

**All Councillors are summoned to a  
BURTON OVERY PARISH COUNCIL MEETING  
on Monday 11<sup>th</sup> November at 7.30 p.m. in the village hall**

- 19/105. Apologies for absence
- 19/106. Questions from members of the public
- 19/107. Declarations of Members interests
- 19/108. To approve as a correct record the minutes of the meeting held on Tuesday 22<sup>nd</sup> October 2019
- 19/109. Matters arising and not on the agenda
- 19/110. Planning – to consider
- a. Ref. No: 19/01646/TCA – Linden, Main Street
  - b. Ref. No: 19/01716/TCA -Oaks View, Beadswell Lane
  - c. Local green Space – to receive an update
- 19/111. Planning decisions to note
- a. Ref. No: 17/01647/FUL Discharge of conditions 4 – Sunnyside, Scotland Lane - Approved
  - b. Ref.No: 19/01441/FUL -Hebe House, The Lea, Main Street - Withdrawn
- 19/112. Finances
- a. Payments – Clerk’s expenses, Chameleon Copy & Print (Newsletter & defibrillator flyer) and LRALC (Training) Appendix A
  - b. On-line bank statement to note payment to & refund from Plusnet (Broadband) and payments to Clerk (salary) & Astley Computers (laptop & set up) Appendix B
  - c. To sign approved job description Appendix C
  - d. To approve revision of standing order for Clerk’s salary to £264.07 and payment of £180.18 annual leave allowance for 6 months from April – September 2019 Appendix D
  - e. Quarterly Bank Reconciliation – to approve Appendix E
  - f. Budget Report – half year –to approve Appendix F
  - g. SLCC / ALCC membership renewal to consider & pay if approved Appendix G
  - h. Draft budget 2020-21 – to consider Appendix H
  - i. Risk Assessment review – to approve Appendix I
  - j. LRALC Internal Audit Service – to confirm we wish to use the service for the 2019-20 financial year
- 19/113. A46 Expressway – to receive update
- 19/114. HDC Parish Liaison meeting – to receive report
- 19/115. Correspondence for discussion – a. From resident raising concerns about mobile phone masts  
b. Community Governance Review
- 19/116. Meeting dates 2020-21 – to receive Appendix J
- 19/117. Items for the next Agenda – Budget & Precept 2020-21, Bank Mandate summary, Health & Safety & Equal Ops Policies & Complaints Procedure and Consultation on Statement of Community Involvement (SCI)
- 19/118. The date of the next meeting is Tuesday 10<sup>th</sup> December– to confirm
- Recommended: That the public be excluded from the remainder of the meeting owing to the confidential nature of the business to be transacted**
- 19/119. The Clerk’s annual appraisal

THE PUBLIC ARE WELCOME TO ATTEND ALL MEETINGS OF THE PARISH COUNCIL  
ALL APPENDICES MAY BE SEEN ON THE WEBSITE OR BY APPLICATION TO THE CLERK

*Kate Barker*

Clerk to the Council  
Tel 07827 797125

Email: [clerk@burtonoverypc.org.uk](mailto:clerk@burtonoverypc.org.uk)

06.11.19  
[www.burtonoverypc.org.uk](http://www.burtonoverypc.org.uk)

**BURTON OVERY PARISH  
CLAIM FOR TRAVEL/EXPENSES**

Sommellor/Clerk: K. A. BARKER

Description of official duties: CLERK

Car Expenses			Other Expenses		
Date	Details (To and From)	No of Miles	Date	Details (proof of payment required)	Amount
			23.04.19.	PRINTER PAPER	7.99
			24.06.19.	STAMPS	8.38
			02.07.19.	STAMP	0.83
			18.10.19.	Vodafone top-up voucher	10.00
			11.10.19	Home working allowance for 6 months	104.00
	<b>Total</b>	<b>£</b>		<b>Total</b>	<b>£131.20</b>

VAT  
1.33  
—  
—  
—

Total Claim: £ 131.20

Claimant's Signature: K. A. Barker

Approved at a parish council meeting on: .....

Treasurers Account Statement

Printed: 03 November 2019

**Burton Overy Parish Council**    Sort code 30-94-97    Account number 00228552  
 SPRINGSIDE HOUSE    BIC: LOYDGB21029    IBAN: GB19 LOYD 3094 9700 2285 52  
 SCOTLAND LANE  
 BURTON OVERY  
 LEICESTER  
 LEICESTERSHIRE  
 LE8 9DR

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
<b>29 Oct 19</b>	ASTLEY COMPUTERS 400000000530957159 INVOICE AC-BO0001 205269 10 29OCT19 18:01	FPO		849.00	4141.79
<b>28 Oct 19</b>	PNET3122091-1 PNET3122091-1	DD		18.10	4990.79
<b>28 Oct 19</b>	KATE BARKER	SO		238.33	5008.89
<b>01 Oct 19</b>	DD REFUND	BGC	2.77		5247.22

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk/](http://www.FSCS.org.uk/).

## **BURTON OVERY PARISH COUNCIL**

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Clerk to the Council and Responsible Financial Officer</b>
<b>Responsible to:</b>	Full Council
<b>Responsible for:</b>	No staff report to the Clerk
<b>Employment Status:</b>	Part-time (5.54 hours per week including holiday pay) including some evening work
<b>Place of work:</b>	Work from home with meetings held at Burton Overy Village Hall. Work from home allowance of £208 per annum.
<b>Salary scale:</b>	£11 per hour

**As a part-time employee the Clerk / RFO to Burton Overy PC will be required to ensure all legal requirements within the job description are met and to undertake other duties and tasks as time allows.**

#### **Job Purpose**

1. To ensure that the Council's administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To be the Council's principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

#### **Key Duties and Responsibilities**

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.

4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
5. To ensure that all meetings of the Council are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
6. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. To provide general advice as appropriate on the budget preparation process, the presentation of budget estimates and precept proposals to the Council and ensure that all Management Reports are reported to the Council and the statutory External Audit requirements are completed each year.
8. To ensure that Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
9. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
10. To undertake all necessary activities in connection with the management of salary and conditions of employment of the clerk.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.
13. To develop effective liaison and an effective working partnership with other relevant District and County Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
14. To work to improve, develop and up-date the Council's website.
15. To take appropriate action to ensure that all Council elections are arranged and held successfully.
16. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
17. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
18. To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.

## **Key Duties and Responsibilities: Responsible Financial Officer**

1. As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council including:
  - (a) being responsible as and carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council;
  - (b) acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations;
  - (c) ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies;
  - (d) advising the Council and its Committees on and prepare the annual budget estimates of income and expenditure for revenue services and annual Precept requirements;
  - (e) monitoring and managing the Council's budget expenditure and income, and to provide the Council and Committees with a regular statement of income;
  - (f) ensuring that all Management Reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken;
  - (g) issuing and reporting on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met and that: -
    - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
    - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept and any queries are investigated
    - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
    - all necessary records in connection with the above are maintained
    - all necessary administration and banking procedures are arranged to ensure that staff salary is paid
    - all necessary Revenue and Customs, VAT, and pension financial returns and/or payments are completed and dispatched on time
    - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
    - appropriate financial IT systems are in place and operated securely;
  - (h) monitoring and ensuring that the Council's accounts are controlled, and the Council informed of the ongoing financial situation;
  - (i) ensuring all necessary records are prepared for audit and VAT purposes;
  - (j) ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured;
  - (k) ensuring that adequate financial security, and internal financial and accounting controls, are in place and periodically reviewed, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices;
  - (l) ensuring that an annual equipment inventory and asset register are in place;
  - (m) advising the Council on and assist in the raising of funds by way of grants by following the necessary consultations and processes.

(n) ensuring that all surplus Council funds are invested securely and income maximized;

**General Duties**

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk & Responsible Financial Officer and the Council's activities as required by the Council and as allowed by the hours employed.
2. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time and as allowed by the hours employed.

## Clerk's Annual Leave payment 2019

	Hours per week	Rate per hour £	Annual pay £	Monthly pay £
Excl. annual leave	5	11	2860	238.33
Incl. annual leave	5.54	11	3168.88	264.07

Monthly increase in pay £25.74

From November the payment to the Clerk will be £264.07.

In addition a separate payment of £180.18 (7 months x 25.74)

## BURTON OVERY PARISH COUNCIL - Appendix E

Bank Reconciliation as at 27th September 2019

<b><u>Current a/c (Treasurers) 00228552</u></b>	<b>£</b>
Balance as at 28th June 2019	<b>1,017.72</b>
Receipts - Precept	4,800.00
Transfer from Instant Access Acct	1,000.00
	<b>6,817.72</b>
Less payments per book	1,278.87
Less cleared cheques from 28.06.19	30.50
Plus uncleared cheques from 27.09.19	0.00

Current a/c balance as per statement **5,508.35**

### **Bus Instant Access a/c 07249083**

Balance as at end of last statement	<b>6,099.06</b>
Receipts - Interest	
- HMRC VAT rpayment	0.68
Less transfer to Treasurer's Acct	<b>1,000.00</b>
	<b>5,099.74</b>
Balance carried forward as per bank statement	<b>5,099.74</b>

