

Decision Number: 06 (2012/13)

Portfolio Holder Decision

Subject: Big Community Fund – Appraisals 20 June 2012

Taken by: Cllr Mrs Bosley

Date of decision: 28.06.12

Details of Decision:

Two applications to the Big Community Fund to receive funding as follows:

Otford & Shoreham ward - £ 2,000

Swanley White Oak & St Mary's wards - £ 2,700

Documents considered:

Application forms for Otford & Shoreham and Swanley White Oak & St Mary's wards.

Reasons for Decision:

- It was agreed by Cabinet on 21 July 2011 that £120,000 be allocated to a new grant scheme, entitled the Big Community Fund, from the additional New Homes Bonus Scheme funding. £10,000 would be made available each month for Members to bid for projects to enhance local areas. The June 2012 round closed on 4 June 2012 and the applications received were appraised on 20 June 2012, using an agreed appraisal template and decision-making form.
- Members present recommended that two projects from Otford & Shoreham ward and Swanley White Oak and St Mary's wards should receive a total of £ 4,700.

Local Member(s), other Portfolio Holders and/or Directors/Heads of Service consulted:

Members of the Appraisal Panel: Cllrs Cameron Clark, McGarvey, Piper, Raikes and Miss Thornton

Signed by Portfolio Holder:



Record made by: V. ETHERIDGE

Date: 28-6-2012

Sevenoaks District Council

Big Community Fund

Application form

1 Name of ward: Otford

2 Name of Member: Cllr. John Edwards-Winser

3 Name of delivery organisation: Otford Parish Council

Address of delivery organisation: The School House, 21 High Street, Otford,
Sevenoaks, Kent, TN14 5PG

Name of the main contact who will be accountable for the delivery of the project:
Sue Stephenson

Telephone number of main contact: 01959 524808

4 Description of Project:

For the purchase of Speedwatch Equipment to be used by volunteers in the village of Otford to monitor and record speeding traffic at a number of sites (14) authorised by Kent Police and also to offer the equipment to neighbouring villages for their own use.

5 Total project cost: £ 2400

How will the money be spent? On the purchase of a Unipar Dual Message Display Speed Detection equipment which includes the display unit, tripod, power pack and charger unit.

Contributions from other funders if applicable:

Otford Society - £250
Otford Parish Council - £100

Otford & District Historical Society - £50

Amount requested from the SDC Big Community fund:

£ 2000

6 **Your community**

How have you been able to involve the local community in planning this project?

Traffic speed reduction being one of the main aims of the Parish Plan, 15 residents have volunteered and have been trained in use of the Speedwatch equipment. They operate the Speedwatch equipment (in teams of 3/4) and are all members of the community who are fully committed to seeing traffic speeds reduced in the village.

7 **What is the need for the project?**

With some 65,000 traffic movements per day through the village and recorded data from flashing Vehicle Activated Signs and KHS rubber strips across the road showing that the majority of vehicles are travelling over the speed limit throughout the village, this is a useful mobile reminder that they are breaking the law.

8 **Long term benefits**

Please comment on the lasting effects of the project:

The overall benefit to the village will be the reduction in traffic speeds. Also because the pavements in some areas are quite narrow (single person width) and on parts of Shoreham Road non-existent, it is hoped to make pedestrians feel safer.

9 **The impact of your project**

How will you know whether the project has been a success?

Recorded data supplied to the police will hopefully show a reduction in the speed of vehicles through the village. Also personal perception will form an important part of the feedback and will be given through the parish office

10 **Ongoing costs**

If there is an on-going need for maintenance or management of the project, who will be responsible and how will this be funded?

There will be no on-going needs for running costs - any repairs or refurbishments will be met by the parish

11 **Supporting statement from the sponsoring Local Member:**

To date Otford parish Council has been borrowing the Speedwatch equipment from SDC. However, due to recent press publicity and the success of the operations carried out so far, other parishes have noted its effectiveness and have been trained in its use. This has resulted in the equipment no longer being available from SDC on the required frequency basis. OPC would therefore like to purchase a second device and make it available to other local parish councils, thereby freeing up the SDC equipment for loan. NB. Whilst the 14 sites were being assessed by Kent police, a vehicle (exceeding 60mph at one of the proposed sites) was witnessed by Guy Rollinson (Kent Police), who stated that that was an immediate disqualification. It was pointed out to him that this was not an unusual occurrence at this venue.

Signed (sponsoring Local Member)

12 Agreement of other Local Members that they are happy with the proposed project:

Signed . [redacted] (Local Member)

Signed (Local Member)

13 Declaration by project delivery organisation:

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed [redacted] Date 23/4/12

Please remember to include the following documents with your application:

- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy


EQUAL OPPORTUNITIES STATEMENT

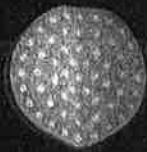
Oxford Parish Council (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race, colour, nationality, ethnic or national
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

I confirm that my organisation is committed to equal opportunities

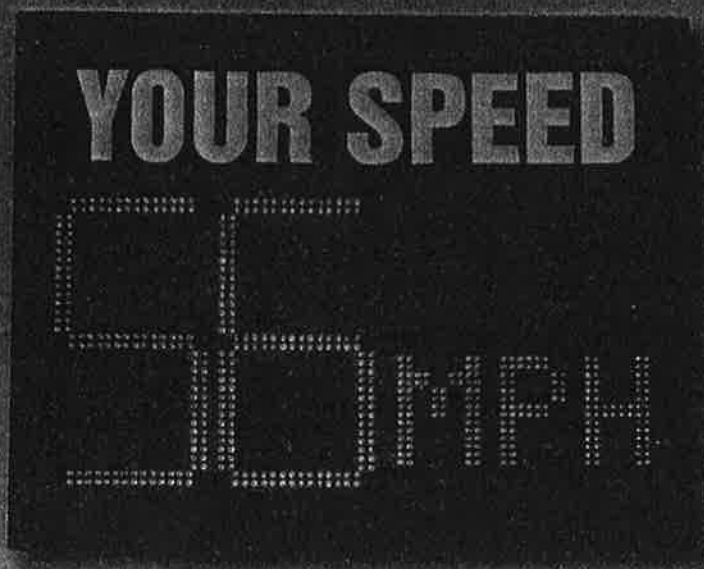
Signed (on behalf of the organisation)	
Designation:	Assistant Clerk OPC



speedwatch

interactive traffic calming displays

dual message display



UNIPAR SERVICES
THE SPEED DETECTION SPECIALISTS

www.uniparservices.com
TEL/FAX 01450 377828
E-MAIL GRAEME@UNIPARSERVICES.COM

THE OLD STABLES
65 LOWER GREEN RD
RUSTHALL
ROYAL TUNBRIDGE WELLS
KENT TN4 8TW

GRAEME J HALKERSTON
BUSINESS DIRECTOR



Unipar Services

The Old Stables 65 Lower Green Road
Rusthall, Royal Tunbridge Wells, Kent TN4 8TW
tel: 01892 549606 fax: 01892 549981 web: www.uniparservices.com

A number of additional upgrades are also available, allowing us to tailor a system for your exact requirements such as remote monitoring, event counting and data capture.

For more details please contact:

Unipar Services
01450 379018

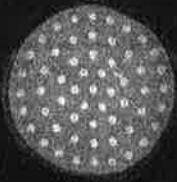
or e-mail
graeme@uniparservices.com



The comprehensive package includes tripod, heavy duty 12V power pack, charger and hard carry case.



Unipar have been developing interactive roadside LED displays for more than 15 years, all of which are fully EMC certified for legal UK operation. All approved to:
EN 301 889-3 V1.4.1 (EMC)
EN 300 440-1 V1.3.1 2001-9 (Radio)
EN 609 050-1:2001 (LV Safety)

