

**Minutes of Staffing Committee Meeting  
held on 5<sup>th</sup> September 2018  
Kimpton Memorial Hall at 7.30 pm**

**Present:** Cllr N Burns, Cllr S O'Brien, Cllr D Reavell (Chairman)

**In attendance:** Mrs C Helmn

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- SC18/001     **Apologies**  
To receive and accept apologies for absence  
None.
- SC18/002     **Interests**  
a) To receive declarations of interest from councillors on items on the agenda  
None.  
b) To receive written requests for dispensations for declarable interests; and  
None.  
c) To grant any requests for dispensation as appropriate  
None.
- SC18/003     **Exclusion of Press and Public**  
To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to confidential nature of the business to be transacted, namely staff matters.  
**Resolved** that members of the press and public be excluded from SC18/004 due to confidential nature of the business to be transacted, namely staff matters. Unanimously agreed,
- SC18/004     **Staff matters**  
a) To review annual staff appraisal and role development  
Appraisal:
  - The committee reflected their appreciation of the excellent work that the Clerk had undertaken during the year.
  - Administration changes have been adopted in liaison with the new Chairmans
  - Budgeting reviewed and refreshed
  - Agenda changes welcomed and reflected in the Minutes
  - The committee welcomed the Working Party initiatives adopted, which should be effective in streamlining meetings
  - The Clerk felt that there was the mechanism for support if the role ever again demanded this
  - In regard to the time pressures of the position the Clerk is to focus her involvement upon areas critical to the Council

Kimpton Parish Council  
Staffing Committee Minutes Meeting 5<sup>th</sup> September 2018

- Parish Website/Village Website/Kimpton Facebook site to be developed.
- Raise ideas/requirements with Parish Council (Agenda)

Development:

- volunteering for an hour each week at Kimpton Primary School
- conduct research into village websites and investigate website management training opportunities

- b) To review terms of employment  
**Resolved:** to increase the Parish Clerk's salary from SCP37 to SCP38, pro-rata, with effect from 1<sup>st</sup> October 2018. Unanimously agreed.

SC18/005      **Next meeting**  
To agree date of next meeting of the Staffing Committee  
A follow up meeting will take place in March 2019.

The meeting closed at 9.15 pm.

**Chairman**..... **Date**.....

# Report to Kimpton Parish Council

Name of working party: Christmas Market

Author: Carina Helmn

Report date: 18<sup>th</sup> September 2018

Council meeting date: 26<sup>th</sup> September 2018

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## 1. Key activities undertaken and items achieved in last period

Working Party meeting held on Monday 17<sup>th</sup> September 2018.

Attendees: Cllr N Burns, Cllr J Marsh, Christine Frith, Bob Finch, Carly Tindle, Ian Pegrum, Helen McPhun, Tamsin Corbett, Sue Davies, Carina Helmn

Event Management – Temporary Event Notice obtained from NHDC, St John Ambulance to provide First Aid cover.

Site Management – Gala twin peak marquee (purple with Kimpton printed in grey) was received but is to be returned to the supplier as not fit for purpose (it was erected for Kimpton Horse Show but failed within 10 mins). Matting to be retained for use on The Green high traffic pedestrian areas. Quote for hiring an alternative double pole white marquee with flooring and interior lighting is being sought or alternatives. Repairs on two existing marquees are to be carried out.

Ian investigated the feasibility and cost of an independent power outlet with UK Power and concluded that this expense was excessive.

Subsequently it was agreed to put in secondary cabling using private electrical source, under the s106 project.

Tree lights and icicle lighting to be purchased on receipt of the required list of items from Ian and Christine. It was agreed that more volunteers were needed to assist in the installation of the lights. Festoon lights would be great on the music marquee.

Volunteers are building a sleigh to be used as a photo booth. Sue Davies to be responsible for producing the backdrop to the sleigh and creating a Winter Wonderland with the Christmas Grotto.

Wooden trees made from pallets, 4' tall are to be manufactured by KBWP and offered to residents, organisations, neighbours for decoration. These trees must be securely erected on The Green. Real Christmas Trees are being offered for sale by a table holder and some may be incorporated within the design for the Winter Wonderland. The working party asked if a 11' tree, with a stand, could be available for the event (Carina to ask). With all the new initiatives it was commented upon that care must be taken to keep space for visitors and not to overfill The Green. Further work on The Green location plan will take place.

Publicity – Tamsin has designed new fliers and posters for 2018. The banner artwork will be completed and forwarded asap. The Kimpton Christmas Market drawing by Tim Edwards has been used for the mugs, artwork created by Tamsin with 300 off mugs ordered by Carina. A publicity footer for KPC emails was created.

