

# Tibberton Parish Council

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## NOTICE OF STRATEGY and FINANCE COMMITTEE MEETING A meeting of Tibberton Parish Council's Strategy and Finance Committee will be held on Thursday 9<sup>th</sup> November 2023, 7.30pm at New Tibberton Village Hall

The meeting is open to members of the public who will be invited to speak and ask questions during the public forum at agenda item 5.

### Summons

Members of Tibberton Parish Council's Strategy and Finance Committee are hereby summoned to attend this meeting at Tibberton Parish Hall for the purpose of transacting the business detailed on the following pages.

Signed: *R Hinton-Jones*

Date: 4<sup>TH</sup> November 2023

Rachel Hinton-Jones,

Clerk to the Council & Responsible Finance Officer (RFO) for Tibberton Parish Council

### AGENDA

- 1. Chair's welcome.**
- 2. Apologies.** To receive apologies from absent members.
- 3. Declarations of Interest**  
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –
  - a) Keep their Register of Interests form up to date.
  - b) Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those interests.
- 4. To consider written requests from councillors seeking a dispensation.** Having declared an interest in any agenda item councillors may only stay in the meeting when that item is discussed if the council permits dispensation to a) stay, or b) stay and speak, or c) stay, speak and vote. Written requests for the granting of a dispensation must be provided to the clerk in advance of the meeting.
- 5. Public Forum.** Members of the public are invited to speak on matters relating to this agenda or for consideration at future meetings.
- 6. To approve the minutes** of the committee meeting held 12/10//2023, attached pp 3-12.
- 7. To discuss and recommend where appropriate:**
  - A. The SmartWater project update/progress to date:**  
To update on the position of purchase of SmartWater following the presentation to the council meeting on 20/07/2023, and the roll out to the community.
- 8. To review the asset register.**  
The council's assets should be reviewed at least annually to ensure they are fit for purpose, with insurance arrangements managed appropriately and recorded on the register, attached p13. **(Full workbook see attachment A)**

9. **Lengthsman's update:**  
Update on works that have been identified as priority and currently being undertaken by Jeremy Moore. attached pp 14-15
10. **To review the policy review calendar:**  
Attached page 16.
11. **Annual Governance and Accountability Return (AGAR) – Action Plan to be reviewed.**  
[The Internal Audit](#) report provides a number of recommendations, attached on page 18, which will form the basis of an agreed Action Plan to include:
- Ongoing review of the council's financial control systems-**Completed.**
  - **Establishing the council's position in respect of the 'old' Village Hall.**
  - Fully establishing control processes and checking their effectiveness, with compliance being assured, evidenced and reported-**In Progress.**
  - The introduction of a Reserves Policy that identifies earmarked reserves-**Completed.**
  - Review of Asset Register- **As per agenda item number 8.**
- Arising from the Annual Governance Statement comments, the committee has agreed the appointment of a payroll provider, Three Counties Payroll. HMRC discussions to take place with the new payroll provider- **to be undertaken.**
12. **To discuss the budget for three years 2024/27.**  
a) Budget setting meeting, planned for 04/12/23.  
b) Review Building Society position which currently has a balance of £6,310.00 **in progress to close this account.**
13. **New Village Hall update**  
a) Lease has now been signed.  
b) Equipment requirements, i.e. sound system.  
c) Update on Works required post-handover to Tibberton Community Land Trust.  
d) Wychavon Rural Fund – to identify potential applications and agree next steps.
14. **Members to put forward items for future meetings of this committee:**
15. **Date & Time of next meeting:** Thursday 7<sup>th</sup> December 2023 @ 7:30pm.  
To also review frequency of meetings going forward for 2023/24

**Finance Committee members:**  
**Cllr Robbie Hazlehurst (Chair), Cllr Sarah Harfield,**  
**Cllr Liz Morton, Cllr Helen Savage.**

## TIBBERTON PARISH COUNCIL

### MINUTES OF STRATEGY and FINANCE COMMITTEE MEETING

THURSDAY 12<sup>TH</sup> OCTOBER 2023, 7.30PM at

TIBBERTON PARISH HALL, PLOUGH ROAD, WR9 7NQ.

