

AGENDA

A meeting of Hildersham Parish Council
will be held on Tuesday 2nd July at Hildersham Village Hall , starting at 7.00pm

22. APOLOGIES

23. DO COUNCILLORS HAVE ANY INTERESTS TO DECLARE IN THE ITEMS TO BE DISCUSSED DURING THE MEETING? HAS THE CLERK GRANTED ANY DISPENSATIONS under section 33 (1) of the Localism Act on the basis set out under section 33(2)?

24. REVIEW THE INTERNAL AUDITOR'S REPORT AND RECOMMENDATIONS MADE.

25. REVIEW AND APPROVE THE YEAR-END FIGURES ON THE BALANCE SHEET AND THE INCOME AND EXPENDITURE SHEET AND APPROVE THE SUPPORTING STATEMENT.

26. COMPLETE THE SECTION 1 - ANNUAL GOVERNANCE STATEMENT FIRST , SIGN AND DATE IT.

27. REVIEW AND APPROVE THE COMPLETE SECTION 2 - ACCOUNTING STATEMENT FOR 2018/2019, SIGN AND DATE IT.

28. ITEMS FOR THE NEXT MEETING ON 9TH JULY.

INTERNAL AUDIT NOTES – 31 MARCH 2019

HILDERSHAM PARISH COUNCIL

A review of the financial records kept by the Parish Clerk and a comparison of the financial statements reported to the PC, including considering any unusual items or disclosures in the financial records provided and seeking explanation from the Parish Clerk, has been undertaken. No matter has come to my attention which raises concern that in any material respect requirements to keep financial records have not been met

In carrying out the review the following comments are made:-

1 Minutes

- 1.1 All minutes were provided with their accompanying financial statements and were signed to denote approval and the Clerk's usual high standard of documentation is noted.
- 1.2 All meetings had the required number of councillors in attendance and it is noted that the PC adopts the practice of proposing and seconding its decisions and obtaining three quotations.
- 1.3 It is noted that each item in the minutes is sequentially numbered throughout the year, which shows the records are complete.
- 1.4 It is noted that the four councillor's attendance was excellent and that P Cousins was co-opted in March 2019 to fill a long-standing vacancy.
- 1.5 It is noted that the money allocated at the end of 2017/18 has been spent as approved. For 2018/19 the allotment noticeboard approved was not purchased by the year end and the approved solicitor's fee of £500 regarding Community Land Trusts was outstanding at the year end. A slide for the play area has been approved for 2019/20 and grass cutting contracts were reviewed.
- 1.6 The annual website fee of £150 is noted. Also, that the Parish Nurse Scheme was donated £3,000 covering 2019 - 2021

2 Bank Statements

- 2.1 Bank statements for the current and three deposit accounts covered the whole financial year, with the exception of the Aug 2018 allotment account, and all interest is paid gross.
- 2.2 It is noted that the deposit account s106, opened in 2011, where money has to be spent within 10 years of receipt, purchased new play equipment and funded the ditch clearance.
- 2.3 The financial sheets provided at each meeting give the PC bank reconciliation's and a budget/spend comparison.

3 Receipts

- 3.1 Overall the documentation supplied gives a full picture of monies received.
- 3.2 The PIBs were supplied covering the whole financial year and receipts were accounted for in the bank statements and receipts spreadsheet; where the receipts spreadsheet analyses monies received under each category.
- 3.3 A list of allotment holders and receipts paid was available this year and it is noted that a few invoices were unpaid at the year-end totalling £102.73. **Clerk to chase up outstanding payments.**
- 3.4 There is no paperwork for the receipt in 2018 of £15 from Miss Binney, but this is a long-standing arrangement received by direct credit. **This is a bank transfer so no paperwork**
- 3.5 **It is noted that the net allotment monies for the year are transferred to or from the allotment account after the year-end and £3,395.22 (if all VAT is claimed – chqs 1386, 1409 and 1410 totalling £55.37) is due for transfer from the allotment account.**
- 3.6 **£1,190 is due for transfer from the s106 account. – to be transferred by Clerk**

4 Payments

- 4.1 The chq books for the whole period were supplied for review and all payments were authorised by 2 councillors as required.
- 4.2 All payments were accounted for in the bank statements with the expense spreadsheet analysing monies into their category.

- 4.3 Chqs 1382, 1383 and 1401 have no paperwork and the Clerk is aware of this but they are obviously for the PC. Two of above payments have acknowledgement receipts from payee in file & missing invoice added to folder.

