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6<sup>th</sup> September 2017

## NEXT MEETING

Members of the Council are summoned to the **NEIGHBOURHOOD COUNCIL MEETING** to be held on Wednesday the 13<sup>th</sup> September 2017 @ St Margaret's Church Hall Ingol commencing at 7.00pm

W V Mcenmerney-Whittle – Clerk and RFO

## AGENDA

1. To receive apologies
2. To approve the Minutes of the Meeting held on the 12<sup>th</sup> July 2017 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public participation

*During this time only a member of the public may comment or raise an issue which is relevant to the Business of the Council or its Neighbourhood.*

*Please note that any representation or matter raised does not require any response from the Council and should not be debated since no decision can lawfully be made during this time.*

*After the meeting has closed a member of the public may speak to or later contact a Councillor on any matter of concern to them.*

*A member of the public is any person present other than a member or official of the Council.*

*A member of the Council may (after the meeting or at any later time) request that an agenda item be placed setting out clearly what it is the Council is being asked to consider and decide upon*

5. To authorise payment of the following accounts:

On Line	Unity Trust Ltd	Bank Charges	18.00
On Line	Newgate Nurseries	Planting for Planters	376.97
On Line	St Margaret's Church	Room Hire (last year & this year)	384.00
On Line	GGs	Lengthsman weeks 13-16	412.30
On Line	Catchpoint UK	Security Box Granton Walk CCTV	180.00
On Line	GGs	Lengthsman Weeks 17-20	385.70
On Line	BG Fencing	Materials Install Dog Signs	112.53
On Line	Aden Tudor	Dog Signs / Bexhill Path Signs	1324.80
On Line	BDO	Audit	240.00

7. To consider and formally approve the following documentation (which have already been circulated) to be used to advertise for a self-employed Environmental Assistant to the NC and to consider what methods of Advertisement should take place ie our own newsletter, notice boards and web site or additionally the local press.

Environmental Assistant Service Contract

Application Form

Advertisement

8. To consider the appointment of a Committee who shall be responsible for dealing with the appointment of a self-employed Environmental Assistant to the NC and who would as part of their remit produce an interview list of questions, undertake formal interviews and appoint said EA following those procedures. It is suggested that the Committee comprise the Clerk (who has worked in HR recruitment in a previous occupation and no more than three members of the Council preferably those who might have been involved in recruitment / contract appointments in the past.
9. Consider further expense needed to implement the installation of a BTF Stoppy L Bollard as per resolution at the last meeting. (Failure to agree additional cost will effectively stop project from being undertaken)

*Since the last meeting it has been established that the quotation received did not include electrical connection to an existing supply. LCC have also confirmed that no connection to a lamp post supply is allowable. There is an alternative supply near the proposed bollard but this would require trenching of cables to a supply stand close to the proposed installation. It has been confirmed that the contractor who has supplied existing quote has included connection to such a supply once provided. The estimated cost of the additional works has been estimated by LCC at a cost of £3500 or thereabouts which involves the trenching, cabling, making good, connection and supply stand. In the light of this additional cost the new project cost is outlined below:*

*Please also note that to date no resident agreements have been signed, the permission of LCC/PCC have not been obtained and the Fire and Rescue Services / Ambulance Services have not been consulted.*

*Agreement to the above additional expense would create a project cost as set out below:*

*Supply and fit bollard = £6380.00*

*4 square fixed v bollards (to reduce width) = £624*

*Hand held transmitters @ £28 each (estimated two per household minimum say 22) = £616.00*

*Or (not recommended) mobile phone access £299.00*

*LCC approved trenching etc as above = £3500*

*Total project cost £10803 or £11020 without contingency (normally a further 10% of estimated costs)*

*Total project cost with contingency £11883.30 OR £12122.00*

10. To consider the request from Preston City Council that this Council contribute £9550.00 towards the maintenance costs of Preston CC owned greenspace from 1<sup>st</sup> April 2017 for one year in their area being 18% of the overall cost as supplied to us by PCC.

*A copy of the letter of request is enclosed for reference – this Council are asked to decide as follows:*

- *To refuse to pay and risk that the reduced level of maintenance which PCC have said will result will cause a deterioration in standards of maintenance within the area to the detriment of appearance and resident wellbeing in which case no further action is required*
- *Agree to pay as set out in the letter of request without any further engagement with PCC concerning standards, frequencies etc and rely on PCC to deliver maintenance to existing standards.*
- *Engage with PCC (without commitment) to discuss how a funding contribution might work and what Service Level Agreement would be in place to ensure that this Council can agree the best use of its contribution and monitor performance, should it decide that providing a contribution is what it wants to do.*

11. To approve the enclosed Hosting Agreement in respect of CCTV equipment to be installed at Tanterton Village Centre as part of the overall CCTV installation in that area which has already been agreed.



