



DUSTON PARISH COUNCIL

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

Full Council

1st December 2023

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 7th December 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

103/23. To receive apologies for absence

**104/23. To receive and approve the minutes of the meeting held on 2nd November 2023
(APPENDIX A)**

105/23. 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*)

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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).

106/23. Public Participation Session (*Persons wishing to address Council 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).*

107/23. To receive any information update on Section 106 / Community Infrastructure Levy

108/23. Councillor Reports – Information Only

- To receive any informational reports from Councillors.

109/23. Committee Updates

- a) To receive a report in the form of the minutes of the Planning Committee (APPENDIX B)
- b) To receive a report in the form of the minutes of the Environment Committee (APPENDIX C)
- c) To receive a report in the form of the minutes of the Community Services Committee (APPENDIX D, APPENDIX E)

110/23. Standing Committee Membership

- To agree Committee Membership (APPENDIX F)

111/23. Recommendation from the Environment Committee

- To place a new litter bin at Duston Gardens. Purchase of the bin by CIL (APPENDIX G)

112/23. Recommendation from the Community Services Committee

- That the Parish Council in 2024/25 have a newsletter and the Clerk to find out costings and report back to Council.

113/23. Draft Budget 2024/25

- To receive and discuss the draft budget for the financial year 2024/25 (APPENDIX H)

114/23. Flexible Working Policy

- To adopt the revised Flexible Working Policy (APPENDIX I)

115/23. Amendments to Scheme of Delegation

- To approve the amendments to the Scheme of Delegation (APPENDIX J)

116/23. Unity Bank

- a) To close Unity Bank and stay with Barclays Bank (APPENDIX K)
- b) To nominate another councillor for the Barclays Bank
- c) The Council has robust internal controls as part of the overall financial control system.

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117/23. Annual External Audit Report

- To receive the Annual External Audit Report and to note any action raised (APPENDIX L)

118/23. Commemorative Bench for Duston Gardens

- To purchase a commemorative bench for Duston Gardens / Telstar Way Open Space (APPENDIX M)

119/23. Internal Controls Councillor Report

- To receive the reports of the Internal Controls Councillor for the last two quarters (APPENDIX N, APPENDIX O)

120/23. Youth Provision SLA

- To discuss the implementation of the SLA
Proposed by Cllr Liddon



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FULL COUNCIL MINUTES
THURSDAY 2ND NOVEMBER 2023 7PM

Chair: Cllr P Enright-King

Councillors Present:

Barnes, Craven, Ennis-Clark, Golby, Ingram, Liddon, Littlewood, Maitland, Roper

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

Alison Grantham – Business and Community Development Manager

85/23. To receive apologies for absence

- Apologies were received from Cllrs Dickinson, Mumford

86/23. To receive and approve the minutes of the meeting held on 5th October 2023

- **RESOLVED:** That the minutes of the meeting held on Thursday 5th October 2023 were approved as a true record and signed by the chair. (APPENDIX A)

87/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

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88/23. Public Participation Session

- PC Chamberlin was in attendance, She gave a verbal update on the streak of burglaries of shops around Duston. She stated that two suspects have been linked to the crime streak and have been apprehended and are in custody.

89/23. To receive any information update on Section 106 / Community Infrastructure Levy

- Cllr Ingram and the Clerk gave a verbal update. Cllr Golby said he would make enquiries.

90/23. Councillor Reports – Information Only

- Councillors raised various items for information. The Clerk advised no decisions could be taken under such a vague agenda heading.

91/23. Bank Reconciliations

- **RESOLVED:** That the reconciliations for September 2023 was received, noted and approved (APPENDIX B)

92/23. Payment of Invoices

- **RESOLVED:** That the invoice payments for September 2023 were received and noted. (APPENDIX C)

93/23. Co-option to Fill One Casual Vacancies for Old Duston Ward

- One Candidate was present and was given the opportunity to address the meeting for no more than 5 minutes.
- **RESOLVED:**
 - a) That the standing order 3a be suspended during this item to allow Councillors to vote by secret ballot.
 - b) That Frank Craven was co-opted on to Duston Parish Council until next regular local government election period in May 2025.

94/23. Committee Updates

- **RESOLVED:**

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- a) That the report in the form of the minutes of the Planning Committee (APPENDIX D) was received, discussed and noted.
- b) That the a report in the form of the minutes of the Environment Committee (APPENDIX E) was received, discussed and noted.
- c) That the report in the form of the minutes of the Resources and General Purposes Committee (APPENDIX F) was received, discussed and noted.

95/23. Digital Agenda and Reports Preference Declaration

- **RESOLVED:** That the Digital Agenda and Reports Preference Declaration Form (APPENDIX G) received noted and approved for implementation.

96/23. Recommendations from the Environment Committee

- **RESOLVED:**
 - a) That the recommendation for the Council to purchases Junior goal posts that are to be installed at Errington Park, to be funded by Community Infrastructure Levy Monies was approved.
 - b) That the recommendation that the Council does not participate in No Mow May during the forthcoming year (2024) was approved.

97/23. Review of the Four Year Plan

- **RESOLVED:**
 - a) That each standing Committee review the relevant section Four Year Plan to identify any possible amendments (APPENDIX H).
 - b) To be discussed a future full Council meeting.

98/23. Grievance and Disciplinary Policy

- **RESOLVED:**
 - That the adoption of the revised Grievance Policy (APPENDIX I) was approved.
 - That the adoption of the revised Disciplinary Policy (APPENDIX J) was approved.

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99/23. To discuss Robberies and Shoplifting in Duston

- A small number of robbers have taken in place in local shops recently. Shoplifting seems to be a serious issue although this problem is certainly not unique to Northampton. Discussion took place how best to support the shops and the police in dealing with this problem.
- **RESOLVED:**
 - a) That the discussion ongoing problem of shoplifting and robberies in local Duston shops was noted.
 - b) That the Crime Recording Document was approved. That when Councillors and members of staff witness or hear of any criminal activity they first contact the police, but also update the Crime Recording Document (APPENDIX K).

100/23. Unity Bank Update

- The Clerk provided a short update on the current state of the Unity Bank Transfer noting that the setting up of signatories has been a challenge. Councillors who have volunteered as signatures need to setup their account before next steps can be taken. The Clerk advised this now needs to be done as soon as possible.
- **RESOLVED:**
 - a) That the verbal update from the Clerk regarding the transfer over to Unity Bank from Barclays was received and noted.
 - b) That the current councillor signatory for Unity Bank Cllr Roper.

