

All Councillors are summoned to a

BURTON OVERY PARISH COUNCIL MEETING

on Tuesday 15th June 2021 at 7.30 p.m. at Burton Overy Village Hall

- 21/039. Apologies for absence
- 21/040. Questions from members of the public
- 21/041. Declarations of Members interests
- 21/042. To approve as a correct record the minutes of the meeting held on 18.05.21 **Appendix A**
- 21/043. Matters arising and not on the agenda / Minutes Action List **Appendix B**
- 21/044. Consider any current issues regarding Covid 19 information & response
- 21/045. Council asset safety checks - to receive safety check reports and agree any action necessary
- 21/046. NALC – Clerk’s Hours of Employment & Salary Benchmarks **Appendix C**
- 21/047. Review / Adoption of Policies
a. Internet Banking Policy **Appendix D**
- 21/048. Planning matters – to consider
a. Application Ref. No: 21/00672/FUL– Demolition of existing prefabricated double garage and construction of replacement single storey garage; repair and reinstatement of existing boundary walls; and demolition and replacement of the part front boundary wall including the addition of new gates, Ivy Cottage, Rectory End
b. Application Ref. No: 21/00673/LBC – as above - Ivy Cottage, Rectory End
c. Application Ref. No: 21/00966/TCA – Works to Trees - St Andrews Church, Main Street
- 21/049. Planning decisions – to note
a. None pending
- 21/050. Finances
a. To note the on-line bank statements as at 30.05.21 **Appendix E**
b. Payments to be agreed / noted during June **Appendix F**
c. Internal Auditor’s Certificate **Appendix G**
d. AGAR Section 1 - Annual Governance Statement **Appendix H**
e. AGAR Section 2 - Accounting Statements **Appendix I**
f. AGAR Part 2 – Certificate of Exemption **Appendix J**
g. Confirmation of dates for exercise of public rights of inspection **Appendix K**
h. Alternative Budget Presentation **Appendix L**
- 21/051. Community Matters – update as required
a. Proposed Events
b. Use of VE Memorial Funds
- 21/052. Correspondence for discussion
Heavy vehicular traffic passing through the village
Washbrook Lane – Dog waste / litter bin
- 21/053. Correspondence for information
a. NatureSpot Survey of Wildflower verges

21/054. Items for the next Agenda
a. Banking Mandate /

21/055. To confirm the date of the next meeting - 20th July 2021.

21/056. To consider, if necessary, a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, should any items be considered of a confidential nature.

Members of the public and press may attend this meeting although Covid-secure measures will be in place in the village hall.
Face coverings must be worn when not speaking at the meeting.

The meeting may be recorded, filmed or broadcast provided that such activity does not impede the conduct or business of the meeting.

All appendices may be seen on the website or by contacting the Clerk.

Clerk to the Council
Tel 07827 797125
Email: clerk@burtonoverypc.org.uk

10.06.21
www.burtonoverypc.org.uk

BURTON OVERY PARISH COUNCIL

MINUTES OF A MEETING HELD – Tuesday 18th May 2021 at 7.30pm

- Present:** Cllr Bob Warwick
Cllr Sarah Rankine
Cllr Dave Fletcher
Cllr Bob Pain
The Clerk
Two members of the public
- 21/019 Election of Chair** – Cllr Bob Warwick was elected chair of the parish Council and signed the Declaration of Acceptance of Office.
- 21/020 Election of Vice Chair** – Cllr Sarah Rankine was elected vice-chair of the Parish council
- 21/021 Apologies** – Cllr Kate Goddard
- 21/022 Questions from members of the public** – no questions were raised by members of the public present at the meeting.
- 21/023 Declarations of interest** – none
- 21/024 Approval of Minutes of the parish council meeting on 22.04.21** – Approved and signed by Cllr Warwick.
- 21/025 Matters arising not on the agenda** –
Cllr Rankine updated the meeting regarding the avenue of trees project proposed by Mr & Mrs Bent. An application for support was to be submitted to Leicestershire County Council by 21st May. She also advised the council that a meeting of the climate change group had been arranged for later in the week.
Cllr Fletcher advised the meeting of the informal approach he had made in relation to the obstruction of the pavement on Bell Lane. The situation would be reviewed at the next meeting of the council.
The clerk was asked to forward a copy of the councillor training schedule to Cllr Pain.
The clerk also advised that he was still awaiting a response from Harborough DC on costings for the provision of an additional litter / dog waste bin on Washbrook Lane.
- 21/026 Emergency Covid 19 information and measures arising between meetings** – The clerk advised that, in accordance with current Government

statements, Covid 19 restrictions would continue to be lifted in accordance with the Government's published Roadmap.

