

**Uffculme Parish Council**  
**Minutes of meeting held**  
**Monday 7<sup>th</sup> October 2024 at Magelake**

**Meeting Open – 19:02**

**24.10.01 Apologies for absence**

**Chairman:** P Cornish

**Present:** R Kingdom S Lane T Edwards P Hallchurch

**Apologies** T Pointing (Sabbatical) A Logue (family) R Keeling (work)  
P Blackman (holiday) M Bodger (holiday)

**24.10.02 To approve of the Minutes of Meeting held on 2<sup>nd</sup> September 2024**

The minutes were agreed as an official council record.

**Public Session**

There were no members of the public in attendance.

**24.10.03 County Councillor's Report**

Councillor Radford was not in attendance and provided a report ahead of time (appended). No questions were raised for Councillor Radford.

**24.10.04 District Councillor's Reports**

The Lower Culm Ward Councillors provided a collated written report (appended). No questions were raised for the Councillors and the feedback was positive to the receipt of a written report being provided. Councillor Poynton was in attendance and in addition to the report raised the following:

- 1) Road markings at Ford Street have been reported via the online "report it" service.
- 2) The previously raised issues with the zigzag walkway has been raised with Westward Housing for attention.

Councillors Bradshaw was not in attendance and did not provide a written report.

Councillor Clist did not provide report ahead of time, however, raised the following:

- 1) Cullompton relief road funding has now been found
- 2) Housing and Economic Land Availability Assessment is planned to take place. A leaflet drop regarding the changes in housing support fund closing is due to take place
- 3) Upper Culm has been quiet, with no planning applications submitted over the last month
- 4) 8 modular houses are to appear on home choices
- 5) Local Authority Housing Fund, which is used to support the housing of refugees, was used for long term benefits in portfolio, not for temporary hotels, and viewings have taken place of converted properties that are to be transferred to the main portfolio post-refugee use.
- 6) MP meeting regarding struggles took place, including:
  - a. Rural struggles
  - b. Housing targets
  - c. 106 agreements for affordable housing

The question was raised in regards to infrastructure that will be provided as part of the development planned. It was confirmed that this would be covered by standard planning processes and also by s106 funding.

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**24.10.05 Parish Council Vacancies**

The Clerk advised that there were still 3 vacancies currently. Precis received for one of the vacancies from Samantha Levick. All in agreement to proceed with co-option. Samantha Proposed by Councillor Lane, Seconded by Councillor Edwards, all in agreement.

Social Media and Spotlight to continue to be used to raise awareness and to encourage others to apply for remaining vacancies.

**24.10.06 Finance**

**24.10.06.01 To approve September Financial Statement**

The July financial statement was approved as official council minutes.

**24.10.06.02 AGAR 2024**

The Council resolved to receive the final report from the External Auditor (appended).

**24.10.06.03 Remembrance Wreath**

£50 to be spent on a combination of poppy wreath and donation to Royal British Legion. Proposed by Councillor Hallchurch, Seconded by Councillor Cornish, all in agreement. Councillor Cornish to lay the wreath on the war memorial during the remembrance parade. All in agreement.

**24.10.06.04 Tree Works – Marker's Pond**

Quotation for works and replanting scheme received (appended). Proposed by Councillor Lane, Seconded by Councillor Hallchurch, all in agreement.

**24.10.06.05 Maintenance – Weed Clearance**

Quotation for weed clearance within the village of Uffculme received (appended). Option for 3 days of work. Proposed by Councillor Lane, Seconded by Councillor Cornish, all in agreement.

**24.10.06.06 Grant Request – Village Hall (x2)**

Grant request received (appended). Proposed by Councillor Hallchurch, Seconded by Councillor Lane, all in agreement.

**24.10.06.07 Grant Request – Mens' Club**

Quotation not yet received so agreed to defer to a future meeting.

**24.10.06.08 Play Inspection Quotation**

Quotation received from MDDC for the provision of monthly park inspections across the Parish (appended), including external annual reports. Proposed by Councillor Edwards, Seconded by Councillor Kingdom, all in agreement.

**24.10.06.09 Road Signs – 20's Plenty**

Quotation sought for the provision of 20's plenty signs, to be used across the parish in rural areas (where National Speed Limits apply). Purchase of 6 signs @ £40 each Proposed by Councillor Hallchurch, Seconded by Councillor Kingdom, all in agreement.

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**24.10.07 Business Arising**

**24.10.07.01 Hillhead/Broadpath**

An emergency meeting was called on 30<sup>th</sup> September to advise of consultation due to take place. Main areas raised for consideration by the Councillors were:

- 1) The route remains/existing access will remain in place.
- 2) Bridleway changes are included in the plans.
- 3) Pre-planning is due to take place in December.

It was agreed to submit comment on the consultation as follows:

- 1) Concerns regarding the visibility spay for the horse riders - request that improvements on any plans are considered to accommodate this.
- 2) Whether there will be the addition of horse gates, either side of the crossing, to allow for further safety provision.
- 3) Request confirmation as to whether the existing access over the bridleway is going to remain in place and, if so, whether this could be an alternative route to the extended site, as opposed to there being two access points across the same bridleway.
- 4) Whether the existing bridleway, which is subject to erosion through surface drainage, can be provided with aggregate to improve this section.

Councillor Edwards advised that there has been no chair present from MDDC for many previous meetings.

The next meeting, with site visit, is due to take place on 18/11 at 3pm. Councillors interested in also attending are Cllrs Lane and Laverick. Clerk to ask Councillor Pointing to provide a handover to Councillor Edwards.

**24.10.07.02 Mole Valley Feed Mill**

A meeting took place on Thursday 5<sup>th</sup> September 2024. Councillor Pointing advised that the meeting was attended by himself and Jenni and Tony (from the Green Team) and the following items were raised:

- 1) The mill will ask drivers to report any problems with parked cars as they come through the square.
- 2) It was asked when the 20mph zone will come into effect
- 3) Noise complaint from Bridge St being investigated and have given their engineer's mobile number so he can come out when the noise is causing a problem.
- 4) Reducing meeting number to 3 a year.

**24.10.07.03 Uffculme Men's Club**

The last meeting took place on 08/09, where 1 members (plus Councillor Edwards) were in attendance. Feedback was overall positive.

