

Minutes of the Deeping St James Parish Council **Finance and General Purposes Committee** held on **Thursday 26 May 2011** at **7.00 pm** in the **Meeting Room** at **The Institute**.

Present Councillors Blessett, Barber, Dilks, Shinkins (arrived 7.35 pm) , Stevens (arrived 7.10 pm) and Wallis

Also present were Mr C Beckett and Cllrs Coulson, Pagella and Thompson.

**1.11 To elect a Chairman**

It was proposed by Cllr Stevens, seconded by Cllr Dilks and agreed that Cllr Wallis is the Chairman for the year.

At this point Mr C Beckett – the Head of Deepings School – gave a presentation on Academy Status. A separate report of this is shown as **Annex 2** to these minutes.

**2.11 To receive apologies for absence.**

Apologies were received from Cllrs Pelling, Gilbert and Baxter

**3.11 To receive declarations of interest, if any.**

There were none.

**4.11 To adopt the Minutes of the previous meeting held on 20 January 2011**

It was proposed, seconded and agreed to adopt the minutes.

**5.11 To receive the report of progress in relation to matters arising from the Minutes not dealt with elsewhere on the agenda.**

The Clerk advised that an account had been opened with ESPO which had been used to purchase various items of stationery, and SDS security had agreed a price for the year of £5250 in line with the councils budget.

**6.11 To report on the 2010/11 Internal Auditors Report (Mrs Precey) Annex 1**

Mrs Precey presented the report which is attached as an annexe to these minutes.

It was suggested that options for investments paying better interest rates should be considered and that risk assessments should take place more frequently, for example in respect of the Annual Parish Footpath Walks.

**It was agreed that this report should be recommended to the Council.**

**7.11 To consider the Hall Meadow Estate Statement of Accounts for 2010/11 and make recommendations to Council. (Enc 2)**

**It was agreed to recommend the Hall Meadow Estate Statement of Accounts to full Council for acceptance and signature by the Chairman**

**8.11 To consider the Councils Annual Accounts for 2010/11, the completion of Section 1 and Section 2 of the Annual Return and make recommendations to Council for signature in line with submission requirements. (Enc 3)**

**It was agreed to recommend the Councils Annual Accounts for 2010/11 and , the completion of Section 1 and Section 2 of the Annual Return as enclosed to full Council for acceptance and signature by the Chairman**

**9.11 To consider banking and investments**

As there had been no change to interest rates this item was not discussed.

**10.11 To consider the introduction of Disciplinary and Grievance Procedures and make recommendations to Council. (Enc 4)**

**With the addition of a paragraph to clarify who was responsible for issuing grievance and disciplinary notices, it was agreed to recommend the enclosed procedures to Council.**

- 11.11 To consider whether the Clerk should be authorised to approve the working of additional hours by the Maintenance Worker and the Assistant To the Clerk when work is required to be done urgently and make recommendations to Council as appropriate.**

**It was agreed to recommend to Council that the Clerk is authorised to approve the working of additional hours by the Maintenance Worker and the Assistant To the Clerk when work is required to be done urgently up to a maximum cost of £200.00 in any one instance.**

- 12.11 To receive details of Accounting Systems for recording the Council's Accounts and Financial information and decide any further action**

The Clerk presented figures and details to the meeting of the 4 known suppliers of Accounting Systems for Parish Councils. It was suggested that if this proceeded there would need to be a period of parallel running alongside existing methods and consideration should be given to employing the existing accountants to provide the payroll service. Additional due diligence would also be required.

**It was agreed to recommend to Council that the recording of the Council's Accounts and Financial information should move in house**

- 13.11 Date of next meeting Thursday 21 July 2011 at 6.15 pm**

# HALL MEADOW ESTATE CHARITY

(Charity Number: 247375 – 30.6.69)  
 The Institute, 38 Church Street, Deeping St James, PE6 8HD  
 Clerk to the Trustees: Steve Ashby  
 (01778) 343266

## STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

Opening balance – 1 April 2010		£ <b>1,137.14</b>
 <u>Income</u>		
	Bank interest:	0.56
	Re-Imbursed Drainage Rates	85.28
	Rent 2010-11	97.50
<b>TOTAL INCOME</b>		<b>183.34</b>
 <u>Expenditure</u>		
	Nil	0.00
Closing balance – 31 March 2011		<b><u>1,320.48</u></b>
<u>Represented by:</u> Barclays Bank (Business Premium A/C)		<b><u>1,320.48</u></b>

The assets of the Charity consist of 3.12 acres of land, situated off Hall Meadow Road, currently leased by the Parish Council for the provision of allotment gardens.

