



PETERLEE TOWN COUNCIL

Date of Issue: 26th September 2018

A MEETING OF THE RESOURCES COMMITTEE WILL BE HELD ON MONDAY 1ST OCTOBER 2018 IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH at 6.30pm

Mr I Morris M.C.I.H.,P.S.L.C.C.

Town Clerk

A G E N D A

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable.

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

3. To approve the minutes of the previous meeting

Members are recommended to approve the minutes of the previous meeting of the Resources Committee on Monday 3rd September 2018 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. Report of the Finance Sub Committee of the 20th September 2018

Members are requested to note the payments approved at the meeting of this sub committee.

(Minutes of the Finance Sub Committee attached)

5. Audit 2017/18

To receive the audit opinion for the 2017/18 accounts

(Copy attached)

6. 2017/18 Quarter One Budget report

Report of the Town Clerk (copy to follow)

7. Peterlee Town Council Investment Policy

Report of the Town Clerk with a draft of a new investment policy for the Town Council, (copy to follow)

8. Volunteer Policy (Amended)

Amended version attached for consideration and approval (copy attached)

THE MINUTES OF THE MEETING OF THE
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 3RD SEPTEMBER 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- K Hawley, L Fenwick, K Liddell, S Simpson, K J Duffy, A C Long, S McDonnell & M A Cartwright

Messrs:- C Watkins, S Miles, A Wilkinson, R Moore & T Duffy

22. Apologies for Absence

Apologies had been submitted and accepted from Councillors S Meikle and G Carne. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

23. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillor R Moore declared an interest in item 28.

24. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 2nd July 2018 and they were signed as a true and correct record.

25. Report of the Finance Sub Committees of the 19th July & 23 August 2018

It was suggested that there needed to be a review of the current procedures for the payment of accounts. **RESOLVED the payments approved at the meeting of this sub committee held on 19th July and 23rd August 2018, a copy of the minutes had been previously circulated, be noted. FURTHER RESOLVED a review of the current arrangements for the payment of accounts be undertaken.**

26. Request for Financial Assistance

(a) East Durham FC, further consideration – detailed costing provided, along with a Football Development Plan

RESOLVED a grant of £300.00 be made to this team.

(b) Peterlee Helford Under 10's – towards running costs

RESOLVED a grant £250.00 be made to this Team.

FURTHER RESOLVED any funding awarded to all sports clubs be on the understanding the clubs make contact and the offer of the support from the Sports & Wellbeing Manager to develop a Sports Development Plan be taken up.

(c) Peterlee Rainbows Brownies Guides, safe area & grounds maintenance works

RESOLVED a grant of £550.00 be made to this Group.

(d) Little Treasures, towards the cost of sessions held at Oakerside Community Centre

RESOLVED a grant of £470.00 be made to this Group.

(e) Fusco Media, photography classes

RESOLVED this request be refused.

(f) Castle Eden Dene Walk and Nature Trail, funding towards willow woven animal sculpture, (steel)

RESOLVED a grant of £370.00 be made towards this project.

FURTHER RESOLVED when a grant award is made the group be invited to come along to the Council to accept their cheque and this be publicized on the web site/social media.

Members were asked to give some feedback on the current grant funding scheme and several suggestions were offered including grants agreed not be more than requested; if an application is made and is successful, the group cannot apply for the following year; when a group is given their award, they be requested to collect it in person and a photograph be taken for the Town Council web site and feedback on the project be provided. **RESOLVED an updated grants policy be submitted for approval with these suggestions incorporated.**

27. Donation to the Armed Forces – Royal British Legion/SAAFA

This item had been referred from the Event Working Party held on 24 July 2018.

RESOLVED a grant of £200.00 be made to the Royal British Legion in lieu of poppy livery displayed on Town Council vehicles. FURTHER RESOLVED this be paid annually each time it was used and a budget be provided for it.