- 1) There are 92 members currently
- 2) The club is now volunteer run, since the Steward resigned
- 3) They are carrying out monthly stocktakes
- 4) The flat is let to an individual
- 5) Maintenance of the building is being carried out "in house"
- 6) Balance in bank around £13,600
- 7) 21/12 will see the Christmas Draw – men only

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**24.10.07.04 Uffculme Bowling Club**

No updates. Councillor Cornish advised that green maintenance is usually carried out at this time of year.

**24.10.07.05 Green Team**

A report was provided from the Green Team (appended). No questions were raised.

A celebration event is due to take place in the Garden Room at the Village Hall on 18/01.

**24.10.07.06 Allotments**

No updates were provided.

**24.10.07.07 Parish Maintenance Update**

There were no entries this month in the maintenance diary for discussion.

The Clerk advised that the P3 grant was being chased up for footpath works.

**24.10.07.08 Traffic and Speeding Issues/Community Speed Watch**

The clerk advised that there were still no updates regarding the next joint parish meeting. Councillor Pointing has been in touch with Colin Slade regarding speeding issues and further positive input is awaited. Councillor Hallchurch to take over discussions going forward from Councillor Pointing. Councillor Hallchurch to raise FOI request with Highways regarding the speed change location vs. originally approved plans.

**24.10.07.09 Schools Update**

No updates were provided in respect of the secondary school. Wraparound care now provided in the primary school, instead of the pre-school. This is a positive change.

**24.10.07.10 Uffculme Village Hall**

Councillor Cornish advised that bookings were up, a beetle drive had been arranged and that the hall is going for strength to strength.

**24.10.07.11 Magelake Committee / Repairs**

There has been no meeting recently. The Clerk advised that charity figures were still not showing online with the Charity Commission, due to lack of online access. Charity Commission accounting to be brought in house, with Clerk requesting online access instead to upload the accounts. Proposed by Councillor Cornish, Seconded by Councillor Lane, all in agreement.

**24.10.07.12 Youth Working Group**

No updates were provided.

**24.10.07.13 Community Crisis (previously Ukrainian Crisis)**

No updates were provided. Councillor Cornish raised whether this could be used for carer support. Advised that carers' group would be welcome to approach the Council for funding.

**24.10.07.14 Play Areas**

The Clerk advised that the Council now leases the two additional play areas, now that the contracts have been finalised. New signs to be ordered for the play areas with Uffculme Parish Council details.

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**24.10.07.15 Community Road Warden Scheme**

Councillor Edwards advised that there has been a change in the NHO and that a meeting took place to hand over/network with both the incoming and outgoing NHO. There are a total of 8 volunteers (2 x Uffculme / 6 x Ashill) that have come forward. Online training is due to take place.

**24.10.07.16 Dog Bins**

Clerk advised that Street scene at MDDC had been sent an illustrated document (prepared by Councillor Logue) of the requirements within the Parish and that pricing was awaited. Councillor Clist to chase a response on the Council's behalf.

**24.10.08 Police Report**

No updates were provided.

**24.10.09 Clerk's Report**

**24.10.09.01 Financial Regulations**

It was agreed to defer this to a future dated meeting.

**24.10.09.02 Cemetery**

Clerk advised that planned removal of memorabilia was still underway and that this will be carried out, with notifications being issued, to coincide with the times that Jess Lucas is not due to service the cemetery (November/December).

**24.10.09.03 HATOC and Highways**

Clerk advised that there has been no progress with the HATOC request, however, reports were now being provided and details collated. It was suggested by Councillor Clist that Ray Radford and the NHO were contacted to invite them to discuss further with full council. Clerk to follow this up. It was advised by Councillor Poynton that there had been two instances within the vicinity of The Square, where police had been in attendance. Councillor Logue to be approached to see if these have appeared on the latest police reports.

**24.10.09.04 Risk Register**

A risk register was drafted by the Clerk, for adoption by the Council (appended). Proposed by Councillor Edwards, Seconded by Councillor Lane, all in agreement.

**24.10.09.05 War Memorial**

Clerk advised the documentation requested from Charity Commission had been received, however, was not overly legible. Clerk to arrange for discussions to take place with the outgoing Clerk (Francis) to gain a better understanding of arrangements that are in place.

**Meeting Close: 20:56**

**The next meeting of the Council will be held on Monday 4<sup>th</sup> November 2024, subject to confirmation by the Clerk.**



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**FW: Oct Report**

1 message

**Councillor Ray Radford**

Sun, Oct 6, 2024 at 9:53 AM

To:



Dear Gemma & Members.

I will have to give apologies please, as your meeting clashes with Burlescombe and they have asked me to attend, as you may know, Burlescombe have been through turbulence times in the last couple of years, they are now more operational and want my support

If there are area of concern, by all means let me know, I can take it up with the relevant Officer.

Our area, Tiverton and Cullompton, are areas considered growth areas for expansion. You can find out all about the Local Transport Plan (LTP4) by going on the DCC Web Site

To deliver an updated and adopted LTP 4, it is recommended that a public consultation is approved to enable residents, businesses and other stakeholders further opportunity to have input to the plan. This consultation will build upon the extensive consultation already progressed for many of the draft LTP 4's schemes, strategies and policies.

Over half of the population of Devon live in rural areas or in the market and coastal towns. These areas have attractive landscapes that contribute to a good quality of life. The longer distances to schools, work or shops means walking, wheeling and cycling may not always be a viable option. Residents are more reliant on the car and often rely on nearby market and coastal towns for key facilities

Youi might be interested in this, The Cullompton & Tiverton Local Cycling & Walking Infrastructure Plan (LCWIP) focuses on a core area encompassing Cullompton and the proposed Culm Garden Village. It also considers links in and around Tiverton, to Tiverton Parkway and towards Exeter. Cullompton and Tiverton are historic market towns, with their location near Exeter making them attractive places to live for those commuting for work, key services or leisure. New planned housing developments mean that the population of Cullompton is due to rise from 8,900 to 18,000 by 2033, and Tiverton from 22,400 to 30,000 in the same period.

At our most recent Corporate Infrastructure and Regulatory Services (CIRS) we had 5 options to choose from for the supply of Highways Maintenance from 2027 onwards, together with all anticipated cost of each. After great discussion we are recommending to Cabinet that they should go for the All in-House option. An All In-House option would see all of the highway maintenance operations being managed and delivered by a Direct Labour Organisation (DLO) with staff directly employed by the County Council. The County Council would retain the ability to establish framework

contracts to deliver certain work streams, specialist operations or provide additional capacity. The efficiency and effectiveness of a newly formed in-house organisation will depend on good management. V4e

The extra money' we added to the roads budget is enabling us to go further and faster.

