

Epping Upland Parish Council

BRIEFING FOR THE CHAIRMAN IS HELD PRIOR TO THE MEETING

AGENDA

You are hereby summoned to attend a Meeting of Epping Upland Parish Council on **Monday 19 November 2018 at 7.00pm** in Epping Green Chapel for the purpose of transacting the following business:

1 Chairman's Welcome

2 Apologies and reasons for Absence

To Receive apologies and reasons for absence

3 Declarations of Interests (existence and nature)

To Receive any Declarations of Interests referring to items on this agenda

Members of the Council are subject to the Council's Code of Conduct, Localism Act 2011

4 Minutes of Previous Meeting

To Agree minutes of the Parish Council Meeting held 17 September, circulated

5 Public Participation Session

To Allow members of the public to address councillors with regard to items on the agenda and other matters of mutual interest

(Maximum time allowed for this item is 15 minutes – 3 minutes per speaker. At the close of this item members of the public will no longer be permitted to address the Council.)

6 Clerk's Report

To Receive the Clerk's Report on items not otherwise listed on this agenda

7 Finances

1 Statement of Finance

To Receive the Statement of Finances as at 30 September, attached

2 Payments and Receipts

To Approve Payment of Invoices and note any Receipts (income)

3 Bank Reconciliation

To Note that the Bank Reconciliation to 30 September has been agreed and signed by the Chairman and the Clerk as Responsible Finance Officer

8 Risks

To Review the Council's Risks, current version attached

9 Budget Preparation 2019/2020

1 Charities and S137 Donations

To Review Charities/S137 donations, currently as follows:

| | | |
|------|-------------------------------|--|
| £250 | All Saints Church | Donation towards disused Churchyard maintenance (s137) |
| £ 50 | Royal British Legion | Remembrance Day Wreath donation (s137) |
| £ 50 | Stop Stansted Expansion | Membership (s137) |
| £150 | Essex Air Ambulance | Donation (s137) |
| £200 | EGCA | Donation if requested (s137) |
| £200 | General s137 | |
| £120 | Citizens Advice Epping Forest | Donation |

2 Allotments

To Review Allotment Rents for the rent year 1 October 2019 to 30 September 2020. Current rents: Full Plot - £36, Half Plot - £18

- 10 Planning**
1 Planning Committee
 To Note Minutes of the Planning Committee held 17 September, 1 October, 5 November (draft), circulated
- 2 EPF/2901/18 CLD Hazel Cottage Epping Long Green**
 Application for a Lawful Development Certificate for an existing use of dwelling in excess of 10 years without compliance of agricultural tie
 To Consider any response to the application
- 11 Playground**
 To Receive any update
- 12 Allotments and Millennium Garden**
 To Receive Councillors' and Clerk's reports
- 13 Burial Ground**
1 Councillors' and Clerk's reports
 To Receive Councillors' and Clerk's reports
- 2 Interments and Memorials**
 To Note any interments and memorial applications received since the last meeting
- 3 Exclusive Right of Burial**
 To Sign any Deeds granting Exclusive Right of Burial
- 14 Community Safety Liaison**
 To Receive Councillors' and Clerk's reports
- 15 Highways, Footpaths, Open Spaces and Village Green**
1 Councillors' and Clerk's reports
 To Receive Councillors' and Clerk's reports
- 2 Footpath 42**
 To Receive an update and Consider any further action if required
- 16 Passenger Transport**
 To Receive Councillors' and Clerk's reports
- 17 Epping & Theydon Garnon Joint Charities**
 To Receive an update
- 18 Training**
 To Receive an update
- 19 Information Items**
 To Note any items, for information only, that have arisen since the agenda was published and cannot be held over to the next meeting or agenda items for future meetings. No decisions can be made under this item.



