

DUNSFOLD PARISH COUNCIL

Tel: 01483 200980
email:clerk@dunsfoldparishcouncil.gov.uk

Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

9th November 2023

NOTICE OF A PARISH COUNCIL MEETING

Councillors are hereby summoned to attend the meeting of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at **7.30 pm on Tuesday 14th November 2023.**

Members of the public are welcome to attend Parish Council meetings and are invited to put questions, relevant to the agenda, to the Council between 8.30 pm and 8.45 pm.

Celeste Lawrence - Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

Recommendation: To receive apologies for absence.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 To receive declarations of interest from councillors on items on the agenda

2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

2.3 To grant any requests for dispensation as appropriate

SUSPEND THE MEETING FOR THE COMMONS COMMITTEE MEETING TO TAKE PLACE

3. RATIFY COMMON COMMITTEE MEETING

Recommendation: The Chair of the Council to report on the proceedings of the Commons Committee meeting held and members to resolve to adopt the recommendations.

4. PARISH COUNCIL MINUTES

Recommendation: To approve the Minutes of the Parish Council meetings held on the 19th September and 10th October as a correct record of decisions taken and the Chair of the Council to sign the Minutes.

5. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING MINUTES

Recommendation: To review any matters outstanding from the previous minutes and record progress.

6. PLANNING NOTIFICATIONS

Attached to agenda.

To receive notification of decisions made by Waverley Borough Council on recent planning applications.

7. PLANNING APPLICATIONS

Recommendation: To consider the applications pending.

TC/2023/02325 - King George V Playing Fields, Dunsfold Common Road, Dunsfold

General permitted development order 2015 schedule 2 part 16 class a. Installation of a 20m monopole supporting 3 no. Antennas 1 no. 0.6M microwave dish and 1 no 3 dish the installation of 2 no. Equip-

ment cabinets 1 no. Meter cabinet and ancillary equipment within a 2.4M high fenced compound and associated ancillary equipment. Due 20/11

PRA/2023/02323 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ

Erection of a single storey rear extension which would extend 8 m beyond the rear wall of the original house for which the height would be 4 m and for which the height of the eaves would be 2.50 M.

WA/2023/02073 - Land Centred Coordinates 501615 137177 High Loxley Road Loxhill

Erection of an agricultural workers dwelling and associated works. Due 20/11

WA/2023/02364 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ

Certificate of lawfulness under section 192 for alterations to existing stable outbuilding for use as ancillary residential accommodation. No due date

WA/2023/02366 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ

Certificate under section 192 for erection of a single storey extension to existing dwelling. No due date

WA/2023/02365 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ

Erection of extensions and alterations. Due 25/11

PRA/2023/02372 - Woodcote, Fisher Lane, Dunsfold, GU8 4PH

Erection of a single storey rear extension which would extend 8 m beyond the rear wall of the original house for which the height would be 3.95 M and for which the height of the eaves would be 2.30 M.

Notice under Article 13 and 36 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. Due 01/12

WA/2022/03032 – Land at Coombebury Cottage, The Green, Dunsfold, GU8 4NB

Outline application with some matters reserved except for access for erection of up to 53 dwellings public open space landscaping and related infrastructure following demolition of existing buildings. Appeal letter to this application is attached. Due 27/11

8. SATURDAY SURGERIES

Motion: Surgeries - do we want to continue and in what format? What is their purpose? Is it 100% for people to bring issues or is it also partly to show we want to listen?

9. FINANCIAL

Motion 1) To note the content of the attached Interim Audit report from April Skies and agree to take immediate action to address the issues raised in the report.

Motion 2) To resolve to establish a Finance Committee with terms of reference in the form of the attached document.

Motion 3) To appoint a minimum of three Councillors to the Finance Committee.

Motion 4) To ratify the decision of Clerk and Chair to subscribe to the implementation of the Scribe Accounting system for future use in managing and reporting Council Financial affairs.

Motion 5) To resolve that the Finance Committee should with immediate effect take full control and responsibility for establishing and implementing the Scribe accounting system and associated procedures with a view to the accounting system being fully operational at the start of the 2024 financial year.

