

Drewsteignton Parish Council – Agenda Support Document

Meeting to be held Monday 21st October 2019, 7.30pm at Drewsteignton Church Rooms.

Agenda Item 11.10.19 (a): DNPA Proposal to introduce Annual parking pass

Dear Parish Council

Proposal to Introduce an Annual Parking Pass

Dartmoor National Park Authority is asking regular visitors for their views on a proposal to introduce an annual parking pass available for residents and visitors to Dartmoor, for the car parks at Haytor, Postbridge and Meldon Reservoir where parking charges apply.

We would be grateful if you would share the online survey with your community as we would like to establish whether they would support the introduction of an annual pass. The suggested cost of the pass is £35 per year and income raised will be used to support the Authority's conservation work, erosion repairs and access projects. The short survey is available to complete via the Authority's website at

<https://www.dartmoor.gov.uk/aboutus/how-we-work/current-consultations>

As a Parish Council you may also wish to submit your views to the Authority. The public survey runs until 25 October 2019 and the results will be reported to the Authority's Members for consideration.

Agenda Item 11.10.19 (b): Interim Internal Audit

Internal Audit Contract

This is a Contract between The Provider being Melanie Bickell, and Drewsteignton Parish Council

Melanie Bickell is CiLCA qualified Clerk for the Parishes of Winkleigh and South Tawton and currently also the internal auditor for North Tawton Town Council and Merton Parish Council. Melanie Bickell has no involvement for the day to day operations of Drewsteignton Parish Council and is therefore independently qualified to carry out the internal audit for Drewsteignton.

- i) An independent Local Council Internal Audit service shall be carried out by the provider in accordance with the proper practices and requirements as documented within Governance and Accountability for Local Councils – The Practitioners Guide and in accordance with Drewsteignton requirements
- ii) The Audit Fee shall be determined by the Local Councils income/expenditure receipts/ payments, whichever is the higher, in the proceeding tax year and by the current Audit Fee Table as supplied by the provider
- iii) The Internal Audit commencement date will be mutually agreed by both parties
- iv) The provider shall liaise with the Local Councils External Auditor and shall sign and complete the Internal Audit page of the External Auditors Report as required
- v) The provider shall review and test the Local Council's internal financial processes, systems and controls, and provide an Internal Audit Report of findings. The Report shall contain recommendations and actions regarding any identified issue(s) so as to support the Local Council in lowering risk and reducing the opportunity for fraud, theft, error or corruption. The provider shall not be liable for any fraud, theft, error or corruption identified, or not, by the completed Internal Audit
- vi) Re-testing by the provider of any identified and documented issue(s), or a follow up/Interim Audit, can be arranged under a separate agreement and at an additional cost

Drewsteignton Parish Council – Agenda Support Document

- vii) The provider shall have access to all required Local Council records to allow full completion of the Internal Audit. The provider shall supply a list of required documentation needing to be available on the Internal Audit start date
 - viii) The Internal Audit start date shall be mutually agreed by the two parties and will not commence until the Contract has been signed
 - ix) The provider will carry out tests and reviews at Council premises and mileage, at the normal rate, will be charged from EX17 5BB for each site visit
 - x) The Local Council shall notify the provider, in writing, of any matter it feels has not been covered by the Internal Audit within 14 days of receipt of the Internal Audit Report/Interim Internal Audit Report. The provider shall reply to the Local Council, in writing, within 14 days of receipt of the written query with a view to resolving the matter
 - xi) Should the matter raised remain unresolved it will be referred to an Arbitrator, as nominated by the Institute of Arbitrators, whose decision shall be binding. Any costs shall be borne by each party equally or as determined by the Arbitrator
 - xii) Payment by the Local Council for the completed Internal Audit shall fall due within 30 days of the date of receipt of the completed Internal Audit Report supplied by the provider
 - xiii) Late payment surcharges will be levied at 5% of the total invoiced sum for each full period of 30 days, or part thereof, that the payment remains overdue
 - xiv) The provider shall not be obliged to carry out any further Internal Audits for the Local Council in future years
 - xv) Should the Local Council cancel the Contract once signed, but prior to any work having been started or the Internal Audit having been completed by the provider, a charge of 25% of the total Internal Audit Fee shall become payable by the Local Council within 30 days from the date of written cancellation. A 5% surcharge will apply for late payments as detailed above
 - xvi) This Contract is governed by the Laws of England.
- On behalf of Drewsteignton Parish Council I am authorised to sanction the Interim Internal Audit for the year ended 31st March 2020 and to agree to the terms and conditions of this Contract.