*Please note that this agreement has been drawn up between the NC (Clerk) and TVC Ltd with the help of Preston City Council after substantial negotiation and is now considered by all as fit for purpose.*

12. To consider the proposed boundary changes to Preston City Council warding arrangements which will if accepted reduce the number of City councillors to 48, reduce the number of wards to 16 and mean that each Councillor has roughly the same number of residents to represent.

*Please note that these proposals so NOT affect the boundaries of I&T NC which will remain as they are but would if the proposals were accepted be split across different City wards.*

13. To approve and accept the enclosed Annual Return 2017 and Certificate from BDO as External Auditors
14. To consider a request from the Christmas Event W/G to provide up to £500 to cover the costs of this year's event which will include refreshments, and prizes for the school competitions
15. To note that the date of the next meeting is scheduled for the 25<sup>th</sup> October 2017



MINUTES of the NEIGHBOURHOOD COUNCIL MEETING held on Wednesday the 12<sup>th</sup> July 2017 @  
St Margaret's Church Hall Ingol commencing at 7.00pm

Present Cllrs Roskell, Bevan, Brookes, Soole, Thompson, Anderson, Darby, McGrath and Buchner

There were 14 members of the public present.

55/17 To receive apologies

*Cllr Ellison*

56/17 To approve the Minutes of the Meeting held on the 17<sup>th</sup> May 2017 (enclosed)

*It was resolved that the Minutes of the meeting held on the 17<sup>th</sup> May 2017 should be approved and signed by the Chairman as a true and accurate record*

57/17 To receive Declarations of Interest

*Cllrs Soole, Brookes, Thompson declared personal and prejudicial interest in planning application 06/2017/0757 since they are members of an action group opposed to the development.*

*Cllr Darby declared a personal and prejudicial interest in planning application 06/2017/0757 since he has already in his capacity as a local ward councillor has already openly opposed the application.*

*The above members left the room during the debate and voting on application 06/2017/0757 but chose to make a statement opposing the development before leaving the room.*

*Cllr McGrath declared a personal and prejudicial interest in item 10 on the agenda since he lives in the immediate vicinity of the proposed installations*

*The above member left the room during the debate and voting on item 10 but chose to make a statement prior to leaving supporting the installations*

58/17 To adjourn the meeting for a period of public participation

*A resident asked several questions concerning procedures – it was confirmed that legally the Council only need to advertise details of the meeting itself to the public by way of a notice on their notice boards but that normally this Council do produce the full meeting papers on their web site approx a week before the meeting – due to web site difficulties this had not happened on this occasion. It was also confirmed that the Council have a legal right to raise a Precept and to spend those monies as they see fit within their lawful powers which are very wide ranging. It was confirmed that the Clerk was part of the working party who have made recommendations for the appointment of an Environment Assistant which will increase the administration and supervisory workload of the Clerk if approved and that therefore additional provision has been included in the recommendations. Since the Clerk cannot vote on the proposals no conflict of interest can arise.*

*9 residents attended to meeting to support item 10 on the agenda due to the many issues on Cottam Lane with fly tipping, ASB, unauthorised vehicular movements, speeding and dog faeces being significant issues that they were concerned with. They felt that the proposal put forward for an electronic bollard and CCTV were needed to combat the issues they had raised since current signage was being ignored and in the interests of improving the area action as outlined was required.*



59/17

To consider Planning Application 06/2017/0757 being a hybrid application for the development of Ingol Golf Course into a new Preston NE training facility, open space improvements and the erection of up to 450 dwellings.

*It was resolved that this Council should oppose the application for the same reasons that it had opposed the original and that the Clerk should therefore send the same letter of objection as before since the objections based on planning policies were still relevant.*

60/17

To authorise payment of the following accounts:

On Line	W V Mcenmerney-Whittle	Salary & Expenses 1 <sup>st</sup> Qtr	1290.41
On Line	Inland Revenue	Tan and NI	790.40
On Line	Greenwood Garden Services	Lengthsman	452.20
On Line	City Distributors	Newsletter	137.05
On Line	Printing World	Newsletter	224.00
On Line	Catchpoint	CCTV Installation Ingol School	3480.00
On Line	Zurich Municipal	Insurance Renewal	614.95

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

61/17

To consider the enclosed report and recommendations of the Community Warden working group regarding the appointment of an Environmental Assistant to the NC.