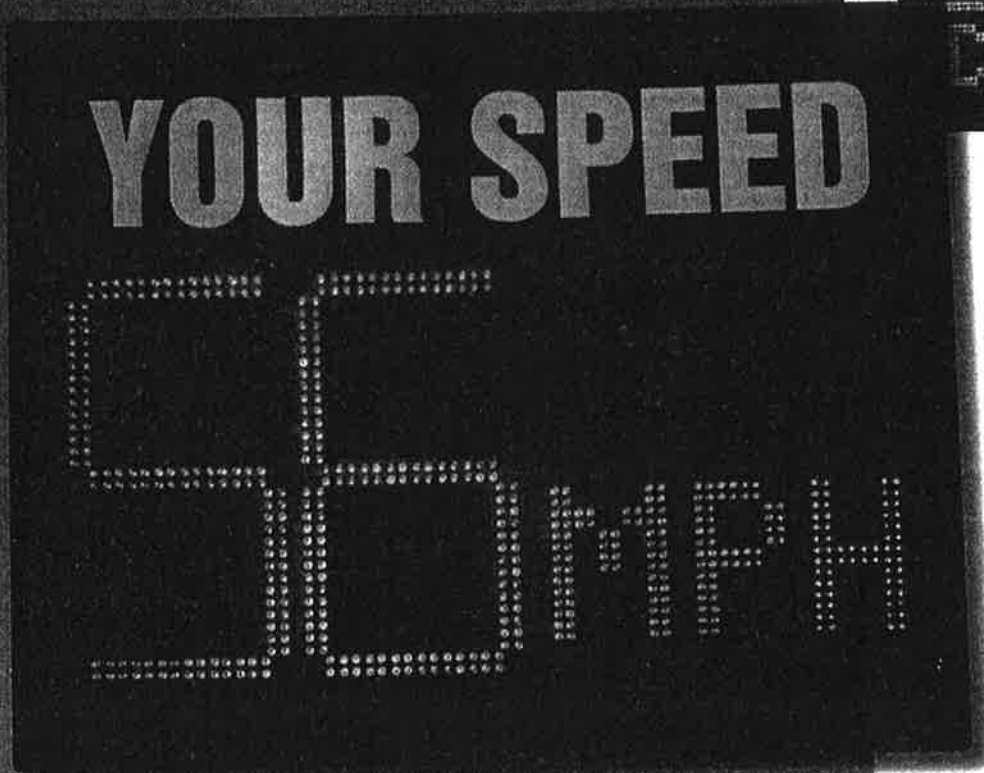


speedwatch

interactive traffic calming displays



dual message display



*alternating
slow down
message*

All our displays are fully portable and are easily transported and stored. Their design is compact and sleek and they are robustly constructed. The displays are supplied as a fully comprehensive package which includes tripod, heavy duty 12V power pack, charger and hard carry case. For customers wishing a more permanent solution, we can package the displays for either permanent or semi permanent outdoor operation with mains power supply.

Once deployed the dual message display will operate automatically, scanning every approaching vehicle and calculating its speed. In order to filter traffic, an operator selectable speed threshold can be set which ensures only vehicles exceeding the posted limit trigger the display into action. Upon activation the vehicles speed is shown in real time along with an alternating 'slow down' legend.

Unipar have been developing interactive roadside LED displays for more than 15 years, all of which are fully EMC certified for legal UK operation. The dual message display is probably our most popular display and is operated all over the UK within Speedwatch initiatives, police speed reduction campaigns as well as industrial environments.

Oxford Parish Council

From: "Graeme J Halkerston" [REDACTED]
To: <otfordpc@btinternet.com>
Sent: 02 March 2012 13:38
Subject: Speed detection equipment

Dear Sue,

Thank you for your enquiry regarding our speed detection equipment.

Firstly, the cost of the Dual message display is £1945 + VAT and delivery. This includes the display unit, tripod, power pack, charger unit and a hard carry case for transportation and storage. The unit also comes with a years warranty on parts and labour.

The Sentinel unit is priced at £2950 + VAT and delivery. The unit is a self contained automatic camera system and will be supplied with a tripod mount. It has internal rechargeable power cells and comes with its own software for managing the captured video files onto PC. This also comes with a years warranty on parts and labour.

I hope this information is of interest. I will post some brochures featuring both items of equipment by mail today to the address supplied. If you have any further questions, please do not hesitate to contact me directly.

Best regards

Graeme Halkerston
Unipar Services

1945
55 delivery?

2000
400 + VAT

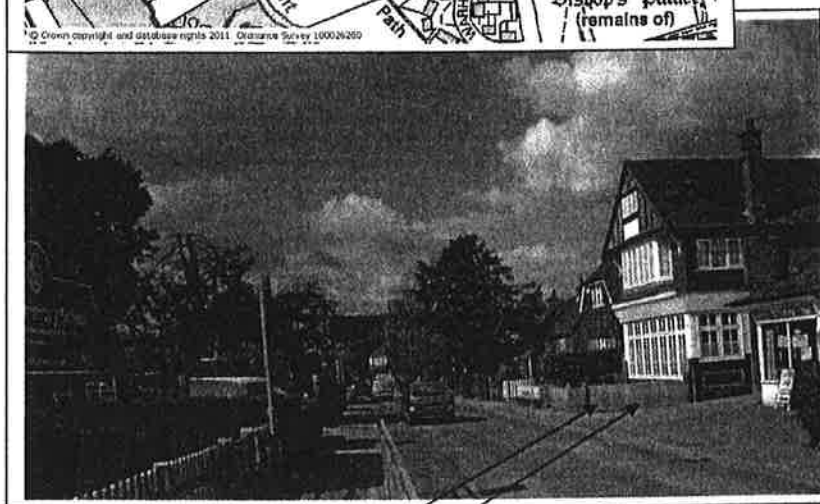
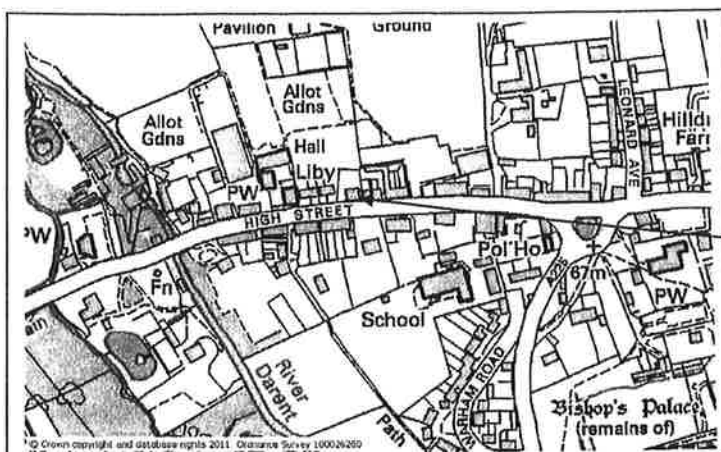
2400.

OTFORD SPEED WATCH SCHEME – SITE 1

High Street – opposite Parish Council Offices (21 High Street)

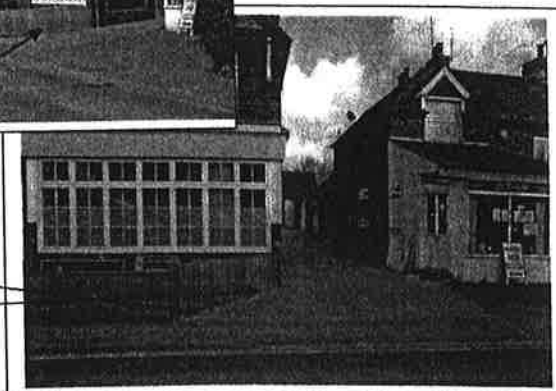
Speed Limit 30 mph.

Direction of traffic: Eastbound (towards village centre).



Position of volunteers

Position of SID



Safety Note: This site is NOT usable unless free from parked cars.

Site Access: The site must have the landowner's permission for access to use it for Speed Watch.

Speed Indication Device (SID): Position the SID by the middle of the fence. Do not obstruct the pavement or driveway access.

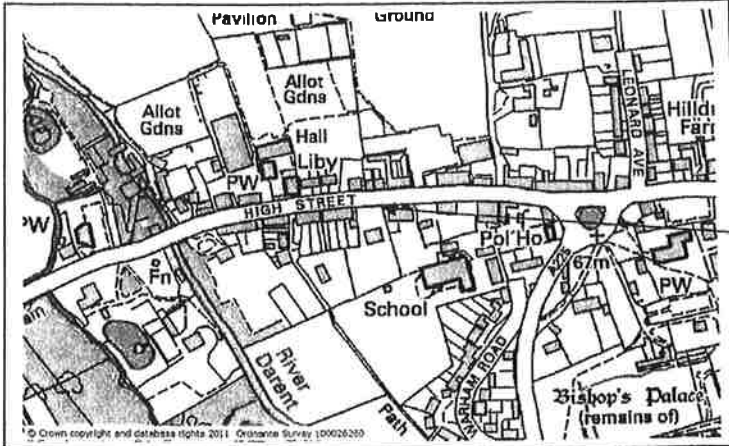
Volunteers: Operate on the driveway or on the property's front garden area behind the fence in front of the SID away from the road edge. Do not obstruct the pavement.

OTFORD SPEED WATCH SCHEME – SITE 2

High Street – outside Parish Council Offices (21 High Street)

Speed Limit 30 mph.

Direction of traffic: Westbound (away from village centre).



Located at:
Lat: 51.312866
Long: 0.187390



Position of volunteers

Position of SID

Safety Note: This site is NOT usable if obstructed by parked cars.

Speed Indication Device (SID): Position the SID by the fence. Do not obstruct the pavement.

