



Buckland & Chipping Parish Council

Clerk: Caroline Scott, Lye End Farm, Sandon, Herts, SG9 0RS

Tel: 07542 758 948

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www.bucklandandchipping.org.uk

MEETING No 322 of BUCKLAND & CHIPPING PARISH COUNCIL Parish Council meeting

Monday 4th September 2023, 7.30pm in St Andrew's Church, Buckland

To: Cllrs Helen Dauris(Chair), Robert Arkle (Vice), Jeff Kenyon, Penny Baxter-Newman, Debbie Thompson.

You are summoned to attend Meeting No 322 to transact the business on this agenda.

Public and press are welcome to attend, although under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, they may be excluded for the discussion of confidential business. Please note that Public participation is not permitted, except during the time designated for public comments.

C Scott

Mrs C Scott,

Date: 20th August 2023

Clerk to Buckland and Chipping Parish Council

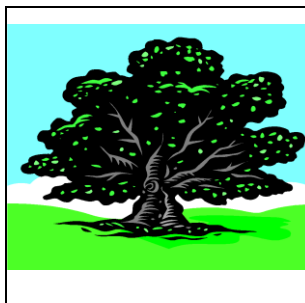
To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

AGENDA

In accordance with The Openness of Local Government Bodies Regulations 2014, SI 2095, only non-confidential business (press and public present) may be filmed, recorded, photographed, broadcast, or reported via social media by any person. Recording and reporting the Council's meetings is subject to the law, including the Human Rights Act, the Data Protection Act, and the laws of libel and defamation, and it is the responsibility of those doing so to comply.

322.1	Apologies for absence To receive and accept apologies for absence.
322.2	Declarations of Interest and dispensations <ol style="list-style-type: none">1. To receive declarations of interest from councillors on items on the agenda (<i>including non-pecuniary, with the nature of the interest</i>). <i>Members with a Disclosable Pecuniary Interest (DPI) in any agenda item, whether registered or not, must not participate in any discussion on the matter, cannot vote on the matter and must leave the room whilst any discussion or voting is taking place.</i>2. To receive and consider members' written requests for dispensations for declarable interests (if any)3. To grant any requests for dispensation as appropriate
322.3	Minutes: To confirm the minutes of Buckland and Chipping Ordinary Parish Council Meeting 321, 3 rd July 2023 as an accurate record of proceedings
322.4	Reports to the Council To receive reports from representatives on outside bodies, local authorities and agencies
322.5	Public Comments: Limited to 15 minutes Members of the public and councillors can raise matters of concern.
322.6	Finance <ol style="list-style-type: none">1. To approve the accounts statements2. To note the reconciliation of the Accounts and Bank Statement3. To note the 2023/24 budget vs actual performance

	<p>4. To approve the list of payments</p> <table border="1"> <tr> <td>30</td> <td>Complete Gardening</td> <td>INV-0016</td> <td>£280.00</td> </tr> <tr> <td>32</td> <td>Complete Gardening</td> <td>INV-0022</td> <td>£280.00</td> </tr> <tr> <td>33</td> <td>Complete Gardening</td> <td>INV-0031</td> <td>£280.00</td> </tr> <tr> <td>34</td> <td>Town House Publishing Limited (The Listings)</td> <td>0022886</td> <td>£ 70.20</td> </tr> <tr> <td>35</td> <td>WC Portables Ltd</td> <td>11096</td> <td>£300.00</td> </tr> <tr> <td>36</td> <td>Starboard Systems Limited (Scribe)</td> <td>INV-4228</td> <td>£543.60</td> </tr> <tr> <td>37</td> <td>Naomi Longcroft</td> <td>Aug-sept 2023 litter</td> <td>£190.00</td> </tr> <tr> <td>38</td> <td>Dale Holt</td> <td>Aug-sept 2023 litter</td> <td>£190.00</td> </tr> <tr> <td>39</td> <td>M Webb</td> <td>Aug-sept 2023 clean</td> <td>£ 80.00</td> </tr> <tr> <td>40</td> <td>HAPTC – new cllr training</td> <td>2324/244</td> <td>£ 17.00</td> </tr> <tr> <td>41</td> <td>Caroline Scott</td> <td>Clerk Salary</td> <td>£493.48</td> </tr> <tr> <td>42</td> <td>HMRC</td> <td>PAYE</td> <td>£123.20</td> </tr> <tr> <td>43</td> <td>Robert Arkle</td> <td>Coronation Prosecco</td> <td>£ 45.00</td> </tr> </table> <p>5. Internal Audit 2024 – Hertfordshire Internal Audit Service</p> <p>6. Request for a grant from Citizens Advice Bureau</p>				30	Complete Gardening	INV-0016	£280.00	32	Complete Gardening	INV-0022	£280.00	33	Complete Gardening	INV-0031	£280.00	34	Town House Publishing Limited (The Listings)	0022886	£ 70.20	35	WC Portables Ltd	11096	£300.00	36	Starboard Systems Limited (Scribe)	INV-4228	£543.60	37	Naomi Longcroft	Aug-sept 2023 litter	£190.00	38	Dale Holt	Aug-sept 2023 litter	£190.00	39	M Webb	Aug-sept 2023 clean	£ 80.00	40	HAPTC – new cllr training	2324/244	£ 17.00	41	Caroline Scott	Clerk Salary	£493.48	42	HMRC	PAYE	£123.20	43	Robert Arkle	Coronation Prosecco	£ 45.00
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322.7	<p>Planning To receive a planning report on applications and decisions</p>																																																							
322.8	<p>Policies & Procedures 1. Health and Safety</p>																																																							
322.9	<p>Reports from Working Parties and Committees</p> <ol style="list-style-type: none"> 1. October Newsletter: <ol style="list-style-type: none"> 1. to agree an editor 2. to agree deadlines for (i) copy, and (ii) ok press, and printing, and (iii) delivery 2. Summer Event Working Party 3. Bonfire and Fireworks night Working Party 4. Remembrance Day - wreath 5. Staffing Committee 6. D-day 80th Anniversary 6th June 2024 7. St Andrew's Church and Churchyard: possible Warm Space Grant 8. To consider signing the Armed Forces covenant 9. Water Wheel land maintenance 10. Working Group matters as raised with the CCT, including lighting and war memorials: (JK to report) 11. Cool Spaces Grant 																																																							
322.10	<p>Urgent matters received too late for inclusion on this agenda (for full consideration on the next agenda)</p>																																																							
322.11	<p>To note items for future agendas: And to receive any other items for future consideration</p>																																																							
322.12	<p>Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 6th November 2023, Meeting Rooms, Buntingford</p>																																																							



