

Letheringham Parish Council

Minutes of the additional Parish Council Meeting held on Monday 6th June 2016 at Cherry Tree, Letheringham

In Attendance

Terry Carlin (TC) (Chairman & Financial Officer)
Maurice Finch (MF)
Jean Barker (JB)

David Allan (DA) (Clerk)

Public Attendance

None

The Parish Council Meeting commenced at 7.49pm.

2016.29 Apologies

Matthew Bickerton (MB)
Richard Gooding (RG)

Both had apologised for their absence but had provided written confirmation of their position in relation to items on the agenda, and had requested that their vote on each item be registered on their behalf.

2016.30 Declaration of Interests

None declared for items on this agenda.

2016.31 Approval of Minutes of Meeting on 23rd May 2016

Approved and signed by TC

2016.32 Matters of Report

None

2016.33 Audit

2016.33.01 Approval of the Audit Return Generally

TC outlined the general content and requirements of this years Audit Return generally. The Annual Governance Statement for the year 2015-2016 had previously been considered and approved unanimously at the LPC Meeting on the 23rd May 2016 [Minute ref 2016.24.05].

After going through the specific items set out below, it was proposed and unanimously resolved that the completed and signed Audit be approved and submitted to the Auditors.

2016.33.02 Approval of section 2: Accounting Statements 2015-16 for LPC [ANNEX A]

TC went through the completed Accounting Statement form

It was proposed that this Accounting Statement be approved and submitted to the Auditors. This was resolved and agreed unanimously by all present, and also by the proxy votes submitted.

2016.33.03 Approval of Bank Reconciliation Statement [ANNEX B]

TC went through this document and the entries and commentaries contained therein. MF confirmed that the balances matched those contained in the relevant bank-account statements as of the 26th April 2016, being £2,442.66 and £ 267.01 respectively. This gave a total closing balance across both accounts of £2,709.67.

It was proposed that this Bank Reconciliation Statement be approved and submitted to the Auditors. This was resolved and agreed unanimously by all present, and also by the proxy votes submitted.

Accordingly, the form was signed by TC and DA, and a Minute reference added

2016.33.04 Approval of Audit Return Commentary [ANNEX C]

TC went through this document and the comparison of entries between the years 2014-15 and 2015-16. and commentaries contained therein.

It was proposed that this Commentary be approved and submitted to the Auditors. This was resolved and agreed unanimously by all present, and also by the proxy votes submitted.

Accordingly, the form was signed by TC and DA, and a Minute reference added

2016.33.05 Approval of Financial Control System [ANNEX D]

TC went through this document, which was in terms that had been approved and agreed in previous years. It was noted that the stipulated time for holding the Annual Parish Meeting as set out in paragraph 2 was overly restrictive as the legal requirement was for this to be held between the 1st March and the 1st June in any given year. It was agreed that this document should therefore be amended in due course to reflect the correct legal position.

In addition, it was noted that the publication requirements set out in paragraph 10 would need to be amended, as the Auditor's procedure now required the completed Audit to be submitted before the requisite Notice was provided for publication. TC would address this with the Auditors this year and secure and provide the Notice, which will be displayed on the Noticeboard, as well as on the web-site, as soon as it is received.

Subject to these amendments, it was proposed that this Financial Control System Protocol be approved and submitted to the Auditors. This was resolved and agreed unanimously by all present, and also by the proxy votes submitted.

2016.33.06 Approval of Risk Management System [ANNEX E]

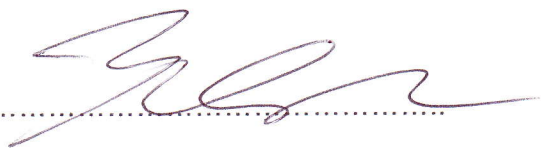
TC went through this document, which was in terms that had been approved and agreed in previous years. It was noted that the third entry regarding Legal Liability needed to be updated to include specific reference to the Defibrillator, and TC annotated this document to reflect this. In relation to section 4 (Security for vulnerable buildings etc), it was noted that this years' report from the Village Hall Committee had not been received to date.

It was also noted that the reclaiming of VAT in relation to the costs incurred in connection with the Defibrillator needed to be chased, and it was resolved that this should be included in the Agenda for the LPC Meeting in July 2016.

In addition, it was agreed and resolved that DA should draft and circulate documented procedures and protocols regarding the way in which the LPC addressed and dealt with Consultation Request, and also the receipt, circulation, response, handling and filing of documents.

Subject to these amendments and proposed additions or clarifications, it was proposed that this Risk Management System Protocol be approved and submitted to the Auditors. This was resolved and agreed unanimously by all present, and also by the proxy votes submitted.