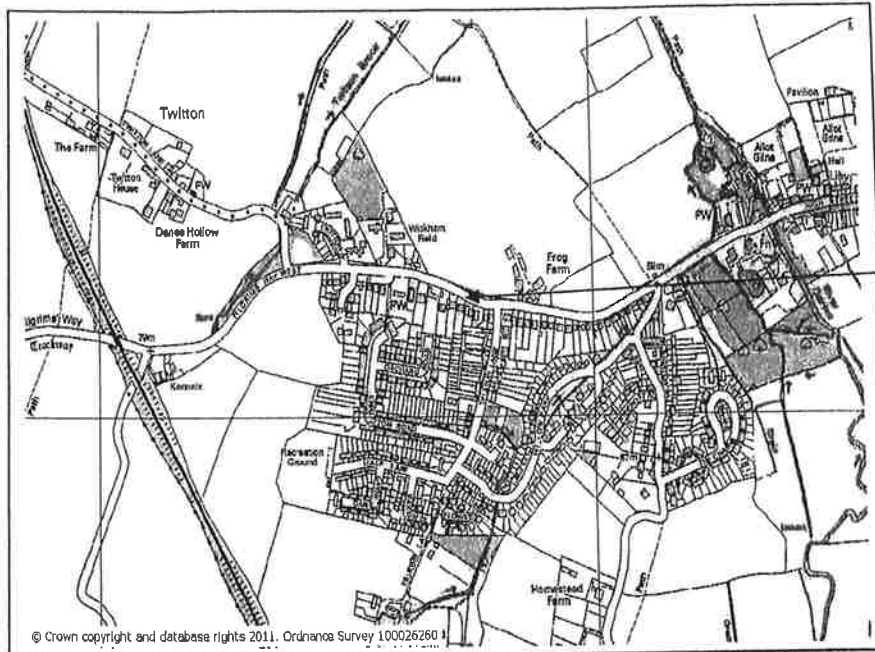
Volunteers: Operate on the driveway area behind the hedge in front of the SID but away from the pavement. Do not obstruct the pavement.

OTFORD SPEED WATCH SCHEME – SITE 3

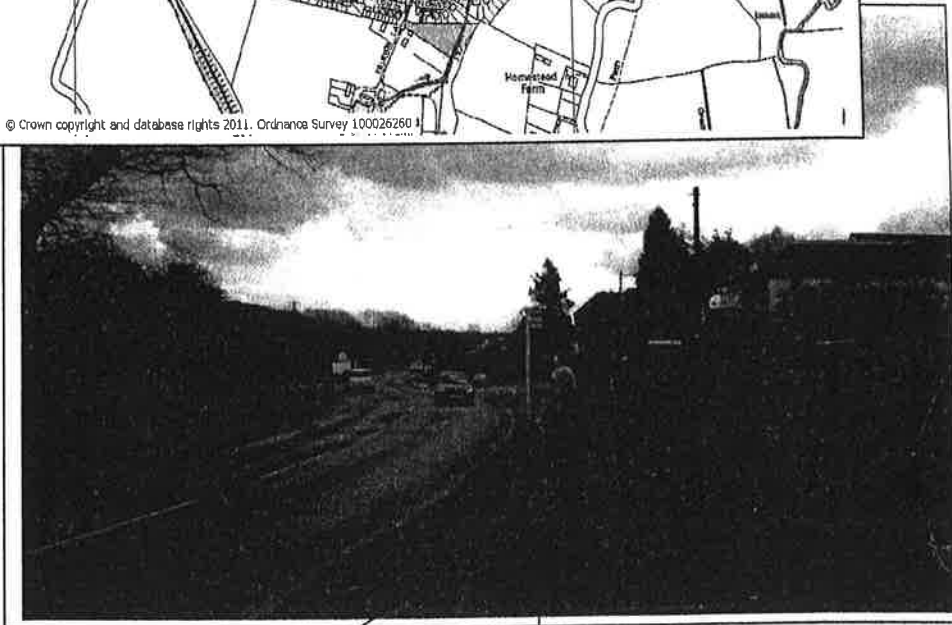
Pilgrim's Way West – outside Number 65, near j/w Telston Lane

Speed Limit 30 mph.

Direction of traffic: Westbound (away from village centre).



Located at:
Lat: 51.311595
Long: 0.175970



Position of volunteers

Position of SID

Safety Note: This site is NOT usable if obstructed by parked cars.

Speed Indication Device (SID): Position the SID on the grass verge. Do not obstruct the pavement or driveway.

Volunteers: Operate on the grass verge area in front of the SID but away from the pavement. Do not obstruct the pavement or driveway.

OTFORD SPEED WATCH SCHEME – SITE 4

Pilgrim's Way West – opposite Number 69 (approx)

Speed Limit 30 mph.

Direction of traffic: Eastbound (towards village centre).



Located at:
Lat: 51.311888
Long: 0.175684



Position of volunteers

Position of SID

Safety Note: This site is NOT usable if obstructed by parked cars.

Speed Indication Device (SID): Position the SID on the grass verge, near the road. Do not obstruct the pavement or road.

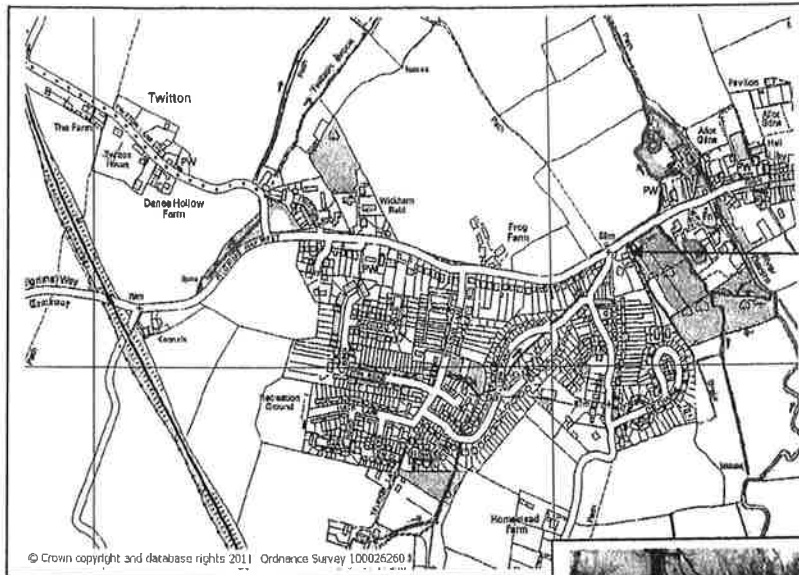
Volunteers: Operate on the grass verge area in front of the SID but away from the road. Do not obstruct the pavement.

OTFORD SPEED WATCH SCHEME – SITE 7

Pilgrim's Way West / High Street – in entrance to footpath to The Charne

Speed Limit 30 mph.

Direction of traffic: Westbound (away from village centre).



Located at:
Lat: 51.311950
Long: 0.181352



Position of volunteers



Position of SID

Safety Note: This site is NOT usable if obstructed by parked cars.

Speed Indication Device (SID): Position the SID close to the hedge on the grass verge in the entrance to the footpath. Do not obstruct the pavement, the footpath or the road.

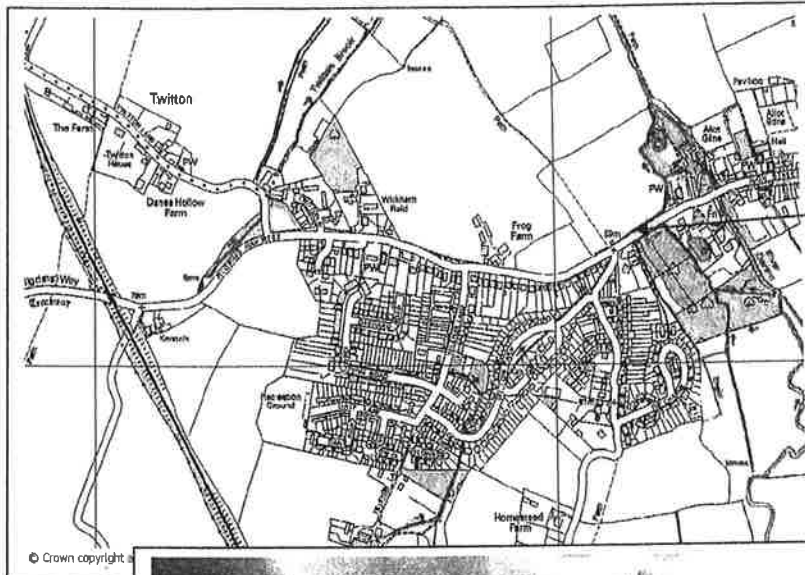
Volunteers: Operate on the grass verge area at the edge of the footpath in front of the SID but away from the road. Do not obstruct the pavement or the footpath.

OTFORD SPEED WATCH SCHEME – SITE 6

Pilgrim's Way West – opposite Pilgrim's Way Cottage (approx), closely opposite to j/w Willow Park

Speed Limit 30 mph.

Direction of traffic: Eastbound (towards village centre).



Located at:
Lat: 51.311950
Long: 0.181352



Position of SID

Position of volunteers

Safety Note: This site is NOT usable if obstructed by parked cars.

Speed Indication Device (SID): Position the SID on the grass verge near the road. Do not obstruct the pavement or the road.