Carina has published a page on Kimpton Village website with information about the Christmas Market for table holders and visitors.

Music – Helen has secured 2 ½ hours of live music with agreement that a sing-a-long to be arranged for 4pm. The school orchestra will be invited to take part. Help with the PA system is being sought.

Staging for musicians available from the Parish Church and located at Ben Coles, FOC.

Market tables – bookings are strong with 20 tables confirmed. The working party agreed that up to 30 tables could be accommodated; 24 in the table marquee and 6 elsewhere (music marquee or in an additional marquee).

Christmas Grotto – furnishings within the Grotto and activities will be organised by the PTA. Children's games will be set up within a 3m\*9m marquee (alongside the tables marquee, Carly and Christine to co-ordinate). Two sets of Jenga to be set up.

Food and Bar – Neil reported that the food offering would be Bratwurst sausage in rolls, BBQ lamb in pitta bread/wraps and grilled vegetables as the vegetarian option (using the same accompaniments as the lamb). Crepes are being served by Master Crepes and hot beverages plus other hot food from Melt Van. There will be 3 real ales from Farr Brew, bottled lager, 1 white wine, 1 red wine, mulled wine in Kimpton Christmas Market mugs,

Kimpton apple juice and soft drinks. Free water will be available. Bob suggested grouping all food offerings around the seating area.

Finance – revised budget was circulated (see attached). Luton and Bedfordshire Foundation grant application for marquee and flooring was successful.

Overall costings remain within those out turn figures previously agreed by KPC.

The next working party meeting will take place on Monday 12<sup>th</sup> November at 7.45pm.

## 2. Intended achievements in next period

Continuation of the planning for each of the elements.

## 3. Items requiring Council decision

Risk Assessment for event. In line with the overall project cost plan the expenditure of the following is now requested. All costs as latest budget:-

- a. Craft tables marquee purchase
- b. Flooring for 6x12m marquee
- c. Heating craft marquees
- d. Banners
- e. Interior lighting
- f. Heating for music marquee.
- g. The Green Christmas Lights
- h. Flooring outside of marquees
- i. Power wiring onto Green
- j. Sleigh (material for)
- k. Winter Wonderland & Wooden trees
- l. Music marquee hire.
- m. Mugs
- n. Plastic cups
- o. Gluwein heater
- p. Licenses - Food hygiene, image
- q. Insurance
- r. Dacre Rooms hire
- s. St John Ambulance
- t. Cawley Recycling bins

## **Kimpton Bench Working Party**

### **Major Activities Period July to 20<sup>th</sup> September 2018**

#### **Parish Council**

Replaced broken rails on East side of Parkfield Recreation Ground and created a sort of stile for the cricketers to use so, hopefully, the fence will not suffer as much.

At the allotments cut the short SE hedge, cut the growth between plots 1a and 1b, (needs a digger to remove the stumps), moved some sods from containers to bank. Removed large quantity of glass from an allotment, had one bonfire (too dry most of summer).

Cut Southern and Western hedges and stray brambles at Wren Close play area and took to bonfire.

Performed "siding out" at Church Path, Park Lane, Canham Close and Claggy Road (some of. actually HCC Highways responsibility, not Church Path though). Took several loads of soil etc to the allotment 'berm'.

Provided labour to move furniture out for painting Parish Room, removed display cabinet and refitted it. Refitted light switch on opposite side of wall.

Road signs around the village cleared of vegetation (actually HCC Highways responsibility).

Cut back vegetation on corner of Lawn Avenue and Claggy Road (probably householder's responsibility).

Took abandoned hay/straw from Rec to bonfire, took branches left in Parkfield Rec car park to bonfire, weed killed area between steps going up from football pitch.

Bolt caps fitted to equipment at Wren Close and the Rec play areas.

Equipment taken to Container at Rec and shelving reorganised.

A number of Parish benches were cleaned and painted.

#### **Churchyard**

Cut hedge on Eastern side (along Hitchin Lane).

Made Harding Gate (SE Hitchin Road) shut properly.

#### **Village Organisations**

For the Horse Show, mended and painted Horse Jumps. On the day erected marquees, ran the gate and organised the parking at the Show.

For the Autumn Show erected banners in village, set out tables for the Show and ran games in the garden during the show.

For the Anti Incinerator project made frames for and installed banners each end of the village.

#### **Kimpton Primary School**

Mended cupboard, undercoated and top coated it for Nursery.