"In the past four months the patching repairs that have been undertaken are already the equivalent of around 80% of the patching achieved for the whole of the last financial year. That highlights the difference this additional funding is making.

"However, we still need more funding from central Government to have a bigger impact on the condition of our 8,000-mile road network which is vital to our local economy. We currently have a highway maintenance backlog of £200 million in Devon which is increasing by £15 million per year, and the national backlog is at a record high of £16.3 billion.

"The last two winters and the extreme rainfall in the first half of this year have caused a huge amount of damage to our roads. Extensive work is being carried out on all categories of roads right across the county, and while we won't be able to get to every road in need of repair, we're ensuring our extra investment goes as far as possible."

The number of Children in Care has reduced to 860 at the start of August, down from 882 in May 2024. Of these, 65 are young asylum seekers reflecting a reduction of 6 since May 2024. Despite this overall reduction in numbers of children in care, placement budgets are forecast to overspend by £7.5 million

Financial risks within Integrated Adult Social Care and Children and Young People's Futures are still being experienced, but the work underway across the whole authority to support these pressures continues to ensure the whole organisation is focused on achieving a break-even position for the end of the year.

Regards,

Ray

Ray Radford

Devon County Councillor

Willand & Uffculme Division

Email: 

## **MDDC Overall Report for Sep to Oct 2024**

For regular updated news please follow

<https://www.middevon.gov.uk/news-items/>

**Could local council please email or call with any work they would like us to uptake.**

### **Recycling**

Another drop in surgery will be run on the morning of Monday 21<sup>st</sup> October in Phoenix House between 9am and 11am. Please do come and speak to the waste team if you wish to raise challenges or issues regarding Bin It 123 either from your own perspective and/or on behalf of your constituents. Residents can attend the surgery as long as they are accompanied by a Parish, Town or District elected member. If you wish to attend the surgery please do email Darren Beer or M. Page at [DBeer@middevon.gov.uk](mailto:DBeer@middevon.gov.uk) or [MPage@middevon.gov.uk](mailto:MPage@middevon.gov.uk)

There will also be another site tour of our Carlu depot on Thursday November 14<sup>th</sup> for Parish and Town representatives. This event was extremely well received when run earlier on in the year and led to representatives sharing key components of our waste and recycling pathway directly with their own constituents after the tour. If you wish to attend the tour please email either Darren Beer or M. Page at [DBeer@middevon.gov.uk](mailto:DBeer@middevon.gov.uk) or [MPage@middevon.gov.uk](mailto:MPage@middevon.gov.uk)

### **Cullompton Relief Road Update**

As you will know government funding has been agreed for the road. A piece of land still to be secured are that owned by Tesco although the compulsory purchase process has already started on that. Tesco has been reluctant to discuss land sale until funding for the road was secured so the feeling is that they will not come to the table anyway.

### **Police and Crime Commissioner Survey**

Devon and Cornwall P&C Commissioner would like to hear your views and priorities. I have linked below to the short survey.

**Please complete the Partner Survey on behalf of your service or organisation and forward the link to the public survey below onto any people you support (if applicable).**

**Partner survey:** [Have Your Say Today - Police and Crime Plan 2024-29: Partner survey - Devon And Cornwall Police And Crime Commissioner's Office \(commonplace.is\)](#)

**Public survey:** [Have Your Say Today - Police and Crime Plan 2024-29: Public survey - Devon And Cornwall Police And Crime Commissioner's Office \(commonplace.is\)](#)

The closing date for this consultation is **midnight on Sunday, October 27.**

In addition to this survey, they will be running some engagement events across Devon and Cornwall, please visit their website for full details [Your voice in policing – The Office of the Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly \(devonandcornwall-pcc.gov.uk\)](#).

### **Penson Credit and Winter Fuel Payment**

Mid Devon Council is helping promote Pension Credit for two reasons -



1. Some people are able to claim but haven't
2. People in receipt of this benefit qualify for Winter Fuel Allowance

Hopefully you will have already seen the flyers attached, this is just again to remind you that if you know anyone you think might qualify for pension credit, please encourage them to claim. There is a critical date of the 21/12 – claims made after this date will not get Winter Fuel Allowance if successful.

MDDC is promoting this with leaflets around reception/leisure centres etc. Letters have been sent directly to people who think may qualify and promotions are running on social media and the MDDC website.

## **Damp and Mould**

The first ever Damp and Mould Awareness week 2024 is taking place from 28<sup>th</sup> October - 3<sup>rd</sup> November 2024. This is being organised by AICO which we are proudly supporting.

On **Thursday 31st October** MDH is hosting a Damp and Mould Demonstration Day. This will be hosted at one of our void properties - 108 Sunningbrook Road Tiverton EX16 6DY (this property has recently been decanted for development) from 11am until 3pm to give you demonstrations and offer the opportunity to learn how to prevent damp, mould and condensation in a practical hands-on environment. It is a chance to raise awareness and educate on how these issues arise, what causes them, and most importantly what tenants and home owners can do to prevent them. You are also welcome to join any time between 11am and 3pm to meet with tenants and leaseholders.

## **Celebrity News!**

Staff at Exe Valley Leisure Centre are hoping to welcome Heart FM radio presenter, Amanda Holden, to Tiverton, as part of her Big Ride to Work cycle ride.

The centre has been chosen as the finishing point for the first leg of Amanda's charity cycle ride, in aid of Heart Global's Make Some Noise charity. The leisure team will host Amanda's support crew, which involves using a small number of the car parking spaces at the leisure centre, during the afternoon of Monday 7 October. The Bude to Tiverton ride is the first leg of Amanda's five day, 250 mile ride from Cornwall to Heart HQ in London's Leicester Square.

Mid Devon Leisure will be supporting her crew on site and allowing the Heart team to film her arrival. We are also hoping for a photo opportunity with some of our leisure team.