Signed for and on behalf of the Trustees

.....  
 Chairman

30 June 2011

### Trustees at 31/3/2011

**Parish Councillors**, B Barber, J S Blessett, A Baxter, L Coulson, P Dilks, C Gamble, B L Helyar, G Lindsfors-Windsor, M Pagella, C. Pearce, A Pelling, G Thompson, K P Shinkins, J D Stevens, and S Wallis.

Prepared by The Clerk to the Trustees Steve Ashby May 2011

## Section 1 – Accounting statements for

### DEEPING ST. JAMES PARISH COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2010 £	31 March 2011 £	
1 Balances brought forward	82,047	26,708	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	85,198	89,144	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	16,661	14,311	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	41,976	33,354	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	115,222	48,116	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	26,708	48,693	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	27,900	49,060	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	199,567	204,465	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES	YES	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2011 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

\_\_\_\_\_

Date \_\_\_\_\_

I confirm that these accounting statements were approved by the council on:

\_\_\_\_\_

and recorded as minute reference:

\_\_\_\_\_

Signed by Chair of the meeting approving these accounting statements.

\_\_\_\_\_

Date \_\_\_\_\_

## Section 2 – Annual governance statement

We acknowledge as the members of DEEPING ST JAMES PARISH COUNCIL our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2011, that:

	Agreed – Yes or No*	'Yes' means that the council:
1 We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	responded to matters brought to its attention by internal and external audit.
8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES.	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the body and recorded as minute reference

\_\_\_\_\_ dated \_\_\_\_\_

Signed by:

Chair \_\_\_\_\_

dated \_\_\_\_\_

Signed by:

Clerk \_\_\_\_\_

dated \_\_\_\_\_

**\*Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given, and describe what action is being taken to address the weaknesses identified.

**ACCOUNTS & FINAL BUDGET OUTTURN 2010/11**

F&GP Enc 3

**INCOME (A)**

2009/10			Item To Budget For	2010/11		
Actuals	Budget	Variance		Actuals	Budget	Variance
£ 85,198.00	£ 85,198.00	£ -	1) Precept instalments	£ 89,144.00	£ 89,144.00	£ -
£ 506.88	£ 680.00	-£ 173.12	2) Parish Paths	£ 1,157.12	£ 1,000.00	£ 157.12
£ 20.19	£ 1,300.00	-£ 1,279.81	3) Bank Interest	£ 12.28	£ 30.00	-£ 17.72
£ 1,679.50	£ 1,550.00	£ 129.50	4) Allotment Fees	£ 1,630.00	£ 1,550.00	£ 80.00
£ 414.00	£ 170.50	£ 243.50	5) Advertising - Meetings	£ 132.00	£ 181.50	-£ 49.50
£ 1,898.90	£ 1,420.00	£ 478.90	6) Community Cleaning	£ 1,524.90	£ 1,500.00	£ 24.90
£ 2,800.00	£ -	£ 2,800.00	7) Jubilee Field/Youth Shelter	£ -	£ -	£ -
£ 2,025.00	£ 1,500.00	£ 525.00	8) Burial Fees	£ 4,400.00	£ 1,800.00	£ 2,600.00
£ 847.50	£ 400.00	£ 447.50	9) Memorial Fees	£ 1,270.00	£ 600.00	£ 670.00
£ 310.00	£ 10.00	£ 300.00	10) Cemetery - Misc	£ -	£ 10.00	-£ 10.00
£ 364.78	£ -	£ 364.78	11) Misc (recovered admin costs)	£ 213.49	£ -	£ 213.49
£ 781.25	£ -	£ 781.25	12) Highways	£ -	£ -	£ -
£ -	£ -	£ -	13) Vat	£ -	£ -	£ -
£ -	£ -	£ -	14) Insurance Claims	£ -	£ -	£ -
£ 5,000.00	£ -	£ 5,000.00	15) Manor Court Sponsorship (DMP)	£ -	£ -	£ -
£ -	£ -	£ -	16) Playscheme (SKDC)	£ -	£ -	£ -
£ -	£ -	£ -	17) Deeping St James In Bloom (2010)	£ 1,698.22	£ -	£ 1,698.22
£ -	£ -	£ -	18) Sense Allotment	£ 633.00	£ -	£ 633.00
£ -	£ -	£ -	19) Deeping St James In Bloom (2011)	£ 1,237.98	£ -	£ 1,237.98
£ -	£ -	£ -	20) LCC Wildlife Grant	£ 401.61	£ -	£ 401.61
<b>£ 101,846.00</b>	<b>£ 92,228.50</b>	<b>£ 9,617.50</b>	<b>TOTAL</b>	<b>£ 103,454.60</b>	<b>£ 95,815.50</b>	<b>£ 7,639.10</b>

Actuals minus precept

£ 14,310.60

## ACCOUNTS &amp; FINAL BUDGET OUTTURN 2010/11

Actuals at 31.03.2010	Budget 2009/10	Variance	ITEM TO BUDGET FOR	Actual at 31/03/2011	2010/11 Budget	Variance
			<b>WAGES, PAYE, NI, PENSIONS, EXPENSES (B)</b>			
7,905.06	7,450.00	455.06	1) Admin - Salary Maintenance Worker	7,462.58	8,616.00	-1,153.42
16,449.13	15,244.00	1,205.13	2) Admin - Salary (Clerk)	759.30	11,180.00	-10,420.70
9,671.33	9,000.00	671.33	3) Admin - Employers/ees N.I.C. & Income Tax(Clerk & Maint Worker)	6,252.15	4,000.00	2,252.15
5,816.20	6,000.00	-183.80	4) Admin - Superannuation	1,678.13	5,640.00	-3,961.87
307.98	250.00	57.98	5) Admin - Clerk's expenses	176.04	250.00	-73.96
496.87	800.00	-303.13	6) Admin - Maintenance Worker's expenses	828.86	800.00	28.86
1,329.38	0.00	1,329.38	7) Admin - Salary S Ashby (Acting/Asst Clerk)	13,265.96	6,890.00	6,375.96
	0.00	0.00	8) Admin - Salary Asst to the Clerk	2,828.57	0.00	2,828.57
	0.00	0.00	9) Training	102.00	500.00	-398.00
	0.00	0.00	10) Extra Hours	0.00	1,000.00	-1,000.00
	0.00	0.00	11) 3% Contingency	0.00	1,175.00	-1,175.00
<b>41,975.95</b>	<b>38,744.00</b>	<b>3,231.95</b>	<b>Sub-total - WAGES, PAYE, NIC, PENS, EXP</b>	<b>33,353.59</b>	<b>40,051.00</b>	<b>-6,697.41</b>
			<b>ADMINISTRATION (C)</b>			
0.00	2,000.00	-2,000.00	1) Admin - Business Rates	0.00	2,500.00	-2,500.00
245.70	200.00	45.70	2) Admin - Members' Expenses	56.23	300.00	-243.77
3,073.74	3,950.00	-876.26	3) Admin - Office Costs	2,314.50	4,000.00	-1,685.50
1,855.00	2,130.00	-275.00	4) Admin - Rent / Electricity	3,640.11	2,500.00	1,140.11
1,384.50	1,500.00	-115.50	5) Admin - Fees/Memberships	1,663.25	1,500.00	163.25
2,707.00	2,800.00	-93.00	6) Admin - Insurance	2,468.76	2,800.00	-331.24
1,057.00	650.00	407.00	7) Bookkeeper	1,100.00	850.00	250.00
<b>10,322.94</b>	<b>13,230.00</b>	<b>-2,907.06</b>	<b>Sub-total - ADMINISTRATION</b>	<b>11,242.85</b>	<b>14,450.00</b>	<b>-3,207.15</b>
			<b>ADVERTISING &amp; PUBLICITY (D)</b>			
334.00	380.00	-46.00	1) Adv - Meetings	458.00	400.00	58.00
1,058.00	800.00	258.00	2) Adv - Newsletter	1,236.98	1,000.00	236.98
421.00	200.00	221.00	3) Adv - Other	12.27	200.00	-187.73
157.00	1,000.00	-843.00	4) Adv - Recruitment	25.00	500.00	-475.00
<b>1,970.00</b>	<b>2,380.00</b>	<b>-410.00</b>	<b>Sub-total - ADVERTISING &amp; PUBLICITY</b>	<b>1,732.25</b>	<b>2,100.00</b>	<b>-367.75</b>
			<b>AMENITY AREAS (E)</b>			
1,378.08	1,500.00	-121.92	1) Community Cleaning	1,033.84	1,500.00	-466.16
79.22	150.00	-70.78	2) The Cross & Telephone Box	93.21	150.00	-56.79
400.00	0.00	400.00	3) Village Ornamental / Information Signs	0.00	0.00	0.00
0.00	0.00	0.00	4) Litter Bins, Dog Waste Bins - emptying	0.00	0.00	0.00
0.00	0.00	0.00	5) Miscellaneous	20.80	0.00	20.80
<b>1,857.30</b>	<b>1,650.00</b>	<b>207.30</b>	<b>Sub-total - AMENITY AREAS</b>	<b>1,147.85</b>	<b>1,650.00</b>	<b>-502.15</b>
			<b>COMMITTEES - ALLOTMENTS/ FOOTPATHS (F)</b>			
1,850.75	2,200.00	-349.25	1) Allotments/Parish Paths/Open Spaces - maintenance and misc	2,632.44	2,200.00	432.44
100.00	100.00	0.00	2) Trees, Hedges, Bulbs, Wild Flower seeds	47.56	100.00	-52.44
300.00	0.00	300.00	3) Millennium Wood/Miscellaneous	150.00	0.00	150.00
1,025.00	1,290.00	-265.00	4) River Bank Maintenance	945.00	1,500.00	-555.00
1,025.96	500.00	525.96	5) Deepings In Bloom	0.00	0.00	0.00