**Committee Members present:** Cllr Robbie Hazlehurst, Chair

Cllr Liz Morton

Cllr Helen Savage

**Committee Members absent:** Cllr Trevor Knight

**In attendance:** Rachel Hinton-Jones, Clerk & responsible Finance Officer (RFO)

**1. Chair's welcome.**

All were welcomed to the meeting.

**2. To receive and note apologies for absence.** Apologies received from Cllr Trevor Knight.

**3. Declarations of interest.**

Cllr H Savage declared a disclosable pecuniary interest (DPI) on the grounds that she is the Chair of the New Village Hall.

**4. Written requests for dispensation.**

No requests for dispensation had been received.

**5. To hear from members of the public.** No public members present.

**6. To agree the minutes of the previous committee meeting held 02/08/2023.**

The minutes of the meeting held 02/08/2023 were **AGREED** a true and accurate record and were signed by the Chair.

**7. To discuss and recommend where appropriate:**

**A. The SmartWater project and recommend uptake.**

To update on the position of purchase of SmartWater following the presentation to the council meeting on 20/07/2023, for ratification of full council:

Approval to spend £1,481.85 on SmartWater and agree how it is to be rolled out to the community. Details for the roll out of the kits to each household would be firmed up in due course and led by Rich Minor and the Neighbourhood watch scheme. Order currently in progress and will be fully funded by the CIL budget.

#### **A. Solar Powered vehicle-speed warning indicators.**

The Chair reported that the county councillor has offered to purchase a solar-powered vehicle-speed warning indicator for Tibberton. The original position proposed is unsuitable, and currently looking at alternative position.

A meeting is to be arranged between members of this council and the county councillor.

#### **8. To review the Asset Register.**

A template had been prepared which would be built upon to represent a complete picture of the community's public assets, not only those owned by the parish council. In progress and to be shared at the next Strategy & Finance meeting on 9<sup>th</sup> November 2023.

#### **9. Appointment of Lengthsman.**

Update on works that have been identified as priority and currently being undertaken by Jeremy Moore. To be updated and shared at the next parish Council Meeting on 19<sup>th</sup> October 2023. Noted that there have been positive comments and feedback on how tidy the village is now looking, and a thank you to Jeremy Moore for all his hard work to date.

(attached pp 7 -11).

#### **10. To review the following policies:**

**a) Reserves Policy, AGREED.** To identify the total legal fees costs to date. (attached pp 12 -13).

**b) Training Policy,** to be reviewed at the next meeting on 9<sup>th</sup> November 2023.

**c) Financial Regulations,** To increase the values for Payments under contracts for building or other construction works, stores and equipment within the policy: TIBBERTON PARISH COUNCIL FINANCIAL REGULATIONS. Date adopted June 2023. To be agreed at the next council meeting on 19<sup>th</sup> October 2023.

#### **11. Annual Governance and Accountability Return (AGAR) Action Plan.**

The internal Auditor's recommendations, numbered 1 – 5, were reviewed:

**Recommendation 1.** The Council undertake a comprehensive review of its financial control systems, introducing arrangements that ensure there is:

- effective controls to manage the Councils financial risks.
- compliance with the Councils Financial Regulations.

The Council develops policies and associated process appropriate to the Councils size and its activities in support of its governance and administration arrangements.

**It was AGREED** to continue to monitor risk throughout the year and carry out six-monthly reviews, with the next one in December.

**Recommendation 2.** The Council formally establishes its position in respect of the 'old' Village Hall and respond appropriately.

**It was AGREED** to review all documents available and contact relevant bodies to sort out the confusion over ownership.