10. NEIGHBOURHOOD PLAN

Motion 1) That the Council agrees to pay UVE in due course for their further work/support on the Neighbourhood Plan, up to a maximum of £7,700 plus VAT, any balance not being in the existing budget, or met by credits from Nexus or from further Locality grants, to be met by virements within

the Council's reserves.

Motion 2) And that the Clerk be instructed to apply forthwith for any remaining Locality grant.

11. WAVERLEY BOROUGH COUNCIL

To receive a report on matters from Waverley Borough Council

12. SURREY COUNTY COUNCIL

To receive a report on matters from Surrey County Council.

13. RECEIPTS AND PAYMENTS

Attached to agenda.

Recommendation: To receive accounts for payment and approve outstanding items.

14. FUTURE AGENDAS

Recommendation: To receive items of business for information or inclusion on a future agenda.

15. PRESS AND PUBLIC

Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 by reason of the confidential nature of the business to be transacted.

Staff Training

This item may be held in a confidential session - reason: staff training

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NOTICE OF A MEETING OF THE COMMONS COMMITTEE

Members of the Commons Committee are summoned to attend a meeting of the Commons Committee to be held at **7.30pm on Tuesday 14th November 2023 in the Nugent Room of the Winn Hall, Dunsfold.**

Celeste Lawrence
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE
Recommendation: To receive apologies for absence.
2. MINUTES
Recommendation: To receive for confirmation the Minutes of the Meeting held on 19th September 2023.
3. REVIEW OF ACTIONS FROM THE PREVIOUS MEETING MINUTES
Recommendation: To review any matters outstanding from the previous minutes and record progress.
4. REPORT FROM THE CHAIR OF THE COMMONS STEERING GROUP
For information: To receive a report from the Chair of the Commons Steering Group.
5. S106 MONIES
For information: To receive a report on tree works being done with the S106 monies.
6. WOODLAND AND POND MANAGEMENT PROGRAMME
For information: To receive a report on the progress of the management plan.
7. COMMON AREA ISSUES
For information: To consider any other issues relating to the Common area.

Planning Notifications from Waverley November 2023

WA/2021/03164 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

Demolition of existing buildings and construction of 12 dwellings with associated access parking and amenity areas (as amplified by ecological information submitted 04/01/2022 and archaeological assessment submitted 05/01/2022).

Decision: Pending. Email sent 28/9 for an update.

WA/2022/01395 - Ashdown, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of fencing gates and piers.

Decision: Pending. Email sent 28/9 for an update.

WA/2022/02373 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of 12 dwellings and associated works including vehicular access parking and carports following demolition of existing buildings and removal of hardstanding.

Decision: Pending. Email sent 28/9 for an update. 30/10 WBC "Sorry for the delay in replying to you. I am on leave for most of this week but I will respond to you next week."

S52/2022/02266 - Land Centred Coordinates 500866 135914 Alfold Road, Dunsfold

Request to modify a section 52/106 legal agreement (wa/2017/1815) requires changes to the out of date mortgagee in possession clause and any associated clauses to be amended.

Decision: Pending. Email sent 28/9 for an update.

WA/2022/02567 - High Billingshurst Farm, High Loxley Road, Loxhill

Application under section 73 to vary condition 13 of WA/2020/1646 (restricts events to 75 per calendar year) to allow 100 events per calendar year.

Decision: Pending. Email sent 28/9 for an update.

WA/2022/02960 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 191 for use of roof space of the garage building for the purposes of habitable accommodation - contrary to condition 2 of consent wa/2003/2383 - (revision of wa/2022/02476).

Decision: Appealed for non-determination. Email sent 28/9 for an update.

WA/2023/00444 - Millhanger, Chiddingfold Road, Dunsfold

Application under section 73 to vary conditions 1 & 5 of wa/2019/1474 (approved plans and requirement for approval of precommencement landscaping and tree planting scheme) new wording would require compliance with plans approved under this application and erection of a plant room with creation of an outdoor swimming pool.

Decision: Withdrawn. Email sent 28/9 for an update. 28/9 WBC "I will get this drafted next week. Once I have done this, I will be touch to agree an extension of time if this is acceptable."

WA/2023/00904 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill Details of a surface water drainage scheme pursuant to condition 21 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022. (County matters planning application registered for county planning authority).

Decision: SCC Full Permission

WA/2023/00902 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill Details of a pre-development baseline geochemical testing report pursuant to condition 26 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022. (County matters planning application registered for county planning authority).

Decision: Pending

WA/2023/00927 - 38 Gratton Chase, Dunsfold, GU8 4AL

Erection of bay window and construction of two additional window openings.

Decision: Pending. Email sent 28/9 for an update.

WA/2023/00989 - Blacknest Farmhouse, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of link extension together with alterations to existing outbuilding to provide habitable accommodation; erection of porch.

Decision: Granted. Email sent 28/9 for an update. WBC: a decision notice will be posted as soon as I have assessed it.

WA/2023/01033 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of a transport management plan pursuant to condition 9 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01032 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of a construction environment management plan (cemp) pursuant to condition 24 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01034 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of highway and access works pursuant to condition 7 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01020 - Land Coordinates 500925 136002 to the North of Miller Lane and Alfold Road, Dunsfold

Outline application with all matters reserved except for scale and access for the erection of 21 dwellings including 7 affordable dwellings together with allotments parking public open space footpath and associated landscape and new drainage infrastructure.

Decision: Pending

WA/2023/01093 - Land Adjacent to Elm Corner House, The Green, Dunsfold GU8 4LX

Erection of an agricultural barn; use of existing land for an existing farm and rural contracting business (use class sui generis).

Decision: Pending - now subject to Enforcement Notice EN/2023/04. Appeal against EN made by the applicant 7th August.

WA/2023/01478 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 192 for the siting of a caravan ancillary to residential property.

Decision: Certificate granted. Appeal withdrawn 11th September 23. The remaining appeal references APP/R3650/X/22/3311558 and APP/R3650/X/22/3315023 will now be proceeding to the Inquiry to open on 12th December 2023.

WA/2023/01362 - Chiddingfold Surgery, 20 Griggs Meadow, Dunsfold, GU8 4ND

Application under regulation 3 for change of use from class e (commercial use) to class c3 (residential use).

Decision: WBC Reg 3/4 Granted

WA/2023/01259 - Loxley Well Site, Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of a noise mitigation scheme pursuant to condition 12 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01258 - Loxley Well Site, Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of a noise monitoring plan pursuant to condition 13 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01530 - Knightons Court, Knightons Lane, Dunsfold, GU8 4NU

Application for a deemed consent under section 37 form b (type iii) of the electricity act 1989 to removal of 3

poles (142377 142378 142379) and overhead span. Install 2 new poles and lv overhead span and install 4 new stay wires knightons court knightons lane dunsfold godalming gu8 4nu
Decision: Pending

WA/2023/01663 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill
Details of an ecology and biodiversity supporting scheme pursuant to condition 29 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022. (County matters planning application registered for county planning authority).
Decision: WBC Pending - SCC Approve details letter 9/11

WA/2023/01960 - Wetwood Cottage, Chiddingfold Road, Dunsfold, GU8 4PB
Erection of extensions.
Decision: Pending

TM/2023/01979 - Park Farm Equestrian Centre, Equestrian Centre Park Farm, The Green, Dunsfold, GU8 4NB
Application for works to and removal of trees subject of tree preservation order wa24
Decision: Consent granted

WA/2023/02021 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA
Certificate of lawfulness under section 192 for the proposed siting of a shipping container container for use ancillary to residential property.
Decision: Certificate refused

WA/2023/01993 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA
Certificate of lawfulness under section 191 for use of roof space of the garage building for the purposes of habitable accommodation - contrary to condition 2 of consent wa/2003/2383.
Decision: Certificate granted

WA/2023/02073 - Land Centred Coordinates 501615 137177 High Loxley Road Loxhill
Erection of an agricultural workers dwelling and associated works.
Decision: Pending

WA/2023/02068 - The Gate House, Burningfold Hall, Chapel Hill, Godalming, GU8 4NZ
Erection of extensions and alterations following demolition of existing attached garage and outbuilding with associated landscaping.
Decision: Pending

Notice under Article 13 and 36 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

Proposed development at **Land at Coombebury Cottage, Dunsfold Common Road, Dunsfold**

I give notice that Sigma Homes Ltd having applied to Waverley Borough Council for **Erection of up to 53 dwellings, public open space, landscaping and related infrastructure following demolition of existing buildings** is appealing to the Secretary of State against the decision of the Council.

Any owner of the land or tenant who wishes to make representations about this appeal should write to:

The Planning Inspectorate

Temple Quay House

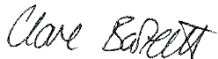
2 The Square

Bristol

BS1 6PN

By 27th November 2023

If you decide to make representations you should make it clear that you are an owner of the appeal site or tenant of an agricultural holding on the site and you should give the site address.

Signed  on behalf of Sigma Homes Ltd

Dated 3 November 2023

Statement of owners' rights

The grant of planning permission does not affect owners' rights to retain or dispose of their property, unless there is some provision to the contrary in an agreement or in a lease.

Celeste Lawrence
Clerk to Dunsfold Parish Council

27 October 2023

Dear Celeste,

Dunsfold Parish Council - Internal Audit 2023-24

Interim Audit

Following the interim audit completed on 26 October, I attach my report for consideration by the Council. This my first visit to the Council, and the first of two audits I intend to carry out to support my opinion on the 23-24 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 22-23 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 6 months of financial year
- Risk management and insurance
- Arrangements for inspection of accounts
- Bank reconciliations.

I have identified a number of areas for improvement, which are set out in the detailed report. I must report that I will not be able to sign off that the Council has complied with the following control objectives

Ref	Internal Audit Control Objective	Reason I have not signed off that the Council is compliant
B	The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	<ul style="list-style-type: none">- Payment authorisation process not compliant with financial regulations- Expenditure authorisation process not compliant with financial regulations
M	Arrangements for Inspection of Accounts	<ul style="list-style-type: none">- Inspection period too long in 22-23

The Council will also need to consider this when completing the Annual Governance Statement at year end.

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6 Uplands Road. Farnham GU9 8BP

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

A - Appropriate books of account have been kept properly throughout the year

Interim Audit

The Council has, for a number of years, used a spreadsheet system to record the day-to-day transactions of the Council and to produce management and year end accounts. I understand that the Council is currently looking into moving the accounts on to the Scribe accounting package. I fully support this decision, this should:

- Improve financial control by use of inbuilt controls within the accounting package;
- reduce the risk of error, and duplication of inputs;
- Save staff time, reporting required by the Council is built into the application; and
- Improve financial reporting.

I can confirm that an review of the existing cashbook showed that all data fields are being entered, there is a clear audit trail back to invoices and vouchers, and there is evidence of regular bank reconciliations being completed by the Clerk.

I was able to agree the opening balances in the cashbook back to the audited accounts for 22-23. Box 7 in last year's audit accounts was £149,521. This has been agreed to the balance brought forward on the bank reconciliation.

The Council received a clear audit certificate in 22-23 from external audit so there is nothing to take into account in the current financial year. The previous internal auditor raised no points to take forward.

The VAT return for the period April to September 2023 has been submitted. VAT reclaimed was £1771.46, this was repaid by HMRC on 10 October, and I have checked the receipt to bank. I checked VAT recorded on the cashbook for the first 6 months of 23-24, this amounted to £1,709.46. There is therefore an imbalance of £62, this should be investigated.

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B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for

Interim Audit

Governing Documents

Standing Orders reviewed in Sept 2023. Financial Regulations were last approved 12 May 2022. The Financial Regulations on the website are not the most recent approved version, the website should be updated.

Testing

I tested a small sample of expenditure transactions selected from the cashbook. For all items tested, I was able to confirm that

- Payment agreed to invoice
- Payment of invoice agreed to bank
- Payment approval noted in agenda of council meeting, linked to minutes of that meeting
- VAT accounting correct
- Expenditure appropriate for the Council

However, this testing showed that the Council is not following financial regulations in the way it spends.

a) Payment Authorisation

The Council follows the following processes when making payments to suppliers

- Regular payments are set up by the Clerk at the start of the financial year and are paid to suppliers by direct debit
- Other invoices are sent to the office. Invoices are checked by the Clerk who sets up payments on the Council bank account. Payments are then authorised online at bank by a councillor who is a bank signatories

The Council is not currently following its own financial regulations in the way that invoices are paid. Financial Regulation 5.2 sets out the process for Council authorisation of payments:

- 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. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. 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.

Financial Regulations 5.5. and 5.6 set out the process to be followed for regular payments

- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

Again this is not happening.

b) Authorisation of Expenditure

I was unable to locate minutes approving expenditure for 2 of 3 items sampled. Financial regulation 4.1 states:

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

I also remind the Council that all expenditure must be approved by Council and this approval minuted . Individual councillors have no power to contract with suppliers.

c) Purchase Orders

The Council does not issue purchase orders. This is a requirement of financial regulation 10.1

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

These can be produced from the Scribe accounting system. The Council should aim to issue purchase orders from 1.4.24

d) Bank Signatories

I understand that there is only one councillor set up as a bank signatory on the Council bank account. This must be addressed as a matter of urgency, as the Council would not be able to make payments if this councillor was not available.

I will not be able to sign off that the Council has met the requirements of this control objective for 23-24, as it has not followed its own financial regulations for the first 6 months of the financial year. The Council should review procedures for authorising expenditure and payments and ensure that a process compliant with financial regulations is put in place.

C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Interim Audit

The Council is insured with Zurich on a standard local council package. The policy was in date at time of audit, with an expiry date of 1.6.24. 1 building is insured – King George V Pavilion, with an insurance value of £869K. Other assets insured include the War Memorial and Playground. Money cover at £250K is sufficient, and at a standard rate for this insurance package.

The Council has no cyber insurance at present. This should be risk assessed and a decision made as to whether this is needed.

The Council risk register is will be updated before year end – I will review at my final audit. I remind the Council that this needs to be considered at a meeting of Full Council before the end of the financial year.

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D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Interim Audit

The budget setting process for 24-25 has recently commenced. The Clerk confirmed an early draft of the budget has been prepared using tools provided by Scribe accounting. It is intended to approve budget and precept at December meeting, so I can confirm the Council is well aware of precepting authority deadlines. The Council confirmed that it plans to complete a detailed review of budget heads and reserves as part of the budget setting process.

I will review budget monitoring reports and reserve balances in more detail at my next audit.

E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

I will audit income at my final audit. I reviewed the cashbook, and the Council has minimal income outside of the precept.

F - Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Satisfactory. My testing confirmed that the Council does not use petty cash.

G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

Again, I usually audit payroll as part of the year end audit. However, I have 2 recommendations in this area :

- I note from discussion that the Clerk does not receive an annual pay award letter. Clerk's pay and hours should be confirmed annually by letter from the Chair of the HR committee
- Clerk processes her own pay and loads it on to bank. It is recommended that pay should be checked each month by a councillor, and agreed back to payslip - this review should be evidenced

H - Asset and investments registers were complete and accurate and properly maintained.

Final audit test

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I – Periodic and year-end bank account reconciliations were properly carried out.

Interim Audit

I confirmed that the bank reconciliation was up to date at the time of my audit. I reperformed the September bank reconciliation and was able to check reconciliation balances back to the schedule of income and expenditure in the cashbook . I also checked bank balance back to bank statements. I understand that bank reconciliations are reported to Council each quarter, but that there is no sign off of bank reconciliations by councillors. This is a requirement of financial regulation 2.2

- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

The Council should ensure that a process for proper review of the bank reconciliation is put in place.

The Council does not currently have an investment policy. This is required for all councils with cash and investment balances in excess of £100K. An example investment policy is attached :

[Annual-Investment-Strategy-adopted-8-Feb-2022.pdf \(binfieldparishcouncil.gov.uk\)](#)

J - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.

Year end test

L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

Year end test

M - Arrangements for Inspection of Accounts

Inspection periods for 22-23 accounts were set as follows

Inspection - Key date	21-22 Actual
Accounts approved at Full Council	16 May Full Council
Date Inspection Notice Issued and how published	6 June
Inspection period begins	7 June
Inspection period ends	27 July
Correct length	No, 37 days, should be exactly 30 days

The inspection period was too long. This will be picked up by external audit and I must therefore report that the council has not met the requirements of this control objective. The Council should also mark box 4 on the annual governance statement as 'NO'.

N: Publication requirements 2023 AGAR

The complete required pages of the AGAR and the external audit certificate are published on the accounts page of the Council website. The external audit certificate is dated 11 September. The Council received clear audit certificate last year. The Conclusion of Audit certificate is also published, dated 19 September, before the statutory deadline of 30 September. The external audit certificate was reported to the September meeting of Council. The Council met publishing requirements.

O - Trust funds (including charitable) The council met its responsibilities as a trustee.

The Council is sole trustee of the King George's Field Charity (305017). The 22-23 annual return is due to be filed with the Charity Commission before the end of January 24. I will review this at my next audit.

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I would like to thank you for your assistance with the audit, and I attach my invoice. We discussed the possibility of an additional interim audit in February. I would be able to do this, at a cost of £240 plus travel from Farnham. Please let me know if you would like to do this.

In the meantime, do not hesitate to contact me if you have any questions at all.

Yours sincerely



Mike Platten CPFA

☎ 07958 990310

✉ mike@aprilskies.co.uk

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Appendix A – Recommendations

Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
There is an imbalance of £62 on the VAT return.	This should be investigated	
The Financial Regulations on the website are not the most recent approved version.	The website should be updated.	
The Council is not currently following its own financial regulations in the way that invoices are paid. Financial Regulation 5.2, 5.5 and 5.6 sets out the process for Council authorisation of payments:	<p>The Council should review processes for</p> <ul style="list-style-type: none"> - Authorisation of invoices for payment - Authorisation of regular payments <p>To ensure that these processes comply with financial regulations.</p>	
I was unable to locate minutes approving expenditure for 2 of 3 items sampled.	I remind the Council that all expenditure must be approved by Council and this approval minuted. Individual councillors have no power to contract with suppliers.	
The Council does not issue purchase orders. This is a requirement of financial regulation 10.1	These can be produced from the Scribe accounting system. The Council should aim to issue purchase orders from 1.4.24	
I understand that there is only one councillor set up as a bank signatory on the Council bank account.	This must be addressed as a matter of urgency, as the Council would not be able to make payments if this councillor was not available.	
I note from discussion that the Clerk does not receive an annual pay award letter.	Clerk's pay and hours should be confirmed annually by letter from the Chair of the HR committee	
Clerk processes her own pay and loads it on to bank.	It is recommended that pay should be checked each	

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	month by a councillor, and agreed back to payslip - this review should be evidenced	
I understand that bank reconciliations are reported to Council each quarter, but that there is no sign off of bank reconciliations by councillors.	This is a requirement of financial regulation 2.2. The Council should ensure that a process for proper review of the bank reconciliation is put in place.	
The Council does not currently have an investment policy. This is required for all councils with cash and investment balances in excess of £100K	An Investment Policy should be put in place and approved by Council.	
The inspection period was too long. This will be picked up by external audit and I must therefore report that the council has not met the requirements of this control objective.	The Council should also mark box 4 on the annual governance statement as 'NO'.	

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Downley Parish Council Finance Committee

Terms of Reference

The Finance Committee is constituted as a standard committee of Downley Parish Council.

These terms of reference are to be endorsed by Downley Parish Council and applied in conjunction with and be subject to Downley Parish Council's finance standing orders.

The primary objective of the committee is to assist the Parish Council oversee the proper financial management, financial risk, management strategy, internal and external audit, policy and treasury transactional matters. This includes the preparation of the annual budget, delegated to it by the Council, and to review and make recommendations on major financial transactions and the annual rate precept to the full Council.

The Clerk has spending approval up to £500.

Composition of the Finance Committee

The Finance Committee will comprise of a minimum of three Councillors from the full membership of the Parish Council.

The Committee will select, by vote if necessary, the chairman of the Finance Committee. Minimum numbers for quorum will be three Councillors and the Clerk.

The Clerk/Responsible Financial Officer (RFO) shall be a standing member of the Finance Committee and responsible for the proper administration of the Parish Council's financial affairs. The Clerk/RFO has no voting powers within the Committee.

The Clerk is responsible for the maintenance of any documents and records that are necessary for the effective fulfilment of the Committee's duties as listed above.

Meetings will be held quarterly.

Interests

If a committee member has a personal interest in any items on the agenda then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If the Committee or the Member who has declared an interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates and have no voting powers on such items.

Public participation

Agendas for finance meetings will go on the DPC website three days in advance of meetings, members of the public are permitted to submit comments to the Clerk for consideration.

Minutes of meetings will be published online following the meetings.

Responsibilities

The Finance Committee shall undertake the following:

- Monitor and update the Financial Regulations and ensure that they are observed by the Parish Council.
- Monitor the financial administration of the Parish Council.
- Provide advice and guidance to the Chairs of other Committees of the Parish Council and to the full Parish Council on all aspects of financial management.
- Co-ordinate the detailed budget of the Parish Council and recommend to the full Parish Council the annual budget and the annual precept to be levied.
- On a quarterly basis the Chair of the Finance Committee is to report to the full Parish Council on the progress of actual expenditure compared to the budget. The RFO is to prepare an annual bank reconciliation and report it to all members.
- To ensure that the RFO prepares the accounts of the Parish Council and arranges their internal and external audits.
- Monitor the administration and review of day to day financial matters including internal audit of the Parish Council's income and expenditure.
- Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the Parish Council's activities.
- To make recommendations to the full Parish Council, with regards to the transfer of funds from and to a particular operating budget, including making project investments in the long and short term.
- Periodically review the procedure for making grants.
- Ensure that appropriate records are maintained of all assets and that the assets are adequately controlled maintained and insured.

Other Financial Matters

Assets shall be depreciated in the accounts in accordance with standard accounting practice.

Any member of the Council may require that any matter dealt with, or intended to be dealt with, by the Finance Committee may be referred up to the full Council to be dealt with, without giving any reason.



Proposal for

Dunsfold Parish Council

Created by

India Greenwood

Prepared for

Christopher Lindesay

About Scribe

Scribe is a dedicated partner to local councils in England and Wales, offering a suite of intuitive, cloud-based applications to facilitate efficient and secure management of your council's core operations. Our software – Scribe Accounts, Scribe Cemetery, Scribe Bookings, and Scribe Allotments – enables precise control over your financial accounts, cemetery records, venue bookings, and allotments.

Crafted with a user-friendly design, Scribe reduces technological complexity, freeing up your time to focus on your community. We ensure secure management of public funds, facilities, and cemeteries, enhancing transparency and reducing risks of mismanagement.

Compliant with UK and EU data protection regulations, we provide comprehensive data protection with AWS London hosting. Our software prioritises clear, accurate reporting, bolstered by advanced record searching, filtering, and centralised CRM.

As the fastest-growing software and training provider in the local government sector, Scribe offers robust customer support, including free, unlimited training from the Scribe Academy. Our impressive 4.9-star rating on Trustpilot, coupled with our 'No Lock-in' contracts, underscores our commitment to customer satisfaction.

Join Scribe, the trusted community of over 1000 customers, and work smarter to enhance your council's effectiveness, transparency, and public trust.

About Dunsfold Parish Council

Executive Summary

Dunsfold Parish Council faces several challenges with their current financial administration system, which is not cloud-based. The Council seeks solutions to efficiently manage Section 106 money and projects, improve reporting capabilities for payments awaiting authorisation, and have the ability to attach files to transactions without restrictions. Scribe Accounts is uniquely positioned to address these challenges, offering a cloud-based application that not only meets these specific requirements but also comes with a robust set of features and a strong support structure. The proposed solution aims to enhance the Council's operational efficiency, improve financial reporting, and streamline administrative processes.

Lack of Cloud-Based System

The Council currently uses a system that is not cloud-based, limiting accessibility and flexibility.

Risk – Limited access to real-time data, posing challenges in remote or flexible working conditions.

Solution – Scribe Accounts is a cloud-based application that allows Clerks and RFOs to access financial data from anywhere, promoting a flexible and efficient work environment.

Management of Section 106 Funds and Projects

The Council needs to manage Section 106 money and projects and report on them comprehensively.

Risk – Inadequate reporting could lead to mismanagement of funds, lack of transparency, and non-compliance.

Solution – Scribe Accounts offers comprehensive tools for Reserves Management and customisable reports, thereby ensuring effective management and reporting of Section 106 funds and projects.

Inability to Generate Payment Authorisation Reports

The Council wants a system that can generate reports for payments awaiting authorisation.

Risk – Delays in authorisation can impact cash flow and financial planning.

Solution – Scribe Accounts has robust Budgeting & Forecasting tools, along with the ability to generate customisable reports for payments awaiting authorisation, thereby speeding up the approval process.

Limited File Attachment Capabilities

The Council seeks the ability to attach files to transactions without storage limit or file type restrictions.

Risk – Limited file storage and type restrictions can hinder comprehensive record-keeping and audit trails.

Solution – Scribe Accounts allows unlimited file attachments to transactions without any type restrictions, enhancing data integrity and audit trails.

By addressing these challenges head-on, Scribe Accounts offers Dunsfold Parish Council a comprehensive, user-friendly, and compliant solution that is backed by certified accountants, industry experts, and a dedicated customer success manager. With Scribe Accounts, the Council can look forward to a more organised, transparent, and efficient financial administration.

Plan details & pricing

Navigating a council's administrative responsibilities often feels overwhelming with outdated systems and paperwork. Now, overcome these challenges effortlessly. Join over 1,000 councils using Scribe's products, which are specifically designed to streamline council management and improve operational efficiency.

Name	Price	Quantity	Subtotal
Monthly Subscription			
Accounts subscription fee per month (billed annually)	£34	12 months	£408
Onboarding			
One-off onboarding fee	£249	1	£249
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (excl VAT)			£657

This proposal is valid for 30 days from 18/10/2023

Joining Scribe

Onboarding

- Day 1 – Upon joining us, you will receive a call from our customer support team, who will provide your account access, and advise on the steps you can take to add your data, so you can get started immediately.
- Day 30 – You will join our exclusive training academy for Scribe customers. Holding weekly training events to get you familiar with our software and principles and practices.
- Day 60 – After you have completed your 30-day onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.

Count on us, every single day with unlimited support

Included in your subscription is access to our support team, which are qualified and part-qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.



Jane Dafforn
Chief Customer Officer



Hannah Driver (MAAT),
Senior Accountant



Jess Shackley (AATQB)
Customer Support



Tracy Russell (AATQB)
Customer Support



Jo Peters (CILCA)
Customer Success



Training Webinars



Knowledgebase



Phone support



Email Support



Community Support



Customer Success

Free Training – Webinars and Toolkits

Free webinars and conferences

[Scribe Academy™ – Free Training for Council Clerks and Councillors](#)

[Scribefest – Free Conference for Parish, Town and Community Councils.](#)

Free Community Support

[The Clerks` Corner](#) – 1,700 members

[The Councillor's Corner](#) – 600 members

Free Toolkits and Guides

[Free Code Of Conduct Guide For Councillors](#)

[The Ultimate Marketing Checklist For Village & Town Halls](#)

[A-Z Of Grant Funding For Town And Parish Councils](#)

[Free Parish & Town Council Budgeting Spreadsheet](#)

[Free Parish & Town Council Year-End Checklist](#)

[Council Accounting Whitepaper](#)



 **Scribefest**
Bringing Town and Parish Communities Together



Jackie Weaver

What our customers say



"Scribe saved me so much time, I have managed to secure £50,000 in grants"

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham Parish Council



"Scribe is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes 1 hour" -> [watch here](#)

Nicola Gray - Corfe Mullen Town Council



"Scribe listened and upgraded the bookings system based on my suggestions" -> [watch here](#)

Wendy Alcock - Eye Town Council

November 2023

Expenditure		
Olema Engineering	Office rent	180.00
Sage Global Services	Payroll	9.60
Celeste Lawrence	Ink	46.68
RJ Walker	Strimming	510.00
Starboard Systems	Scribe accounting system	502.80
Celeste Lawrence	October PAYE	977.62
HMRC	October tax & NI	36.52
Surrey Pension Fund	October payment	226.00
		2489.22
Income		
HMRC	Reclaimed VAT	1771.46
Invoices to approve		
JG Contractors	Gratton wood project	342.00
JG Contractors	Gratton wood project	3594.00
JG Contractors	Gratton wood project	2718.48
April Skies	Interim Internal audit	175.10
Community Heartbeat	Village Emergency Phone System	120.00
SLCC	Annual membership	177.00
SLCC	CiCLA Portfolio Course	300.00
Surrey Hills Solicitors	Legal advice	330.00
British Legion	Memorial wreath	50.00