### **Dacre Rooms**

Fitted blinds to upstairs windows, installed pictures, cleared weeds from sides. Fitted new safety railings to outside steps. Did many other maintenance/improvement projects.

### **Kimpton Memorial Hall**

Organised painting and decorating of Green Room, including removing all door furniture etc and re-fitting it, installed new notice board in corridor.

Speed restriction signs procured and fitted at entrance to car park.

Put up the marquee lining for a wedding.

Cleared the car park entrance of weeds.

White Lines painted on external and internal steps and stage edge for safety reasons.

Many minor maintenance tasks completed.

### **Future Activities**

Continue to work on the outstanding job list of approx. 30 items.

### **Decisions Required of the Council**

Note: Parkfield Sports Ground fencing will require constant repair and replacement in the future.

**BATTLE'S OVER BEACON EVENT**  
**Sunday 11th November 6pm**

**Working Party: Parish Councillors: Ian Corbett, Sue Cuthbert**  
**Royal British Legion: Sue Burns, Kim Hills**  
**Guide and Scout Association: Donna Bigg**  
**Bench Working Party: Bob Finch**  
**St.Peter & St.Paul Church: Juliet & Andy Morton**

**Roles: Co-ordinator - Sue Burns**  
**Catering - Kim Hills**  
**Advertising - Ian Corbett**  
**Beacon Structure - BWP/Parish Council**  
**Fundraising - Sue Cuthbert**  
**Entertainment - Donna**  
**Church Liaison - Juliet & Andy**

**Third Party email recipients:**

- admin@kimpton.herts.sch.uk
- clerk@kimptonpc.org.uk
- davebehgibbs@gmail.com - Secretary RBL

**Summary Notes : 30th July 2018**

		<b>Action/Outcome :</b>
<b>Vision:</b> <a href="https://www.brunopeek.co.uk/">https://www.brunopeek.co.uk/</a> <ul style="list-style-type: none"> <li>• 'This is where the world moved on'</li> <li>• <b>Shining a light for our children</b></li> <li>• <b>YOUR VILLAGE NEEDS YOU</b></li> </ul>		
<b>Theme:</b> <b>YOUR VILLAGE NEEDS YOU - Lord Kitchener Appeal to the nation</b> <ul style="list-style-type: none"> <li>• Request for a village wide cake/biscuit/savoury feast - <b>See Catering Section</b></li> <li>• Invitation to all village residents and children to dress up in period costume.</li> </ul>		
<b>Matters for general consideration/comment:</b>		
<b>Update:</b> <ul style="list-style-type: none"> <li>• Juliet and Andy - see Church section</li> <li>• Kim - YOUR VILLAGE NEEDS YOU - see Theme &amp; Advertising &amp; Catering Sections</li> </ul>		



and we will supply the teas, coffees, hot chocolate drinks.		
<b>PTA:</b>		
<b>Church:</b>		<b>Juliet and Andy</b>
<p>Juliet and Andy have presented their ideas for:</p> <ul style="list-style-type: none"> <li>• a torch lit procession commencing at the Church and finishing in the playground. This will play an important role in the initial inspiration for the evening and makes a firm link with the church as the focus for the Remembrance service in the morning but also as taking the message forward into the theme of the evening which is to shine a light for all.</li> <li>• a village of doves - the idea is to involve the schoolchildren in making paper doves which will hang from the church ceiling for the duration of the Remembrance weekend. Each dove is to carry the name of one of the 44 Kimpton fallen.</li> <li>• the idea is to be offered to all village residents to include their own relative in the dove installation, (killed in, or died subsequent to action, in any UK war of the last century).</li> </ul>		
<b>Advertising:</b>		<b>Ian</b>
Parish Magazine Autumn - A fully combined Remembrance and Event Page		- deadline Friday 21st September
facebook		
Parish Council website - via Carina		
Village website/calendar - via Carina		
Posters - YOUR VILLAGE NEEDS YOU		- by start September
Kimpton School Newsletter		
<b>Gift for Children:</b>		<b>Donna &amp; Sue B</b>
<p>It is recognised that without sponsorship, the funding of a commemorative gift for children, is prohibitively expensive.</p> <p>However, taking Andy and Juliet's procession element forward and the 'shining a light' theme, the current idea is to provide all children with an LED tealight to either carry in the procession or within the playground. These can be bought in bulk online and should be within our budget if we are successful with outstanding funding requests.</p>		
<b>Health and Safety:</b>		
First Aid Cover		
Risk Assessment required from School		
<b>Stewarding:</b>		

