

ALCONBURY PARISH COUNCIL
ANNUAL MEETING OF THE PARISH COUNCIL 2020
MEETING PAPERS

COUNTY AND DISTRICT COUNCILLOR REPORTS

Agenda item 06-20.065

REPORT BY Cllr IAN GARDENER , County & District Councillor for Alconbury

The County Council is currently made up of 35 Conservative Councillors, 16 Liberal Democrat Councillors, 7 Labour Councillors and 3 Independent Councillors

The Alconbury & Kimbolton Division of the County Council covers 30 Villages and Hamlets from Hail Weston in the South, Covington in the West, Great Gidding in the North and Upton in the East.

I was also elected to the Alconbury Ward at The By Election for the District Council on 12 December 2019. The ward covers the villages of Alconbury, Alconbury Weston, Upton & Coppingford, Hamerton, Buckworth, Winwick, Woolley & Barham, Easton and Spaldwick

I would like to take this opportunity to thank the residents of Alconbury for their support in the December By Election

The Conservative Budget for this year's County Council Budget agreed a 16 million pound pot to invest in projects to support the Councils position on Climate Change.

Of which the Council agreed to invest 15 million in the decarbonisation of Council owned buildings approx. 69. As a consequence all Council owned buildings will be changed from Fossil fuels ie oil and gas to low carbon heating solutions. Such as air or ground source heat pumps This investment is expected to be recouped in full from savings delivered on the Council's Energy Bills. The buildings locally being converted to low carbon heating solutions ie ground or air source heat pumps are the Grafham Water Centre & Huntingdon Library

The County Council's aim is to also shift all its pool cars and small van fleet from petrol and diesel to electric by 2025. As a consequence the Council will invest in Electric Charging Infrastructure at its main offices to aid the conversion to electric Vehicles.

The Combined Authority ie the Mayor is designing a Cam Metro which is planned to come out to St Neots, Huntingdon & Alconbury.

East West Rail have issued their Preferred Route for the line between Bedford & Cambridge which will be via an Interchange Station on the East Coast Mainline between St Neots and Sandy and then via Cambourne to Cambridge.

Since March both the County Council and District Council have been responding to the Coronavirus Pandemic. Which lead to the formation of a Countywide Hub to deal with the shielded category of residents, supply of PPE to organisations looking after the sick and vulnerable, delivering of prescriptions to local pharmacies, food parcels etc

The District Council alone has referred 900 residents to support from community groups. 241 prescriptions have been collected for the vulnerable each week.

Staff across the County & the District have been redeployed to support the response

£29.04 million pounds has been paid out to 2324 local businesses to keep the local economy going, through the Small Business Grant & Retail, Hospitality, Leisure Grants.

£500k awarded to 3652 working age people in receipt of Council Tax support. Residents have been able to defer instalment payments on their Council Tax

There has been no disruption to the District Councils Waste and Recycling service throughout the pandemic. Huntingdonshire is one in only 5% of Councils that maintained these services throughout the entire period. HDC has also maintain its grass cutting programme as well as cutting the grass on County Council owned land at its cost.

I have been working locally with the Parish Council re their LHI Bid and HGV traffic using the B1043 regarding the noise etc .

At this year's Full Council meetings I have been put on the following committees

County Council – Environment & Sustainability Committee

Planning & Pensions Committees of which I am Vice Chairman

Fire Authority

District Council – Development Management Committee – Vice Chairman

Overview & Scrutiny Committee – Performance & Growth

Alconbury & Ellington Drainage Board

And I have also been elected to the Board of Governors of Kimbolton School as the HDC representative.

Finally I would like to thank the Parish Council and residents for their support over the last 12 months. I look forward to working with you all over the coming year.

Councillor Ian Gardener

District & County Councillor for Alconbury

Alconbury Parish Council Risk Assessment

15th June 2020

Possible risk – Accounting errors due to lack of financial controls

To address risk – The Parish Council has adopted Financial Regulations and Standing Orders and reviews these procedures annually.

The Clerk is the Responsible Financial Officer and the Chairman and Councillors oversee accounting procedures. All financial documentation held by the Clerk is open to inspection.