Buckland & Chipping Parish Council

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MINUTES OF MEETING No 321 BUCKLAND & CHIPPING PARISH COUNCIL

Ordinary Parish Council meeting

Held on Monday 3rd July 2023 in St Andrew's Church, Buckland

PRESENT: Chair Cllr Helen Dauris (HD), Cllr Robert Arkle (RA), Cllr Jeff Kenyon (JK), Cllr Penny Baxter-Newman (PN), Cllr Debbie Thompson (DT).

In attendance: Caroline Scott, Locum Clerk, EHDC Cllr Sue Nicholls, EHDC Cllr David Woolcombe and 1 member of the public

Started

The Chairman welcomed councillors to the Parish Council Meeting 321 and the meeting commenced at 19:30

		Proposed/2 nd	Vote	Action
321.1	To receive and approve apologies for absence 1. none Apologies received from HCC Cllr Jeff Jones, EHDC Cllrs Vicky Bert, & Police Community Support Officer.			
321.2	Declarations of Interest and dispensations 1. To receive declarations of interest from councillors on items on the agenda - None 2. To receive and consider members' written requests for dispensations for declarable interests - None			
321.3	1. Approval of Minutes: Annual Parish Meeting, 22 nd May 2023 – noted 2. Approval of Minutes: Ordinary Parish Council Meeting 320, 22 nd May 2023	JK, HD	5 -0	
321.4	Police Report: To receive report from the Rural Safer Neighbourhood Team - Buckland 1 common assault			
321.5	To receive County and District Councillor reports Thank you for inviting us to the meeting. Please feel free to contact with them and if there is any funding you would like, Green Party become the largest party in Hertfordshire, Ben Crystal is the leader and has an interest in the Countryman and if there is anything the district council can help with please get in contact.			
321.6	To hear from Dean Wigzell, new CCT contact for St Andrew's Church in Buckland HD had a meeting with Dean with regards to keys for the church, not Parish Council. Contractors are coming on Tuesday to do works (unidentified job)			
321.7	To consider suspending the Meeting for Public Comments: Limited to 15 minutes Is there any news on the bridle way and growth of shrubbery and pond and Malyons. Commented on a working group to cut back the shrubbery. - Considered to ask Garden Services to quote for trimming this area also look into alternatives	JK, RA	5-0	
321.8	Finance			
	1. To approve the accounts statements	JK, RA	5-0	
	2. To note the reconciliation of the Accounts and Bank Statement - noted			

3. To note the 2022/23 budget vs actual performance- noted					
4. To approve the list of payments					
			Proposed/2nd	Vote	
HMRC PAYE	475PM001762172401	153.00	HD, DT	5-0	
C Scott	Mar-June salary	612.14			
Penny Newman	Coronation event expenses	44.94			
Alan Sharpe	Printing flyer	50.00			
Naomi Longcroft	Buckland litter pick	190.00			
Dale Holt	Chipping Litterpick	190.00			
Mick Webb	Bus Shelter cleaning	80.00			
HAPTC	Training	30.00			
Complete Grass Cutting Services	INV 0012	280.00			
Unity Bank	Bank charges	18.00			
Alan Sharpe	Newsletter Printing 5380	55.00			
5. Annual Governance and Accountability Return (AGAR) 2022/23: update AGAR has been accepted by PKF Littlejohn					
321.9	Planning				
	1. New Applications: None				
	2. Decision Notices: For information only 3/22/1587/FUL – Flint Cottage, Ermine Street - Rejected				
	3. Other planning matters or applications received too late for the agenda				
321.10	Parish Matters				
	1. August Newsletter:1. to agree an editor – printing takes longer than expected and therefore take this into account, 2. to agree deadlines for (i) copy, 14 th August 2023 (ii) consider print quantity required - 120 (iii) ok press, and printing, - 21 st August (iv) delivery – Friday 25 th August	HD, DT	5-0	RA editor 14 th August 120 21 st August 25 th August	
	2. Website (DT to report) – DT researched and asked for assistance, content is old and failing to be updated. RA reported it was in need of a specialist. Clerk is meeting with a website specialist for Sandon PC – ask for a quote for ongoing website management for Buckland and Chipping	HD, JK	5-0	Clerk to get quotes	
	3. Noticeboards – usage, key arrangements, magnets. Keys for the noticeboard – Chipping to hang a key on the noticeboard – CS to buy new magnetic pins.	HD, PN	5-0	RA to hang key, Clerk to buy magnets	
	4. Highways matters – to agree a date for councillors to meet and walk the highways. – Meet to look at the highways and make note of what’s needing updating/mending and send to highways. 2 hrs is plenty of time. Chipping – Sunday 23 rd July, 10am, meet at the Countryman Buckland – Sunday 30 th July, 10am, meet at the noticeboard	RA, HD	5-0	All	
	5. Buckland Common/Back Lane - access by Moat Corner This is very overgrown and needs to be trimmed, Clerk to speak to contractor to ask if he is able to trim it back			Clerk	
	6. Maintenance of the bridleway to the church: Update The access to the church is not the parish council’s responsibility JK proposed to take off the agenda until such time as matters change and we need to review it.	JK, HD	5-0	HD to talk to Church Warden	

