



Devon & Cornwall Police
Building safer communities together



Braunton Police Newsletter

June 2019

Welcome to Braunton Police's monthly news letter.

Thieves target trade vans parked overnight to steal tools. Here are some things trades people can do to keep their tools and livelihoods safe:

- Keep your vehicle locked and your keys secure
- Park in a well-lit area and in clear view of your property and by any CCTV cameras
- Park against a wall or fence so rear doors are inaccessible, side doors too if possible
- Unload as many tools as you can. It's a chore but it's better than not being able to work tomorrow
- Fit an independent alarm accredited by Thatcham
- Fit additional locks on your van doors as some manufacturer's locks can be picked
- Fit a quality tool chest in your van and secure it with a 'Sold Secure' padlock.
- Mark your tools so they can easily be identified as belonging to you. Keep an up-to-date list of your tools, including photographs and serial numbers, registered on www.immobilise.com
- Call 999 immediately if you see a crime in progress or any suspicious activity around trade vans

CSE involves young people and children being 'groomed' and sexually exploited. It can take many forms, such as through an apparently 'consensual' relationship with an older person or a young person having sex in return for attention, cigarettes, alcohol or other gifts.

Many young people who are being exploited do not realise they are at risk and will not ask for help. Some may see themselves as willing participants in such abuse, not realising that what is happening to them is illegal.

The aim of the campaign is to encourage everyone to know the signs of exploitation and where necessary, report information to the police.

Further information about CSE, spotting the signs and how to get help can be found at the joint agency web page: <http://www.dc.police.uk/cseawarenessor/dorset.police.uk/cse>

For help young people can call or text: 116000 – a free and anonymous service or visit www.faceuptoit.org – a website written for and by young people.

In an emergency, always call 999.

Reported crime for May 2019

4 x Thefts

2 x Harassment

5 x Possess a controlled drug

2 x Burglaries—non dwelling

1 x Threat to damage property

3 x Common assault

1 x Drink driver

1 x Assault ABH

4 x Criminal damage

1 x Owner in charge of a dangerous dog



Ask NED is a Non-Emergency Directory. It is a new service that combines the questions that members of the public have asked with contact details of those that can help.

Ask NED includes the **Ask the Police** database and common questions asked of our partner organisations.

www.devon-cornwall.police.uk/askned



Like us on our Facebook page 'Braunton Neighbourhood' and get regular updates as they happen.



Contact us Braunton@DC.police.uk

Emergency 999

Non emergency 101 or email 101@DC.Police.UK

7. **BRAUNTON PARISH COUNCIL ACTION SHEET**

DATE	TOPIC	ACTION TO BE TAKEN	PROGRESS MADE
May 2015 ongoing	Air Quality Action Plan (AQAP)	Invite Andy Cole from North Devon Council to attend a future meeting and provide a progress report.	<ol style="list-style-type: none"> 1. The Air Quality TWG to meet with Caen Primary School – date tbc. 2. The Clerk to brief members at its meeting on Monday 10 June 2019 3. The next Air Quality TWG to be held on 15 June 2019.
September 2018	Pedestrian crossing in Braunton	Zebra Crossing on Caen Street and Chaloners Road	No progress to report – refer to January 2019 AS.
July 2016	Extension of Tarka Trail from Knowle towards Ilfracombe	Council contacted DCC requesting an update regarding progress made with this project.	No updates have been received from the County – refer to December 2018 AS.
February 2018	North Devon Council: Section 106 Money Communities Together Fund (CTF) North Devon Councillor Grant	Apply for the Chivenor Cross contribution of £233k	<ul style="list-style-type: none"> • Fitness equipment in the recreation ground – to be considered by the Parks and Gardens Committee. • Informal running track in the recreation ground – to be considered by the Parks and Gardens Committee. • Skate Park facilities on land adjacent Velator quay – Section 106 request submitted. • Provision of public conveniences on Chaloners Road – Section 106 request submitted. • Replacement play equipment at Knowle Play Park – Castle themed climbing tower completed. • The Council to consider the Open Space and Green Infrastructure Guidance Section 106 at its June meeting.
November 2018	Village Green	Village Green Enhancements	<ol style="list-style-type: none"> 1. Phase one of the project - completed 2. Phase two to be completed later in the year once the relevant permissions have been obtained. 3. A public event to be held on Saturday 13 July 2019 between 11:30 am and 2:30 pm.
November 2018	D-Day North Devon	North Devon 75 D-Day Festival.	<ol style="list-style-type: none"> 1. The Council to fully support and take part in the activities being arranged in Braunton and surrounding areas as part of the North Devon 75 D-Day Festival. 2. RBL to hold a 40s event in Braunton as part of the Festival activities. 3. Chair to lay a wreath at the 75th Anniversary D-Day Service at St. Brannock's Church and Service at the concrete landing craft on Saunton Burrows.