0.00	50.00	-50.00	6) Insect Tower	0.00	0.00	0.00
0.00	0.00	0.00	7) Sense Allotment	810.58	0.00	810.58
0.00	0.00	0.00	8) AA (Hedge & Insurance)	0.00	252.50	-252.50
0.00	0.00	0.00	9) L.C.C Wildlife Grant Expenditure	401.61	0.00	401.61
<b>4,301.71</b>	<b>4,140.00</b>	<b>161.71</b>	<b>Sub-total - ALLOTMENTS</b>	<b>4,987.19</b>	<b>4,052.50</b>	<b>934.69</b>
			<b>COMMITTEES - CEMETERY (G)</b>			
3,900.48	5,000.00	-1,099.52	1) Cemetery - maintenance and misc	3,572.31	4,000.00	-427.69
0.00	0.00	0.00	2) Rates	151.17	0.00	151.17
<b>3,900.48</b>	<b>5,000.00</b>	<b>-1,099.52</b>	<b>Sub-total - CEMETERY</b>	<b>3,723.48</b>	<b>4,000.00</b>	<b>-276.52</b>
			<b>COMMITTEES - YOUTH &amp; COMMUNITY (H)</b>			
22,811.54	26,233.27	-3,421.73	1) Projects carried forward	0.00	0.00	0.00
3,709.50	1,500.00	2,209.50	2) Playing Fields maintenance and misc	2,505.88	2,000.00	505.88
22,319.56	20,000.00	2,319.56	3) Projects	0.00	0.00	0.00
3,043.65	3,000.00	43.65	4) Play Scheme	3,725.00	4,000.00	-275.00
4,000.00	4,000.00	0.00	5) Youth Worker	2,000.00	4,000.00	-2,000.00
0.00	300.00	-300.00	6) Bin	0.00	0.00	0.00
0.00	0.00	0.00	7) Pathway	0.00	0.00	0.00
0.00	0.00	0.00	8) Miscellaneous	0.00	0.00	0.00
<b>55,884.25</b>	<b>55,033.27</b>	<b>850.98</b>	<b>Sub-total - YOUTH &amp; COMMUNITY</b>	<b>8,230.88</b>	<b>10,000.00</b>	<b>-1,769.12</b>
			<b>COMMITTEES - TRANSPORT (I)</b>			
115.50	500.00	-384.50	1) Highways - Shelters/stops/road safety	496.92	1,000.00	-503.08
0.00	0.00	0.00	2) Mobile Interactive Speed Camera	0.00	0.00	0.00
130.00	200.00	-70.00	3) Bicycle Racks	0.00	0.00	0.00
0.00	10,000.00	-10,000.00	4) Spalding Road Cycle path	0.00	0.00	0.00
0.00	1,800.00	-1,800.00	5) Hardstandings at Bus Stops	0.00	0.00	0.00
0.00	1,200.00	-1,200.00	6) seats in shelters	0.00	0.00	0.00
<b>245.50</b>	<b>13,700.00</b>	<b>-13,454.50</b>	<b>Sub-total - TRANSPORT</b>	<b>496.92</b>	<b>1,000.00</b>	<b>-503.08</b>
			<b>GRANTS &amp; SPECIAL PROJECTS (J)</b>			
3,880.00	4,000.00	-120.00	1) Grant Aid/S.137	2,670.00	3,000.00	-330.00
5,809.40	10,000.00	-4,190.60	2) Police Community Support Officer	0.00	0.00	0.00
19.15	200.00	-180.85	3) Hospitality Budget	173.50	200.00	-26.50
0.00	1,000.00	-1,000.00	4) Election Costs	0.00	1,000.00	-1,000.00
0.00	0.00	0.00	5) CCTV Thacker's Way & Annual Maintenance	0.00	0.00	0.00
5,500.00	4,500.00	1,000.00	6) Community Skip	2,740.00	2,500.00	240.00
17,067.18	0.00	17,067.18	7) Improvements to Local Business Areas (Manor Court)	600.00	500.00	100.00
0.00	1,000.00	-1,000.00	8) Citizens Advice Bureau	0.00	0.00	0.00
7,901.08	4,600.00	3,301.08	9) Security	5,015.52	5,000.00	15.52
0.00	2,000.00	-2,000.00	10) Insurance Claims	0.00	600.00	-600.00
75.00	300.00	-225.00	11) Citizenship Award	77.15	300.00	-222.85
0.00	0.00	0.00	12) Deeping St James In Bloom/Apple Day	4,017.14	3,000.00	1,017.14
0.00	0.00	0.00	13) Communication Plan	300.00	700.00	-400.00
-4,391.33	0.00	-4,391.33	14) Creditors Adjustment from Previous Years	0.00	0.00	0.00
0.00	0.00	0.00	15) Deeping St James In Bloom 2011	961.21	0.00	961.21
<b>35,860.48</b>	<b>27,600.00</b>	<b>8,260.48</b>	<b>Sub-total - GRANTS &amp; SPECIAL PROJECTS</b>	<b>16,554.52</b>	<b>16,800.00</b>	<b>-245.48</b>
<b>156,318.61</b>	<b>161,477.27</b>	<b>-5,158.66</b>	<b>TOTAL</b>	<b>81,469.53</b>	<b>94,103.50</b>	<b>-12,633.97</b>

