



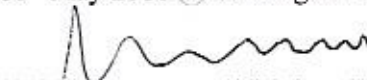
7 BILSBOROUGH MEADOW  
LEA, PRESTON, PR2 1YY  
01772 733829

E-MAIL: [ingoltantertonnc@hotmail.co.uk](mailto:ingoltantertonnc@hotmail.co.uk)

9<sup>th</sup> May 2018

### NEXT MEETING

Members of the Council are summoned to the **ANNUAL NEIGHBOURHOOD COUNCIL MEETING** to be held on Wednesday the 16<sup>th</sup> May 2018 @ St Margaret's Church Hall Ingol commencing at 7.00pm

  
W ✓ Mcennerney-Whittle – Clerk and RFO

### AGENDA

1. To elect a Chairman for the next 12 months who will then sign the Acceptance of Office form
2. To elect a Vice chairman for the following 12 months.
3. To receive apologies
2. To approve the Minutes of the Meeting held on the 28th March 2018 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public discussion

*Please note that the Council may not make any decisions during this session – any items raised by members of the public may be considered for a future agenda. Members of the public are defined as any persons present other than neighbourhood council members or officials.*

5. To authorise payment of the following accounts:

On Line	Viking Direct	Stationery	93.36
On Line	Len Slade	Internal Audit Fee	105.00
On Line	WV McWhittle	Reimburse Ladder Course - Lengthsman	132.00

6. To consider and approve the Internal Auditors Report for the year ended 31st March 2018 (enclosed)
7. To receive and approve the Financial Statement of Accounts to the 31<sup>st</sup> March 2018 (enclosed)
8. To approve and authorise the Chairman and RFO to sign Section 1 (Annual Governance Statement) and Section 2 (Statement of Accounts) being part of the Annual Audit for the year ending 31<sup>st</sup> March 2018 (papers enclosed)
9. To confirm renewal of the Council's insurance with Zurich Insurance for a further period at £628.33 (one year – last year £614.95) £609.74 (3year LTA) or £584.27 (5year LTA)

10. To appoint representatives to attend PAC meetings on behalf of this Council (please note that since this Council is not a LALC member it can only attend the open session and not that relating to LALC matters)
11. To note the enclosed report and approve and adopt the below mentioned documentation which has already been circulated.

Ingol and Tanterton NC Council Personal Data Audit 2018

Ingol and Tanterton NC Council Information Data Protection Policy 2018

Ingol and Tanterton NC Council Retention and Disposal Policy 2018

Ingol and Tanterton NC Council General Privacy Notice 2018

12. To appoint on a temporary basis the Clerk as the Data Protection Officer for this Council pending further Government clarification as to who should carry out this function in small local Councils.
13. To consider the enclosed grant application from Ingol CP School.
14. To consider and review the need for current working groups as set out below and appoint members / disband groups as appropriate.

Dog Fouling W/G – to investigate potential actions – Cllrs Soole and Bevan at present.

Christmas Event W/G – to organise the event – Cllrs Thompson and Soole at present.

CCTV W/G – to investigate the installation of CCTV equipment at the NISA site in Tanterton – Cllrs Anderson, Bevan and Darby at present.

Nog Tow Roundabout W/G – to investigate potential for further planting etc – Cllrs Roskell and Brookes

Youth Engagement and Provision of Activities – to investigate potential needs – Cllrs Bevan and Darby

15. To note that the next meeting is scheduled for the 11<sup>th</sup> July 2018





Minutes of the NEIGHBOURHOOD COUNCIL MEETING held on Wednesday the 28<sup>th</sup> March 2018 (@ St Margaret's Church Hall Ingol commencing at 7.00pm

Present: Cllrs Roskell, Brookes, Darby, Anderson, Bevan, Carrig, Thompson, Soole and Ellison

There were five members of the public present.

20/18 To receive apologies

*None*

21/18 To approve the Minutes of the Meeting held on the 28<sup>th</sup> February 2018 (enclosed)

*It was resolved that the Minutes of the meeting held on the 28<sup>th</sup> February 2018 should be approved and signed by the Chairman as a true and accurate record.*

22/18 To receive Declarations of Interest

*None*

23/18 To adjourn the meeting for a period of public discussion

*The meeting was adjourned*

*A resident asked for assistance in removing some furniture which had been fly tipped in the ditch on Cottam Lane. This had been there for some time. He had already contacted PCC who had stated that since the fly tipping was not on their land it was not their responsibility. A similar response had been received from the Rivers Trust and the Environment Agency. Cllr Darby in his capacity as a Preston City Councillor said that he would speak to the resident after the meeting to see if he could be of any assistance. It was suggested that the land owner where the fly tipping had taken place might be the responsible person to contact.*

