

**TWYFORD PARISH COUNCIL**

Minutes of a meeting of the Full Parish Council  
held on Thursday 16<sup>th</sup> May 2019 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

<b>Councillors present</b>	<b>Councillors absent/apologies</b>	<b>In attendance</b>
Councillor Lawton (Chair)	Councillor Humby	Jo Nicholson (Clerk)
Councillor Pullen	Councillor Mitchell	1 member of public in attendance
Councillor Wheeler		
Councillor Sellars		
Councillor Pain		
Councillor Forder-Stent		
Councillor Corcoran		
Councillor Cook		
Councillor Bronk		

<b>Item</b>	<b>Business Transacted</b>
<b>27/19</b>	<b>To receive and accept apologies for absence</b>
	Apologies were received from Cllr Humby, and Cllr Mitchell.
<b>28/18</b>	<b>Council Office elections and appointments</b>
<b>28.1/18</b>	<b>To receive nominations and elect the Chair of the Parish Council</b> <b>To receive the Chair's declaration of office</b>
	Cllr Lawton was unanimously elected as Chair, proposed by Cllr Corcoran and seconded by Cllr Cook. Cllr Lawton signed the acceptance of Office.
<b>28.2/18</b>	<b>To receive nominations and elect the Vice-Chair of the Parish Council</b> <b>To receive the Vice-Chair's declaration of office</b>
	Cllr Mitchell was willing to continue as Vice Chair, and in his absence was unanimously elected as Vice Chair, proposed by Cllr Lawton, and seconded by Cllr Cook. Cllr Mitchell to sign the acceptance of Office at the next meeting.
<b>28.3/18</b>	<b>To agree members of the Finance Committee and Chair</b>
<b>WL</b>	The members of the finance committee were agreed as: Cllr Sellars, Cllr Corcoran, Cllr Forder-Stent, Cllr Lawton, Cllr Wheeler and Cllr Cook. Cllr Sellars was elected as Chair proposed by Cllr Lawton, and seconded by Cllr Cook.  <b>Action: Cllr Lawton to write to Stephanie West to thank her for her role as treasurer</b>

<b>28.4/18</b>	<b>To agree members of the Planning Committee and Chair</b>
	The members of the planning committee were agreed as: Cllr Mitchell, Cllr Lawton, Cllr Wheeler, Cllr Sellars, Cllr Corcoran, Cllr Pullen and Cllr Cook. The Chair will be elected at the next planning committee meeting 6 <sup>th</sup> June 2019. The members were proposed by Cllr Forder-Stent, and seconded by Cllr Pain.
<b>28.5/18</b>	<b>To agree members of the Recreation Committee and Chair</b>
	The members of the Recreation Committee were agreed as; Cllr Wheeler, Cllr Forder-Stent, Cllr Pullen, Cllr Pain, Cllr Sellars and Cllr Lawton. The Chair will be elected at the next recreation committee meeting 23 <sup>rd</sup> May 2019. The members were proposed by Cllr Lawton, and seconded by Cllr Cook.
<b>28.6/18</b>	<b>To agree members of the Twyford Neighbourhood Plan Committee and Chair</b>
	The members of the Twyford Neighbourhood Plan working group were agreed as; Cllr Corcoran and Cllr Lawton. The technical committee will be chaired by Cllr Corcoran, and include members of public (non parish councillors). The members were proposed by Cllr Sellars and seconded by Cllr Forder-Stent.
<b>28.7/18</b>	<b>To agree members of the Twyford Parish Farm Committee (formerly Twyford Meads and Berry Meadow Committee) and Chair</b>
	The members of the Twyford Parish Farm working group were agreed as; Cllr Corcoran, Cllr Pullen and Cllr Mitchell. The committee will be chaired by Cllr Corcoran, and members include residents (non parish councillors). The members were proposed by Cllr Lawton, and seconded by Cllr Sellars.
<b>28.8/18</b>	<b>To agree the appointment of Members to serve at Parish Council representatives on the following County, District and other associations and organisations:</b> HCC Footpaths and Highways: Cllr Pullen, Cllr Cook and Cllr Bronk Nursing: Cllr Forder-Stent Patient Participation Group: Cllr Wheeler, Cllr Forder-Stent and Cllr Pain Transport: Cllr Wheeler Twyford Parish Hall: Cllr Wheeler and Cllr Sellars Twyford Waterworks: Cllr Cook
<b>29/19</b>	<b>Resolve to make no amends to the Code of Conduct, version 2018 / 2019. Confirmation of approval of Governance documents: Financial Regulations, Standing Orders, Asset Register and Financial Risk Assessment (approved on 28<sup>th</sup> March 2019 and 18<sup>th</sup> April 2019).</b>
<b>Clerk</b>	It was resolved to make no amends to the Code of Conduct version 2018 / 2019. The prior approval of Financial Regulations, Standing Orders, Asset Register and Financial Risk Assessment (approved on 28 <sup>th</sup> March 2019 and 18 <sup>th</sup> April 2019) was noted. <b>Action: Clerk to ensure Governance documents for 2019 / 2020 are updated on the website.</b>
<b>30/19</b>	<b>Individual Councillors to accept office, accept the code of conduct and review declarations of interest.</b>