Signature

Date 11th November 2019

## Burton Overy Parish Council - Expenditure vs Budget 2019-20

### Appendix F

Item	2019-20	2019-20	2019-20	2019-20
	Budget	Expenditure to date excl VAT - Quarters 1 & 2	Section 137	Additional Expenditure - date of approval
	£	£	£	
Asset maintenace	100	100		
Audit - internal	175			
Broadband provision	210	88		
Clerk salary	2860	1192		
Community resilience	50			Defib signage 22.10.19 between £42 - £72 tbc
Defibrillator	60	62		Defibrillator pads 03/07/2019
Dog waste	360	171		
Expenses - election	400	400		
Expenses - general incl data protection reg.	235	121		
Grants & donations - to local projects / groups S.137	250			
Insurance – Public Liability	320	330		
IT provision & support	75	75		
Parish plan work	50			
Parish web support & domain name management	350			
Room hire – Village Hall	120			
Street Lighting - electricity & maintenance	600	419		4 months OPUS - incl one month from 2018-19 & 2 months out of contract
Street lighting - LED retrofitting repayment	2815	2811		
Subscriptions - LRALC & SLCC	245	143		
Training	200	40		
Cllr webmail addresses	125			
<b>Total</b>	<b>9600</b>	<b>5951</b>		
<b>Additional expenditure</b>				
Home working allowance	208			22.10.19
Annual leave payment	309			22.10.19
Laptop & initial set up	74			22.10.19
<b>Total</b>	<b>591</b>			
<b>Total Section 137 2019-20 (228 x 8.12)</b>	<b>£1851.36</b>			
Unallocated S 137				
<b>Reserves</b>				
<b>Provisions for:</b>				
Asset maintenance (excl Street lighting)	500	87		Replacement dog waste bin - 13.02.19
Computer	700	700		Replacement laptop & set up 22.10.19
Election expenses	1000			
Planning / Legal Advice	2000			
<b>Total allocated reserves</b>		<b>3413</b>		
<b>Approx unallocated reserves</b>	<b>2250</b>			Excl. data transfer costs & addnl street electricity costs

Total PC receipts to date 2019/20				
Precept		9600		
VAT		503.04		
Interest		1.4		
<b>Total</b>		<b>10104.44</b>		

## **Renewal of SLCC membership October 2019**

(Society of Local Council Clerks)

## **Appendix G**

Membership subscription rates 2019                      £89

Renewal of Association of Local Council Clerks (ALCC)

£40

## Burton Overy Parish Council - Draft budget 2020-21

### Appendix H

Item	2019-20	2019-20	DRAFT
	Budget	Expenditure to date excl VAT - Quarters 1 & 2	2020-21 Budget
	£	£	£
Asset maintenace	100	100	124
Audit - internal	175		170
Broadband provision	210	88	228
Clerk salary	2860	1192	3169
Clerk Home Working Allowance			208
Community resilience	50		50
Defibrillator	60	62	65
Dog waste	360	171	380
Expenses - election	400	400	100
Expenses - general incl data protection reg.	235	121	235
Grants & donations - to local projects / groups S.137	250		250
Insurance – Public Liability	320	330	330
IT provision & support	75	75	120
Cloud backup			125
Parish plan work	50		50
Parish web support & domain name management	350		350
Room hire – Village Hall	120		120
Street Lighting - electricity & maintenance	600	419	650
Street lighting - LED retrofitting repayment	2815	2811	2811
Subscription CPRE			40
Subscriptions - LRALC & SLCC	245	143	290
Training	200	40	200
Cllr webmail addresses	125		125
<b>Total</b>	<b>9600</b>	<b>5951</b>	<b>10190</b>
<b>Reserves</b>			
<b>Provisions for:</b>			
Asset maintenance (excl Street lighting)	500	87	500
Computer	700	700	0
Election expenses	1000		1000
Planning / Legal Advice	2000		2000
<b>Total allocated reserves</b>		<b>3413</b>	<b>3500</b>
<b>Approx unallocated reserves</b>	<b>2250</b>		<b>2160</b>

Estimated Precept effect based on last years formula	From £61.58		To £65.36
The national average local parish and town council Council Tax rate (Band D) for 2019-20 is £67.18			