## Report to Kimpton Parish Council

Representative on Kimpton Primary School Board of Governors

Author: Cllr David Reavell, Kimpton Parish Council Member

Report date: September 18<sup>th</sup> 2018

Council meeting: September 26<sup>th</sup> 2018

Key activities:

1. New year - Full Governing Body meeting held Wednesday September 12<sup>th</sup>.
2. x 2 governor resignations. Governing Body now x 3 governors under strength (Non – parent)
3. x 5 new teacher appointments started September 3<sup>rd</sup> and x 1 teaching assistant appointment
4. x 2 new teaching assistants required to be recruited asap.
5. Recruitment of new caretaker under way, currently no candidates
6. X 1 new teacher required from end of November. Teacher emigrating to Australia
7. Governance Review panel member – post Ofsted Jan 2018
8. Appointment of governors to sub committees and Year Group link responsibilities
9. Recruitment panel member for appointment of new DHT – target date: Jan 2019
10. SEND Governor responsibilities
11. Link Governor to Reception Year (temporary – due to current governor numbers)
12. Wish to support school by agreement of £500.00 grant application (Sept 18)
13. Parent Consultation Evenings Oct 16<sup>th</sup> & Oct 18<sup>th</sup>
14. School seeking voluntary adult support on weekly terms (Writing & Arithmetic)

KPC Action Plan Short Term

20<sup>th</sup> September 2018

1.	Increase Parish precept in line with Retail Price Index to enable high priority targeted projects to be implemented earlier.	Reviewed at Finance WP. Precept to be set following KPC agreement of next year's budget.
2.	Monitor the use of the 2 new Parish web sites, review feedback and improve access to information.	Kimpton village website updated at beginning of Sept 2018. Monitoring to now commence.
3.	Review recent spate of burglaries within the Parish and establish any actions appropriate.	Latest crime figure reports to be reviewed.
4.	Review recent antisocial behaviour within the Parish and put in place actions to rectify the communities concerns at Wren Close.	Residents need to make formal complaint to police to enable any actions to be taken. Residents have been notified.
5.	Review recent antisocial behaviour within the Parish and put in place actions to rectify the communities concerns of parking on the Green at Peters Green.	Completed
6.	Regular maintenance of footpaths within the curtilage of Kimpton village as a priority.	Regular maintenance ongoing on monthly basis.
7.	Review and control escalating costs of maintenance to allotments (particularly growth of Village Dump in allotment area).	Completed. KPC agreement to increase allotment fees by 10% and contain allotment maintenance costs within income.
8.	Establish KPC controlled e-mail addresses for councillors and staff.	Completed





KPC 20/09/2018

## RECEIPTS

	Unity	Barclays	Date	Description
y	19.35	0.00	03/07/2018	Public Sector Deposit Fund
y	4,033.42	0.00	27/06/2018	HMRC
y	550.00	0.00	25/06/2018	Kimpton Rugby Club
y	500.00	0.00	11/07/2018	Donation
y	21.50	0.00	02/08/2018	Public Sector Deposit Fund
y	45.40	0.00	03/09/2018	Allotment
y	35.80	0.00	03/09/2018	Allotment
y	24.46	0.00	04/09/2018	Public Sector Deposit Fund
y	25.00	0.00	05/09/2018	Christmas Market table
y	45.40	0.00	05/09/2018	Allotment
y	34.90	0.00	07/09/2018	Allotment
y	99.00	0.00	10/09/2018	Allotment
y	41.27	0.00	10/09/2018	Allotment
y	25.00	0.00	10/09/2018	Christmas Market table
y	36,877.45	0.00	13/09/2018	NHDC
y	55.80	0.00	13/09/2018	Allotment
y	60.53	0.00	14/09/2018	Allotment
y	25.00	0.00	17/09/2018	Christmas Market table
y	25.00	0.00	18/09/2018	Christmas Market table
y	40.50	0.00	18/09/2018	Allotment
y	25.00	0.00	18/09/2018	Allotment
<b>TOTAL</b>	<b>37,354.85</b>	<b>-</b>		