INTERNAL AUDIT NOTES – 31 MARCH 2019

HILDERSHAM PARISH COUNCIL (continued)

4 Payments (continued)

- 4.4 Before large value chqs are issued it is advisable to check the cash flow to avoid any bank fees.
4.5 The Clerk's expense claims, though increasing, still seem to be for small amounts.
4.6 There is an exemption certificate from the External Auditor so there was no fee for 2018/19.
4.7 The insurance fee has been paid after the year-end which decreases the expenditure for the year.
4.8 It is noted that chq 1333 has not cleared and it is now more than 2 years old so can be w/o.
4.9 It is noted that Chq 1414 was void and that chqs 1415, 1416 and 1417 were uncleared at the year end.

5 VAT

- 5.1 The VAT total for the year needs to be increased by £170.07 being the VAT on payments made with chqs 1382, 1386, 1408, 1409 and 1410 not being claimed in the spreadsheet. This gives a total claim of £1,244.24. * - VAT is reclaimed against invoices not s/sheet so all monies are reclaimed.
5.2 The VAT claim for 2017/18 was not received in the year. This was £2,129.90. To be done

6 Salary

- 6.1 It is noted that the Clerk remained the only employee at the end of the year, and that tax was paid to HMIT accordingly, agreeing with the P60.
6.2 The minutes indicate that the Clerk's salary increased in line with NALC's guidelines.

7 Insurance

- 7.1 It is noted that the insurance is reviewed periodically and amendments made accordingly to keep it in line with the asset register. However, the circular bench value is £696.48 in the register while the insurance says £627.29.
7.2 ~~Should the swing be added to both the register and insurance?~~ To be done by Clerk
7.3 It is noted that Play Safety carried out an annual inspection of the play equipment.

8 Fixed Assets

- 8.1 I understand that figures are increasing in line with additions, re-evaluation and insurance but see 7.1 above.

9 Budget

- 9.1 As in previous years the accounts include VAT, which is later reclaimed, so give a slightly distorted overview though it is understood that the financial situation/cash flow is easier to maintain if the figures include the VAT.
9.2 The financial statements show that actual figures were reviewed against budget figures at every meeting. Overall, both receipts and payments were under budget for 2018/19.
9.3 At the end of the year the receipts were less than payments. The receipts will be increased slightly by the outstanding VAT claims of £3,374.14.
9.4 The budget for 2019/20 was supplied and it was agreed that a precept of £12,000 should be increased to £13,000 with less money earmarked for projects. If receipts and payments are as per the budget it will reduce the PC's reserves yet further.

10 Statutory Records

- 10.1 Various statutory records were supplied in the paperwork and it is noted from the minutes that these and declarations of acceptance and interests are reviewed and updated regularly and that declarations of interest are declared in the minutes.

11 Accounts

- 11.1 I have annotated the accounts in pencil where the above points have required it but none of the changes affect the overall financial situation.

INTERNAL AUDIT NOTES – 31 MARCH 2019

HILDERSHAM PARISH COUNCIL (continued)

12 Annual Return

- 12.1 The bank reconciliation and Annual Return figures agree.
12.2 I have no internal audit page to declare and sign?
12.3 Do you still need an internal audit if you are exempt from an external audit?

M Parrish
07/06/2019

* Yellow highlight indicates VAT claims I have added. Copies can be requested where paperwork is missing and the minutes show that materials were purchased for the PC's use and authorised \ x .

VAT Claim 2018/2019				
Date	Detail	Ch. No.	Total	VAT
08.05.18		1381		836.17
08.05.18	Playsafety	1382	88.20	14.70
11.06.18	DRE Pest control	1386	204.00	34.00
11.09.18		1393		238.00
11.12.18	Nextnorth- website	1408	600.00	100.00
11.12.18	Tony Dellow - allot tap work	1409	63.01	10.50
29.01.19	Mark Logan - tap parts	1410	65.21	10.87
			7,465.44	1,244.24

Note: If the PC is going to start paying expenses by Faster Payments rather than cheques you will have to get the paperwork for these payments initialled to denote approval or make sure they are on the financial statements and get those initialled twice.