- 21/027 Council asset safety checks** – no adverse issues were reported. Cllr Warwick suggested consideration may need to be given to the provision of a small canopy over the top of the defibrillator – Cllr Rankine undertook to pursue this.
- 21/028 Annual Report of the Chair** – Cllr Warwick presented his annual report of council activity undertaken during the previous 12 months. This was noted and endorsed by the meeting.
- 21/029 Review of Policies -**
The clerk presented updated versions of the Council's Standing Orders and Financial Regulations for consideration. The standing orders were unchanged from previous versions.
The Financial Regulations had been updated to reflect the current operational practices of the council and the recommendations and comments recently received from the Internal Auditor. The council would give further consideration to the need for an on-line banking policy and felt that the updated Financial Regulations considered at the meeting retained an appropriate level of delegation and accountability for Burton Overy Parish Council. Both of these documents were approved by the council.
The clerk also presented a draft Scheme of Delegation which was approved by the council.
- 21/030 Planning matters to consider –**
- a. **Application Ref. No: 21/00745/FUL** – erection of a new garage, Wychwood, The Gravel. (revised submission)
The council resolved to make no objection to the application and were supportive of the amendments made to the scheme which were felt to be sympathetic to the surrounding area and the Neighbourhood Plan.
 - b. **Application Ref. No: 21/00795/TCA** - Works to trees, The Old Rectory, Rectory End.
The council resolved to make no objection to the application.
 - c. The clerk reported receipt of correspondence (after the publication of the agenda) from Clark Telecom giving advanced notice of their intention to submit a planning application for the erection of a telephone mast within the road-side verge on the south side of Washbrook Lane near its junction with Oaks Road. The information had been circulated to parish councillors in advance of the meeting and it was resolved to circulate the information as widely as possible within the village, to acknowledge receipt of the information from Clark Telecom and to reserve any comments until the information has been given further consideration.
- 21/031 Planning decisions taken by HDC** – noted as follows: -

- a. **Ref.No: 21/00546/TCA** – Works to tree (fell), Rose Cottage, Elms Lane - Approved.

21/032 Finances –

- a. The bank statements relating to the month of April presented as Appendix D of the agenda were noted and agreed.
- b. Payments to be made during May (listed in Appendix E of the agenda papers) were considered and agreed together with agreement to the payment of the annual insurance premium to Came & Co. in the sum of £347.05. (The clerk also clarified that the monthly payment of PAYE to HMRC related to the current month not the preceding month)
- c. The Council considered the content and recommendations of the report of the internal auditor. With regard to the specific recommendations made in the report the council resolved as follows-
Recommendation 1 – to note.
Recommendation 2 – to receive a report at its June meeting on proposals for an online banking policy.
Recommendation 3 – to note the comment but to take no further action having regard to the small number of councillors in Burton Overy, the general low level of routine expenditure undertaken by the council and the routine oversight and authorisations provided by the full council prior to the majority of payments being made. Generally, the council felt that the existing arrangements for the authorisation of payments provided a sufficiently robust audit and accountability trail for the needs of the Parish Council.
Recommendations 4, 5 & 6 – to receive a report on these matters at its June meeting.
- d. The Council also considered the assertions detailed in the Annual Governance Statement in Section 1 of Part 2 of the Annual Governance & Accountability Return together with the evidence presented to it during the year in compliance with the assertions. The evidence presented was noted and endorsed.
- e. The clerk / RFO presented at Appendix H of the agenda the Annual Accounting Statements for 2020/21 which were duly noted at this stage.

21/033 Community Matters –

- a. Cllr Warwick sought councillors' views on whether any support should be given towards either the proposed Village Hall 'Breakout Event' on 27th June or the Queen's Platinum Jubilee celebrations (the planting of trees). The council resolved to note both of these matters and the clerk was asked to enquire of Harborough DC whether the VE Day commemorative grant (£500), awarded to the parish council in March 2020, could be applied to the latter.
- b. Cllr Pain raised concerns regarding the future of the Bell Inn, the lease of which was currently for sale. Because to the importance of this local facility within the local community he undertook to keep a watching brief on the matter and report back to the council with any relevant information.