*It was resolved that this Council appoint an Environmental Assistant to the Neighbourhood Council as outlined in the enclosed report mentioned above.*

*A recorded vote was requested – members voted as follows:*

*In favour Cllrs Bevan, Roskell, Soole, Buchner, Darby, McGrath and Anderson*

*Against Cllr Thompson*

*Abstention Cllr Brookes*

62/17

To consider the enclosed quotation regarding a CCTV installation for the Kidsgrove/Nisa area at a cost of £1950.00 plus £100 per year maintenance cost

*It was resolved that the CCTV equipment outlined above should be installed.*

63/17

To note that the Clerk did not attend the Practitioners Conference in February as previously agreed since the agenda for the meeting was not relevant to this Council. It is suggested that in its place he should attend the Regional Training Seminar in August which has items covering important legal changes and coming financial management changes. The costs for this including previous overnight stay is estimated to be no more than £169.00 which is less than half of those previously agreed and which would be shared by each Council for whom he works.

*It was resolved that the Clerk should attend the Training Seminar as outlined above*

64/17

To consider the following options which have been put forward as potential projects to combat ASB, Unlawful Vehicular use of, Fly Tipping and Dog fouling issues on Cottam Lane

a) The installation of a BTF Stoppy L Bollard as per the enclosed documents

b) The installation of three CCTV cameras as per enclosed drawings

*Please note that members are asked to consider these options in principle and note that where agreed installations will be subject to all necessary permissions being obtained and in the case of CCTV the availability of remote viewing access by the designated Data Controller (the Clerk)*

*It was resolved that this Council should install a Bollard as outlined above and three CCTV cameras as also outlined above.*

*A recorded vote was requested – members voted as follows:*

*a) The Bollard*

*In favour Cllrs Buchner, Roskell, Anderson, Bevan and Brookes*

*Against Cllr Darby and Thompson*

*Abstention Cllr Soole*

*b) The CCTV Cameras*

*In favour Cllrs Buchner, Darby, Anderson, Roskell, Bevan and Soole*

*Against Cllr Thompson*

*Abstention Cllr Brookes*

65/17      To note that the date of the next meeting is scheduled for the 13<sup>th</sup> September 2017

*It was noted that the date of the next meeting is scheduled for 13<sup>th</sup> September 2017*

# **Ingol and Tanterton Neighbourhood Council**

## **Conditions of Contract for Services of Environmental Assistant to Neighbourhood Council**



## CONDITIONS OF CONTRACT FOR SERVICES OF ENVIRONMENTAL ASSISTANT

1. The Contractor shall undertake to perform the role of Environmental Assistant in the neighbourhood of Ingol and Tanterton
2. Services will be required for the equivalent of a 52week period within the period commencing on 1st January 2018 and finishing on 31<sup>st</sup> December 2018 at an average of 20 hours per week making in total 1040 hours.
3. The Contractor shall normally work 20 hours per week except as this may be varied from time to time:
  - a) By the Contractor with the prior agreement of the Contract Administrator.
  - b) By the Contract Administrator at their discretion.
4. The Contract Administrator shall meet with the Contractor at least once a fortnight, except as they may agree between them to vary the arrangement, to discuss the Contractor's work programme which will be advised to the Contractor by the Contract Administrator.

The work programme may comprise a schedule of regular events as described below together with additional and one-off works advised by the Contract Administrator to meet the immediate needs of the Neighbourhood.

*To help reduce incidents of dog faces being left on pavements etc by having street presence and reporting incidents to the PCC Dog Warden and help to identify high incidence areas so that appropriate action can then be taken by the Dog Warden under PCC Dog Control Orders and if appropriate be registered as a Canine Volunteer under the Preston City Council volunteer scheme*

*To manage in accordance with an agreed schedule the placement of the SPID device.*

*To assist in maintaining the cleanliness of the neighbourhood by removing undergrowth, weeds etc and to act as a litter picker.*

*To identify damaged verges, fly tipping, graffiti, inconsiderate parking and report same to the appropriate authority using the newly developed reporting systems for PCC and LCC wherever possible – this to be done via the Contract Administrator*

*To cover the existing lengthsmen's holidays to ensure planter maintenance does not stop during holiday periods which can result in planting dying off in hot weather.*