## EXPENDITURE

y	18.00		30/06/2018	Unity Trust
y	441.81		28/06/2018	Herts CC LGPS
y	648.00		27/06/2018	R J Dawes
y	228.00		27/06/2018	CPM Playgrounds
y	301.57		27/06/2018	HMRC
y		21.00	27/06/2018	NHDC
y		72.70	02/07/2018	BT
y		43.16	11/07/2018	Screwfix
y		84.12	11/07/2018	Travis Perkins
y	234.00		28/06/2018	Holywell
y	228.00		18/07/2018	C Wood & Son
y	35.00		18/07/2018	CDA Herts
y	324.00		18/07/2018	R J Dawes
y	16.00		18/07/2018	Dacre Rooms
y	40.00		18/07/2018	Kimpton Memorial Hall
y	164.16		18/07/2018	Spectrum IT Support
y	441.81		30/07/2018	Herts CC LGPS
y	27.00		06/08/2018	EDF Energy
y	1,213.57		23/07/2018	Mrs C Helmn
y	1.00		27/07/2018	Gala Tent
y	60.00		18/07/2018	Marion Lawrence
y	31.43		10/08/2018	Herts CC Fullstop
y	116.50		10/08/2018	Kimpton Memorial Hall
y	1.00		10/08/2018	SHLI
y	324.00		10/08/2018	R J Dawes
y	29.87		10/08/2018	Konica Minolta
n	252.02		10/08/2018	Affinity Water
y	1,213.57		22/08/2018	Mrs C Helmn
y	1.00		22/08/2018	17 Green
y	100.00		22/08/2018	J & RA Boreham
y	441.81		28/08/2018	Herts CC LGPS
y	529.00		28/08/2018	17 Green
y	499.00		28/08/2018	SHLI
y	301.77		28/08/2018	HMRC
N		91.29	24/08/2018	John Lewis
N	167.50		01/04/2018	OUEM
N	2,544.00		01/04/2018	Community Heartbeat
y	122.23		03/09/2018	Konica Minolta
y	90.00		01/04/2018	IAC Audit & Consultancy Ltd
y	3,742.18		04/09/2018	Public Works Loan Board
y	27.00		05/09/2018	EDF Energy
y	220.00		18/09/2018	Kimpton Parish Magazine
y	11.88		18/09/2018	Kompan
y	324.00		18/09/2018	R J Dawes
<b>TOTAL</b>	<b>15,511.68</b>	<b>91.29</b>		

	B	C	D	E	F	G
1	<b>Kimpton Parish Council</b>					
2						
3	<b>Receipts and Payments Account</b>					
4						
5		<b>BUDGET</b>	<b>2018-2019</b>	<b>BUDGET</b>	<b>2017-2018</b>	
6		<b>2018-19</b>	Actuals	<b>2017-18</b>	Actuals	
7	<b>Receipts</b>					
8						
9	Precept	72,000.00	72,000.00	72,000.00	72,000.00	
10	Council Support Grant	1,676.00	1,754.91	1,686.00	1,676.00	
11	Interest	60.00	120.49	60.00	115.86	
12	Allotment Rents	1,400.00	458.60	1,500.00	1,509.02	
13	Sports Income	1,155.00	1,180.00	1,155.00	1,155.00	
14	Grant Income	500.00	1,000.00	1,000.00	2,100.00	
15	Other Income	1,000.00	1,625.00	1,000.00	9,998.99	
16						
17	VAT reimbursed		6,635.41		8,754.71	
18	<b>Total Receipts</b>	<b>77,791.00</b>	<b>84,774.41</b>	<b>78,401.00</b>	<b>97,309.58</b>	
19						
20	<b>Payments</b>					
21						
22	Allotment site rental, maint, water	1,500.00	776.65	1,000.00	2,134.28	
23	Playground inspections & maint	2,000.00	461.88	2,000.00	836.00	
24	Recreational grounds, open spaces, village greens	12,000.00	2,094.67	12,000.00	21,886.61	Litter picking service added
25	Playground projects	1,000.00	0.00	1,000.00	-	
26	Memorial Hall PWLB loan repayments	7,500.00	0.00	7,500.00	7,484.36	
27	Grants to Parish Buildings	4,000.00	8,971.00	4,000.00	3,673.98	Dacre Room flooring, Peters Green VH
28	Community Projects	4,000.00	2,342.00	500.00	7,587.57	Christmas Market
29	Rights of Way	500.00	41.50	1,000.00	1,170.00	Use P3 money plus KPC budget
30	Sundry donations to community groups	1,500.00	488.43	600.00	3,523.85	
31	Larger donations to community groups	4,000.00	600.00	4,000.00	2,395.00	
32	Salaries	22,000.00	6,067.85	21,000.00	20,217.28	Parish Warden ceased employment 1/3/18
33	N/I, tax, pension	10,000.00	4,171.91	10,000.00	9,633.87	
34	Office supplies, fixtures	500.00	701.68	920.00	99.08	
35	Photocopier, telephone, IT equipment & support	1,800.00	1,088.71	1,800.00	1,549.35	
36	Rent, rates, electricity for Parish Room	700.00	296.50	600.00	607.58	
37	Meeting room hire	350.00	0.00	350.00	183.50	
38	Travel & Training - Clerk and Cllr	90.00	40.00	90.00	45.00	
39	Insurance, audit int/ext, subscriptions, GPDR	4,250.00	2,876.46	3,250.00	3,147.61	
40	Bank charges	100.00	18.00	100.00	80.00	
41						
42	VAT incurred		3,035.07		6,503.97	
43						
44	<b>Total Payments</b>	<b>77,790.00</b>	<b>34,072.31</b>	<b>71,710.00</b>	<b>92,758.89</b>	
45						
46						
47	<b>Net receipts / (payments)</b>	<b>1.00</b>	<b>50,702.10</b>	<b>6,691.00</b>	<b>4,550.69</b>	
48						
49						
50						
51						
52	<b>General Fund</b>					
53						
54	Opening Balance	61,286.87	61,286.87		56,736.18	
55	Add Total Receipts	77,791.00	84,774.41		97,309.58	
56	Deduct Total Payments	77,790.00	34,072.31		92,758.89	
57	<b>General Fund Balance</b>	<b>61,287.87</b>	<b>111,988.97</b>		<b>61,286.87</b>	
58						
59						
60						
61	<b>BALANCE SHEET</b>					
62						
63	<b>Cash &amp; bank</b>					
64	Unity Trust Account		64,115.75		13,294.00	
65	Barclays Account		2,111.91		2,992.87	
66	CCLA		45,000.00		45,000.00	
67	<b>Total cash &amp; bank</b>		<b>111,227.66</b>		<b>61,286.87</b>	
68						
69	<b>Represented by:</b>					
70	General Fund		<b>111,988.97</b>		<b>61,286.87</b>	
71						
72	Uncleared		- 761.31			
73						
74						