	<p>7. Clearance of footway south of Buckland (PN to report) HCC Cllr Jeff Jones has confirmed to PN this is on the agenda for the County Council to widen or make safer to walk down.</p> <p>8. Parish Notice/Information Boards etc: refurbishment update (JK to report) JK has been in contact with Tony Spearman to see what needs to be done to the village furniture to keep in good health. JK to receive a quote</p> <p>9. Bus shelter – cleaning to be reported to Clerk when completed</p> <p>10. Chipping milestone restoration (Highways, JK to report) – to be considered on the Highways walk</p> <p>11. Update: The Countryman (RA to report) - price has dropped from £1M to £700,000, Report from Aubrey Holt - As you know, the group had a survey conducted of the property, alongside a valuation. Based on this price (which substantially differs from the current price of the property on the market) an offer was put forward to the current owners. Although they said they would be willing to sell the pub to the community, the values discussed were substantially different and no middle ground could be met. We have been in contact with several local pubs and groups, with one large local pub group being interested in entering a partnership with the community in a joint ownership agreement. However, the price they are willing to offer is drastically different from the asking price (willing to contribute up to the market price of the property as a pub). As a group, we are currently searching for alternative routes and are keeping our options open. The substantial differences in pricing, however, currently reduce the options available. We shall keep you updated any developments. PN reported an opportunity for 80/20 match funding via Community Ownership Fund .gov.uk. Questions from the District Cllr David, who owns it? - privately owned but a Parish Asset. EHDC would be happy to help with the campaign. A question to ask has a planning petition been made?</p> <p>12. Emergency Plan update – Clerk to update contact details</p> <p>Meeting broken to speak about events</p> <p>13. St Andrew’s Church and Churchyard: possible Warm Space Grant To be considered at next meeting</p> <p>14. To consider signing the Armed Forces covenant – update (RA to report) To be considered at next meeting</p>			<p>JK</p> <p>Clerk to update contact details</p>
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	<p>15. Working Group matters as raised with the CCT, including lighting and war memorials: (JK to report) To be considered at next meeting</p> <p>16. F Cooper: Diary of grass cutting dates undertaken in summer 2022 to support invoice. – To be considered at next meeting</p> <p>17. Water Wheel land maintenance To be considered at next meeting</p> <p>18. Contents of Buckland telephone box: (PN to report) To be considered at next meeting</p>			
321.11	Events			
	<p>1. Summer event, 9th September 2023 (Update from working group) Discussed on the finance section – audit trail for the Flyer for WhatsApp – to be spent under administration</p> <p>Final agreement to use the field is now in place, there is a marquee and trailer for the band donated by local farmer, flyer designed, classic fire engine attending as a classic vehicle and child entertainment. At least 2 classic tractors attending, more are being invited. Working towards getting Temporary Events Notice (TEN), all risk assessments need to be in place. Fairground rides, all in hand and an active working party.</p> <p>2. Bonfire and Fireworks night, 5th November 2023 A working group to be formed, build the bonfire with only a couple of people, previously finance has come from a locality budget. District Councillor has been asked to look into whether this is available. JK to start planning and form a working committee.</p>			JK
321.12	Urgent matters received too late for inclusion on this agenda (for full consideration on the next agenda) - none			
321.13	To note items for future agendas: And to receive any other items for future consideration: items 13-18 of agenda item 321.10			
321.14	Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 4th September 2023, St Andrew’s Church, Buckland			

There being no further business, the Chair thanked everyone for attending and closed the meeting at 21:30

Signed.....Dated.....

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Caroline Scott
Lye End Farm
Mill End
Buntingford
SG9 0RS

Date: 31/08/2023

Account Name: Buckland Chipping Parish Council

Swift Code (BIC): NWBKGB2L

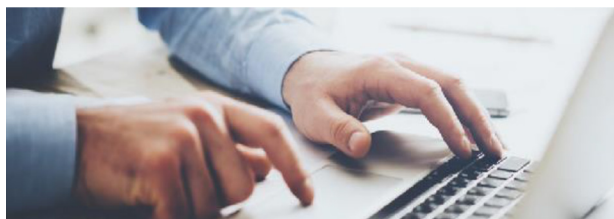
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20473251

Your arranged overdraft limit is £0.00

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2023		Balance brought forward	£0.00	£0.00	£17,539.82
01/08/2023	Faster Payment Debit	B/P to: Complete Gardening	£280.00	£0.00	£17,259.82
08/08/2023	Credit	HERTFORDSHIRE CC	£0.00	£300.00	£17,559.82
11/08/2023	Faster Payment Debit	B/P to: Town House Publish	£70.20	£0.00	£17,489.62

Page number 1 of 3

Statement number 009

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
17/08/2023	Faster Payment Debit	B/P to: Complete Gardening	£280.00	£0.00	£17,209.62
17/08/2023	Faster Payment Debit	B/P to: WC Portables	£300.00	£0.00	£16,909.62

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

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Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website – [unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)

A copy of our fees and charges can be found on our website – <https://www.unity.co.uk/terms-and-conditions/>

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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17-Aug-23	06:22 B/P to: WC Portables	11096	-300	16,909.62
17-Aug-23	06:22 B/P to: Complete Gardening	31	-280	17,209.62
11-Aug-23	07:24 B/P to: Town House Publish	22886	-70.2	17,489.62
08-Aug-23	06:18 HERTFORDSHIRE CC	1000 2005886038 K	300	17,559.82
01-Aug-23	06:24 B/P to: Complete Gardening	22	-280	17,259.82
17-Jul-23	11:41 DIRE CARP + LTD	DIRECT CARPETS	100	17,539.82
14-Jul-23	11:49 B/P to: Complete Gardening	16	-280	17,439.82
05-Jul-23	07:58 B/P to: Caroline Scott	LOCUM SALARY	-612.14	17,719.82
05-Jul-23	07:58 B/P to: Complete Gardening	12	-280	18,331.96
05-Jul-23	07:58 B/P to: Alan Sharpe	INVOICE 5372 PRINT	-50	18,611.96
05-Jul-23	07:58 B/P to: M Webb	JUNE-JULY 2023	-80	18,661.96
05-Jul-23	07:58 B/P to: MR DALE HOLT	CHIPPING LITTER	-190	18,741.96
05-Jul-23	07:58 B/P to: Naomi Longcroft	BUCKLAND LITTER	-190	18,931.96
05-Jul-23	07:58 B/P to: Alan Sharpe	INVOICE 5380 PRINT	-55	19,121.96
05-Jul-23	07:58 B/P to: Hertforshire Asso	2324/194	-30	19,176.96
05-Jul-23	07:58 B/P to: Penny Newman	CORONATION EXPENSE	-44.94	19,206.96
30-Jun-23	18:58 Service Charge		-18	19,251.90