**Recommendation 3.** The Council has recently introduced risk management arrangements, during 2023-24 the control processes need to be fully established with the effectiveness of those controls, and compliance with them, being assured, evidenced, and reported. **It was AGREED** to attend to this in December and develop risk logs for all risks, Low Medium and High.

**Recommendation 4.** The Council introduce a Reserves policy that identifies earmarked reserves (for specific projects and specific projected costs) with the balance being held as general reserves. The general reserves being set in the policy (a percentage of the years expenditure, see JPAG guidance). The level of reserves should be a factor when setting the coming year's budget and precept. **It was AGREED** to adopt the policy attached.

**Recommendation 5.** The Council reviews its Asset Register and the arrangements operating to ensure the effective management of its assets, including inspections and associated record keeping. It was noted and in progress. To be shared at the next meeting on 9<sup>th</sup> November 2023.

Arising from the responses provided in the AGAR Annual Governance Statement, the council had undertaken to contract-out payroll. Three Counties Payroll are **now** appointed to undertake the monthly payroll duties for an initial period of one year. They will be asked to rectify the outstanding matters relating to the council's PAYE returns since July 2015.

On the matter of sector-specific bookkeeping software, **it was AGREED** to defer any decision on this whilst the new Clerk gets acquainted with the current bookkeeping system.

Cllr Liz Morton appointed to review bank reconciliations quarterly to apply and provide further compliance with the Unity trust Bank transactions.

It was noted the next council meeting 9<sup>th</sup> November 2023 will be required to appoint the Internal Auditor for the 2023/24 financial year.

## **12. To discuss the budget for three years 2024 – 2027.**

- a) To plan budget setting meeting, Date TBC. Copy of 2023 budget attached for reference, page 14. Date of 4<sup>th</sup> December 2023 @6pm **AGREED**, diary invite to be sent.
- b) Review Building Society position which currently has a balance of £6,310.00. Signatory forms issued from the Cambridge building society to close account. Cllr Helen Savage to obtain from all 3 parties. Cllr Robbie Hazelhurst to obtain a date when these funds were gifted by the Tibberton Singers, to support the recommendation to the Council for the purchase of a sound system for the New Village Hall.
- c) Following the 1<sup>st</sup> Neighbourhood Planning meeting on 9<sup>th</sup> October 2023, to propose a set up budget for 2023/24 of £2k to support the working group to appoint a consultant to progress this work. **AGREED**

## **13. New Village Hall update.**

- a) **Lease revision.** Members of both Tibberton Community Land Trust (TCLT) and the parish council had met to discuss progress to date. The council's solicitor has now drafted a clean document and has been issued to the TCLT's solicitor for signing.
- b) **Start-up budget.** The TCLT has applied for funding from the Wychavon Rural Fund to add to the £25,000 promised from the old village hall funds and its own funds of £5,000. The

Parish Council has committed match funding of £8.1k. Now at stage 2 for the decision by Wychavon, expected outcome by the end of October 2023.

**c) Works required pre-handover to TCLT.** It was noted there were some matters that required attention from the original builder before the building could be handed over. Works have been identified and now in progress. Installation of hand dryers by Black Pear Electrical was **AGREED**. All outstanding maintenance works to be identified and undertaken, list to be provided at the next meeting on 9<sup>th</sup> November 2023 for clarity of costs.

**14. Identify possible applicants for the Wychavon Rural Fund.** Next steps-awaiting decision on application from the rural fund, now at stage 2.

**15. Items for discussion at next meeting.** To be advised.

**16. Date and time of next meeting.**

Thursday 9<sup>th</sup> November 2023 @ 7:30pm

This meeting ended at 9.00pm.