21/034 - Correspondence for discussion

The clerk reported having received no correspondence for discussion since the last meeting.

21/035 - Correspondence for information

The clerk reported having received correspondence from: -

- a. Leicestershire County Council regarding their forthcoming programme for surface dressing across the County,
- b. Harborough District Council regarding their proposals for a parish liaison meeting at the end of June.
- c. Leicestershire & Rutland Rural Community Council regarding a recently established 'Coffee Connect' service.

The council noted the above correspondence.

21/036 - Items for the next agenda – Annual Governance & Accountability Return (AGAR) / Online banking Policy / Clerk's terms & conditions.

21/037 - Date of next meeting - 15th June 2021 at 7.30pm

21/038 - Exclusion of the Public

No confidential matters were considered at the meeting.

The meeting finished at 9.05 pm

Signed

Date

BURTON OVERY PARISH COUNCIL

COUNCIL MEETING ACTION LIST – May 2021

MINUTE REF.	ACTION	OWNER	DATE COMPLETE / UPDATE
21/024	Post the agreed April minutes and the draft May minutes on website	Clerk	Complete – 01.06.21
21/025	Review actions regarding obstruction of pavement in Bell Lane	Cllr Fletcher	
21/025	Copy of councillor training schedule to Cllr Pain	Clerk	Details emailed – 01.06.21
21/014a & 21/025	Contact Harborough DC to obtain costings for the provision and servicing of a new dog waste bin near the entrance to the footpath off Washbrook Lane	Clerk	E-mailed – 10.05.21 (reminder – 24.05.21)
21/027	Investigate options for erection of canopy over defibrillator	Cllr Rankine	
21/029	Incorporate agreed changes to Financial Regs and post on website. Post Standing Orders & Scheme of Delegation on Website	Clerk	Updated 01.06.21
21/030a	Submit comments to HDC planners re application ref - 21/00745/FUL, Wychwood, The Gravel	Clerk	Submitted – 19.05.21
21/030c	Post information regarding proposed phone mast on Washbrook Lane on website & reply to Clarke Telecom	Clerk	Posted – 19.05.21
21/032b	Make payments agreed at the meeting	Clerk	Payments made when due
21/032c	Prepare report for next meeting to cover an online banking policy and the terms and conditions of employment of the Clerk.	Clerk	Listed on agenda
21/032d & e	Prepare documentation for the June meeting relating to the Annual Governance & Accountability Return and the Certificate of Exemption.	Clerk	Listed on agenda
21/033a	Clarify with HDC the alternative use of the £500 grant awarded during 2020 for VE day commemorations	Clerk	Confirmation received – 20.05.21
21/033b	Maintain a watching brief of the proposed sale of the lease of The Bell Inn	Cllr Pain	

PARISH CLERK SALARY RANGES

(EXTRACT FROM NALC / SLCC ADVISORY NOTE 2004)

1. BACKGROUND

1.1 NALC and SLCC advise Local Councils that they have jointly agreed the appropriate salary ranges and core terms and conditions for the Officers of Town, Parish and Community Councils. The Terms and Conditions are based on the National Agreement on Pay and Conditions of Service of the National Joint Council for Local Government Services and regularly reviewed and agreed by NALC and SLCC acting together. Councils are strongly recommended to adopt this agreement and to conduct their employment relations in line with the guidance attached.

1.2 A Council, in appointing the Clerk to the Council, is choosing the holder of a responsible public position who will have the qualities, including: competence, initiative, energy and imagination, necessary to administer properly the Council's affairs and to carry out the tasks associated with the wider role of the Council as a representative and ambassador. The Council should act as a responsible employer in the recruitment, employment and management of its staff and make use of good employment practice in conducting its relations with its staff.

1.3 The agreement on terms and conditions, the model contract and the guidance on good employment practice all provide a framework for attracting, retaining and motivating the appropriate calibre of staff to work in modern local councils. The final decision on salary has to be agreed between the council and the officer at appointment, but this National Agreement between NALC and SLCC provides a reasonable salary and terms and conditions standard for clerks.