101/23. Councillor Motion Template

- **RESOLVED:**
 - a) That the Councillor Motion Template (APPENDIX L) was approved to be adapted to fit the context of Duston Parish Council and implemented by the Clerk.
 - b) A final version would be presented to the Resources & General Purposes Committee.

102/23. Duston Parish Council Health & Wellbeing Strategy

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- Cllr Golby gave a presentation that introduced the concept Health & Wellbeing strategies and how they support and are supported by the local Integrated Health & Care Strategy.
- Many of the activities that Duston Parish Council does to support the Health and Wellbeing of its residents already align with the current Integrated Health & Care Strategy. The codification of the current activities on to one document, with the aims and objectives of each activity, will allow the Parish to create meaningful, measurable and achievable targets.
- **RESOLVED:**
 - a) That the report from Cllr Golby upon the creation of a Health & Wellbeing Strategy for Duston Parish Council (APPENDIX M) was received, discussed and noted.
 - b) That the Council support and approved the creation of a Health and Wellbeing Strategy for staff to create in consultation with Councillors

Finished at 9:00PM



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Planning Committee **Minutes Thursday 30th November 2023**

Cllrs Ingram, Barnes, Liddon, Mumford, Enright-King

Chair: Cllr M Ingram

Councillors Present: Barnes, Liddon, Mumford

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

PC042/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King

PC043/23. To receive and approve for signature the minutes of the meeting held on Thursday 26th October 2023 (APPENDIX A)

- **RESOLVED:** That the draft minutes of the meeting held on Thursday 26th of October were approved as a true record and duly signed by the Chair.

PC044/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

PC045/23. Public Participation Session

- There were no members of the public present.

PC046/23. To Discuss Planning Applications Received from the Planning Authority

- **RESOLVED:** That the following planning applications were received and discussed:
 - a) 2023/7588/FULL – 271 Main Road Duston Northampton NN5 6PR – Erection of a first floor bedroom with en-suite above an existing carport
- No comments or observations.
- b) Notification of Tree Work – Rosevilla Farm Main Road Duston Northampton nn5 6jb - This notification is of the intent to fell and replace the horse chestnut – Tree t1 with a more appropriate species, and of the intent to prune the canopy of the lime tree t2 to reduce the encroachment over the property, to provide up to 1.5m clearance of the end elevation and the roofline and to prune the wider canopy to balance the tree’s overall appearance
- Objection. Duston Parish Council prefers the outcome that is outlined in application 2023/7662/TCA. A historical footpath and other trees were removed to make way for the redevelopment of the former Timken Site, as such, the Council believes that it is in the best interest of its residents to keep the historic tree standing.
- c) Notification of Tree Work- 3 Rosevilla Farm Main Road Duston Northampton nn5 6jb - This notification is of intent to prune the canopies of the horse chestnut tree t1 and the lime tree t2 to reduce the encroachment over the property, to provide up to 1.5m clearance of the end elevation and the roofline and to prune the wider canopies to balance the trees’ overall appearance
- Duston Parish Council prefers for the trees to be pruned as opposed to the plan outlined in application 2023/7661/TCA of fell and replace. A historical footpath and other trees were removed to make way for the redevelopment of the former Timken Site, as such, the Council believes that it is in the best interest of its residents to keep the historic tree standing.
- d) WNN/2022/1391 – Dallington Grange Mill Lane Kingsthorpe Northampton NN5 7PZ – Approval of Reserved Matters pursuant to Outline Planning Permission N/2014/1429 for

273 no dwellings on Phase 1B (part of) Dallington Grange and approval of conditions 11, 12, 14, 19, 20, 24, 29, 30, 39, 40 and 41 of N/2014/1429

- No comments or observations.

PC047/23. Review of Duston Neighbourhood Plan

- **RESOLVED:** That Councillors and Officers review the Duston Neighbourhood Plan and identify specific policies or text to be amended.

PC048/23. S106 / CIL Update

- The Clerk informed the Committee that the Assistant Director of Planning and Development, Stephanie Gibrat, was present during the Larger Council Forum and was provided with the opportunity to answer S106/CIL related questions. The Chair also briefed the Committee upon the West Northamptonshire Council Planning Briefing. The Assistant Director of Planning and Development spoke upon the regime of change and improvement that is occurring internally in the Planning Department, highlighting that 24 Planning Officer vacancies have been filled.
- **RESOLVED:** That the verbal update upon S106/CIL was received and noted.

The meeting finished at 8:15PM



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Environment Committee Minutes
Thursday 16th November 2023 7pm

Chair: Cllr M Ingram

Councillors Present: Liddon, Ennis-Clark

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

EC54/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King.

EC55/23. To receive and approve for signature the minutes of the meeting held on Thursday 19th October 2023

- **RESOLVED:** That the minutes (APPENDIX A) of the meeting held on Thursday 19th October 2023 were approved as a true record and signed by the Chair.

EC56/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

EC58/23. Public Participation Session

- There were no members of the public present.

EC59/23. Litter Bins

- **RESOLVED:**
 - a) That the request from residents to install a litter bin on the Duston Garden Estate (APPENDIX B) was received and discussed. The Committee resolved to recommend to Full Council that the installation of the bin be approved and funded via Community Infrastructure Levy monies.
 - b) That the discussion surrounding the installation of a litter bin at the Haydown Green play area was noted. The Committee resolved to write letters to the residential dwellings that face the green to provide their thoughts on the matter.
 - c) That the discussion on the replacement and relocation of two bins at Mendip Park to more suitable locations was noted. The Committee resolved to replace and relocated the dog waste bin with a standard litter bin at new entrance and to clear back the vegetation around the entrance bin. To be funded with CIL monies (APPENDIX C)

EC60/23. Mendip Park S106 Play Equipment Update

- The Assistant Clerk provided a verbal update alongside the current quotes received to be submitted with the S106 application. They noted that we are waiting to receive one quote from a supplier before the application can be submitted.
- **RESOLVED:**
 - a) That the update upon the Mendip Park S106 play equipment project (APPENDIX D) was received.
 - b) Once the application form was complete it should be submitted to West Northamptonshire Council.

