



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

7th January 2021

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council, which will be held online, on **Thursday 14th January 2021 at 6.30pm** when the following business will be transacted.

<https://zoom.us/j/5414793137?pwd=U1FxWHNiWTVSaGNEb1V0UDdUT2RxUT09>

Meeting ID: 541 479 3137

Passcode: 641649

AGENDA

103. To receive apologies for absence

104. To receive and approve the minutes of the meeting held on Thursday 3rd December 2020 - (APPENDIX A)

105. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

106. Public Participation Session

(Persons wishing to address Council on an agenda item may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).

107. Police Report

- To receive the Police Report for the preceding period (APPENDIX B)

108. Bank Reconciliations

- To approve bank reconciliations for October 2020 (APPENDIX C)

109. Invoices for Approval

- To approve invoices for October 2020 (APPENDIX D)

110. Financial Risk Assessment 2021/22

- To approve the Council's Financial Risk Assessment for 2021/22 (APPENDIX E)

111. Draft Budget and Council Tax Precept 2021/22

- To approve the Council's budget and council tax precept demand for 2021/22 (APPENDIX F)

112. Police Bike Funding

- To consider purchasing a bike for the Police in Duston

113. Appointment of Police Liaison Representative

- To appoint a Police Liaison Representative to act as a single point of contact with Northamptonshire Police

Justin Gleich
Duston Parish Clerk (signed on original)



DUSTON PARISH COUNCIL

APPENDIX A

Duston Parish Council
Duston Community Centre
Pendle Road
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FULL COUNCIL

MINUTES 3rd December 2020

CHAIRMAN: Councillor Pape, in the Chair

PRESENT: Cllrs, Huffadine-Smith, Enright-King, Maitland, Golby, Stonehouse, Nish, Bottwood.

IN ATTENDANCE:

Justin Gleich – Parish Clerk
Gary Youens – Deputy Parish Clerk

87. To receive apologies for absence

- Apologies were received from Cllrs Pepper, Ingram and Patel

88. To receive and approve the minutes of the meeting held on Thursday 5th November 2020 - (APPENDIX A)

- Council resolved to approve the minutes

89. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Cllr Enright-King declared a pecuniary interest in Item 102 and took no part in the item

90. Public Participation Session

- Mr Iain Liddon addressed Council on Item 91

91. Highways Issues

- Graham Kane and Helen Howard of Northamptonshire County Council addressed members and answered questions

92. Police Report

- Council received the report and wished to record its gratitude to Sarah Whitehead who would be leaving her post (APPENDIX B)

93. Engagement and Environment Committee Update

- Council noted the update

94. Bank Reconciliations

- Council resolved to approve the bank reconciliations for September 2020 (APPENDIX D)

95. Invoices for Approval

- Council resolved to approve the invoices for September 2020 (APPENDIX E)

96. Grant Applications

- Council resolved to award the grant to 39th Duston Guides as requested (APPENDIX F)

97. Report of the Tree Planting Working Party

- Council resolved to instruct the Clerk to investigate the proposals of the Tree Planting Working Party and bring forward a feasibility report (APPENDIX G)

98. Report of the External Auditor 2019/20

- Council noted the report of the external auditor for 2019/20 (APPENDIX H)

99. Financial Update

- Council received an update from the Clerk regarding the council's financial position (APPENDIX I)

100. Draft Budget and Council Tax Precept 2021/22

- Council resolved to:
 - a. Note the draft budget for 2021/22 (APPENDIX J)
 - b. Note the proposed precept of £507,094 for 2021/22 (APPENDIX J)
 - c. Agree a balance of £382,531 as a prudent minimum general reserve for the 31st March 2022 when considering the calculation of the precept for 2021/22 (APPENDIX J)

101. Budget Virement

- Council resolved to approve the in-year budgetary virement as proposed (APPENDIX K)

102. Houses in Multiple Occupancy

- Council resolved to instruct the Planning Committee to investigate issues concerning houses in multiple occupancy in Duston and to draft a policy for consideration by Council.



PC 717 Sarah WHITEHEAD
PCSO 7140 Lee SHELTON
PCSO 7037 Beth ALLWORK

Northamptonshire Police
Northampton Neighbourhood Policing Team
Mereway Fire & Police Station
MEREWAY
Northampton
NN4 8BW

Telephone: 101

Follow us on Twitter: @NptonPolice

Follow us on Facebook: Northampton Neighbourhood Policing Team

Wednesday 2nd December 2020

Duston Parish Council police report.

Ladies and Gents,

Crime Figures – November 2020.

	Burglary Dwelling	Burglary Non Dwelling	Criminal Damage	Vehicle Crime	Other Offences
New Duston	2	0	1	1	25
Old Duston	2	5	0	3	30
Ryehill	0	0	0	2	5

The 'other offence' figures cover reports such as domestic incidents and all violent crime offences, all theft offences, assisting an offender, stalking, malicious communications, harassment, public order, court condition breaches, weapon and drugs possession, fraud and witness intimidation.

Residents are encouraged to report all suspicious circumstances (even if items are not stolen) and to share any CCTV / doorbell footage of any suspicious individuals, in the hope we can get those frequently the area without legitimate reason identified.