Buckland and Chipping Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
30 Grass Cutting	14/07/2023		Unity Bank	INV-0016	Grass Cutting	Complete Grass Cutting Servi	Z	280.00		280.00
										280.00
32 Grass Cutting	01/08/2023		Unity Bank	INV-0022	Grass Cutting	Complete Grass Cutting Servi	Z	280.00		280.00
										280.00
34 Summer Event	11/08/2023	322.6.4	Unity Bank	0022886	Event Expenses	Town House Publishing Ltd	S	58.50	11.70	70.20
										70.20
33 Grass Cutting	17/08/2023		Unity Bank	INV-0031	Grass Cutting	Complete Grass Cutting Servi	Z	280.00		280.00
										280.00
35 Summer Event	17/08/2023		Unity Bank	11096	Event Expenses	WC Portables ltd	S	250.00	50.00	300.00
										300.00
36 Office & Admin	04/09/2023	322.6.4	Unity Bank	INV 4228	Administration	Scribe	S	453.00	90.60	543.60
										543.60
39 Bus Shelter	04/09/2023	322.6.4	Unity Bank	Aug - Sept 2023	Bus Shelter Cleaning	Mick Webb	Z	80.00		80.00
										80.00
38 Chipping Litter Pick	04/09/2023	322.6.4	Unity Bank	Aug - Sept 2023	Litter Picking	Dale Holt	Z	190.00		190.00
										190.00
42 PAYE	04/09/2023	322.6.4	Unity Bank	475PM001762172406	PAYE	HMRC	X	123.20		123.20
										123.20
41 Salary	04/09/2023	322.6.4	Unity Bank	Sept salary payment	Salary	Caroline Scott	Z	493.48		493.48
										493.48
37 Buckland Litter Pick	04/09/2023	322.6.4	Unity Bank	Aug - Sept 2023	Litter Picking	Naomi Longcroft	Z	190.00		190.00
										190.00
40 Training	04/09/2023	322.6.4	Unity Bank	INV 2324/244	Training	HAPTC	Z	17.00		17.00
										17.00
43 Coronation/Jubilee/Royal Cel	04/09/2023	322.6.4.43	Unity Bank	coronation prosecco	Event Expenses	Robert Arkle	Z	45.00		45.00
										45.00
Total								2,740.18	152.30	2,892.48

Buckland and Chipping Parish Council
RECONCILIATION - Unity Bank

From Accounts	£15,272.34
Payments not cashed Add	£1,637.28
Receipts not entered Subtract	
<hr/>	
Statement should be	£16,909.62

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Clerk Expenses				200.00		200.00	200.00 (100%)
4	Office & Admin				300.00	508.32	-208.32	-208.32 (-69%)
5	Payroll Service				70.00		70.00	70.00 (100%)
6	Audit Costs				100.00	100.00		(0%)
7	Website hosting				150.00		150.00	150.00 (100%)
8	Insurance				450.00	458.14	-8.14	-8.14 (-1%)
9	Hall Hire				65.00	53.50	11.50	11.50 (17%)
10	Election Reserve							(N/A)
11	Training				90.00	47.00	43.00	43.00 (47%)
12	Newsletter				320.00	150.00	170.00	170.00 (53%)
13	Bank Charges							(N/A)
14	Other				200.00		200.00	200.00 (100%)
SUB TOTAL					1,945.00	1,316.96	628.04	628.04 (32%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Summer Event		100.00	100.00	900.00	308.50	591.50	691.50 (76%)
28	Winter Event		300.00	300.00	500.00		500.00	800.00 (160%)
33	Coronation/Jubilee/Royal Celebr				500.00	123.74	376.26	376.26 (75%)
SUB TOTAL			400.00	400.00	1,900.00	432.24	1,467.76	1,867.76 (98%)

General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Poppy Wreath							(N/A)
24	Kiosks & Electric				110.00	93.82	16.18	16.18 (14%)
25	AED				100.00		100.00	100.00 (100%)
26	Misc & Reserve							(N/A)
32	Bank Charges					18.00	-18.00	-18.00 (N/A)
SUB TOTAL					210.00	111.82	98.18	98.18 (46%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Precept		4,750.00	4,750.00				4,750.00 (N/A)
SUB TOTAL			4,750.00	4,750.00				4,750.00 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Buckland Litter Pick				1,140.00	570.00	570.00	570.00 (50%)
30	Chipping Litter Pick				1,140.00	760.00	380.00	380.00 (33%)
SUB TOTAL					2,280.00	1,330.00	950.00	950.00 (41%)

Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Grass Cutting				2,500.00	2,520.00	-20.00	-20.00 (-0%)
20	Dog Litter Bins				650.00	615.71	34.29	34.29 (5%)
21	Trees & Reserve				200.00		200.00	200.00 (100%)
22	Bus Shelter				480.00	320.00	160.00	160.00 (33%)
SUB TOTAL					3,830.00	3,455.71	374.29	374.29 (9%)

Salary

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salary				2,550.00	1,105.62	1,444.38	1,444.38 (56%)
2	PAYE					276.20	-276.20	-276.20 (N/A)
SUB TOTAL					2,550.00	1,381.82	1,168.18	1,168.18 (45%)

Subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	HAPTC				146.00	145.86	0.14	0.14 (0%)
16	ICO				40.00		40.00	40.00 (100%)
17	SLCC				70.00		70.00	70.00 (100%)
18	CPRE							(N/A)
SUB TOTAL					256.00	145.86	110.14	110.14 (43%)