Kimpton Parish Council

Bank Reconciliation		Unity Trust A/C	Barclays A/C	CCLA
	01/04/2018	13,294.00	2,992.87	45,000.00
Opening cashbook balance		84,774.41	0.00	0.00
Receipts		36,916.18	972.25	0.00
Payments		61,152.23	2,020.62	45,000.00
Closing cashbook balance				
Uncleared				
Receipts		0.00	0.00	0.00
Payments		2,963.52	91.29	0.00
Closing Bank Balance		<b>64,115.75</b>	<b>2,111.91</b>	<b>45,000.00</b>
Per bank	18/09/2018	64,115.75	2,111.91	45,000.00
Difference		0.00	0.00	0.00
				111,227.66

61,286.87  
84,774.41  
37,888.43  
108,172.85



Name Kimpton Parish Council  
Address c/o Mrs Carina Helmn, Clerk, Parish  
Room, Kimpton Memorial Hall, Kimpton, Herts.  
Postcode SG4 8RB



**WILSON**  
- TREE SURVEYS -  
Safety • Management • Construction

**Quote Reference:** C0608b-RW

**Date:** 6<sup>th</sup> August, 2018

Dear Carina,

Thank you for providing me the opportunity to quote for your tree survey, please find your quote below:

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**Site Address:** Multiple sites in Kimpton Parish.

**Contact information:** [Clerk@kimptonpc.org.uk](mailto:Clerk@kimptonpc.org.uk) ; 01438 832573

**Survey required / project breakdown:**

- Resurvey of trees at Kimpton Parish.

The total amount for these works is **£625** (+ VAT)

Price includes site attendance & data collection, consumables and provision of report in electronic format.

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I hope you find this quote satisfactory and if you have any queries please contact me on the details below.

Kind regards,

**Richard Wilson** (Consultant Arboriculturist)

Direct phone: 01239 851999 / 07535 105829

Direct e-mail: [richard@wilsontreesurveys.co.uk](mailto:richard@wilsontreesurveys.co.uk)

All quotes are valid for **6 months** from date of issue.