Kind Regards  
Cllr Cathy Connor  
Cllr Andrea Glover  
Cllr John Ponyton




8<sup>th</sup> September 2024

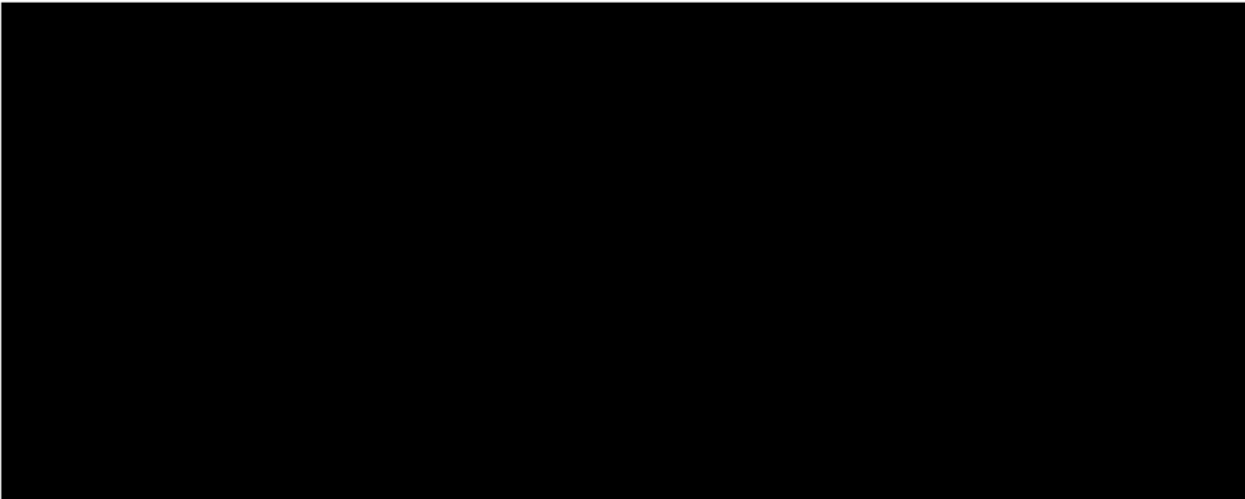
Dear Gemma,

Following on from our conversation at the recent parish councillor's meeting, I would like to put myself forward for one of the Parish Councillor's vacancies.

As you know, my initial reason was my concern over the increasing anti-social behaviour in Uffculme and solutions to improving this. I believe reintroducing a youth club to the village would bring many benefits and was absolutely thrilled to hear the work and ideas that are taking place and already in progress.




I have a strong belief in social justice and would dearly love to positively contribute towards our local community. I do believe, as a community, there is a lot we can do to improve and reignite the neighbourhood cohesion in this area. Youth Club, Neighbourhood Watch Schemes and more social events. I think Uffculme and the surrounding area have so much potential, although am fully aware there are many things I have no idea, have already been attempted to address. Am always the optimist of a fresh set of eyes!



This community is extremely important to me and I don't think I could be in a better place to help make a difference.

Yours sincerely,

Samantha (Sam) Levick



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Uffculme Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	/		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	/		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	/		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	/		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		/	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	/		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	/		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	/		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			/

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

03.06.2024

and recorded as minute reference:

24.06.07.02

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

Chair

Clerk



www.uffculmeparishcouncil.gov.uk

**Section 2 – Accounting Statements 2023/24 for**

Uffculme Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	89037	77864	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	99000	99,950	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	16140	77552	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	9928	10462	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	116384	98390	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	77864	146514	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	77864	146514	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	751021	751021	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		<input checked="" type="checkbox"/>		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			<input checked="" type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in 'Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Redacted Signature]

Date 03.06.2024

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

03.06.2024

as recorded in minute reference:

24.06.07.03

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

[Redacted Signature]

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Uffculme Parish Council – DV0367

### 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 2024; 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 2023/24

Except for the matter reported below, 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.

The AGAR was not accurately completed before submission for review. The responses given in Section 1, Box 9 and Section 2, Boxes 11 (a) and (b) are not correct. The smaller authority has confirmed that it is a sole managing trustee, and information has come to our attention that it has not met its responsibilities as a sole managing trustee during 2023/24. The responses should be ‘no’, ‘yes’, ‘yes’ respectively. This is consistent with the Internal Auditor’s response to Internal Control Objective O.

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

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor’s response to Internal Control Objective C.

### 3 External auditor certificate 2023/24

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 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

25/09/2024



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**Re: Markers Pond Quote**

1 message

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**Olli Stevenson**

Tue, Sep 24, 2024 at 5:34 PM

To: Gemma Col



Hi Gemma,

Subject to our phone call earlier this week please see below the quote for the replanting scheme at the pond.

I have gone with native species, weeping willow, silver birch and holly. These should act as a brilliant noise and screen barrier as well as providing excellent habitat and colour to the pond area so hopefully everyone is pleased... The holly trees will be planted as more of a 'hedge' behind the birch and willow trees to act as an evergreen screen all year round.

The planting of 2 x weeping willow 5 x silver birch and 15 x holly trees at the markers pond. The willow and birch trees to be staked and guarded and mulch added to the base of each tree.