EC61/23. Errington Park Path Update

- The Clerk provide a verbal update upon the Errington Park path project, noting that they have received one quote for the work.
- **RESOLVED:** That the verbal update from the Clerk upon the Errington Park path project was received.

EC62/23. Four-Year Plan Review

- **RESOLVED:**
 - a) That discussion surrounding the Four-Year plan (APPENDIX E) was noted.
 - b) That the Committee identified the Errington Park path project to be recommended as a priority to Full Council.

EC63/23. Tree Survey

- The Clerk provided a verbal update that informed the Committee that St Lukes Field, Mendip Park, Grafton Way Meadow & Errington Park was done this year.
- **RESOLVED:** That the update from the Clerk as to which Public Open Space trees are inspected next as per Tree Management Policy was received, discussed and noted. This will depend to some extent when asset transfers take place.

EC64/23. Inclusive Play Equipment

- Previously Duston Parish Council has purchased and installed roundabouts that are accessible. Currently, that is the provision of inclusive play equipment that has been provided by the Council. Councillors discussed the addition of inclusive play equipment as part of the S106 application for Mendip Park, however, Officers reminded the Committee that the main entrance is susceptible to flooding / waterlogging. Two suitable locations that were identified Triumph Gardens but a preference was expressed for St Luke's Field / Melbourne Lane park.
- **RESOLVED:** To look further to into installing more inclusive play equipment once the Mendip Park project has been complete.

EC65/23. Dog Walkers on Duston Sports Centre Field

- **RESOLVED:** To put a "No Dogs Allowed on Sports Field At All Times" at Duston Sports Centre.



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Community Services Committee Minutes
Thursday 9th November 2023

Chair: Cllr S Maitland

Councillors Present: Ennis-Clark, Enright-King,

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

Alison Grantham – Business and Community Development Officer

Jenny Evans – The Grow Together Allotment Coordinator

Cllr Craven

CSC33/23. To receive apologies for absence

- Apologies were received from Cllrs Golby and Roper.

CSC34/23. To receive and approve the minutes of the Community Services Committee on 30th August 2023

- **RESOLVED:** That the minutes of the meeting held on the 30th of August were approved as a true record and signed by the Chair.

CSC35/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

CSC36/23. Public Participation Session

- There were no members of the public present.

CSC37/23. Community Service Committee Working Parties

- **RESOLVED:** That the reports from the working parties be deferred until the next ordinary meeting of the Community Services Committee.

CSC38/23. The Grow Together Allotment Report

- The Grow Together Allotment (TGTA) Coordinator gave a Autumn 2023 update presentation. The presentation refreshed Councillors on TGTA's core values, aims and objectives. 'What and who do we grow' was also explored as part of the presentation, highlighting two of our most frequent users, Better Lives and Affinity Daycare, make use of the space, what activities they engage with and how it provides unique enrichment to their users.

The Allotment has evolved over time to support more users, who may not want or cannot participate in the general activities, through providing alternative craft based activities. Furthermore, by increasing the number of 'no dig' beds they have decrease the overall hard maintenance of the plot. The green house has been taken fully advantage of this year, all plans have been grown from seed, reducing costs and also allowing for plants and seedlings to be given away at Community Events.

Additionally, £3000 has been secured via the Grow Cook Eat Project. Our TGTA coordinator has received training to be a Community Champion of the scheme, this means that users can use the allotment can learn where food comes from and how to grow it, learn valuable life skills by being introduced to simple and nutritious one pot meals.

The presentation also noted the TGTA's plans for 2024. The introduction of a polytunnel will provide more space that can shielded users from the elements as well as increasing the growing period. Goals to expand the Grow, Cook, Eat Project were set out, along with the aspiration to increase the amount of sheltered seating areas via a new pergola. The expansion of the allotment timetable to include pop up evens & open days has been identified in its plans for 2024.

The presentation thanked its volunteers for their continuous support of the allotment and that the coordinator is looking to expand their volunteer base.

- **RESOLVED:**
 - a) That the report on the recent activities of The Grow Together Allotment was received and noted.
 - b) That the Committee thanked The Grow Together Allotment Coordinator, Staff who are involved and the volunteers for all of the hard work that has been put into establishing, running and enhancing this wonderful community asset.

CSC39/23. Duston Resident setting up a Charity

- **RESOLVED:** That the presentation from the resident be deferred until the next ordinary meeting of the Community Services Committee.

CSC40/23. DPC Health & Wellbeing Strategy

- **RESOLVED:**
 - a) It was noted that full Council has agreed to do with a Health & Wellbeing Strategy.
 - b) This will be discussed further at a future meeting of the Community Services Committee.

CSC41/23. Limehurst Square Resurface

- It was discussed about whether to do a launch for the resurfacing of Limehurst Square. It was also suggested the Chair and Vice-Chair of the Council could go and speak to the shops to see what they would like.

CSC42/23. Lamp post Hanging Baskets

- **RESOLVED:** That the purchasing of 8 lamp post hanging baskets was approved to be installed at the following locations:
 - a) Four Limehurst Square / Pendle Road area
 - b) Five around the shops at Weggs Farm Road
 - c) To be funded from CIL. No more than £1000 in total (excluding VAT)

CSC43/23. DPC Four Year Plan

- **RESOLVED:** That an extraordinary meeting of the Committee be called to discuss this item for the next Council meeting.

CSC44/23. Youth Provision

- **RESOLVED:**
 - a) That the Clerk sign the Service Level Agreement after consulting Cllr Roper and Cllr Maitland.
 - b) To discuss this again at the next ordinary meeting of the Committee.

CSC45/23. Successful Grant Application Report

- **RESOLVED:** That the report on successful grant applications (APPENDIX D) was received, discussed and noted.

CSC46/23. Local Dog Parks

- That item be deferred until the next ordinary meeting of the Community Services Committee.

CSC47/23. Parish Council Noticeboards

- **RESOLVED:** That item be deferred until the next ordinary meeting of the Community Services Committee.