1.4 Under the Employment Rights Act 1996 the implementation of a new scheme of terms and conditions cannot be implemented to the detriment of the current post holder. In the event that the implementation of this scheme implies a reduction in salary, existing post holders will have protected rights for a period of 5 years. Councils and Clerks should contact their respective County Officer or SLCC advisor for guidance in this event.

1.4 The current particulars of employment, which were reviewed in March 2020, are detailed in Table 1.

TABLE 1 - CURRENT PARTICULARS OF EMPLOYMENT (Reviewed March 2020)

Weekly Hours of Employment (Excl. holiday)	5
Specified hourly rate of pay	£11.00
Weekly additional hours for holiday	0.54 hrs
Clerk's Annual Salary (5.54 x 52 x 11)	£3,168.88
Clerk's Monthly Salary	£264.08
Total Hourly Rate	£12.18

2. SALARY RANGES

2.1 NALC and SLCC strongly advise that the starting salary of a Clerk to the Council should, as a minimum, be paid in accordance with the ranges set out in Appendix A and Table 2. This has been derived from an independent bench marking exercise carried out on behalf of the SLCC and NALC across a sample set of Clerk's positions. Typical Job Profiles for the benchmarks are included at the end of this document. Councils and Clerks should establish the appropriate similar job specification taking account of the particular realities of the role in question.

2.2 Salary is calculated by reference to the numbered positions on the spinal column points chart issued annually by NALC and the SLCC. The spinal column points used will be those of the National Joint Council for Local Government Service.

2.3 Having established the benchmark salary for the post, the Council will either adopt a salary scale within the range where the salary will rise annually, by automatic increase on the 1st April each year by incremental steps, to the scale maximum; or adopt a single salary point (a 'spot salary') within the range. Where a single salary point is adopted, the Council should review the salary annually.

2.4 In either case, the starting point or single salary point is to be chosen by reference to the following factors insofar only as they vary from the description of the benchmark post:

- experience and expertise
- qualifications
- whether the clerk is also the Responsible Financial Officer
- whether the council has developed increased functions as a result of Quality Council status or Best Value applicability
- the extent of functions devolved from principal authority level
- staffing levels

2.5 Under the National Agreement, professional development through a recognised institution or programme will be rewarded by a salary movement of one upward point on the spinal column in respect of each level attained.

2.6 Details of current salary ranges, with benchmark post guidance, and recognition of qualification are published regularly by NALC and the SLCC.

2.7 Apart from salary the general terms and conditions for clerks follow the principles of proper employment practice and specifically the general agreement by the National Joint Council for Local Government Services. These terms and conditions are expressed in the model contract agreed by NALC and SLCC and the good practice guidance which is attached to this agreement. The model contract and good practice guidance cover such things as pension entitlement, holiday pay, sickness allowance, grievance and disciplinary procedures and other good practice arrangements.

TABLE 2 – NALC SALARY GRADINGS

LC Grade Profile	Below Range (SCP)	Average Range (SCP)	Above Range (SCP)
1	5 - 6	7 - 12	13 – 17
2	19 - 23	24 - 28	29 - 32

See Appendix A for Salary Amounts from April 2020

3. WORKING TIME

3.1 The standard working week for full-time Clerks to the Council and other Officers is 37 hours. For part-time officers, the Council will determine the hours to be worked and must ensure that the working week, or overall staffing provision, is sufficient to meet the demands of the Council's work.

3.2 The National Agreement requires that part-time officers are remunerated *pro rata* at an hourly rate derived from the salary for a full-time post described above. The hourly rate is calculated by dividing the annual fulltime salary, including any additions or allowances by 52 weeks, to produce a weekly figure, and to divide that figure by 37, being the standard number of hours worked by a full-time officer.

3.3 Under employment legislation any part-time member of staff must be offered on a *pro rata* basis the same terms and conditions as those of a full-time worker in a comparable post. This includes supervisory enhancements, expenses, overtime / time-in-lieu, leave, pension or gratuity, etc. For a comparable post where there is a sole employee the comparison must be with an employee in the local council sector.