For all questions around the Government Coronavirus restrictions, please visit: <https://www.gov.uk/coronavirus>. (Stay well, stay safe, stay home).

Northamptonshire Police – Fighting crime, protecting people.

CRIMESTOPPERS 0800 555 111

'If you have any information about an offence you can contact the independent crime-fighting charity Crimestoppers anonymously on the above number or through their anonymous online form at www.crimestoppers-uk.org. No personal details are taken, information cannot be traced or recorded and you will not go to court.'

Residents are reminded that we do NOT monitor estate social media pages, so please ensure that any concerns are reported directly to us.

Dial 999 for life threatening / crime in progress matters.

Dial 101 for non-emergency matters or you need to see / speak with a Police Officer or Police Community Support Officer.

To report non-emergency matters on line and you are able to wait for a response, please visit: northants.police.uk (select 'report' and then the most appropriate option for the nature of your report).

Together, we can make a difference.

Northamptonshire Neighbourhood Alert is a free messaging service that allows Northamptonshire Police, Neighbourhood Watch and other partner organisations to keep you informed about issues on your area that are relevant to you. Once you've signed up, you'll receive information about crime and suspicious activity where you live or work – helping to prevent and detect crime and anti-social behaviour.

For more information and to sign up, visit:
www.northamptonshireneighbourhoodalert.co.uk

For those who do not wish to report incidents directly to the police, we would ask that you contact **CrimeStoppers** on **0800 555 111**.

We encourage all residents to report anti-social behaviour via 101 (whether or not you need an officer to attend) as it helps us to plan our patrols and to be in the right areas at the right time.

Anti-social behaviour isn't only caused by 'young people' – if you are affected, please do let us know.

Anti-social behaviour includes but is not limited to:

- Disruptive, noisy behaviour in otherwise quiet neighbourhoods.
- Night time noise from houses or gardens, especially between 11pm & 7am.
- Threatening, drunken or 'yobbish' behaviour.
- Vandalism, graffiti and fly-posting.
- Dealing or buying drugs on the street.
- Litter and fly-tipping rubbish.
- Aggressive begging.
- Drinking in the street.
- Setting off fireworks late at night.
- Abandoning cars on the street.

General parking issues were decriminalised some years ago. All but obstruction offences are now dealt with by the County Council – please visit their website for further guidance or advice: <http://www.northamptonshire.gov.uk/en/councilservices/Transport/parking>

Kind regards, Sarah ☺ (PC 717 WHITEHEAD).

Northamptonshire Police – Fighting crime, protecting people.

CRIMESTOPPERS 0800 555 111

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Parish Crime Report

From: Paul Nick <Nick.Paul@northants.pnn.police.uk>
 Sent: Thu, 7 Jan, 2021 at 12:26 pm
 To: Duston Parish Council
 Cc: Butler Kellie, Shelton Lee, Allwork Bethany

image001.png (50 KB)

 This message is suspicious. [LEARN MORE >](#) | [ALWAYS TRUST THIS SENDER](#)

 Images not displayed. [SHOW IMAGES](#) | [ALWAYS SHOW IMAGES FROM THIS SENDER](#)

Dear Duston Parish Council

Happy New Year.

Please find below the crime figures for Duston Parish during December.

Of the data below, 8 of the Burglary Residential are related to Shed/Garage's that have been entered and property stolen. All victims have been visited and re Neighbourhood Alert in raising awareness encouraging residents to consider their home security.

Burglary Residential	Burglary Business	Criminal Damage	Vehicle Crime
11	1	5	3

I am pleased to report that PC Kellie Butler has joined the team and has now taken over the Duston, Upton, Sixfields and Hunsbury Meadows beats from introduces herself in the coming weeks.

If there are any queries please do not hesitate to contact me.

Kind Regards

Nick

Sergeant 667 Nick Paul

Neighbourhood Policing Team Northampton

Tel; 101 - ext 345270 – Mobile; 07557778871


Email; nick.paul@northants.pnn.police.uk

Mereway Fire and Police Station, Mereway, Northampton NN4 8BW

Twitter; [@NptonPolice](#)

Facebook; [Northampton Neighbourhood Policing Team](#)

If calling from outside Northamptonshire please call 03000 111 222

 /versions/webmail/18.1.10-RC/images/blank.gif

Date: 09/12/2020

Duston Parish Council

Page 1

Time: 17:04

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 2 - Business Saver A/c 63253058**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/10/2020	10	405,492.03
			<hr/> 405,492.03
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			405,492.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			405,492.03
		Balance per Cash Book is :-	405,492.03
		Difference is :-	0.00

THE OFFICIALS
DUSTON PARISH COUNCIL
DUSTON COMMUNITY CENTRE
PENDLE ROAD
NORTHAMPTON
NN5 6DT

Your Business Premium Account

At a glance

Date	Description	Money out £	Money in £	Balance £
3 Oct	Start Balance			425,492.03
30 Oct	☐ to Account 03573680 at 20-61-51 Internet Banking	20,000.00		405,492.03
3 Nov	Balance carried forward			405,492.03
	Total Payments/Receipts	20,000.00	0.00	

03 Oct - 03 Nov 2020

Start balance	£425,492.03
Money out	£20,000.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£405,492.03

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 1 - Current A/c 03573680**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/10/2020	10	37,384.47
			<u>37,384.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37,384.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			37,384.47
		Balance per Cash Book is :-	37,384.47
		Difference is :-	0.00

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 NORTHAMPTON
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Your Business Current Account

At a glance

30 Oct - 05 Nov 2020

Date	Description	Money out £	Money in £	Balance £
30 Oct	Start Balance			17,769.21
	DD Direct Debit to Aviva Pension Ref: 0011.7873890001	384.74		17,384.47
	<input type="checkbox"/> Internet Banking Transfer From Account 63253058 at 20-61-51		20,000.00	37,384.47
2 Nov	DD Direct Debit to TV Licence MBP Ref: 3785257662	13.37		37,371.10
	Giro Direct Credit From Ref: Smile-Lifesty 4337		52.00	37,423.10
	Giro Direct Credit From Ref: 4331		105.00	37,528.10
	<input type="checkbox"/> Direct Credit From Feather Care Ref: Inv No 4332		320.00	37,848.10
	<input type="checkbox"/> Direct Credit From Ref: 4336 October		80.00	37,928.10
3 Nov	DD Direct Debit to Booker Ltd -BK Ref: 0722586495	104.10		37,824.00
	DD Direct Debit to Vodafone Ltd Ref: 690818276-00001	82.60		37,741.40
	STO Standing Order From Ref:- Slimmingworld Rent		130.00	37,871.40
	Giro Direct Credit From Ref: Hall Hire		60.00	37,931.40
	Giro Direct Credit From Nbc BACS Ref: Supplier Bank Deta		246,999.50	284,930.90
4 Nov	Ⓢ Commission Charges For The Period 14 Sep /12 Oct	28.70		284,902.20
	— Business Banking Loyalty Reward For Period 14 Sep - 12 Oct		4.54	284,906.74

Start balance	£17,769.21
Money out	£205,519.51
▶ Commission charges	£28.70
▶ Interest paid	£0.00
Money in	£267,751.04
▶ Loyalty Reward	£4.54
End balance	£80,000.74

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Continued

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 8 - Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/10/2020	10	130.56
			<hr/> 130.56
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			130.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			130.56
		Balance per Cash Book is :-	130.56
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2020
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/10/2020	10	207.08
			<u>207.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			207.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			207.08
		Balance per Cash Book is :-	207.08
		Difference is :-	0.00

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 7

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
09/10/2020	2764		2COMMUNE	2C001	350.00	70.00	420.00	4131	204	350.00	2commune - accessibility test
31/10/2020	E2013182831		ALLSTAR	ALL001	32.26	6.45	38.71	4145	212	32.26	Allstar - fuel
31/10/2020	AVVAOCT20		AVVA	AVVA001	384.74	0.00	384.74	4000	101	219.86	AVIVA OCT 20
								4006	101	164.88	AVIVA OCT 20
19/10/2020	CHGOCT20		BARCLAYS	B0001	28.70	0.00	28.70	4125	201	28.70	CHGOCT20/Barclays
22/10/2020	8731		BARNETT LAND	BARN01	320.00	64.00	384.00	4226	211	320.00	Barnet - maintenance/bedding
22/10/2020	8732		BARNETT LAND	BARN01	50.00	10.00	60.00	4226	211	50.00	Barnet - Timken Art
01/10/2020	574991		BOOKERS	BOOKERS01	206.52	41.30	247.82	4133	101	206.52	Booker alcohol
05/10/2020	955673086		BRITISH GAS	BRIT01	1,362.93	272.58	1,635.51	4206	101	1,362.93	B Gas - Electricity DCC
30/10/2020	6446		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM grounds maint Oct
30/10/2020	6460		COMPLETE GROUND MAN.	CGM001	110.00	22.00	132.00	4226	211	110.00	CGM - Errington Park/Tesla
31/10/2020	CMSOCT20		CHILD MAINTENANCE	CHILD001	316.33	0.00	316.33	4000	101	316.33	CHILD MAINTENANCE OCT
30/10/2020	3662		DA HEATING LTD	DA001	300.00	60.00	360.00	4227	101	300.00	DA Heating service boilers
01/10/2020	2010000491262		DBFB	DBFB	325.10	65.02	390.12	4120	201	325.10	DBFB telephone
09/10/2020	IN225756201		EDENRED	EDENRED	361.87	3.77	365.64	4000	201	361.87	EdenRed
26/10/2020	229-426504		EDMUNDSON ELEC.	EDMUND01	66.44	13.29	79.73	4225	101	66.44	Edmundson - knife etc
21/10/2020	90806792		ENTERPRISE MANAGED	EMS001	15.00	3.00	18.00	4155	211	15.00	Enterprise waste disposal
01/10/2020	19205727		EASISERV	ES001	136.00	27.20	163.20	4115	201	136.00	Easiserv - March inv
20/10/2020	5844469		ESPO	ESPO01	124.25	24.85	149.10	4115	201	79.25	ESPO stationery/cleaning
								4151	101	45.00	ESPO stationery/cleaning
29/10/2020	5855805		ESPO	ESPO01	23.90	4.78	28.68	4151	101	23.90	ESPO - sanitiser
09/10/2020	153		FROST A	FROST01	133.33	26.67	160.00	4225	102	133.33	A Frost new lock mechanism
06/10/2020	ALISON OCT		ALISON GRANTHAM	GRANTHAM01	14.58	2.92	17.50	4115	201	14.58	Alison - ink cartridge
30/09/2020	SEPT		ALISON GRANTHAM	GRANTHAM01	4.15	0.83	4.98	4128	215	4.15	Alison tree of hope exp
31/10/2020	5996		NATALIE GREEN & CO.	GREE001	2,095.00	419.00	2,514.00	4019	201	1,000.00	N Green training/accounts
								4050	201	1,095.00	N Green training/accounts
30/10/2020	311392		HEWITSONS	HEWT01	3,185.00	637.00	3,822.00	4055	201	3,185.00	Hewitsons Transfer Timken site
31/10/2020	HMRCOCT20		HMRC	HMRC01	6,138.02	0.00	6,138.02	4000	201	1,076.28	HMRCOCT20/HMRC PAYE & NI