	All Councillors present signed the Acceptance of Office, in accordance with the code of conduct and completed a declaration of interest.
<b>31/19</b>	<b>To receive declarations of interest relevant to agenda items</b>
<b>Clerk</b>	Standard declarations are applied. <b>Action: Clerk to add to FPC agenda 20<sup>th</sup> June to renew dispensation for Neighbourhood Plan.</b>
<b>32/19</b>	<b>To approve and sign-off, as a true record, the minutes for the meeting held on 18<sup>th</sup> April 2019</b>
	The minutes from 18 <sup>th</sup> April 2019 were approved as a true record of events proposed by Cllr Pain, and seconded by Cllr Cook
<b>33/19</b>	<b>To adjourn for public participation</b>
33.1/19	To receive questions from the members of the public.
	None received
33.2/19	To receive the County Councillor's report.
	Apologies received
33.3/19	To receive the District Councillors' reports.
	<p>Cllr Lawton welcomed Cllr Bronk to the Parish Council. A written report was submitted. Members will be aware that following the election results of 2nd May Winchester City Council has undergone a change of control and a change of a ward Councillor. Richard IZARD a former ward Councillor retired with effect from 2nd May. The ward Councillors are now (in alphabetical order) Councillor Tony Bronk and Councillor Susan Cook. At the first formal meeting of the new City Council, on Wednesday 15th May the following key appointments were agreed: Mayor: Councillor Eleanor Bell Deputy Mayor: Councillor Patrick Cunningham Leader of Council: Councillor Lucille Thompson</p> <p>Members of Cabinet and Chairpersons of Committees were announced; together with the members of each Committee. Councillor Tony Bronk is a member of the following Committees: Audit &amp; Governance; and Planning (Tony therefore intends not to participate in meetings of the Twyford Parish Council Planning Committee). He is a Deputy for the following Committees: Business and Housing Policy; and Joint West of Waterlooville MDA Planning. Councillor Sue Cook is a member of the following: Licencing and Regulation Committee and Licencing Sub-Committee.</p> <p>Although elected as representatives of different political parties; Tony and Sue are keen to act collaboratively for the benefit of residents of the ward. A joint meeting with Hampshire County</p>