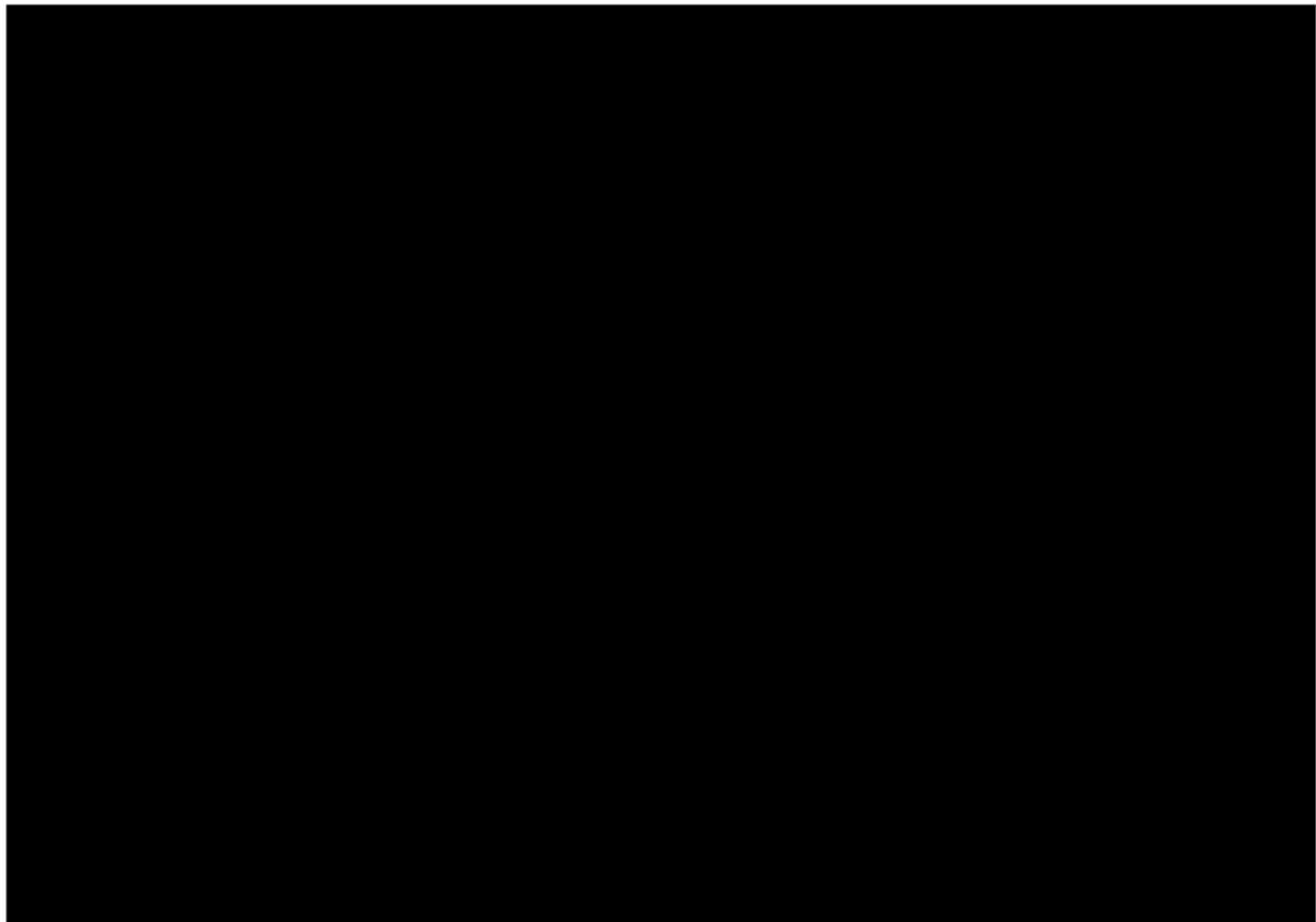
Subtotal - £1082

VAT - £216.40

Total - £1298.40

Please let me know if you would like us to proceed with this and i can look to get the trees ordered and job in the diary for the new year, thank you.

Kind regards,  
Olli





On Thu, Sep 19, 2024 at 7:08 PM Olli Stevenson :

Hi Gemma,

Having been and looked at the site our proposal would be for the removal of a further 2 trees. One is a sycamore situated close to where the last tree fell and the second is a Chestnut with a heavy lean.

All the remaining trees do seem to be in good condition and i don't think at this stage they require and action.

Our price for the removal of the 2 trees to ground level with all brash chipped and removed (either completely or locally to be used by the parish) and all wood removed.

Subtotal - £1260

VAT - £252

Total - £1512

Please let me know if you would like us to proceed and we can get some dates in the diary.

Also we can look at a replanting scheme after the trees have been removed and we can get a feel for trees spacing/numbers etc...

Kind regards,  
Olli

# R&R Services (Devon) Limited

Four Oaks, Miry Lane, Kentisbeare, Cullompton, Devon. EX15 2HA

**A Fully Qualified and Professional Service  
Grounds Maintenance, Gardening Specialists, Landscaping (Construction)  
& Tree Maintenance.**

For the Attention of Gemma Coles  
Parish Council Clerk  
Uffculme Parish Council

Thursday 19<sup>th</sup> September 2024.

Dear Gemma,

## **QUOTATION: WEED CLEARANCE IN THE VILLAGE**

Thank you for inviting us to quote for the following works:

To carry out the strimming, scraping, hand pulling and clearance of the weeds and grasses, starting from Bridwell gates, along commercial road (including The Square) and then as far as just past the primary school and the village hall/church.

This does exclude the section that runs from College Green, until the playpark at the bottom of Highland terrace as that is looked after by the Village Volunteers. It also excludes along the road edge from Bridwell splay to the end of the traffic calming (unless where there is a pavement) due to safety concerns with the traffic.

Allowing 2 days for two operatives £800.00, this will address the worst of the weeds in all areas.

Allowing 3 days for two operatives £1,200.00, this extra time will achieve a more thorough job.

To remove all arisings from site £20.00, or we can take to compost magic at no charge.

### **COSTS SHOWN ABOVE ARE NET AND SUBJECT TO VAT (20%)**

This quotation is valid for 30 days.

Our health and safety, workmanship and standards are extremely high; we hold all relevant licenses to enable us to carry out the work required and are BALI registered and CHAS accredited. Obviously, due to the nature of the work we will make every effort to minimise disturbance.

The site will always be kept clean and tidy.

Landscaping · Tree Surgery · Groundworks · Construction  
Civil & Mechanical Engineering

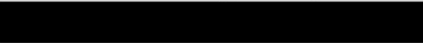


I trust the above is of assistance, but should you wish to discuss it further please feel free to contact me at any time.

Yours sincerely

*Richard Edwards*

RICHARD EDWARDS  
Director  
R & R Services (Devon) Limited



Landscaping · Tree Surgery · Groundworks · Construction  
Civil & Mechanical Engineering



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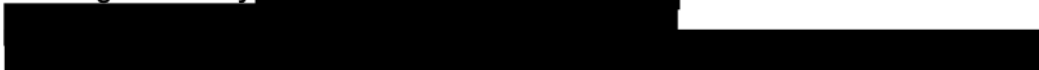
## Grant request to Uffculme Parish Council

1 message

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Bookings Secretary 

Mon, Sep 2, 2024 at 10:27 AM



Dear Gemma

Further to our conversations in July please may we formally request grant funding from Uffculme Parish Council (UPC) to support essential works at Uffculme Village Hall (UVH). We understand there is a sum set aside to assist us with this but that the grants needed to be formally approved at the next UPC meeting in September.

As noted it isn't possible for UPC to place orders on behalf of UVH, to claim VAT back, because UVH is not part of the UPC property portfolio. So the suggested procedure was for us to go ahead with the purchases and submit the invoices to you for reimbursement retrospectively.

Per your advice I looked into the possibility of claiming VAT exemption but it would only apply to certain types of flooring being installed as part of construction works, which did not apply in this case. We had to have the flooring work done whilst UVH was quiet during the summer and to save costs the Trustees removed the old flooring ourselves.