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 7

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/c	Centre	Amount	
01/10/2020	130333		INTERCOUNTY	ICCS01	356.42	71.28	427.70	4000	101	1,785.07	HMRCOCT20/HMRC PAYE & NI
02/10/2020	GIM790634		IDVERDE LTD	IDV001	1,710.23	342.05	2,052.28	4000	102	1,298.77	HMRCOCT20/HMRC PAYE & NI
								4005	201	385.50	HMRCOCT20/HMRC PAYE & NI
								4005	101	928.28	HMRCOCT20/HMRC PAYE & NI
								4005	102	664.12	HMRCOCT20/HMRC PAYE & NI
								4150	101	356.42	ICS Cleaning
								4227	211	1,710.23	Idverde - repairs swings Errin
								322		-1,710.23	Idverde - repairs swings Errin
								6000	211	1,710.23	Idverde - repairs swings Errin
15/10/2020	25520		KNIGHT TRAINING	KNIGHT001	400.00	80.00	480.00	4062	101	400.00	Knight - person licence applic
12/10/2020	69030		LINDUM FIRE	L0004	90.00	18.00	108.00	4227	102	90.00	Lindum Fire system fault
31/10/2020	LGSSOCT20		NCC - PENSION	LPGS	4,478.48	0.00	4,478.48	4000	201	242.80	LGSSOCT20/Employers & School A
								4000	101	300.85	LGSSOCT20/Employers & School A
								4000	102	358.86	LGSSOCT20/Employers & School A
								4006	201	821.20	LGSSOCT20/Employers & School A
								4006	101	1,593.17	LGSSOCT20/Employers & School A
								4006	102	1,161.60	LGSSOCT20/Employers & School A
27/10/2020	6352/20		P B ELECTRICAL SER.	PBE001	183.00	36.60	219.60	4225	101	183.00	PB Elec repairs kitchen/recept
25/10/2020	16013		PHIPPS STU	PHIPPS	245.00	0.00	245.00	4102	201	245.00	S Phipps set up laptops
27/10/2020	SIN1550332		PRS FOR MUSIC	PRS01	117.48	23.50	140.98	4062	101	117.48	PRS licence
31/10/2020	SALARYOCT20		SALARIES	SALARIES01	16,050.20	0.00	16,050.20	4000	201	3,669.36	SALARYOCT20/STAFF SALARIES
								4000	101	7,334.16	SALARYOCT20/STAFF SALARIES
								4000	102	5,046.68	SALARYOCT20/STAFF SALARIES
31/10/2020	0001526184		SRCL LTD	SRCL	68.72	13.74	82.46	4155	101	68.72	SRCL - waste removal
16/10/2020	1085239054		STANNAH	ST01	216.23	43.25	259.48	4226	101	216.23	Stannah 16.10-15.1.21
01/10/2020	TVOCT20		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37	TVLICENCE
31/10/2020	RCO1144788		VEOLIA	V0002	379.12	75.82	454.94	4155	101	294.56	Veolia Oct
								4155	102	84.56	Veolia Oct
22/10/2020	B4-462709336		VODAFONE	VODA01	74.55	8.05	82.60	4121	101	37.27	Vodafone - Oct

Purchase Ledger for Month No 7

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
29/10/2020	183		DALE WILLIAMS	WILL001	85.00	0.00	85.00	4121	102	37.28	Vodafone - Oct	
30/10/2020	184		DALE WILLIAMS	WILL001	827.00	0.00	827.00	4227	101	85.00	Dale Williams - signwork cafe	
31/10/2020	13020540		WORLDPAY	WORLD001	55.03	8.01	63.04	4227	101	827.00	D Williams decorating stage ar	
07/10/2020	15213		X2 CONNECT LTD	X2001	331.00	66.20	397.20	4137	201	55.03	Worldpay October	
								4225	101	331.00	X2 Connect glass	
TOTAL INVOICES							42,954.95	2,799.16	45,754.11		42,954.95	



Duston Parish Council Financial Risk Assessment 2021/2022

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Duston Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Key –

High Risk

Medium Risk

Low Risk

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	Low	To determine the precept amount required, the Council receives budget update information monthly. At the budget meeting Council receives a budget report, including actual position and projected position to the end of	Existing procedure adequate.

