



31st January 2019

TO: MEMBERS OF THE CHIGWELL PARISH COUNCIL

You are hereby **SUMMONED** to attend the **COUNCIL MEETING** of the **CHIGWELL PARISH COUNCIL**, which will be held on **WEDNESDAY 6th FEBRUARY 2019**, at the **Parish Council Offices**, Hainault Road, Chigwell, immediately following the Planning Committee meeting which commences at 7.30pm, to transact the business shown in the Agenda below.

Anthony-Louis Belgrave
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3. CONFIRMATION OF MINUTES 



To **APPROVE**, as a correct record, the Minutes of the Meetings of the Parish Council held on the 9th January 2019.



4. **DECLARATIONS OF INTEREST** 

To **RECEIVE** any Declarations of Interest by Members.

- *A Member with a personal interest in a matter must consider whether it is a "prejudicial interest" (i.e. prejudicial to the public interest).*
- *A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member's judgement of the public interest.*

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

To **RECEIVE** questions from members of the public.


In accordance with the agreed procedure [Minute No. 97.72(b)], the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.

6. **COMMUNICATIONS** 

To **RECEIVE** such communications as the Clerk may place before the Council.


NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

7. **DOCUMENTS ON DEPOSIT**

-  To **RECEIVE** notice of documents received and or deposited with the Clerk as shown at *Appendix 1.*

8. **REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

a) **List of Cheques** 

-  To **APPROVE** the list of cheques and payments shown at *Appendix 2* which were signed up to 24th January 2019 and *NOTE* the summary of income received and the account balances at the end of that month.

**b) Reconciliation of Parish Council Bank Accounts with the Accounts Package** 

To check and confirm the reconciliation of the Bank Accounts with the Finance Accounts and to **PROPOSE and SECOND** that the aforementioned documents have been examined and signed as being correct. The relevant documentation will be tabled at the meeting.

c) Amendment of Financial Regulations 2014: Regulation 5.2 and 5.4 

Members are advised that whilst the authorisation of cheques at the monthly council meetings is compliant with the Financial Regulations, the practice of authorising cheques at the planning meetings is not. This is because this undertaking is not included in the respective agenda for that planning meeting. To ensure compliance, amendments to the existing Financial Regulations 2014 have been proposed, as described in **Appendix 3**, for Member's **CONSIDERATION**.

Members are now asked to **CONSIDER** and **APPROVE** these amendments.

d) Alteration to existing Parish Council banking arrangements 

Members are reminded that this council presently maintains a current account which provides a cheque-book facility. This service is required for the regular payment of received invoices. Members are further advised that in recent months two postal bags went missing, consequently the contents did not arrive at the intended destination. These postal bags contained approximately sixteen cheques.

Attached at **Appendix 4** is a proposal for Member's **CONSIDERATION**, concerning this matter.

Members are now asked to **CONSIDER** and **APPROVE** the alteration of the council's banking arrangement.

9. 'PLAY IN THE PARK' ACTIVITY PROGRAMME 

Members are advised that the Parish Council has been asked to make a monetary contribution towards the cost of delivering the Epping Forest District Council – Play in the Park – Activity Programme. The respective Community Engagement Officer has advised that having now determined the schedule the following dates/times are available:

- Monday 5th August 1.30pm - 3.30pm.
- Friday 9th August 10am – 12pm.
- Monday 19th August 1.30 – 3.30pm.
- Friday 23rd August 10am – 12pm.

Attached at **Appendix 5** is further information on this programme.

Members are now asked to **CONSIDER** and **APPROVE** an appropriate course of action.



10. COMMUNITY BUS SERVICE – Community Transport Partnership Agreement

Members are reminded that at the meeting held on 2nd August 2018 this council ratified the decision made by the Community Bus Service Management Committee to enter into a partnership agreement with Epping Forest Community Transport. This agreement permits EFCT to administer the Community Bus Service on behalf of the Parish Council. In compliance with this arrangement the Parish Council provides the monetary funding of £97,500 towards the project, for a period of 12 months, from an agreed date: 31st August 2018. This payment is to be made in two equal instalments of £48,750. The first of which was paid on 31st August 2018 and the second to be paid on 28th February 2019.

Members are further reminded that there are three S106 contractual contributions towards the Community Bus Service, with a total value of £950,000. The total amount received at this time is £150,000.

The Chairman of the Community Bus Service will now update members on this subject.