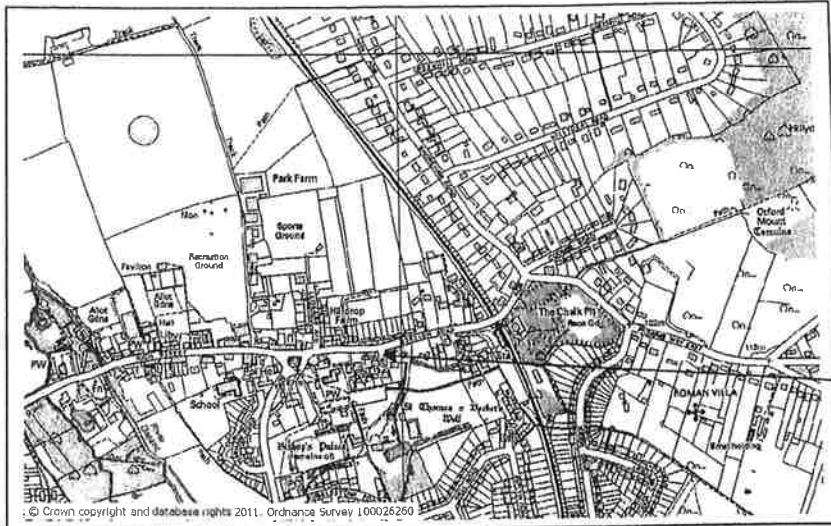
Volunteers: Operate on the grass verge area in front of the SID but away from the road. Do not obstruct the pavement.

OTFORD SPEED WATCH SCHEME – SITE 9

A225 (Station Road) - j/w Colets Drive

Speed Limit: 30 mph.

Direction of traffic: Westbound (towards village centre)



Located at:
Lat: 51.312842
Long: 0.193107

Position of SID

Position of volunteers



Speed Indication Device (SID): Position the SID close to the wall adjacent to the road sign support pole away from the road. Do not obstruct the pavement.

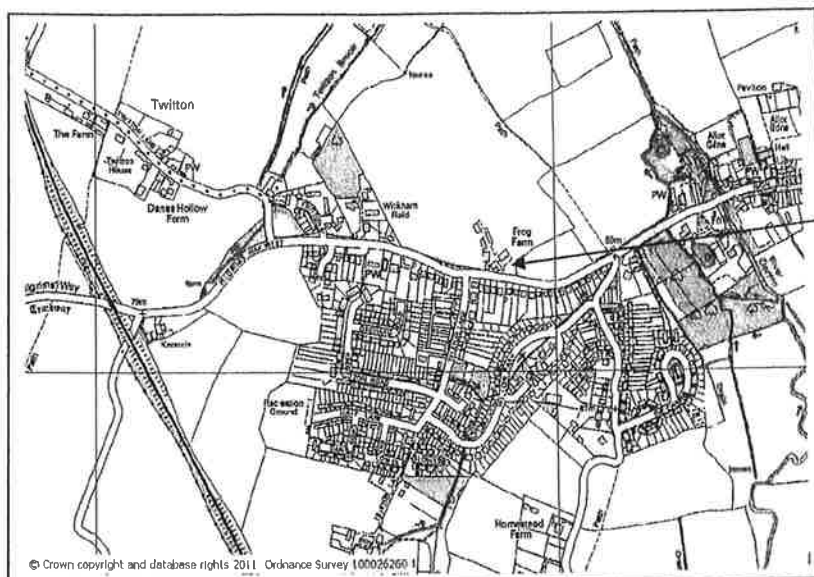
Volunteers: Operate on the tarmac area in front of the SID close to the hedge away from the road. Do not obstruct the pavement. Do not obstruct the visibility for vehicle drivers using Colets Drive.

OTFORD SPEED WATCH SCHEME – SITE 5

**Pilgrim's Way West – opposite Number 59 (approx), closely opposite to j/w
Tilston Lane**

Speed Limit 30 mph.

Direction of traffic: Eastbound (towards village centre).



Located at:
Lat: 51.311657
Long: 0.175970



Position of volunteers

Position of SID

Safety Note: This site is NOT usable if obstructed by parked cars.

Speed Indication Device (SID): Position the SID on the tarmac surface near the road, adjacent to the waste bin. Do not obstruct the pavement or the road.

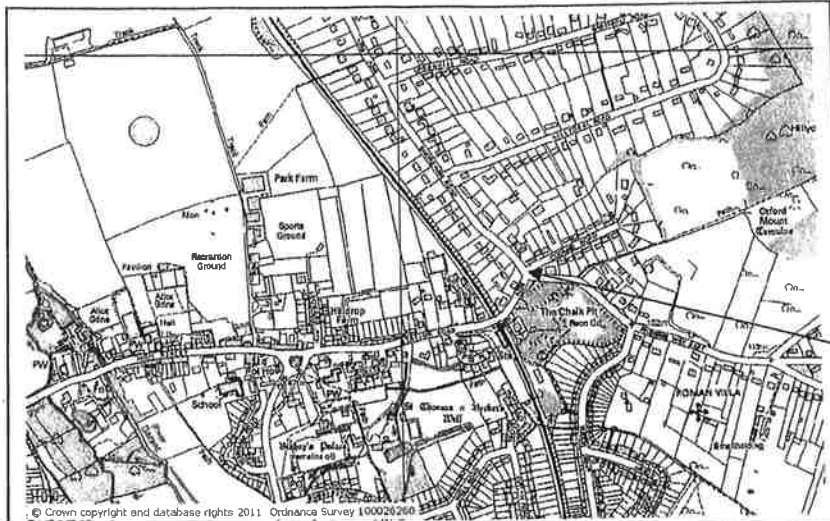
Volunteers: Operate on the tarmac or grass verge area in front of the SID but away from the road. Do not obstruct the pavement.

OTFORD SPEED WATCH SCHEME – SITE 11

A225 Shoreham Road – j/w Coombe Road and Pilgrim's Way East

Speed Limit: 30 mph.

Direction of traffic: Southbound (towards village centre)



Located at:
Lat: 51.314261
Long: 0.197996



Position of Volunteers

Position of SID



Speed Indication Device (SID): Position the SID around one metre (3 feet) away from the edge of the road. Do not obstruct the road, signs or sight lines for vehicle drivers using the junctions.

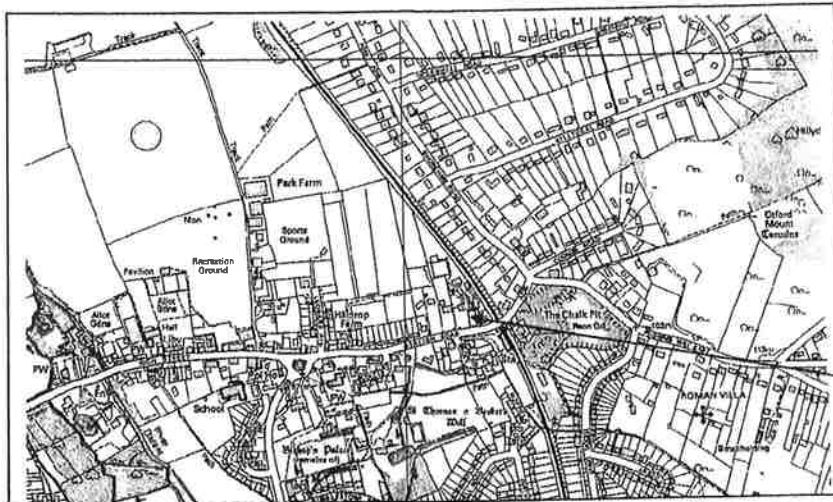
Volunteers: Position on the grass area in front of the SID across the pavement away from the road. Do not obstruct the pavement. Do not obstruct the road or sight lines for vehicle drivers using the junctions.

OTFORD SPEED WATCH SCHEME – SITE 10

A225 (Station Road) – opposite j/w Becketts Place – in school entrance*

Speed Limit: 30 mph.

Direction of traffic: Eastbound (away from village centre)



Located at:
Lat: 51.313344
Long: 0.195523



Position of volunteers

Position of SID

***Operation Note:** This site can only be used in collaboration with the school authority. Written permission, especially as to when and how Speed Watch roadside observations will be carried out, **MUST** be obtained before commencing activity. Do not use this site without permission.

Speed Indication Device (SID): Position the SID close to the edge of the pavement away from the road adjacent to the school sign. Do not obstruct the pavement.

Volunteers: Operate on the school entrance tarmac area in front of the SID away from the road. Do not obstruct the pavement. Be aware of and do not obstruct vehicles using the school entrance.

