

Agenda Item 2 Councillor Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 5 Routine Correspondence

Apart from correspondence contained in agenda items no further correspondence has been received since the last meeting.

Agenda Item 6 Clerk's Report

Minute	Action	Complete P
16/051	Bank Mandate changes to be set-up.	
16/071	Minutes circulated to councillors, placed on website and sent to BRN.	✓
16/073	No further classification of crime available on National Police website currently.	✓
16/076 a	Payments made to suppliers.	✓
16/079	Leaflet produced.	✓
16/080	Locality budget of £1,995 received. Awaiting response from Parish Room.	✓
16/082	Two new dog bins installed.	✓
16/084	Unable to get quotes for Welcome Card as no proof provided.	✓
16/086	Standing Orders and Financial regulations updated on website.	✓
16/087	Clerk's Contract of Employment amended re new policies.	✓
	Speed Watch	
	7 surveys in July and August reported 136 vehicles.	
	Clerk Hours	
	As at 28th August 2016 - 119 hours worked / 88 hours paid.	

Agenda Item 7a BDO Audit Report



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Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Mr D Crimmin
Cragston
Sudbury Road
Newton
SUDBURY
Suffolk
CO10 0QH

26 July 2016

our ref: 2016/F6/LITT46/FINAL

Dial: 023 8088 1737
Email: councilaudits@bdo.co.uk

Dear Mr Crimmin

Little Waldingfield Parish Council - Audit for the year ended 31 March 2016

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2016/17
- Contact details
- Survey 2015/16
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the annual return including our certificate has been approved and accepted by the smaller authority. The annual return and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website*) as soon as reasonably possible before the 30 September 2016 and must be made available for public access for a period of not less than five years.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

For and on behalf of BDO LLP

Enc.

*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.



Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

LITTLE WALDINGFIELD PARISH COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~*delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

BDO LLP Southampton

External auditor name

United Kingdom

Date

25/7/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Agenda Item 7b Asset Register

Date Purchased	Description	Street Furniture Value	Tag / Reference	Location	Ins Value	Notes
	Dog Bins x 4	£0.00				
	Grit Bin	£95.00				
	Grit Bin	£95.00				
	Litter Bin	£0.00				
	Notice Board	£0.00				
	Playing Field					Removed as not a LWPC Asset.
Mar-15	Projector	£570.70			£570.70	
	Street Light	£0.00			£500.00	
	Street Light	£0.00			£500.00	
	Street Light	£0.00			£500.00	
	Telephone Box	£1.00			£3,000.00	
Jul-16	Dog Bin	£87.00			£0.00	Below Excess
	War Memorial	£1.00			£7,000.00	
Jul-16	Dog Bin	£87.00			£0.00	Below Excess
	Total	£936.70		Total	£12,070.70	

Agenda Item 7c Insurance Cover

Community Action Suffolk Insurance



Policy Number: YLL 272004 1953
 Policy Type: Parish Council
 Period of Insurance: 01/10/2016 - 30/09/2017
 Insured: Little Waldingfield Parish Council, CO10 0QH

Mr Dave Crimmin
 Little Waldingfield Parish Council
 Cragston
 Sudbury Road
 Newton
 Suffolk. CO10 0QH

Summary

Effective Date: 01/10/2016

Prepared: 12/09/2016

	Period of Cover	Sum Insured	Premium	To Pay
Business Interruption (Core 1)				
	01/10/2016 - 30/09/2017	£500.00		
Employers Liability (Core)				
	01/10/2016 - 30/09/2017	£10,000,000.00		
Public Liability (Core 1)				
	01/10/2016 - 30/09/2017	£10,000,000.00		
Employee Dishonesty (Core 1)				
	01/10/2016 - 30/09/2017	£25,000.00		
Libel and Slander (Core 1)				
	01/10/2016 - 30/09/2017	£250,000.00		
Personal Accident (Core)				
	01/10/2016 - 30/09/2017	See full policy schedule / policy booklet		
Legal Expenses (Core)				
	01/10/2016 - 30/09/2017	£100,000.00		
Money (Core)				
	01/10/2016 - 30/09/2017	See full policy schedule / policy booklet		
Hirers Liability (Core)				
	01/10/2016 - 30/09/2017	£2,000,000.00		
Public Liability (increase from core cover)				
	Not Selected			
Public Liability for Skatepark / BMX				
	Not Selected			
Public Liability for Playground Equipment				
	Not Selected			
Employers Liability (Full Time Employees)				
	Not Selected			
Employers Liability (Part Time Employees)				
	Not Selected			
Employee Dishonesty (increase from core cover)				
	Not Selected			
Contents (In Building)				
	Not Selected			