*Mention was made of pot holes particularly on Whitby Ave – it was stressed that any pot hole issues must be reported to the Highways Authority preferably using their on-line reporting system, if items are not reported to the correct authority then they will not be aware of the issues and hence nothing will happen.*

*A resident commented that she understood that the area was about to lose its PCSOs. It was thought this was probably more a case of outside funding being withdrawn rather than a loss of personnel. It was suggested that this matter should be brought up at the next PACT meeting.*

*In response to a question it was confirmed that the NC were still looking at CCTV in the area around the NISA store in Tanterton. The working group had met with interested parties and estimates were being obtained of the likely costs. Once these were received then the NC would need to consider them and decide what action to take.*

*The meeting was reconvened*

24/18 To authorise payment of the following accounts:

On Line	Printing World	Newsletter re Election	270.00
On Line	Greenwood Garden Services	Newsletter Delivery	100.00
On Line	Parkside Groundworks	Newsletter Delivery	100.00
On Line	BG Fencing	Materials Bench Installation	73.84
On Line	Viking Direct	Stationery	259.70

On Line	Greenwood Garden Services	Lengthsman	372.40
On Line	Parkside Groundworks	Bench Installation	141.10

*It was resolved that the payments mentioned above should be approved*

25/18 To consider the enclosed report regarding a Youth Shelter and decide what further action, if any, is required.

*It was resolved that the provision of a Youth Shelter should be abandoned in the light of the working group report indicating that there was no real appetite for such a project from Preston City Council, CGA or PFP who were the main landowners upon which a shelter might be erected and a small sample of residents who were totally against the project.*

*It was however further resolved that the existing working group should consider suitable ways of engaging with youths in the area including the provision of activities and /or facilities for them to become involved with.*

26/18 To consider writing to PCC Planning Dept to enquire as to what progress, if any, has been made regarding the expansion of Ingol Health Centre as outlined in the latest North West Masterplan

*It was resolved that a communication should be sent via PCC Planning Dept enquiring as to what progress has been made regarding the expansion of Ingol Health Centre*

27/18 To note that the next meeting is scheduled for the 16<sup>th</sup> May 2018

*It was noted that that the next meeting is scheduled for the 16<sup>th</sup> May 2018*

# Ingol and Tanterton Neighbourhood Council Internal Audit 2017/2018

Control Objectives	Agreed?	Evidence
<p>A PROPER BOOKKEEPING</p>	<p>Yes.</p>	<p>The Clerk maintains computerised cash book, which is updated monthly and reported to Committee on a quarterly basis along with a comparison of progress against budget. The cash-book is arithmetically correct and regularly balanced.</p> <p>The Council has formally adopted standing orders (approved 2/3/16) See minute 20/16.</p> <p>Financial Regulations were formally adopted (approved 2/3/16) See minute 20/16. Items and services have been competitively purchased.</p> <p>For each payment, the accounts record the payee, date approved, cheque number, minute number, expenditure type and gross amount paid. For receipts, the precept, VAT, and other income are itemised in the accounts.</p> <p>The Council's financial regulations have been met, payments supported by invoices, expenditure approved and VAT, appropriately accounted for.</p> <p>The regulations require each payment to be authorized by the Council and minuted. Cheques require two signatures. (2 Councillors ).</p> <p>The cheque counterfoil should be initiated by the Councillors. Where possible, invoices should be approved for payment at the next available parish meeting.</p>