APPENDIX E

			<p>year and indicative figures or costings obtained by the Clerk. With this information the Council determines the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be demanded from Northampton Borough Council.</p> <p>This information has been received and processed by the RFO for 2021/22</p>	
Financial Records	Inadequate records Financial irregularities	Low Low	<p>The Council has Financial Regulations which sets out the requirements. Council has adopted NALC model Financial Regulations which are reviewed and updated by Council as required. Council receive details of all payments made by the Council on a monthly basis, and an Internal Controls Councilor is appointed by Council to check and verify all transactions and report back quarterly.</p>	<p>Records are maintained for all transactions and financial regulations reviewed as necessary. Arrangements have been checked by DPC's auditors.</p>
Loss of Clerk/RFO	Inability to process transactions	Low	<p>Council retain the services of an external accountant as well as a</p>	<p>Existing procedure adequate. Appropriate staff isolation</p>

APPENDIX E

Bank and banking	Inadequate checks Banks mistakes	Low	Deputy Clerk and Assistant Clerk who are able to undertake all tasks in the event of the loss of a Clerk/RFO.	measures have been put in place for continuity of business during the COVID pandemic
		Low	The Council has Financial Regulations which set out banking requirements including electronic banking procedures	Existing procedure adequate
		Low	Monthly report packs including bank reconciliation & payments are presented to Full Council each month for sign off.	Existing procedure adequate
		Low	Bank Statements are presented to Full Council at every meeting for reconciliation checks.	Existing procedure adequate
Reporting and auditing (internal and external)	Information communication	Low	Copies of all bank statements are reviewed by the RFO when received and checked quarterly by the Internal Controls Council and then reported to Full Council. Signatories also have continued access to bank statements via online banking. Council are provided with budget updates	Existing procedures adequate.
		Low	External Auditor appointed nationally.	

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		Low	Internal Auditor appointment, scope and effectiveness reviewed annually by Council. Scope of audit extended in 2019/20 to ensure more robust internal controls and additional intermediate internal audits arranged.	
Grants	Receipt of grant	Low	Parish Council does not presently receive any regular grants but has been the recipient of ad-hoc grant funding for specific projects and Special Expenses from Northampton Borough Council.	Procedure to be formed, if required
Charges-rents receivable	Payment of rents	Low	Parish Council has formal and legally binding lease agreements in place with all tenants	Procedures are up to date and adequate
Grants and support payable	Power to pay Authorisation of Council to pay	Low	All such expenditure goes through the required Council process of approval, minuted and listed on accounts payable schedule. Delegated powers are also specified in the council's Standing Orders.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly	Low	Parish Council practice is to seek three quotations for any substantial work to be undertaken where	Existing procedure adequate.

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		<p style="text-align: center;">Low</p>	<p>practical. For major work competitive tenders will be sought to achieve best value for money, as detailed in the council's Financial Regulations. If problems are encountered with a contract the Clerk will investigate the situation and report to the Council.</p> <p>When Commissioning services or goods the Clerk and any delegated staff must comply with the relevant sections of the authorities Financial Regulations, which are based on NALC model document and reviewed regularly</p> <p>External events from changes in policies from Government, Borough Council, County Council and Local Government Reorganisation are potential factors that could lead to overspend. Council pays NALC to monitor and provide advice to mitigate this risk, contracts are periodically reviewed and contingencies are built into the annual budget.</p>	
Salaries and assoc. costs	Salary paid incorrectly.	<p style="text-align: center;">Low</p>	<p>Payroll services outsourced, and all taxation liabilities are paid through them. Checks and final sign off made</p>	Existing procedure adequate

APPENDIX E

	Unpaid Tax to HMRC	Low	by RFO. RFO checks to ensure payment of tax is made and that Salaries and pensions are correct.	Existing procedure adequate
Employees	Fraud by staff	Low	Requirements of Fidelity Guarantee Insurance adhered to with regards to fraud. Relevant check are made of new staff and references obtained.	Existing procedures adequate.
	Health and safety	Low	All employees are provided adequate direction and safety equipment needed to undertake their roles and budgets made available for staff to undertake relevant training as required. Additional funds have been allocated since 2019/20 for staff training. Council have allocated additional funds for the provision of PPE due to the COVID pandemic	Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	Low	VAT is reclaimed annually. This is outsourced to the Councils accountant and checked by the Clerk/RFO.	Existing procedures adequate
Year End accounts and Annual Governance Statement	Approve year end accounts and submit annual governance statement within statutory time limits	Low	Year End account and Annual Governance Statement is completed and submitted online within the prescribed time frame by the Clerk.	Existing procedures adequate.

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			Low	Annual Governance Statement completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within statutory requirements and required time frame. All Prepared with the council's accountant to provide additional level of oversight.	
Reserves	Inadequate level of reserves	Low	Council retains sufficient earmarked and general reserves in excess of current CIPFA recommendations. Potential loss of income	Existing procedures adequate.	
Non-precepted Income	Loss of income due to COVID Pandemic		Council carries significant financial reserves as a contingency for loss of income. Normal financial monitoring procedures have been sufficient to allow the RFO to make timely budgetary and spending alterations as required. Council is also in receipt of £25,000 of Government support funding through NBC for use if required.	Existing procedures adequate.	
Treasury Management	Not achieving best returns on investments, risk of loss of investments	Low	Council adopts a Treasury Management Policy annually.	Existing procedures are adequate but under constant review	
Legal Powers	Illegal activity or	Low	All activity and payments within the	Existing procedures adequate	

APPENDIX E

	payments		powers of the Parish Council to be resolved by Full Council or through appropriately delegated powers.	
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality	Low	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Full Council meeting. Agendas displayed according to legal requirements.	Existing procedures adequate.
	Business conduct	Low	Business conducted at Council meetings should be managed by the Chair in line with the council's code of conduct and Standing Orders.	Members adhere to Code of Conduct and Standing Orders.
Members interests	Conflict of interests	Low	Declarations of interest made by members at Council meetings.	Existing procedures adequate.
	Register of members interests	Medium	Register of members interests' forms reviewed regularly.	Members are responsible for updating entries on their own registers.
Insurance	Adequacy, Cost, Compliance	Low	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities are necessary and within policies. Ensure compliance measures are in place.	Existing procedure adequate. Insurance reviewed annually and amended in year as required.

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	Fidelity Guarantee	Medium	Fidelity checks in place (see "Fraud by Staff")	
Data protection	Policy provision	Low	The Parish Council is registered with the Information Commissioners Office. GDPR review conducted in 2018. DPC does not hold significant quantities of personal information.	Ensure annual renewal of registration. GDPR arrangements reviewed in 2018, no significant changes to data DPC holds since then.
Freedom of Information	Policy Provision	Low	The Council has a Model Publication scheme in place and adheres to the statutory requirements of the Freedom of Information Act.	Monitor any requests made under FOI.



Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Full Council

Date: Thursday 14th January 2021

Agenda Item: 111. Draft Budget and Council Tax Precept 2021/22

1. PURPOSE

To approve the 2021/22 budget and precept demand.

2. BACKGROUND INFORMATION - FINANCIAL IMPLICATIONS

In calculating the level of precept the Council must establish a budget sufficient to cover the four following classes of items:

- a) Next year's expenditure, including an allowance for contingencies;
- b) Outstanding expenditure incurred in previous years;
- c) Expenditure likely to be incurred before the precepted sum becomes available; and
- d) Payments to a capital fund or building maintenance reserve.

3. OVERVIEW

The proposed budget for 2021/22 aims to achieve the following objectives:

1. Provide adequate funds for the delivery of services and Council priorities whilst keeping the precept as low as possible to avoid placing unnecessary extra burden on local tax payers.
2. Increase the proportion of the budget spent on projects and work which benefit the public by reducing back office and administrative costs and reallocating those funds to front line services.
3. Tighten the council's purse strings until non-precept income has stabilised.

4. Provide additional resources for environmental work as Duston Parish Council takes control of parks and green spaces in the parish and seeks to extend its role in the public realm.
5. Recognise the increased importance of Wellbeing activities for the local community.
6. Prepare for the future by allocating funds to cover costs when responsibility for grounds maintenance for the parish's five premier parks transfer to the authority in 2028.

4. EXPENDITURE - KEY POINTS

4.1 Salaries.

The salaries model is based on the post review staff structure and working patterns. Staff who are not at the top of their scale are assumed to move up one salary point (where eligible) subject to satisfactory performance. Employer's contributions into the pension scheme are currently included at 28.3% of pensionable pay for 2021/22, although we are still awaiting confirmation of the exact rate.

4.2 The budget allows for a 3% increase in salaries pending the outcome of national pay negotiations. Although Government has announced its intention to pause any increase for 2021/22 it is proposed that sufficient funds be made available for the eventuality that this is not enacted.

4.3 Within the next twelve months public open spaces and parkland owned or managed by Duston Parish Council is expected to increase from 2 to 19 acres. Duston Parish Council currently has no staff dedicated to dealing with environmental works.

4.4 Council has also been clear in its intention to extend the authority's environmental activities.

4.5 Therefore, it is proposed to create a new position to address these requirements, and an additional £24,950 is allocated to employ a dedicated environmental officer.

4.6 The post would cover grass cutting, maintenance of trees, bushes and alleyways, planting, litter picking, graffiti removal, checks of play and gym equipment, assistance with Bloom, reporting of overflowing bins and other issues of concern to the principal authority plus other duties as required.

4.7 The post will be entirely funded by administrative savings and the partial reallocation of funds currently paid to external groundworks contractors.

4.8 If Council approves the additional spending then officers will produce a job description for the role which will be presented for approval by Council at the beginning of 2021, with recruitment taking place in March the same year.

4.9 Agency Wages (Contingency)

Duston Parish Council now has adequate staffing to provide events and engagement activities and to run its facilities with a degree of flexibility to cover sickness. It is therefore proposed that this budget be deleted to create a back office saving of £2,000.

4.10 Training

The training budget has been maintained at the same level as 2020/21 year to provide sufficient resources for training of new councillors after the local elections in May 2021, and for the further development of staff.