Business Services at CAS Ltd, Brightspace, 160 Hadleigh Road, Ipswich, IP2 0HH
 A company limited by guarantee and registered in England. Number 033327788
 Authorised and regulated by the Financial Conduct Authority FCA No: 313794
 Telephone: 01473 345300 Email: Insurance@communityactionsuffolk.org.uk

Associated Papers LWPC Meeting on 20th September 2016

All Risks

3 Lamp Posts	01/10/2016 - 30/09/2017	£1,500.00
War Memorial	01/10/2016 - 30/09/2017	£7,000.00
(Core) Office	01/10/2016 - 30/09/2017	£2,500.00
Epson Projector	01/10/2016 - 30/09/2017	£570.70
BT Box	01/10/2016 - 30/09/2017	£3,000.00

Premium + Administration	£234.20	£234.20
Insurance Premium Tax:	£23.42	£23.42
Total:	£257.62	£257.62

5 YEAR LONG TERM UNDERTAKING. YEAR 4. CEASES 30/09/2018

Business Services at CAS Ltd, Community Action Suffolk, 160 Hadleigh Road, Ipswich, IP2 0HH authorised and regulated by the Financial Conduct Authority
FCA No: 313794

Agenda Item 7d Responsible Finance Officer (RFO) Report
Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
05/07/16	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
29/07/16	Cheque # 446 of 01/12/2015 not cashed.			0.00	21.87
29/07/16	CAS - replacement of # 446	461	LA 2011 ss 1 to 8	0.00	21.87
01/09/16	BDC Precept			4,000.00	0.00
20/09/16	BDO - Audit Fee			0.00	0.00
20/09/16	DF Crimmin - Expenses Mar to Aug	462	LA 2011 ss 1 to 8	0.00	130.88
20/09/16	SLCC - Annual Subs	463	LA 2011 ss 1 to 8	0.00	17.70
20/09/16	CAS - Insurance	464	LA 2011 ss 1 to 8	0.00	257.62
30/09/16	DF Crimmin - Salary July to Sept	465	LA 2011 ss 1 to 8	0.00	435.37
30/09/16	DF Crimmin - WFHA July to Sept	465	LA 2011 ss 1 to 8	0.00	39.00
30/09/16	HMRC - Clerk Tax	466	LA 2011 ss 1 to 8	0.00	108.80

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Treasurers Account	30/06/16	£9,631.68	£12,642.31	£989.37	£4,000.00	£0.00
Business Instant	20/05/16	£2,518.78	£2,518.78	£0.00	£0.00	£0.00
Cash	13/09/16	£0.00	£0.00			£0.00
		£12,150.46	£15,161.09	£989.37	£4,000.00	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£10,014.00				
Income			Expenditure			
Precept	£8,000.00	£8,000.00	Clerks Salary		£2,330.00	£1,077.74
Bank Interest	£2.00	£0.21	Admin		£1,200.00	£261.58
Grants	£412.00	£0.00	Insurance		£250.00	£257.62
Donation	£0.00	£10.00	Audit Inspections		£75.00	£66.00
Other	£0.00	£76.08	Annual Subscriptions		£215.00	£169.36
VAT Repayment	£0.00	£85.74	Donations		£50.00	£25.00
			Dog & Litter Bins		£375.00	£0.00
			Grass Cutting		£1,150.00	£700.00
			Maintenance		£100.00	£0.00
			Closed Churchyard		£950.00	£100.00
			Clive Memorial	£2,800.00	£0.00	£0.00
			Speed Watch		£100.00	£0.00
			Legal Fees		£0.00	£0.00
			Street Lighting		£290.00	£0.00
			Other		£300.00	£173.04
			VAT Paid		£0.00	£194.60
Total	£8,414.00	£8,172.03	Total	£2,800.00	£7,385.00	£3,024.94
			Assets Carried Forward			£15,161.09
Total		£18,186.03	Total			£18,186.03