Members are now asked to **COMMENT** on this.

11. STANDING ORDERS



Members are advised that a review of the Parish Council's Standing Orders 2017 has been undertaken, consequentially several amendments are necessary. This document is based on the model published by the National Association of Local Councils (NALC) and is supplemented with local requirements. In accordance with council policy any amendments to adopted Standing Orders may only be engaged by Council resolution.

Members are further advised that the proposed amendments are detailed at *Appendix 6*, for Member's information.

Members are now asked to **CONSIDER** and **APPROVE** the updated Standing Orders.

12. VICTORY HALL UPDATE

Members are reminded that on 20th November 2018, an internal and external inspection of Victory Hall was conducted. Consequentially, a schedule of dilapidations and wants of repair found to have accrued at the property, under the terms of the lease, was produced. This inspection report and a supplementary electrical installation condition report were **CONSIDERED** at the meeting held on 13th December 2018.

At that meeting the former resolutions to not renew the existing lease and to assume all administrative responsibilities for the Victory Hall was **APPROVED**.

The Vice-Chairman will now further update members on this subject.

Members are now asked to **COMMENT** on this matter.



13. MEMBERS' REPORTS

To **RECEIVE** brief reports from Members who are representatives on Committees, Working Groups or Outside Bodies.

14. HIGHWAY ISSUES

To note any Highways issues Members may have.

15. REPORT OF THE CLERK

To **RECEIVE** the oral report of the Clerk on matters which may be of current interest to Members but which do not require to be reported formally.

16. REPORT OF THE CHAIRMAN

To **RECEIVE** the oral report of the Chairman on matters which may be of current interest to Members but which do not require to be reported formally.

17. MATTERS TO BE BROUGHT FORWARD TO THE NEXT COUNCIL MEETING

To **NOTE** any matters which a Member or the Clerk may wish to draw to the attention of the Council and/or request to be included in the Agenda for the next meeting of the Council.

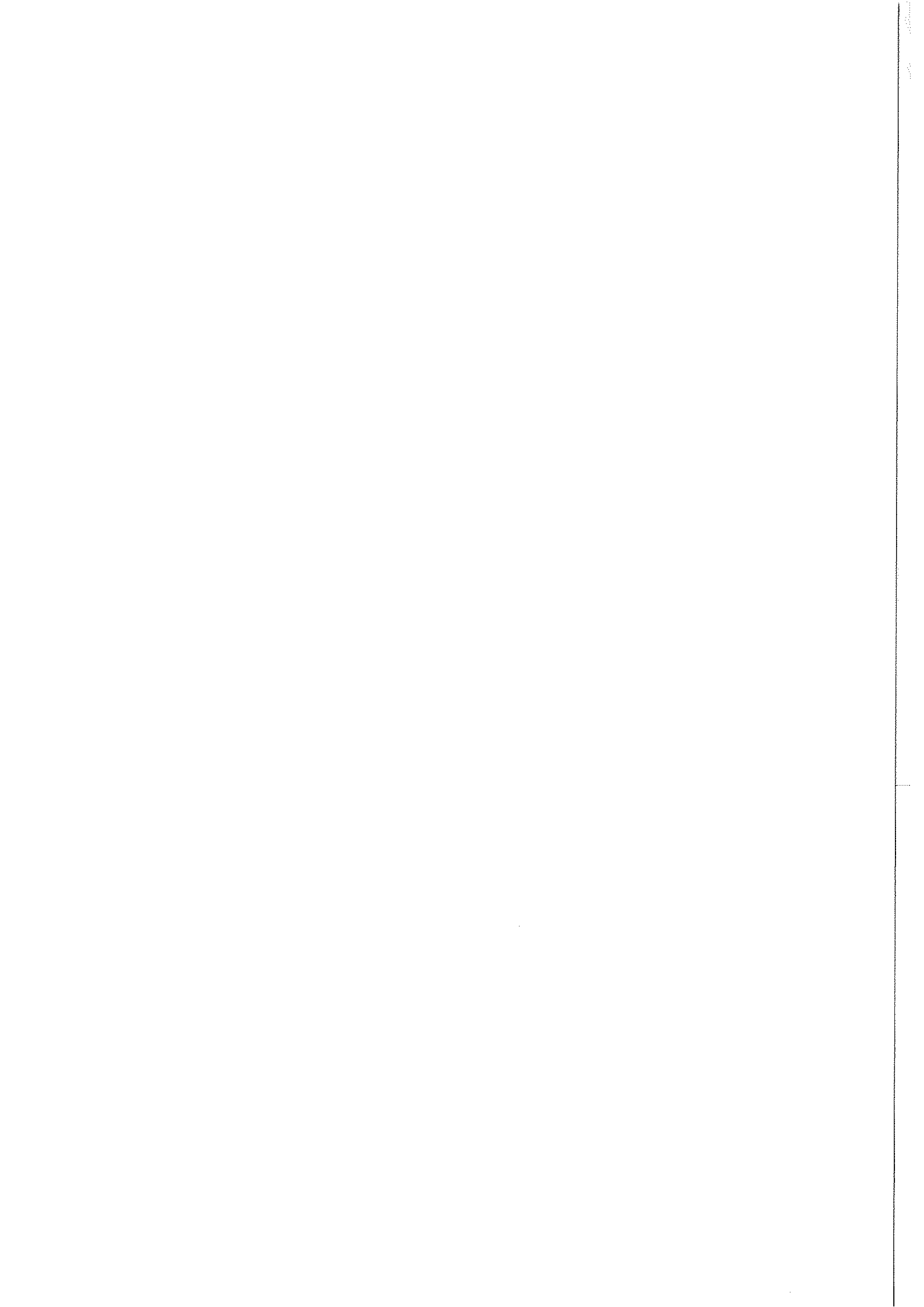
18. EXCLUSION OF THE PUBLIC AND THE PRESS 

