

# FAR COTTON AND DELAPRE COMMUNITY COUNCIL

Report to: Council 25 February 2021

## Report on implementation of the reorganisation order and set-up of the council

**Summary:** A report on the set-up of Far Cotton and Delapre Community Council and the implementation of the reorganisation order

**Recommendations:**

- a) to note the report,
- b) to resolve to open a bank account with Unity Trust Bank,
- c) to appoint NcALC as the councils internal auditor,
- d) to appoint Smaller Authority Appointments Ltd as the external auditor,

**1.0 Background Information**

There are a number of items that the council needs to put in place in the coming weeks and months to ensure that council operates legally and effectively.

Some of these items require further investigation, however this report seeks to detail all matters and the report will be updated each month as items are agreed and implemented.

**2.0 Land and Property to be transferred to Far Cotton and Delapre Community Council**

Schedule 2 of the reorganisation order details the following land and property to be transferred to the Parish Council:

**2.1 Allotments**

- Mereway
- Pleydell road

The allotments are currently being managed as part of the Idverde contract and this contract will transfer to the West Northamptonshire Council. Investigations are underway as to the future costs of managing these services and the Clerk will update this council as soon as further information is received.

There is no specific budget for this item and any costs in 2021/2022 Financial year would need to be met from the contingency fund

**2.2 Property (Office space)**

The re-organisation order details that "suitable office space" will be transferred to the Parish Council. Initial contact has been made with the property department at Northampton Borough council and a meeting is being arranged for week commencing 22<sup>nd</sup> February 2021.

**3.0 Finance**

**3.1 Precept**

The precept will be the councils main (only) source of income in 2021/22 and will be received in 2 tranches 30<sup>th</sup> April 2021 and 30<sup>th</sup> September 2021. Until the precept is received the council has no funds.

<b>3.2</b>	<p><b>Bank account</b></p> <p>In order to receive the precept funds and operate its finances the council must of course open a bank account.</p> <p>NcALC recommend that the council open a bank account with Unity Trust Bank. This bank is a specialist in the local council and charitable sector and has procedures in place to ensure that local authorities meet the dual authority requirements as laid out in the council's Financial Regulations.</p> <p>It is proposed to open a bank account with Unity Trust, with the Interim Clerk initially as the sole signatory so that funds can be received. Members of the council will need to be added as signatories to the account before payments can be made to comply with the dual authority required.</p>	
<b>3.3</b>	<p><b>Audit</b></p> <p>At the current time it is not anticipated that the Parish council will receive any income prior to the 1<sup>st</sup> April 2021 and therefore the audit for will be a "nil" return. However the council should still appoint internal and external auditors and it is recommended that the council formally appoints NcALC and Smaller Authorities Audit Appointment Ltd to provide internal and external audit services respectively. This is in line with budgets.</p>	
<b>3.4</b>	<p><b>Insurance</b></p> <p>As a minimum the council should have insurance to cover public liability, employers liability, fidelity insurance and assets. A report will be presented to the March meeting for the council to approve the insurance provider for 2021/2</p>	
<b>4.0</b>	<p><b>Office set-up</b></p> <p>The council will need to consider the various items in regard of office set-up</p> <p>This will include:</p> <ul style="list-style-type: none"> <li>Phones</li> <li>Laptop/Printer</li> <li>Virus software</li> <li>Finance system</li> <li>Office supplies</li> <li>Postage</li> </ul> <p>Note that the interim clerk will provide their own laptop/printer and virus software in the short term. But the council will need to consider the best option for phone services and again various options will be presented at a future meeting.</p>	
<b>Implications:</b>		
Council objectives:	Legal and effective.	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	Crime and disorder have been considered	X
Biodiversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	X
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	X

	- Inherent risk score:	
	- Residual risk score:	
<b>Person originating this report:</b> Kate Houlihan: Town Clerk		
<b>Date:</b> 16 February 2021		