# Ingol and Tauterton Neighbourhood Council Internal Audit 2017/2018

**Control Objectives      Agreed?      Evidence**

<b>8</b>	<b>RISK MANAGEMENT</b>	Yes.	<p>A selective assessment of five payments has been checked for compliance with the Council's financial regulations.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">DATE</th> <th style="text-align: left;">PAYEE</th> <th style="text-align: left;">INVOICE AMOUNT</th> <th style="text-align: left;">RECORDED In A/cs</th> <th style="text-align: left;">VAT</th> <th style="text-align: left;">MINUTED</th> <th style="text-align: left;">CHQ. STUB</th> <th style="text-align: left;">INITIALED</th> </tr> </thead> <tbody> <tr> <td>25/4/17</td> <td>Salsa NW.</td> <td>£400.00.</td> <td>Yes</td> <td>Nil</td> <td>43/17</td> <td>On Line.</td> <td></td> </tr> <tr> <td>22/5/17</td> <td>Zurich Ins.</td> <td>£614.95</td> <td>Yes</td> <td>Nil</td> <td>60/17</td> <td>On Line</td> <td></td> </tr> <tr> <td>14/7/17</td> <td>Newgate</td> <td>£376.97</td> <td>Yes</td> <td>£62.83</td> <td>70/17</td> <td>On Line.</td> <td></td> </tr> <tr> <td>4/12/17</td> <td>Johnston Pub.</td> <td>£199.20</td> <td>Yes</td> <td>£33.20</td> <td>05/18</td> <td>On Line</td> <td></td> </tr> <tr> <td>29/1/18</td> <td>Printing World</td> <td>£255.00</td> <td>Yes</td> <td>Nil</td> <td>14/18</td> <td>On Line</td> <td></td> </tr> </tbody> </table> <p>S137 expenditure is separately recorded and within statutory limits.</p>	DATE	PAYEE	INVOICE AMOUNT	RECORDED In A/cs	VAT	MINUTED	CHQ. STUB	INITIALED	25/4/17	Salsa NW.	£400.00.	Yes	Nil	43/17	On Line.		22/5/17	Zurich Ins.	£614.95	Yes	Nil	60/17	On Line		14/7/17	Newgate	£376.97	Yes	£62.83	70/17	On Line.		4/12/17	Johnston Pub.	£199.20	Yes	£33.20	05/18	On Line		29/1/18	Printing World	£255.00	Yes	Nil	14/18	On Line	
DATE	PAYEE	INVOICE AMOUNT	RECORDED In A/cs	VAT	MINUTED	CHQ. STUB	INITIALED																																												
25/4/17	Salsa NW.	£400.00.	Yes	Nil	43/17	On Line.																																													
22/5/17	Zurich Ins.	£614.95	Yes	Nil	60/17	On Line																																													
14/7/17	Newgate	£376.97	Yes	£62.83	70/17	On Line.																																													
4/12/17	Johnston Pub.	£199.20	Yes	£33.20	05/18	On Line																																													
29/1/18	Printing World	£255.00	Yes	Nil	14/18	On Line																																													
				S137 expenditure is separately recorded and within statutory limits.																																															
				The Council maintains a comprehensive risk management policy statement which is reviewed annually. A review of the minutes does not reveal any unusual financial activity.																																															

# Ingol and Tanterton Neighbourhood Council Internal Audit 2017/2018

Control Objectives	Agreed?	Evidence
C BUDGETARY CONTROLS	Yes	<p>Insurance cover is appropriate and adequate</p> <p>Internal financial controls are appropriate, adequate, documented and regularly reviewed.</p> <p>The annual precept for 2017/18 was based on a comprehensive estimate of costs.</p> <p>The Clerk has reported progress against budget to the Council on a regular basis.</p> <p>Reserves at the year-end were £68,631.80, as opposed to a £47052.22, B/F and are appropriate..</p> <p>There are no significant variations from the budget.</p>

## Ingol and Tanterton Neighbourhood Council Internal Audit 2017/2018

Control Objectives	Agreed?	Evidence
D INCOME CONTROLS	Yes.	<p>The Council's financial regulations require receipts to be banked within five working days and to be entered in the cash book.</p> <p>It is noted that the precept will be paid by BACS, for 2018/2019</p> <p>The Council submits a VAT, return annually and the 2017/18 claim was submitted, in April 2018. Again this is paid in by BACS.</p> <p>Expected income was fully received based on correct prices, properly recorded and promptly banked and VAT, was accounted for.</p> <p>The precept recorded agreed with the Council Tax authority's notification.</p>
E. PETTY CASH PROCEDURES.	Yes	<p>The Council does not have petty cash as such. The Clerk keeps a record of all expenses incurred on Parish Council business and reclaims the amount periodically.</p> <p>Petty Cash payments were supported by receipts, expenditure was approved and VAT, accounted for.</p>
F PAYROLL CONTROLS.	Yes.	<p>The Clerks salary is paid in accordance with NALC, pay scales, and he has a contract</p>



# Ingol and Tanterton Neighbourhood Council Internal Audit 2017/2018

**Control Objectives**

**Agreed?**

**Evidence**

			<p>of employment.</p> <p>NI, and PAYE, is calculated using HMRC, software. PAYE, and Employees NI, are deducted at source and paid to HMRC, quarterly along with Employers NI..</p> <p>Salaries to employees and allowances to members are paid in accordance with the Council approvals and PAYE, and NI, were properly applied.</p>
G	ASSET CONTROLS.	Yes	<p>Asset register was complete and accurate and properly maintained.</p> <p>Asset Insurance variations agree with those in the asset register</p>
H	BANK RECONCILIATION	Yes.	<p>Year-end accounts have been prepared on a receipts and payments basis and agree to the cash book. The Clerk has maintained a well organised file, which along with the Councils minutes provide a full audit trail.</p> <p>Balances at 31/3/2018 reconcile to the accounts.</p> <p>The b/f was £47052.22 The balance at 31/3/18 is £68631.80</p> <p>The Clerk reconciles the accounts to the bank statements on a regular basis. Bank</p>

# Ingol and Tanterton Neighbourhood Council Internal Audit 2017/2018

**Control Objectives      Agreed?**

**Evidence**

		<p>reconciliations as at 30/9/17, 31/12/17 and 31/3/18 are held on file. The Clerk has produced a statement of variances to submit with the accounts to the external auditor.</p>
<p>1 YEAR-END PROCEDURES.</p>	<p>Yes.</p>	<p>Year-end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure) agreed with the cash book, were supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. The Clerk has maintained a well organised file, which along with the Councils minutes provides a full audit trail..</p>
<p>2 TRUST FUNDS</p>	<p>N/A</p>	<p>Ingol and Tanterton Neighbourhood Council is not a Trustee.</p>

Signed           Len Slade          



12th April 18.