Summary

NET TOTAL		5,150.00	5,150.00	12,971.00	8,174.41	4,796.59	9,946.59 (76%)
V.A.T.					295.89		
GROSS TOTAL		5,150.00			8,470.30		

Internal Audit Service Fees & Charges Year Ending 31st March 2024

Band	Expenditure from	To	Council Fee 31 March 2024
1	£0	£15,000	£187.25
2	£15,001	£25,000	£235.40
3	£25,001	£50,000	£288.90
4	£50,001	£100,000	£337.05
5	£100,001	£200,000	£417.30
6	£200,001	£300,000	£497.55
7	£300,001	£400,000	£556.40
8	£400,001	£500,000	£615.25

Where a council requests additional audit work that is substantially beyond the scope of the annual internal audit then details of the work should be submitted to the County Officer, who will consider the request and advise the council of any additional cost
Expenditure is the *total* payments made

Hertfordshire Internal Audit Service

Audits will be carried out using the Herts Internal Audit checklist which covers the Practitioners Guide, the requirements of the Annual Internal Audit Report, and the Accounts and Audit Regulations.

Auditors will comment on every item on the checklist. Any exceptions identified will be reviewed in more detail and may give rise to an Audit Observation and Recommendation.

A full report will be provided to the Clerk to present to the Council.

In February, Auditors will make contact with the council to arrange a suitable date for the audit to take place.

Who is my Internal Auditor?

The Council appoints their own Internal Auditor.

HAPTC shares contact details of service providers recommended by other Hertfordshire Councils. However, HAPTC is now providing a Herts Internal Audit Service.

When will my Internal Audit take place?

Your auditor will contact you to make arrangements for your first meeting. Please make sure that you are prepared for this meeting in advance e.g. that the figures on section 2 of the AGAR are drafted and that these balance. You will also need to ensure that any additional information that has been requested by the auditor is made available.

How many meetings will I have with our Internal Auditor?

Due to the law requiring an ever-increasing amount of council information and documentation to be published on a public website your auditor will be able to do much of their internal audit work remotely ahead of the meeting. This should mean that most councils will only need one meeting.

Where/how will we meet?

It is up to you to agree with your auditor how/where to meet. This will be remote unless there is a need for a face-to-face meeting. If it is agreed to meet in person and the council does not have an office, arrangements may need to be made for use of a village hall/ meeting room/ local library.

Will our auditor just be checking our accounts and financial records?

No. The job of an Internal Auditor is to provide a "systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes" (Governance and Accountability 2019, 4.3). Although council finances are certainly an important element of this, there are many equally important non-financial elements which will be checked as part of internal audit, e.g. is the council assessing and mitigating the risks it faces, including the use of effective internal controls.

Can the Auditor be contacted at any other time?

If at any time the council or a member of the public wishes to contact the council's internal auditor, then they can do so. The meeting with your auditor and their completion/verification of the relevant pages of the AGAR (ex-Annual Return) marks the completion of the review of the previous financial year's processes and systems.

Checklist:

1. Book-keeping
2. Due process and governance
3. Risk management
4. Budget preparation and control
5. Payroll Clerk and other staff
6. Asset control
7. Bank reconciliation
8. Year End procedures
9. Specific services e.g. cemeteries/allotments
10. Transparency code <£25,000 and >£200,000
11. Miscellaneous e.g. electronic files back-up
12. Spot check transactions
13. AGAR review






If you're having a problem with benefits, work, debt, housing, consumer rights and more, **WE CAN HELP YOU with free, confidential and impartial advice**

GET ADVICE BY:

-  Calling our local **Message line 01920 459944** (any time) and one of our advisers will call you back (usually within 24 hours except weekends)
-  Requesting **email advice** or a **call back** from our website: www.citizensadviceeastherts.org.uk
-  Contacting us via **Facebook Messenger**: www.facebook.com/EastHertsCitizensAdvice
-  Going to our website at <https://citizensadviceeastherts.org.uk/get-advice/> for online information resources

We may also be able to arrange a face to face appointment or a home visit if, after an initial assessment, we feel that it's required to move you forward.

CONNECT WITH US

-  @EastHertsCitizensAdvice
-  @EastHertsCAB
-  @Citizens Advice East Herts

Charity reg no: 1083211



Citizens Advice Contact Centres

If you need extra support to access our advice, come along to a Contact Centre.

We do not give full advice at these sessions but our friendly, experienced staff will **assess how to move you forward with your issues**. They may refer you to a more relevant service, help you to self-refer, arrange for an adviser to call you, arrange for a face to face appointment or arrange a home visit.

Each Contact Centre has a **free phone** and **computers** that you can use to access our service if you can't do that from home.

Bishop's Stortford Methodist Church
34b South Street, CM23 3AZ
Tuesday 12-2pm

Hertford Sele Community Hub
18 Fleming Crescent, SG14 2DJ
Wednesday 11am -1pm



Clerk Buckchip <clerk.bucklandandchippingpc@gmail.com>

Citizens Advice East Herts

Stephen Mcenally <smcenally@citizensadvicееastherts.org.uk>
To: Clerk Buckchip <clerk.bucklandandchippingpc@gmail.com>

8 August 2023 at 14:26

Dear Caroline Scott

As you may know, (I was previously in contact with Colin Marks) I volunteer at Citizens Advice East Herts where I help with communications and fundraising. We have always been hugely grateful for the past encouragement and support that Buckland and Chipping Parish Council has given to our service and I am writing to ask if the Parish would consider donating again towards the increasing cost of the advice service that we deliver throughout the towns and parishes of East Herts.

Our service, as you know, is free to all who use it but we have to fundraise in order to cover many of our costs, as we receive no outside funding from National Citizens Advice for our core service nor from central government. Our income has to come from a variety of other places including local councils, grant making trusts, corporates, individuals and community fundraising. This is becoming increasingly challenging.

