For Meeting of 11/9/19 **Agenda Item: 8.1**

FROM: Jools Marley, Clerk to the Parish Council & Responsible Financial Officer.

TO: All Councillors

DATE: 3rd September 2019

SUBJECT: Update on highway, footpath & other matters since 10/7/19

1. Items raised at previous council meetings:-

1. Premises [Minute 120/19 refers]. Confirmation received that as the Parish Council was not prepared to enter into a Full Repair and Insure lease the matter will not now proceed.
2. Cold calling zone, Ridge Green [Minute 111/19.1 refers] Chairman distributed to all properties in proposed area a letter from NYCC Trading Standards asking for objections – if none are received then NYCC will launch the zone on 28th August.

2. New items

3. 12/7/19 The external auditor brought a change in accounting practices regarding loans (the outstanding balance was to be treated as an asset) to the attention of the Chairman and RFO. As a result the Chairman and RFO increased the value of assets by £10,000 to reflect the recent loan to Scalby Sports Association and re-stated the asset value to £61,670.
4. 24/7/19 Email from parishioner regarding possible breach of planning permission/covenant at a property on Ellison Avenue. Clerk took the view this was not a matter for the Parish Council and with parishioner's permission on 31/7/19 the matter was passed to SBC Planning. 5/8/19 email from SBC Planning, ref 19/00150/COM, confirming the matter has been passed to a Planning Officer who will investigate if there has been a breach of planning control. 27/8/19 Letter from SBC – planning consent was required for the fence but no action is to be taken.
5. 30/7/19 Complaint by parishioner about overflowing litter bin on Newby Farm Road near Thompson Close. Referred to SBC and emptied same day.
6. 14/8/19 Complaint by Cllr. Harriott re. noisy manhole cover near 472 Scalby Road. Clerk reported same day via NYCC Parish Portal. Cover replaced 20/8/19.
7. 21/8/19 Answerphone message from parishioner regarding ownership of a new green & white direction sign on corner of Station Road and Field Close Road for the Cinder Track. (SBC had already been contacted). Clerk spoke with an officer at SBC who is investigating further following Clerk's suggestions as to who may have erected sign.
8. 1/9/19 Email from parishioner requesting road sweeper to sweep around Glen Close and Hay Brow due to a build up of leaves and weeds which looked unsightly. Chairman took pictures, Clerk did site visit 2/9/19 and emailed parishioner to say she did not think the problem had reached intervention levels but pictures had been sent to NYCC Highways.

J. Marley

Jools Marley (CiLCA)
Clerk to the Parish Council

10-3

INTERNAL AUDIT REPORT

2019/20 FINANCIAL YEAR

April to June CASH BOOK & BANK STATEMENT FOR SCHEDULES 1-3

AND April to June ACCOUNTS, SCHEDULES 1-3

AUDIT CARRIED OUT ON 22nd July 2019

1 **PETTY CASH** (Schedule 5 physical count as on day of audit).

- ☑ Petty Cash was accurately recorded.
- ☐ Petty Cash was inaccurate. See section 7 overleaf.

2 **CASH BOOK & BANK STATEMENTS**

- ☑ I am satisfied that the records are complete and accurate.
- ☐ I am not satisfied that the records are complete and accurate. See section 7 overleaf.
- ☑ The records are balanced and reconciled.
- ☐ The records are not balanced and reconciled. See section 6 overleaf.

3 **INCOME RECORD ON P.C.**

- ☐ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

4 **EXPENDITURE ON P.C.**

- ☑ The record is accurate and reconciled.
- ☐ The record is not accurate and reconciled. See section 7 overleaf.

5 **VAT RECORD ON PC AND I & E FILES**

- ☑ The record is accurate and refund claims have been made on a timely basis.
- ☐ The record is not accurate and/or refund claims have not been made on a timely basis. See section 7 overleaf.

6 PAYE RECORDS

☑ The Inland Revenue electronic record has been completed correctly and the figures accord with the schedule of payments and the payslip booklet.

☐ The Inland Revenue electronic record has not been completed correctly and the figures do not accord with the schedule of payments and the payslip booklet. See Comments Section 7.

7 COMMENTS/EXPLANATIONS:

Signed R.A. Carey
Internal Auditor

Date: 22/7/19

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Newby And Scalby Parish Council– NY0408**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature PKF Littlejohn LLP Date 13/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

COUNCIL MEETING OF 11th SEPTEMBER 2019 | AGENDA ITEM 10.5

REPORT

FROM: Jools Marley, Clerk/RFO to the Parish Council

TO: All Councillors

DATE: 20 August 2019

SUBJECT: GDPR and its implications for councillors who use their personal email addresses for Parish Council business.

Under GDPR legislation Newby & Scalby Parish Council must ensure the confidentiality, integrity and availability of all personal data it holds, even if the data is being processed through personal email accounts or is stored on a privately-owned device.

As a data controller, Newby & Scalby Parish Council:-

- has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the Council is accountable for any council business conducted involving personal data on any device or through any email account.
- must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used to carry out the processing. If there's a personal data breach, the Council must be able to demonstrate that it has secured, controlled or deleted all personal data on a particular device.

The Parish Council needs to be able to process personal data securely and demonstrate that it is GDPR-compliant. The use of privately-owned devices and personal email accounts makes this considerably more complicated.

Appropriate processes and policies need to be in place to ensure that data is held by the Parish Council and not as it is now (on the computer/ipads/mobile phones of councillors).

COST IMPLICATIONS:- £10/councillor/per year

RECOMMENDATIONS:-

1. Each Councillor is given a dedicated email address which uses the Parish Council's domain name. This email address is ONLY to be used for PC business. It will be accessible from any device but the data will be held on the council's servers which are GDPR compliant.
2. Once a Councillor has the new email address, then all use of personal email addresses for Council correspondence and related matters must cease with immediate effect.

J. Marley.

Jools Marley CiLCA
Clerk & Responsible Financial Officer

REPORT

FROM: Jools Marley, Clerk/RFO to the Parish Council

TO: All Councillors

DATE: 27 August 2019

SUBJECT: Parish handyman/caretaker/odd job man

At the June 2019 meeting it was suggested the parish could benefit from having a caretaker/handyman/odd job man to do small jobs within the parish such as cleaning signs, painting seats, general tidying, siding out grass verges, pruning.

The Parish Council has the power to carry out such works under several pieces of legislation and would have to liaise with the County Council in its capacity as the highway authority.

It is suggested

1. the work is undertaken by a suitably qualified and insured self employed person
2. there is a trial period of 4-6 months to see how successful/beneficial the project is
3. work is done on an "as identified" basis
4. hours are no more than 8 a week at the busiest times of year and considerably less during the quieter times.

It should be noted that there will be seasonal variations in tasks to be done, hence there will be times when nothing needs doing and the services of the contractor will not be required.

COST IMPLICATIONS:- should not exceed £6,000 for a full calendar year.

RECOMMENDATIONS:-

1. The project to begin as soon as possible and be reviewed after 4-6 months to see how successful/beneficial it has been.
2. The work be undertaken by a suitably qualified and insured self employed independent contractor and to be between 4 and 8 hours a week (averaged over the life of the project).
3. Subject to the above two recommendations being accepted, Chairman and Clerk authorised to identify suitable contractor and initiate project.

J Marley

Jools Marley CiLCA
Clerk & Responsible Financial Officer