The meeting closed at 8.26pm

Signed.......... Date..... 25/7/2015

Next Meeting: Monday 25th July 2016 at 7.45 pm in the Village hall

Appendices follow:

- A Section 2 - Accounting Statement 2015-2016
- B Bank Reconciliation Statement 2015-2016
- C Audit Return Commentary 2015-2016
- D Financial Control System Protocol
- E: Risk Management System Protocol

Section 2 – Accounting statements 2015/16 for

Name of smaller authority: LEATHERINGHAM PARISH COUNCIL

	Year ending		Notes and explanation				
	31 March 2015 £	31 March 2016 £					
1. Balance brought forward	1084	2562	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. (a) Payment of Rates and Levies	1050	1050	Total amount of council or parished rates and levies received or receivable in the year. Exclude any grants received.				
3. (a) Total other receipts	1100	1750	Total income receipts as recorded in the accounts less the payment of rates/levies received (line 2). Include any grants received.				
4. (i) Staff costs	NIL	NIL	Total expenditure on payments made to and on behalf of all employees, including salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. Capital expenditure (excluding grants)	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's own right (if any).				
6. (ii) All other payments	672	2653	Total expenditure or payments as recorded in the cashbook less audit costs (line 4) and loan interest/capital repayments (line 5).				
7. (a) Balance carried forward	2562		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	2562	2709	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	2022	4682	Total original Asset and Investment Register value of all fixed assets plus other long term assets owned by the smaller authority as at 31 March.				
10. Total borrowings	NIL	NIL	The outstanding capital balances as at 31 March of all loans from third parties (including PAYE).				
11. (For Local Authorities only) Disclosure of Trust Funds (including Charities)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>		Yes	No			The Council makes a declaration and is responsible for managing Trust Funds or assets. ALSO: The figures in the accounting statements above do not include any Trust contributions.
Yes	No						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of the smaller authority and the income and expenditure or payments received and payments made as the case may be.

Signed by Responsible Financial Officer

[Signature]
Date: 06/06/2016

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

06/06/2016
and recorded as minute ref: 16/018

2016-33-02
Signed by Chair of the meeting approving these accounting statements.

[Signature]
Date: 06/06/2016

Reconciliation consolidated Accounts 2015 -2016

	Cash Book Accounts	Account Statement	Statement date
Balance account 50571431 @ 31 March 2016	£267.01	£267.01	26/04/2016
Balance from account 50571423 @ 31 March 2014	£2,442.66	£2442.66	26/04/2015
Total balance @ 30 march 2013	£2,709.67	£2709.67	

Cash book / bank statement reconciliation commentary
 note
 The difference between cash book and bank statements as at 31 March was £137.00
 this is accounted for by cheque 100248 for £ 132.00 (village hall usage charge)
 cheque issued on 14/3/2016 but debited from account on 22/4/2016 and cheque
 100245 for £5.00 issued on 30/11/2016 but debited from account on 5/1/2016
 The above two cheques appear on our year end bank statement received on the 27th
 April 2016,

The above reconciliation agreed at LPC meeting 6th June 2016 minute reference 2d6.2v3 Clerk *[Signature]*, Chairman *[Signature]*

Letheringham Parish Council Audit Return Commentary 2015 / 2016

Commentary on the following items from the audit return that have a significant level of variance

	2014/2015	2015/2016	VARIANCE
	(£)	(£)	(£)
Box 1 balance brought forward	1084	2562	1478
Box 3 total other receipts	1100	1750	650
Box 6 total other payments	672	2653	1981
Box 7 Balances carried forward	2562	2709	147
Box 8 Total cash and short term investments	2562	2709	147
Box 9 total fixed assets plus long term investments and assets	2022	4652	2630

Box 1 balance brought forward from 2014

The balance brought forward from 2015 - 2016 financial year, was £1478 above the 2014-2015 level. The £1478 increase in cash on hand reflects a total under spend against budget of £383 in 2014-2015. Major under spends incurred on secretarial support (£204) and SALC training (£150) on unbudgeted expenditure of £110 for repair of notice board plus a budgeted increase in the cash reserve of £100 and the addition of the £1100 ECB (enabling communities grant) received from Suffolk Coastal as their contribution towards the costs of providing a vehicle activated speed warning sign (VAS) at a dangerous road junction in Letheringham at which a fatal accident occurred in 2014-2015.

Box 3 total other receipts

The £650 increase in other receipts reflects the receipt of an "Enabling Communities" grant of £1100 received from Suffolk Coastal District Council in 2014/15 and an award of £1250 we received from The Adnam's Charity Fund. The fund's grant was made to support the Parish Council purchase and install a defibrillator and associated training package from "Community Heart Beat Trust". The defibrillator has been installed in the redundant BT phone box which we purchased from BT. BT has agreed to pay electricity costs for the box as part of its support for "Community Heart Beat Trust" for the next 5 years.