*To be a point of contact for residents who might have issues which then can be passed forward to the Contract Administrator for consideration of action by the NC*

*To undertake as and when required such environmental issues that might arise from time to time.*

5. The Contractor shall indemnify Ingol and Tanterton Neighbourhood Council against all claims and proceedings in respect of injury to persons and property arising out of the execution of works under this contract.
6. The Contractor shall maintain insurance policy cover for public liability and damage to property for £10 million and produce, when requested, the policy and/or evidence of payment of the premium.
7. The Contractor must comply with all current Health and Safety legislation
8. All work shall be carried out expeditiously and to a high standard of workmanship.
9. The Contractor shall be responsible for reinstating at his or her own expense any damage caused during and because of the execution of the works.



10. The Contractor must restrict equipment and materials to the area of the works unless agreed with the Contract Administrator.
11. The Neighbourhood Council will normally supply the materials required. The Contractor shall only purchase materials for execution of the works by prior agreement with the Contract Administrator and in that event, shall submit to the Contract Administrator a list of the suppliers from whom he proposes to purchase materials for execution of the works, and if requested samples of all materials shall be submitted for approval. Materials delivered subsequently shall conform in all respects to the approved samples. The Contractor will be required to produce all delivery and advice notes for materials for inspection by the Contract Administrator.
12. All unsatisfactory work resulting from working under unsuitable weather or ground conditions shall be the sole responsibility of the Contractor.
13. The Contractor shall in the execution and on the completion of the works, keep all equipment, materials and all things connected with the whole works in a reasonably good order and tidy and safe condition to the satisfaction of the Contract Administrator in line with item 7 and other good practices.
14. The Contractor shall generally supply all necessary equipment to carry out given tasks and ensure all relevant Training and Health and Safety measures have been taken. Where training requirements are identified by either party the Contractor and Contract Administrator will discuss the delivery of same and make suitable arrangements for such training to be undertaken at the expense of the Neighbourhood Council where such training is deemed essential or required by law.
15. The Contractor must provide a suitable vehicle for carrying out given tasks in a safe and efficient manner
16. The Contractor shall provide the Contract Administrator timesheets for hours worked together with details of measurable outputs achieved.
17. Either party may terminate this Contract forthwith by written notice if the other party is in fundamental breach of its obligations thereunder without prejudice to the rights of that party in respect of any existing or antecedent breach. The Neighbourhood Council shall only be liable to pay for work that has been carried out to their satisfaction.
18. Unsatisfactory work by the Contractor shall entitle the Neighbourhood Council to terminate the contract if the Contractor fails to make good any defects within 21 days of receipt of written notice from the Council listing the defects, any such remedial works and allied costs by others on the execution of these specified works shall be the responsibility of the contractor.
19. The hourly rate for the job shall be £10.00. The maximum remuneration per annum shall be £10400. At the end of the first month the Contractor shall invoice Ingol and Tanterton Neighbourhood Council for hours worked and thereafter submit invoices at regular monthly periods or as may be agreed with the Contract Administrator. The Neighbourhood Council shall pay the Contractor within 21 days of receiving the invoice.

**The nominated Contract Administrator is: William V McEnnerney-Whittle of Ingol and Tanterton Neighbourhood Council:**

SIGNED ON BEHALF OF INGOL AND TANTERTON NEIGHBOURHOOD COUNCIL

Name William V Mcennerney-Whittle  
Position Proper Officer

Date

SIGNED BY THE CONTRACTOR

Name  
Address

Date

# APPLICATION FORM

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## **ENVIRONMENT ASSISTANT AT INGOL AND TANTERTON NEIGHBOURHOOD COUNCIL**

A role to support the Neighbourhood Council in its endeavours to improve the cleanliness, tidiness, safety and appearance of the neighbourhood for the benefit of its residents and help ensure issues are reported to the correct responsible authority or organisation for action as required.

### **WORKS DESCRIPTION:**

To help reduce incidents of dog faces being left on pavements etc by having street presence and reporting incidents to the PCC Dog Warden and help to identify high incidence areas so that appropriate action can then be taken by the Dog Warden under PCC Dog Control Orders.

To manage in accordance with and agreed schedule the placement of the SPID device which would be taken over from the police and wholly managed by the NC.

To identify damaged verges, fly tipping, graffiti, inconsiderate parking and report same to the appropriate authority using the newly developed reporting systems for PCC and LCC wherever possible – this to be done via the Clerk so that records can be maintained and where appropriate authority can be given for works to be done by our lengthsman subject to appropriate permissions and the law.