Last year you very kindly donated £50. It was so gratefully received and went a long way in helping to fund the recruitment, training and maintenance of additional volunteer advisers

This time your donation would go towards the cost of essential telephone calls that our volunteer advisers regularly need to make in the course of providing informed and professional help to our clients. We provide each adviser with a "soft phone number", headset and keyboard so that they can contact clients throughout their working day and also make (sometimes lengthy) calls on clients' behalf to other offices and agencies. They additionally make regular calls to our paid supervisors from whom they receive guidance and quality control, especially when dealing with complex client issues. These telephone costs alone amount to £375 a month or £4,500 a year.

Our free advice is delivered via phone, email, video, webchat and in person (including home visits). Our support is wide-reaching and includes giving advice on debt, benefits, housing, employment, relationships and utilities – hence we are best placed to help people manage the current challenges posed by the increase in the cost of living. A significant number of clients come to us because they are vulnerable, facing hardship and unable to move forward without help.

I'm attaching a general description and update on our operation and on the scope of our work. Would you be able to let your councillors see this when they consider our request as it includes some very salient statistics? Needless to say, demand and pressure on our service is nothing short of relentless.

Last year you were credited publicly via our social media and in the annual donor summary in our Annual Report (published every Autumn) and this year we would, of course, do the same.

Donations, however small, add much to the quality of the service we provide across the East Herts parishes. They make such a difference and we value them greatly.

For more information on our service and how your parishioners can seek the help and advice they need, please visit our website:-

<https://citizensadviceeastherts.org.uk/>

And finally, would you mind kindly placing (or updating any information you already have on us) on your website, magazine, noticeboards etc using the second attachment 'We Can Help You'?

I look forward to hearing from you but do understand that you may not be able to give me an immediate decision due to the dates and timing of your meetings.

All best wishes

Stephen

Stephen McEnally

Fundraising and Communications Volunteer
Citizens Advice East Herts



We have advisers ready to take your call and provide you with free, confidential, impartial and independent advice on any issue.

Local message line (anytime): 01920 459944

(our response time is normally within 24 hours, however please note our advisers are not available Fri – Sun)

Hertfordshire Adviceline: 0800 144 8848 (Mon to Fri 9am to 4pm)

For more information on our services and how we're helping our local community please visit <https://citizensadviceeastherts.org.uk/>

Registered office: The Manor House, 21 High Street, Buntingford SG9 9AB.

East Herts Citizens Advice Service is a Charitable Company Limited by Guarantee and Registered in England. Company No: **3982216**. Charity No: **1083211**. Authorised and regulated by the Financial Conduct Authority. **FRN:617594**

We are registered with the Information Commissioner's Office under ICO reference **Z9237816** and will process your personal data in accordance with the General Data Protection Regulation and Data Protection Act 2018. For more information on how your personal data will be processed and stored please refer to our online Privacy Policy at <https://bit.ly/2PZO2uj>

Email confidentiality notice: This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.

2 attachments



Citizens Advice info and bkgrd for Parish Councils.docx

46K



We Can Help You.pdf

392K

BUCKLAND PARISH COUNCIL **HEALTH AND SAFETY POLICY**

It is the responsibility of all Parish Councillors and employees of the Council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

1. Buckland Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
2. The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant Regulations, approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.
3. The Parish Council will take all reasonable steps to ensure: -
 - i. That information, instruction, training, supervision, equipment, and facilities necessary to achieve safe working are provided.
 - ii. That its work, in all its forms, is done in ways that people who are not employees are not put at risk.
 - iii. Those arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
 - iv. That this policy is brought to the attention of all employees and councillors and reviewed from time to time.
 - v. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
4. The Clerk is responsible for managing safety, based on the Council's safety policy.
5. The Clerk keeps copies of relevant health and safety documents.
6. All Councillors, Employees and volunteers have a duty to work safely and NOT put others at risk.
7. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

HEALTH AND SAFETY PROCEDURES

REPORTING ACCIDENTS

All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairperson, or in their absence the Vice Chairperson should be informed immediately.

REVISION OF SAFETY POLICIES AND PROCEDURES

The Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid considering changing practices and statutory requirements.

This Health and Safety Policy was adopted by Buckland & Chipping Parish Council at its Meeting held on 4th September 2023 . To be reviewed as necessary

Buckland & Chipping Parish Council

Pay Period **Sep-2023**
Pay Date **21-Sep-2023**
Pay Type **Monthly**
Payment Method **BACS**

Tax Code **BR (W1/M1)**
NI Number **JM 64 02 17 B**
NI Table Letter **A**

C F Scott

Lye End Farm
Sandon
Buntingford
SG9 0RS

Year to Date

Taxable Gross Pay **1,381.82**
Income Tax **276.20**
Employee NIC **0.00**
Employer NIC **0.00**

Payments

Basic Pay **616.68**
Total Payments 616.68

Deductions

Income Tax **123.20**
National Insurance **0.00**
Total Deductions 123.20

Net Pay

493.48

Buckland & Chipping Parish Council 2023-24

Employer's Summary

Sep-2023

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C F Scott	616.68	123.20		493.48	
Total	616.68	123.20	0.00	493.48	0.00

Employer Totals:

	Current Month	PAYE Quarter
Total Net Pay	493.48	493.48
TAX:		
PAYE Tax	123.20	123.20
Total Tax Due	123.20	123.20
NIC:		
Total Tax & NIC Due	123.20	123.20
HMRC ACCOUNT:		
Tax & NIC due for Q2		123.20
Payment for Q2		123.20
Balance carried forward to Q3		0.00
OTHER PAYMENTS:		
TOTAL NET OUTLAY	616.68	616.68

Amounts shown in the PAYE Quarter column are the totals for all the pay periods in that PAYE Quarter.

Buckland & Chipping Parish Council 2023-24

Employer's Tax Summary

Jul-2023 to Sep-2023

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C F Scott	616.68	123.20		493.48	
Total	616.68	123.20	0.00	493.48	0.00

Employer Totals:

	PAYE Quarter
Total Net Pay	493.48
TAX:	
PAYE Tax	123.20
Total Tax Due	123.20
NIC:	
Total Tax & NIC Due	123.20
HMRC ACCOUNT:	
Tax & NIC due for Q2	123.20
Payment for Q2	123.20
Balance carried forward to Q3	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	616.68

Amounts shown in the PAYE Quarter column are the totals for all the pay periods in that PAYE Quarter.