Total expenses minus staff costs

48,115.94

## DEEPING ST JAMES PARISH COUNCIL

### DISCIPLINARY AND GRIEVANCE PROCEDURES

#### DISCIPLINARY PROCEDURE

##### 1. *Purpose of the Procedure*

The Council's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the Council's rules or acceptable standards are breached.

##### 2. *The Principles*

- This procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- At every stage you will be advised of the nature of the complaint, be given the opportunity to state your case, and be represented or accompanied by a fellow employee or trade union representative of your choice.
- You will not be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.
- You have a right to appeal against any disciplinary action taken against you.
- The procedure may be implemented at any stage if your alleged misconduct warrants such action.
- If you request, you have the right to be accompanied at a disciplinary hearing by a fellow worker or trade union official.

##### 3. *Informal discussions*

Before taking formal disciplinary action, the Council will make every effort to resolve the matter by informal discussions with you. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

##### 4. *First warning*

If conduct or performance is unsatisfactory, you will be given a written warning or performance note. Such warnings will be recorded, but disregarded after six further months of satisfactory service. You will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where a matter is sufficiently serious – for example because it is having, or is likely to have, a serious harmful effect on the Council, it may be considered necessary to move directly to a final written warning.)

##### 5. *Final written warning*

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement or change results within twelve months, you may be subject to dismissal. Unless dismissal involves gross misconduct, employees will receive a period of notice, or payment in lieu.

##### 6. *Discipline and dismissal procedure*

If facing dismissal or action short of dismissal such as loss of pay or demotion - the following minimum statutory procedure will be followed:

- You will receive a written note setting out the allegation and the basis for it
- A meeting will be held to consider and discuss the allegation



- You will be given a right of appeal, including an appeal meeting
- You will be reminded of your right to be accompanied at any meetings.

*[For the purposes of the above, you will be given a minimum of seven days notice of any meeting to consider and discuss the allegation. If you are unable to attend on the specified date, the Council will make all reasonable attempts to meet on an alternative date within 14 days of the original specified date.*

*Councillor(s) attending the meeting will normally be drawn from the Council's Finance & General Purposes Committee (These Councillor(s) may have received delegated authority to make a decision about the allegation on behalf of the Council.)]*

## **7. Gross misconduct**

If after investigation, it is confirmed that you have committed an offence of the following nature (the list is not exhaustive) the normal consequence will be dismissal without notice or payment in lieu of notice – theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination.

Whilst alleged gross misconduct is being investigated, you may be suspended, during which time you will be paid your normal rate of pay. Any decision to dismiss you will be taken by the Council only after full investigation.

## **8. Appeals**

If you wish to appeal against any disciplinary decision, you must appeal, in writing, within five working days of the decision being communicated to you by the Council. Independent members who were not involved in the original disciplinary action will hear the appeal and decide the case as impartially as possible.

## **9. Notices**

Any notice required to be issued under these procedures shall, in the case of an employee who is supervised by the Clerk To The Council, be issued by the Clerk. In the absence of the Clerk any notice required to be issued may be given by the Acting Clerk or by the Chairman (or in his absence the Vice Chairman). If the employee in question is the Clerk, any notice shall be issued by the Chairman (or in his absence the Vice Chairman).

**Where appropriate, the opportunity for mediation will be put forward at any stage of a disciplinary procedure.**

## GRIEVANCE PROCEDURE

### 1. Introduction

It is the Council's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

### 2. Informal discussions

If you have a grievance about your employment you should communicate this either verbally or in writing.