<u>COMMITTEE</u>	<u>TOPIC</u>	<u>ACTION TO BE TAKEN</u>	<u>PROGRESS</u>
Parks & Garden	Parks and Gardens	<p>Devon County Council Urban Grass Cutting Contract.</p> <p>Anchor Area</p> <p>Improvements to Parish Hall / Offices</p>	<p>Council to take on the County Urban Grass Cutting contract for 2019/20.</p> <p>To obtain costs to install fitness equipment – to be considered by the new Council following the May elections.</p> <p>Rotary Club of Braunton are keen to develop the area and encourage pentanque. The project to be referred to full Council following the May elections.</p> <p>LED lighting to be fitted throughout the building. Works completed</p> <p>Coombe Rail CIC to carry out maintenance to the Railway Signal in the spring.</p>

Braunton Parish Council - Internal Audit Report 2018-19

Audit Observations

Audit date	Priority	Observation	Recommendation	Status	Comments
8 May 2019	H	The Council has carried out a year end bank reconciliation. At the date of the audit visit this had not been subject to independent review and approval.	Prior to approving the Accounting Statements the year end bank reconciliation, and supporting bank statements should be subject to review by Council and signed and dated as evidence of this review.	Pending	
	H	It was noted that an amount of £2,750, being income received some time ago in error, remains on the balance sheet.	The Council should review this balance and, if appropriate, reverse this amount to income.	Pending	

Priority

H	High Priority: Potential of legal or regulatory non-compliance or risk of significant financial or reputational impact
M	Medium Priority: Potential for operational impact, medium risk of financial or reputational impact
L	Low Priority: Issues that the Council should be aware of, or that have been resolved. No further action required.



Kevin Rose ACMA

Director

IAC Audit & Consultancy Ltd



Internal Audit Report 2019

1 June 2019 at 08:52

(to be read in conjunction with the attached Internal Audit Observations)

	Internal Control Objective	Observation	Internal Audit Response
A	<i>Appropriate accounting records have been kept properly throughout the year.</i>	<i>The Council maintains its accounts using Sage software. The records reviewed were found to be well maintained.</i>	Yes
B	<i>This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	<i>The Council maintains a set of Financial Regulations. A sample of bank payments was tested during the interim audit, in all cases it was possible to obtain sight of original supporting vouchers.</i>	Yes
C	<i>This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	<i>The Council maintains a Risk Register which was subject to review by Council on 25 March 2019</i>	Yes
D	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	<i>The Council set the precept at a meeting held on 14 November 2017. Regular budget control reports have been subject to review by Finance Committee</i>	Yes

E	<p><i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i></p>	<p>The Council receives income from a variety of sources and this was detailed during the interim audit. The Council should refer to the Interim Internal Audit report.</p>	Yes
F	<p><i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i></p>	<p>The Council maintains a petty cash which operates on an Imprest (reimbursement) basis. Transactions through the petty cash are of small value and frequency.</p>	Yes
G	<p><i>Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.</i></p>	<p>The Council operates a PAYE scheme. Payroll is processed using Sage payroll software. Regular payments of tax and national insurance have been made to HMRC.</p>	Yes
H	<p><i>Asset and investments registers were complete and accurate and properly maintained.</i></p>	<p>The Council maintains an asset register which was subject to review by Council on 11 June 2018</p>	Yes
I	<p><i>Periodic and year-end bank account reconciliations were properly carried out.</i></p>	<p>Regular bank reconciliations have been undertaken and have been subject to independent review. The year end bank reconciliation was reviewed and agreed. The Council should refer to the attached Internal Audit Observations.</p>	Yes
J	<p><i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i></p>	<p>The Council reports on an Income and Expenditure basis. Year end Debtors, Creditors and Accruals were reviewed and agreed.</p>	Yes

K	<p><i>IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt.</i></p>	<p><i>The Council did not certify itself as exempt</i></p>	N/A
L	<p><i>During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.</i></p>	<p><i>Not applicable for 2019 audit</i></p>	N/A
M	<p><i>Trust funds (including charitable) – The council met its responsibilities as a trustee.</i></p>	<p><i>The Council does not act as Trustee</i></p>	N/A

Kevin Rose ACMA
IAC Audit & Consultancy Ltd
Saturday, June 01, 2019

Annual Internal Audit Report 2018/19

Braunton Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/04/2018 28/01/2018

Name of person who carried out the internal audit

Paula Sakalla AAT - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

08/05/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda item 14 – Section 1: Annual Governance Statement Annual Return 2018/19

Braunton Parish Council is responsible for ensuring that there is a sound system of internal control, including 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 2019, that:

STATEMENT	AGREED	REASONS
1. We have put in place arrangement for effective financial management during the year, and for the preparation of the accounting statements.	Yes	Accounting statements are presented monthly at the Finance and Administration Comm. The Minutes are then ratified and adopted by Full Council. Additionally, a Statement of Accounts is presented monthly at the Full Council meetings along with a schedule for payments.
2. We maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	The Council reviewed its effectiveness of internal controls and internal audit for 2018/19 at the F&A meeting on 25 March 2019 (Min Ref: FA/46/2016/17 & FA/47/2018/19).
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 smaller authority to conduct its business or on its finances.	Yes	Local Authorities are governed by legislation in the Local Government Act 1972 (LGA 1972). In June 2015 the Council adopted the General Power of Competence (GPC) s.1-8 under the Localism Act 2011. If your authority meets the criteria (two-thirds of members elected and a qualified Clerk) The GPC 2011 supersedes the LGA 1972. Additionally, the Councils financial management is also governed under the following legislation. The Accounts and Audit Regulations 2015, and The Local Audit and Accountability Act 2014.
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.	Yes	Public notices were displayed in parish notice boards and on the Council's website. The accounts are published on the Council's website and available for inspection on request. Local Government (Transparency Requirements) (England) Regulations 2014 requires all expenditure that exceeds £500 to be published on the Council's website.
5. We carried out an assessment of the risks facing the smaller authority and took appropriate steps to manage those risk, including the introduction of internal controls and/or external insurance cover where required.	Yes	The Council's financial risk assessment was considered and approved at the F&A meeting on 25 March 2019 (Min Ref: FA/27/2018/19). The Council annually reviews its insurance requirements.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	The Council have appointed an Independent Auditor who visits the Council twice a year. One Cllrs who does not serve on the F&A Committee carried out a test of internal controls (FA/46/2018/19).
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes	The Council have carried out the following: <ul style="list-style-type: none"> • Adopted the NALC Model Financial Regulations. • Carried out a valuation of the reinstatement of major assets for the purpose of insurance cover.
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 smaller authority and, where appropriate have included them in the accounting statements.	Yes	Signed off and approved by Internal Auditor
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds(s)/assets. Including financial reporting and, if required, independent examination or audit.	N/A	No Trust funds held.

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

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 2019, 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 funds/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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 should be published with the Annual Governance Statement.

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

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

and recorded as minute reference:

Chairman

Clerk

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

Authority web address

Section 2 – Accounting Statements 2018/19 for

Braunton Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	225,847	185,591	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	120,282	120,282	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	184,728	174,956	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	129,970	150,292	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.
5. (-) Loan interest/capital repayments	17,739	17,739	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	197,557	234,910	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	185,591	77,888	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	180,582	96,490	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	3,464,985	3,464,985	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	69,061	52,107	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 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

Date

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

as recorded in minute reference:

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

REPRESENTATION ON OTHER BODIES

The Parish Council represents the community of Braunton in many ways through consultation, partnerships, lobbying and serving on outside bodies.

Appointments of representatives were made to the following organisations. Each Councillor representing the parish on an outside body reports back to Council on regular basis.

Organisation	Parish Representative
Taw Torridge Estuary Forum	
Vivian Moon Community Centre	
Braunton Volunteers	
Braunton Access Group	
Small Boats and Angling Association	
Museum of British Surfing	
Braunton and District Museum and Information Centre	
Braunton Twinning Organisation	
North Devon Environmental Trust (Countryside Centre)	
North Devon Voluntary Services	
Friends of Braunton Library	
Braunton Youth Club	

Braunton Neighbourhood Plan Steering Group Terms of Reference

Version: 1.0 Date: 28/07/15

History

Version	Date	Summary
0	24/06/15	First Version based on Reviewed Model Terms of Reference.
0.1	26/06/15	Added additional purposes relating to quality of life.
0.2	26/06/15	Added sustainable to overarching purpose.
0.3	26/06/15	Added Glossary of Key Terms
0.4	27/06/15	Punctuation and grammar corrections.
1.0	28/07/15	Approved Release

Name

The name of the organisation shall be the Braunton Neighbourhood Development Plan Steering Group [NP].

Purpose

The purpose of the Steering Group is to produce a sound and sustainable Neighbourhood plan for Braunton. This activity will encompass but not be limited to the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan.
- Identify sources of funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the Plan and report back to the parish council on these matters.
- Build and maintain links with the Local Planning Authority, Statutory Authorities and relevant organisations as necessary.
- Liaise with local land owners and if necessary identify potential sites for development.
- Identify and implement ways of involving the whole community.
- Gather the views and opinions of as many groups and organisations in the community as possible.
- Identify all the important aspects of life in the parish for which are to be considered in planning for the future.
- Bring forward proposals which will enhance the quality of life in the Parish in the years to come.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, the production and distribution of the final report.
- Identify priorities and timescale for local action in the Action Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to the Parish Council and local community on progress, issues arising and outcomes from the exercise.

Membership

The NP Steering Group will be made up from a representative wide cross-section of the community, including parish councillors nominated by the parish council and representatives of relevant community groups.

The Steering Group should have up to 4 Parish Councillors.

The overall Steering Group will have a minimum of 6 members and a maximum of 12 members.

The Steering Group will be formed at an open public meeting where the remaining 8 members of the public can be democratically nominated.

The Parish Clerks will be an ex-officio member of the NP Steering Group.

If a member of the Steering Group fails to attend steering Group meetings for a 3 month period the member will be deemed to have resigned from the Steering Group unless otherwise agreed by the Steering Group. This provision does not prevent any member from resigning from the Steering Group by providing the Chairperson with written notice of their resignation. This provision is in place to ensure all members actively and positively contribute to the Steering Group.

Any person who wishes to become a member of the Steering Group after the commencement of the Neighbourhood Planning process shall apply to the Steering Group who shall resolve whether they shall be admitted to the Steering Group.

Roles

- At the first meeting, the Steering Group will elect a Chairperson, a secretary, an operations lead, and Finance Co-ordinator.
- Wherever possible the Steering Group will also elect a Communication's Co-ordinator, a Community Engagement Co-ordinator and a Bridging Coordinator. (For details, see Roles & Relationships)
- Wherever possible all other members should have a specific role, including supporting the defined roles, to be agreed by the Steering Group. (For details see Roles & Relationships.)

Roles & Relationships

- Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but steering group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.
- A Bridging Co-ordinator may be appointed to liaise between the Steering Group and the parish council, or alternatively parish councillors who are also members of the Steering Group will act as liaison officers between the 2 bodies.
- The Operations lead looks after the day to day programme and project management, including maintaining a risk register, project strategy, develop baseline programme.
- The Finance Coordinator will be responsible for examining all possible sources of funding and management of grants. Define and manage an appropriate accounting system which is

compliant with grant funded work. They should coordinate fundraising activities to support the programme.

