

Clerk's Report for Burley Parish Council Meeting

Wednesday 14th June 2023

Matters arising

Website

The new website is live.– see <https://burley.pcwpreview.co.uk/>

Email

I believe all members are now receiving emails using their council account.

Memorial Bench

The bench refurbishment and installation of plaque have been completed.

Coronation Memorial

Still seeking a quote for refurbishment of Burley Street noticeboard.

Clerk Recruitment

Awaiting report from the Staffing Committee who interviewed the sole candidate on Wednesday 7th June.

Finance (Agenda 11)

Payments List (Agenda Item 11A)

New payments occurring since the last report, and payments to be made/approved:

Payee	Description	Cost Centre	Cost Code	Type	Net	Vat	Gross	Pwr	Approved Contract Delegated	Status
Burley WI	Hall Hire	Admin	Hall Hire	Bnkl	36.00	0.00	36.00	4	Contract	
Lebara	SIM	Admin	Software	DD	10.00	0.00	10.00	6	Contract	Paid
Microsoft	MS365	Admin	Software	DD	4.50	0.90	5.40	4	Contract	
Parish Online	Mapping	Admin	Software	DC	90.00	18.00	108.00	1	Approved	Paid
THB	Salary	Staff	Salary	Bnkl	622.60	0.00	622.60	5	Contract	
THB	Expenses	Staff	Clerk Expenses	Bnkl	92.23	1.27	93.50	5	Contract	
Paul Anderson	Bench	Repairs & Maint.	Repairs	Bnkl	155.10	4.90	160.00	1	Approved	
BWP Creative T/A Parish Websites	Website, Domain renewal	Admin	Web site	Bnkl	685.85	137.17	823.02	4	Contract	
James Bates	May invoice	Repairs & Maint.	Lengthsman	Bnkl	155.99	0.00	155.99	1	Delegated	
Do the numbers	Internal Audit	Admin	Audit	Bnkl	190.00	0.00	190.00	4	Contract	
Total					2042.27	162.24	2204.51			

Method: DC (Debit card) IB (Internet banking) DD (Direct Debit) Bnkl (Bankline) **Powers:** 1 Grass cutting: Open Spaces Act 1906 s.10, 2 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19, 3 HALC membership: LGA 1972 s.143, 4 Audit, Insurance, Training: LGA 1972 s.111, 5 Salary/expenses: LGA 1972 s.112(2), 6 Other, Localism Act 2011, 7 Information: LGA 1972 s.114 8 War Memorials Local Government Act 1948, s.133.

Account Reconciliation (Agenda Item 11b)

Balance of accounts 30th May2023 (To be checked by Cllr Cooke).

War memorial 31/05/2023	1373.64
Deposit 31/05/2023	26471.89
Current 31/05/2023	911.11
Total 31/05/2023	28756.64
Uncleared payments	998.02
Uncleared receipts	
Adjusted	27758.62

Uncleared payments:

Parish Council Websites	823.02
Ringwood Band	75.00
Victim Support	100.00
TOTAL	998.02

Bankline and banking signatories (Agenda 11c)

The Nat West Bankline system continues to give problems. Cllr Egerton, while attempting to transfer money within his personal accounts inadvertently paid a large sum of money into the council's account. He noticed immediately and transferred the same amount out. It should not be possible to do this. I reported this to the internal auditor who agrees that:

- a) This transaction does not need to show in the council's accounts (keeping us below the £25,000 threshold)
- b) Bankline is too high a risk to use for council banking

In the short term future, I recommend we switch back to the Internet Banking system used for many years which required only one signatory to make payments. These payments to be made against an approved list and checked by a member.

In the longer term, I recommend we switch to another bank. Unity Bank is very well thought of and actually understands councils.

Banking signatories (Agenda 11c)

The new clerk should be added to the banking mandate following which, I should be removed.

Internal Audit (Agenda 11d)

The internal auditor's report has been received (attached)

The audit certificate is signed and that completes the audit for this year.

The IA raised four points for referral to council:

- a) 5 years of AGAR to be held on website.
The AGARs for 2017/18 and 2018/19 were not transferred to the new website. This has been corrected
- b) Review of Standing Orders and Financial Regulations.
There was no formal review during the year. Review to be added as a standing item to the Annual Meeting. Standing Orders and Financial Regulations should be reviewed at July meeting. There is no change from NALC at present, but the Financial Regulations do not accurately reflect the current practice and members may wish to consider amendments. One for the new RFO perhaps
- c) No hard copy of reports and payments attached to minute file.
The reports are held in a separate file. The IA has requested they be annexed to the original hardcopy. This will be completed before I hand over.
- d) Contract award held in confidential session.
This refers to the award for tree planting. I believe it is the minute that is not clear (apologies) rather than the process. The minute should have read that after the confidential discussion and before the decision, the public were readmitted. This is what happened but that is not clear from the minutes. The ABC method referred to by the auditor is where the names of contractors are anonymised and Company A, Company B, Company C used in place. I have asked for clarification on whether (if minuted clearly) the process we used is acceptable.

Annual Governance Statement (Agenda 11e)

I recommend the council accepts the assertion in the Annual Governance Statement (attached)

Annual Accounting Statement (Agenda 11f)

I recommend the council accepts the Annual Accounting Statement (attached)

Internal Auditor Appointment (Agenda 11g)

I recommend council appoints Eleanor Greene of Do The Numbers as the Internal Auditor for the financial year 2023/24

Little Deers Day Nursery (Agenda 13)

I note there has been correspondence on this between HCC and Cllr Egerton since September 2022. Cllr Clarke copied me in on 31st May, I was not originally included and I have still not seen the draft contract. The transfer of land, disposal of council assets and negotiation of leases is a matter for the RFO and Proper Officer to bring to council. I trust my replacement will be central to any future negotiations. It is essential that due process is followed.

Licensing (Agenda

Our Ref:	TEN 10553 / LICTE/23/02731 - SH
Date:	08 June 2023
Application Type:	Temporary Events Notice
Date(s) Of Proposed Event:	06/07/2023 19:30:00 to 06/07/2023 22:30:00
Premise Address:	The White Buck The White Buck, Bisterne Close, Burley, Ringwood, BH24 4AZ
Applicant Details:	Thomas Tomlinson
Event Details:	Opera in the Garden Sale of alcohol regulated entertainment 6th July 2023 19:30hrs to 22:30hrs 350 persons

Tom Brindley

10th June 2023