	Council Councillor Rob Humby is proposed in order to discuss highways maintenance and safety matters to better understand the County Council's constraints and to seek ways of securing action on concerns raised by Twyford residents and Parish Council.
<b>34/19</b>	<b>To receive an update on matters arising from the minutes of the Full Council meeting held on 18<sup>th</sup> April 2019 that are not included elsewhere on the agenda and to consider the status of progress to date</b>
<b>SC</b>	The Speed monitoring device has been received, the device cannot be used until Hampshire Highways have confirmed the approved sites. An appointment has been made with Ian Janes, a HH engineer, to review the sites. <b>Action: Cllr Cook to obtain 2 high vis coats and a warning triangle from Hampshire.</b>
<b>35/19</b>	<b>Committee Terms of Reference – Resolve to approve re-adoption for Finance, Planning, Recreation and Twyford Meads and Berry Meadow Committee without amendment, and require a Twyford Neighbourhood Plan Committee Terms of Reference.</b>
<b>Clerk</b>	The terms of reference were updated to state that for a quorum 4 attendees were required at the committee meeting. The Neighbourhood Plan terms of reference require updating. With the quorum amendment, it was resolved to re-adopt the terms of reference for Finance, planning, recreation and Twyford Meads and Berry Meadow Committee. Proposed by Cllr Lawton and seconded by Cllr Sellars <b>Action: Clerk to update terms of reference and update on the website</b>
<b>36/19</b>	<b>To agree dates for the Full Council's review of the following:</b> <b>Review of the Council's complaints procedure</b> <b>Review of council's procedures for handling requests made under the Freedom of Information Act 2000</b> <b>Review of the Councils policy for dealing with press / media</b> <b>Review of GDPR compliance</b>
<b>Clerk Clerk</b>	It was agreed to add these items to the FPC meeting 20 <sup>th</sup> June 2019. <b>Action: Clerk to add to FPC agenda 20<sup>th</sup> June</b> <b>Clerk to organise a review of GDPR with Cllr Pullen, Cllr Cook and Cllr Forder-Stent</b>
<b>37/19</b>	<b>To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item</b>
	On May 9 <sup>th</sup> , the planning committee was attended by two representatives from Southampton Airport. The Master plan was discussed, which includes a runway extension to allow bigger aircrafts and the carriage of more fuel. The aim of the expansion is to attract other airlines, and protect the airport should Flybe be dissolved. The main point of discussion was the noise levels over Twyford. There are two noise monitoring devices in the vicinity, one at Hockley Golf Course, and one at Shawford Parish Hall. It was requested that one be moved to Twyford.

Clerk	<p>Cllr Corcoran asked the attendees if the expansion will trigger the Noise Compensation Act, which it did not appear they were briefed on. The planning application for the runway expansion is going to Eastleigh in August.</p> <p>Workshops are being organised by the Airport for June, where the flight path will be reviewed. Twyford will be invited, and the Parish Council requested South Downs National Park to be involved.</p> <p><b>Action: Clerk to contact Airport to chase up the dates of the workshops</b></p> <p>Secondly, regarding the Neighbourhood Plan, Cllr Lawton, Cllr Corcoran and a technical group member met with Jonathan Humphreys and James Cleary to discuss the retirement village. The meeting did not yield any progress, and Jonathan is still moving forward with his retirement village master plan.</p>
37.1/19	<b>The South Downs National Park – East of Winchester Vision and Action Plan</b>
CC	<p>Cllr Corcoran can attend on 4<sup>th</sup> July and 10<sup>th</sup> October, but no member of the Council is able to attend on 7<sup>th</sup> June.</p> <p><b>Action: Cllr Corcoran to ask Richard Parker or Daryl Henry if they can attend the workshop on the 7<sup>th</sup> June.</b></p>
38/19	<b>To receive an update on matters arising from the Recreation Committee; to note or discuss action taken since unless already covered by another agenda item</b>
Clerk	<p>Cllr Wheeler updated that the Summer Ball is postponed until 2020 to enable more planning. The old goal posts have been removed, and are awaiting disposal</p> <p><b>Action: Clerk to remind Clint to take the old goal posts away</b></p>
38.1/19	<b>Resolve to agree expenditure on HCC open space strategy without 3 quotes, due to limited expert availability</b>
	<p>The options of providing a workshop were presented by the Clerk, and it was resolved to proceed based on one quote, due to the expert nature of the proposal. Proposed by Cllr Wheeler and seconded by Cllr Cook.</p>
38.2/19	<b>Resolve to approve expenditure on HCC open space strategy £1,500</b>
Clerk	<p>The Clerk had circulated a proposal, outlining the options and pros and cons for paying £1,500 to HCC to help the PC work with residents to create an open space strategy for Hunter Park and Northfields recreation area. The proposal was discussed, and the need was accepted. Councillors were concerned about the extent of the expenditure, but were impressed with the examples of output provided by HCC, and appreciated the value of having an expert help the Council engage with the village.</p> <p>It was resolved to approve the expenditure and engage HCC to set up the workshop. Proposed by Cllr Pullen and seconded by Cllr Sellars.</p> <p><b>Actions:</b></p> <p><b>For clarity, Clerk to ensure all references refer to Hunter Park and Northfields recreation area strategy.</b></p>

<b>IW Clerk</b>	<b>Cllr Wheeler to talk to the St Mary's school to insure they are included in the workshop Clerk to set up a preparation meeting with Cllr Pullen, Cllr Cook and Cllr Wheeler.</b>
<b>38.3/19</b>	<b>Resolve to advertise for a new cleaner at the pavilion, and to agree terms for a new cleaner.</b>
<b>Clerk</b>	It was resolved to advertise for a new cleaner, and the terms of £10 an hour, 2 hours per week were agreed. Proposed by Cllr Pullen and seconded by Cllr Pain. <b>Action: Clerk to ensure the cleaner vacancy advert goes to Kat Molesworth for TWaT, and outside the shop. Send the vacancy advert to Hare Farm to go on their Notice Board.</b>
<b>39/19</b>	<b>To receive an update from the Finance Committee on matters arising; and to note or discuss action taken since unless already covered by another agenda item</b>
	None additional to agenda items.
<b>40/19</b>	<b>Resolve to approve payments to be made in May 2019</b>
	May invoices were presented for approval of payment. See Appendix 1. Since the list was compiled, an adjustment had to be made to the Clerk salary and NI / PAYE due to an error in October 2018. This has an additional cost to TPC of £30.26 which is NI due from October salary. The Clerk owes £26.31 NI and £134.80 PAYE which will come out of Clerk salary paid on 31 <sup>st</sup> May 2019. With the above adjustment, it was resolved to approve the payments to be made in May. Proposed by Cllr Forder-Stent and seconded by Cllr Cook.
<b>41/19</b>	<b>Resolve to reconcile the bank statement to approved payments made in April 2019</b>
	The cash book summary (Appendix 2) was presented to the Cllrs, and Cllr Sellars reconciled the summary to the previous month expenditure, and the bank statements. Proposed by Cllr Sellars and seconded by Cllr Pullen.
<b>42/19</b>	<b>Review output from internal audit</b>
<b>Clerk</b>	The output from Do the Numbers internal audit conducted in April 2019 was presented and discussed (See Appendix 3). As a result, the Clerk will publish all papers to accompany the FPC agenda one week prior to the meeting. Papers will be posted to the TPC website, and emailed to Cllrs. <b>Action: Clerk to post all FPC papers online and via email one week before meeting</b>
<b>Clerk</b>	It was discussed whether it is diligent to change internal auditors, which will be added to the agenda of the next FPC <b>Action: Clerk to enquire which internal auditor Colden Common PC use, and to obtain quotes. Add to agenda for next FPC 20<sup>th</sup> June 2019.</b>
<b>43/19</b>	<b>To note the timetable for external audit, to resolve to agree to publication and submission for external audit of the accounting statements.</b>