The items we should like grant funding for are:-

1. Replacement of broken trestle tables. 5 purchased, cost £617.70
2. Replacement of badly stained flooring in the Garden Room £2225.00 (Flooring) and £440.00 (Fitting)

Total grant request £3282.70

I'll forward the invoices to you and trust that the grant will be awarded.

**Sally**





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**RE: Play Areas**

1 message

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**Steve Densham** 


Fri, Sep 20, 2024 at 1:31 PM

That'll be the cost of annual too...we do subcontract that in but for simplicity maintain and standard charge.

Steve

**From:** Gemma Cole 

**Sent:** 20 September 2024 13:20

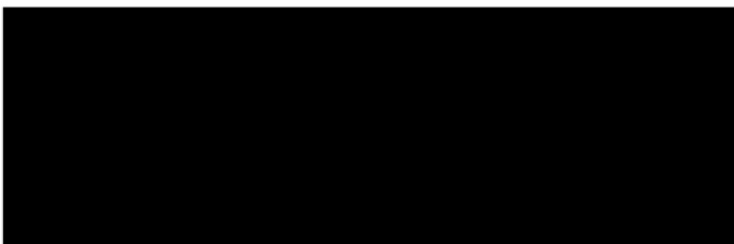
**To:** Steve Densham 


**Subject:** Re: Play Areas

Perfect. Thank you. Is that the cost of an annual inspection also or do you not carry out annual inspections? If not, can you please advise who you use for the others that are not leased/responsibility of MDDC?

**Gemma Cole**

**Uffculme Parish Council Clerk**



On Fri, Sep 20, 2024 at 8:45 AM Steve Densham  wrote:

We'll get copy of a report to you Gemma...nothing 'fancy' but does the job ....by qualified inspector.

Highland Terrace will likely be classed as three sites...the play by the bowls club, fitness and skatepark so with Ashiill and the leased sites that is 7.

So assuming monthly inspections - £259 plus vat at this years (we'll be reviewing service charges for next year shortly - I'd like to think our play area costs remain unchanged. The month that the annuals are done is the

same cost.

Steve

**From:** Gemma Cole [REDACTED]  
**Sent:** 19 September 2024 17:34  
**To:** Steve Densham [REDACTED]  
**Subject:** Re: Play Areas

Thanks Steve.

We have Pippins, Culm Valley, Pathfields, Ashill, Highland Terrace (which spans across the road and also includes a skate and bmx track).

Do you have an example of the report you could send across please?

Any idea of costs for the annuals?

Kind regards,

Gemma Cole  
Clerk & RFO  
[REDACTED]

On Thu, 19 Sept 2024, 16:31 Steve Densham, [REDACTED] wrote:

We sub-out the annuals.

Our charges for operational/ monthly inspections are £84 for first site, £50 for second and £25 for third and any subsequent – per visit.

Hope that's clear – there has been some misunderstanding when I've said similar to others.

That would be for Uffculme play areas on-lease £1,908 annually inc the annual inspection. Not entirely sure of your own sites so can't quote on those.....with certainty.

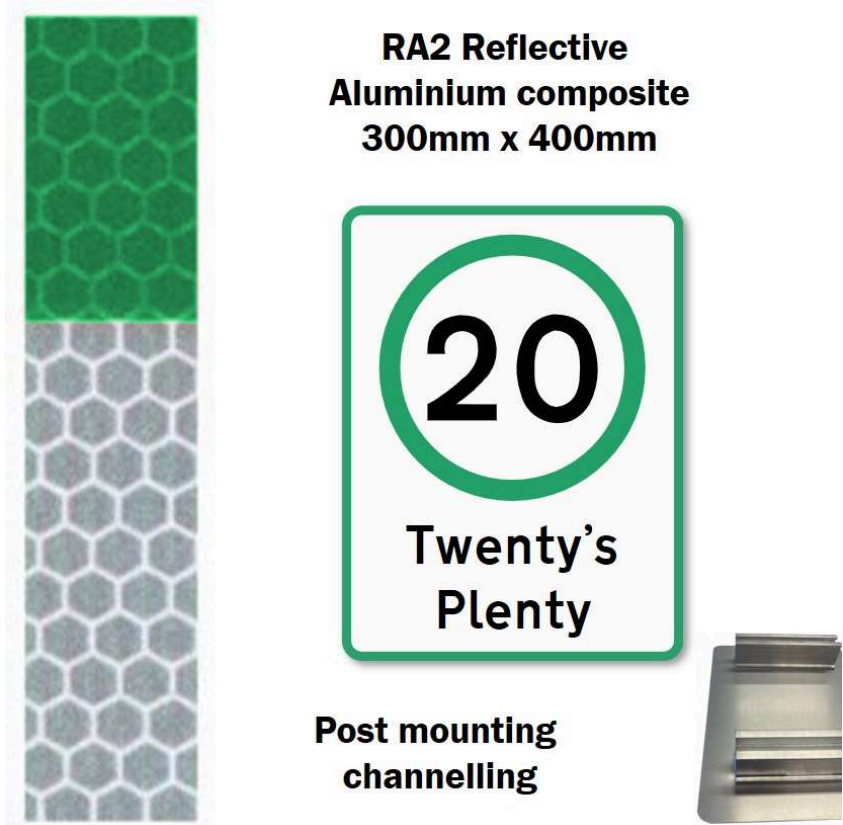
Hope that's clear Gemma – happy to clarify.

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## 20s Plenty R2 Highly Reflective sign 300x400mm sign for post mounting

SSP No: 16623



RRP £51.70 (£62.04 inc VAT)

**NOW £39.75 (£47.70 inc VAT)**



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Reflectivity 10 Year Guarantee  
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Description      Reviews

SSP's market leading Twenty's Plenty reflective road signs are made to exacting standards, giving our customers the best possible sign for their budgets.

This road sign is made from extremely hard wearing, 3mm thick Aluminium Composite (Dibond). On the rear there are two strips of channelling that enables it to be affixed to a sign post using one of the two types of anti-rotational clips in the links below (50mm or 76mm).

**Delivery:** Although these are made to order, this sign is usually dispatched within 24 hours, meaning you will have to wait no more than 2 two working days to receive it.