TABLE 3 - WORKING TIME / ANNUAL LEAVE ANALYSIS

(As detailed in Internal Audit Report)

No. of hours worked / week	5	6
No. of hours worked / month	21.66	26
No. of hours worked / year	260	312
Standard Local Gov't Working week	37 hrs	37 hrs
Pro-rata weekly multiplier (5/37) (6/37)	0.14	0.16
FTE Annual Leave Entitlement (incl. bank hols)	28 days (or 207.2 hrs)	28 days (or 207.2 hrs)
Pro-rata monthly entitlement (207.2/12 x 0.14) (207.2/12 x 0.16)	2.42 hrs	2.76
Pro-rata weekly entitlement (207.2/52 x 0.14) (207.2/52 x 0.16)	0.56 hrs	0.64 hrs
Annual salary (incl. holiday pay)	£3,180.32	£3,798.08
Monthly salary (incl. holiday pay)	£265.03	£316.51
Total Hourly Rate	£12.24 / hr	£12.17 / hr
Nearest SCP on NALC Pay Gradings	15	15

NB – all calculations to two decimal points

PROFILE 1

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge. **e.g., *Small or medium parish.***

The job requires judgmental or creative skills where there is some need to interpret information or situations and to solve straightforward problems.

The job involves exchanging orally or in writing varied information with a range of audiences or exercising advisory, guiding, negotiating or persuasive skills: **e.g., *Up to 6 meetings a year***

The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The jobholder generally has access to guidance on unusual or difficult problems. **e.g., *No devolved functions***

The job involves some direct impact on the well-being of individual, or groups of people, through undertaking tasks or duties, which are to their direct benefit, or impact directly on their health and safety.

The job involves limited, or no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or advice and guidance, to new employees, or others **e.g. *No Staff***

The job involves some direct responsibility for financial resources. The work regularly involves either handling of cash, processing of cheques & invoices or equivalent or being accountable for small expenditures from an agreed budget or equivalent income **e.g., *Typical budget of up to £25,000***

The job involves some direct responsibility for physical resources. The work regularly involves either some responsibility for security of buildings, external locations or equivalent; day-to-day maintenance of equipment or premises; or ordering, or stock control of a limited range of supplies.

PROFILE 2

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge **e.g., *Small or medium parish.***

The job requires judgmental or creative skills where there is some need to interpret information or situations and to solve straightforward problems.

The job involves either exchanging orally or in writing varied information with a range of audiences or exercising advisory, guiding, negotiating or persuasive skills **e.g. *6 – 12 meetings per year.***

The job involves working within recognised procedures, within which the jobholder is required to organise own workload. The work involves making decisions as to when and how duties are to be carried out, and responding independently to unanticipated problems and situations. The jobholder generally has access to guidance on serious problems **e.g., 2 devolved functions.**

The job involves considerable direct impact on the well-being of individual, or groups of, people **e.g. Many statutory functions.**

The job involves direct responsibility for the supervision, direction, co-ordination or training/development of other employees. The work involves the allocation of work to a small group or team, checking of work, and the direction of staff, including, where appropriate, on-the job training. **e.g., Small team of up to 10 staff.**

The job involves direct responsibility for financial resources. The work involves either accounting for large sums of money in the form of cash, cheques, direct debits, invoices, or equivalent, where care, accuracy and security are important or being accountable for considerable expenditure from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of budgeted sums. **e.g., Typical budget £25,000 – £250,000**

The job involves considerable direct responsibility for physical resources. The work involves either cleaning, maintenance and repair of a range of equipment, buildings, external locations or equivalent or security of buildings, external locations or equivalent or ordering, or stock control of, a range of equipment and supplies

26 AUGUST 2020

E01-20 | 2020-21 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2020.

Due to the introduction of the national living wage, the NJC agreement included the introduction of a new pay spine on 1 April 2019. Reference to the former pay scales has been removed. However, if you wish to see how the old spinal column points and scale ranges translated to the new scales, these are set out in E02-18.

