

Lubbesthorpe Parish Council

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Parish Council Meeting

Venue: The Hub, Tay Road. Lubbesthorpe
Meeting Time: 6.30pm Monday 10th June 2024.

Present: Cllr Ryan Powell (Chairman), Cllr Mandy Ewart, Cllr Doreen Harvey, Cllr and Cllr Matt Tomeo.

Also Present: Lisa Sly – Clerk, Hannah Loakes – Admin Assistant and Lauren Hickey – Events Co-ordinator.

Minutes

2024/020 Apologies for Absence.

Apologies were received and accepted from Cllrs Hextall and Ashmore.

2024/021 Declarations of Interest.

Cllr Powell – Governor of New Lubbesthorpe Primary School

2024/022 To approve the minutes of the Parish Council meeting held on 13th May 2024.

Decision: The Council approved the minutes of the council meeting held on 13th May 2024.

2024/023 Report from County and District Councillors.

Cllr Matt Tomes - District Councillor

There is a Public Consultation for Hays Garden in Narborough/Enderby Blaby District Council have purchase some properties to be used as social housing for the homeless.

2024/024 Parishioners Participation.

None

2024/025 To update the council on events planning and for any spend to be agreed by council. (Lubfest, In Bloom, Cinema, Scarecrow Festival, Oktoberfest, Christmas)

Lubfest

The Council Agree to purchase a trolley, to help with transporting equipment to Lubefest and the monthly market, up to a maximum of £100.

- Councillors are to collect empty tins for tin can alley. 10 more tins are needed
- Sweets for prizes are Skittles, chocolate, and Haribo, 300 bags. Also bananas and oranges
- Councillor rota agreed previously

In Bloom

- Needs to be advertise
- Poster needs updating

Cinema

A Report was presented to Council outlining 3 options for suppliers of the outdoor cinema. Option 1 CH Cinema Hire - <https://cinemahire.co.uk/cinema-hire/outdoor-cinema-hire/#daylightCinema> was agreed by council. At a cost of £2300

Other information – Events Co-ordinator to complete these unless otherwise stated.

- 5pm children
- 8pm adult
- Ask public to vote on which films
- Based on 200people for children's showing and 100 for adults
- Headsets for adult showing
- Hold on Muga field not at school
- Charge stall holder £25
- Food, burgers, Dabbs, chips, ice-cream- lees ices?
- Drink masons, horse and crown bar.
- Also Axxa hot dogs, popcorn nachos sweets
- get litter bins
- get toilets
- Order 9x21 marquee £1200 – the council decided to have a marquee
- Ticket price = £5 same for adults and children, under 3 free. The council decided not to have a group discount.
- Possible add on associated with kids film = find the character, competition, print out figure and put round field
- State no parking on poster
- It is possible to have sponsor adverts playing on the screen before the event. Investigate Sainsbury, care home , doctors
- Cancellation insurance -Lisa to investigate possibility of annual.

Scarecrow

- Any more info?
- Prepare poster for July market
- Book Hot food vans, hot drinks and Horse and crown
- Book 4 picnic tables
- Investigate music - folk music
- Ask if we can borrow scarecrow from Desford Scarecrow Festival

Oktoberfest

- Book marquee hire

Xmas

- Organise xmas WG meeting
- Contact Billy bates and Howe brothers for fairground rides in layby. Before WG meeting. Smallish rides would they pay us or do we pay them?
- Blow up snow globe?
- No reindeer
- Yes to Santa

2024/026 Clerk's Report

Need to plan a communications WG meeting to discuss branding. Include Lisa, Hannah, Lauren, Mandy, Matt, Ryan.

Training for Hannah and Lauren on minutes £30 for online with LRALC.

Council agree

Meeting adjourned (for comfort break) 5 min. reconvene at 7.45

2024/027 To accept the accounts for May and payments for Authorisation.

Cashbook

Decision: The Council approved the cashbook.

Budget

Decision: The Council noted the Budget spreadsheet.

Has grant been given to Lubbesthorpe Alive?

Statements

Decision: The council note the statements

Payments for Authorisation

Decision: The Council Authorised the payments listed below and payment of Clerks overtime of 28 hours.