TAX INVOICE

Buckland & Chipping Parish Council
Buckland & Chipping PC

Invoice Date
11 Jul 2023

Invoice Number
INV-0016

Complete Gardening
Services LTD
188 monks walk
Buntingford
Herts
SG9 9DY
+447766 759895

Description	Quantity	Unit Price	VAT	Amount GBP
Labour	1.00	280.00	No VAT	280.00
Chipping/Buckland ground maintenance all areas.				
10th july 2023				
Subtotal				280.00
TOTAL NO VAT				0.00
TOTAL GBP				280.00

Due Date: 11 Jul 2023
Complete Gardening Services LTD
04-00-03
79542707



TAX INVOICE

Buckland & Chipping Parish Council
Buckland & Chipping PC

Invoice Date
27 Jul 2023

Invoice Number
INV-0022

Complete Gardening
Services LTD
188 monks walk
Buntingford
Herts
SG9 9DY
+447766 759895

Description	Quantity	Unit Price	VAT	Amount GBP
Labour	1.00	280.00	No VAT	280.00
Chipping/Buckland ground maintenance. All areas. 27th july 2023				
Subtotal				280.00
TOTAL NO VAT				0.00
TOTAL GBP				280.00

Due Date: 27 Jul 2023
Complete Gardening Services LTD
04-00-03
79542707



TAX INVOICE

Buckland & Chipping Parish Council
Buckland & Chipping PC

Invoice Date
16 Aug 2023

Invoice Number
INV-0031

Complete Gardening
Services LTD
188 monks walk
Buntingford
Herts
SG9 9DY
+447766 759895

Description	Quantity	Unit Price	VAT	Amount GBP
Labour	1.00	280.00	No VAT	280.00
Chipping/Buckland parish council grounds maintenance All areas Complete 16th august 2023				
			Subtotal	280.00
			TOTAL NO VAT	0.00
			TOTAL GBP	280.00

Due Date: 16 Aug 2023
Complete Gardening Services LTD
04-00-03
79542707

TAX INVOICE

Buckland & Chipping Parish Council
 Atn Caroline Scott
 Lye End Farm
 Sandon
 Herts
 SG9 0RS

Invoice Date
 7 Jul 2023

Invoice Number
 0022886

VAT Number
 911343265

Town House Publishing
 Limited
 T/A The Listing
 2 Kiln House Yard
 Baldock Street
 Royston
 Hertfordshire
 SG8 5AY
 01763 248447

Description	Quantity	Unit Price	Discount	Amount GBP
The Listing Villages - August 2023 - Eighth Page Advert	1.00	65.00	10.00%	58.50
		Subtotal (includes a discount of 6.50)		58.50
		TOTAL VAT 20%		11.70
		TOTAL GBP		70.20
		Less Amount Paid		70.20
		AMOUNT DUE GBP		0.00

Due Date: 14 Jul 2023

All invoices above are due for payment.
 Please arrange payment by return:

By Automated Transfer to Barclays Bank plc:
 Sort Code 20-73-26 Account 60985619

Call us to pay by credit card
 Or send a cheque through the post to Town House Publishing Ltd

Please quote your account number
 Any queries call us on 01763 248447 or email hello@thelistingmagazine.co.uk

Thank you in advance



PAYMENT ADVICE

To: Town House Publishing Limited
T/A The Listing
2 Kiln House Yard
Baldock Street
Royston
Hertfordshire
SG8 5AY

Customer	Buckland & Chipping Parish Council
Invoice Number	0022886
Amount Due	0.00
Due Date	14 Jul 2023
Amount Enclosed	

Enter the amount you are paying above

WC Portables ltd

Leeside Works, Lawrence Ave,
Stanstead Abbotts
Hertfordshire
SG12 8DL
info@wcportables.co.uk
VAT Registration No.: 281060135

VAT Invoice

INVOICE TO

Buckland and Chipping Parish
Council
Lye End Farm
Sandon
Herts
SG90RS

SHIP TO

Buckland and Chipping
Parish Council
The Paddock
Chipping Hall Farms
Chipping
Herts
SG90PG

INVOICE NO. 11096

DATE 24/07/2023
DUE DATE 23/08/2023
TERMS Net 30

SHIP DATE

08/09/2023

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
08/09/2023	Event Toilet	single event unit	20.0% S	1	70.00	70.00
08/09/2023	Disabled Portable toilet	Disabled Portable toilet	20.0% S	1	120.00	120.00
08/09/2023	Haulage	Delivery	20.0% S	1	30.00	30.00
11/09/2023	Haulage	collection	20.0% S	1	30.00	30.00

Full payment prior to delivery
Please use invoice number as reference

SUBTOTAL	250.00
VAT TOTAL	50.00
TOTAL	300.00
BALANCE DUE	£300.00

VAT SUMMARY

	RATE	VAT	NET
	VAT @ 20%	50.00	250.00



INVOICE

Buckland and Chipping Parish Council

Invoice Date
23 May 2023

Invoice Number
INV-4228

Reference
2023/05

VAT Number
941 7451 20

Starboard Systems
Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Accounts Initial Set Up Fee	1.00	177.00	20%	177.00
Scribe Accounts Annual Subscription @£23 per month Commencing 1 June 2023 Unlimited User Logins Please include Council name in reference and advise us of payment by email	1.00	276.00	20%	276.00
			Subtotal	453.00
			TOTAL VAT 20%	90.60
			TOTAL GBP	543.60

Due Date: 30 Jun 2023

For BACS Payments :

Account Name: Starboard Systems Limited

Sort Code - 20-62-68

Account No. 33077306

Please see our website www.scribeaccounts.com for Terms and Conditions



[View and pay online now](#)



PAYMENT ADVICE

To: Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Customer	Buckland and Chipping Parish Council
Invoice Number	INV-4228
Amount Due	543.60
Due Date	30 Jun 2023
Amount Enclosed	

Enter the amount you are paying above



Buckland & Chipping Parish Council

Clerk: Caroline Scott

Lye End Farm, Sandon, HERTS SG9 0RS

Tel: 07542 758948

email: clerk.bucklandandchippingpc@gmail.com

Naomi Longcroft
4 The Limes
Buckland
SG9 0PW

PAYMENT FOR BUCKLAND LITTER COLLECTION

Two months, August 2023 – September 2023 3 of 6

£190

With thanks

When working you should wear a high visibility jacket and use the appropriate tools

Yours sincerely

A handwritten signature in blue ink that reads 'Caroline Scott'.