SCP	1 April 2019		1 April 2020		Scale ranges
	£ per annum	£ per annum	£ per annum	* £ per hour	Based on SCP
1	£17,364	£9.02	£17,842	£9.27	Below LC Scale (for staff other than clerks)
2	£17,711	£9.21	£18,198	£9.46	
3	£18,065	£9.39	£18,562	£9.65	
4	£18,426	£9.58	£18,933	£9.84	
5	£18,795	£9.77	£19,312	£10.04	
5	£18,795	£9.77	£19,312	£10.04	LC1 (5-6) (below substantive range)
6	£19,171	£9.96	£19,698	£10.24	LC1 (7-12) (substantive benchmark range)
7	£19,554	£10.16	£20,092	£10.44	
8	£19,945	£10.37	£20,493	£10.65	
9	£20,344	£10.57	£20,903	£10.86	
10	£20,751	£10.79	£21,322	£11.08	
11	£21,166	£11.00	£21,748	£11.30	
12	£21,589	£11.22	£22,183	£11.53	LC1 (13-17) (above substantive range)
13	£22,021	£11.45	£22,627	£11.76	
14	£22,462	£11.67	£23,080	£12.00	
15	£22,911	£11.91	£23,541	£12.24	
16	£23,369	£12.15	£24,012	£12.48	

17	£23,836	£12.39	£24,491	£12.73	
18	£24,313	£12.64	£24,982	£12.98	LC2 (18-23) (below substantive range)
19	£24,799	£12.89	£25,481	£13.24	
20	£25,295	£13.15	£25,991	£13.51	
21	£25,801	£13.41	£26,511	£13.78	
22	£26,317	£13.68	£27,041	£14.05	
23	£26,999	£14.03	£27,741	£14.42	
24	£27,905	£14.50	£28,672	£14.90	LC2 (24-28) (substantive benchmark range)
25	£28,785	£14.96	£29,577	£15.37	
26	£29,636	£15.40	£30,451	£15.83	
27	£30,507	£15.86	£31,346	£16.29	
28	£31,371	£16.31	£32,234	£16.75	
29	£32,029	£16.65	£32,910	£17.10	LC2 (29-32) (above substantive benchmark range)
30	£32,878	£17.09	£33,782	£17.56	
31	£33,799	£17.57	£34,728	£18.05	
32	£34,788	£18.08	£35,745	£18.58	
33	£35,934	£18.68	£36,922	£19.19	LC3 (33-36) (below substantive range)
34	£36,876	£19.17	£37,890	£19.69	
35	£37,849	£19.67	£38,890	£20.21	
36	£38,813	£20.17	£39,880	£20.73	
37	£39,782	£20.68	£40,876	£21.25	LC3 (37-41) (substantive benchmark range)
38	£40,760	£21.19	£41,881	£21.77	
39	£41,675	£21.66	£42,821	£22.26	
40	£42,683	£22.18	£43,857	£22.79	
41	£43,662	£22.69	£44,863	£23.32	
42	£44,632	£23.20	£45,859	£23.84	LC3 (42-45) (above substantive benchmark range)
43	£45,591	£23.70	£46,845	£24.35	
44	£46,732	£24.29	£48,017	£24.96	
45	£47,896	£24.89	£49,213	£25.58	
46	£49,101	£25.52	£50,451	£26.22	LC4 (46-49) (below substantive range)
47	£50,318	£26.15	£51,702	£26.87	
48	£51,429	£26.73	£52,843	£27.47	
49	£52,869	£27.48	£54,323	£28.23	
50	£54,194	£28.17	£55,684	£28.94	LC4 (50-54) (substantive)
51	£55,544	£28.87	£57,071	£29.66	
52	£57,397	£29.83	£58,975	£30.65	

53	£59,244	£30.79	£60,873	£31.64	benchmark range)
54	£61,099	£31.76	£62,779	£32.63	
55	£62,967	£32.73	£64,699	£33.63	LC4 (55-62) (above substantive benchmark range)
56	£64,812	£33.69	£66,594	£34.61	
57	£66,679	£34.66	£68,513	£35.61	
58	£68,510	£35.61	£70,394	£36.59	
59	£70,246	£36.51	£72,178	£37.51	
60	£72,019	£37.43	£74,000	£38.46	
61	£73,835	£38.38	£75,865	£39.43	
62	£75,701	£39.35	£77,783	£40.43	

* Hourly rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.

© NALC 2020

BURTON OVERY PARISH COUNCIL

ONLINE (INTERNET) BANKING POLICIES

Background

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Order repeals the statutory requirement for 2 elected members to sign cheques and other orders for payment. The removal of this particular legal requirement enables Parish Councils to take a considered and pragmatic approach to how it controls accountability for the use of public money whilst taking advantage of modern technology including internet banking.

The Parish Council acknowledges the need to maintain robust controls of payments as an integral part of its overall financial control systems and proposes this Internet Banking Policy as a component of its Financial Regulations.