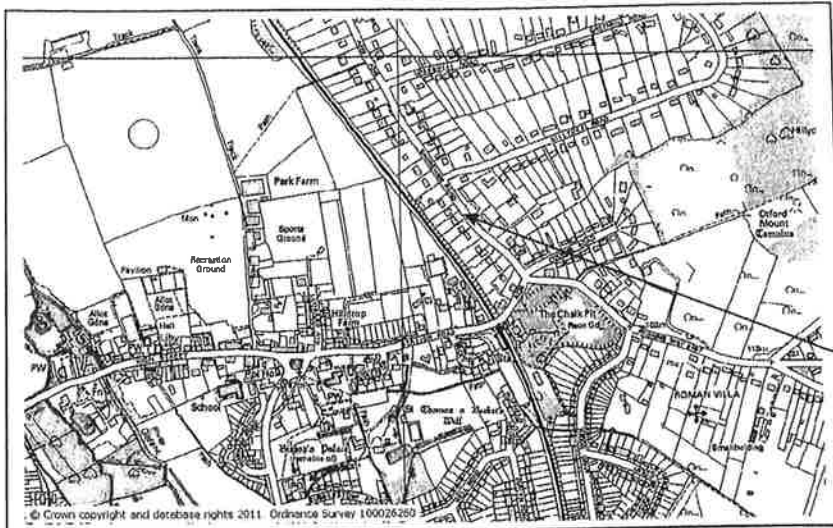
Safety Note: This site is NOT usable if obstructed by parked cars.

OTFORD SPEED WATCH SCHEME – SITE 13

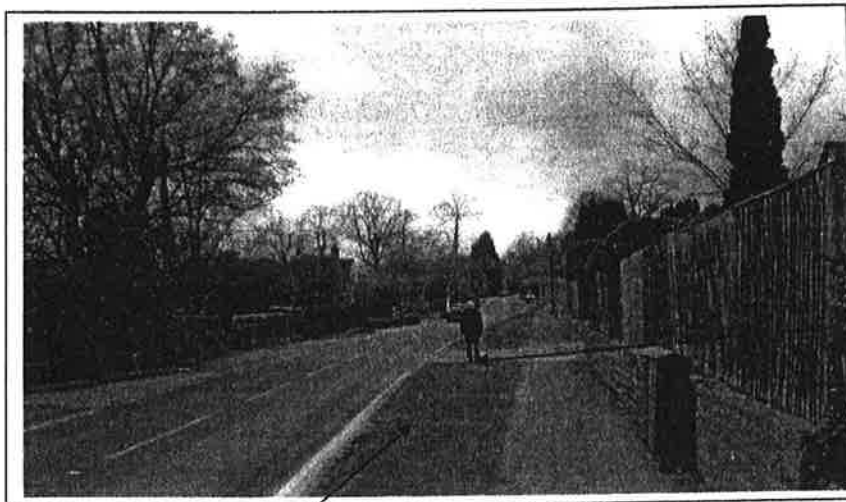
A225 Shoreham Road – opposite “The Den”, “Chandler House and “Swiss House” close to j/w Hillydeal Road

Speed Limit: 30 mph.

Direction of traffic: Southbound (towards village centre)



Located at:
Lat: 51.315957
Long: 0.195742



Position of volunteers

Position of SID

Speed Indication Device (SID): Position the SID on the grass verge towards the edge of the road. Do not obstruct the pavement, the driveways or the sight lines for drivers using the driveways.

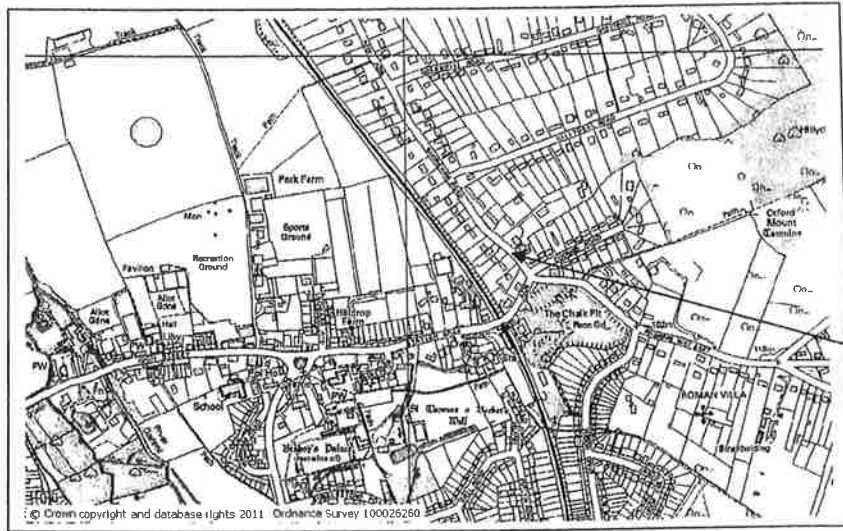
Volunteers: Position on the grass area in front of the SID adjacent to the pavement away from the road. Do not obstruct the pavement, the driveways or the sight lines of drivers using the driveways.

OTFORD SPEED WATCH SCHEME – SITE 12

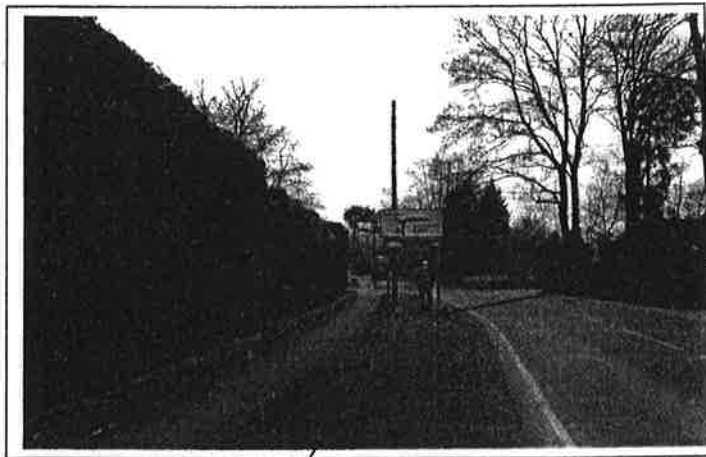
A225 Shoreham Road – opposite “Spring” and “Littlehurst” approaching j/w Pilgrim’s Way East

Speed Limit: 30 mph.

Direction of traffic: Southbound (towards village centre)



Located at:
Lat: 51.315105
Long: 0.196784



Position of SID

Position of volunteers

Speed Indication Device (SID): Position the SID on the grass verge towards the edge of the road in front of the road sign. Do not obstruct the pavement or the road sign.

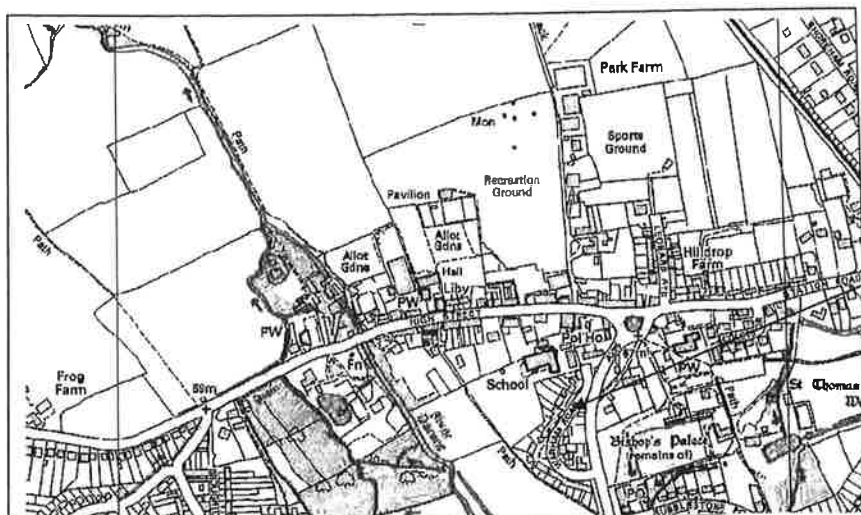
Volunteers: Position on the grass area in front of the SID adjacent to the pavement away from the road. Do not obstruct the pavement or the road sign.

OTFORD SPEED WATCH SCHEME – SITE 8

A225 (Sevenoaks Road) between j/w Warham Road and village pond

Speed Limit 30 mph.

Direction of traffic: Northbound (towards village centre) and Southbound (away from village centre).



Located at:
Lat: 51.311346
Long: 0.189398



Positions of SID

Positions of volunteers



Safety Note: This site is NOT usable if obstructed by parked cars.

Operational Note: Southbound traffic might be obstructed by northbound vehicles.

Speed Indication Device (SID): Position the SID close to the edge of the grass verge by the pavement. Do not obstruct the pavement.