In the event that the Agenda contains Exempt (blue) pages, to **CONSIDER** the following motion to be proposed by the Vice Chairman:

"That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed."

There is one confidential item to be considered

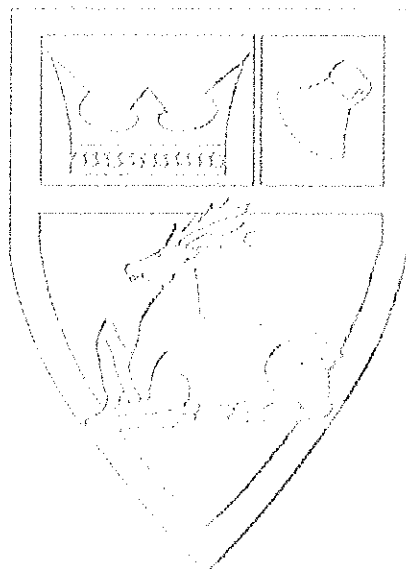
Anthony-Louis Belgrave
Clerk to the Council

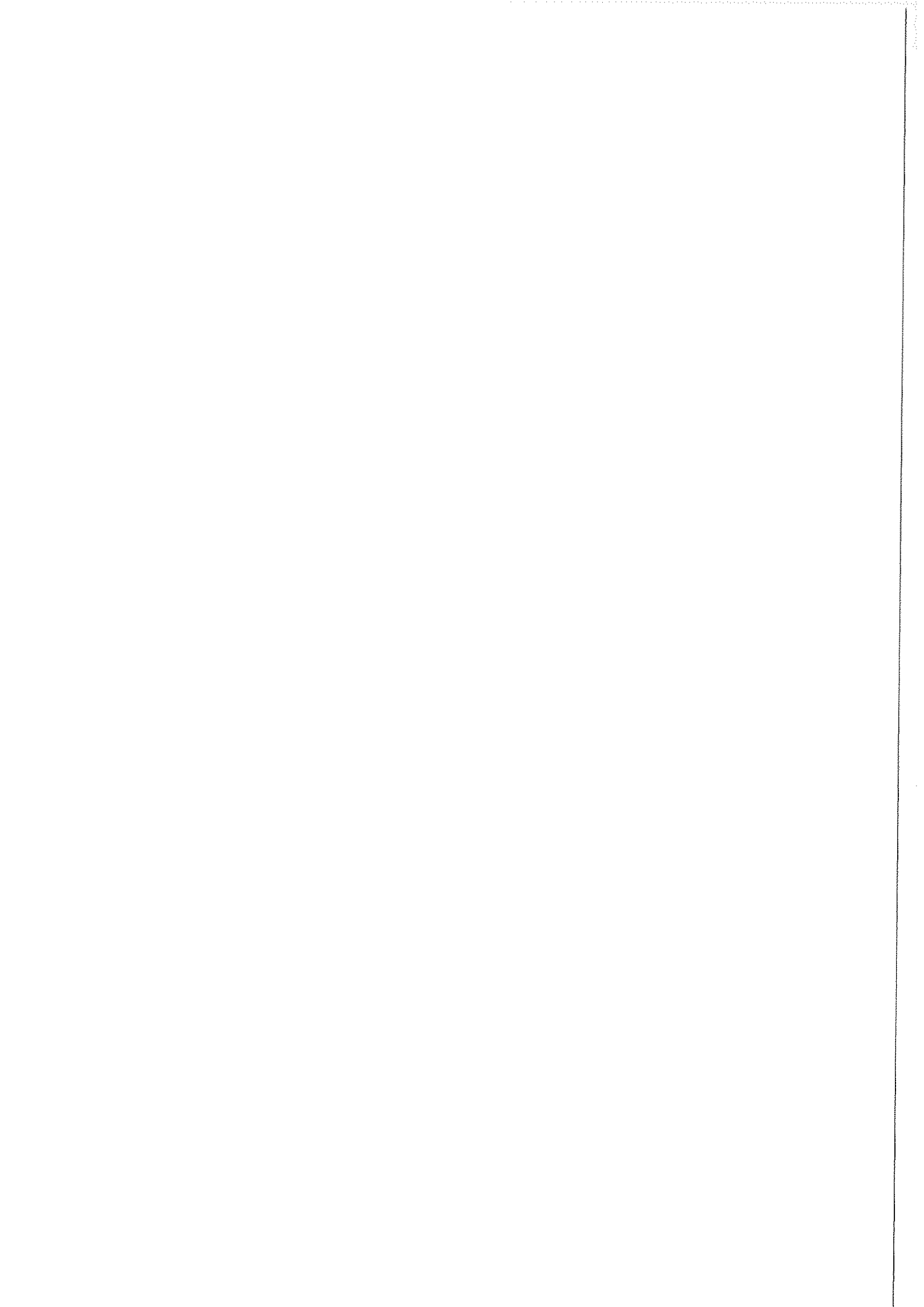


Chigwell PARISH COUNCIL

Documents on Deposit

	Title	Type of Document	Publisher
1.	County Update	Newsletter – January 2019 (A4)	Essex Association of Local Councils (EALC)
2.	Making the Links	Monthly Bulletin – January 2019 (A4)	Essex County Council & EALC





Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Transfer of Exclusive Rights					Account Totals	0.00	1,140.00
Centre Cemetery - Environment					Net Balance Month 9		1,140.00
Account Miscellaneous Income					Account Totals	0.00	26.60
Centre Cemetery - Environment					Net Balance Month 9		26.60

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Miscellaneous Income					Account Totals	0.00	26.60
Centre Cemetery - Environment					Net Balance Month 9		26.60



Proposal to amend Financial Regulations

In terms of its arrangements for the authorisation of cheques at the monthly council meetings, the Council complies with the relevant Financial Regulations, specifically 5.2 and 5.4 (see below).

However, at the second planning meeting of the month, when again a schedule of payments for authorisation is submitted, the schedule of payments and the process of checking and signing them does not form part of the agenda and we do not therefore comply with the regulations.

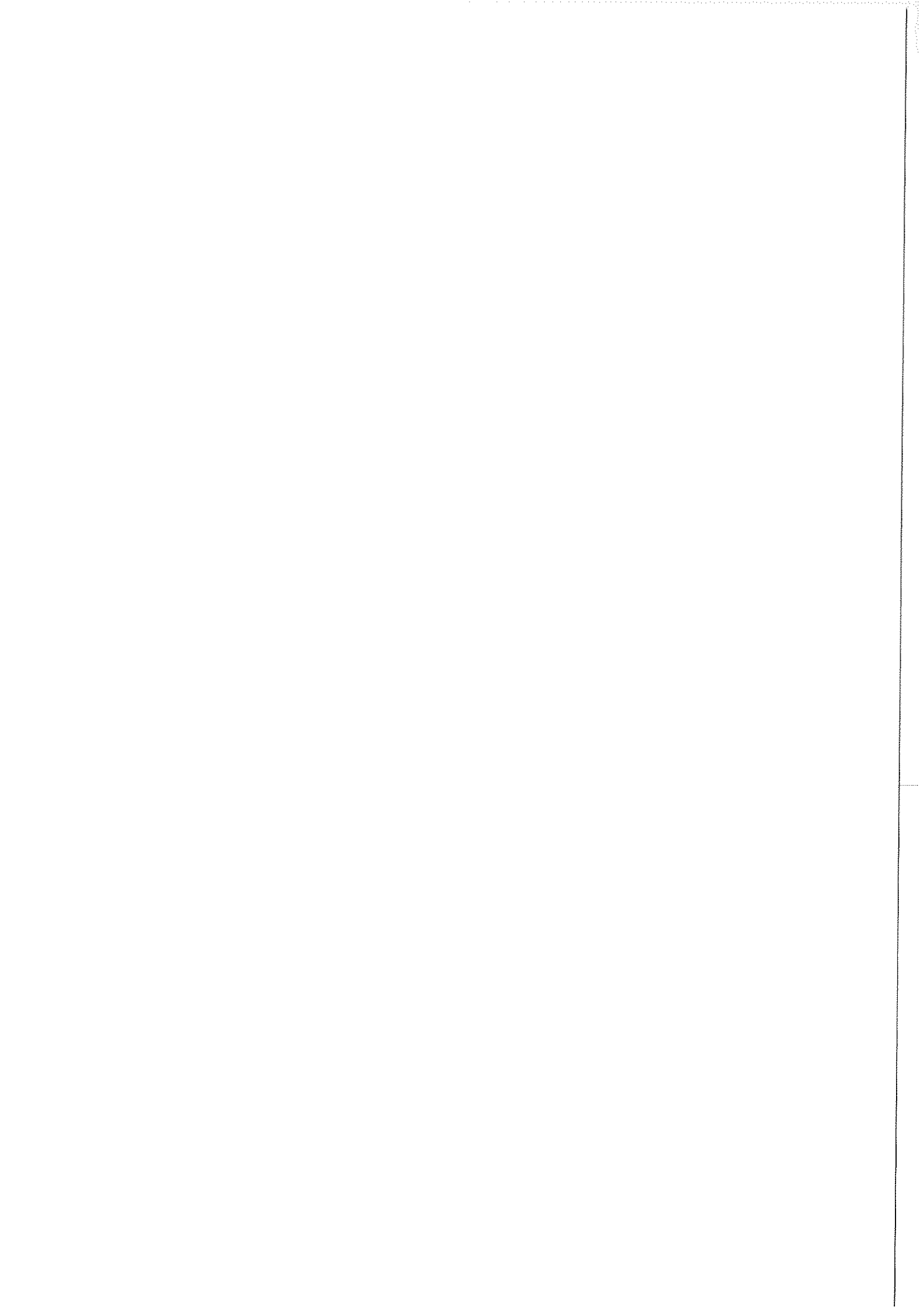
To ensure that the Council is fully compliant and can deal with invoices for payment within a reasonable time, it is proposed that the following amendment to Financial Regulations is made –

Within Regulations 5.2 and 5.4 where it reads [or Finance Committee] it is replaced by [or Planning Committee].

The Planning Agenda will then include an agenda item that deals with the schedule of payments, just as at the monthly Council meetings.

5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council **[or finance committee]**. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council **[or finance committee]**. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council **[or Finance Committee]** meeting.



Proposal to change Parish Council current account banking arrangements.

Chigwell Parish Council maintains a current account with HSBC. This account has a chequebook facility which is used by Councillors for the monthly payment of invoices received. During the month of December, two bags of post containing a total of sixteen cheques went missing, never arriving at the intended destinations. Other post has also gone missing recently. Considerable inconvenience was caused by the loss of these cheques.

It is suggested that the Parish Council changes its banking arrangements to allow the processing of electronic payments to its creditors, rather than the issue of cheques. The current account held with the HSBC is not able to provide sufficient safeguards on electronic payments in terms of two-step authorisations that would be required to ensure the Council's funds are secured against potential fraud.

Barclays does offer this two-step authorisation process on its current account, identical in set-up to the main deposit account held by them on our behalf. This would provide a greater degree of security than at present for our current account, where only one person is required to authorise a transfer of funds.

A transfer of current account to Barclays would also provide small savings on postage charges when the cost of each electronic payment is taken into account.

An additional advantage would be that with a Barclays current account, our main deposit account with them can be transferred to a savings account, keeping the two-step authorisation process, but now attracting interest on our deposits -

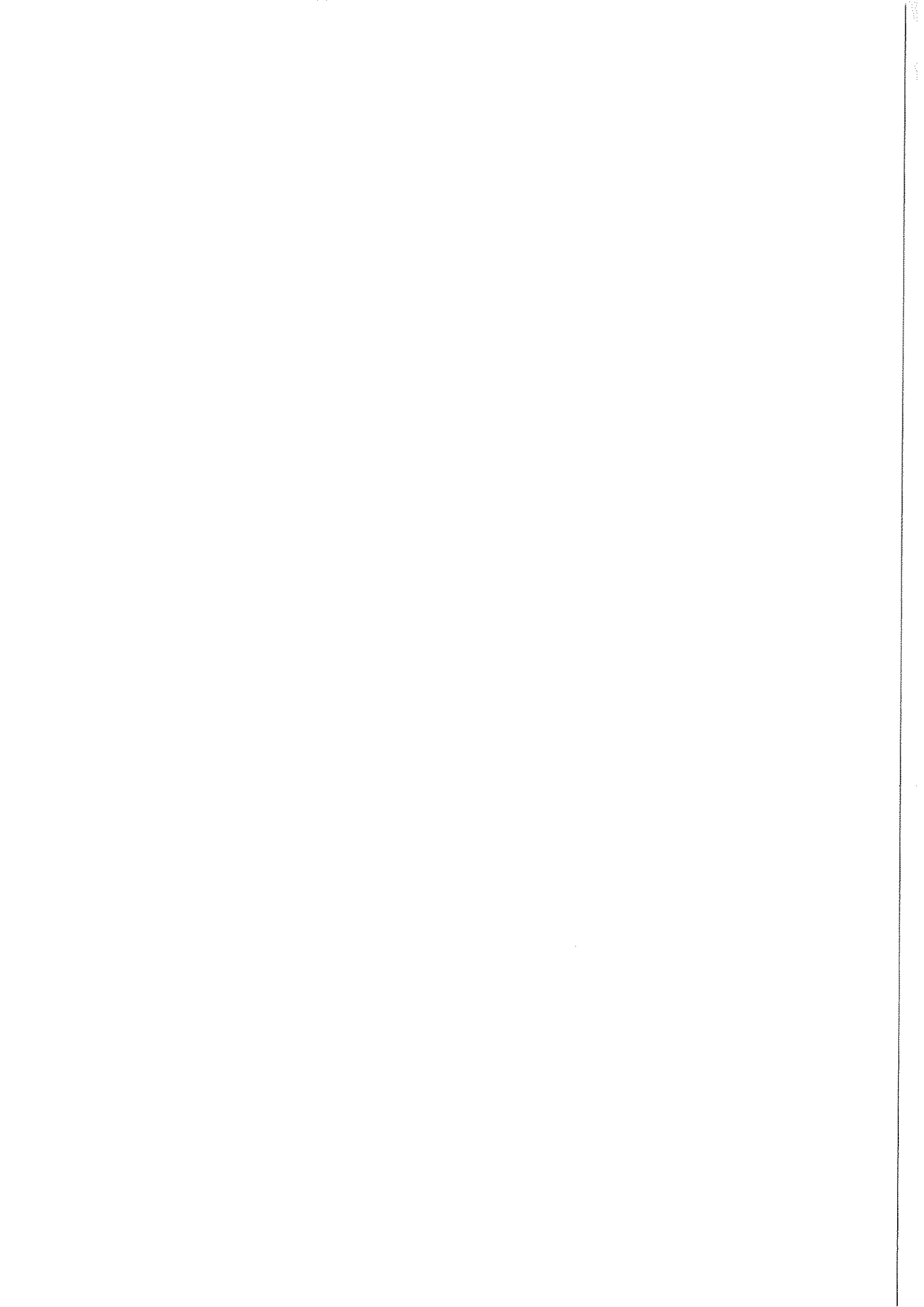
0.20% for balances up to £99,999
0.30% for balances up to £999,999

On a conservative estimate of £250,000 for the balance over the course of a year, this would earn £750 in interest. The account is instant access.

Little would need to change in terms of the authorising of payments by Council. The same schedule of payments would be submitted. Councillors would be expected to satisfy themselves that the payments are correct and can be authorised. There would then be an authorisation of payment by resolution, as at present. The schedule and the individual invoices would be initialled, as at present. There would now no longer be a need to sign individual cheques as the electronic transfer would then take place, with the RFO and Clerk/Nominated Councillor giving separate authorisation for the transfers to take place.

Barclays offers a dedicated switching service to ensure a smooth transition of direct debits.

In summary, a change of accounts would simplify the payments process, provide additional security for the funds held by the Council and earn a not insignificant sum of interest.



Appendix 5

Hi Anthony,

It was great to talk to you earlier.

As discussed please see below a bit more information about Play In The Park:

The session is 2 hours long – either in the AM or PM (10am to 12pm or 1.30pm to 3.30pm). During the session EFDC provide two Activity workers who bring all the equipment to your chosen area where the session will take place.

The session is unstructured and all about having fun outdoors. Children are able to join in in many different outdoor activities such as arts & crafts, football, life size connect four, hula hooping, badminton and lots more!

It is a drop-in session (no need to book) and is free of charge.

EFDC arrange the whole schedule and we try to accommodate your requested dates and times as much as possible. We only run Play In The Park during the Easter and Summer school holidays. You can request as many sessions as you like during these times but of course it's subject to availability.

We provide you with a Play In The Park poster to advertise your events – I have attached an example. We also advertise all of the Play In the park events on our EFDC website along with our brochure and social media pages.

Lastly, we ask for a contribution of £85 towards each two-hour session from you.

I hope this helps, any other questions please do not hesitate to contact me.

I look forward to hearing from you after your meeting on the 6th Feb.

Kind Regards

Michelle

Michelle Pickett
Community Engagement Officer
Epping Forest District Council

Dear Michelle,

Thank you for your correspondence. I have tried a number of times to contact you via telephone to clarify a few questions I have concerning this email and your stated proposal and request.

Please be advised I have been on extended annual leave recently. I noted you have described a deadline date of 'Friday 20th January 2019' which is in actuality a Sunday.

Could you first clarify the correct deadline date and contact this office at your earliest convenience.

Thanks again for this opportunity.

Yours sincerely,

Anthony Belgrave
Clerk to the Council

Dear Town and Parish Clerk,

This year 1,273 people took part in the Play in the Park activity programme throughout the district and without the contribution from the Town and Parish Council we not be able to deliver the popular play in the park programme

Each year we ask for Town and Parish Council to contribute towards the cost of delivering the programme, this contribution helps us to deliver the programme to Epping Forest District residents free of charge but does not cover the full costs of delivering the programme. To continue to offer the programme free of charge and maintain the high-quality delivery, we are requesting Town and Parish Councils to increase their contribution per session from £65 to £85.

We are now in the process of preparing the Play in the Park programme for 2019 and invite you to complete the enclosed/attached pro forma indicating your preferred locations, dates and times for Easter and Summer 2019.

When preparing the programme, we shall as always, endeavour to fulfil your requested dates and times. However, as these sessions are run throughout the district it may be necessary to adjust where requests dates and times coincide.

Please complete the attached form and kindly return it to myself by Friday 20th January to reserve your sessions. You will then be sent a copy of the draft programme for final approval.

We look forward to working with you in 2019.

Yours sincerely,

Michelle Pickett
Community Engagement Officer
Epping Forest District Council
25 Hemnall Street, Epping, CM16 4LU

JULY 2018

L09-18 | 2018 model standing orders - amendment

NALC published new model standing orders in April 2018. This briefing sets out the changes we have made to the documents and why we have made them.

Model standing order 17

A minor mistake was made in respect of model standing order 17(d) (ii) which states:

“to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval”

The correct wording for standing order 17(d)(ii) is:

“to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.”

Model standing order 21 and 15 (b) (ix)

Further to the government's decision to exempt local councils from the definition of “public authority” for the purposes of the General Data Protection Regulation the previous reference to “shall appoint a Data Protection Officer” in model standing order 21 (a) has been changed to “may appoint a Data Protection Officer”. Model standing order 15 (b) (ix) has also been changed to conform to the new position.

(England only) model standing order 18

Model standing order 18 (c) has been changed to include the words “unless it proposes to use an existing list of approved suppliers (framework agreement)” and now reads:

“A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing

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National Association
of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk

w: www.nalc.gov.uk
a: 109 Great Russell Street,
London WC1B 3LD

list of approved suppliers (framework agreement)".

This change has been made further to requests that we clarify the wording of the standing order. Legal Topic Note 87 contains detailed guidance on advertising on the contracts finder website.

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