Account Details

The Parish Council holds bank accounts with Lloyds Bank. A current account (described by Lloyds as the Treasurers Account), which is used as the parish council's main day-to-day banking facility and a reserve account (described as Business Bank Instant Account) in which the council's reserves are held.

The council has no planned overdraft arrangements. Therefore, transfers from the reserve account to the current account need to be made periodically to ensure all day-to-day payments can be covered.

Banking Mandate

The council's banking mandate currently allows three councillors to act as signatories on behalf of the parish council – any two of these may authorise individual transactions if not approved by a meeting of the full council. The optimum arrangement would be to ensure that at least four of the five parish councillors were named on the mandate at any one time.

The individuals named on the mandate will vary from time to time as the membership of the council varies following elections or co-option.

Payment Policies

Arrangements for all cheque payments are that they must be signed by two signatories from the mandate on production of relevant supporting documentation by the Clerk /RFO. Where a payment is to be made by cheque, the cheque will be signed by two authorised Councillors who shall also initial the counterfoil. If possible, this should be carried out at or immediately following a Parish Council meeting.

Wherever possible, payments will be made using online banking because of the associated cost and efficiency benefits. The following bullet points set out the principles and procedures of operation of online payment arrangements with particular attention to the raising of payment requests and their authorisation. The actual process of operating the online account will also be subject to the rules and security authorisation processes of the bank.

Where internet banking arrangements are made with any bank, the Clerk / RFO shall be appointed as the Administrator. The Clerk / RFO will have 'view and submit only' authorisation and will be able to transfer funds between accounts held at the same bank. The Bank Mandate approved by the council shall identify a minimum of four councillors as signatories who will be authorised to 'view and approve' transactions on those accounts.

All invoices / orders for payment will be verified for authenticity and accuracy by the Parish Clerk / RFO and listed with the council meeting agenda as a schedule of payments due.

Wherever possible, payments will be made using online banking and should be initiated and paid as set out below within the timescales requested on the invoices;

1. The Parish Clerk will produce a list of payments that fall due each month and present this to the relevant meeting of the parish council.
2. The Council will consider the proposed payments and authorise them as it deems appropriate.
3. After authorisation is given by the Council the Parish Clerk will initiate the relevant payment requests on the online banking system and notify one of councillors listed on the bank mandate of the payments awaiting authorisation.
4. The notified Councillor will then authorise and confirm the payments online.
5. Councillors are expected to authorise payments requests within two days of the payment being initiated by the clerk.

Direct debits are an exception to the above procedure. These may be agreed at the discretion of the Council and reviewed at least every two years. All payments agreed via this mechanism will be listed on the agenda paperwork of each parish council meeting and endorsed via the quarterly bank reconciliation paperwork.

Payments between meetings

Where payments may be required in between meetings the Parish Clerk will email copies of the invoices requiring payment to the parish council chairman for authorisation before raising a payment request online. The procedure detailed from bullet point 3 above and onwards will then follow; although the councillor confirming and authorising the payment online shall not be the chairman. Such payments must be retrospectively minuted at the next full meeting of the council.

Payments to Councillors

Where a councillor is to be reimbursed for expenditure, they should not be an authoriser (in the case of internet payments), or a signatory (in the case of cheque payments) – for clarity, Signatories may not authorise a payment to themselves. Payments to councillors should not be made between meetings; they should only be made following agreement at a meeting.

Burton Overy Parish Council
 9 LLOYD GEORGE AVENUE
 KIBWORTH BEAUCHAMP
 LEICESTER
 LEICESTERSHIRE
 LE8 0UZ

Your Account

Sort Code 30-94-97
Account Number 00228552

TREASURERS ACCOUNT

01 May 2021 to 31 May 2021

Money In	£0.00	Balance on 01 May 2021	£6,788.05
Money Out	£308.47	Balance on 31 May 2021	£6,479.58

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
05 May 21	ZOOM.US 888-799-96 CD 7323	DEB		14.39	6,773.66
19 May 21	HMRC - ACCOUNTS OF 200000000756504507	FPO		105.60	6,668.06
28 May 21	PNET3122091-1 PNET3122091- 1	DD		30.00	6,638.06
28 May 21	P WOODWARD 500000000762837317 SALARY	FPO		158.48	6,479.58