	<p>The Notice of Publication of accounts will be displayed on 17<sup>th</sup> June, and will be displayed for 6 weeks. The 2018 / 2019 accounts have been published on the website, and are currently available for inspection.</p>
<b>44/19</b>	<p><b>Councillor Corcoran to provide an update on Berry Meads &amp; Compton Lock Committee</b></p>
<b>Clerk</b>	<p>Management of the Farm is getting more complex, as revenue this year will reach £60,000. The committee needs widening, and thought needs to be given as to how it is managed.</p> <p><b>Action: Cllr Mitchell, Cllr Lawton, Cllr Corcoran, Cllr Pullen and Clerk to get together to organise the management of the Parish Farm. Clerk to organise a meeting.</b></p> <p>With regards to Water Meadow restoration; a start up meeting with Leaders has been attended by Andy Coates, and the Clerk is setting up a start up meeting with the contractors.</p> <p>Cllr Corcoran has just learned that a flooding permit is required for the project, which is at a cost of £440. The application is complicated, and Consultancy provided by Aquascience to complete the form will cost £490. Cllr Corcoran will apply for 85% of the cost to Leaders and HCC. An immediate decision is required by the PC whether to provide funding for this, as the application will take two months to complete. This means that TPC will have to cover the cost of the application before it is known if any the cost is recoverable from a grant. There are sufficient funds in the Berry Meadow maintenance budget to cover this expenditure. Cheaper Consultancy has been considered, but not available due to the expert nature of the application.</p> <p>The Parish Council voted in favour of supporting the expenditure, so long as it comes out of the Berry Meadow budget.</p>
<b>45/19</b>	<p><b>Resolve to approve expenditure on design and creation of signs at Compton Lock, using the £1,351 received in grants from Hampshire County Councillors. Resolve to appoint provider based on 3 quotes.</b></p>
	<p>The Clerk had circulated a proposal for a designer (Dan Powell) to create signs for Compton Lock. The cost of the designer is £475 (no VAT applicable), and the cost to create the signs varies considerably. It was resolved to proceed with the design of 3 different signs i) for the entrances to the lock, ii) at the lock, and iii) at the steps of the lock.</p> <p>Proposed by Cllr Lawton and seconded by Cllr Corcoran.</p>
<b>46/19</b>	<p><b>Councillor Corcoran to provide an update on progress of the Neighbourhood Plan</b></p>
	<p>The technical team are awaiting a meeting with SDNP to receive their feedback on the SEA. Cllr Corcoran is drafting a letter to SDNP asking them how they regard the retirement village.</p> <p>Mayer Brown have completed the flooding report. Cllr Corcoran has met with the landowners and Twyford School, and there is support for a ditch if that is decided upon. There is a meeting with HCC and TPC next week to move this forward. The Mayer Brown report reveals that even if the drains were updated, they would still not accommodate the volume of water constituting a flood, which would still flood the road, therefore HCC need to look at making the road more resilient. In addition, the Parish Hall flood appears independent of the water coming down the valley, so a bespoke solution for the Parish Hall car park is required.</p>

	The timetable to bring the Neighbourhood Plan to conclusion will be published after SDNP have fed back on the SEA, and the TNP meeting on 20 <sup>th</sup> May.
<b>47/19</b>	<b>Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler</b>
<b>SC</b>	The bus shelter at Hockley cottages is still awaiting repair. Quotes have not been forthcoming. <b>Action: Cllr Cook to forward to the Clerk, the quote she obtained for the bus shelter.</b>
<b>48/19</b>	<b>Update on plans for Annual Parish Assembly and Compton Lock public meeting 22<sup>nd</sup> May 2019</b>
	The Compton Lock meeting starts at 7pm, followed by refreshments, followed by the APA starting at 8pm. Councillors will sit at the front of the assembly, so parishioners can identify their Councillors.
<b>49/19</b>	<b>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</b>
	It was mentioned that the Police have increased security level for the European elections.
<b>50/19</b>	<b>To raise any items for the agenda for the Full Parish Council meeting 20<sup>th</sup> June 2019.</b>
	None raised.