Monies received are receipted and banked promptly

All payments are itemised on the agenda prepared for meetings. All payments are approved at meeting of the full council. All payments are made by cheque and no petty cash is held by the Clerk. Cheques are signed by 2 signatories, in accordance with the banking mandate, and all cheque stubs are initialled by the persons signing the cheque. Cheque numbers, amount and date are written on the invoice, which is also initialled by the persons signing the cheques.

Receipts and payments are entered on a spreadsheet and copies given to each councillor at every Parish Council meeting and attached to the minutes. Bank statements are reconciled on receipt by the RFO, then independently checked by the Chairman at the Parish Council meeting, and regular bank reconciliation reports are attached to the minutes.

VAT is claimed annually.

Possible risk – Budget error, wrong amount preceded resulting in too little/too much money to meet Councils commitments. Excess reserves or spending beyond Councils resources.

To address risk - The budget is prepared in October/November for the following year. All items for inclusion are fully discussed and financially assessed. A precept is requested based upon the items agreed for inclusion in the budget. The Clerk gives a financial report at each meeting with copies of supporting documentation such as receipts and payments print out, at each meeting.

The Clerks salary is reviewed annually.

Maintenance contracts are reviewed annually and quotations requested before budget is set.

Possible risk – Loss of funds due to misappropriation.

To address risk- All orders for goods and services are made through the Clerk and with prior authorisation at a Parish Council meeting, except in the case of emergency when the Clerk may incur expenditure having gained prior approval from the Chairman or Vice Chairman as detailed in the Financial Regulations adopted by Council. Minor stationery items are ordered by the Clerk and payment facilitated on invoice. There is no requirement for the Clerk to purchase stationery and claim back on expenses.

All invoices and cheques are approved and signed in accordance with financial regulations and the banking mandate.

The Parish Council has cover for Fidelity Guarantee within its insurance and this is reviewed annually before renewal to ensure that cover is adequate.

The Clerk keeps a copy of the Register of Interests of all Councillors and Councillors are required to inform the Clerk of any changes.

The Clerks wages are calculated by external payroll provider and paid monthly via cheque. Tax and National Insurance are calculated and paid to the Inland Revenue monthly.

Year End accounts are prepared by the Clerk as soon after the end of March as possible and presented to Council at the next meeting.

An independent qualified auditor is appointed to carry out a full audit at the end of each financial year.

Possible risk- Under insurance, public liability, employee liability.

To address risk – Insurance cover is reviewed each year prior to renewal. All assets are listed in the Insurance folder. If changes occur, both the asset list and insurance cover are updated promptly.

All contractors employed by the Parish Council are required to hold Public Liability insurance cover.

The Parish Council has Employers Liability cover and Fidelity Guarantee. Clerk and Councillors have Personal Accident cover for duties connected with Parish Council.

Health and Safety

Health and Safety is reviewed at every Council meeting. Nominated Councillors carry out regular inspections of Parish Council property before every meeting. Items requiring maintenance can be reported to the Clerk at the next Parish Council meeting or if repairs are more urgent these can be reported by phone or email and are dealt with immediately.

Annual ROSPA inspection is carried out on the Bramble End play equipment, a report of their findings is presented to the Parish Council for inspection and any repair works carried out in a timely manner. Monthly inspection of the play equipment is carried out by nominated councillor and findings report in at monthly meeting.

Meetings are held at the Village Hall and the room is inspected immediately prior to meetings by the Chairman and the Clerk to ensure that there are no hazards to Councillors, Clerk or members of the public. Emergency signs and exits are present.



Signed

Date 30th June 2020

Alconbury Parish Council
Bank Reconciliation

Total of balances in bank accounts at 28th May 2020 75962.26

Less unrepresented cheques:

Date	Payee	ChqNo	Amount
27.05.20	HMRC - PAYE C Copley	1169	39.20
27.05.20	ICO - DPR renewal	1170	40.00
28.06.20	Four Seasons - Grass 3 of 6	S/O	1920.00
30.06.20	C Copley wages	1171	673.35
30.06.20	Evolve Accountancy	1172	90.00
30.06.20	ARFC	1173	1000.00
30.06.20	Day Today	1174	192.00
30.06.20	HMRC - PAYE C Copley	1175	39.20

Total 3993.75

Net bank balance at 30 June 2020 71968.51

Cash book

Opening balance	50334.78
Add: Receipts	30962.83
Less: Payments	9329.10

Balance as per cash book at 30th June 2020 71968.51

Signed.....

Responsible Financial Officer

Date.....