In the case of an employee who is supervised by the Clerk To The Council, the grievance should be communicated to the Clerk. In the absence of the Clerk, or if the Clerk is the subject of the grievance, the communication may be given to the Acting Clerk or to the Chairman (or in his absence the Vice Chairman). If the employee in question is the Clerk, the grievance shall be communicated to the Chairman (or in his absence the Vice Chairman). We hope that the majority of concerns will be resolved at this stage.

### 3. Grievance procedure

If you feel that the matter has not been resolved through informal discussions, you may raise the matter formally with the Council.

You will be invited to attend a meeting or hearing to discuss the grievance and be notified in writing of the decision. You have the right to be accompanied by an employee representative or trade union representative at all grievance meetings.

*[For the purposes of the above, you will be given a minimum of seven days notice of any meeting to consider and discuss the grievance. If you are unable to attend on the specified date, the Council will make all reasonable attempts to meet on an alternative date within 14 days of the original specified date.]*

*Councillor(s) attending the meeting will normally be drawn from the Council's Finance & General Purposes Committee (These Councillor(s) may have received delegated authority to make a decision about the grievance on behalf of the Council.)]*

You will be given the right to appeal against the decision.

### 4. Appeals

Any appeal will be considered by members of the Council who were not involved in the original meeting or hearing, and who will decide the case as impartially as possible.

**Where appropriate, the opportunity for mediation will be put forward at any stage of a grievance procedure.**

Disciplinary & Grievance Procedures agreed by Finance & General Purposes Committee on 26/5/2011

## Internal Audit final Report 2010/2011

Internal Control	Tests applied
<p>Proper Bookkeeping All accounts are held on computer and there is no separate manual system apart from that for petty cash.</p>	<p>The Council's accounts are maintained by an independent book keeper. Accounts are e-mailed to the council each month and presented at meetings. A review is currently being undertaken to consider whether it would be appropriate to return the accounting services in house.</p> <p>The clerk has confirmed that: The spreadsheets are regularly maintained. Up to date sheets are printed off for finance meetings and kept separately in a secure place. Back up copies are made of all files. The electronic cashbook is continually balanced. The petty cash accounts for the year have been balanced. There is a formal receipt system in place and all payments are registered under budget headings.</p>
<p>a) Standing Orders and Financial Regulations, adopted and applied and b) Payments controls</p>	<p>Standing Orders were reviewed at the meeting on the 27th May 2010. At their meeting on 24th June 2010 Amendments to Standing orders were discussed.(item 43.11) It was agreed that a decision would be postponed and reconsidered as part of the annual review of standing orders in May 2011</p> <p>The Clerk continues as the Responsible Financial Officer with all responsibility for maintaining financial records. The Finance Regulations were reviewed on 3rd July 2008 and all recommendations were presented to the full Council at their meeting on the 31st July 2008 and agreed. (Minute 50.08). The Finance Regulations will be an agenda item for a future meeting.</p> <p>The Council has clear financial regulations in place identifying the limits set for full tendering or for obtaining three competitive quotes and these are reasonable. All paperwork is available for inspection and correct procedures have been undertaken. In addition three quotes were obtained for all items or services purchased by the Council where the cost was expected to be between £1,000 and £20,000. In accordance with regulations, quotes were obtained for three year contracts for maintenance work in the Cemeteries, the Riverbank and Woody Heights. The clerk has also investigated other companies providing security services but none would be cheaper than the present provider. Explanations of why particular quotes were accepted are minuted.</p> <p>All payments are supported by invoices, authorised, and minuted. Randomly selected items have been checked and found to be correct. VAT on payments is now automatically identified by the clerk, recorded and reclaimed. A full system is in place and VAT is reclaimed quarterly S137 expenditure is recorded separately and for 2010 /2011, for the first time since I have been the Internal Auditor items are included. This heading includes all items that are not covered by the specific Powers and Duties of the Parish Council.</p> <p>A total of £4,765.64 is shown the majority being in respect of Grants and expenditure for DSJ in Bloom.</p> <p>The Council's accounts are held at Barclays Bank. The question of banking is considered at each Financial and General Purposes Committee meeting as the Council looks for better deposit interest rates. Four councillors are currently signatories. In accordance with Council's financial regulations any two of the four must sign each cheque. No changes have been made to the listed signatories.</p>
<p>Budgetary controls</p>	<p>The Council prepares an annual account in support of its precept.</p> <p>Very few large variances have been noted. The main amounts are listed within the Wages, Expenses and Administration and total saving of £9,904.66 against the budget. In 2010 for the first time the village was entered into East Midlands In Bloom. The Council set aside an amount of £3000 to support the entry. Fundraising by Parishioners raised an additional sum of £2,936.20.</p> <p>Income has been received including a £400 grant from L.C.C. For Hedge Plants : £133 from Deeping Lions and £500 from DSJ United Charities for an allotment now managed by Age Concern.</p> <p>With effect from 2011 the Council now has a Reserve of £48,693. this includes under spend across the board, £10,000 brought forward in respect of the Cycle Path and £1,250.00 for DSJ in Bloom 2011 / 2012</p> <p>Actual expenditure against budget is reported at least quarterly to the full Council.</p>