Payments for Authorisation at the June 2024 Council meeting					
			Gross	Net	Vat
30/05/2024	Lisa Sly	expenses April	£60.90	£60.90	£0.00
03/06/2024	Dolce Sisters	singing at D-Day	£150.00	£150.00	£0.00
14/05/2024	Blaby District Council	bin emptying for the year. 2 bins every week	£435.55	£362.96	£72.59
26/05/2024	multipay	various	£1,055.77	£862.49	£193.28
			£1,702.22	£1,436.35	£265.87

2024/028 To decide upon responses to planning applications received from Blaby District Council.

None

2024/029 To receive and note the Internal Audit Report.

Decision: The Council received and noted the Internal Audit Report.

Action: To implement recommendations from internal auditor. Request mentor from LRALC to help with recommendations. The actions listed below are to reviewed by council in December 2024 and February 2025

Have comments from the internal audit 2022-2023 been addressed?

Recommendation 2022-2023	Comment	Response from LPC	Action/future learnings
Insurance Policy Schedule I noted discrepancies on the Schedule between items insured and those on the asset register. For example, the council has declared and insured playground equipment, sports equipment and mowers & machinery, which it does not own and contents insurance is disproportionately higher than actual contents owned.	I recommended the council undertook a review of the schedule and update it as necessary. This has not been addressed.	The Clerk has spoken to the insurance company in November 2023 and requested that these items be removed as we do not own them. The insurance company said that the policy we have is the most basic one and cannot be changed.	This should have been minuted. Complete
Quorum A councillor left during the meeting held on 13 June 2022, meaning that the meeting was no longer quorate. The meeting continued contrary to the council's Standing Orders.	No meetings became inquorate during 2023/24.	No comment	No action
Financial Reporting It is considered good practice to record details of bank balances and reconciliation in the minutes on a regular basis.	This is now recorded and forms part of the financial reporting at meetings.	No comment	No action
Section 137 The council made a number of Section 137 payments in the reporting period. I am unable to find evidence in the	The council is still failing to make and record Section 137 expenditure correctly.	Spend using Section 137 should be minuted separately – the Parish Council has not done this	Remember to minute S137 spend

minutes to show that these payments were approved and a record of these payments.			Complete
Budget The council does not consider any income as part of its budget.	The council did not consider income when setting the budget for 2023/24.	The Council did consider income. It did not have any therefore it was not shown on the budget	In future it needs to be minuted that the council considered income and there was not any Complete

Areas in the 2023-2024 AGAR Annual Internal Audit Report for which Yes or N/A cannot be ticked

Internal control objective:

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The council did not carry out an Annual Risk assessment during 2023/24.

I am unable to ensure that the authority has prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks. As the council has not met the expectation of the AGAR requirements I have answered 'No' to control objective C

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

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.

As part of the transaction spot check I looked at the clerk's payroll for October 2023.

I was provided with October's payslip. The way the salary payments are made and recorded is difficult to understand and to reconcile. It was only from checking the clerk's payslips and P60 for the whole year that I was satisfied that PAYE and National Insurance were properly paid, despite not being properly recorded in the cashbook, paid in the proper manner or with an adequate audit trail.

The basic salary (gross amount) for October was paid by Standing Order. The overtime included on October's payslip was for hours worked in September. This was paid separately by BACS with PAYE, National Insurance and Pension contributions deducted from the month's total gross pay (basic and overtime) and recorded in the cashbook as a lump sum.

Response from LPC

Agree. The Risk assessment was not re-adopted in 2022/23 but has not been done in May 2024

In October 2023 the salaries were being paid basic by standing order and then the overtime separately. This has now been changed (as of November 2023). The SO has been cancelled and salaries are not paid until the payslip is received from Payroll.

Action / learning for future

Ensure all policies and Risk Management are re-adopted each year

Complete

This no longer happened

Complete

There is significant room for error when making payments in this way. It is not clear exactly what the payments relate to, deductions are not clearly recorded in the cashbook. Salary payments should be always be made as a net amount with considerations given to variances in PAYE and National Insurance. As such I have answered 'No' to control objectives G and J.

L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website:

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review

The council failed to publish any of the required information on its website and so I have ticked 'No' to control objective L.

M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (*during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set*).

The period for the exercise of public rights was not published on the council's website and so I have ticked 'No' to control objective M.

N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).

Under the Accounts and Audit Regulations 2015, authorities must publish specific information (as detailed under control objective L.

The council failed to publish any of the required information on its website and so I have ticked 'No' to control objective N.

Agree. This information was not put on the website

Action: to be on website by end of June 2024

Agree. This information was not put on the website

Action: to be on website by end of June 2024

Agree. This information was not put on the website

Action: to be on website by end of June 2024

Recommendations for action 2023-2024

Areas for consideration or improvement	Recommendation	Response from LPC	Action/ Future learning
The Council did not publish any information it is required to do so as part of the Annual Governance and Accountability Return 2022/23.	Under the Accounts and Audit Regulations 2015, authorities must publish this information on the authority website (see AGAR Page 1 Guidance Notes).	Agree. This information was not put on the website	Action: to be on website by end of June 2024
Publish the narrative Internal Audit Report on the council's website alongside the Annual Governance and Accountability Return (AGAR).	It is recommended as best practice and to avoid any potential confusion by local electors and interested parties that all councils publish the full narrative Internal Audit Report on their websites with the AGAR.	Agree. This information was not put on the website	Action: to be on website by end of June 2024
The council does not consider any income as part of its budgeting process. (During 2023/24 the council's level of income was £7,061).	The council should follow best practice guidance and assess levels of anticipated income when setting the budget to ensure that key stages in the budgeting process are met. The council should explain its reasons if it chooses not to follow this guidance. The key stages in the budgeting process are: • assess levels of income; • bring together spending and income plans;	The Council did consider income. It did not have any therefore it was not shown on the budget	In future it needs to be minuted that the council considered income and there was not any Complete
The council authorised a grant payment of £5,000 to 'Lubbesthorpe Alive'. Which was retrospectively allocated under Section 137 expenditure. This was not recorded in a separate account of expenditure nor was it authorised by resolution and clearly minuted.	<i>Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide March 2024: para 5.27.</i> All expenditure made under Section 137 must be authorised by resolution and clearly minuted. The council must keep a separate account of expenditure made under the section.	Spend using Section 137 should be minuted separately – the Parish Council has not done this	Remember to minute S137 spend Complete
VAT reclaim for 2021/22 and 2022/23.	The council has not reclaimed the VAT is paid during 2021/22 and 2022/23. It is recommended that this is reclaimed on an annual (or more frequent) basis in future.	Agree. The council has not submitted a claim for 2021/22 and 2022/23	Action: Vat reclaim for 21/22 and 22/23 to be submitted by end July 2024
In the sample of minutes I checked the minutes for the meeting held on 12.02.24 were only signed on the first page.	If the minutes are kept in loose leaf form, each page must be consecutively initialled by the person presiding at the meeting at which the minutes are	Agree. The February minutes were not signed on all pages. They normally are.	Remember to sign all pages Complete

<p>The Terms of Reference for the Planning Committee were adopted in September 2021. These have not been reviewed. The Terms of Reference for the Staffing Committee are still In draft form and have not been adopted.</p>	<p>approved. (LTN 5E Parish Council Meetings [England] (Para 68). Review the Planning Committee Terms of Reference and adopt Terms of Reference for the Staffing Committee.</p>	<p>Agree. These committee have not met to agree them</p>	<p>..... Action: Sign off at the next council meeting in July Arrange committee meetings to sign off TOR's This should have been minuted.</p>
<p>In last year's audit and again during this year's audit, I noted discrepancies on the insurance Schedule between items insured and those on the asset register. For example, the council has declared and insured playground equipment, sports equipment, a war memorial and mowers & machinery, which it does not own and contents insurance is disproportionately higher than actual contents owned.</p>	<p>I recommend the council undertakes a review of the schedule and updates it as necessary. I also recommend that the council considers including Business Interruption cover</p>	<p>The Clerk has spoken to the insurance company in November 2023 and requested that these items be removed as we do not own them. The insurance company said that the policy we have is the most basic one and cannot be changed.</p>	<p>Complete</p>
<p>The council did not carry out an Annual Risk assessment during 2023/24</p>	<p>An authority must have appropriate arrangements in place. As a minimum, an authority must identify and assess risks, and address those identified risks by mitigating or managing them.</p>	<p>Agree. The Risk assessment was not re-adopted in 2022/23 but has not been done in May 2024</p>	<p>Ensure all policies and Risk Management are re-adopted each year</p>
<p>During the transaction spot check I asked to see the paper trail for a payment made by Direct Debit. The clerk advised that the bill was not readily available as she does not routinely access/download them.</p>	<p>Periodic checking of Direct Debit payments are advisable.</p>	<p>The Clerk does check all transactions shown on the statement including Direct Debits. The Direct Debit the IA asked to see was for the mobile phone. This is a contract and the same payment every month. The clerk did not save or printout the DD statement This does not happen anymore</p>	<p>Complete Action: It needs to be seen that the clerk is checking the DD payments. In future the bill for the mobile phone will be downloaded. Add a column to the cashbook confirming that DD's have been checked Complete</p>
<p>The clerk has been using her own money for the market's cash float.</p>	<p>This is not advisable and the council should look at introducing the use of petty cash if it regularly requires the use of cash</p>	<p>This does not happen anymore</p>	<p>Complete</p>
<p>The way the salary payments were made and recorded throughout the year</p>	<p>There is significant room for error when making payments in this way. It is not clear exactly what the payments</p>	<p>In October 2023 the salaries were being paid basic by standing order and</p>	<p>This no longer happened</p>

