

## Supporting Paperwork for Brede Parish Council meeting 27<sup>th</sup> September 2022

### Working Parties

Newsletter To see the first draft of the November newsletter

### Item 11

To ratify the decision to send letters to the Secretary of State and Malcolm Johnson by the clerk under delegated powers, regarding the concerns about planning application RR/2022/840/P

### Item 12

Event Poppies are available from the British Legion for a minimum £3 donation each. I would suggest perhaps 4 for the Village Green, to attach to the bench, tree or planters, and another 6 along the Recreation Ground fence. For that I would recommend a £50 donation, which can be paid from s137 monies. Poppies would be put up (with cable ties) at the beginning of November and removed around the 20<sup>th</sup> and stored for the next year.

### Item 13

External Auditor. Every 5 years the external auditor is appointed for smaller authorities such as Brede, including the charges to be made. As a council you have the choice to opt out and arrange for your own external audit, but there are stringent rules about who and what they must do, The recommendation from NALC and SLCC is NOT to opt out, and I would agree with that.

Email from SAAA copied below.

Dear Clerk/RFO/Chairman, Brede Parish Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

**All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to [admin@saaa.co.uk](mailto:admin@saaa.co.uk).

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

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### **Opting-out**

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at [www.saaa.co.uk](http://www.saaa.co.uk)

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

### **Item 14**

Costs and recommendations for trees. Container trees are considered better for planting than bare root trees even in Autumn.

Common Oak tree 175-200cm Container £74.94  
Same as jubilee tree, leaves turn brown in Autumn

Pin Oak 175-200cm Container £59.50  
Leaves turn scarlet in in Autumn

Red Maple (autumn Blaze)175-200cm container £69.50  
Red orange and yellow leaves in Autumn, green for summer

Red Leafed Maple (Crimson King) 150-175cm Container £69.50  
Dark purple red leaves turning crimson red in autumn

Hedging for corner of Recreation ground  
Hawthorn hedging 60-80cm £19.20 for 10

There has also been a request for a tree or trees on the corner of Oakhill Drive. Having made enquiries from ESCC the following costs would be involved

Application to plant a tree (per tree) £60.81  
Licence to excavate on the Highway £404  
CAT scan for underground cables before excavation Costs unknown  
Contractor with fill 10M public liability insurance to plant tree Quote required  
Visibility Splay check to be undertaken  
Liaison with neighbouring properties before planting

(Note planting on Junctions, under street lights or any other location which could become an obstruction is forbidden)

The council would then also be responsible for the yearly tree inspection and any tree works required. Also for any costs should there be any damage from the tree falling or shedding a limb.

#### **Item 15**

Following the successful grant application for £10990 towards play equipment, the costs of the play equipment has risen again, (due to the current financial climate). Total costs will be £22699.47. Brede Parish Council will need to agree a spend of £11709.47.

Water is needed on site to complete the build and we have none now. A water bowser to provide the required water will costs £296.92

There is also the option to purchase a three year compliance package. The first year is free, they come out three times a year, to check the equipment, tighten any loose fixing and replace any missing caps. A further two years can be purchased at a cost of £770. IF council choose to go for it, payment is due at the end of the first year, but there is the option to cancel at that point.

Planning permission may be required, I am just checking.

**£22,549.59, plus costs of water, £292.92 and the 3 year compliance package for £770**