APPROVED



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**Extraordinary Meeting of the
Community Services Committee Minutes
Tuesday 21st November 2023**

CLr Maitland, CLr Enright-King, CLr Golby, CLr Roper, CLr Ennis-Clark
Chair: CLr S Maitland

Councillors Present: Ennis-Clark, Enright-King,

IN ATTENDANCE:

Gary Youens – Clerk
Ryan Ikavnieks – Assistant Clerk
CLr Craven

CSC48/23. To receive apologies for absence

- Apologies were received from CLr Enright-King

CSC49/23. To receive and approve the minutes of the Community Services Committee on 9th November 2023 (APPENDIX A)

- **RESOLVED:** That the minutes of the meeting of the Community Services held on the on 9th November 2023 were approved as a true record and signed by the Chair.

CSC50/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

CSC51/23.Public Participation Session

- There were no members of the public present.

CSC52/23. Four Year Plan Review

- To review the Four Year Plan and identify projects to prioritise (APPENDIX B).

<u>Engagement & Wellbeing</u>		Updates / Committee Comments
Annual Magazine. DPC "Annual Report" Highlighting local business, community groups and events.	2024/25	<p>To resolve To ask the Clerk to provide a costing report for both a Newsletter on A4 paper and a A5 booklet. It was noted that advertising space could help reduce costs. It was noted that there was no specific funding allocated to this item</p> <p>ClIr Maitland agreed to liaise with the Clerk and bring another Councillor on board to work on this.</p>
Set Up from Friends of Park Groups.	Dec-23	<p>Our predecessor Committee - Engagement and Wellbeing had recommended this.</p> <p>It was felt that this item more properly fitted with the work of the current Environment Committee. That this be referred to the Environment Committee for discussion.</p>
Quartley Councillor Surgeries	Ongoing	<p>No surgeries have been conducted. ClIr Golby said that WNC run surgeries, but the uptake from residents is typically low.</p> <p>It was resolved that Councillors should visit existing groups to talk to and offer help where required to residents.</p>
Suck up grass cuttings left by Veolia / Idverde	2028	<p>It was noted that DPC is unable to alter current practice until 2028, when DPC will take on the ground maintenance for the parks in Duston. The Committee supports</p>

		the notion of in-sourcing these activities.
Engage with Limehurst Square Shops Engage with all businesses within the Parish Boundary.	Ongoing	The Committee noted that it was felt important to engage with all businesses within the parish. It was also noted that the Chair and Vice Chair of DPC will be meeting with shopkeepers at Limehurst to discuss the ongoing beautification of the area
Christmas Carols at Limeshurst	Ongoing	The Committee suggested the idea of combining Christmas Carols with the Christmas Tree Festival Event in 2024. Currently, DPC does not organize a Christmas Carol event.
A resident survey to all domestic properties in Duston To promote and support the use of public consultations and surveys on key issues.		It was resolved not to do a survey until we have a clear idea of the information we need.
A feasibility study & consultation into a band stand in Errington Park	Feb-23	The Committee has previously explored the idea of putting a band stand in Errington Park and resolved not to continue with this as a priority
Be proactive at opportunities in adopting Public Open Space so it doesn't go to management companies	Ongoing	Duston Parish Council have been keen to adopted all public open space and allotments within its boundaries.
Now Duston is no longer part of the Borough of Northampton the Parish Council will need to become the leader of local civic events.	Ongoing	This item was discussed but no decisions were recommended
Re-surface Limhurst Square but keep trees and bins. An improved design.	Work In Progress	Local Residents lobbied West Northamptonshire Council with support from Duston Parish Council, this work has now been completed. Trees were removed due to roots causing the slaps to become uneven, DPC to add two

		trees in planters to replace the old trees.
Continue to run our usual calendar of events.	Ongoing	It was noted that the budget allows for next year's Christmas Tree Festival. It was resolved to enhance our calendar of events in the 24-25 year with new activities where they can be accommodated within the existing budget.
Develop links with PPG & Mind. Both mental and physical wellbeing is vital to our residents.	Ongoing	The events team currently work with St Luke's PPG to provide Health and Wellbeing talks on a variety of topics. DPC has approved the creation of a Health and Wellbeing Strategy. It was resolved to continue to initiate and support Health and Wellbeing for our residents.
Build up a volunteer base that is willing to help and support Parish Council initiatives.	Ongoing	It was resolved to ask for a report on the progress on the Good Neighbour scheme.
Divide Parish into 12 areas for each councillor to monitor		The Committee resolved that this is no longer a priority aim.

Other tasks.

The following items that were not originally part of the Four Year Plan were noted:

Discussions with Trilogy regarding a Skate Park: It was resolved to progress this through a whole Council discussion

A Youth Club is being provided by Free2Talk on Mondays from 4.30-6.30. It was resolved to devise an Evaluation Check List to help assess the success of the Youth Club. Cllr Roper to action.

DPC have successfully introduced the requirement for a Report Back from Projects we have funded.

DPC met with and gave support to The Food Bank in Duston and now have a collection point in the Community Centre.

CSC53/23. Annual Events Programme

- Ideas that came up from discussion were a cultural event programme 2025/26 by Cllr Jan Ennis-Clarke, Table Tennis in parks.

- **RESOLVED:**

- a) That the draft budget line for Events, Engagement and Wellbeing (inc bins and seats) not be amended.
- b) That any new events and initiatives be proposed and agreed by Council before the budget setting process, for the following municipal year

DRAFT

Committee Membership

Each committee has 5 councillors plus the Chair of Council has a voting ex officio member.

Community Services Committee: Cllrs Maitland, Roper, Ennis-Clark, Golby + 1 vacancy

Planning Committee: Cllrs Ingram, Mumford, Liddon, Barnes + 1 vacancy

Environment Committee: Cllrs Ingram, Liddon, Ennis-Clarke + 2 vacancies

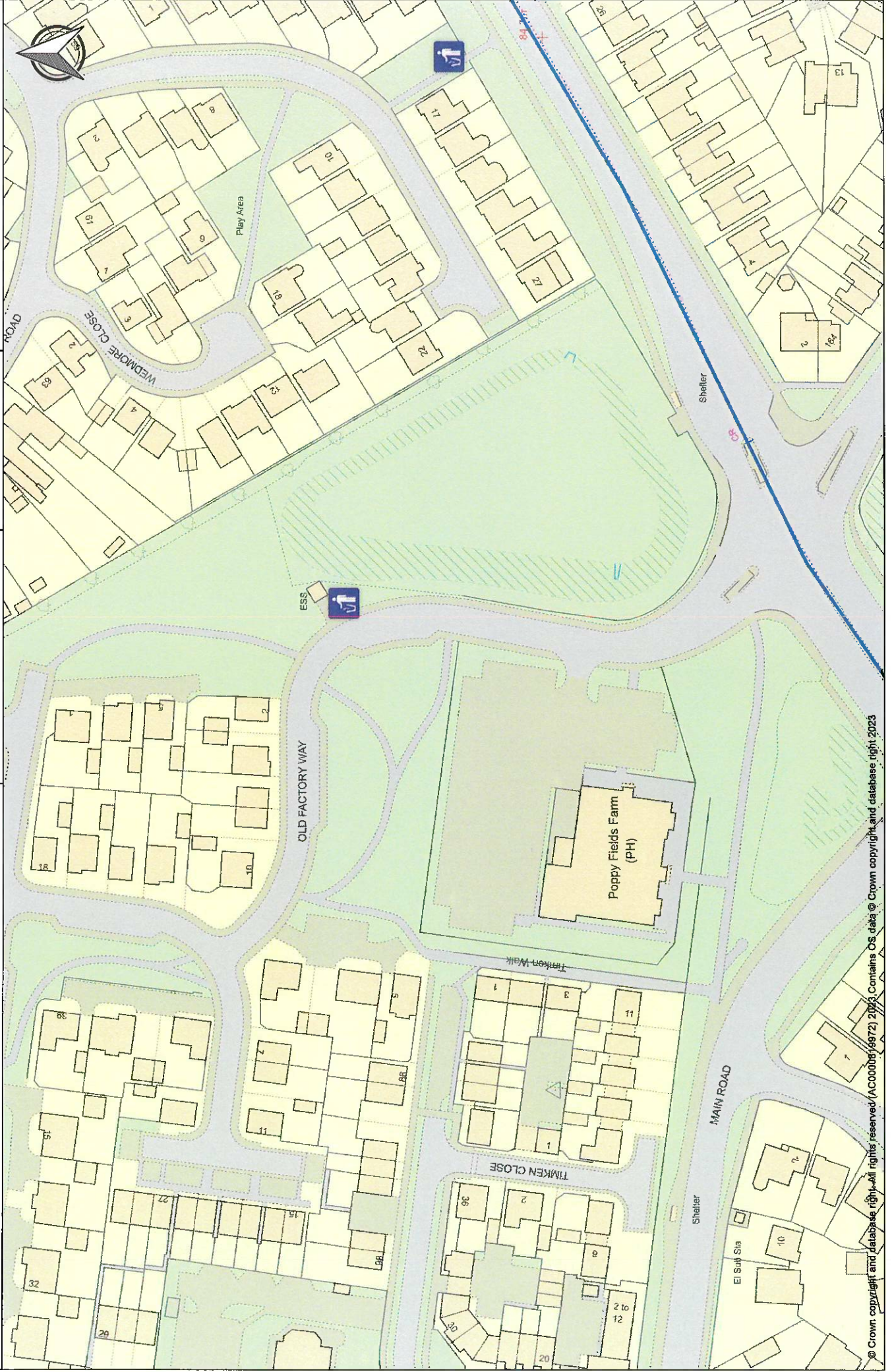
Resources & General Purposes Committee: Cllrs Ennis-Clarke, Ingram, Maitland, Barnes + 1 vacancy

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Duston

Author:

Date: 01/12/2023



DUSTON PARISH COUNCIL
BUDGET 2024/2025

	2023/24	2024/25	2023/24	2024/25
ADMINISTRATION				
Employees				
PC Salaries	270,000	290,000		
EERS NI	27,500	28,000		
EERS Pension	39,500	40,000		
Staff Welfare/Clothing				
Travel & Subsistence Cllrs	1,150	1,450		
Travel & Subsistence EES	200	200		
Training	500	500		
	3,500	4,000		
TOTAL	342,350	364,150		
Councillors Services				
Chairmans Allowances	500	500		
Councillors Allowances	5,400	5,400		
TOTAL	5,900	5,900		
Office Expenses				
IT Licences and Website	5,150	7,250		
Photocopier	2,300	2,300		
Postage	300	300		
Stationery	2,500	2,000		
Telephone/Broadband	5,600	6,250		
Office Equipment	2,000	2,000		
IT Support	3,000	2,500		
TOTAL	20,850	22,600		
Parish Van				
Van Running Costs	2,100	2,200		
Insurance	700	900		
TOTAL	2,800	3,100		
Audit & Legal				
Finance/Legal	26,500	31,500		
Insurance	15,500	17,000		
Audit	2,750	2,800		
Membership Fees	6,200	6,250		
Licensing Fees	1,750	2,000		
Elections	-	-		
TOTAL	52,700	59,550		
Income				
Income from room and office hire	220,500	236,000		
To be met from earmarked reserves	-	-		
Clls	100,000	-		
Total Income	320,500	236,000		
Budget Requirement Expenditure	917,951	871,313		
Income	320,500	236,000		
Precept Requirement	597,451	635,313		
Precept increase over previous year	12.51%	6.34%		
				Allowed for in election earmarked reserves

2023/24 2024/25

Parish Office		
Electricity	30,000	30,000
Water	5,000	4,500
Rates	1,500	1,750
TOTAL	36,500	36,250

Communications		
Marketing , communications, printing	7,500	7,500
TOTAL	7,500	7,500

Miscellaneous Costs		
Loan Repayments St Luke's Centre	30,260	30,005
Loan Repayments Duston Sports Centre	23,947	23,947
Loan Repayments Duston Community Centre	65,127	65,127
Events, Engagement and Wellbeing (inc bins and seats)	20,000	20,000
Bank Charges/Credit Card Charges	1,200	1,250
St Lukes Utilities (gas and electric)	40,000	37,000
St Lukes water	5,000	4,500
St Lukes Rates	1,500	3,500
Cleaning/laundry/Consumables	8,200	7,000
Waste Removal	9,000	10,400
Litter bin - waste removals		1,600
Security/CCTV	2,950	3,100
Environment - contracts	34,000	43,000
Environment - repairs/maintenance	6,000	14,000
Building Repairs/Maintenance/contracts	17,000	18,000

Reception Lease	1,750	2,000
2028 Grounds Maintenance	19,917	32,334
Renovation of Buildings	8,000	-
Equipment purchases	2,000	2,000
Environment and community (4 year plan)	5,000	-
TOTAL	300,851	318,763

Community		
Grants	10,500	10,500
Youth Services	10,000	15,000
Play equipment	10,000	10,000
TOTAL	30,500	35,500

Planning Committee		
Planning	200	200
TOTAL	200	200

CILs		
Capital projects (CILs fund)	100,000	-
TOTAL	100,000	-

Contingency		
	18,000	18,000
TOTAL	18,000	18,000

TOTAL EXPENDITURE

917,951 871,313



Flexible Working Policy

Duston Parish Council



Flexible Working Policy

What is flexible working?

Every staff member has a contract of employment that sets out the working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

Flexible working can result in benefits to councils, in that such arrangements can help make the most of today's diverse workforce and improve the council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

Scope

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly provided you have been continuously employed with us for at least 26 weeks at the date the application is made, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

Policy

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

Making the request

To apply for flexible working, please provide the following information in writing, and submit this to the Clerk. In the case of the Clerk, the request should be submitted to the HR Sub-Committee:

- The date of the application,
- A statement that this is a statutory request,
- Details of how you would like to work flexibly and when you want to start,
- An explanation of how you think flexible working might affect the council and how this could be dealt with, e.g. if you're not at work on certain days, and,
- A statement saying if and when you've made a previous application.

You can only make one statutory request in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability. In such a case some of the requirements of this policy would not apply (i.e. the minimum period of service; one request per annum).

Responding to your request

Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the council and weighing these against any adverse impact of implementing the changes.

Having considered the changes, you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,
- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,
- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn down your

request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to the council
- Detrimental effect on the council's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to the council

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make a further request for a period of 12 months, although you may still ask without the statutory right.

Timeframe for dealing with requests

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within three months of first receiving a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

Handling requests in a fair way

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

Appealing the decision

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with a sub-committee of three councillors (~~the HR Sub-Committee~~ the staffing sub-committee of the Resources & General Purposes Committee but for the Clerk it cannot be councillors who are also members of the HR Sub-Committee). You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

The effect on your contract of employment

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Clerk (Chair of the Council for the Clerk) in the first instance.

Data protection

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.

— policy ends here —

Notes

The wording of this policy is based on an employee's statutory right to make a request to change their working arrangements. Adopting and applying this policy as it stands will support the council to comply with this right.

1. Scope

The statutory right is limited to employees with 26 weeks' service. Councils can, if they wish, extend the right to all staff.

The statutory right is limited to one request per annum. Councils can, if they wish, consider requests made more frequently.

2. Considering requests

Employers are not compelled to agree to flexible working requests. The policy sets out some reasons that may mean the request cannot be accepted. This list is based on the legislation. Employers must carefully consider the request, but if the proposal is likely to lead to difficulties with the operation of the council, you should discuss the problems, see if they can be reasonably mitigated, but if not, you can decline the request.

With the exception of a request to support an employee with a disability (see below), the reason for the request should not affect whether the council accepts or declines a request.

Important note: If a request has been made to support the health and wellbeing of a staff member, then this may be considered to be a 'reasonable adjustment'. Employers have a legal duty to consider making changes to work arrangements to prevent disadvantage to a disabled worker. If an employer does not consider making such 'reasonable adjustments', or doesn't implement such adjustments, this may lead to unlawful discrimination.

A disability is a physical or mental impairment which has a substantially adverse and long-term effect on their ability to carry out normal day-to-day activities. A 'reasonable adjustment' may be to allow an employee with long-term anxiety to arrive at work 30 minutes late to avoid rush hour.

Please refer to ACAS (www.acas.org.uk/disability) for further information.

3. Fairness

You may receive a flexible working request from one team member, agree to the request and confirm the changes to their contract. You may then receive a similar request from another team member doing the same job. Your agreement to the first request does not mean that you have to agree to the second request. Each request will need to be considered against the contractual arrangements in place.

4. Trial period

If you are not sure whether a proposed working pattern will work, you can agree to a trial period to test it out. If you do so, it will be important to put this in writing and be clear about the duration of the trial and that the working pattern will automatically revert to the previous arrangements unless the council agrees to the contrary.

5. Written outcome

If a request is agreed on a temporary or permanent basis, it will be important to confirm the outcome in writing and ensure this is placed on the HR file. If there is a change to the terms set out in the employment contract (whether temporarily or permanently), it will be important to issue a letter to confirm the changes that have been agreed.

More information

ACAS has published a statutory code of practice that lays down the principles that employers should follow when dealing with requests for flexible working.

See ACAS (www.acas.org.uk/index.aspx?articleid=1616) for more information.

Amendments to the Scheme of Delegation

Changes highlighted in red

Resources & General Purposes Committee

Membership: A maximum of 5 councillors. Councillors are elected and removed by Council.
Chair of Council will be a member with voting rights.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

Voting: Decisions taken by a majority vote. In the case of an equal vote the Chair shall have a second or casting vote.

Meetings: Usually Quarterly

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

1. The Committee will review, monitor and make recommendations to Full Council on the following:

CORPORATE.

- a) The general administration of Duston Parish Council.
- b) Officer and Member training and development.
- c) Contracts and Tendering. In the case of
 - Environment contracts (e.g. grass cutting and horticultural works). Consult with the Environment Committee prior to making any recommendations to Council.
 - Community Services contracts (e.g. Youth Services & Duston Sports Centre). Consult with the Community Services Committee prior to making any recommendations to Council.
- d) Potential delegation of services to the Parish Council from West Northamptonshire Council.
- e) Disposal or acquisition of any property and land.

BUILDING FACILITIES.

- f) The operational running and maintenance of Duston Community Centre and St Luke's Centre.

g) Fees, terms & conditions of hire at St Luke's Centre & Duston Community Centre.

h) Maintenance of the Rosé villa Access Road.

STAFFING.

i) The staffing structure including salary remuneration (pay banding).

j) Matters relating to employees of the Council in their conditions of service, welfare and safety.

k) Proposing and amending HR policies.

l) That staffing levels are appropriate to the work of the council

FINANCE.

m) Financial Regulations.

n) Maintaining adequate general reserves, in line with audit regulations, and allocation of earmarked reserves for specific purposes.

o) In year virements between approved budget headings.