Signed as a true record:

Date:

## Agenda item 9

<b>Report on various issues to be found in Tibberton parish</b>						
	*Priority is obviously an opinion and up for discussion					
	Abbreviations: WCH = Worcestershire County Council Highways, ROW = Worcestershire County Council Public Rights of Way, PC = Tibberton Parish Council, L/man = Lengthsman					
<b><u>I</u> <u>t</u> <u>e</u> <u>m</u> <u>n</u> <u>o</u></b>	<b><u>A</u> <u>r</u> <u>e</u></b>	<b><u>I</u> <u>s</u> <u>s</u> <u>u</u> <u>e</u></b>	<b><u>R</u> <u>O</u> <u>W</u> <u>n</u> <u>u</u> <u>m</u> <u>b</u> <u>e</u> <u>r</u> <u>s</u> <u>(</u> <u>s</u> <u>)</u></b>	<b><u>C</u> <u>o</u> <u>m</u> <u>m</u> <u>e</u> <u>n</u> <u>t</u> <u>s</u></b>	<b><u>P</u> <u>r</u> <u>i</u> <u>o</u> <u>r</u> <u>i</u> <u>t</u> <u>y</u>  <u>*</u> <u>-</u></b>	<b><u>R</u> <u>e</u> <u>s</u> <u>p</u> <u>o</u> <u>n</u> <u>s</u> <u>i</u> <u>b</u> <u>i</u> <u>l</u> <u>i</u> <u>t</u> <u>y</u></b>

1	Plough Road off	No kissing gate	522 ( C )	There is a gate here and it is perfectly usable.	Low	ROW
	Pershore Lane					
2	Plough Road off	No kissing gate	553 ( C )	The ROW is perfectly usable as is.	Low	ROW
	Pershore Lane					
3	Plough Road/	Signs		1. Get temporary A boards with "Weak Bridge, 3 ton limit" as soon as possible.	High	WCH
	Crowle Road junc.			2. Install correct permanent signs of the above on BOTH sides of the road.		
4	Plough Road/	ROW signs	529 ( C )	A single post for both footpaths to be installed at the reference given.	Low	ROW
	Ash Lane junction		551 ( C )	Ash Lane 529 ( C ) has no stile or kissing gate but is perfectly usable.		
5	Plough Road	Narrow footway		Footway wants edging out and hedge cutting back. It's unlikely that the required	High	L/man
				1.2m footway width will be there.		
6	Plough Road	Hedge wants cutting back		Contractor required to flail along here as it is too difficult on a logistical or safety	High	WCH/PC
				front for the lengthsman to do. If WCH are slow/relevant to do this then the PC		
				could consider hiring a contractor? Get the owner of Courtend Farm to do it as the		
				(presumed) adjacent land owner for free?		

7	Back Church Lane	ROW signs and waymarking	547 ( C )	No signpost for these footpaths and 552 ( C ) has no waymarking	Low	ROW
			552 ( C )			
8	Church Lane	ROW sign	544 ( C )	No signpost for footpath through Gordans Farm	Low	ROW
9	Church Lane	ROW sign	549 ( C )	No signpost for the footpath here and it looks like the ROW doesn't actually exist on the ground	Medium	ROW
10	Hawthorn Rise	Gritsalt box			Low	WCH/PC
11	Evelench Lane	ROW sign	519 ( C )	Evelench Lane beyond the village hall appears to be unadopted and comprises of 2 rights of way 519 ( C ) and 520 ( C ) presumably running over an easement ( ? )		
12	Evelench Lane	Missing ROW	516 ( C )	No sign, kissing gate or waymarking but the footpath is perfectly usable through a gate	Low	ROW
13	Plough Road	Kerb sweeper		Both sides of Plough Road from the entrance to Courtend Farm to Foredraught Lane	High	WCH
14	Plough Road	HGV signs		Unsuitable for HGVs signs to be placed somewhere e.g. Foredraught Lane/Plough Road junction so a HGV can reverse into Foredraught Lane? Obviously this is not an ideal scenario but the buses do this and with the	High	WCH

