

SHOBNALL PARISH COUNCIL

c/o 32 Hillcrest Rise, BURNTWOOD WS7 4SH

Mobile: 07521 022738

Email: clerk@shobnallpc.co.uk

Our Ref: MD

10 September 2018

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held at the **Princess Street Training Education and Enterprise Centre, 25-28 Princess Street, Burton on Trent DE14 2NW** on **Monday 17 September 2018 commencing at 7.00 pm** at which the business set out below will be transacted.

Yours sincerely

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Mary Danby
Parish Clerk

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

GRANGE COMMUNITY SCHOOL: PROPOSED MULTI USE GAMES AREA (MUGA)

Presentation by Rebecca Elson, Governor at the Grange Community School

AGENDA

- 2018-19/067 To receive apologies**
- 2018-19/068 To receive Declarations of Interest**
- 2018-19/069 To receive written applications for dispensations under the Localism Act 2011**
- 2018-19/070 To receive updates to Councillors' Register of Interest forms**
- 2018-19/071 To consider the Minutes of the Council meeting held on 16 July 2018**
- 2018-19/072 To consider matters arising from the Council meeting held on 16 July 2018**
- 2018-19/073 To receive a report from the PCSO**
- 2018-19/074 To receive a report from the Borough Councillors**
- 2018-19/075 To receive a report from the County Councillor**

2018-19/076 To consider financial matters:
Schedule of payments
Bank reconciliation
2018/19 budget showing actual receipts and payments as at 31 August 2018

2018-19/077 2019/20 Budget and Precept

2018-19/078 The Link Park
To consider:

- Adult fitness equipment brochures (Minute No. 2018-19/056 refers)
- The equipment provision in general given repeated damage to the play and fitness equipment currently in situ

2018-19/079 Standing Orders
The National Association of Councils (NALC) have issued amendments to the following:

Model standing order 17

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

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

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

“to the council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.”

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

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

Model standing order 18

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

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

Members are requested to approve the above amendments so that the revised Standing Orders can be issued and published on the council’s website.

2018-19/080 Members and Officers Subsistence/Mileage Policy 2018/19 (draft)

Members are asked to consider adopting the following Policy:

1. Subsistence/Mileage Rates:

Motor Mileage Rates[#]	
All cars and vans	45p per mile (first 10,000 miles) 25p per mile (over 10,000 miles)
Motorbikes	24p per mile
Subsistence Rates*	
Allowance Period	Maximum Payable
Breakfast (before 11am)**	£5.00
Lunch (between 12 noon and 2pm)	£7.50
Tea (between 3pm and 6pm)	£3.50
Evening Meal (after 7pm)	£15.00
Conference allowance to cover out of pocket expenses (per 24-hour period)	£25.00
Public Transport	
Reimbursement of public transport fares (2 nd class or economy class only)	

[#]HMRC Approved Mileage Allowance Payments

*The subsistence rates quoted are for periods of four hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

**May only be claimed where an overnight stay is required and breakfast is not included in the accommodation charge.

2. Approved Duties

Members

- Attending conferences, e.g. National Association of Local Councils (NALC)
- Attending training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the council at other events/meetings outside the parish boundary as approved by the parish council from time to time

Officers

- Mileage will be paid for all duties undertaken within and outside the parish boundary (with the exception of attendance at scheduled parish council meetings)
- Attendance at conferences, e.g. SLCC, NALC
- Attending approved training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the parish council from time to time

2018-19/081 Arnold-Baker on Local Council Administration – Eleventh edition

The above publication is a complete statement of the law relating to parish and community councils, in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials. The publication has been updated to include:

- Coverage of the Anti-Social Behaviour, Crime and Policing Act 2014 in relation to public spaces, protection orders and the control of dogs

- The new Data Protection Regulation
- The Data Protection Act 2018

As a member of the Society of Local Council Clerks (SLCC) the Clerk can purchase the above publication on behalf of the council at a cost of £103.99 plus postage) (normal cost £129.99 plus postage).

RECOMMENDATION That the council authorises the Clerk to purchase the Arnold-Baker on Local Council Administration – Eleventh edition at a cost of £103.99 plus postage

2018-19/082 COMPUTERISED ACCOUNTS SOFTWARE

The Clerk respectfully requests the council to consider implementing computerised accounts using the RBS Rialtas Suite Alpha Financial Management Software. The Clerk is very familiar with RBS Rialtas products which are user-friendly, backed-up by comprehensive support and accounts packages that are compliant with the requirements of internal and external audit.

The Alpha package provides the following key features:

- Receipts and Payments system
- Single entry through a simple cash book updates all reports
- VAT reclaim compiled as you go in a form acceptance HMRC
- All payments automatically marked off against estimates
- Ability to set-up next year estimates during the current year
- All year-end accounts guaranteed acceptable to audit
- Unique on-line training available

The following reports are available from the package:

Cashbook: Receipts and Payments, Bank Reconciliation, Payment Listing, Payments Analysis, Payment by Supplier

Budgets: Virement, Virement History, Budget Setting Report – Detail, Budget Setting Report – Summary

Council Reports: Trial Balance - by Cost Centre, Transaction Detail, Budget Monitoring Report – Detail, Budget Monitoring Report – Summary

Year End Reports: Receipts & Payments Summary, Annual Return (Summary), Annual Return (Detail), Overall Bank Reconciliation

Vat Return: Special Vat Return, Business Vat Return, Vat Transaction Summary

Cost:

Purchase of software plus initial set-up of software and training*	£520
1 st year annual support and maintenance single user licence	£119
Total cost for 1st year	£639 plus VAT

Ongoing annual support and maintenance single user licence [#]	£119pa plus VAT
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*Plus mileage 45p per mile

[#]Orders subject to an initial 3-year minimum contract for annual support and maintenance

2018-19/083 To consider planning matters

2018-19/084 To receive questions from Councillors and reports from Representatives

2018-19/085 Correspondence and Circulars

2018-19/086 Items for next meeting

Date of next meeting

Monday 15 October 2018 at The Princess Street Training Enterprise and Education Centre, 25-28 Princess Street, Burton on Trent DE14 2NW commencing at 7.00 pm