Specific Delegated Responsibilities:

2. This Committee has an annual spending cap of £6000 per year.

3. To monitor the council's income and expenditure against actual budget.

4. To prepare the council's annual budget and make a recommendation to the council of the precept required for the next financial year.

5. To receive any proposals from Committees, in respect of expenditure for the following financial year, as part of the Council's budget setting process.

6. In year reviewing of internal & external audit reports and oversee the implementation of their recommendations.

7. In year monitoring of the Corporate Risk Register.

8. To ensure the Council is adequately insured (e.g. buildings & other property).

9. To authorize attendance at conferences and other powers contained in Section 175 of the Local Government Act 1972.

10. To appoint members (minimum of 3) each municipal year to be able to sit on a staffing sub-committee to oversee all matters relating to relating the Council's disciplinary, grievance and flexible working policy. The staffing sub-committee will select their own Chair. In the case of the Clerk, the Resources and General Purposes Committee will decide which members will sit on the staffing sub-committee.

~~10~~ 11. The power to establish working parties within its terms of reference. Must seek permission of Council to set up ~~a~~ any other Sub-Committee.

~~11~~ 12. Any issue referred to it by Council.

HR Sub-Committee

Membership: 3 Councillors. The Chair of Council, Vice-Chair of Council and one other councillor nominated by Council. The Chair of the Council is the Chair of this Sub-Committee.

Meetings: At least once a year.

Specific Delegated Responsibilities:

- a) Oversee the process of the recruitment of the Clerk / RFO including interviews.
- b) Recommend to Council the appointment of the Clerk / RFO.
- ~~c) Once initiated by resolution by Council it can carry out disciplinary procedures according to the agreed policies and procedures of the Clerk / RFO. This could include lead to dismissal of the Clerk / RFO.~~
- d) c) To receive written or verbal reports from the Clerk / RFO as to their workload including progress on Council / Committee resolutions and make recommendations to Council if necessary.
- d) e) To conduct the Clerk Annual Appraisal and make recommendations to Council if necessary.
- ~~f) To act as the Disciplinary & Grievance Panel if required.~~

Duston Parish Council Bank Account Review Report

1. Background

In December 2021, Duston Parish Council (DPC) opened two accounts with Unity Bank to manage everyday expenses and reserves. Unity Bank's two-councillor authorization feature was chosen for added security, contrasting with Barclays Bank, which requires only one councillor's approval.

1.1 Unity Bank Authorization Process

- Barclays:
 - RFO/Delegated Officers set up and input the invoices.
 - 1 councillor approves the payment.
- Unity:
 - RFO/Delegated Officers set up and input the invoices.
 - 2 councillors approve the payment.

2. Assurance in Financial Protection

The implementation of the two-councillor authorization process with Unity Bank was seen as a measure to enhance the protection of public funds. This additional layer of approval ensures a more robust and accountable financial framework.

3. Precept Payment for 2023/24 Financial Year

The precept for the current financial year (2023/24) was paid into the Unity Bank account, aligning with the council's commitment to this banking arrangement. Room booking, rental income and CIL have been paid into Barclays.

4. Financial Regulations and Unity Bank

DPC financial regulations emphasize the requirement for two-councillor authorization on financial matters, as outlined in sections 6.4 and 6.9 of the regulations.

6.4 Cheques or Orders for Payment:

Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question..

6.9 Use of BACS or CHAPS:

If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

5. NALC Advice

“Councils must not relinquish the “two member signatories” control over cheques and other orders for payment until they have put in place safe and efficient arrangements in accordance with the guidance noted from the NALC Finance and Audit Advisor. The overriding requirement resulting from the abolition of S150(5) is that each and every local council seeking to depart from the two signature rule must ‘implement and maintain robust controls on expenditure as an integrated part of their overall financial control system’”.

Duston Parish Council resolves it has robust controls on expenditure as an integrated part of our overall financial control system.

6. Current Challenge

Despite the intention to use Unity Bank, setting up the account hasn't been successful. £654,009.95 is now inaccessible in Unity Bank. Payments, including significant ones like loan repayments and wages, are being made through Barclays, causing pressure on its balance.

7. Current Payment Dynamics

In light of the challenges with Unity Bank, payments, including substantial items such as loan repayments and wages, are currently being executed through the Barclays account. As a result, the balance in the Barclays account is becoming strained.

8. Recommendation

7.1 To maintain liquidity and flexibility, transfer £654,009.95 from Unity Bank to Barclays and close the Unity Bank account.

- Close Unity Bank Account: Initiate the closure of the Unity Bank account.
- Transfer Funds: Transfer the £654,009.95 from Unity Bank to the Barclays account.
- Resume Single-Councillor Authorization: Return to the single-councillor authorization process with Barclays Bank.

7.2 To nominate another councillor on the Barclays Accounts. Current signatories are Cllr Paul Enright-King, Gary Youens, Ryan Ikavnieks.