Hildersham Parish Council -Receipt and Payments at 31st March 2019

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Precept	12,000.00	Clerks pay	2,444.32
Interest (land a/c)	3.55	Inland Revenue (PAYE)	339.40
Interest (HPC a/c)	12.37	Administration costs	834.89
Interest (s106)	3.01	Auditors	200.00
Allotment/land income	1,276.63	Membership	173.24
CCC verge main't	334.83	Play area expenses	853.20
Section 106 funds	0	Insurance	paid April
VAT	0	Grass cutting - verges	500.00
other	0	General maintenance / Tree work	867.13
Total	<u>13,630.39</u>	Pedestrian lighting	461.04
		Donation	3000.00
		Local Highway Improvement Scheme	0
		Allotment costs	4,727.22
		Section 106 expense (swing/ditchwork)	6,445.02
		Village Hall costs	2,390.00
		Total	<u>23,235.46</u>

<u>Year end summary</u>	<u>£</u>
Balance b'f April 2018	<u>45,868.02</u>
Receipts	13,630.39
	<u>59,498.41</u>
Less payments	23,235.46
Balance at 31st March 2018	<u>36,262.95</u>

Bank Reconciliation

Business Instant Access a/c at 31st March 2019	<u>£</u>
	19,099.12
* Land and allotment income a/c at 31st March 2019	7,027.12
Treasurers account balance at 31st March 2019	6,826.53
**Business bank instant account (s106) balance at 31st March 2019	3,886.40
Total at bank	<u>36,839.17</u>

<u>Less unrepresented cheques at 31 March 2019:</u>	<u>Chq no.s</u>	<u>£</u>
AWB-2017	1333	70.00
	1414	VOID
	1415	435.42
	1416	40.80
	1417	30.00
Total value of uncleared cheques		576.22
Bank account total less unclear cheques=		<u>36,262.95</u>

* **Funds in the Land and allotment income account** are to be transferred to a charitable trust to administer the land and allotments, when it is established, and may only be spent on the land by the Council. £893.96 was spent to improve the allotment boundary hedge & £725.00 on tree work in 2014 & in 2016 £3,478.80 was spent refurbishing the barn. £195 was spent in 2017-18 on treework and tap fix and in 2018/19 £4727.22 was spent on new fencing, a tap & pest control.

****Funds in the section 106 a/c** are mainly for open space projects, £1152 spent on improving field ditch drainage & £2094.80 on play equipment in 2014 and £2470.80 expanding /refencing the play area in 2016. In 2018-19 £6445.02 incl vat was spent on a swing & paying for ditch clearnace done in 2017.

£9,500 to date has been earmarked to help fund refurbishment or building a new village hall, plus in 2016 council allocated a further £4258.90 = £13,758.90, less £502.50 for submitting the planning application and £1585 for internal (2015), in 2018-19 £2390 was spent on more internal improvements, therefore £11,281.40 remains. (£1000 contribution for 2018-19 included).

The above statement represents fairly the financial position of Hildersham Parish Council at 31st March 2019.

Hildersham Parish Council – supporting statement for year ending 31st March 2019

Assets

Community assets:	Recreation Field	Nominal value	£1
	North & South Holdings	Nominal value	£1
	Allotments	Nominal value	£1
	Village Green	Nominal value	£1
Other fixed assets:	Village Hall	Insurance value	£331,933.13
	Hall equipment	Insurance value	Trust insure
	Barn on allotment land	Insurance value	£13,367.34
	Bus shelters – 2	Insurance value	£8,751.06
	Play equipment	Replacement value	£13,464.43
	Benches – 4	Replacement value	£1,996.39
	Notice boards x 2	Replacement value	£2,143.02
	Village sign	Replacement value	£1,331.32
	Salt bin – 1 (not on policy)	Replacement value	£110.00
	Circular bench	Replacement value	£696.48
	Telephone kiosk	Replacement value	£2,436.10
	Solar-powered light	Replacement value	£3,199.97
	Total value		£379,946.53

Borrowing: Nil

Allotment Land Tenancies invoicing for 2018-19:

G Franklin	Allotment land	£853.70
G Cutter	Allotment	£60.00
D Palmer	Allotment – 2 yrs (2017/8)	£56.00
M Huntsman.	Allotment– 2 yrs (2017/8)	£56.00
J Long	Allotment	£54.69
Westdijk	Allotment	£23.44
P. Nightingale	Allotment	£23.44
H. Braithwaite	Allotment	£23.44
J. Logan	Allotment	£21.09
Dellow	Allotment	£30.00
S. Rray	Allotment	£26.37
D. Cross	Allotment	£30.00
Fosbury	Allotment	£30.00
C. Guy	Allotment	£11.72
L Diggins	Land alongside 16 Beech Row	£30.00
Mr & Mrs Moore	Grazing rights to Rec. ground - 3 yrs (2016-7,2017/8)	£3.00
£1.00		

The Council also received a payment from the Binney estate, as their bungalow cesspit is on allotment land, it pays £15/pa

The Parish Council no longer has the responsibility of cutting the protected verge on Back Road. on behalf of Cambridgeshire County Council.