				(presumed) development of		
				Plough Meadow it affords more protection for the bridge. Is there anything		
				stopping the installation of these signs at the Plough Road/Crowle Road junction?		
<b>15</b>	Plough Road	Gritsalt box for bridge		Some additional protection for the bridge. Generally waterways etc. are at the	<b>High</b>	WCH/PC
				lowest point around and can be "frost pockets".		
<b>16</b>	Foredraught Lane	Hedge wants cutting back		See item 6.	<b>Medium</b>	WCH/PC
<b>17</b>	Plough Lane	Missing ROWs	<b>503 ( C )</b>	Missing signage and kissing gate for these footpaths. In fact, it would be very	<b>Low</b>	ROW/PC
			<b>504 ( C )</b>	difficult to do so bearing in mind location. Suggest these rights of way be legally		
				diverted to come out on Plough Lane at		
				<b>option.way.streaking</b> In any case it		
				appears to be informally so with 503 ( C ) already. 504 ( C ) which runs beside		
				the canal, doesn't appear to exist at all. This could be diverted down the track to		
				the property Marl Bank. A ROW signpost would be needed near the above		
				location		

<b>16</b>	Plough Lane	Signage		1. Restore the temporary A board to the M5 side that currently resides broken in the adjacent hedge. 2. Erect new weak bridge signs with the correct 3 ton limit.	<b>High</b>	WCH
<b>19</b>	Plough Lane	Deep grips		A number of deep grips on the M5 side of Plough Lane that may be of hazard to vehicles entering the verge. The "worst" of these could have bollards around them. They would be an inconvenience to undertakes the verge cut	<b>Low</b>	WCH

# TIBBERTON PARISH COUNCIL

## Reserves Policy

<b>Date agreed</b>	12/10/2023	
<b>Date of review</b>	09/2024	

### 1. INTRODUCTION

Tibberton Parish Council is expected to maintain adequate financial reserves to meet the expenditure identified during the budget-setting process and to cope with possible emergency expenditure as and when it arises. The purpose of this policy is to set out how the council will determine and review its reserves.

### 2. POLICY GUIDANCE

For relevant guidance, the council refers to the Governance & Accountability for Local Councils Practitioners Guide 2023 which states at paragraphs:

1.13 Reserves — The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves (EMRs).

5.28 Most authority reserves are held in instant or notice bank accounts or other short-term investments. Occasionally, circumstances necessitate authorities to make other types of investment, for example when saving for a future capital project or while deciding how to apply the proceeds of an asset sale or a donation.

5.30 As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

5.31. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

5.38. There is, in practice, no upper or lower limit to EMRs or Capital Receipts Reserves save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors.

5.199. As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs or for specifically earmarked purposes, whenever an authority's year-end general reserve is significantly higher than the annual precept or rates and special levies, an explanation should be provided to the auditor.

### 3. THE POLICY

Tibberton Parish Council agrees to follow the guidance in the Practitioners' Guide and in particular as set out in paragraph 2 above.

Reserves are categorised as follows:

#### A. Specific/Earmarked Reserves (EMRs)

Funding that is set aside for known or predicted liabilities and specific items of expenditure, which can be built up over a number of years to reduce the impact of any significant expenditure in one year. These reserves will be realistic and approved by the council.

#### **Earmarked Funds to 31/03/2024, as below, totalling £83,409.12 + TBA:**

- Landscaping at new village hall £20,000.00
- Completion of new village hall support (includes legal fees) £60,641.56
- CIL funding available 2019/20 £54.15
- CIL funding available 2021/22 £2,018.44
- CIL funding available 2023/24 £694.97
  
- Neighbourhood Plan budget for 2023/24 TBA
- In addition, the council will establish a fund to allow for an effective programme for the replacement of assets. TBA

Prior to identification of actual expenditure, these funds may be invested in keeping with the council's Investment Policy to ensure they provide a return whilst awaiting draw-down.