To assist in maintaining the cleanliness of the neighbourhood by removing undergrowth, weeds etc which are a blemish on our area in many parts and to act as a litter picker.

To cover the existing lengthsman's holidays to ensure planter maintenance does not stop during holiday periods which can result in planting dying off in hot weather.

To be a point of contact for residents who might have issues which then can be passed forward to the Clerk for consideration of action by the NC who might also be able to educate residents in the use and benefits of reporting issues direct to the appropriate authorities.

To undertake as and when required such environmental issues that might arise from time to time.

Name:

Address:

Current employment / Work undertaken in past few years

Experience of type of work described above:

Reason why you would like to be considered for vacancy:

***Please ALSO enclose a short CV covering your employment/work undertaken over the last 10 years and the name and address of TWO people who will supply references for you.***



## **ADVERTISEMENT**

**Ingol and Tanterton Neighbourhood Council are seeking to appoint a self-employed person in the role of Environmental Assistant to the NC for an initial 12-month period**

**The right person would be self-employed working 20 hours per week over 5 days on a flexible service contract at a rate of £10 per hour = £10400 per annum**

**Interested parties should contact the Clerk to the Council on 01772 733829**

**Or e-mail [ingoltantertonnc@hotmail.co.uk](mailto:ingoltantertonnc@hotmail.co.uk) for further information,  
a works description, service contract details and application form.**

**Closing date for applications is 30<sup>th</sup> September 2017**

13<sup>th</sup> July 2017  
Your reference :  
Our reference : AP/LD



Mr W V McEnnerney-Whittle  
Clerk  
Ingol and Tanterton Parish Council  
Email: [ingoltantertonnc@hotmail.co.uk](mailto:ingoltantertonnc@hotmail.co.uk)

Director of Environment  
Town Hall  
Lancaster Road  
Preston  
PR1 2RL

[www.preston.gov.uk](http://www.preston.gov.uk)  
tel. 01772 906171  
[a.phillips@preston.gov.uk](mailto:a.phillips@preston.gov.uk)

Dear Mr McEnnerney-Whittle

**Parish Greenspace – Contribution towards maintenance costs.**

When we met in February to discuss the initial proposal for parishes collectively to contribute £50k towards the costs of maintenance of the City Council owned greenspace in their parishes the Council undertook to provide more detailed information including the services provided and the individual contribution sought from each parish.

This work has proven to be considerably more onerous than we initially expected and I therefore apologise that it has taken the time elapsed before we are in a position to provide you individually with the information you requested.

I can confirm that based on current budget 2017/18 the City Council spends £278,000 on the maintenance greenspace in parished areas.

This does not include major repairs to infrastructure or equipment such as bridges, water features play equipment, footpath resurfacing etc.

The Council is seeking from all parishes with greenspace maintained a contribution of £50,000 per annum from 1<sup>st</sup> April 2018. This equates to an 18% contribution towards those costs.

**Individual Parish Information:**

## i. Work undertaken:

Task	Frequency per year
Ride on mowing (1)	13
Hand mowing (2)	13
Weed spraying	2
Winter pruning	3.5
Trees	1
Play area inspections	52
Play annual inspection	1
Infrastructure Maintenance (3)	When required

- (1) Work carried out by staff using mechanically driven ride on mowing machines
- (2) Work carried out by staff using walk behind mechanical mowing machines
- (3) This work includes the installation and maintenance of surfacing, fencing, walkways, boardwalks, bridges, signs, bollards, seating, litterbins and other open space infrastructure.

ii. Cost of maintenance in Ingol and Tanterton Parish = **£53,148.00**

iii. Contribution requested @ 18% = **£9,550.00**

**Moving Forward**

The City Council is seeking to enter into a constructive dialogue with parishes and we are asking each parish if they are able to contribute towards the maintenance costs and to advise us of their initial proposals by the end of September 2017. As you can see from the information detailed the City Council will continue to contribute the majority of the funding at 82% of the cost of maintenance, and we hope that by working together we will be able to secure a continuation of the current levels of maintenance in your area.

**Asset Transfer Requests**

In future we will look at the option of asset transfer if desired but our current priority is to secure the £50,000 income/savings set at Budget Council in February 2017. We will not be in a position to look at any new transfer requests within the next twelve months.