Income controls	<p>All income is properly recorded, receipts issued where necessary and promptly banked. Throughout the year, as reported before, apart from the allotment renewal, only small amounts of cash and cheques are received. These are banked regularly.</p> <p>Small amounts of Petty Cash are kept on the premises in a locked cash tin. Last years precept of £89,144 was correctly recorded. £44,572 is recorded as being paid on 20th April and £44,572 on 12th October 2010.</p> <p>The precept for 2010/2011 has been set at £89,144, no increase on the previous year.</p> <p>The Council received payments from SKDC of £1,524.00 for community cleaning of amenity areas. In addition in this accounting period £1,157.12 was received for the Parish Paths partnership and included 50% of the cost of grass cutting on the Riverbank. £6.14 has also been earned on the Deposit account. It is noted that the interest on the deposit account continues to be very poor. Other accounts have been investigated but no suitable alternatives found.</p>
Risk Management arrangements	<p>A scan of the minutes to date does not identify any unusual financial activity.</p> <p>From reading the minutes it appears that no program of risk assessment has been in place for the last year. This was a change on previous years and may be something that the Council would wish to consider implementing.</p> <p>Insurance cover provided by Aviva is now in place. It is minuted that this will be reviewed in 2011.</p> <p>Internal financial controls are documented.</p> <p>Full risk assessment has been undertaken at the cemetery and is ongoing. Whenever possible daily assessments are undertaken at the skate park. The children's play equipment near the Cemetery is the responsibility of South Kesteven District Council. Any safety problems reported to the Parish Council are either dealt with by Council employees or reported on to SKDC.</p>
Bank reconciliation	<p>Bank reconciliation is carried out monthly , by the Book keeper on receipt of current account statements</p> <p>Statements on the deposit account are received quarterly. Interest rates on the account were shown as 0.05% on the last quarterly statement.</p>
Assets controls	<p>The Council keeps an asset register of all material assets and they are insured at replacement value. The register is regularly updated and the Telephone Box valuation has increased to reflect the new display boards. Additions this year have included the Barrier Baskets, Horse Trough, the Maintenance Workers shed and compound gates. The updated list, as at 31st March 2011, will be passed to Insurers shortly.</p> <p>The Council has no Investments apart from the Deposit Account with Barclays Bank.</p>
Year End Procedures	<p>Year-end accounts are prepared on the correct accounting basis. (Income and Expenditure)</p> <p>There is an audit trail from the underlying financial records to the accounts.</p> <p>Creditors this year are shown as £ 1,396.13.</p> <p>Debtors this year are shown as £ 1,029.48</p> <p>Ear marked funds of £1,237.00 are held for DSJ in Bloom</p> <p>Budget details have not yet been checked and signed.</p>

Payroll Controls	<p>No payments have been made to the Clerk and assistant Clerk apart from salary and reimbursement for expenses.</p> <p>The Council as an employer properly operates both PAYE/NIC.</p> <p>The Council has agreed that payment of salaries and deductions such as Tax, NI and pension contributions may be made in accordance with the payroll records and on the appropriate date, provided that each payment is reported to, and ratified by, the next available council meeting. At their meeting on the 25th November it was agreed that in future salaries and wages of the Clerk, Assistant to the Clerk and Maintenance worker should be paid by monthly standing order on or around the 24th of each month (item 104.00)</p> <p>With effect from 1st April 2010, the day to day control and payroll was passed to the newly appointed Book Keeper CTAX Management</p> <p>With effect from April 2005 the Council has used electronic filing for Payroll as is now obligatory.</p>
Best Value	<p>The Best Value Policy was last updated at the Finance and General Purposes Committee meeting in July 2008. As of June 2010 this is no longer listed as a requirement in the Governance and Accountability Document for Local Councils</p>
Other Matters	<p>The Hall Meadow Estate Charity (No 247375) had a bank credit of £1,130.34 at 28th February 2011 and all accounts have been completed.</p> <p>At the meeting of the Allotment, Footpaths and Open spaces Committee on the 17th February the clerk reported that Drainage Rates had been inadvertently paid by the Hall Meadow Estate instead of the Council for the four previous years. A total of £85.28 has been reimbursed to the Charity by the Council and this was minuted at the full council meeting on the 24th Feb. Item (149/11)</p> <p>At the same meeting it was agreed that, as the lease had not been reviewed since the end of the agreed term in 2003, the Council would contact the PCC and the Hall Meadow Estate to agree a Lease of 20 years with 5 yearly rent reviews.</p> <p>The Charity Commission return was received by the Charity Commission on the 22nd December 2010 having been made on line. Proceeds from this charity are now applied and administered by the Allotment Committee. All Councillors are Trustees of the Charity and the last years accounts was presented at the Annual Parish Meeting on the 12th May 2011. The bank interest is accredited correctly. As is required, by way of agreed rent, a set amount is paid annually to the Parochial Church Council. In April 2010 a variance was discovered whereby Drainage Board and Water Bills had been paid from the Charities income in error. This has now been corrected.</p> <p>Over the past year a number of casual vacancies have occurred. As, in accordance with L.G.A. 1972 schedule 39 a By-election was not required, in each case all applicants were invited to interview. As a result, on the 29th April 2010, Michael Pagella, Colin Gamble and Lesley Coulson, were co-opted onto the Council. All three have attended the recommended training course. The Parish Council also recommend that existing Councillors attend refresher training sessions.</p> <p>At their meeting on the 28th October 2010 (item 91/11) it was considered and agreed to confirm the appointment of the Acting Clerk and Assistant Clerk on a permanent basis.</p>