**Terms & Conditions**

1. Wilson Tree Surveys will undertake to complete the work as agreed with the customer subject to these terms and conditions. The scope of the survey will be limited by the client's instruction, the normal limits expressed or implied by the relevant British Standards, Codes of Practise, or commonly accepted standards of work.
2. Additional work will require a new assessment and revision of costs.
3. Cancellation of all or part of the work detailed in this quotation with less than five whole working days' notice will incur a cancellation charge to the value of 50% of the work cancelled. Please ensure that you are happy for the work to proceed before accepting this quotation.
4. Wilson Tree Surveys reserve the right to conduct preparatory works to ensure the safety of staff, customers and public.
5. Wilson Tree Surveys reserve the right to cease work if safety is compromised until adequate control measures are in place.
6. For costs of £1000 or less, payment by cheque or bank transfer is expected on completion. Over £1000, payment within 10 working days of invoice date is expected. Delayed payment will incur interest at 12% above the current LIBOR interest rate, plus a £75 late payment charge.
7. This quotation is valid for a maximum six months from the date shown. Wilson Tree Surveys reserves the right to adjust this estimate in the light of price increases between the date shown and the date on which the work is carried out.
8. This estimate has been provided in good faith based on the information available at the time of its preparation and within the limitations of a desk-based survey. However, aspects of tree growth and habit occasionally come to light during the course of work that were previously unknown. Under such circumstances, Wilson Tree Surveys reserves the right to adjust this estimate.
9. The customer is responsible for providing access such that the works may be carried out, including clearance of obstacles in alleyways, driveways, gardens and similar, and access through locked gates.
10. Where needed, obstructions may have to be removed by us to allow access. Under such circumstance, permission will be sought beforehand and we will undertake to replace the removed objects using only the original materials. Replacement with new materials, if required, will be at the client's own expense.
11. Acceptance of this quotation is deemed to indicate acceptance of these terms and conditions.

**Review of effectiveness of internal audit**

<b>Meeting the standards</b> Expected Standard	Evidence of Achievement	Areas for development
1. Scope of internal audit	<p>Terms of reference and quote accepted by KPC meeting 28 February 2018.</p> <p>Scope of audit work takes into account risk management processes and wider internal control.</p> <p>Terms of reference define audit responsibilities in relation to fraud.</p>	
2. Independence	<p>Internal Auditor has direct access to RFO.</p> <p>Reports are made in own name to management.</p> <p>Auditor does not have any other role within the council.</p>	
3. Competence	<p>No evidence that internal work has not been carried out ethically, with integrity and objectivity.</p> <p>Internal auditor familiar with governance processes and accounting regulations for parish councils</p> <p>Qualification: ACMA</p>	
4. Relationships	<p>Clerk/RFO and councillors are consulted on the internal audit plan and on the scope of each audit.</p> <p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of council members are understood and training carried out as necessary.</p>	
5. Audit Planning and reporting	<p>The Audit Plan properly takes account of corporate risk.</p> <p>The plan has been approved by the council.</p> <p>Internal Audit has reported in accordance with the plan.</p>	
<b>Characteristics of Effectiveness</b>		
Internal audit work is planned	<p>Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.</p>	
Understanding the whole organisation its needs and objectives	<p>The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.</p>	

**Review of effectiveness of internal audit**

Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	
Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of control environment.	
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates.	

Reviewed and adopted on 18<sup>th</sup> September 2018

Review date – July 2019

## Kimpton Parish Council

Financial and Management Risk Assessment for the period 1st April 2018 to 31st March 2019

<b>Income Topic</b>	<b>Risk Identified</b>	<b>H/M/L</b>	<b>Management of Risk</b>	<b>Staff Action</b>	<b>Int. Audit</b>
Precept	Not submitted	L	Full PC Minute - RFO to follow up	Diary	12
	Not paid by NHDC	L	Check and report to Full Council	Diary	12
Sports Rental	Adequacy of precept	M	Quarterly review of budget to actual	RFO to monitor and report	12
	Fees not set at adequate levels	M	Full council to review rentals on annual basis	January council meeting	12
Allotment Fees	Clubs not paying	M	Issue of invoices on annual basis	RFO to monitor and reconcile	6
	Fees not set at adequate levels	M	Full council to review rentals on annual basis	RFO to monitor and reconcile	12
Grants from external	Allotment holders not paying	M	Issue of invoices on annual basis	RFO to monitor and reconcile	6
	Claims procedure	M	Clerk to be aware of funding opportunities	Clerk to keep updated	24
Bank interest	Receipt when due	L	Monthly CCLA	RFO to bank reconcile	6
<b>Expenditure</b>					
Power to spend	General Power of Competence	L	Clerk trained and members elected	Council verify after election	May-22
Salaries	Wrong salary paid	M	Check to minute	Member verify	6
	Wrong hours paid	M	Check to minute/contract	Member verify	6
	Wrong rate pay	M	Check to minute/contract	Member verify	6
	Wrong deductions - NI	M	Check PAYE records and lists	Member verify	6
Direct Costs and Overhead expenses	Wrong deductions - Tax	M	Check to PAYE calculations	Member verify	6
	Goods not supplied to PC	M	Purchase order monitoring	RFO to monitor	6
Grants and support	Invoice incorrect	M	Check order value against invoice	RFO to monitor	6
	Agreement of Council to pay	L	Grant application received, Council Minute	Member verify	12
Election costs	Conditions agreed	L	Use reasonable condition	RFO to check	12
	Invoice at agreed rate	L	RFO check and consider budget	NHDC to advise	2018
VAT irrecoverable	VAT analysis	L	All items recorded in cash book	RFO verify	6
	Charged on purchases	L	All items recorded in cash book	RFO verify	6
	Claimed within time limits	M	Annual return in April for previous year	Diary	12
<b>Management Risks</b>					
Reserves	Adequacy	M	Consider at budget setting	RFO opinion, member verify	12
	Building up reserves	M	Annual review at final accounts	Member verify	12
Reserves - ear marked Assets	Adequacy	L	Consider at budget and final accounts	RFO advice and member verify	12
	Loss damage etc	M	Annual inspection, update insurance & register	RFO verify	12