Jo Nicholson - Clerk to the Parish Council – 4<sup>th</sup> June 2019. Contact: [clerk@twyfordhants.org.uk](mailto:clerk@twyfordhants.org.uk)



Appendix 1 – May 2019 payments for approval

# Twyford Parish Council

## Expenditure transactions - approval list

Start of year 01/04/19

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
82	DD190510 1&1	£5.94	1020/2/2	01/05/19	1&1 IONOS - website monthly subscription 21.04 to 21.05	£5.94
		£5.94			1&1 IONOS - Total	
80	Vis190502a mz	£37.00	1020/3/1	02/05/19	Amazon - printer ink	£37.00
		£37.00			Amazon - Total	
69	BACS	£475.00	1100/1	02/05/19	Do The Numbers - internal audit 2019	£475.00
		£475.00			Do The Numbers - Total	
32	DD	£62.00	2030/1/1	01/05/19	EDF - Monthly SO towards Electricity Bill	£62.00
		£62.00			EDF - Total	
85	BACS1905 09CF	£80.92	2030/2/1	09/05/19	Foard Maintenance Services - pavilion care taking to 9th may 2019	£80.92
		£80.92			Foard Maintenance Services - Total	
70	BACS	£1,663.65		05/05/19	Green Smile Ltd - May 2019	£1,663.65
1		£1,410.25	2020/7		groundsman for hunter park May	
2		£253.40	2040/1		groundsman Northfields May	
		£1,663.65			Green Smile Ltd - Total	
74	BACS1905 31HMRC	£298.14		31/05/19	HCC Pensions - clerk may pension	£298.14
1		£76.54	1000/1/3/1		Clerk May employee pension	
2		£221.60	1000/1/3/2		Clerk employer pension May	
		£298.14			HCC Pensions - Total	
84	BACS	£397.50		09/05/19	Hilary Frearson -	£397.50
1		£337.50	3000/1		NP support in April	
2		£60.00	1000/2/1		clerk support in april	
		£397.50			Hilary Frearson - Total	
73	BACS	£379.41		31/05/19	HMRC - clerk salary for may	£379.41
1		£90.72	1000/1/4/2		May Clerk NI	
2		£209.80	1000/1/4/1			
3		£78.89	1000/1/4/3			
		£379.41			HMRC - Total	

Signature

Date

Signature

# Twyford Parish Council

## Expenditure transactions - approval list

Start of year 01/04/19

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
83	DD190511 8HMRCVA	£1,385.43	1150	07/05/19	HMRC - VAT - VAT return Q4 2018 2019	£1,385.43
		£1,385.43			HMRC - VAT - Total	
68	BACS1905 02JT	£50.00	2080	02/05/19	James Toll - return of deposit for april hire	£50.00
		£50.00			James Toll - Total	
81	BACS1805 19JNexp	£27.23	1010/1	18/05/19	Joanne Nicholson - clerk april expenses	£27.23
71	BACS1905 31JN	£1,011.16	1000/1/1	31/05/19	Joanne Nicholson - may salary, including march and april additional hours, and back pay	£1,011.16
		£1,038.39			Joanne Nicholson - Total	
86	DD190052 3O2	£21.52	1020/1/1	09/05/19	O2 - clerk mobile phone 9th May to 8th June 2019	£21.52
		£21.52			O2 - Total	
79	DD190603 PWLBBMc	£1,666.67	1143	03/06/19	Public Work Loan Board -	£1,666.67
78	DD190603 PWLBBMint	£67.92	1142	03/06/19	Public Work Loan Board -	£67.92
77	DD190603 PWLBGcap	£600.00	1141	03/06/19	Public Work Loan Board - Gilbert Room	£600.00
76	DD190603 PWLBGint	£252.00	1140	03/06/19	Public Work Loan Board - Gilbert Room interest	£252.00
		£2,586.59			Public Work Loan Board - Total	
72	SO130520 SL	£80.00	2000/1/1	20/05/19	S Lauder - cleaner may salary	£80.00
		£80.00			S Lauder - Total	
75	BACS1905 18Shore	£1,095.22	2020/1/1	01/05/19	Shoreland Network Solutions - cricket square april	£1,095.22
		£1,095.22			Shoreland Network Solutions - Total	
1	BACS	£3,780.00	1130/1	16/04/19	Westcotec - supply of speed camera device	£3,780.00
		£3,780.00			Westcotec - Total	
<b>Total</b>		£13,436.71				

Signature

Date

Signature

## Appendix 2 – Cash book summary reconciled to statements

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### Financial Summary - Cashbook

Summary between 01/04/19 and 30/04/19 inclusive.

