partial exemption applies	L	RFO to check	RFO verify	12
		L			

1 Signed Chairman ..... Date.....



**Risk Assessment and Management (financial) for the period 1st April 2017 to 31st March 2018**

	Claimed back within time limits	L	Agree returns submitted	RFO verify	As required
Reserves - General	Adequacy	M	Consider at budget setting	RFO & member input. Produce 3 year plan, RFO, member input & verification	12
Reserves - Earmarked	Adequacy	L	Consider at budget and final accounts	RFO & member verification	12
	Earmarked and contingent liability	L	Consider at budget and final accounts	RFO & member verification	12
Assets	Loss, Damage etc	L	Annual or as required inspection, update insurance and asset register	RFO & members verification	12
	Risk or damage to third party property or individuals	L	Review adequacy of Public Liability insurance	RFO	12
Staff	Loss of key personnel	M	Hours, health, stress, training, long term sickness, early departure.	Staffing Comm.	12
	Fraud by staff	L	Fidelity guarantee insurance value	Fin Comm. & members	12
Loss	Consequential loss due to critical damage or third party performance	M	Insurance cover to review adequacy	RFO	12
Petty Cash	Loss through theft or dishonesty	L	Insurance cover review ensure adequacy of fidelity guarantee insurance	RFO, Fin Comm. & members to review as required	12
Maintenance	Poor performance of goods, services or amenities and any loss of income or performance	M	As & when required assessment. Check if contractors have their own adequate Public Liability Insurance.	RFO	12
Borrowing/lending	Adequacy of finances to be able to repay loans	L	Annual budget, financial review and quarterly expenditure	Diary	12
Legal Powers	Illegal activity or payment	M	Educate members as to their authority & responsibilities	Diary	12
Minutes	Accurate and legal	L	Review at following meeting, approve and sign	Members	12
Members interests	Conflict of interest	M	Update declarations of interest. Include as an agenda item at each Council meeting asking if any member has had a change to their circumstances so as to affect their declaration of interest.	Diary	12

2

Signed Chairman ..... Date.....

\*17/04/23

Chairman .....

Date.....