<b>RISK AREA</b>	<b>POTENTIAL RISK IDENTIFIED</b>	<b>POTENTIAL IMPACT</b>	<b>STEPS TO MITIGATE RISKS (CONTROL)</b>	<b>EVIDENCE</b>
Assets	Protection of physical assets	Cost of replacing damaged or destroyed assets.  Loss of facilities	Retention of purchase documents.  The Parish Council holds insurance with a level of cover applicable to the total current value of material assets held.	Current local council insurance reviewed annually.  Asset register updated with new purchases.
Assets	Failure to provide safe equipment  Reputational risk and adverse publicity.	Liability claim for physical injury	Maintenance to assets as required.  Annual maintenance check undertaken by one councillor.  Annual tree check undertaken by Tree Warden.  Insurance held to an appropriate level.	Minutes.  Current local council insurance reviewed annually.
Finance	Banking	Lack of control over the council assets.  Higher likelihood of fraud or misappropriation of assets.  Ineffective reporting.  Qualified internal and external audit reports.  Reputational risk and adverse publicity.	Bank mandate updated at full council meeting and checked annually.  Payments approved as required by Financial Regs.  Direct debit and debit card payments to be initialled on monthly internet statements.  Two council signatories on cheques and cheque stubs.	Monthly statements  Cheque stubs  Minutes  Annual Return
Finance	Budgeting to underlie annual precept	Council receives less funding than is required to meet obligations and objectives.  Reputational risk and adverse publicity.	Council prepares detailed budget in late Autumn.  Precept determined directly from this budget.  Actual expenditure versus budget reported to council quarterly.  No expenditure may be incurred that exceeds the amount provided in the revenue budget for that item unless by approval at a full council meeting.	Annual budget statements of council, with minuted approval.  Quarterly Budget Reports  Minutes

Finance	Financial controls and records	<p>Lack of control over the council assets.</p> <p>Higher likelihood of fraud or misappropriation of assets.</p> <p>Ineffective reporting.</p> <p>Qualified internal and external audit reports.</p> <p>Reputational risk and adverse publicity.</p>	<p>Invoices checked for accuracy by Clerk.</p> <p>Two council signatories on cheques, cheque stubs and invoices.</p> <p>Financial Regs and Standing Orders reviewed annually.</p> <p>Internal <b>and External</b> audit conducted annually and <b>Certificate of Exemption from External Audit submitted.</b></p> <p>Financial records kept in accordance to statutory requirements.</p> <p>Accounts ledgers kept in <b>village hall</b> for minimum of 7 years. Ledgers then forwarded to Records Office for their safe keeping on indefinite loan.</p> <p>Ensure expenditure is made within the powers of a Parish Council and all payments are approved.</p> <p>Quarterly bank reconciliations approved by council.</p> <p>Cheque book &amp; debit card to be stored in locked filing cabinet when not in use.</p> <p>Pin readers &amp; Special Authentication cards to be held securely.</p> <p>Appropriate procedures and responsibilities associated with this delegated responsibility to be provided in writing &amp; reviewed annually. Safeguarding public money guidance to be attached</p>	<p>Financial Regulations and Standing Orders.</p> <p>Monthly bank statements and signed bank reconciliation statements.</p> <p>Payments record in Minutes.</p> <p>Annual Return.</p>
Finance	Risk of consequential loss of income	<p>Loss of key data.</p> <p>Adverse publicity for the council or disclosure risk.</p>	<p><b>Professionally managed cloud backup for computer</b></p> <p>Paper records held in homes of Chairman and Clerk.</p>	

Finance	Compliance with HMRC regulations	Lack of control over the council assets.  Reputational risk and adverse publicity.	Each VAT item is entered monthly on the VAT return and corresponds to Payments and Receipts ledger.  Submit VAT return at least annually.	VAT returns.  Annual Return
Finance	Compliance with Transparency Code	Fines for late uploading onto website or errors.  Reputational risk and adverse publicity.	Upload data on or before appropriate dates.	Website. Paper records held at Clerk's house / village hall
Finance	Cash receipts from sale of, for example, Jubilee mugs	Lack of control over the council assets.	Cash receipt book to be signed by Clerk and Cllr involved. Records to be kept of mugs sold.	Receipts detailed on bank statements.
Employer Liability	Compliance with Employment Law	Penalties &/or fines  Reputational risk and adverse publicity.	Membership of SLCC & ALCC.  Submit Auto Enrolment Declaration of Compliance on or before appropriate date.  Using BPT-RTI, submit payroll returns monthly on or before appropriate date and the end of year return on time.  No current requirement for PAYE system or for payment of NI.	Submission confirmations
The safety of data on Councillor's personal devices	Data protection breach	Penalties &/or fines  Reputational risk and adverse publicity.	All council emails to be sent using webmail addresses. Strong and different passwords to be used for device and webmail access. Device to have automatic locking if inactive for a period of time. Documents containing personal data to be accessed through the parish council website Member's Area and not downloaded or copied to personal devices.	Document Retention Policy. Privacy Policy (Member's Area)  We should consider simple Information Security Incident and Personal Device Acceptable Use policies.

Signed..... Chair Dated.....

## **Parish Council meetings 2020 - 21**

**Parish Council meetings will normally held on the third Tuesday of each month.**

### **2020**

January 21st

February 18th

March 17th

April 21st

May 19th – Annual Parish Meeting & Annual Parish Council Meeting

June 16th

July 21st ) One summer meeting cancelled,

August 18th ) depending on planning applications received

September 15th

October 20th

November 17th

December 8th or 15th

### **2021**

January 19th

February 16th

March 16th

April 20th