As agreed at the Finance Meeting on 26th May 2011 I will sign section 4 of the Annual Internal Audit Report for 2010/2011.

When making the suggested checks it has always been possible to verify everything easily and find a paper trail.

Carol Precey

**Notes Of Presentation By C Beckett, Head of Deepings School**  
**F& GP 26 May 2011-05-31**

There are two types of Academy Status.

First type as used by Thomas Deacon, Peterborough and St George's, Sleaford – when they were declared academies by putting good schools with failing schools – funds being provided by Government to put the schools together, an industrial sponsor was also required.

The Second, and current, type is under the latest government scheme where good and outstanding schools can opt away from Local Authority control – and it is now open to all schools including primary schools. Some schools e.g. Arthur Mellows have made the change already. The result is that as more leave the Local Authority – service and support declines.

Converting means money, freedoms and worries. Currently only limited capital funds available - £23k this year- with significant cuts in place across 6<sup>th</sup> form and especial needs. The school is currently in the black and they have sufficient funds to see through the year.

If the school converts they could receive an extra £650k to cover the costs currently provided by LCC e.g. Insurance, payroll, HR. The school then has the option to shop around for a better deal.

It is not known how long the additional funds will be provided for, but if the school stays in Local Authority control money will be reduced and support services diluted.

If a conversion takes place, the commitment is a minimum 7 years.

Many of Lincolnshire and Peterborough schools have converted, Deepings school is the only mainstream school in the south of Lincs not to have change. The Deepings approach is to go steadily – nothing is set in stone yet pending funding agreement for around August / September.

When considering options the Governors had to consider going as a stand alone school or as a Multi Academy trust – with all risks considered.

After looking at the benefits of a trust – CfBT was decided upon. (Some trusts could actually wipe out the extra income through their costs). The part of CfBT being joined is that for Multi Academy trusts not the part that does work for LCC. They give support, legal aid, procurement, finance etc. A membership fee has been negotiated in Deepings School favour as it is seen as a low risk due to its outstanding status. The Service Level Agreement contains an exit clause in case the school needs it. CfBT has an emergency fund which academies can access if required.

Energy / Water – 18 months ago the school adopted a Solex energy reduction scheme, the new build has reduction schemes built in, IT is now set to turn off automatically, upgrades and refurbishments have installed efficient lighting. One item still outstanding is 50 year old windows in the main block and is one of the first things to be considered if academy status is achieved.

3 Issues need to be resolved now

1. Successful consultation
2. Agreed SLAs with all parties
3. A successful outcome for the School and Community concerning the Leisure Centre.

The additional funding of approx £1m over the next 3 years is not much but if the school stays with LCC then it will go backwards and be in deficit within 2 years, currently SEN funding has changed and reduced. New teachers will be required to deal with forthcoming changes to leaving age of 18 years.

They will continue to work with primary schools with or without academy status.

SEN – this would go backwards if academy status not obtained.

Parking – the new development will actually result in an increase in parking during the school day as the area was not previously a daytime car park. They are looking at working with the Rugby Club for better access for everyone with a new entrance, turnaround area for buses and an overflow car park.

It is felt that Academy status is the only way – even though it is being railroaded into it as staying with LCC the outlook is not good, it is sad that this has to be done and it is felt not to be the fairest system.

On the question of accountability – part of the SLA with CfBT is an annual assessment across many heads, league tables will still exist and OFSTED inspections will continue.

The CfBT has other benefits e.g. as backers for capital bids and access to that capital. It is a possibility that part of the deal is that either the head or chair of governors will become a trustee of CfBT.