Balances at the start of the year

**Ordinary Accounts**

HSBC C/A	£3,556.88
HSBC Savings	£127,104.99
<b>Total</b>	<b>£130,661.87</b>

RECEIPTS	Net	Vat	Gross
Finance	£49,125.00	£0.00	£49,125.00
Recreation & Open Spaces	£623.80	£6.00	£629.80
<b>Total Receipts</b>	<b>£49,748.80</b>	<b>£6.00</b>	<b>£49,754.80</b>

PAYMENTS	Net	Vat	Gross
Finance	£4,434.38	£512.04	£4,946.42
Neighbourhood Plan	£7,645.64	£1,373.13	£9,018.77
Recreation & Open Spaces	£3,621.47	£680.49	£4,301.96
<b>Total Payments</b>	<b>£15,701.49</b>	<b>£2,565.66</b>	<b>£18,267.15</b>

Closing Balances

**Ordinary Accounts**

HSBC C/A	£20,044.53
HSBC Savings	£142,104.99
<b>Total</b>	<b>£162,149.52</b>

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# Appendix 3 – Output from Internal Audit

financereport.pdf LST P11629 Colden Commo May approvals 2019.pdf BRWE89E8430D224\_000305 twyford ias.pdf

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**29<sup>th</sup> April 2019**

Jo Nicholson, Clerk  
Twyford Parish Council  
Sarsen, 32 Main Road  
Colden Common, Winchester  
SO21 1RR

Dear Jo,

**Subject: Review of matters arising from Internal Audit for 31 March 2019**

Please find below the list of matters arising following my visit today. Overall I found the records of the council to be in good order and I felt that the visit went very well.

Control area	Issue	Recommended Action
Accounts system	The Parish council has grown significantly in recent years in complexity and value of work done. When the new accounting system is brought into full use, its reports should assist the smooth operation of the council.	Reports extracted directly from the accounts software should be used as pages in the signed minutes to reduce transposition risk.
Grants	Parish councils have very limited grant making powers. S137 should only be used for groups which clearly benefit the residents of the parish. <i>(also raised last year)</i>	All members should ensure that they work within the list on <a href="#">page 58 of the Good Councillor Guide</a>
Precept approval	The Precept is the balancing figure in the budget. The minute agreeing the amount to be requested was unclear.	When the budget has been approved, with the precept figure clearly shown, it should be incorporated as a page of the minutes.
Website agenda documents	At present the council is not retaining the agenda packs and papers for meetings on the website. This is a requirement of the ICO and the Freedom of Information act.	From now on the agenda pack and minutes for every meeting should be published on the web.

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Tabled papers	The council is only permitted to make decisions on papers that have been included in the agenda. Therefore the cutoff for payments and correspondence is three days before meetings.	From now on the meeting needs to only decide on properly published documents.
Unpaid Grants	The council has some s137 grants that have been authorised but not paid.	The council settles its accounts on an R&P basis so those grants will count towards the limit on the date the payment is made.
Non council business	On several instances during the year, minutes were recorded of actions taken by members in their personal capacity. This is not best practice.	The Minutes of the council are to record the decisions of the council. They should not include items which are not council matters.
Earmarked reserves	The council has set aside significant sums towards play area replacement.	Clear timescales and planned budgets for these funds should be published.
Bank reconciliation	The balance at the bank should be minuted at each meeting where the reconciliation is approved. <i>(also raised last year)</i>	The minute template should be updated to allow this.

Please find attached my invoice for the agreed fee. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

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