Yours sincerely



**Adrian Phillips**  
Director of Environment



DATED

2017

(1) TANTERTON VILLAGE CENTRE LTD

-AND-

(2) INGOL AND TANTERTON NEIGHBOURHOOD COUNCIL

## CCTV HOSTING AGREEMENT

relating to CCTV recording and viewing equipment ('the equipment')  
installed at Tanterton Village Centre together with requisite  
cable installation and access to broadband connection for remote viewing by  
Ingol and Tanterton NC Data Controller

THIS CCTV EQUIPMENT HOSTING AGREEMENT is made on the  
2017

BETWEEN

(1) TANTERTON VILLAGE CENTRE LTD OF Kidsgrove Tanterton Preston  
hereinafter referred to as 'the Centre' and

(2) INGOL AND TANTERTON NEIGHBOURHOOD COUNCIL c/o 7 Bilsborough  
Meadow Preston PR2 1YY hereinafter referred to as 'the NC'

WHEREAS the Centre and the NC have agreed proposals for the Scheme of 'hosting'

NOW IT IS HEREBY AGREED as follows:

1. That this agreement may be ended by either party at a month's notice at any time and shall not in any event extend beyond unless formally extended by the written agreement of BOTH parties before this date.
2. The NC would be fully and wholly responsible for securely installing, maintaining, operating and removing the equipment as appropriate and making good any damage to the Centre arising from that installing, maintaining, operating or removing.
3. The NC will ensure that there is no conflict between the NC equipment and the existing Centre CCTV equipment
4. Insurances are to be provided by both the NC and their contractor for the installation, cabling, ancillary works and removal of the system. The NC and their contractor are to provide the Centre with proof of both Public Liability and Employers Liability insurances in the sums of £5m and £10m respectively.
5. The NC will ensure that operation and monitoring of the CCTV system adheres to the Home Office 'Surveillance Camera Code of Practice' (June 2013)
6. The NC will ensure that access to the recording equipment is password protected and that the hard drive recording equipment shall itself also be under a locked box control provided by the NC and only accessible by the Data Controller for the NC so that connection to any monitor can only be done upon release of the lock to said box. The Data Controller for the NC is the the Clerk for the time being to the NC. The NC shall immediately inform the Centre of any change of Data Controller.
7. The NC would be responsible for bearing the cost of replacement or repair of the equipment if damaged or stolen, however that has occurred.
8. The NC agree that should for whatever reason the Lease between Preston City Council and the Centre come to an end then the NC will remove the equipment and any cabling, making good any damage.

9. The NC also agree that if for any reason the system shall fall into disrepair or is no longer used they will remove the equipment including cabling and make good any damage to the Centre immediately thereafter.
10. The Centre shall enable use of a broadband connection and supply electricity to the NC equipment 'free of charge'.
11. That in consideration of the arrangements as outlined above the NC will provide a suitable advertisement in two of its four annual newsletters to promote the Centre; each advertisement being restricted to one quarter of an A5 newsletter page the wording of which to be decided between a representative of the Centre and the Clerk to the NC.
12. The NC shall indemnify the Centre from all and any civil or criminal proceedings or claims arising from the use of the equipment, or otherwise related to the 'hosting' of the CCTV equipment.

IN WITNESS WHEREOF the parties hereto have executed this deed the day and year first before written.

Signed on behalf of Tanterton Village Centre Ltd

Signed on behalf of Ingol and Tanterton Neighbourhood Council



# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

**INGLOR + TANTERTON NEIGHBOURHOOD COUNCIL**

our responsibility 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 2017, that:

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

This annual governance statement is approved by this smaller authority on:

17/05/2017

and recorded as minute reference:

46/17

Signed by Chair at meeting where approval is given:

J. Raskell

Clerk:

[Signature]

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



## Section 2 – Accounting statements 2016/17 for

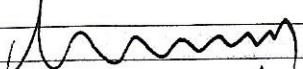
Enter name of smaller authority here:

INSON + TAVISTOCK NEIGHBOURHOODS LONDON

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	35597	50220	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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	48730	30730	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	1887	1772	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	6762	6829	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	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	29232	28841	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	50220	47052	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	50220	47052	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	12516	17797	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	0	0	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)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		Yes	No		✓	The Council 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.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

17/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

17/05/2017

and recorded as minute reference:

46/17

Signed by Chair at meeting where approval is given:



# Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here:

INCHON + TANTILTON NEIGHBOURHOOD COUNCIL

## 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

## 2. 2016/17 External auditor report

(~~Except for the matters reported below~~)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (~~\*delete as appropriate~~).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

## 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

*[Handwritten Signature]*

External auditor name

BDO LLP Southampton

Date

22/3/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))