Associated Papers LWPC Meeting on 20th September 2016

Agenda Item 7d Clerk's Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
01/03/16					1	BDC				
02/03/16					3	BDC x 2, A Sheppard				
07/03/16					1	A Sheppard				
08/03/16					4	A Sheppard x 2, J Jordon, SCC				
09/03/16					1	BDC				
10/03/16	Meeting Pack & Notices				1	A Sheppard	255		2	7
15/03/16	Councillor Pack / Meeting						82			7
16/03/16					5	A Sheppard x 2, CAS x 2, Richard Webster				
17/03/16			1		3	A Sheppard, CAS, Suffolk Tree Services				
21/03/16					1	Suffolk Tree Services				
22/03/16					1	BDC				
24/03/16							1		1	
25/03/16	Notices									7
29/03/16					1	A Sheppard				
30/03/16	Postage adjustment			-£0.01	2	A Sheppard x 2				
06/04/16					1	A Sheppard				
07/04/16					2	STS, A Sheppard				
14/04/16	Notices				1	STS				7
19/04/16	Audit						20			
25/04/16	APM				1	A Sheppard	156			
27/04/16					2	A Sheppard, SCC				
05/05/16								2	2	
09/05/16					2	R Webster, STS				
10/05/16					1	A Sheppard				
12/05/16	Meeting Pack / Notices						282		4	7
17/05/16	Meeting				2	Angie Bugg, C White				7
18/05/16			3		2	A Sheppard, STS				
19/05/16							15			
25/05/16	Audit Notices								4	7
08/06/16					1	A Sheppard				
09/06/16					1	Glasdons				
10/06/16					1	A Sheppard				
15/06/16	Meeting Pack / Notices						88		2	7
21/06/16					1	A Sheppard				
22/06/16							34			
24/06/16					1	A Sheppard				
06/07/16	Policies				1	BDC	14			
07/07/16	Closed Churchyard Document						126			
08/07/16					1	C Spence				7
11/07/16					2	D Pizzey, A Sheppard				
12/07/16	Meeting Pack				1	A Sheppard	175		2	
13/07/16	Meeting Notices									7
19/07/16	Meeting									7
20/07/16			2		3	BDC, M Maybury, STS				
21/07/16					1	BDC				
22/07/16					1	A Sheppard				
26/07/16					2	A Sheppard, STS				
29/07/16	Lloyds Bank & A Sheppard				1	A Sheppard				13
02/08/16					1	STS				
04/08/16	SO & FR x 8						304			
05/08/16	Bank Mandate / Planning Leaflet		6				237			7
		0	12		57		1789	2	17	97
		£0.00	£6.60	-£0.01	£6.84		£71.56	£0.20	£2.04	£43.65

Expenditure on behalf of Little Cornard Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
	Postage		£6.59		£6.59	
	Cost of Calls		£6.84		£6.84	
	Printing		£71.76		£71.76	
	Laminates		£2.04		£2.04	
	Travel Costs		£43.65		£43.65	
	Total		£130.88	£0.00	£130.88	Balanced
	Mileage rate from 6/4/2011	45p				
	1st Class Post	64p				
	2nd Class Post	55p				
	Telephone Calls	10p +VAT				Admin £130.88
	A4 Printing per page	4p				Maintenance £0.00
	A3 Printing per page	10p				Projects £0.00
	Laminates	12p				VAT £0.00
						£130.88

Agenda Item 8c Status of planning applications

No planning applications outstanding.

Agenda Item 9 Closed Churchyard

STS has confirmed that no further Planning Application needs to be submitted in order to undertake the work acceptable to the PCC. Awaiting response from PCC regarding faculty to undertake agreed tree works in Closed Churchyard.

Agenda Item 15 OneSuffolk website

With reference to the email circulated on the 7th September, LWPC will need to consider payment of a £50 annual charge to continue using the OneSuffolk hosting service from Community Action Suffolk.

Agenda Item 19 Pensions Regulator

LWPC's Staging Date as far as the Pensions Regulator is concerned is the 1st February 2017. Because of the criteria established by the PR and reviewing my details against these, LWPC is an employer who doesn't have to provide a pension but still has duties. The duties are as follows:

1. Confirm who is LWPC's Contact - already complete and is DF Crimmin.
2. Check that nothing has changed - do this 3 months before Staging Date (1st December 2016).
3. On Staging Date + 6 weeks check criteria again and write to the Clerk as per template below.
4. Declare your compliance to Pension Regulator within 5 months of Staging Date (30th June 2017).

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme for certain staff and pay money into it.

We must enrol any of our staff who meet all of the following criteria:

- You earn over £192 per week (or £833 per month)
- You are aged 22 or over and
- You are under state pension age

Because you did not meet these criteria, you have not become a member of the scheme automatically, but you can ask to join it if you want to. If you do join, each month you will put money into the pension directly from your pay and the government will also contribute through tax relief. If you earn over £112 a week (or £486 a month), the minimum amount you will put into the scheme each pay period will be 1% of your earnings.

If you earn over £112 when you ask to join, we will also contribute to the pension scheme on your behalf. If you earn less than £112 a week we are not obliged to contribute to the scheme as well. If you want to join the pension scheme, tell us in writing by sending a letter which has to be signed by you. Or if you send it electronically, please include the phrase, 'I confirm I personally submitted this notice to join a workplace pension scheme.'

In the future if you earn more than £192 per week (or £833 per month) or turn 22, and you have not joined the scheme, we will automatically enrol you and tell you we have done this.

Yours sincerely,