4.11 IT Licenses and Website

Officers have begun the process of commissioning a complete redesign of the council's website. When completed, this will allow for a back office saving of £3,000 from 2021 onwards.

4.12 Office Equipment

During 2020 outdated council owned IT and office equipment was replaced and upgraded, meaning that this budget can be reduced by £5,000 in 2021/22.

4.13 Insurance

The transfer of assets to the parish council and a general increase in insurance costs requires an additional £1,000 of funding.

4.14 Membership Fees

This is a provision for the council's annual NALC and other professional membership fees. This is an estimated figure as officers were not in receipt of the exact total at the time of publication.

4.15 Electricity

In July 2020 Council was notified of a significant rise in electricity costs caused by the council's long-term fixed-rate energy contract coming to an end and increased use of the Caswell Centre.

4.16 The rise is offset by extra income from increased bookings, rental income from the café and revised room hire rates approved by Council in 2019.

4.17 Building Repairs/Maintenance

Significant renovation work on the Caswell Centre during 2020 will reduce demand on resources for maintenance. In addition to this, investment in new CCTV and security technology at both of the council's community centres gives a saving of more than £1,500 each year.

4.18 Bank and Credit Card Charges

Bank charges have decreased through wider use of online banking to make payments.

4.19 Events, Engagement and Wellbeing

Wellbeing has been added to this budget line for 2021/22 to reflect the interest of Council in this area of work.

4.20 Duston Parish Council has also been in receipt of £4,250 of funding from Northampton Borough Council through Cllrs Hadland, Golby, Patel, and posthumously Cllr Caswell. It is proposed that an earmarked reserve be created to ring fence this money for wellbeing related spending.

4.21 Environment

The proposed reduction is the result of some existing funds being moved into the salaries budget for the provision of a grounds maintenance worker. With the addition of this new role the total amount budgeted for environmental works and investment will be £51,950 which represents an increase of 29 percent on the council's 2019/20 budget.

4.22 This does not include funds which may be allocated from the Events, Engagement and Wellbeing budget in support of Bloom and other environmental projects.

4.23 2028 Grounds Maintenance

In August 2020 council resolved to proceed with the transfer of ownership of the five principle parks in the parish from Northampton Borough Council, which is expected to be completed within the next few months.

4.24 Duston Parish Council will become liable for all grounds maintenance costs for these parks in June 2028. Quotes obtained by officers put this in the region of £30,000 per annum (adjusted for inflation).

4.25 Council has a responsibility to make arrangements to ensure that future councils have adequate funds to cover this expenditure. Failure to provide for this may force Council to make significant cuts, pass ownership back to the principle authority or approve a significant single year increase in council (which may not be an option open to council if a cap has been introduced in preceding years).

4.26 It is not clear at this point whether or not a proportion of the "special expenses" currently charged by Northampton Borough Council to in part pay for ground maintenance in Duston will transfer to the parish council in 2028. It is likely that the principal authority will at that point simply cease collecting this from local council tax payers.

4.27 It is proposed that a new budget line be created to allow for an incremental year on year increase that will provide for this. The table below provides a budget allocation breakdown beginning in 2021/22:

			General Reserve
		Budget	end of year
Year 1	2021/22	3,750	3,750
Year 2	2022/23	7,500	11,250
Year 3	2023/24	11,250	22,500
Year 4	2024/25	15,000	37,500
Year 5	2025/26	18,750	56,250
Year 6	2026/27	22,500	78,750
Year 7	2027/28	26,250	105,000
Year 8	2028/29	30,000	135,000

4.28 At the end of each financial year these unspent funds would be transferred into general reserves and from there allocated to projects as required.

4.29 This would also allow adequate funds for Council to make arrangements for this work to either be conducted “in house” or through an external contractor.

4.30 It is proposed that this be adopted as a responsible eight year financial strategy to ensure adequate provision of resources for grounds maintenance costs in the financial year 2028/29 and protect local taxpayers from significant single-year council tax increases or cuts to parish council services.

4.31 Renovation of Buildings

In 2019/20 Council agreed to release £40,000 from reserves for the renovation of the Caswell Centre, with the intention of releasing further money from reserves in 2021/22 for the renovation of St Luke’s centre.

4.32 Due to the current degree of uncertainty around room hire income it is proposed that the renovation of St Luke’s centre be put on hold and reviewed later in 2021 when income has sufficiently stabilised.

4.33 Timken Public Open Space

In August 2020 Council agreed to accept the transfer of 4 acres of public open space that is part of the second phase of the Timken development. Ownership of this land will transfer to Duston Parish Council (subject to final legal checks) when the 103rd house on the development has been sold. The final number of houses on the site will be 138.

4.34 Duston Parish Council will immediately become responsible for grounds maintenance and associated costs upon transfer. The current uplift in house sales suggests that this point may be reached within the next twelve months.

4.35 Grounds maintenance costs for this land have been estimated at £12,500 per annum if carried out by an external contractor.

4.36 Exact council tax banding for the houses on the new development is not currently known, but based on a Band D average the new properties will generate an additional precept income in the region of £12,581 based on the proposed precept for 2021/22 which will provide adequate additional funds to cover these grounds maintenance costs.