Signed

Val Evans

Clerk to the Council
 01992 570870 eupc@bruindell.co.uk
 13 November 2018

Epping Upland Parish Council

Statement of Finance 30 September 2018

| | 2017/2018 | 2018/2019 | 2018/2019 | 2018/2019 |
|--|-----------------|------------------|-----------------|--------------|
| | Actual | Revised Budget | Actual to Date | Variances |
| | (excl VAT) | (excl VAT) | (excl VAT) | (excl VAT) |
| Reserves | | | | |
| General Reserve | 15807 | 11082 | 11082 | 0 |
| EMR Allotment Deposits | 100 | 100 | 100 | 0 |
| EMR Burial Ground | 3210 | 4430 | 4430 | 0 |
| EMR Playground | 11275 | 3888 | 3888 | 0 |
| EMR Local Development Projects | 4433 | 4433 | 4433 | 0 |
| Total Reserves | 34825 | 23933 | 23933 | 0 |
| Receipts | | | | |
| Precept | 14954 | 15464 | 15464 | 0 |
| Local Council Tax Support Grant | 270 | 135 | 135 | 0 |
| Bank Interest | 22 | 14 | 35 | -21 |
| Allotment Rents | 54 | 216 | 198 | 18 |
| Burial Ground | 4297 | 2500 | 1595 | 905 |
| Other | 907 | 0 | 100 | -100 |
| Grants | 0 | 0 | 0 | 0 |
| TOTAL RECEIPTS | 20503 | 18329 | 17527 | 802 |
| Payments - Regular | | | | |
| <i>Establishment charges</i> | <i>10013</i> | <i>12398</i> | <i>4945</i> | <i>7453</i> |
| <i>Allotments</i> | <i>593</i> | <i>1062</i> | <i>567</i> | <i>495</i> |
| <i>Burial Ground</i> | <i>1753</i> | <i>3266</i> | <i>1138</i> | <i>2128</i> |
| <i>Open Spaces - General</i> | <i>1176</i> | <i>1093</i> | <i>281</i> | <i>812</i> |
| <i>Open Spaces - Millennium Garden</i> | <i>434</i> | <i>457</i> | <i>19</i> | <i>439</i> |
| <i>Open Spaces - Village Green</i> | <i>884</i> | <i>1423</i> | <i>103</i> | <i>1320</i> |
| <i>Playground</i> | <i>1363</i> | <i>2693</i> | <i>1058</i> | <i>1636</i> |
| <i>S137 Donations/Charities</i> | <i>1076</i> | <i>1220</i> | <i>570</i> | <i>650</i> |
| <i>Other</i> | <i>907</i> | <i>0</i> | <i>0</i> | <i>0</i> |
| Sub Total Payments - Regular | 18201 | 23613 | 8680 | 14933 |
| Payments - Projects (Ear Marked Reserves) | | | | |
| <i>Burial Ground</i> | <i>480</i> | <i>2825</i> | <i>0</i> | <i>2825</i> |
| <i>Playground</i> | <i>9841</i> | <i>3095</i> | <i>0</i> | <i>3095</i> |
| <i>Local Development Projects</i> | <i>0</i> | <i>4433</i> | <i>0</i> | <i>4433</i> |
| Sub Total Payments - Projects/EM Reserves | 10321 | 10353 | 0 | 10353 |
| TOTAL PAYMENTS | 28522 | 33966 | 8680 | 25286 |
| Contingency/Reserves | | 6191 | | |
| Balance excl VAT | | | 32779.94 | |
| Adjustment for VAT (Received-Paid) | | | 3221.09 | |
| Bank Balance | | | 36001.03 | |
| Bank Reconciliation - 30 September 2018 | | | | |
| Barclays Bank | £ | Cash Book | £ | |
| Business Premium Account | 35932.03 | Receipts | 44842.92 | |
| Community Account | 750.00 | Payments | -8841.89 | |
| Uncleared Receipts | 0.00 | | | |
| Uncleared Payments | -681.00 | | | |
| | 36001.03 | | 36001.03 | |
| END | | | | |