#### B. General Fund.

This is the 'working balance' required during the year for day-to-day expenditure. A slight surplus in this fund will help to cover uneven cash flows and avoid temporary borrowing in the event of, say, late arrival of precept.

The level of general reserves should not be significantly higher than the annual precept thus the amount held will be between three- and twelve-months' expenditure budget.

The General Fund amount will be risk assessed annually and approved by the council.

**For the remainder of 2023/24 the General Fund will be £26,000.**

#### C. Contingency Fund.

This is the amount held in reserve to help the council cope with any unexpected events or emergencies and includes for the possibility of:

- Unexpected challenge such as audit.
- A contested election or bye-election.
- Clerk illness.
- Cover for short term cash flow issues.
- Essential repairs/maintenance.
- Unexpected administration duties.
- Employment obligations.

**For the remainder of 2023/24 the Contingency Fund will be £10,000.**

### TIBBERTON PARISH COUNCIL ASSET REGISTER 2023/24

Item	Asset type	Location	Date acquired	Supplier	Inv Number	PO Number	Purchase cost	Current value	Insured value	Additional information
Tibberton Parish Hall	Owned and held in trust.	Plough Road, WR9 7NQ								
Tibberton Village Hall	Owned. Intend to be held in trust.	Vardroe Way, WR9 7TG	2019				£899,397	£899,397		
Glasdon white gates *4	Owned	Plough Road	14/04/23	Glasdon	S1861434	#23/24-01	£2733.68 exc vat	£2733.68 exc vat		
Telephone box	Owned	Plough Road, WR9 7NL								
Vehicle Activated Sign (VAS)	Owned	Plough Road		Westcotec						
VAS Battery no:1	Owned	Decommissioned		Westcotec						Jeremy Moore decommissioned Oct 23 as no longer holding charge
VAS Battery no:2	Owned	One in use, one on charge	15/03/23	Westcotec	14518	#23/24-03	£84.00 exc vat	£84.00 exc vat		
VAS Battery no:3	Owned	One in use, one on charge	21/09/23	Westcotec	15213	#23/24-05	£84.00 exc vat	£84.00 exc vat		
Noticeboard outside Parish Hall	Owned	Plough Road, WR9 7NQ								
<b>Office Equipment</b>										
Laptop	Owned	Clerk's home	28/02/23	Amazon	GB2132933785		£299.99	£299.99		
Keyboard and mouse	Owned	Clerk's home	28/02/23	Amazon	GB202348697568		£18.99	£18.99		
Printer	Owned	Clerk's home	28/02/23	Amazon	GB3SVYDHA		£149.86	£149.86		
Projector	Owned	Clerk's home	25/06/23	Kolay Trading LTD	1947954915		£229.00	£229.00		
Kingston Memory Stick	Owned	Clerk's home	25/06/23	Amazon	GB33YHEU		£9.99	£9.99		

Lengthsman Worksheet 14/10/23							
Report on various issues to be found in Tibberton parish	Worcestershire County Council Highways, ROW =						
	Worcestershire County Council Public Rights of Way, PC = Tibberton Parish Council, L/man = Lengthsman						
	*Priority is obviously an opinion and up for discussion						
Item no.	Area	what3w ords ref.	Issue	ROW number(s)	Comments	Priority*	Responsibility
1	Plough Road off pershore la	insist.sta	No kissing gate	522 ( C )	There is a gate here and it is perfectly usable.	Low	ROW
2	Plough Road off pershore la	lazy.vou	No kissing gate	553 ( C )	The ROW is perfectly usable as is.	Low	ROW
3	Plough Road/Crowle Road ju	Centred	Signs		1. Get temporary A boards with "Weak Bridge, 3 ton limit" as soon as possible.2. Install correct permanent signs of the above on BOTH sides of the road.	High	WCH
4	Plough Road/Ash Lane junct	mills.rea	ROW signs	529 ( C ) 551	A single post for both footpaths to be installed at the reference given. Ash Lane 529 ( C ) has no stile or kissing gate but is perfectly usable.	Low	ROW
5	Plough Road	smaller.f	Narrow footway		Footway wants edging out and hedge cutting back. It's unlikely that the required 1.2m footway width will be there.	High	L/man completed
6	Plough Road	Centred	Hedge wants cutting back		Contractor required to flail along here as it is too difficult on a logistical or safety front for the lengthsman to do. If WCH are slow/relevant to do this then the PC could consider hiring a contractor? Get the owner of Courtend Farm to do it as the (presumed) adjacent land owner for free?	High	WCH/PC
7	Back Church Lane	bracing.	ROW signs and waymarking	547 ( C ) 552	No signpost for these footpaths and 552 ( C ) has no waymarking	Low	ROW
8	Church Lane	tripling.f	ROW sign	544 ( C )	No signpost for footpath through Gordans Farm	Low	ROW
9	Church Lane	sadly.wa	ROW sign	549 ( C )	No signpost for the footpath here and it looks like the ROW doesn't actually exist on the ground	Medium	ROW
10	Hawthorn Rise	T.B.D.	Gritsalt box			Low	WCH/PC