- The Steering Group, either via an appointed officer or via its parish council members will provide a regular report to the parish council, for endorsement.
- The parish council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the full Steering Group, which may include:-
 - Data Gathering
 - Consultations
 - Making recommendations
- The make-up and purpose of working groups will be regularly reviewed by the full Steering Group.
- It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

Meetings

- The Steering Group shall normally meet monthly (but every two months as a minimum), or as may be required.
- Meetings shall be quorate when 5 members including either the Chairperson or Operations lead are present.
- At least three clear working days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- The secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Parish Council in a timely fashion. The latter will publicise the notes via their usual methods.
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites.
- A simple majority will be required to support any motion.
- The Chairperson shall have one casting vote.
- All meetings should be held in public and be open to the public.
- Copies of the Parish Council's Code of Conduct will be available at all NP meetings.

Working groups

- The Steering Group may establish such working groups as it considers necessary to carry out the functions specified by the Steering Group.
- Such Working groups shall adhere to the same terms of reference as the NP Steering group.
- Each working group should have a lead person whose responsibility is to coordinate the working group and to report back to the NP Steering group.
- Working Groups should consist of at least one steering group member and relevant co-opted subject matter specialists.

Finance

- All grants and funding will be applied for and held by the parish council, who will ring-fence the funds for NP purposes only.
- Notification of all planned expenditure will be given to the parish council before actual costs are incurred.
- The Finance Officer shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerk.
- The Finance Co-ordinator in partnership with the parish clerk, will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
- The Finance Co-ordinator will report back to the Steering Group and the parish council on planned and actual expenditure for the project.
- Invoices will be made out in the name of the parish council who will pay them at their next scheduled parish council meeting.
- Members of the community who are involved as volunteers with any of the working groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the NP. This could include postage and stationery, telephone calls, travel cost.
- Expenditure should be agreed at an NP Steering Group meeting.
- Suitable evidence must be provided to substantiate any expenses claim submitted.
- All expenses claim must be approved by the Chairperson and Finance Coordinator before submission for payment.

Changes to the Terms of Reference

Amendments to the terms of reference may be made at Steering Group meetings. Any amendments may be added with the consent of (two thirds) of the group present

Dissolving the Steering Group

- At the conclusion of the NP project the parish council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the parish council.

Glossary of Terms

- *Soundness*: The soundness of a statutory local planning document is determined by the planning inspector against three criteria: whether the plan is justified, whether it is effective, and whether it is consistent with national and local planning policy. Plans found to be unsound cannot be adopted by the local planning authority. It should be noted, neighbourhood plans are NOT formally required to meet these tests of soundness, but it is best practise based on precedence set during independent examination of other Neighbourhood plans.
- *Sustainable development*: An approach to development that aims to allow economic growth without damaging the environment or natural resources. Development that “meets the needs of the present without compromising the ability of future generations to meet their own needs”. As set out in relevant planning guidance, including paragraphs 18 to 219 of the NPPF, which when taken as a whole constitute the governments understanding of Sustainable Development and what it means for the planning system.
- *Community Engagement and Involvement*: Involving the local community in the decisions that are made regarding their area.
- *Neighbourhood Plan*: A planning document created by a parish or town council or a neighbourhood forum, which sets out vision for the neighbourhood area, and contains policies for the development and use of land in the area. Neighbourhood plans must be subjected to an independent examination to confirm that they meet legal requirements, and then to a local referendum. If approved by a majority vote of the local community, the neighbourhood plan will then form part of the statutory development plan.
- *Neighbourhood Forum*: Designated by the local authority in non-parished areas, an organisation established for the purpose of neighbourhood planning to further the social, economic and environmental well-being of the neighbourhood area. There can only be one forum in an area.
- *National Planning Policy Framework*: The government policy document adopted in March 2012 intended to make national planning policy and guidance less complex and more accessible. The National Planning Policy Framework introduces a presumption in favour of sustainable development. It gives five guiding principles of sustainable development: living within the planet’s means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.
- *NIMBY*: ‘Not In My Back Yard’– used when discussing planning issues. Term is used to define the opposition of residents who are against new developments that they believe will devalue their properties.
- *BANANA*: An extreme kind of NIMBY - Build Absolutely Nothing Anywhere Near Anyone.