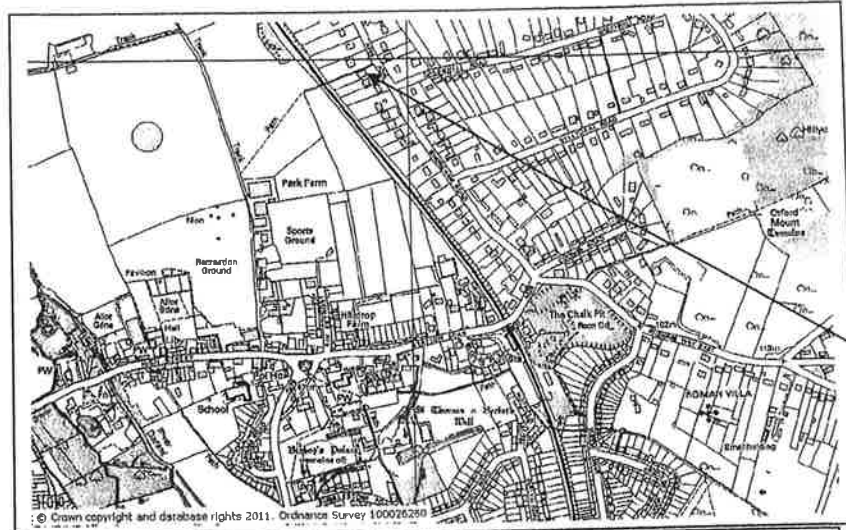
Volunteers: Operate on the grass verge area in front of the SID but away from the road. Do not obstruct the pavement.

OTFORD SPEED WATCH SCHEME – SITE 14

A225 Shoreham Road – outside “Tanglewood” – close to j/w WB public footpath

Speed Limit: 30 mph.

Direction of traffic: Northbound (away from village centre)



Located at:
Lat: 51.318385
Long: 0.193162



Position of SID

Position of volunteers

Safety Note: Be aware of, and do not obstruct vehicles using the driveway.

Speed Indication Device (SID): Position the SID on the driveway towards but not very close to the edge of the A225. Do not obstruct the driveway or the sight lines for drivers using the driveway.

Volunteers: Position on the driveway area in front of the SID away from the road. Do not obstruct the driveway or the sight lines of drivers using the driveway.

Operation Note: The permission of the land owner must be obtained in writing before undertaking Speed Watch activity at this site.

Local Councils in England

Annual return for the year ended 31 March 2011

Local councils in England with an annual turnover of £1 million or less must complete an annual return summarising their annual activities at the end of each financial year. In this annual return the term 'local council' means a Parish Meeting or a Parish Council or a Town Council.

The annual return on the following pages is made up of four sections:

- Sections 1 and 2 are to be completed by the person nominated by the local council.
- Section 3 will be completed by the external auditor.
- Section 4 is to be completed by the local council's internal audit provider.

Each council must ensure this annual return is approved no later than 30 June 2011.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Please complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns may require additional external audit work and incur additional costs.

Please send the annual return, together with your bank reconciliation as at 31 March 2011, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

If required, your auditor will identify and ask for any documents needed for audit. Unless requested, please do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of sections 1, 2 and 3.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements for

OTFORD PARISH COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2010 £	31 March 2011 £	
1 Balances brought forward	61,901	31,048	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 (+) Annual precept	102,000	104,550	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	70,719	62,135	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	34,737	40,270	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	6,442	6,442	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	162,394	123,892	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	31,048	27,129	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	31,565	28,075	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 and long term assets	922,168	916,318	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	56,355	53,461	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable disclosure note)	N/A	N/A	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

66685

70604

I certify that for the year ended 31 March 2011 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 13/06/2011

I confirm that these accounting statements were approved by the council on:

13/06/2011

and recorded as minute reference:

8. A. 14

Signed by Chair of the meeting approving these accounting statements.



Date 13/06/2011

Section 2 – Annual governance statement

We acknowledge as the members of OTFORD PARISH 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 2011, that:

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

This annual governance statement is approved by the body and recorded as minute reference

B.A.15
dated 13/06/2011

Signed by:

Chair [REDACTED]
dated 13/06/2011

Signed by:

Clerk [REDACTED]
dated 13/06/2011

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given, and describe what action is being taken to address the weaknesses identified.

Section 3 – External auditor’s certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2011 of

STFORD PARISH COUNCIL

Respective responsibilities of the council and the auditor

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

- summarises the accounting records for the year ended 31 March 2011; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor’s report

~~(Except for the matters reported below)*~~ on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation 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 council:

(continue on a separate sheet if required)

External auditor’s signature 

External auditor’s name L. E. CROSS Date 30 JUNE 2011

This certificate and opinion have been prepared by the Audit Commission and are provided to you for information only. We do not provide any other services. For further information please refer to the Audit Commission’s publication entitled ‘Statement of Responsibilities for Auditors and of Audited Small Bodies’.

Section 4 – Annual internal audit report to

OTFORD PARISH COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2011.

Internal audit has been carried out in accordance with the council'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 the council.

Internal control objective	Agreed? Please choose from one of the following Yes/No*/Not covered**
A Appropriate books of account have been kept properly throughout the year.	YES
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	YES
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	N/A
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES
H Asset and investments registers were complete and accurate and properly maintained.	YES
I Periodic and year-end bank account reconciliations were properly carried out.	YES
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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES
K Trust funds (including charitable) The council met its responsibilities as a trustee.	N/A

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit **BRIAN EDWARDS BEACOM FCA**

Signature of person who carried out the internal audit Date **10-05-2011**

*Note: if the response is 'no' please 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 relevant audit was carried out and who was the next planned one. If no audits are required, please state why (add separate sheets if needed).

Sevenoaks District Council

The Big Community Fund 2011/2012 Scheme Guidelines

1 Aims of the scheme

The scheme exists to help Members to work with their local communities to improve their area. In particular:

- 1.1 To make physical improvements to the area;
- 1.2 To strengthen local communities;
- 1.3 To help more vulnerable people in local communities
- 1.4 To improve safety and well-being in local communities

2 Maximum grant available

Members are invited to submit applications for projects in their ward at any time during the year. The maximum grant available for any single application is £3,000. Members can work with Members in other wards and submit an application for a maximum of £6,000.

There is no restriction as to the number of applications a Member can submit in any one year. However, the Members' Project Appraisal Panel will take into account the value of previous grants in the ward when making their decisions.

A total of £10,000 will be made available each month.

3 Eligibility

Members can put forward an application for a project to be delivered by any 'not for profit' organisation offering open access to the community unless they are:

- 3.1 schools or parent teacher organisations;
- 3.2 Church councils; however, applications from voluntary organisations linked to a church or religious body will be considered;
- 3.3 individuals seeking sponsorship;

Members can put forward an application for the District Council, town or parish councils to deliver a project. Other statutory bodies are not eligible.

Any delivery organisation other than the District Council, town or parish council must have a constitution and bank account.

4 What the scheme will fund

Projects that demonstrate benefits to a local Community and will have a lasting positive effect. The scheme will not contribute to any form of on-going running costs.

5 The Local Members' role

Local Members can:

- Promote the Scheme in their ward
- Work with and consult local community groups, voluntary organisations or town and parish councils to identify and plan projects that meet an identified local need;
- Satisfy themselves of the feasibility and long-term sustainability of the project;
- Liaise with other Local Members in their ward to ensure that the project is supported by all Members;
- Submit an application in partnership with the local delivery organisation, to include a supporting statement from the Local Member and confirmation that other Local Members' views have been taken into account;
- For approved projects, ensure that the District Council's support is acknowledged in any publicity, attend any launch or local event regarding the project and submit a short summary of the project for the Members' Bulletin;
- Monitor the project 6 months after the funding approval to ensure that it is progressing well.

6 The decision-making process

Applications will be referred to a Project Appraisal Panel made up of Members. The Project Appraisal Panel will consist of 15 Members who have been trained in appraisal techniques and who will follow an approved appraisal process. Members will sit on the Panel on a rotating basis and a minimum of 5 Members will form a quorum.

Decision-making will take account of the following:

- 6.1 The extent to which the application meets the Aims of the scheme;
- 6.2 Value for money. This will take account of the cost and benefit of the scheme, including whether the project will attract funding from elsewhere;
- 6.3 The extent to which the application has involved local people and meets an identified local need;
- 6.4 The feasibility, long-term sustainability and innovation of the project;
- 6.5 The extent to which the application is a one off project with no on-going need for running costs; and
- 6.6 The extent to which the ward has already benefitted from the scheme.

Where applications are not approved, the Project Appraisal Panel will recommend clear reasons for refusal. The Panel may invite re-submission of applications if insufficient funds are available in any one month or if a minor change in the project would increase its chances of success.

Performance monitoring

- 7 Performance monitoring will be 'light touch'. The Project Appraisal Group will set simple performance indicators for each project recommended for approval and the grant will be conditional upon those indicators. At the end of the 12 month period following approval, the project delivery organisation will be asked to report back on the achievement of the performance indicators and the spending of the grant. Any funding not spent on the project should be returned to the Council.

Submitting completed application forms

- 8 Please note that original signatures are required on the application form.

Please return this form by post or by hand to:
Simon Davies
Partnership & Project Officer
Community & Planning Services Department
Council Offices
Argyle Road
Sevenoaks
Kent TN13 1GP

Sevenoaks District Council

Big Community Fund

Application form

1	Name of ward: White Oak & St. Mary's
2	Name of Member: Cllr. Mrs Janet Sargeant & Cllr. Mark Fittock
3	Name of delivery organisation: Swanley Town Council Address of delivery organisation: Civic Offices, St. Mary's Road, Swanley Kent BR8 7BU Name of the main contact who will be accountable for the delivery of the project: Brian Daley Telephone number of main contact: 01322 665855
4	Description of Project: One off maintenance work to lower hedge height, raise tree crowns to create views into and out of the park. this will make the park safer and more attractive. Provide additional seat and security post to allow 2 gates to be open. The current maintance contract with Swanley T.C is for the basic requirements to the park i.e Cut the grass, and keep in a general clean and safe state. As this park is about 23 years old, the Hedge and Shrubs have not had any attention, they have been allowed to grow wild! get very high etc. With this grant to reduce the height etc, these hedges and shrubs etc will be maintained in the future at the new lower height. under the current contract.
5	Total project cost: £ 4547.00 How will the money be spent? Purchase new seat and install, Purchase security post and install, High level tree prunning, Hedge and large shrubs Reductions. Contributions from other funders if applicable: Amount requested from the SDC Big Community fund: £4547.00

be responsible and how will this be funded?

There will be a contract in place with Swanley T.C for the maintenance for the Park

11


Supporting statement from the sponsoring Local Member:

For the past 5 years an enormous amount of Swanley residents, from all age groups have informed/contacted me with their concerns of the safety when they are within this Park due to the Density of the High Hedges and Shrubs. It will bring LIFE into this lovely Park.

by using Swanley T.C. park Staff for this project the vat can be reclaimed making this a very good value for money project.

Please note the following documents attached.

- *1. 2 Photographs.
- *2. Detailed Map of Proposed Works and Letter of Explanation.
- *3. Photographs of Cast Iron Seat and Removable Post.

Signed  (sponsoring Local Member)

12

Agreement of other Local Members that they are happy with the proposed project:

Signed (Local Member)

Signed (Local Member)

13

Declaration by project delivery organisation:

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed Date

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy

6 Your community

How have you been able to involve the local community in planning this project?

Myself and Cllr. Mark Fittock have spoken with some of the near by Senior residents from the following retirement complexes being Kennett Court and Inglewood, also residents at White Oak Court.

Members of Thursday Club who meet weekly and have a membership of 75. Some of these members will arrange a litter pick every couple of months.

Staff and Management at Asda Store Swanley.

SWAG being Swanley White Oak Action Group,

7 What is the need for the project?

Bartholomew Park is owned by Sevenoaks D.C., this park is in a good central position in Swanley Town Centre, sadly it is not used to its full potential by residents who live in Swanley or visitors to the area.

People who have ventured into this park state they find it too intimidating / frightening due to the high hedge and trees at the front, and large over grown very high shrubs and saplings inside of the park area. Also only 1 gate which is both entrance and exit.

Overall aim is to increase the use of the park and improve safety and visibility for users.

8 Long term benefits

Please comment on the lasting effects of the project:

The one - off works will be maintained at the new height, and community safety / greater use of the park will result. More residents will use the park.

9 The impact of your project

How will you know whether the project has been a success?

Visual improvement into the Park will be immediate and increase use.

An enormous amount of Senior residents would like to sit in this park on a nice Spring, Summer or Autumn day, when either on their way to the shops or on their way home. They are currently too frightened to use the park with the high hedge and only 1 entrance / exit gate.

Staff at Asda have informed me on good weather days they will be happy to spend their lunch break relaxing in the park giving them a break from long hours inside the Store, once these improvements have taken place.

10 Ongoing costs

If there is an on-going need for maintenance or management of the project, who will

12 Agreement of other Local Members that they are happy with the proposed project:

Signed ..  (Local Member)

Signed  (Local Member) 

13 Declaration by project delivery organisation:

I confirm that my organisation will be responsible for the grant and the delivery of the above project and any on-going maintenance or management. I confirm that the organisation has an equalities policy or has signed the attached District Council's Equality Statement.

Signed Date 31/5/12

Please remember to include the following documents with your application:

- A copy of the constitution of the delivery organisation
- A copy of the latest audited accounts of the delivery organisation
- A signed copy of the Equality Statement, or a copy of the delivery organisation's equalities policy

EQUAL OPPORTUNITIES STATEMENT

SWANLEY TOWN COUNCIL (Insert name of organisation) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- ❖ Race, colour, nationality, ethnic or national
- ❖ Sex, marital status or caring responsibility
- ❖ Sexuality
- ❖ Age
- ❖ Physical or mental disability or mental health
- ❖ Political belief or religion
- ❖ Class
- ❖ Health status
- ❖ Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

I confirm that my organisation is committed to equal opportunities

Signed (on behalf of the organisation)



Designation:

Asst. Town Clerk (Community)



Councillor Sargeant

28 May 2012

Dear Councillor Sargeant

Re: Sevenoaks District Council's Bartholomew Way Town Park

Further to our conversation, I have provided a plan of the park together with the proposed works we discussed for your councillor grant application. You identified a need to improve the perceived safety of some users by reducing the external boundary hedge height, raising the crowns of the mature trees and reducing the height and width of some of the large shrubs.

The Town Council is maintaining this park in accordance with the specification on behalf of Sevenoaks District Council (SDC). If these works are approved, they would be one-off works and the ongoing maintenance would continue as within the contract and currently undertaken, but the shrubs and trees would simply be maintained at the new heights.

I was seeking estimates for other tree works and invited a company to submit an estimate for all of the tree and shrub cutting works. This estimate is £3750 + vat. If the Town Council were to undertake the works if we could programme in autumn/winter, there are some of the higher level tree works that my colleagues are not qualified to undertake and I would select the same tree company for this work at a cost of £1850 + vat. All of the other works including the shrub and hedge cutting, low level tree works and also the installation of the new seat and new security post the Town Council parks team could undertake for £1,900 + vat. The woodchip generated from the works would be retained and used as a mulch on the site.

You said that residents had asked for the gate near the bus shelter to be open so that there are two entrances/exits. Currently, this gate is only used for maintenance access, but if a security bollard that could be removed was securely installed behind one gate, then the other could remain open and not create a problem of unauthorised vehicle access. I have attached a copy. This would cost £95 + Vat and delivery

You asked about the seats installed by the Town Council with arm rests and I have attached information. The seats cost £651 + vat delivered.

There would be other material costs of quick drying cement.

The Total costs (excluding VAT) would be:-

Tree and Shrub work and labour to install one new park seat and new security post	3750
New Seat (delivered)	651
Security Bollard	112
Materials	34
Total (excluding VAT)	£4547

part

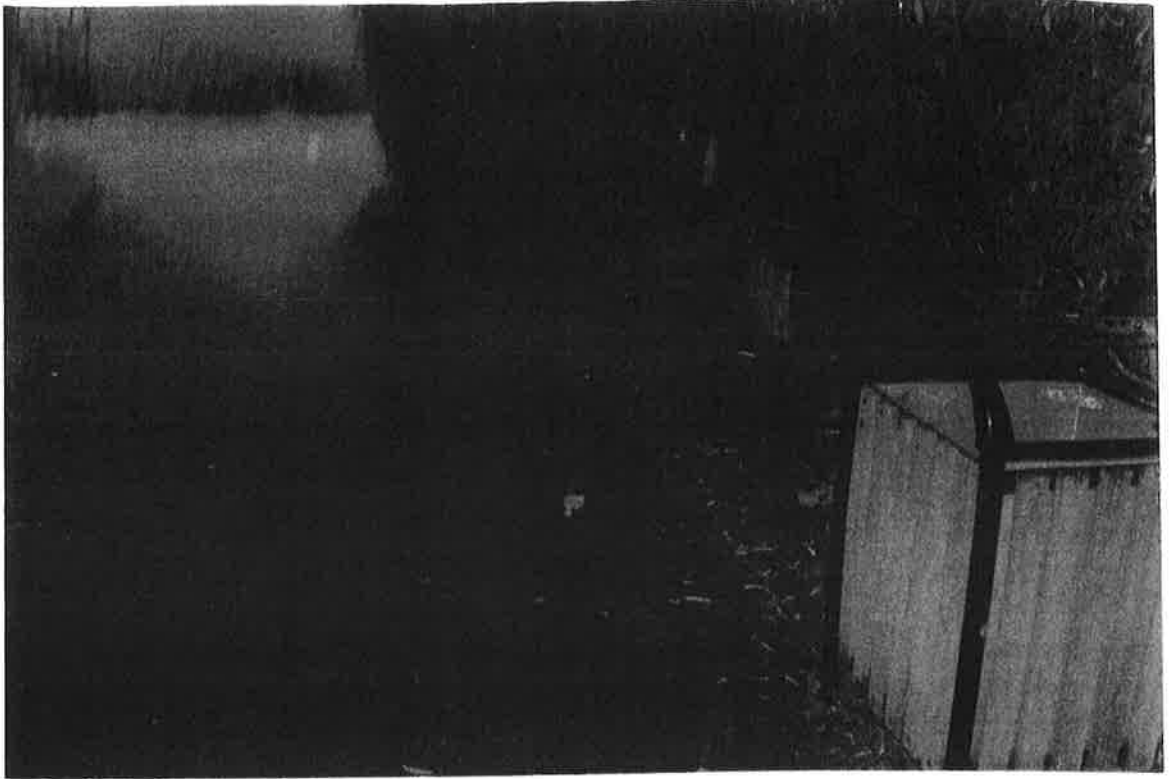
As the Town Council would be the responsible body, the vat can be reclaimed and the grant application could be excluding VAT figure above.