Caroline Scott
Clerk to Buckland & Chipping Parish Council



Buckland & Chipping Parish Council

Clerk: Caroline Scott

Lye End Farm, Sandon, HERTS SG9 0RS

Tel: 07542 758948

email: clerk.bucklandandchippingpc@gmail.com

Dale Holt
3 Brookside
Chipping
SG9 0PH

PAYMENT FOR CHIPPING LITTER COLLECTION

Two months, August 2023 – September 2023 3 of 6

£190

With thanks

When working you should wear a high visibility jacket and use the appropriate tools

Yours sincerely

A handwritten signature in blue ink that reads "Caroline Scott".

Caroline Scott
Clerk to Buckland & Chipping Parish Council



Buckland & Chipping Parish Council

Clerk: Caroline Scott

Lye End Farm, Sandon, HERTS SG9 0RS

Tel: 07542 758948

email: clerk.bucklandandchippingpc@gmail.com

M Webb
4 Deacons Place
Baldock Road
Buntingford
SG9 9FT

CLEANING TWO BUS SHELTERS and KIOSKS 2023

PAYMENT 4 of 6

August - September 2023

£80.00

Online Payment

With thanks

Caroline Scott

Clerk to Buckland & Chipping Parish Council

TESCO

Bishop's Stortford Superstore
Any questions please visit
www.tesco.com/store-locator
VAT Number: GB 220 4302 31

6 Plaza Centro Prosecco 75cl £45.00
£7.50 each

TOTAL: £45.00
Card £45.00

JOIN CLUBCARD TODAY

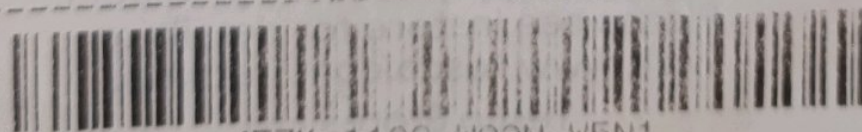
This visit you missed out on
£15.75 Clubcard Prices savings
29 Clubcard points

Download the Tesco Grocery &
Clubcard app, or visit
tesco.com/clubcard

Mastercard Debit

AID: A00000000041010
Number: *****6553
Pan sequence no: 00
Authorisation code: 254080
Merchant: 26284805

A chance to win a £100 Tesco gift card
and collect 29 Clubcard points.
Visit www.tescoview.com t's & c's apply.



457K-110G-W02N-W5N1

05/05/2023 13:23 Store: 2101 Checkout: 020



Hertfordshire Association of Parish and Town Councils

Kimpton Memorial Hall, Hall Lane, Kimpton. SG4 8RD
T: 07956 590094 email: sue@haptc.org.uk www.haptc.org.uk

Buckland & Chipping Parish Council

Invoice No: 2324/244
Date: 18.08.23

INVOICE

For: <ul style="list-style-type: none">• Introduction to Local Councils Cllr Thompson	£17
Total Due	£17

BACS: Sort code 60-83-01 Account 20361897
Name for confirmation of payee: **Hertfordshire Association** Reference: **invoice number**

*If paying by **cheque**, please write the **invoice number on the back** and make payable to:
Hertfordshire Association of Parish and Town Councils
Post: **HAPTC, Parish Room, Kimpton Memorial Hall, Hall Lane, Kimpton, SG4 8RD***

Internal Audit Service - Terms of Reference

Internal Audit Objectives and Responsibilities

The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council using a systems-based approach.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws, and regulations
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity, and corruption
- The integrity and reliability of information, accounts, and data

Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete Section 4 (Annual Internal Audit Report) of the Annual Governance and Accountability Return (AGAR)
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws, and regulations which could have a significant impact on operations, and determine whether the council is in compliance
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

The Scope of Internal Audit Activity

- There are no limitations on Internal Audit's scope of activities. The scope of Internal Audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

Independence

The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, Internal Audit will operate within a framework that allows:

- Unrestricted access to the officers of the council
- Reporting in its own name

- Segregation from the day-to-day operations of the council

Every effort will be made to preserve objectivity by ensuring that all Internal Auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

Rights of Access

Audit visits should take place at a mutually agreed location. There are no limitations on Internal Audit's access to records. Internal Auditors shall have the authority to:

- Access council premises at reasonable times agreed in advance
- Access all assets, records, documents, correspondence, and control systems
- Receive any information and explanation considered necessary concerning any matter under consideration
- Require any employee of the council to account for cash, stores, or any other council asset under his/her control
- Access records belonging to third parties, such as contractors, when required

The Council's Responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and preventing Fraud and Corruption.

The existence of Internal Audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

Bullying & Respect

The Internal Auditor must respect the officers and members of the council, who in turn must respect the Internal Auditor. Members and officers must not bully, intimidate, or coerce the Internal Auditor. Bullying of the Internal Auditor will not be tolerated, and such behaviour may lead to the service being halted and suspended temporarily or withdrawn permanently.

Reporting

The Internal Auditor will formally report the results of audits and the recommendations made to council and will follow up at subsequent Internal Audits to make sure that corrective actions are taken.

This constitutes the formal binding contract between the Council and the Hertfordshire Internal Audit Service.

Approved by:

Buckland and Chipping Parish Council

On (date): 4th September 2023

Minute reference: 322.6.5

For (Delete as applicable): 3 years

If signing-up for 3 years, please note the fees will be reviewed and confirmed annually

Signed:  Position (Clerk/RFO): Clerk

Last reviewed: July 2023; next review due: July 2026