4.37 Duston Parish Council will receive no additional precept income for some months after the transfer of the land. Therefore, any initial in-year grounds maintenance costs related to this land will be funded from the earmarked reserve of £50,000 for this purpose agreed by Council in January 2019.

4.38 Ongoing grounds maintenance costs for this land would then be built into the annual budget from 2022/23 onwards, with additional precept income from new properties contributing to this.

5 INCOME

5.1 The COVID-19 pandemic and lockdowns have inevitably had a negative impact on room hire income, although prior to the second lockdown in 2020 commercial room bookings had seen a gradual but healthy increase. The level of interest in such bookings gives reason for optimism that income will begin to return to normal during 2021/22.

5.2 The parish council will soon be in receipt of £25,114.50 of Government support funding through Northampton Borough Council, which will provide an additional financial safety net (on top of the council's reserves) in the event of lower than expected room hire income or commercial voids during 2021/22.

6. PRECEPT

The draft budget proposes a precept of £507,094 which represents a 2.65% increase on 2020/21 and equates to a Band D charge of £91.81 (£88.82 in 2020/21 and (£86.95 in 2019/20).

7. GENERAL RESERVE / TREASURY MANAGEMENT POLICY

7.1 The general reserve held by the Council ensures that there is sufficient cash flow in the period from the end of the financial year until receipt of the first precept instalment for the following year (usually late April). The general reserve is also a contingency for unforeseen expenditure or loss of income.

7.2 For the purpose of the precept calculation a prudent target closing general reserve figure at 31st March 2022 would be £382,531 which is the equivalent of 9 months expenditure (net of operating income not including precept). NALC's "Governance & Accountability for Local Councils – Practitioners' Guide" recommends that councils hold a minimum general reserve equivalent to at least 3 months expenditure.

8. RECOMMENDATIONS

It is **RECOMMENDED** that:

- a. Council agrees the proposed budget for 2021/22
- b. Council approves the proposed precept of £507,094 which represents a 2.65% increase on 2020/21 and equates to a Band D charge of £91.81.

Report by: J Gleich Parish Clerk / RFO

DUSTON PARISH COUNCIL
BUDGET 2021/2022

2020/21
As Agreed

2021/22
As Agreed

Income

Income from room and office hire

219,700 213,000

To be met from earmarked reserves

40,000

Total Income

259,700 213,000

ADMINISTRATION

Employees

PC Salaries

249,500 268,000

EERS NI

23,500 25,000

EERS Pension

52,500 52,000

Agency Wages (Contingency)

2,000 -

Staff Welfare/Clothing

700 700

Travel & Subsistence Cllrs

200 200

Travel & Subsistence EES

500 500

Training

3,000 3,000

TOTAL 331,900 349,400

Councillors Services

Chairmans Allowances

500 500

Councillors Allowances

5,400 5,400

TOTAL 5,900 5,900

Office Expenses

IT Licences and Website

7,000 4,000

Photocopier

1,800 1,800

Postage

500 300

Stationery

1,600 1,700

Telephone/Broadband

3,600 3,700

Office Equipment

7,000 2,000

IT Support

3,000 3,000

TOTAL 24,500 16,500

Parish Van

Van Running Costs

2,100 2,100

Insurance

600 600

TOTAL 2,700 2,700

Audit & Legal

Finance/Legal

18,500 18,500

Insurance

13,000 14,000

Audit

1,900 2,100

Membership Fees

4,500 5,000

Licensing Fees

1,500 1,000

Elections

- -

TOTAL 39,400 40,600

Budget Requirement Expenditure 753,699 720,094
Income 259,700 213,000
Precept Requirement 493,999 507,094

Precept Increase over previous year 2.65%

Allowed for in election earmarked reserves

2020/21 2021/22

As agreed

Parish Office	2020/21	2021/22
Electricity	7,500	17,000
Water	3,250	3,250
Rates	2,500	2,500
TOTAL	13,250	22,750

Communications		
Marketing and Communications	7,500	7,500

TOTAL 7,500 7,500

Miscellaneous Costs	2020/21	2021/22
Loan Repayments St Luke's Centre	31,025	30,770
Loan Repayments Duston Sports Centre	23,947	23,947
Loan Repayments The Caswell Centre	65,127	65,127
Events, Engagement and Wellbeing	18,000	18,000
Building Repairs/Maintenance	15,000	10,000
Bank Charges/Credit Card Charges	1,500	1,200
St Lukes Utilities	12,750	15,000
St Lukes Repairs/Maintenance	5,000	5,000
St Lukes Rates	2,000	1,500
Catering Costs and Equipment	2,000	2,000
Cleaning/Laundry/Consumables	6,000	6,500
Waste Removal	5,500	6,000
Security	1,500	1,500
Environment	40,000	27,000
Reception Lease	1,200	1,750
2028 Grounds Maintenance	-	3,750
Renovation of Buildings	40,000	-

TOTAL 270,549 219,044

Community		
Grants	10,500	10,500
Youth Services	27,000	30,000
TOTAL	37,500	40,500

Planning Committee		
Planning	500	200
TOTAL	500	200

Contingency 20,000 15,000

TOTAL EXPENDITURE 753,699 720,094