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

DUSTON PARISH COUNCIL – NH0077

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

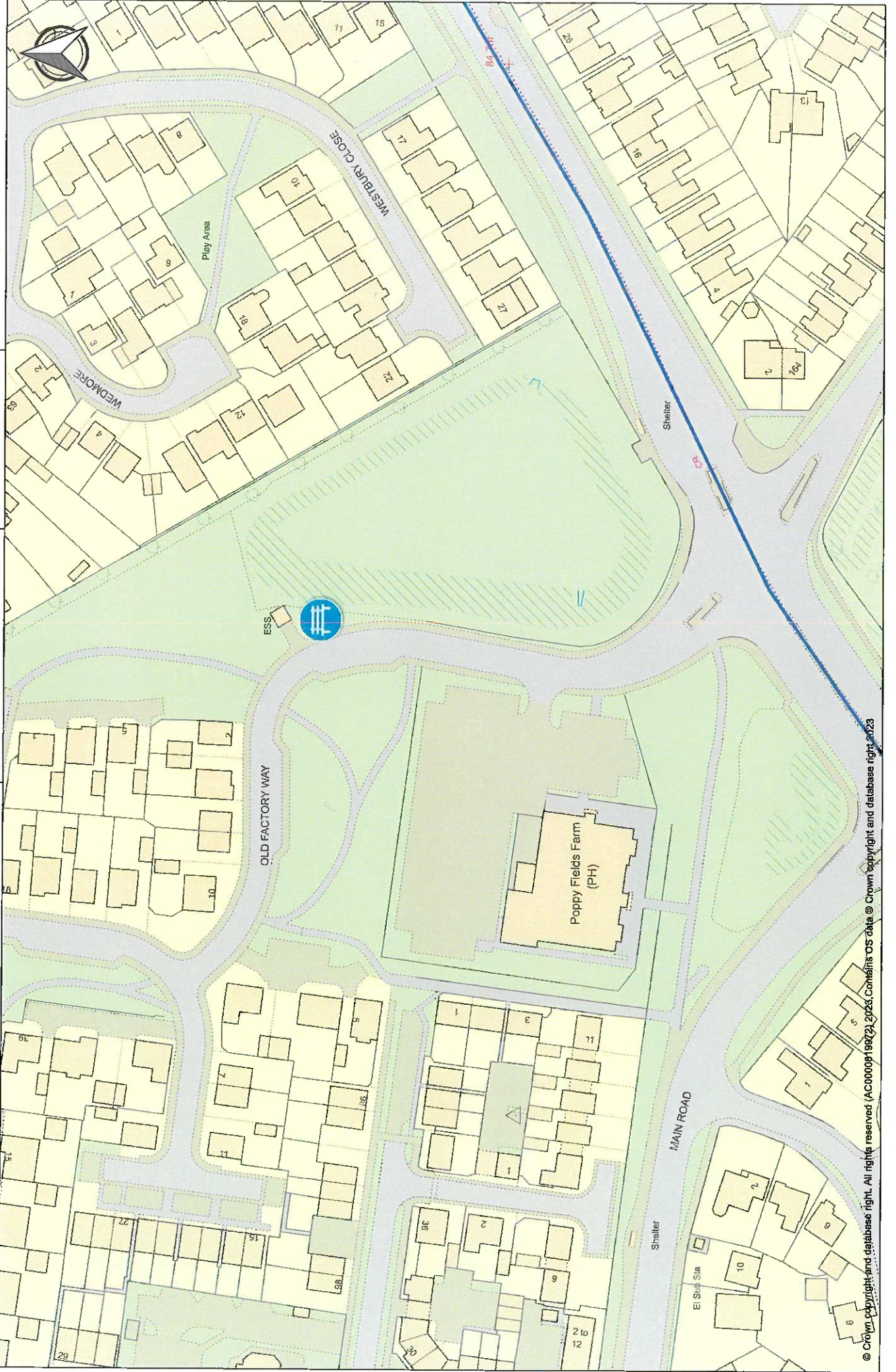
PKF Littlejohn LLP

Date

19/08/2023

Author:

Date: 01/12/2023



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(mailto:enquiries@davidogilvie.com?
subject=Website%20Enquiry)



Rose Bench Seat

Our Rose design is made from 6mm thick laser cut steel then crafted by hand and made into a bench seat on our OE frame at an overall length of 2000mm, the design incorporates the image of Roses and Butterflies within a trellis back.

Can also be manufactured on our KC, Dunure and Balmoral bench seat frames, alternatively we can manufacture as a lectern, litter bin or another product that may be required.

Fabricated all from steel, hot dipped galvanized for weather and corrosion protection, then painted in 2 pack acrylic paint in colour of choice.

Additional Information

Length:
2000mm

Height:
970mm

Width:
640mm

Manufactured with feet for surface fixing or Leg

Product Categories

Bespoke Commissions
(/products/bespoke-commissions)

Floral Displays
(/products/floral-displays)

Gates & Railings
(/products/gates-railings)

Litter Bins & Novelty Bins
(/products/litter-bins-novelty-bins)

Memorial & Commemorative
(/products/memorial-commemorative)

Picnic Furniture
(/products/picnic-furniture)

Planters
(/products/planters)

Play Area Furniture
(/products/play-area-furniture)

Seats & Benches
(/products/seats-benches)

Shelters & Bandstands
(/products/shelters-

Select Language ▼



Quarterly Internal Controls Procedure and Report

It is a requirement that the Parish Council ensures that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. As per Duston Parish Council Financial Regulations 2.2. The Internal Controls Councilor must not be an account signatory.

Responsibilities

It is the responsibility of the Parish Clerk / RFO to ensure that all documents are available for inspection on the arranged date each quarter

It is the responsibility of the Internal Controls Councilor to conduct the monitoring inspection and report the findings at the next meeting of Full Council.

The Report of the Internal Controls Councilor will be kept for 12 months.

The Internal Controls Councilor Report

The Councilor must work through the Checklist on Page 2.

Signed by Internal Controls Councilor:

Date: 3 November 2023

Signed by Clerk/RFO:

Date: 3/11/23

Q2 2023

Checklist	Approved Yes/No	Any Comments
1 All bank statements filed	Yes	
2 Cheque counterfoil have been signed by at least two Councillors	N/A	
3 Bank Reconciliations match bank statements	Yes	
4 Bank Reconciliations have been approved by Full Council	Yes	
5 Invoices have been signed by the Clerk/RFO	Yes	
6 Invoices have been signed by two Councillors	Yes	* Only 1 Councillor Signature.
7 Quarterly VAT return has been submitted to HMRC	Yes	Return Submitted + Payment Received.
8 Monthly Payroll pack filed	Yes	
9 Tax, NI and Contributions made	Yes	
10 Pension Contributions up to date	Yes	
11 Insurance up to date	Yes	
12 Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations	Yes	
13 Minutes for the previous quarter have been signed	Yes	
14 All existing DPC tenants are no more than a quarter in arrears	Yes.	
15 Standing Orders & Financial Regulations have been approved by Full Council within the last year	Yes	

Version	Date adopted / re-adopted	Date review by
11/23 b	18th May 2023	May 2027 unless statutory changes

Adopted by DPC Full Council 18th May 2023



DUSTON PARISH COUNCIL

Quarterly Internal Controls Procedure and Report

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Q3 2023

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10 Pension Contributions up to date	Yes.	
11 Insurance up to date	Yes.	
12 Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations	Yes.	
13 Minutes for the previous quarter have been signed	Yes.	
14 All existing DPC tenants are no more than a quarter in arrears	Yes*	* Outstanding owing w/ NAR Gen (former tenant)
15 Standing Orders & Financial Regulations have been approved by Full Council within the last year	Yes	

Version	Date adopted / re-adopted	Date review by
11/23 b	18th May 2023	May 2027 unless statutory changes