**Material:** This sign is made from hardwearing aluminium composite (often referred to as Dibond). Utilising two thin sheets of aluminium sandwiching plastic, it has no scrap value whatsoever. As such, it should not attract the attention of thieves

- Comes with rails on the rear to affix to the a post
- Highly reflective prismatic R2 sign utilises retro-reflective materials that have the ability to reflect a significant proportion of emitted light back towards the light point of origin. Highway and motorway quality, this means that this sign is particularly visible at night when illuminated by the light from a vehicle's headlamp

**Size:** 300mm wide x 400mm high



## Notes for Polly for October 2024 Parish Council Meeting



### Community Litterpick/Clean-up 19<sup>th</sup> October 2024

Next community litterpick Saturday 19<sup>th</sup> October from **2pm to 4pm** (Square Corner open for hot drinks). Everyone is very welcome to join in and we'd be pleased to see any Parish Councillors who are able to come. The Parish Cleaner does a great job in central areas of the village so we'll hopefully be supporting their efforts by going a bit further afield. Mole Valley Feed Mill manager now supplies clear plastic sacks for collection of recyclables on litterpicks and of course MDDC's Street Scene team picks up the collected rubbish and recyclables early the following week from Magelake car park, by Compost Magic.

### Uff Comm Fridge

The fridge hub continues to open weekday mornings from 9.30 to 11 in the grounds of Uffculme Surgery. Deliveries are made to a small number of households on Saturday mornings. We appreciate the Parish Council's continuing support paying rental of the container. The hub is a very valuable community connector and we know from volunteer and visitor feedback how important it is, not just for the available food but the social interaction. Willand Co-Op staff are immensely supportive to our evening collectors (who pick up at 9pm 7 days a week); there is also a Sunday afternoon collection from Cullompton Tesco through FareShare; we have frequent donations of fresh organic veg from Little Bishops Farm in Kentisbeare and tofu from Dragonfly Foods on the Hitchcocks Estate. Everything gets distributed across the community and about £3000 worth of food (retail value) is saved from going to waste every month – that's a huge amount!

We recently had an **audit visit from FareShare** and they were very happy with the procedures and practices we have in place for the safe operation of Uff Comm Fridge. We have implemented a couple of suggestions which were made for improvements.

Some changes are currently being made to share responsibility across a slightly larger team as the overall operation of Uff Comm Fridge is very demanding. This new 'Lead Team' approach is already working well.

Members of the Uff Comm Fridge team will once again be co-ordinating **Festive Hampers** in the run-up to the Christmas season for families and households who may need some extras. If any Parish Councillors are aware of other households, please ask them to contact us with details (subject to the family's permission of course).

### Warm Space

The Warm Space team will be starting fortnightly sessions in Square Corner from Friday 11<sup>th</sup> October, 10.30am to 3pm. Again, everyone is welcome and please encourage Parish Councillors to drop in if they can. Soup courtesy of Roy's No 11 which will of course be a significant attraction!

## **Wildlife Pond and Commercial Road**

Volunteer sessions continue every Sunday morning at the pond or along Commercial Road. A couple of current issues at the pond area are the collapsed wall behind Station Garage and two potentially unstable trees. Thanks to the Parish Clerk for keeping us informed about plans to deal with both these issues. Some replanting will need to be done once the wall is rebuilt as the collapse destroyed some plants and shrubs put in by R&R in the original restoration. Some thought and advice will be needed about replacement planting if/when the two mature trees come down as nearby residents may be concerned about improving the screening in front of the feed mill.

Again we regularly receive a lot of positive feedback about the work that is being done in both places. We were recently invited to a coffee morning at Markers to discuss some concerns which some residents had about the pond area, in particular the vegetation cover on the pond itself and the apparent 'untidiness' in some places on the pond surrounds. It was useful to hear from them and to be able to give some explanations from the volunteer team perspective. It will always be a balancing act between different approaches but the team is conscious that the pond is a feature to be enjoyed by the whole community and welcomes comments, suggestions – and of course offers of practical help!

The work that is carried out is not always obvious to others (e.g. keeping invasive 'thugs' at bay, such as ground elder, sycamore saplings, goosegrass and some of the sedges) and we are pleased with what has been done. The battle with pond weed of various species continues but people should be aware that very low water flow into the pond (as springs and wells which formerly ran into it have been diverted or blocked) means there is no real water circulation across the pond, which would otherwise help reduce the growth of some of the more persistent pond plants. The centuries of leaf-fall from surrounding trees has built up a very nutrient-rich, extremely deep silt bottom which also encourages pond weed growth (the water itself is very shallow).

All this said, there is an enormous amount of life in the pond and its green duvet! There are newts, frogs, small fish (e.g. sticklebacks), dragonfly larvae, beetles, water snails and many other invertebrates. On land and among the vegetation much else thrives. Reports and photographs are exchanged after each work-session and volunteers comment on how much they are enjoying being more observant about the abundance of wildlife, flora and fungi that is found. We will be including a Markers resident in this WhatsApp group in future as she has kindly agreed to pass on information to other residents.

We continue to be fully committed to these 'wild for wildlife' projects (both the pond and Commercial Road), whilst being aware of the views of others in the community. As many influential organisations and agencies point out, every effort – however small and seemingly insignificant – towards mitigating the current climate, biodiversity and ecological crisis has value. We also know that connection with the natural world is good for people's mental and physical health and that is being played out within the volunteer group and among those who stop to chat with us when we are working. We hope too that the significant amount of voluntary work also benefits the Parish Council's budget!

### **Planters in the Square**

We recently shared photos of the planters in the Square by The Shambles on our Facebook page. We have had a lot of compliments and comments on how much better they look with the wooden cladding but many observations that it's a shame cars obscure the planters and The Shambles so much.

### **Repair Cafe**

Next Repair Cafe will be in Square Corner on Saturday 2<sup>nd</sup> November 2024 and will be the last one for this year. These continue to be very successful and popular and also encourage connections across the community.

### **Annual Volunteer Celebration**

Another evening social event will be held in January 2025 to thank and celebrate the 50+ volunteers who contribute to various Green Team projects. We will be inviting Parish Councillors once details are confirmed and hope that as many as possible will be able to join us for drinks and a light buffet supper.

Thanks for your support and please contact us if there's anything you'd like to discuss. We have an open Green Team meeting on Tuesday 8<sup>th</sup> October at 6.30pm and hope you will be able to attend.

Notes for Polly Hallchurch, Green Team liaison with Uffculme Parish Council  
UGT Officers  
October 2024



Adopted:  
Reviewed:

**UFFCULME PARISH COUNCIL  
GOVERNANCE AND MANAGEMENT RISK REGISTER**

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
1	Lack of forward planning and budgetary controls	*Lack of direction and prioritisation *Needs of those in business Plan	M	H	*Business plans in operation *In year budget reviews *Feedback from surveys	Annually Quarterly As requested	Unexpected expense	
2	Poor reporting to Council	*Poor quality decision making *Council becomes ill informed	M	H	*Timely and accurate financial reporting *Clear instructions to staff *Regular project reports	Quarterly Annually Each meeting	Matter raised at meeting	
3	Loss of key staff	*Failure in budgetary controls *Correspondence backlog	M	H	*Succession Planning *Clear office procedures *Clear budgetary procedures *Up to date job descriptions *Appraisal system	Annually	Loss of staff member	

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
4	Failure to respond to electors' wish to right of inspection	*Loss of confidence *Loss of reputation	L	L	*Clear Standing Orders and Operating Protocols *Documented procedures to deal with enquiries from the public	Annually	Approach by elector to auditor	
5	Poor document control	*Information not passed on in a timely manner *Deadlines missed *Lack of achievement	M	M	*Clear Standing Orders *Clear job descriptions	Annually	Major incident Complaints	
6	Ensure Council complies with law in particular: *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability and Discrimination *Employment Law	*Fines and Penalties from regulation bodies *Employee action for negligence of grievance *Loss of reputation	M	H	*Clear Policies and procedures *Regular review of law	Annually	Following incident	
7	The provision of services being carried out under agency/partnership agreements with principal authorities	*Loss of reputation *Poor public image	L	M	*Clear statement of management responsibility for each service *Regular scrutiny of performance against Targets	Annually	Review of adequacy of insurance cover provided by suppliers	

(Note - Chairman/Clerk can consult with Chairs of Committees as appropriate)

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
8	Ensuring all business activities are within legal power	*Illegal expenditure	L	H	*Recording in the minutes the precise power under which expenditure is being approved	Monthly	Review of minutes to ensure legal powers in place, recorded and correctly applied	
9	Proper, timely and accurate reporting of Council business in the Minutes	*Confusion and misunderstandings *Actions not reflecting intentions of Council	M	H	*Approval by committee and Town Council *Minutes properly numbered and paginated with a master copy kept in safekeeping	Monthly	Check minute numbers run consecutively	
10	Meeting the laid down timetables when responding to consultation invitation	*Affect reputation *Ineffectual involvement	L	L	Deal with responses to consultation requests as part of Full Council	Annually	Consultation questions Non-participation	
11	Council lacks relevant skills and commitment	*Council fails to achieve its purpose *Decision making by-passes Council *Poor value for precept money	L	H	*Training for Councillors *Close review of attendance	Annually. At first intake of new Councillors especially  Every meeting	DALC training reminders	

(Note - Chairman/Clerk can consult with Chairs of Committees as appropriate)

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
12	Council becomes dominated by one or two individuals or cliques form	*Conflicts of interest *Pursuit of personal agendas *Decisions made outside Council	L	H	*Clear Standing Orders regarding conduct of meeting and Conflict of Interests	Annually	*Adverse press articles *Complaints *Incidents at meetings	
13	Councillors benefiting from being on the Council	*Affect reputation *Conflicts of Interest	L	M	*Clear Standing Orders *Open system of payment	Annually All meetings	Adverse press articles Reports to Monitoring Officer	
14	Failure to register Members' interests, gifts etc	*Member could make inappropriate gains *Could affect reputations	L	M	*Procedures in place for recording and monitoring Members interests and gifts		Test of disclosures  Complaint about members  Reports to Monitoring Officer	
15	Lack of maintenance of Council owned or Custodial Trustee property	*High cost of repair *Injury to third party leading to claims *Damage to property	M	H	*Building survey *Stock condition survey *Regular routine maintenance *Insurance cover	Annually	Unexpected incident	

(Note - Chairman/Clerk can consult with Chairs of Committees as appropriate)

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
16	Damage or loss to Council owned or Custodial Trustee property by third party or act of God Insufficient protection of physical assets owned by the Council - buildings, furniture, equipment etc. Legal liability as a consequence of asset ownership	*High cost of repair  *Loss of Assets  *Disruption  *Damage to public property or person	M  L  M  L	L  M  M  H	*Insurance cover *Good Fire Alarm *Good Burglar Alarm *Clear Staff Monitoring and auditing procedures *Maintain an up to date register of assets *Regular maintenance arrangements for physical assets *Annual review of risk and adequacy of insurance cover	Annually	Police report or damage report  View asset register  Review of management arrangements regarding insurance cover (loss or damage)	
17	Damage to third party property or individual due to Service of Amenity provided	*Claim against Council	L	L	*Public Liability Insurance *Comprehensive event planning *Regular checks of facilities *Ensure all amenities/facilities are maintained to appropriate level	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	

(Note - Chairman/Clerk can consult with Chairs of Committees as appropriate)

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
18	Inadequacy of Precept  Ensuring the adequacy of the annual precept within sound budgeting arrangements	*Services not provided *Lack of confidence in Council *Inability to carry out functions *Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event i.e. flooding	
19	Problems due to borrowing or lending. Banking arrangements, including borrowing or lending.  Complying with restrictions on borrowing	*Failure of third party to repay loan *Inability of Council to repay a loan	L	L	*Include in annual budget *Clear Standing Orders *Prepare, adopt and adhere to codes of practice for procurement and investment	Quarterly reviews	Review of internal controls in place and their documentation  Review of minutes to ensure legal powers  Review of minutes	

(Note - Chairman/Clerk can consult with Chairs of Committees as appropriate)

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger/Internal Audit Assurance</b>	<b>Responsible Person</b>
20	Failure to use grants for intended purposes  Ensuring the proper use of funds granted to local community bodies under specific powers or under s137	*Lack of funds for project for which grant was intended  *Investigation into the use of funds	L	L	*Clear minutes *Ensure funds properly ring fenced *Clear financial procedures *Follow up on use *Record clearly in minutes  *Maintain a separate record for s137 expenditure	Annually	Review of minutes	
21	Keeping proper financial records in accordance with statutory requirements	Inadequate financial control	L	H	Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Annually	Review of internal controls in place and their documentation	

(Note - Chairman/Clerk can consult with Chairs of Committees as appropriate)