As the Town Council is merely the Contractor, (the park is owned by Sevenoaks District Council), I have passed a copy of the plan and outline of works to David Boorman, the Senior Parks and Car Parks colleague at SDC. I believe that provided that there are not any additional ongoing costs to the current contract David Boorman does not have any objection to the works as proposed taking place provided that there is community support.

Yours



Brian Daley
Chief Executive and Town Clerk



Brian Daley

Subject: FW: Tree work quotations

From: Trojan Tree Care [<mailto:info@trojantreecare.co.uk>]

Sent: 23 March 2012 08:18

To: Brian Daley

Subject: Tree work quotations

Dear Brian,

- 1) Park (opposite Asda) – To carry out height reduction work to the front hedge, crown lifting the Hornbeams behind. To heavily reduce the height of the shrubbery in 3 large beds in the centre, excluding large specimen trees, and to lightly reduce the height of the hedge backing on to the church as discussed on site. £3750.00 + VAT

Many thanks,

Jamie Saunders



T: 0800 0282 588 www.trojantreecare.co.uk

56 Hever Avenue, West Kingsdown, Sevenoaks, Kent, TN15 6HF
Registered in England & Wales No. 05763077 VAT Registered No. 882 5186 94

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SECURITY POSTS

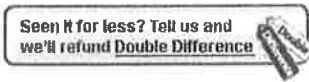
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- Heavy duty removable security post ideal for residential and commercial use on driveways or in car parks and garage forecourts.
 - Constructed from 100 x 100mm hollow section steel 4mm thick.
 - Secured by a high quality, stainless steel discus padlock with a hardened shackle and two keys (included).
 - Stands 800mm above ground level when installed.
 - Base unit submerged to a depth 250mm into the ground
 - Bright yellow powder coat paint finish ensures high visibility.
 - Zinc plated for protection against corrosion.
 - Lifts out when not in use and a flush steel cover protects the base unit.
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 - Includes DIY installation instructions.
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 - Available in [9 Sizes/Models](#)
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Availability: **In Stock**

£94.99
(£113.99 inc. VAT)

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- Ease of Use
- Build Quality
- Storage Capacity
- Security
- Value for Money

Of the **3** people who rated this product **100%** would recommend it.

Sort by:

Most Useful

Anonymous, Southampton, February 10 2012

Pros It has good visibility which I consider a good deterrent. Easy to install

Cons The quality of the padlock does not seem that good



Streetmaster (South Wales) Ltd, Woodlands Business Park,
 Ystradgynlais, Swansea SA9 1JW. mail@streetmaster.co.uk Fax: 01639 844106
 Tel: 01639 845394 www.streetmaster.co.uk

To: Liz Davies
 Fax No:

Date: 10th April 2012

PLEASE QUOTE REFERENCE No. AD/12/312		PLEASE CONTACT: ANWEN DAVIES
RE: GEORGIAN SEAT FOR SWANLEY TOWN COUNCIL		
To supply 1no 1800 Georgian standard Seat - with no end plate as standard with steel boards finished in street-tough black (or any of our twelve standard colours) and frames finished in black Acrylic Plus Coating @ £557.00 per seat		£557.00
To supply 1no set of K2T M10 tamper resistant pin-in-socket cap head bolts , (set of 4) @ £20.00 per set		£20.00
GOODS TOTAL		£577.00
Carriage and Packing (UK mainland except Scotland)		£74.00
TOTAL		£651.00

All prices quoted exclude V.A.T.

VAT @ 20%	£130.20
GROSS TOTAL (inc carriage & VAT)	£781.20

Delivery - After you have received your order confirmation, delivery will follow in approximately 3 -6 working weeks, although this may be extended at certain times of the year / due to the current world steel shortage. All goods are delivered with full assembly and installation instructions, and items delivered unassembled come with all necessary fastenings and the special keys required. Delivery is normally made using our own vehicles and personnel, to reduce the risk of damage to goods in transit. It is the customer's responsibility to ensure that there is suitable access for delivery vehicles to stores or off-load points. Delivery excludes off-loading, however our driver will be able to assist, and customers are always phoned in advance of delivery to make the necessary arrangements.

This quotation is valid for three months from the above date.

We would be prepared to supply these goods to you on an account basis, with our invoice payable within 28 days. If a contractor purchased these goods on your behalf, we would require payment against a Pro-Forma invoice.

Street-tough, Acrylic Coating and Acrylic Plus Coating are all available in any of twelve standard colours listed below inclusive in the price quoted **or** in any other BS or RAL colour at a surcharge depending on quantities ordered with £60 minimum charge. Standard colours: Black, Green BS 14C39, Green BS 14C40, Green, Green RAL 6029, Brown BS 08B29, Blue RAL 5013, Blue BS 20C40, Blue RAL 5017, , Red RAL 3001, Maroon RAL 3004 and Silver Grey RAL 9007.

Please ask for
 Anwen Davies

Cast Iron Seats

Cast iron seats have a visual appeal that is impossible to achieve with other materials, and are widely specified in environmentally sensitive areas. We manufacture three designs, the Georgian, the Victorian, and the Grafton, all of which are available as either seats (with backs) or benches (without backs). Standard and heavy-duty versions of all three designs are available, and most options can be specified with timber, steel or recycled plastic slats. All designs come in a variety of lengths, and special configurations are available that will enhance any landscape scheme. We also offer enhanced finish options for these seats, to improve their durability in aggressive environmental conditions (see page 16).

Standard versions use grade 250 grey cast iron for the castings, which is cost effective and durable, and suitable for most normal purposes. It has considerable strength, but will break if subjected to sudden severe shocks, such as those caused by traffic accidents, or extreme vandalism. Standard versions have generously sized boards to give a comfortable sitting position. The boards on timber slatted versions have an intermediate stainless steel reinforcing strap on the back and base.

Heavy-Duty versions have grade 450/10 malleable spheroidal graphite (ductile) iron castings, which are

even stronger than the grade 250 grey iron used in our standard versions. Ductile iron is virtually unbreakable in even extreme circumstances, so will withstand the worst vandalism. Our timber slatted heavy duty seats have thicker base boards than the standard versions (except for the Grafton which has thick boards in both versions), and two sets of reinforcing straps, to make them even more rigid.

On both versions the boards can be renewed individually should they become damaged, without dismantling the whole seat, which greatly facilitates maintenance.

End frames can be provided with a crest or logo, or with the date, if preferred. The 130mm diameter of the plaque enables the logo to be clearly seen at a distance, when compared with the smaller plaques generally found on other manufacturers' products.

Standard fastenings are stainless steel countersunk socket screws with nyloc nuts. Pin-in-socket security screws are available as an option. The feet have cast-in slots for bolting down, and a variety of installation kits are available (see illustrations on page 23).

These seats are frequently specified for commemorative purposes for which several types of plaque are available (see page 3 - 6).

Cast
Iron
Seats

Swanley Town Council

Balance Sheet


31 March 2011

	Notes	2011 £	2011 £	2010 £
Fixed Assets				
Tangible Fixed Assets	8		4,312,848	4,278,119
Current Assets				
Stock	11	38,565		32,902
Debtors and prepayments	12	77,258		69,368
Investments		1,140,069		1,150,384
Cash at bank and in hand		102,407		83,719
		<u>1,358,299</u>		<u>1,336,373</u>
Current Liabilities				
Provisions		-		(3,495)
Current Portion of Long Term Borrowings		(4,706)		-
Creditors and income in advance	13	<u>(250,589)</u>		<u>(225,362)</u>
Net Current Assets			1,103,004	1,107,516
Total Assets Less Current Liabilities			5,415,852	5,385,635
Long Term Liabilities				
Long-term borrowing	14		(95,294)	-
Deferred Grants	15		<u>(227,368)</u>	<u>(210,993)</u>
Total Assets Less Liabilities			<u>5,093,190</u>	<u>5,174,642</u>
Capital and Reserves				
Capital Financing Account	16		4,070,294	4,127,012
Usable Capital Receipts Reserve	17		334,733	334,733
Earmarked Reserves	18		389,612	431,092
General Reserve			298,551	281,805
			<u>5,093,190</u>	<u>5,174,642</u>

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2011, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 29th June 2011 .

Signed: 
Cllr T. Searles
Chairman


Mrs Veronica Brazier
Responsible Financial Officer

Date: 29/6/11

29/6/11

The notes on pages 11 to 19 form part of these statements.