28. Concessionary Use - Ava Bailey Fundraiser, Shotton Hall, 25th October 2018

RESOLVED free use be granted for this fund raising event to be held at Shotton Hall on 25th October 2018.

29. Volunteer Policy

A copy of the policy for the use of volunteers by the Town Council was circulated for Member's consideration and approval. There were several suggestions made on the draft policy and the application form and it was noted elected Members were not classed as volunteers. **RESOLVED a second draft be circulated for approval at a future Meeting.**

30. Purchase of John Deere Tractor

Members were requested to approve the purchase of a John Deere Tractor and attachments from Greenlay Limited at a value of £20,215.02. The Chair advised the report would not be considered as it had not been received by Members until that afternoon. **RESOLVED the report be considered at a future Meeting.**

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON THURSDAY 20TH SEPTEMBER 2018

Present:-
Councillor K & T Duffy

9. DIRECT DEBIT AND CARD PAYMENTS

RECOMMENDED the payments listed for August 2018, be accepted.

10. ACCOUNTS FOR PAYMENT

The accounts for payments for September 2018 amounting to £90,665.27, a copy of which had been circulated to each Member, were considered.

There were several queries all of which were answered satisfactorily, one relating to a payment to Arbor Division for tree work; Microshade for the hosting fee for the accounts package and finally the licence fee to play music to PPL PRS Limited.

RECOMMENDED the payments as listed, be made.

Mr I Morris
Peterlee Town Council
Council Offices
Shotton Hall
Old Shotton
Peterlee
Durham
SR8 2PH

Direct line +44 (0)191 383 6348
Email local.councils@mazars.co.uk

25 September 2018

Dear Mr Morris

Completion of the audit for the year ended 31 March 2018

We have completed our audit for the year ended 31 March 2018 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the signed off accounts need to be on the council's website but this period must be reasonable.

Mazars LLP – Salvus House - Aykley Heads - Durham - DH1 5TS
Tel: +44 (0) 191 383 6300 – Fax: +44 (0) 191 383 6350 – www.mazars.co.uk

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at Tower Bridge House, St Katharine's Way, London E1W 1DD.

We are registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139861.

VAT number: 839 8356 73

Minor scope for improvement in 2018/19

The accounting statement at Section 2 contains the following error, which was not corrected because the value was immaterial:

- There was a £50 transposition error of the 16/17 staff costs figure.

In future, the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

Audit fee

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html>

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Cameron Waddell
Partner

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved before 2 July 2018.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, must send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including Section 3 – External Auditor Report and Certificate will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 must publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- Section 1 – Annual Governance Statement 2017/18, page 4
- Section 2 – Accounting Statements 2017/18, page 5
- Section 3 – The External Auditor Report and Certificate 2017/18, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.



*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly Initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- **Do not send the external auditor any information not specifically requested.** However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. **Include complete numerical and narrative analysis to support the explanation.**
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section,** which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities **must** be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', is an explanation provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations from last year to this year been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

More guidance on completing this and the other parts of the Annual Governance and Accountability Return for Small Authorities can be found in the *Practitioners' Guide to Proper Practices* which can be downloaded from www.hra.gov.uk

Annual Internal Audit Report 2017/18

PETERLEE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12.06.18

Name of person who carried out the internal audit

STEPHEN CAXTER

Signature of person who carried out the internal audit

S. Carter

Date 12.06.18

The responsibility for the preparation and reliability of the financial statements rests with the Council and not the auditor. The auditor's role is to express an opinion on the financial statements based on the audit work carried out. The auditor is not responsible for the preparation of the financial statements or for the internal control system. The auditor's report is intended to provide information to the Council and the public on the results of the audit work carried out. The auditor's report is not intended to be used for any other purpose.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:



our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other Information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

<http://www.peterlee.gov.uk/transparency-information/>

Section 2 – Accounting Statements 2017/18 for

REDFERREYDOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	972,138.77	1,225,520	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,251,068	1,256,977	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	825,246	866,948	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,077,124	1,025,966	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan Interest/capital repayments	50,442	50,52	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	663,969	184,108	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,225,520	266,948	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,190,520	1,324,024	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,322,260	1,322,260	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,422,280	1,075,966	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date



I confirm that these Accounting Statements were approved by this authority on this date:



and recorded as minute reference:



Signed by Chairman of the meeting where approval of the Accounting Statements is given



Section 3 – External Auditor Report and Certificate 2017/18

In respect of Peterlee Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Accounts and Audit (England) Regulations 2015 require that the period of public rights covers 30 working days including the first 10 working days of July. In 2017 this requirement was not met but the Council has answered yes to the assertion on public rights in the Annual Governance Statement. In future the Council needs to put in place arrangements to ensure that it can meet its statutory obligations in respect of public rights and answers no in the Annual Governance Statement where this has not been achieved.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

- Fixed assets at Box 9 was initially incorrect due to an input error on the electronic AGAR.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We ~~certify~~ **do not certify*** that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date 25 September 2018

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Report to: Peterlee Town Council, Resources Committee

Date: 1st October 2018

Report of: Deputy Town Clerk/Democratic Services Officer

Report Title: Volunteering for Peterlee Town Council

Purpose: This report is a covering report to the attached Volunteer Policy and Statement.

Background: “Volunteering can provide the opportunity to help others, gain experience, improve career prospects and meet new people”...extract from Volunteer Now

The Town Council have used volunteers in the past to help and support events such as the Show and local litter picks. We currently do not have a policy to cover volunteering as an activity. The draft policy statement, application form and agreement are attached for consideration and feedback.

At the meeting held in September it was suggested that the value of young people volunteering be included and recognised within the policy and it has been duly amended and updated to reflect this suggestion.

Budget There is not a budget for the cost of implementing a volunteer scheme however this can be accommodated in the activity/project. If approved a budget heading shall be included in the 2019/20 budget.

Recommendation

Members are asked to approve the amended attached volunteering policy for use by Peterlee Town Council.

Risk & Implications - there will be full risk assessments carried out for each volunteering activity

Finance – cost of PPE, equipment. No current budget provision, if agreed to be included in the 2019/2020 budget

Staffing - training and support for the volunteers

Equality and Diversity / Public Sector Equality Duty - None

Accommodation - None

Crime and Disorder - None

Human Rights - None

Consultation - None

Procurement - None

Disability Issues - None

Legal Implications - None

Data Protection - this is covered with the application form with Data Protection Fair Processing privacy policy and the use of a volunteer database.

Saved as "volunteer policy v2"

Volunteer Peterlee Application Form

Title: Mr Mrs Miss Ms

Name:..... Date of Birth:/...../.....

Address:.....

Postcode: Contact Number:.....

Email address:

Emergency Contact Details:

Name:
Address:
Contact Number:

Employment status

Employed Unemployed Retired Student

Do you consider yourself to have a disability or medical condition? Yes No

Please specify below.

We are positive about promoting equality of opportunity for everyone; this includes making reasonable adjustments to encourage disabled people who wish to take part in volunteering activities. If you require any assistance please can you state below:

.....
.....

Are you currently taking medication Yes No

Please specify.....

Do you have any spent or unspent criminal convictions?

Yes No

Please describe your ethnic origin:.....

Reason for volunteering

Paid Employment Skills/Experience Qualifications Make good use of time

Social Wellbeing Give something back to the community Mental Wellbeing Physical Wellbeing

Data Protection and Fair Processing Form

The information that you have provided in this application form will be held in a 'Volunteer Database'. This is a database of all volunteers in Peterlee who have consented to their inclusion.

The information will not be used by PTC for any purpose not listed below.

Information will not be disclosed to other third parties by PTC, except where required by law, by any order made by the Secretary of State or by a Court Order. Some of the information that you have provided on this questionnaire is deemed to be 'Sensitive Personal Information' under the Data Protection Act. Please sign the declaration below indicating that you give consent for the processing of your information, that you have freely given, for the purposes stated within this application.

At PTC, we only use your personal information to administer your account and to provide products and services you have requested from us.

However, from time to time we would like to contact you with details of other volunteering opportunities, volunteer development/training we provide.

Purpose 1- To produce reports for statistical and work programming purposes.

Purpose 2- To provide you with information that may be beneficial to your volunteering experience

Purpose 3- To contact, and to consult you, regarding volunteer activities/opportunities with PTC.

I am happy to be contacted by PTC for this purpose.

My preferred method of contact is (please tick all that apply).

Post Email Telephone Text message

Print Name.....

Signature

Date.....

Parental consent is required for all persons under the age of 16 years of age engaging in volunteer opportunities within Culture and Sport services. Please sign if applicable:

Parent/Guardian: Print name..... Signature.....

Email Address:

#we are PTC

Data Protection Act 2018

Data Controller: Peterlee Town Council. All issues relating to the Data Protection Act 2018 should be addressed to: Town Clerk, Peterlee Town Council, Shotton Hall, Peterlee Co Durham SR8 2PH

Peterlee Town Council Volunteering Policy Statement

Our Aims

1. To make volunteering as enjoyable and enriching as possible
2. Recognise that volunteering provides the capacity to build skills and confidence and contribute towards individual's personal development.
3. Respect volunteers and their input, in both listening to and hearing from what they have to say – feedback from volunteers is always welcome.
4. Acknowledging volunteering is of wider benefit to society, as well as to the Town Council in providing extra resources to help us deliver our services.
5. Valuing volunteers and the important role volunteering has to play in helping people who are excluded from society to participate and become active members of their communities.
6. Recognise that volunteering is at the heart of continual community development.
7. Develop an accredited volunteering programme to enable skills to be used within paid work elsewhere.
8. Develop a core number of volunteers to make projects sustainable.

As a Volunteer you can expect

1. A supportive and positive environment that ensures an enjoyable experience.
2. To be treated with respect.
3. Induction and opportunity to undertake appropriate training
4. A named contact for support
5. Relevant and up to date information and advice

6. That we will have risk assessed any activity that we ask you to undertake as a volunteer
7. Recognition and thanks.

What do we expect from a volunteer?

- Carry out the agreed project/role to the best of your ability.
- Respect confidentiality whenever you have access to confidential information
- Give us honest feedback and ideas for improvement
- Be accountable and accept constructive comment
- Take part in relevant training
- Ask for support if you need it
- Treat staff and your fellow volunteers with the courtesy you would expect to receive
- Comply with our policies, procedures and standards
- Undertake your work safely and report any concerns immediately.
- Be reliable, tell us if you are unavailable or running late.

Examples of volunteering opportunities with Peterlee Town Council are:-

- Helping out at an organised litter pick
- Helping out at one of our many Town Events such as the Peterlee Show, Remembrance Parade, Armed Forces Day, Community Cinema etc
- Getting involved in a "Friends of the park" group or similar activity with a "Friends of " Group

How do I become a Volunteer with PTC?

1. Complete a volunteer application form (*insert web link.....*)
2. We will contact you to discuss your application and arrange a meeting
3. When we have agreed the most suitable form of volunteering activity for you, you will then complete a volunteering agreement (again insert the link.....)
4. We appreciate and value the input of under 16's and encourage families to take part in volunteering, however under 16's need to be accompanied by a responsible adult/guardian/parent.

#wearePTC

As at September 2018

Item 7 – Peterlee Town Council Assets & Investment Policy

Report to: Peterlee Town Council Resources Committee

Date: 1st October 2018

Report of: Ian Morris, Chief Officer & Town Clerk

Report Title: Peterlee Town Council Assets & Investment Policy

Purpose: This report is intended to provide members with a first view of a draft Assets & Investment Policy for the Town Council. The report seeks Members' feedback prior to preparation of a final version for adoption by Council.

Background: One of the recommendations arising from the 2017 Core Financials internal audit report was the development and adoption of an Assets & Investment Policy. Following extensive research by the Town Clerk the attached draft policy has been developed to address this requirement. Once approved, the adopted policy will be reviewed no less than bi-annually. Compliance with the adopted policy will form part of the Council's annual Core Financials internal audit.

Policy: The policy has two main elements. The first section sets out how the Town Council will treat its fixed assets (buildings, plant, machinery, etc) and the second section sets out how the council will treat its cash investments. The policy is written to take into account the various statutory and non-statutory guidance available to the Council, including:

- Governance and Accountability for Local councils: A Practitioner's Guide (England) 2017
- Section 15(1) of the Local Government Act 2013
- Community and Local Government (CLG) Investments Guidance Note (3rd edn)

Recommendation: Members are recommended to note the content of this report and the attached draft policy, and provide feedback prior to the referral of the policy to Council for adoption.

Appendix 1: Implications

Finance – The draft policy sets out how the council will treat its fixed and cash assets. There is no direct financial cost to the policy itself.

Staffing - No direct implications.

Risk – The development of the Asset & Investment Policy is intended to mitigate various risks associated with the Council's fixed and cash assets, as well as mitigating risks identified in the Core Financials critical risk assessment.

Equality and Diversity / Public Sector Equality Duty No direct implications.

Accommodation - No direct implications.

Crime and Disorder - No direct implications.

Human Rights - No direct implications.

Consultation - No direct implications.

Procurement – The procurement process outlined in the draft policy are in line with the Council's Financial Regulations

Disability Issues - No direct implications.

Legal Implications - No direct implications.

Data Protection - No direct implications.

Appendix 2: Draft Assets & Investment Policy

Peterlee Town Council

Assets & Investment Policy

Adopted: October 2018

Review: before October 2020

Introduction

1. Peterlee Town Council acknowledges the importance of managing its tangible and intangible assets well and for the benefit of the local community. Two important elements of this management approach are the treatment of fixed assets and cash investments by the Town Council. This policy sets out the Council's approach to managing fixed assets and investments in line with national guidance and advice from the Council's internal auditors.

Fixed Asset Policy

2. Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year. The following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:
 - Land and buildings held freehold or on long term lease in the name of the Council
 - Community assets
 - Assets considered to be portable, attractive or of community significance
3. The values indicated in the asset register will inform the 'Total Fixed Asset' section of the Council's Annual Return.
4. The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:
 - Assets rented or loaned to the Council
 - Assets owned by charitable trusts where the Council is the trustee
 - Items held for resale, i.e. stock
 - Consumable items or items with a useful life of less than a year
 - Cash and short term investments
 - Intangible assets
5. In accordance with good practice, the Council has set a de minimus level of £1,000 below which expenditure will not generally be capitalised. All capital expenditure above the de minimus level will be deemed capital expenditure and added to the fixed asset register.

6. An annual inspection of the fixed asset register will be conducted by the Town Clerk/RFO or other senior managers of the Council to ensure that all items can be physically verified. Discrepancies between the physical verification process and the register will be investigated promptly by the Town Clerk/RFO. Any assets which cannot be located after investigation will be removed from the asset register and recorded in the schedule of disposals. Any new assets identified will be added to the register.
7. The asset register and schedule of disposals will be reviewed annually by the Resources Committee and then approved by Full Council.
8. Once recorded on the fixed asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustment are not appropriate for Local Councils (Governance and Accountability for Local Councils: A Practitioner's Guide (England) March 2018).
9. Assets must be valued by one of the following means based on available information:
 - Actual purchase price (where known)
 - Proxy (estimated purchase price) value, where actual purchase price is not known
 - Nominal value of £1. This should be used for assets gifted or transferred to the Council
10. The fixed asset register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of the item, not the purchase price or market value.
11. The Council should ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five years to ensure the appropriate level of insurance is held.

Investment Policy

12. Peterlee Town Council acknowledges the importance of prudently investing any temporary surplus funds held on behalf of the community. In preparing an investment strategy the council is required under Section 15(1) of the Local Government Act 2013 to have regard to such Guidance as the Secretary of State may issue. The current statutory Community and Local Government (CLG) Investments Guidance Note (3rd edn)¹ came into force of the 1st April 2018 and has been used in the preparation of this policy.
13. The Guidance Note makes the distinction between investments that are: a) high security and high liquidity (specified investments); and, b) those with potentially greater risks and lower liquidity (non-specified investments). The guidance note also requires the Council to prioritise investments in the following order of importance:
 - Security – protecting the sum investment from loss;
 - Liquidity – ensuring that the sums invested are available for expenditure when; and

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/678866/Guidance_on_local_government_investments.pdf

- Yield – the generation of revenues from the investment.
14. A 'specified investment' is one which is made in sterling, is not long term (less than 12 months), not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a Parish or Community Council. Any other type of investment is considered 'Non-Specified Investment' to which there can be greater risk and where professional investment advice might be sought.

Investment Objectives

15. Peterlee Town Council's priorities will be on the security of reserves (protecting the capital sum from loss) and then the liquidity of its investments (keeping cash readily available for expenditure when needed).
16. All investments will be made in Sterling.
17. The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and Peterlee Town Council will not engage in such activity.
18. If external investment managers are used, they will be contractually required to comply with this policy.

Specified Investments

19. Specified Investments are, by definition in the Guidance Notes, those offering high security and high liquidity, made in sterling and with a maturity date no longer than a year. Such short-term investments made with the UK Government or a Local Authority to Town/Parish Councils will automatically be Specified Investments, as will those with bodies or investment schemes of "high credit quality".
20. For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use deposits with UK banks, UK building societies, UK local authorities or other UK public authorities. Peterlee Town Council will initially hold investments and its day-to-day banking with The Cooperative Bank Plc.

Non-Specified Investments

21. These investments have greater potential risk – examples include investment in the money market, permanent interest bearing shares from building societies and corporate stocks and shares. Given the unpredictability and uncertainties surrounding such investments, the Council will only use this type of investment following a suitability and risk assessment and with the express agreement of full Council.

Liquidity of Investments

22. Subject to retaining no less than three months' average working capital requirement in the current and deposit facilities giving immediate access, the Town Clerk, as the Council's Responsible Financial Officer, will determine the amounts and maximum period for which

funds may be prudently invested, in accordance with paragraph 3 and 10 above, so as not to compromise liquidity.

23. The placement of surplus funds shall be delegated to the Town Clerk, as the Responsible Financial Officer, such delegated authority will be confirmed at a full Council meeting.
24. All delegations are subject to the safeguard arrangements in place within the Council's Financial Regulations, including payment signatory authorisations, reconciliations and reporting to Council, as appropriate.

Long Term Investments

25. Long term investments are defined in the Guidance Notes as greater than 12 months and require that, should any Council wish to invest for periods greater than 12 months, it must identify procedures for monitoring, assessing and mitigating the risk of loss of invested sums.
26. The Town Council does not currently hold any funds in long-term investments, however the Council will continue to assess the potential for long term investment of funds provided that such investment does not contradict the requirements of this investment policy.

End of Year report

27. Investment forecasts for the coming financial year will be included in the Council's annual budget setting process. Following the end of the financial year, the Town Clerk will report on investment activity to the Resources Committee or full Council as required.
28. The Investment Policy will be reviewed bi-annually by the Resources Committee, and any amendments will be approved by full Council prior to adoption.
29. Council will be able to amend or make variations to the Strategy at any time.

Freedom of information

30. In accordance with the Freedom of Information Act 2000 this document will be posted on the Council's website under the Policies section.