Box 6 total other payments

The £1981 increase in other payments reflects the purchase of the defibrillator, total cost £2,130 in 2015/16 this addition cost has been offset by £147 reduction in other payments between 2014/15 and 2015/16. The £147 this reduction in other charges is primarily accounted for by an additional £100 election charge incurred between 2014/15 and 2015/16 but reductions in the Hall hire costs - £44, secretarial charge -£96* and a £110 reduction in maintenance costs (notice board repair)

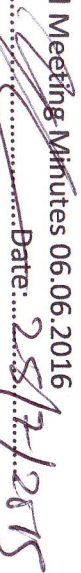
Financial control processes and procedures for Letheringham Parish Council

In producing these processes it is recognised that whilst it is essential to comply with the regulations regarding the use of public money that Letheringham Parish Council is small with a limited number of financial transactions less than events in each financial year to this end we have tried to strike a balance between minimising the administration overhead whilst ensuring tight control of our finances.

Financial Management Processes

1. The Parish Council meets every two months the date for these meeting will be the penultimate Monday of the month in which the meeting is to occur.
2. The first Parish Council Meeting of the year will be held in April together with the Annual Village Meeting unless agreed by the Council to defer to a later suitable date this will generally only occur every four years in the year of the elections.
3. The submission of the precept requirement will be agreed and recorded in the minutes at the October Council Meeting along with the forecast budget for the following year.
4. The financial accounting for the council will be primarily through the recording of receipts and payments in a single entry cash book.
5. Invoices and payment receipts to be held and annotated with payment details
6. Cheques for payment of goods and services to the council will be issued upon receipt of a valid invoice. Cheques issued by the Council will require two signatures from the nominated signatories. The value and amounts of each cheque issued will be recorded in the financial statements presented and agreed at the bi monthly Council Meetings.
7. The bi monthly financial statement will record -cheques issued since previous statement, income received, and account balances. Example given at annex A. The financial statement will be reviewed, agreed and recorded in the minutes with any observations or concerns by the council.
8. The accounts will be audited by an internal auditor prior to submission to the council for final approval. Any concerns or issues raised by the internal or external auditor must be acted upon and recorded in the Council Meeting Minutes
9. A reconciliation between the accounts and the bank statement balances will be made together with the accounts at the end of each financial year.
10. A public notice will be displayed on the village notice board giving public notice of the availability of the accounts and where they can be examined prior to the final submission of the accounts to our auditors in accordance with the statutory requirements.

LPC Risk Management Assessment (Risk description)	Risk Impact	Risk Prob	Risk response Mitigation
Loss of cash through theft or dishonesty	High	Low	Current LPC processes are designed to prevent the possibility of fraud We have no cash transactions, no pet cash. All cheques are authorised at LPC meetings on presentation of valid invoices cheques are signed by two councillors. All transactions are recorded in the minutes and authorised by the council Bank account
Regular bank reconciliation, independently reviewed	Low	Low	Reconciliation with cash book undertaken on an ongoing basis Bank reconciliation undertaken by internal audit and reviewed annually at the LPC meeting that approves the audit return
Legal liability as a consequence of asset ownership (public liability).	low	Low	Only assets that present public liability are the phone box and the village sign the sign is covered by public liability insurance The phone box is not covered but risk evaluation by LPC is that there is minimal to zero risk Following <i>updates to insurance policy</i> Annual review of risk and the adequacy of cover.
Security for vulnerable buildings, amenities or equipment.	low	Low	LPC are trustees of the Leitheringham and Easton Village Hall both the physical security and insurance cover are the devolved responsibility of the hall management committee their annual report submitted to LPC and EPC cover the security and insurance issues
Banking arrangements, including borrowing or lending	Zero	Zero	We have no requirements for borrowings or lending



Adequate documented internal controls are in place and being followed	Low	Low	Internal audit undertake a review of internal control and process
Minutes recorded to ensure legal powers are available, and the basis of the powers correctly applied.	Low	Low	The minimal financial transactions and limited powers exercised by LPC minimise the risk. Appropriate training of our Clerk ensures that we operate within our legal powers
Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary,			6 August 2012
Documented procedures to deal with responses to consultation requests.			
Documented procedures for document receipt, circulation, response, handling and filing.			
Procedures in place for recording and monitoring Members' interests			
Documented procedures to deal with responses to consultation requests			
Adoption of codes of conduct for members and employees			

[Signature]
28/2/2015