Email received:

Contract for info purposes above,

The following fees are based on the higher of Receipts/Income or Payments/Expenditure (boxes 2+3 or 4+5+6 on Section 2 of the Annual Governance and Accountability Return) in the previous tax year, as at 31st March 2019, for a Local Town or Parish Council:

I&E/R&P up to: Internal Audit Fee:

£15,000 £100.00






£25,000 £150.00

Therefore, my fee would be £150.00 plus mileage at £0.45ppm

Kind regards

Drewsteignton Parish Council – Agenda Support Document

Agenda Item 12.10.19 (a): Retrospective approval for purchase of office equipment

<u>Description</u>	<u>Picture</u>	<u>Price (£)</u> <u>inclusive of VAT</u>	<u>Reason</u>
Lenovo Ideapad 330-15AST (81D600HAUK) 15.6" Laptop, 8GB RAM, 1TB HDD, Windows 10		319.98	Old laptop had ink spilt on when Lucy moved house and as a result it is stuck on aeroplane mode.
Targus Classic Protective Laptop Bag with Handles designed to fit up to 15-16-Inch, Black		9.98	To prevent future damage to laptop when in transit.
Toshiba 1TB 2.5-Inch USB 3.0 Portable External Hard Drive & Case		Bundle Price: £45.73	To back up laptop and ensure hard-drive is not damaged when stored.
Wireless Mouse, Jelly Comb 2.4G Computer Mice with Nano Receiver		6.99	Ease of use
MICROSOFT OFFICE 2019 PROFESSIONAL PLUS 1 PC Digital License Key - Windows 10 ONLY		27.99	To provide Word, excel, outlook etc. This is a lifetime licence not a subscription.
Norton 360 Standard	N/A	24.99	To protect laptop and be compliant with Financial regulations.
Total Cost (including £67.94 of VAT which can be reclaimed)		<u>£435.66</u>	

Drewsteignton Parish Council – Agenda Support Document

Agenda Item 12.10.19 (d): SLCC Training Seminar

Don't Miss the New Regulations!

I am pleased to provide you with your local Training Seminar programme, giving you an unrivalled learning opportunity to ensure you are promoting best practice and serving your community to the fullest. Your important training seminar will be coming to China Fleet Country Club, Saltash, Plymouth PL12 6LJ on **Wednesday 13th November 2019**.

Make sure you attend the event:

- ✓ Understand the Website Accessibility Regulations - does your website comply with the requirements? This session will cover what you need to do to comply including manual and automated website testing, publishing an accessibility statement and the important compliance dates.
- ✓ Consider cyber insurance to remain secure, vigilant, and resilient. This session will feature examples of cyber-crime and the risks your council could be exposed to, as well as an overview of cyber insurance and the solutions available.
- ✓ Understand the latest legal advice and information. Put your legal questions to colleagues from Wilkin Chapman LLP, the largest law firm in Lincolnshire and East Yorkshire.
- ✓ Gain practical tips on writing your press release. Learn the essential elements to include in every press release, as well as how to structure your release for maximum effectiveness.

And more...

- ✓ Improve, regenerate or manage change in your community
- ✓ Share good practice with colleagues and learn from their experiences
- ✓ Benefit from a local case study on 'Camelford Projects: initiation, funding, consultation, and most importantly, completion' by Esther Greig and Amanda Lash, Camelford Town Council

Visit www.slcc.co.uk/rtts and register before the 16th October to save £10 – SLCC members pay only £80 + VAT and non-members only £105 + VAT (other discounts are available).

Agenda Item 12.10.19 (e): Confirmation of meeting dates upto and including Annual Parish Council Meeting.

Monday 20 th January 2020	Whiddon Down Village Hall
Monday 17 th February 2020	Drewsteignton Church Rooms
Monday 16 th March 2020	Whiddon Down Village Hall
Monday 20 th April 2020	Drewsteignton Church Rooms
Monday 18 th May 2020	Whiddon Down Village Hall

Annual Parish Meeting – Date and venue to be decided.