In the financial year 2008-2009 the Council decided to set a side £1,500 into the reserves to put towards the cost of rebuilding/refurbishing Hildersham Village Hall. Since 2009-2010 £1,000/year has been set aside and earmarked for this project. In 2016 councillors earmark a further £4,258.9. towards refurbishment/ rebuilding the village hall. After deducting the cost of submitting the planning application for the hall £502.50 and internal refurbishment contribution in 2015 of £1,585. plus a further £2,390 spent from funds on internal improvements in 2018/19, the remaining funds stands at £11,281.40 (incl £1000 2018-19 contribution)

The Lloyds bank ‘land and allotment’ account that was opened in 2008 to hold the land income, which will be transferred to a charitable trust to administer the land and allotments, once, it is established. At the year end the account held £9,328.12 but after deducting costs of barn refurbishment it was

£7019.85 . In 2012/13 the boundary hedge was replaced at a cost of £850.00, in 2014 £725.00 of emergency tree work was undertaken on trees on the allotments and in 2016 the allotment barn was refurbished at a cost of £3,478.80. More recentlu in 2018-19 a new boundary fence was installed around the allotments at an ex-vat cost of £4,395.00.

In 2011 a new interest account was open for the section 106 funds that are to be used for open space projects and community facilities. These funds must be spent within 10 years of receiving them; the first deadline for spending the funds is July 2020. In 2014 ditch work on the recreation ground costing £960 (no vat) was undertaken (on the front ditch) and that same year £2,025.00 was spent on new play equipment (after vat and children's church council donation has been taken into account). In 2016-17 the play - area was enlarged and re-fenced from s.106 funds at an ex-VAT cost of £2,059.00. In 2018 ex VAT £4,180.85 (ex VAT) was spent on a basket swing (invoiced paid in 2018/19) & in 2018-19 the invoice for ditch work (back ditch) done in 2017 was received & paid (ex-VAT £1,190).

Section 106 Funds must be spent by the highlighted deadlines:

Mr & Mrs Moore - £2,244.90 for off-site provision and future maintenance of public open space infrastructure. **Spent by 2nd July 2020 - SPENT.**

Mr & Mrs Franklin - £3,104.38 for off-site provision and future maintenance of public open space infrastructure and £523.93 towards indoor facilities **Spent by 10th November 2021 - £2,799.10 of open space funds SPENT. Balance of open space funds £305.28 spent on basket swing.**

Mr & Mrs Humphrys - £4,258.90 for off-site provision and future maintenance of public open space infrastructure, spent on swing (£3,875.57) & £383.33 on ditch clearing **SPENT. Spent by 11th May 2022. 2018 spent £3,875.57 of open space funds. Balance = £383.33 to spend.**

Mr Hunt - £1,263.53 public open space, with £806.67 on ditch clearing leaving £456.86 and £208.84 on community space. **Spent by 9th January 2025.**

Advice on how section 106 funds can be spent

Public Open Space contributions money can be spent on the following type of infrastructure:

Pitches, Courts, Play equipment, Pavilions, Car/Cycle Parking (serving the open space), Seating, Drainage, Levelling of pitches etc

Indoor Facilities and Community Space should be read as indoor only related project so would be useable on the following type of infrastructure:

Extension to village hall, seating, projector, toilets, kitchen, flooring, parking etc

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

HILDERSHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2019, that:

	Agreed		Yes	No	Yes means that this 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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.					considered and documented the financial and other risks it faces and 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 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	N/A		has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman _____

Clerk _____

P. Harper

Section 2 – Accounting Statements 2018/19 for

HILDERSHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	49,201	45,868	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	12,000	12,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,700	1,630	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	2,625	2,784	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 authority's borrowings (if any).
6. (-) All other payments	16,408	20,451	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	45,868	36,263	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	45,868	36,263	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 plus long term investments and assets	368,990	379,947	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
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)	Yes	No	The Council as a body corporate 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.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

Date

02/07/2018

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved