



Chairman: Cllr C Nicholson

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7 February 2019

A meeting of Stanwix Rural Parish Council will be held at 7:30pm on:

Wednesday 13th February 2019 in the Parish Hall, Crosby-on-Eden

This is a public meeting and all are welcome to attend.

A handwritten signature in black ink, appearing to be 'SK', is written above the name Sarah Kyle.

Sarah Kyle
Clerk to the Council

Agenda

1. Apologies for absence

To receive apologies and approve reasons for absence

2. Minutes of the meeting of the Parish Council held on 22nd January 2019

To authorise the Chairman to sign as a correct record the minutes of the last meeting of the Parish Council held

3. Requests for Dispensations

The Clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest

4. Declarations of Interest

To receive declarations by elected and co-opted members of interests in respect of items on this agenda

5. Public Participation

In accordance with Standing Order 3e the Chairman will, at his discretion, invite members of the public to address the meeting in relation to the business to be transacted at this meeting

6. Planning matters

6.1 To Consider New Applications:

19/0065 33 The Green, Houghton, Carlisle, CA3 0NG - Erection Of First Floor Dormer Extension To Provide 3no. Bedrooms And Bathroom Together With Installation Of Bay Window Without Compliance With Condition 2 Imposed On Planning Permission 18/0353 To Amend External Materials

18/1142 Land to North of California Road, Carlisle CA3 0BY - Erection Of 200no. Dwellings And Associated Infrastructure

7. Clerk's Report

Clerk to give a report on actions undertaken following the January meeting

8. Flood Recovery

To receive and note a verbal update

9. Administrative Matters

9.1 Clerk's PC

To consider the purchase of a new PC for the Clerk

10. Village Matters

10.1 Houghton Christmas Tree

To consider a request from the Village Hall Management Committee

10.2 Houghton School Parking

To further consider issues with the above

10.3 Brunstock Planning Consent

To consider the placement of shipping containers in Brunstock

10.4 Play Area Inspections

To note the latest safety inspection reports and highlight risks if necessary

11. Finance matters

11.1 To approve payments detailed in the schedule and to note the reconciled balances at bank

11.2 Review of Internal Audit Arrangements

To review and consider approval of the current arrangements

11.3 Grant Scheme 2019/20

To consider the arrangements for the 2019/20 grant scheme

11.4 Asset Register

To consider approval of the updated Asset Register

12. Schedule of Correspondence, notices and publications

To note items of correspondence received since the last meeting:

- Solway Aviation Museum - Save the Date Notification
- C1012, Houghton Road, Carlisle Drainage/Footway Repair Works Notification

13. Councillor matters

An opportunity for Councillors to raise issues on behalf of residents in their ward. *Note: no decisions can be made on these matters but the Clerk may make investigations and/or they may be placed on a future agenda of the Council*

14. Date of next meeting – to resolve that the next meeting of the Parish Council be held on Wednesday 13th March 2019 in Cumbria Wildlife Trust Centre, Houghton at 7.30pm.

STANWIX RURAL PARISH COUNCIL

**Minutes of a Meeting of Stanwix Rural Parish Council held on
Tuesday 22 January 2019 in the Village Hall, Houghton at 7:30 p.m.**

Present: The Chairman Cllr C Nicholson, Cllrs A Coles, M Fox, A Lightfoot, C Savory and M Sherriff.

ACTION

In Attendance: 1 member of the public.

SR 758/1/19 Apologies for absence

Apologies were received and accepted from Cllrs C Duncan and R Gordon. City Cllrs J Bainbridge and M Bowman also sent apologies.

SR 759/1/19 Minutes of the meeting of the Parish Council held on 10 December 2018

Resolved to authorise the Chairman to sign, as a true and accurate record, the minutes of the last meeting of the Council.

SR 760/1/19 Requests for Dispensations

No request for dispensations were received.

SR 761/1/19 Declarations of Interest

Cllr Coles declared a potential interest in item 767.4. Cllr Fox noted that the member of the public present to speak about application 18/0928 was known to him. He also declared an interest in planning application 18/0650. Cllr Nicholson declared an interest in planning application 18/0650, the applicant being known to him, as well as item 766.1, his spouse being the treasurer of Houghton Village Hall.

SR 762/1/19 Public Participation

One member of the public was in attendance to make representations regarding planning application 18/0928. He presented information regarding his opinion on the Tarraby conservation area boundaries and highways requirements with regards to the application to erect two new dwellings. The evidence was considered at length by Cllrs and the member of the public left the meeting at 8.06pm.

SR 763/1/19 Planning Matters

763.1 New Applications:

18/0928 Meadow Cottage, Tarraby, Carlisle, CA3 0JS - Erection Of 2no. Detached Dwellings

Resolved: To continue with the objection due to the dwellings being outside of the existing conservation area and neither preserving or enhancing the hamlet. Cllr Nicholson will construct a response, taking into account two letters of complaint made against the Council in their objection, refuting all points outlined in them. Also to recommend that the application be determined by Committee in view of its sensitivity. Cllr Nicholson to circulate the response to all members prior to submission.

CN

18/1138 Langarth, 138 Houghton Road, Houghton, Carlisle, CA3 0LD - Single Storey Rear/Side Extension To Provide Kitchen

Resolved: That the application be determined in accordance with national and local planning policy and guidance.

SK

18/0650 Beck Farm, Crosby on Eden, Carlisle, CA6 4QN - Erection Of 3no. Dwellings (Outline)

Resolved: To reiterate previous concerns that the application should be deferred until the flood defence scheme for Crosby is outlined. Concerns over sewage treatment also to be mentioned.

MF

763.2 Resolved to note Permission Notices Received:

18/0889 Crosshill Farm, Blackford, Carlisle, CA6 4DU - Erection Of Stable Block, Tack And Feed Room; Change Of Use Of Land To Outdoor Sand School For Equestrian Use And Erection Of Floodlights Together With 3.5m High Clay Embankment (Retrospective)

18/0923 14 Vestaneum, Crosby on Eden, Carlisle, CA6 4PN - Erection Of Single Storey Side And Rear Extension To Provide Kitchen/Dayroom To Rear And Utility, W.C. And Hall To Side (Revised Application)

18/0985 Gosling Sike Farm, Houghton Road, Houghton, Carlisle, CA3 0LD - Erection Of 1no. Polytunnel And 2no. Timber Sheds

763.3 Resolved to note Appeal Notices Received:

18/0568 14 Vestaneum, Crosby on Eden, Carlisle, CA6 4PN - Erection Of Single Storey Side And Rear Extension To Provide Kitchen/Dayroom To Rear And Utility, W.C. And Hall To Side (Town And Country Planning (Appeals) (Written Representations Procedure) Regulations 2000 P.I. Ref: App/E0915/D/18/3213819

Town And Country Planning (Appeals) (Written Representations Procedure) Regulations 2000

18/0031 Norfels, Crosby on Eden, Carlisle, CA6 4QY - Change of Use From Agricultural Land To Dog Breeding Facilities And Erection Of Single Storey Kennel Building (Retrospective)

Representations to be submitted to this appeal in due course if required.

SR 764/1/19 Clerk's Report

The Clerk provided a verbal report, noting the following:

739.1/11/18 WW1 Commemoration

The Clerk outlined further problems with the plaques, noting tarnish had already appeared on them. This was due to a fault with the acid used in cleaning at the point of engraving. The suppliers are in the process of rectifying the issue and will either clean or replace in due course.

753.2/12/18 Bus Stop Seating

Investigations with Highways are underway for potential consent to install a perch seat at the bus waiting area opposite Tribune Drive. It was noted that the City Council have no budget available for upgrade of the existing shelters.

753.5 Brunstock Pond

Brunstock Pond

Work has now commenced on the pond, with the iris being removed from the site and the initial digging works beginning. Further works are anticipated towards the end of January.

Parish Council Elections

The Clerk noted that notice of election for Parish Councils is to be displayed from 15 March and all Cllrs will be to stand for reelection where desired.

SR 765/1/19 Flood Recovery

Cllr Fox noted that the scheme for Low Crosby was no further forward as yet, however he was to attend a drop in session regarding the Carlisle scheme on 23 January where he would seek to find out further information. It is still hoped that the scheme details will be released within the month. He also noted grants available for aesthetic projects; the information has been circulated where appropriate.

SR 766/1/19 Administrative Matters

766.1 Village Hall Reports

Houghton Village Hall

Cllr Lightfoot noted that a new door key pad had been installed, not without some teething problems but hopefully working successfully now. Three meetings of the Management Committee had been held recently, with bookings on the increase. Thanks were noted to the treasurer, Mrs. A Nicholson, for her work in applying for numerous grants for the Hall. Her remarkable positive input was commended. He also noted that a fundraiser is to be held on 9 March; information to be circulated and, finally, that plans for Christmas tree were being discussed.

Crosby Parish Hall

Cllr Fox noted that CCTV has now been installed. He also noted that the Management Committee were working on a rota basis.

SR 767/1/19 Village Matters

767.1 Defibrillator Pads

Resolved: To purchase five more sets of replacement defibrillator pads to replace all expiring pads and retain a spare set in case of usage.

SK

767.2 Houghton Parking

Resolved: A meeting between the school, police, highways and village hall committee to be proposed to consider the issues being experienced at peak school times.

It was also noted that a query had been raised regarding a rumour that double yellow lines were to be installed in Houghton. The Clerk to confirm with Highways that this is not a firm proposal.

SK

767.3 Interpretation Panel

Resolved: To proceed with the purchase of one interpretation panel for Brunstock. Also to try to obtain the footpath and walk leaflets from a previous councillor so that these can be progressed. A meeting with the Brunstock residents is to be arranged after the February meeting.

SK

767.4 Tribune Drive Play Area

A complaint regarding the above had been received from a concerned resident. It was noted that work has been halted at the Eden Gate play area due to drainage issues.

Resolved to write to Carlisle City Council expressing concerns and request information as to the future plans for the Tribune Drive site.

SK

767.5 Houghton Village Green Parking Barrier

Enquires were made with the insurance company regarding the placement of boulders or bushes to prevent parking. They had confirmed that they had no concerns so long as a documented risk assessment had been carried out successfully.

Resolved: Clerk to consult with Highways before any further progression.

SK

767.6 Crosby School Parking

A complaint had been received regarding parents parking on the zigzag markings outside of school.

Resolved: Clerk to speak to the school for intelligence regarding the issue and request their assistance at dealing with it before any approach is made to the local Police Community Support Officer.

SK

SR 768/1/19 Financial Matters

768.1 Payments:

Resolved that the following payments be approved:

Cumbria Pond Services, deposit	£500.00
ICO, data protection	£35.00
NEST Pension, January pension	£81.88
Sarah Kyle, January salary and reimbursements	£1,228.37
HMRC, January PAYE and NI	£226.30
Cumbria Payroll, January payroll	£18.00
TECH4 Office, December printing	£31.14
Cumbria Waste Management, pond contribution	£600.00
WEL Medical, Defibrillator pads	£186.84

Cumbria Pond Services, further deposit	£4,000.00
A R Bouncy Castles, deposit	£100.00
Daffy Dil, deposit	£50.00
B Waugh, plaque removal/reapplication	£60.00
Houghton Village Hall, rental	£10.00
Houghton in Bloom, grant	£150.72
TOTAL:	£7,278.25

768.2 Noted: balances at bank as at 31 December 2018:

Community Account	£5,827.55
Money Manager Account	£59,339.48
Cash Account	£2,569.55
Expenditure 31/12/18	£47,961.97

768.3 Income Received

Resolved to note income received:

- £8.05 Electricity North West, Wayleave
- £30.94 Bank Interest, HSBC

768.4 Quarterly Monitoring Report

A report detailing income and expenditure for the period 1st April to 31st December 2018 was circulated alongside the agenda and noted. Consideration will be given to a replacement computer for the Clerk at the February meeting.

SK

SR 769/1/19 Consultations

769.1 Police and Crime Commissioner Council Tax Consultation

Noted that due to the short timescales and convoluted means of response that no Parish Council response is to be submitted. A letter of concern regarding the nature of the survey to be sent instead.

CS

SR 770/1/19 Schedule of Correspondence, Notices and Publications

A schedule of correspondence, notices and publications received since the last meeting was noted.

SR 771/1/19 Councillor Matters

Cllr Coles noted that he had made progress with Highways regarding repairs and the adoption of roads.

Cllr Fox noted that clarification was required over item 751/12/18 with regards to the Green Lane to Park Broom in Crosby footpath as to its actual definition of it being a public right of way. The Clerk to speak to the Footpaths officer.

SK

Cllr Nicholson noted that complaints had been received regarding shipping containers that had been placed in Brunstock Lane. A preliminary enquiry to the Planning Officer is to be made and the matter fully considered in February.

SK

SR 772/1/19 Date of Next Meeting

Resolved that the next meeting of the Parish Council be held on Wednesday 13th February at 7.30pm in the Parish Hall, Crosby-on-Eden.

There being no further business, the Chairman closed the meeting at 9.43pm.

STANWIX RURAL PARISH COUNCIL
CLERK'S REPORT, PARISH COUNCIL MEETING 13 FEBRUARY 2019

In addition to the items covered within the agenda, the following items are to report on:

753.2/12/18 Bus Stop Seating

This matter remains ongoing and an update will be put on the agenda in due course.

753.5/12/18 Brunstock Pond

Work has been delayed however it is due to recommence at the end of February.

767.1/1/19 Defibrillator Pads

Five more sets of pads were ordered, at an increased cost of £1 per set. These have not yet been delivered but will be distributed between the three sites upon arrival.

767.3/1/19 Interpretation Panel

Contact has been made with the chosen supplier and the matter will be progressed once the pond is further completed.

767.4/1/19 Tribune Drive Play Area

A letter has been sent to Carlisle City Council regarding the above and future plans for the site.

767.5/1/19 Houghton Village Green Parking Barrier

This matter remains ongoing.

767.6/1/19 Crosby School Parking

This matter remains ongoing.

769.1/1/19 Police and Crime Commissioner Council Tax Consultation

A letter was sent raising concerns over the nature of the consultation; a response has subsequently been received.

751/12/18 Crosby Footpath Status

This matter remains ongoing.

REPORT TO COUNCIL

Date of Meeting: 13 February 2019
Title: Replacement IT Equipment

Report of: Clerk

SUMMARY:

To consider the replacement purchase of a new PC for the Clerk, in accordance with the 2013 plan and the budget/precept report agreed in December 2017.

REPORT:

The existing pc is now 6 years old, having been purchased with an estimated lifespan of 5 years. A sum of £670 was provided for in the current 2018/19 budget for a replacement and as such, estimates have been received for consideration. These are as follows:

	Ram	Hard Drive	Processor	Windows	Cost	MS Office	Anti-virus		Monitor
Supplier 1 (local)	8gb	256GB SSD	I5	10 Pro	£620	Microsoft Office 365 Business premium £120 per annum (1 user) Or Microsoft Office 2019 Home & Business perpetual licence £200	Price Includes F-secure AV	Warranty TBC	24" Led - £130
Supplier 2 (local)	8gb	256GB SSD	I5	10 Pro	£565	Office Home and Student 2019: £110	ESET Nod32 Anti-virus Subscription 1 Year: £31.25 2 Years: £47.50 3 Years: £66.25	1 year warranty.	24" - £85
Supplier 3 (local)	8gb	240GB SSD	I5	10 Home	£400	Office is a yearly subscription and cost is £35 per year for the full suite or £191 outright.	Avast Internet Security £29 for 1 year	Includes 3 years warranty and transfer of data from old PC to new (if wanted).	24" LED - £125
Supplier 4 (national chain)	8gb	240GB SSD	I5	10 Pro	£514	Microsoft Office Home and Student 2019 - licence - 1 PC/Mac £95.81	Norton Security 1 year - £12.49 (on sale from £39.99)		Dell 24" LED - £88.99

All prices exclude VAT.

As members will note, the budget, when considered with software and anti-virus, is only sufficient for one local supplier.

Differences are however apparent and should be noted when comparing the cost of the office software, with variations quoted in the price.

Sufficient funds are available in both the administrative budget and the contingency budget, which remains untouched this year.

ACTION:

Members must consider the above information, chose a supplier/package and consider if the purchase is to go ahead in the current financial year.

**STANWIX RURAL PARISH COUNCIL
SCHEDULE OF PAYMENTS TO BE AUTHORISED 13 FEBRUARY 2019**

PAYEE	DETAILS	AMOUNT	VOUCHER No.	PAYMENT
NEST Pension	January Pension	£ 81.88	125	DD
Sarah Kyle	January salary plus reimbursements	£ 1,219.30	126	BACS
HMRC	January PAYE and NI	£ 226.10	127	BACS
Cumbria Payroll	January Payroll	£ 18.00	128	BACS
Tech4Office	Dec/Jan Printing	£ 3.44	129	BACS
Play Inspection Company	Quarterly Inspections	£ 240.00	130	BACS
Houghton in Bloom	2nd round grant award	£ 300.00	131	BACS
		<u>£ 2,088.72</u>		

WEL Medical Additional cost of replacement defib pads £ 5.00 118

Authorised by:

Signatory 1:

Minute Ref:

Signatory 2:

**Balance at 31 January 2019
Bank Reconciliation
Cash Book:**

Balance at 01.04.18 £61,478.80
Receipts to 31.01.19 £53,782.31
£115,261.11

Less expenditure at 31.01.19 £47,961.97

Balance at 31.01.19 £67,299.14

Represented by:

Community A/C (HSBC) £5,827.55
Money Manager A/C (HSBC) £59,339.48
Cash Account (CBS) £2,569.55

Less outstanding payments £ 437.44 £67,299.14

Reconciled by: _____

STANWIX RURAL PARISH COUNCIL

INTERNAL AUDIT PLAN

To safeguard Stanwix Rural Parish Council finances there are 3 systems of control:

- **Internal control,**
- **External Audit and**
- **Internal Audit**

Internal audit is a key component of the system of internal control. Its purpose is to review whether the systems of financial control and other controls over the activities of the council are adequate, effective, and in line with current regulations. Internal audit can assist the council in its responsibility for the prevention and detection of fraud, corruption, error and mistakes.

The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of simple accounting and basic PAYE and VAT requirements.

The appointment of the Internal Auditor, along with agreed Terms of Reference, will be verified by the Council once per year. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following tasks:

- To review twice during the year the accounting and internal control systems: one interim review midway through the year (approx. October or November) and one after the year end accounts have been completed.
- To report in writing to Council twice each year on the results of such tests of the system that are carried out;
- To report to Council in the format required in the Annual Return and to provide assurance for the council's Annual Governance Statement.
- To carry out test checking of the books accounts and vouchers as required.

These Tasks will be carried out using the guidance taken from Governance and Accountability for Local Councils: A Practitioners Guide 2014 and the schedule below suggests an approach to the testing of the key controls to provide assurance that the minimum level of coverage has been met and that all known risks are managed adequately.

A review of the effectiveness of the internal audit process will be carried out once per year by the Council. This will be done in conjunction with a review of the Council's internal controls (as set out in the financial regulations and standing orders) and the risk management procedures.

Internal Audit Terms of Reference for Y/E 31st March 2019

1. Proper Bookkeeping	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Is cashbook maintained and up to date?				
Is cashbook arithmetically correct?				
Is cashbook regularly balanced?				
Is there a checking system for data input into the computer?				
Is computerised financial information regularly backed-up?				

2. <u>a) Standing Orders Financial Regulations adopted and applied, and b) payment controls?</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Has the Council formally adopted Standing Orders and Financial regulations?				
Are they regularly reviewed?				
Has a Responsible Financial Officer been appointed with specific duties?				
Check (say) minimum 1 item or service per quarter above £2500. Has it been competitively purchased?				
Are payments in the casbook supported by invoices, authorised and minuted? Check minimum 3 items over (say) £1000/quarter.				
Has VAT on payments been identified, recorded and reclaimed?				
Is sec137 expenditure recorded and within statutory limits?				

3. <u>Risk Management Arrangements</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Do the Minutes record the Council carrying out an annual risk assessment?				
Are the internal financial controls documented and regularly reviewed?				
Does a scan of the Minutes identify any unusual financial activity? Are legal powers available and is the basis of the powers recorded and correctly applied?				
Are Minutes properly numbered/paginated with a master copy kept in safekeeping?				
Are procedures in place for recording/monitoring members' interests/gifts/hospitality received?				
Is insurance cover appropriate and adequate?				

4. <u>Budgetary Controls</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Has the Council prepared an annual budget in support of its precept?				
Is actual expenditure against the budget regularly reported to the Council?				
Are there any significant unexplained variances against budget?				
Are reserves adequate/excessive?				

<u>5. Income Controls</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Is income properly recorded and promptly banked?				
Does the precept in the cashbook agree to the District Council's notification?				
Are security controls over cash adequate and effective?				

<u>6. Payroll Controls</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Do salaries paid agree with those approved by the Council?				
Are other payments to the Clerk reasonable and approved by the Council?				
Has PAYE/NIC been properly operated by the Council as an employer?				

<u>7. Bank Reconciliation</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Is there a bank reconciliation of each account?				
Are the original bank statement balances checked every month (by the Chairman) to the bank reconciliation?				
Is a bank reconciliation carried out regularly on receipt of statements?				
Are there any unexplained balancing entered in the reconciliation?				

<u>8. Year End Procedures</u>	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Are year-end accounts prepared on the correct basis? (receipts & payments/income & expenditure)				
Do accounts agree with the cashbook?				
Is there an audit trail from underlying financial records to the accounts?				
Where appropriate, have debtors/creditors been properly recorded?				

REPORT TO COUNCIL

Date of Meeting: 13th February 2019
Title: REVIEW OF INTERNAL AUDIT ARRANGEMENTS 2018/19
Report of: CLERK

SUMMARY:

To consider the effectiveness of our internal audit arrangements for the financial year 2018/19 and to note the continuation of arrangements until the next review.

REPORT:

Each financial year the Council is required to review its internal audit arrangements. This is a requirement of the Account and Audit (Amendment) (England) Regulations 2006. The Council needs to consider its current arrangements and advise as to whether any amendment needs to be made to its current procedures.

a) Internal Audit Plan (Appendix 1)

These are the current terms of reference that the internal auditor undertakes on behalf of the Council preceded by an overall framework for the internal audit arrangements. The Council need to decide if the plan/checks currently in place are sufficient and if so, agree the plan for the financial year 2018/19. The plan, if agreed, will stay in place until further review takes place in approx. February 2020.

b) Statement Regarding the Effectiveness of the Council's Internal Audit

The Council is requested to confirm that they wish our current Auditor, Mrs Jean Airey to continue in her role and if so, that the Council resolves for the Chairman to sign the Statement Regarding the Effectiveness of the Councils Internal Audit (Appendix 2).

c) Internal Audit Review Checklist (Appendix 3)

The Council also needs to consider five standards expected of our internal audit as well as the characteristics of that effectiveness. These are outlined in Appendix 3.

ACTION:

The Council is requested to determine if they wish to approve the Internal Audit Plan/Terms of Reference for the financial year 2018/19 and for the Chairman to sign the Statement Regarding the Effectiveness of the Council's Internal Audit as well as the Internal Audit Review Checklist. Also to confirm the arrangements will continue into 2019/20 until a further review is carried out in 2020.

STANWIX RURAL PARISH COUNCIL

**STATEMENT REGARDING THE EFFECTIVENESS OF THE COUNCIL'S
INTERNAL AUDIT**

Stanwix Rural Parish Council is confident that its Internal Auditor, Mrs G Airey, is a competent person, independent of the Council, to review its financial controls and procedures and to give an objective view on the controls put in place by the Clerk/Responsible Financial Officer and approved by the Council.

The Internal Auditor is an ex Town Clerk of some 30 years standing and fully conversant with the Accounts and Audit Regulations 2006.

During the year the Council has responded to observations made by the Internal Auditor to further ensure compliance of the regulations.

Signed: _____
Cllr C Nicholson, Chairman

Date: _____

Stanwix Rural Parish Council Internal Audit Review Checklist 2018/19

Expected Standard	Evidence of Achievement	Yes/ No	Areas for Development
1. Scope of internal audit	Terms of reference for internal audit were reapproved by full council in February 2019 and remain on-going	Yes	
	Internal audit work takes into account both the councils risk assessment and wider internal control arrangements.	Yes	
	Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes	
2. Independence	Internal audit has direct access to those charged with governance (see financial regulations).		
	Reports are made in own name to management.	Yes	
	Internal audit does not have any other role within the Council.		
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	All responsible officers (Clerk/RFO) are consulted on the internal audit plan.		
	Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).	Yes	
	The responsibilities of council members are understood; training of members is carried out if necessary		Consider training in new council term
5. Audit planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council December 2018.	Yes	
	Internal audit has reported in accordance with the plan on a regular basis.		

Characteristics of 'effectiveness'	Evidence of Achievement	Yes/No	Areas for Development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's needs.	Yes	
Understanding the whole organisation, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
Add value and assist the organisation in achieving its objectives.	The council makes positive responses to internal audit's recommendations and follow up with action where this is called for.	Yes	
Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the Councils services, risk management and corporate governance arrangements.	Yes	
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes	

Signed:..... Chairman, Stanwix Rural Parish Council 13 February 2019



STANWIX RURAL PARISH COUNCIL

GRANTS TO LOCAL ORGANISATIONS

Any groups (community and voluntary organisations) wishing to apply for financial support, are invited to apply for funding. Grants are available only for schemes delivering benefit within the parish of Stanwix Rural.

All community groups are invited to apply, although grants are not intended for ongoing running costs but as a contribution towards capital, one-off schemes and payable on receipted invoices.

Grants must be claimed prior to Wednesday 4th March 2020 so any projects applied for should be able to be completed within this timeframe.

If you would like more information on this scheme or a copy of the guidance notes and application form, please contact the Clerk, Sarah, by emailing clerk@stanwixrural.co.uk or

Tel. 01228 231124.

Forms are also available to download from our website
www.stanwixrural.co.uk

**THE CLOSING DATE FOR GRANT
APPLICATIONS IS MONDAY 1 APRIL 2019**

Applications will be considered at a Parish Council meeting to be held on 10 April 2019



GRANT APPLICATION FORM 2019/20

Name of the organisation

Contact person for the organisation

Name Address Post Code Telephone number E-mail address	
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Brief description of the project

Estimated cost of project

Please give details of other funding secured or fundraising (pending) for the project.

Amount of grant requested from this fund

Describe the objectives of the organisation

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Although a copy of last years accounts is to be included in this application, please supply the following information:-

a) total income last year	£
b) total expenditure last year	£
c) the balance of funds in hand at the end of the financial year	£
d) membership numbers and subscription costs	£

Please include copies of two quotes estimates for projects over £500 and one quote/estimate for projects under £500.

Please also include a copy of the organisation's last bank statement with an explanation of any large reserves.

Signature of Chairman/Treasurer/Secretary on behalf of the organisation

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Date:

Please return completed form before Monday 1st April 2019 to:-

Mrs S Kyle
Clerk/RFO
Stanwix Rural Parish Council
Hill House
Walton
Brampton
CA8 2DY

Tel: 01228 231124
e-mail: clerk@stanwixrural.co.uk
www.stanwixrural.co.uk

STANWIX RURAL PARISH COUNCIL

GUIDANCE NOTES 2019/20

APPLICATIONS BY COMMUNITY & VOLUNTARY ORGANISATIONS FOR PARISH COUNCIL GRANTS

- The Council will only aid organisations involved in activities primarily designed to benefit residents of the Parish.
- Grants are intended as a contribution towards capital schemes; one-off projects; and events held for the benefit of the community overall.
- Grants may be capped within budgetary limitations, at the Council's discretion. Recurring or maintenance costs are not eligible for funding.
- Each application will be assessed on its own merits and will be considered alongside other applications.
- The Council's decision is final.
- All sections of the form must be completed and contain a copy of the organisations latest accounts and recent bank statements.
- Grant applications cannot be made retrospectively.
- Grants cannot be carried forward to the following financial year without written permission of the Council.
- If successful, the organisation is required to submit copies of receipted invoices for expenditure for which the grant was awarded. Payment shall only be made on submission of invoices and subsequent Council approval, unless in exceptional circumstances.
- The Council reserves the right to adjust the grant payment dependant on final project costs.
- Applications received after the closing date will not be considered.

Location	Description	Identification Ref.	Date Acquired	Acquired Value	Current Value	Disposal (Date & Value)	Notes
LAND							
Houghton	Village Green	VG 13 – 01/09/67		£	1.00		1.01 Hectares
Park Broom	The Green	VG11 – 29/01/82		£	1.00		0.17 Hectares
Brunstock	Common Land	CL53 – 19/12/79		£	1.00		1.4 Hectares
Crosby	Bus Shelter Site		09/06/1972	£1	£ 1.00		6ft x 12 ft
Crosby	Playing Field	CU87992	06/09/1992	Gifted	£ 1.00		1.5 Hectares
Tarraby	Common Land	CL54 – 19/12/79	08/03/71	Gifted	£ 1.00		0.1 Hectares
				TOTAL	£	-	

PROPERTY- COMMUNITY

Linstock	4 x Benches				£	2,000.00		1 at Steve Splinters - is it?
	3 x Picnic Benches		04/01/2010	£1,400	£	1,400.00		
	1 x Closed Notice Board		03/01/2008	£280	£	280.00		
	1 new open board		13/06/2018	£ 200.00	£	200.00		
	2 x Goalposts & Nets				£	900.00		
	Replacement Nets		30/07/15	£ 39.00	£	39.00		
	1 x Bus Shelter		10/01/2007	£6,000	£	6,000.00		
	1 x Litter Bin (common)		08/01/2010	£285	£	285.00		
	Tower Play Combination	2.3311	22/12/09	£12,366	£	12,366.00		
	Swing Scales	6.1	22/12/09	£1,952		0	£ 1,952.00	
	Nest Swing	6.145	22/12/09	£2,734	£	2,734.00		
	Small Play House	4.101	22/12/09	£1546	£	1,546.00		
	Swinging Horse	4.2415	22/12/09	£556	£	556.00		
	Small Carousel	6.26501	22/12/09	£1,894	£	1,894.00		
	Toddler Swing Cradle Seat	S6.12000	22/12/09	£2,898	£	2,898.00		
	Mat Safety Surfacing	N/A	22/12/09	£985	£	985.00		
	2 x Grit Bins	On village green corner of Thatch cott	01/01/2014	£564	£	564.00		
	1 x defibrillator	on WI Hall	04/06/2016	£ 841.75	£	841.75		

	1 x defib cabinet	WI Hall	04/06/2016	£	758.33	£	758.33	
	1 x defib mounting pole	WI Hall	12/12/2016	£	200.00	£	200.00	
	1 x zig zag walker		14/03/2018	£	541.00	£	541.00	
	2 x log walk		14/03/2018	£	55.00	£	55.00	
	1 x Wobble board		14/03/2018	£	633.00	£	633.00	
Brunstock	1 x Closed Notice Board & 1 open notice board					£	280.00	
Houghton	Village Hall					£	1.00	
	Village Hall Clock				£2,000	£	- 1/9/2015	Gifted to hall
							£2000	
	1 x Closed Notice Board					£	280.00	
	3 x Benches					£	1,500.00	
	2 x Goalposts & Nets		12/01/2007		£900	£	900.00	
	Replacement nets & pegs			£	108.00	£	108.00	
	2 x Grit Bins	St John's Church Corner	01/01/14		£282	£	282.00	
		Shop	1/11/14		£155	£	155.00	
	21 x Metal bollards		03/01/2013		£2,415	£	2,415.00	
	22 x Timber bollards		03/01/2013		£1,342	£	1,342.00	
	1 x defibrillator	Houghton Village Hall	04/06/2016	£	847.75	£	841.75	
	1 x defibrillator cabinet	Houghton Village Hall	04/06/2016	£	758.33	£	758.33	
Rickerby	1 x Closed Notice board & 1 x open notice board					£	280.00	
Crosby	Play equipment & BMX track		01/07/13		£25,000	£	25,000.00	
			01/09/14					
	1 x Double Swing				£3,400	£	3,400.00	
	1 x Closed Notice Board					£	280.00	
	2 x Goalposts & Nets		08/01/2013		£600	£	600.00	
	Replacement Nets			£	50.00	£	50.00	
	1 x Bus Shelter					£	4,000.00	
	1 x Access gate		01/01/2012		£400	£	400.00	

	1 x Metal Storage Container		01/01/2012	£2660	£	2,660.00	
	1 x Bench (at flood defenses)		05/01/2012	£700	£	700.00	
	1 x defibrillator	Crosby Parish Hall	04/06/2016	£	847.75	£	841.76
	1 x defibrillator cabinet	Crosby Parish Hall	04/06/2016	£	758.33	£	758.33
	1 x grit bin (Parish Hall)		10/12/2018	£	266.28	£	266.28
	1 x log train		06/07/2018	£	872.00	£	872.00
	2 x timber joined logs		06/07/2018	£	384.00	£	384.00
Crosby Moor	1 x Closed Notice Board		07/01/2013	£300	£	300.00	
Windsor Way	1 x Closed Notice board				£	280.00	Clerks Garage
	1 x Footpath sign - Cali Rd		12/01/2013	£100	£	100.00	
Whiteclosegate	1 x Closed Notice board				£	280.00	
	1 x Open Notice Board				£	280.00	
Wallhead	1 x Bus Shelter				£	4,000.00	
	1 x metal stile		11/01/2014	£	-	£	-
Tarraby	1 x Bench				£	500.00	Steve Splinters
				TOTAL	£	92,771.53	

PROPERTY – OFFICE

Home Office	1 x 4 Drawer Filing cabinet				£	120.00	
	1 x 2 Door Steel Cupboard				£	120.00	
	1 x Freecom Ext Disc Drive	625.00674			£	55.00	
	1 x Verbatim Ext Disc Dive	1A1094112096	17/6/09	£40	£	40.00	
	1 x Computer Hard Drive		07/01/2013	£520	£	520.00	
	1 x 22" Monitor		07/01/2013	£106	£	106.00	
	1 x Epson Printer/ Scanner	SX435W	08/06/2012	£49	£	- 8/4/15 £49	Disposed at changeover
	1 x Fire Resistant Chest	Model No. DCA4	29/11/08	£32	£	32.00	

2 x BT Phones	11/01/2010		£70	£		- 8/4/15 £70	Disposed at changeover
1 x USB Cable	04/01/2008		£13	£	13.00		
TP Wireless Mini	04/10/2015		£10	£	10.00		
Shredder	09/01/2015		£35	£	35.00		
paper cutter	04/07/2016	£	20.20	£	16.83		
Mouse & mat	19/5/16	£	15.97	£	14.38		
Display board	22/5/16	£	76.80	£	64.00		
Scanner	02/11/2016	£	319.98	£	319.98		
2 x Telephones	04/08/2008	£	42.99	£	43.00		
Flipchart easel	Unknown	£	50.00	£	50.00		
			TOTAL	£	1,559.19		

PROPERTY – SIGNS & NOTICES

1 x Houghton Village Hall				£	225.00		
1 x Crosby Village Hall				£	66.00		
1 x Crosby Play Area				£	66.00		
1 x Houghton Green				£	66.00		
1 x Crosby BMX Track	04/06/2016	£	100.00	£	100.00		
1 x Houghton in Bloom Sign	04/06/2016	£	85.00	£	42.50		
1 x Tarraby Sign	04/06/2016	£	59.74	£	59.74		
1 x Houghton Sign							
1 x Linstock Sign							
1 x Crosby sign							
1 x Crosby BMX track	20/06/13	£	210.00	£	-		£210 disposed flood
			TOTAL	£	625.24		

Total

£ 94,956

Notes on Values - Nominal values of £1 are given to land & village halls (not incl. in final total)