

South Willlesborough and Newtown Community Council
www.swancc.org.uk

I hereby give you notice that an Ordinary meeting of the Council will be held on
Monday 13th June 2022 at Salvation Army Hall, Cudworth Road, Ashford
at 7.00 pm

All members of the Council are summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below

NOTES for Members of the Public

Reports will be available at the meeting but can be requested in advance by contacting the
Community Council Manager on **01233 528933** or **clerk@swancc.org.uk**

Sarah Evans
Community Council Manager
8th June 2022

115/22 Record attendance and list apologies for absence

116/22 Declarations of pecuniary, other significant or voluntary interest

A Member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, (unless a relevant dispensation has been granted by the Clerk)

A Member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote

A Member may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time of the declaration.

i. Updating of Declarations of Interest for the Code of Conduct

ii. To note the granting of any requests for dispensations and the decision

117/22 Agree Minutes of the additional Council meeting of 18th May 2022 and sign (attached)

118/22 Meeting adjourned for members of the public to raise questions on items on the agenda or comment on the Platinum Jubilee celebration (This item will last no more than 15 minutes in total)

119/22 To receive a report from FM Conway's project team on the Finberry/Orbital Park Roundabout scheme.

120/22 To receive reports from

- a. Ashford Borough Council Ward representative
- b. Kent County Council Ward representative
- c. Police and Neighbourhood Watch representatives (report attached)
- d. KALC representatives
- e. Swan Centre member representative

121/22 To endorse the Finance and General Purposes Committee 's decision taken by e-mail on urgent invoice payments and new payment beneficiaries (Appendix 1)

122/22 To agree Council Insurance provision for the period to 28th May 2023

123/22 To agree final payments for the Platinum Jubilee celebration and receive feedback from Councillors on the event (report to follow)

124/22 To receive internal audit report and consider its findings (Appendix 2)

125/22 To consider the creation of a Working Group for the living bus stop project

126/22 Agree timetable for area enhancement budget (Report attached)

127/22 To agree meetings room rental costs for the next 12 months

- a) Salvation Army Hall - £562.50 Monthly Council meetings of 2.5 hour length plus Annual Meeting of Electors and use of power and facilities including PA/hearing loop
- b) Baxendale Court - £350 – All Council Committee meetings inc use of power

128/22 To receive urgent correspondence/e-mails

- a) East Stour School newsletter
- b) Dads Unlimited
- c) Ashford's Local Investment Plan for the UK Shared Prosperity Fund
- d) Borough Council – Approval to fill casual vacancy
- e) Any other urgent matter received

129/22 To consider possible interventions for residents struggling with rising costs (Lead: Cllr Parkinson)

130/22 To agree date of next meeting as 4th July 2022 and any agenda items

131/22 Forum for exchange of information between Council members

Appendix 1

PAYEE	NET	GROSS	VAT	CASH BOOK REF	REASON	RECORDED IN
I T Expert UK	£175.00	£175.00	£0.00	267	Drone Pilot/hire	Jubilee Projects
Hodges Building LLP	£89.80	£107.76	£17.96	268	Memorial wheel repairs	Projects
Roger Crouch	£1,191.00	£1,191.00	£0.00	270	Jubilee Event costs	Jubilee Projects
BM Ambulance Services	£455.00	£546.00	£91.00	273	Jubilee First aid	Jubilee Projects
Ashford Inflatable Hire	£300.00	£300.00	£0.00	277	Bouncy Castle	Jubilee Projects
A Slice of Nice	£250.00	£250.00	£0.00	278	Catering	Jubilee Projects
Picklelillys	£250.00	£250.00	£0.00	279	Catering	Jubilee Projects
ACCM - Salary	£897.92	£897.92	£0.00	271	Salary	Staff Salaries
ACCM expenses	£7.34	£7.34	£0.00	274	Reimbursements	Posting Cert/AA Batteries
CCM - Salary	£1,037.29	£1,037.29	£0.00	271	Salary	Staff Salaries
CCM expenses	£126.83	£152.20	£25.37	275	Reimbursements	Breakdown in file
HMRC	£275.06	£275.06	£0.00	272	Salary oncosts	Staff Salaries
Interactive M	£115.00	£138.00	£23.00	266	Printing flyers	Print/Distribution
Interactive M	£120.00	£144.00	£24.00	266	Printing flyers	Print/Distribution
Dallas Event Services	£732.80	£732.80	£0.00	276	Balance - Tables/Chairs	Jubilee Projects
Source Payments for Information						
			£0.00			
Direct Debits for Information						
Siemens	26.31	31.57	£5.26	265	Lease Rental	Stationery/Equipment
Siemens	93.07	111.68	£18.61	265	Lease rental	Stationery/Equipment
NEST	£91.60	£91.60	£0.00	272	Pension payments	Clerk Salary
Agilico	£39.95	£47.94	£7.99	269	Phone/Broadband	Phone/Broadband

Red = New beneficiary

Appendix 2 – Internal audit report

I am pleased to report to Members of the Community Council that I have completed my internal audit of the Council's records for 2021-22 and have been able to complete the Annual Internal Audit Report for the 2021-22 Annual Governance & Accountability Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Community Council's internal control procedures.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a good standard and the Council's approach to the management of risks to be sound. As a result I was able to answer 'YES' to all the relevant questions contained in the Annual Internal Audit Report.

I would like to take this opportunity to thank your Clerks for the assistance given to me in the conduct of the audit that took place on 11 May 2022.

PREVIOUS AUDITS:

External Audit 2020-21:

The audit certificate dated 8 September 2021 was without comment or qualification. I have been unable to find a minute indicating that the full Council has considered the auditor's report.

Internal Audit 2020-21:

No specific issues to follow up from last audit.

FINDINGS THIS VISIT:

During the audit I carried out sufficient work to enable me to complete the Annual Internal Audit Report. I concentrated on the trail from the annual Accounting statement back to the receipts & payments A/c and bank statements while testing a number of transactions to invoices or other supporting documentation. I have looked at PAYE and accounting for VAT. I have also reviewed the Council's minutes for compliance with legal obligations, its general functioning and for mutual consistency with the accounts.

I found the financial records to be accurate and up to date.

I have noted the change of bank during 2021-22, also that allotments are now run by the Council.

I have nothing further to report.

Lionel Robbins
Independent Internal Auditor

23 May 2022