INGOL & TANTERTON NC YEAR END 31ST MARCH 2018			
FORECAST			
BUDGET			
44643	Opening Balance 1/4/2017	47052.22	
48730	Precept	48730.00	
150	Interest	125.60	
545	Vat Refund	2740.37	
	CCTV CONTRIBUTION	540.00	
	Grant School CCTV	1000.00	
	CIL	2487.08	
	PFP GRANT	656.00	
	INSURANCE	1348.00	
94068	Total Income	104679.27	
1000	Donations	600.00	
7000	Clerk Salary	7697.72	
400	Clerk Expenses - Petrol	432.25	
450	Audit	305.00	
600	Insurance	614.95	
10000	Projects Unspecified		
	CCTV	8200.00	
	DOG FOULING SIGNAGE	1197.77	
300	Subscriptions	457.92	
600	Office Expenses/Misc	378.18	
400	Room Hire / Ground Rent	384.00	
72	Bank charges	72.00	
3000	Newsletter	1942.56	
500	Training		
1000	Materials/Repairs/Plants	966.17	
	National Insurance	12.69	
600	Xmas Event	391.36	
1800	Xmas Trees	2320.56	
5500	Lengthsman	5295.66	
	Vat Reclaim	3072.18	
	Advertising	199.00	
25000	Lengthsman/Environmental Asst		
12500	Nog Tow Roundabout		
3000	Benches	1507.50	
73722	Expenditure	36047.47	
20346	Reserves C/F	68631.80	
	Bank current	3181.18	
	Bank deposit	35064.12	
	PSD FUND	30386.50	
	BALANCE	68631.80	
CIL - ACCOUNT	28/04/2017	2487.08	



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

### INGOL AND TANTERTON NEIGHBOURHOOD 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 2018, that:

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

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE  
dated

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

Chairman  
Clerk

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

Authority web address

<http://www.ingoltantertonnc.org.uk>



## Section 2 – Accounting Statements 2017/18 for

### INGOL AND TANTERTON NEIGHBOURHOOD COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	50,220	47,052	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	30,730	48,730	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,772	8,897	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	6,829	7,710	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	28,841	28,337	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	47,052	68,632	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	47,052	68,632	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	17,797	23,904	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>  <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE NAME

Date

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

SIGNATURE DATE

and recorded as minute reference:

SIGNATURE DATE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE DATE



Whitby Avenue,  
Ingol,  
Preston,  
PR2 3YP



Headteacher: Mrs N Parkinson  
nhead@ingol.lancs.sch.uk

Tel: 01722 727383  
www.ingol.lancs.sch.uk



Dear Mr Whittle,

My name is Naomi Parkinson and I am the new headteacher at Ingol Community Primary School. On my appointment I was tasked with organising the up and coming 50<sup>th</sup> Anniversary celebration of the school. It is a task I am fully engaged with and feel that any support from your organisation would be beneficial to the cause.

It has been agreed that school will host a community celebration event on Saturday 15<sup>th</sup> September at Ingol CP School. I have had an initial planning meeting with the governors and Intact and it was through this forum that I was made aware of yourselves.

The event is purely for the community and is not a for profit exercise unlike school fetes and fairs. The aim is to engage as many residents as possible, both children and adults, in the celebration of the bicentenary of the school and the area. We are showcasing a variety of healthy lifestyle activities and doing our best to book out of the ordinary experiences for our community to see. We are hoping this will assist in enhancing lifestyle choices for the residents of Ingol and Tanterton as well as bringing the community together to work on an art project proposed in school later in the term.

Our aim is to deliver a project with Year 6 children in the summer term and for them to produce a community newspaper. Within this newspaper will be an overview of the history of Ingol and Tanterton, interviews with residents who attended or worked at the school in the past, information regarding the 50<sup>th</sup> Anniversary event and activities on offer and also to highlight additional community services in the local area. We are asking for a grant of £200 which will go towards the cost of printing this newspaper, as the more we can physically print, the more information can be shared around the community. We are also using social media to share the message but we are aware not all residents have access to this facility.

I would also be very grateful if you could add our event to your calendar on your web page and if you have any ideas or wish to be included or involved in the celebration day then this would also be fantastically received.

Thank you for taking the time to consider our request.

Yours sincerely,

Naomi Parkinson

Headteacher