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

ANTICIPATED EXPENDITURE / INCOME – JUNE

JUNE								
15	Came & Co (Insurance)	Insurance	01.06.21	E	347.05	0.00	347.05	
16	Data Protection Registration	ICO	03.06.21	E	40.00	0.00	40.00	
17	Zoom	Zoom	06.06.21	E	11.99	2.40	14.39	
18	Interest received (June)	Bank Interest	12.06.21	I	0.00	0.00	0.00	0.04
19	PAYE (May)	Salaries	18.06.21	E	105.60	0.00	105.60	
20	Clerk Salary (May)	Salaries	28.06.21	E	158.48	0.00	158.48	
21	Plusnet	Broadband	29.06.21	E	25.00	5.00	30.00	
22	LCC	street light retrofit	30.06.21	E	2,811.40	562.28	3,373.68	
					3,499.52	569.68	4,069.20	0.04

Annual Internal Audit Report 2020/21

Burton Overy Parish Council

www.burtonoverypc.org.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	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 bank account reconciliations were properly carried out during the year.	✓		
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. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

No PETTY CASH

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

Name of person who carried out the internal audit

02/05/2021

03/05/2021

10/05/2021

Hayley Cawthorne

INTERNAL AUDITOR

Signature of person who carried out the internal audit

LRALC Internal Audit Service

Date

10/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

BURTON OVERY PARISH COUNCIL

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 2021, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

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

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

www.burtonoverypc.org.uk

Section 2 – Accounting Statements 2020/21 for

BURTON OVERY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	7,133	5,639	<i>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.</i>
2. (+) Precept or Rates and Levies	9,600	10,265	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,006	963	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,169	3,327	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	8,931	7,302	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	5,639	6,238	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	5,639	6,238	<i>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.</i>
9. Total fixed assets plus long term investments and assets	16,893	16,893	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

Date

[Signature]
12/05/2021

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

BURTON OVERY PARISH COUNCIL

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: **£11,228**

Total annual gross expenditure for the authority 2020/21: **£10,629**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer Date

I confirm that this Certificate of Exemption was approved by this authority on this date:

Signed by Chairman Date

as recorded in minute reference:

Generic email address of Authority
clerk@burtonoverypc.org.uk

Telephone number
07827 797125

*Published web address

www.burtonoverypc.org.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **BURTON OVERY PARISH COUNCIL**

County Area (local councils and parish meetings only): **LEICESTERSHIRE**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on - **MONDAY 21ST JUNE 2021**

and ending on - **FRIDAY 30TH JULY 2021**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: _____

Role: RESPONSIBLE FINANCE OFFICER

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

ANNUAL BUDGET - ALTERNATIVE PRESENTATION TEMPLATE

COST CENTRE		REF. NO.	COST CODE	BUDGET 2021-22
1	ADMINISTRATION	1.1	AUDIT	170
		1.2	BROADBAND	320
		1.3	DATA PROTECTION	40
		1.4	ELECTIONS	100
		1.5	INSURANCE	340
		1.6	IT - WEBSITE HOSTING & SUPPORT	475
		1.7	IT - BACKUP	125
		1.8	STATIONERY	155
		1.9	TELEPHONE	180
		1.10	ZOOM	145
		1.11	MISCELLANEOUS	370
				2420
2	COMMUNITY	2.1	COMMUNITY PROJECTS & RESILIENCE	75
		2.2	DEFIBRILLATOR	75
		2.3	DOG WASTE BINS	425
		2.4	GENERAL REPAIRS & MAINTENANCE	160
		2.5	GRANTS & DONATIONS	250
		2.6	PARISH PLAN	0
		2.7	STREET LIGHTING (LED RETROFIT REPAYMENT)	2811
		2.8	STREET LIGHTING (POWER & MAINTENANCE)	650
				4446
3	STAFFING	3.1	HOMEWORKING ALLOWANCE	312
		3.2	PAYE	1247
		3.3	SALARIES	1922
		3.4	SUBSCRIPTIONS	350
		3.5	TRAINING	230
				4061
4	RESERVES	4.1	EARMARKED	0
		4.2	GENERAL	1500
				1500
			TOTALS	12427
5	INCOME	5.1	Precept	12427
		5.2	Miscellaneous	0
			TOTAL	12427