## Kimpton Parish Council

### Financial and Management Risk Assessment for the period 1st April 2018 to 31st March 2019

Risk or damage to third parties	M	Annual review Public Liability Insurance cover	Diary	12
Loss of Clerk/RFO	M	Hours, pay, training, stress	Staffing Committee	12
Fraud by staff	L	Fidelity Guarantee value - annual check	Full Council	12
	L	Bank statements to be reconciled	Full Council	6
Loss through theft or dishonesty	L	Cash very rarely used for purchases	Full Council	12
Loss through theft or dishonesty	L	RFO to submit, 2 councillors to authorise	Member verify	6
Fraud by members	L	Cheques raised by RFO, signed by 2 Cllrs	Very few cheques issued	6
Loss of amenities	L	Kimpton Bench Working Party, inspections	Member verify	12
Adequacy of financial controls	L	Financial review and cashflow	Diary	12
Provision and updating	L	May-18	Agenda item at Annual Meeting	12
Provision and updating	L	May-18	Agenda item at Annual Meeting	12
Accurate and legal	L	Reviewed and agreed at following meeting	Diary	6
Conflict of interest	M	Update declarations of interest, agenda item	Diary	12
Appointment of RFO	L	Part of duties of Parish Clerk, Council Minute	Staffing Committee	whenever
Loss or destruction	L	Storage of documentation in Parish Room	Clerk to manage	12
Loss of computerised records	M	Weekly back up, storage of hard disk off site	RFO to action	12
Lack of skill in systems	M	Training for RFO	Full Council	12
Maintenance of cashbook	M	Excel spreadsheet	RFO	6
Public spaces	M	Risk assessments completed	Clerk, Full Council	12
Play areas	M	Monthly visual check	Clerk	12
	M	Quarterly playground inspections	Appoint qualified contractor	12
	M	Annual RoSPA risk assessment	Appoint qualified contractor	12

Owner/Occupier  
Kimpton Road  
Blackmore End  
Herts  
AL4 8LH

**Highways**  
**PO Box 153**  
**Stevenage**  
**SG1 2GH**

Email: [CSCHighways@hertfordshire.gov.uk](mailto:CSCHighways@hertfordshire.gov.uk)  
Website: [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

Our Ref: GH/HLB 038  
Your Ref:  
Date: 1 October 2018

Dear Sir/Madam

**Proposed Footpath Adjacent to Kimpton Road, Blackmore End**

Hertfordshire County Council is proposing to construct a footpath adjacent to Kimpton Road to link the public footpath between Beech Way and Blackmore Road. According to our records, there is a strip of land approximately 2 metres wide on the western side of Kimpton Road that is designated as Highway Land.

In order to minimise the impact on existing vegetation adjacent to Kimpton Road, it is proposed to construct the footpath 1.2m wide. This will entail the removal of 4 trees along the length of the footpath that are within the highway strip of land. It is not intended to alter any of the existing vehicle crossovers that are currently in place.

This scheme, which has the support of the Parish Council, will improve pedestrian accessibility, particularly those wishing to walk to/from the Bus Lay-bye just north of The Broadway. It is intended to undertake this work next financial year and it will be funded using the Highway Locality Budget (HLB). Each County Councillor has up to £90,000 per annum to spend on highway related matters within their constituency. HLB can be used for highway maintenance to supplement the planned road and footpath resurfacing programmes, traffic schemes or miscellaneous highway improvements.

At this early stage in the project, we would welcome any comments on the proposal. You can either write to the address above or email our Customer Services Centre via the email address given above.

Yours faithfully

*G F Henning*

G F Henning  
Assistant Highway Manager – North Herts