11	Evelench Lane	outlined	ROW sign	519 ( C )	Evelench Lane beyond the village hall appears to be unadopted and comprises of 2 rights of way 519 ( C ) and 520 ( C ) presumably running over an easement (?)		
12	Evelench Lane	curated.	Missing ROW	516 ( C )	No sign, kissing gate or waymarking but the footpath is perfectly usable through a gate	Low	ROW
13	Plough Road	N/A	Kerb sweeper		Both sides of Plough Road from the entrance to Courtend Farm to Foredraught lane	High	WCH
14	Plough Road	T.B.D.	HGV signs		Unsuitable for HGVs signs to be placed somewhere e.g. Foredraught Lane/Plough Road junction so a HGV can reverse into Foredraught Lane? Obviously this is not an ideal scenario but the buses do this and with the (presumed) development of Plough Meadow it affords more protection for the bridge. Is there anything stopping the installation of these signs at the Plough Road/Crowle Road junction?	High	WCH
15	Plough Road	compos	Gritsalt box for bridge or somewhere near there		Some additional protection for the bridge. Generally waterways etc. are at the lowest point around and can be "frost pockets".	High	WCH/PC
16	Foredraught Lane	Centred	Hedge wants cutting back		See item 6.	Medium	WCH/PC
17	Plough Lane	snooty.	Missing ROWs	503 ( C ) 504	Missing signage and kissing gate for these footpaths. In fact, it would be very difficult to do so bearing in mind location. Suggest these rights of way be legally diverted to come out on Plough Lane at option.way.streaking In any case it appears to be informally so with 503 ( C ) already. 504 ( C ) which runs beside the canal, doesn't appear to exist at all. This could be diverted down the track to the property Marl Bank. A ROW signpost would be needed near the above location	Low	ROW/PC
18	Plough Lane	Centred on pounce s.scroll ed.regr owth	Signage		1. Restore the temporary A board to the M5 side that currently resides broken in the adjacent hedge. 2. Erect new weak bridge signs with the correct 3 ton limit.	High	WCH
19	Plough Lane	beaters .angle.r ucksac k to schema tic.atte ntion.k eyboard	Deep grips		A number of deep grips on the M5 side of Plough Lane that may be of hazard to vehicles entering the verge. The "worst" of these could have bollards around them. They would be an inconvenience to whoever undertakes the verge cut I can trim them.	Low	WCH

## TIBBERTON PARISH COUNCIL POLICY REVIEW CALENDAR

	Previous review	Date Reviewed	Next Review
<b>Review at Annual Council Meeting</b>			
Standing Orders	10/2022	16/05/2023	05/2024
Financial Regulations	10/2022	20/06/2023	05/2024
Code of Conduct	11/10/2022	Should have been <b>05/2023</b>	05/2024
Committee Terms of Reference	23/03/2023	20/06/2023	05/2024
<b>Strategy and Finance Committee, includes HR</b>			
Asset Register		02/08/2023	01/2024
Complaints Procedure		04/04/2023	04/2025
Disciplinary Policy		02/08/2023	09/2024
Equality and Diversity		02/08/2023	09/2024
Grievance Policy		02/08/2023	09/2024
Health and Safety Policy		02/08/2023	09/2024
Internal Audit terms of reference		02/02/2023	02/2024
Internal Controls Statement		02/02/2023	02/2024
Insurance Policy		04/2023	03/2024
Investment Policy		02/08/2023	09/2024
Operational Risk Assessment		02/02/2023	02/2024
Record Management		12/01/2023	01/2025
Reserves and Balances Policy		02/08/2023	09/2024
Sickness and Absence Policy		02/08/2023	09/2024
Training Policy		tba	tba
<b>Communications and PR Committee, includes Fol and GDPR</b>			
Accessibility Statement (website)	17/10/2022	Under review	10/2023
Community Engagement Policy		27/07/2023	10/2024
Data Breach Policy		tba	tba
Data Protection Policy	undated	27/07/2023	10/2024
General Privacy Notice	undated	27/07/2023	10/2024
Media & Social Media Policy		27/07/2023	10/2024
Privacy Statement (website)	undated	27/07/2023	10/2024
Publication Scheme	undated	01/2023	01/2025
Recording of Meetings Policy		Tba	tba
Subject Access Requests		Tba	tba



Internal Audit recommendations arising from the internal audit for financial year ending 31/03/2023; to be read alongside the report, provided separately.

**Recommendation 1**

The Council undertake a comprehensive review of its financial control systems, introducing arrangements that ensure there is:

- effective controls to manage the Councils financial risks.
- compliance with the Councils Financial Regulations.

The Council develops polices and associated process appropriate to the Councils size and its activities in support of its governance and administration arrangements.

Note – the Acting Clerk has commenced this recommendation.

**Recommendation 2**

The Council formally establishes its position in respect of the ‘old’ Village Hall and respond appropriately.

**Recommendation 3**

The Council has recently introduced risk management arrangements, during 2023-24 the control processes need to be fully established with the effectiveness of those controls, and compliance with them, being assured, evidenced and reported.

**Recommendation 4**

The Council introduce a Reserves policy that identifies earmarked reserves (for specific projects and specific projected costs) with the balance being held as general reserves. The general reserves being set in the policy (a percentage of the years expenditure, [see JPAG guidance](#)). The level of reserves should be a factor when setting the coming year’s budget and precept.

**Recommendation 5**

The Council reviews its Asset Register and the arrangements operating to ensure the effective management of its assets, including inspections and associated record keeping.

To also note the council’s explanations for ‘no’ responses to the Annual Governance Statement for financial year ending 31/03/2023:

**Assertion 2 explanation:** [We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.]

The council did not maintain an adequate system of internal control during the first nine months of the financial year, but during the latter three months it has:

- adopted new procedures notably the Internal Controls Policy & the Operational Risk Assessment.
- Appointed a new, independent and competent internal auditor.
- Arranged the review of its finances by an independent accountant.
- Appointed a qualified clerk to provide support.
- Scheduled review of its Standing Orders and Financial Regulations.

**Assertion 3 explanation:** [We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.]

The council is concerned it did not comply with the law or proper practices with regard to the collection and payment of PAYE to HMRC. It has written to HMRC to seek guidance on this matter and is awaiting a response. The council is aware it lacked oversight of payroll matters and is putting measures in place to ensure this does not recur including the appointment of a payroll provider and purchase of appropriate finance software.

**Assertion 8 explanation:** [We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.]

Whilst the council is now working more openly and transparently the outcome of correspondence with HMRC, which may have a financial impact after the year end, is as yet an unknown hence the ‘No’ response.