is difficult to understand and to reconcile.
The basic salary (gross amount) payments were made by Standing Order.
Overtime payments including deductions for PAYE, National Insurance and Pension contributions paid by BACS and not itemised properly in the cashbook.

relate to, deductions are not clearly recorded in the cashbook. Salary payments should be always be made as a net amount with considerations given to variances in PAYE and National Insurance.

then the overtime separately. This has now been changed (as of November 2023). The SO has been cancelled and salaries are not paid until the payslip is received from Payroll.

Complete

2024/029 To approve the Annual Governance and Accountability Return (AGAR) 2023/24 - Section 1, Annual Governance (including any explanations of “No” answers).

The chairman read out all 9 of the statements contained within Section 1.

Decision: The Council agree statements 1, 2, 6 and 8 to be “Yes” and statements 3, 4, 5 and 7 to be no and statement 9 which is “N/A” The No explanation were read out and agreed.

This page was signed by the Chairman (Cllr Powell) and Clerk during the meeting.

2024/030 To approve the Annual Governance and Accountability Return (AGAR) 2023/24 - Section 2, Accounting Statement (including the explanation of any significant year on year variances).

Decision: The Council approved the Accounting Statement including the explanation of variances.

This page was signed by the Chairman (Cllr Powell) and Clerk during the meeting.

2024/031 Confirm the dates of the period for the exercise of public rights.

The dates of the Period for the Exercise of Public Rights are Monday 17th June to Friday 26th July 2023.

Decision: The Council agreed to these dates.

2024/032 To note any correspondence and information from the Clerk.

The council have requested that an action table be added to the bottom of minutes to make it easier to see who is doing what actions.

2024/033 Information exchange.

- Request that communications to the residents should be channelled through the Parish Council (including Land trust, C3, Drummond Estate and builders). Email builders.
- Food deposited in Old Warren Park. Clerk to contact The Land Trust and The Drummond Estate.

- Invite Tom from The Land Trust to a Parish Council meeting
- Ask the chairman to speak to Lubbesthorpe alive.
- Invite Martin Lewis to come to a Parish council meeting either in person or virtually.

Meeting Close 9pm

Actions

Item	Action	who
3	Update minutes on website	Lisa
6	Collect empty tins	All
6	Purchase sweets and fruit	Lisa/Lauren
6	Update in bloom poster	Ryan
6	Advertise in bloom	Hannah
6	Order outdoor cinema	Lauren
6	Other task for outdoor cinema – see minutes	Lauren
6	Scarecrow competition actions	Lauren
6	Oktober fest actions	Lauren
6	Xmas organise WG meeting	Lisa
6	Xmas investigate fair	Lauren
7	Organise communication WG meeting	Lisa
7	Book minute course	Lisa
8	Make payments	Lisa
8	Give payroll information	Lisa
8	Pay staff and HNRC	Lisa
8	Investigate grant payments	Lisa
10	Request mentor from LRALC	Lisa
10	Action recommendation from Internal Auditor	Lisa
11	Complete AGAR section 1 and explanations	Lisa
12	Complete AGAR section 2 and explanations	Lisa
13	Publish period of exercise of public rights on noticeboard and website	Lisa
13	Put Agar documents on website	Lisa
15	Contact various re communications	Lisa
15	Contact TLT and TDE regarding food in Old Waren Park	Lisa
15	Invite TLT trust to a council meeting	Lisa
15	Invite M Lewis to a council meeting	Lisa