| EPHING UPLAND PARISH COUNCIL | | | | |
|--|---------------------------|--------------------------------------|-----------------------|---|
| RISK REGISTER approved 20 November 2017 | | | | |
| Risk | Probability/Impact | Mitigated/ Accepted/ Resolved | Control/Action | |
| Financial | | | | |
| Ineffective payments system | L | L | M | Payments entered in Cash Book Payments supported by invoice or payment advice Payments approved by Council and recorded in minutes Cheques signed by 2 members who initial counterfoils and invoice/payment advice Statement of Finance prepared for each Council meeting showing bank reconciliation and payments analysis against budget |
| Monies stolen or misappropriated | L | L | M | Cash discouraged - cheques and online payments of invoices allowed Receipts entered in Cash Book Receipts reported to Council and recorded in minutes Statement of Finance prepared for each Council meeting showing receipts and bank reconciliation Council has fidelity guarantee insurance |
| Lack of financial management | L | L | M | Standing Orders and Financial Regulations in place and reviewed Statement of Finance prepared for each Council meeting showing payment and receipts summary and bank reconciliation - verbally presented to Council and questions answered. Budget process is started in November and concluded at January meeting; draft budget provided to councillors in advance. Risks considered Internal Audit takes place annually. Report is provided to councillors, discussed and minuted at Council |
| Illegal use of funds | L | L | M | Clerk checks that power to spend exists and advises councillors Section 137 payments noted and only used if no other power exists |
| Allotments | | | | |
| Accident on site | L | L | M | Terms & Conditions for Allotment Holders Clear notices for public on site Insurance cover - public liability Regular checks and maintenance of site |
| Contractor accident | L | L/M | M | Check contractor's insurance Policy for allowing contractors on site |
| Tenancy of land terminated | M | MH | A | Land has been in use for 80+ years - right of occupancy? Ensure plots are in use and land maintained Member of National Allotments Society Obtain legal advice from National Association of Local Councils (NALC) and Essex Association of Local Councils (EALC) Obtain independent legal advice |
| Burial Ground | | | | |
| Accident on site | L | MH | M | Insurance cover - public liability Site checked and regularly maintained |
| Contractor accident | L | L/M | M | Check contractor's insurance Policy for allowing contractors on site |
| Complaint from grave owner | L | L/M | M | Burial Ground Regulations in place and regularly reviewed Normally resolved by the Clerk Right of appeal to councillors Funds available for any legal action (contingency) Site checked and regularly maintained Membership of Institute of Cemeteries and Crematoria Management (ICCM) |
| War Memorial damaged | L | L/M | M | Regular cleaning Condition inspection to be sought |
| Playground | | | | |
| Accident on site | L | L/MH | M | Routine inspections. - weekly/bi-weekly, dependant on season Annual inspection by RPII inspector Regular maintenance and checks of equipment and site - monthly/fortnightly dependant on season Insurance cover - public liability Clear notices for public on site Membership of Essex Playing Fields |
| Contractor accident | L | L/M | M | Check contractor's insurance Method statement from contractor for significant works Consider policy for allowing contractors on site |
| Deterioration of bark surface | L | L | M | Standing budget for bark Ensure topped up as soon level starts to drop below recommendation, delineated by wood edging |
| Equipment damaged | L/M | L/M | M | Regular maintenance and check of equipment and site - monthly/fortnightly dependant on season Repairs carried out promptly and safely Insurance cover - replacement of equipment Amount in budget to carry out regular maintenance and repairs |
| Equipment end of life | L | L | M | Majority of equipment had reached end of life and was removed October 2017 Regular maintenance and check of equipment and site - monthly/fortnightly dependant on season Amount saved each year to cover expected expenditure Playground Committee oversees all issues |
| Administration | | | | |
| Clerk leaving | L | MH | M/A | Regular discussions/appraisals with Clerk by Chairman of the Council Formal contract (based on NALC/SLCC model) - includes termination clauses Appointment of locum clerk, if necessary, through Essex Association of Local Councils. Council is member of EALC. |
| Loss of documents | L | L-M | M/R | Provision of storage, where necessary fire proof Archived documents loaned to the Essex Records Office Regular backups taken of electronic documents |
| Failure of ICT equipment | H | L-H | M/R | Standing budget for office equipment Maintenance contract with local supplier Plan to upgrade every 3 - 5 years |
| Councillor's Misconduct | L | L | M | Code of Conduct adopted Insurance cover |
| Councillor's Resignation | L | L | M/A | Potential financial impact if Bye Election called |
| General | | | | |
| Fall out from any of above affecting image of the Council and/or adverse press | L | H | M | Seek assistance from media specialist eg National Association of Local Council's Communications Officer (regular subscription paid to NALC), EFDC PR (Local Authority), David Jackman (local journalist, fund from Contingency) Insurance cover |
| END | | | | |