

Letheringham Parish Council

Minutes of the Parish Council Meeting held
on Monday 7th June 2018 at Cherry Tree, Letheringham

In Attendance

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

David Allan (DA) (Clerk)

Public Attendance: None **Meeting opened at 7.45pm**

2018.31 Apologies

Apologies received from Richard Gooding

2018.32 Declaration of Interests

None.

2018.33 Approval of Minutes & Matters Arising

Minutes of LPC meeting on 21st May 2018 approved unanimously and signed by TC

TC raised an issue regarding the response received from the Planning Report regarding Planning Application DC/18/1724/FUL, and requested details regarding the Minutes or other record of the meeting in which the LPC response was considered. DA to look into this and send email on behalf of LPC, copied to Hilary Slater, regarding issues arising.

2018.34 Matters of Report

None, although reference was made to the Environment Agency document circulated to residents subsequent to the last LPC Meeting, regarding 'Aquatic and Riparian Plant Management: controls for vegetation in watercourses'..

2018.35 Audit Issues 2017-18

TC provided copies of the Annual Governance and Accountability return 2017/18 Part 2 and confirmed that these had been considered and signed off by David Holborrow at page 4 of the Return.

2018.35.01 Audit Return – Section 1: Annual Governance Statement [page 5]

Document gone through and the nine itemised requirements considered and unanimously agreed. Document signed by TC and DA.
(Document set out at Annex A.)

2018.35.02 Audit Return – Section 2: Accounting Statements [Page 6]

Document considered and figures agreed, with the Balance Carried Forward for year ending 31 March 2018 confirmed as £5,335. Signed by TC as RFO.
(Document set out at Annex B.)

2018.35.03 Certificate of Exemption [page 3]

Document considered and unanimously agreed, with gross income totalling £2,926, well within the statutory threshold of £25,000. Signed by TC.
(Document set out at Annex C)

2018.35.04 Bank Reconciliation

Bank reconciliation considered, approved and agreed unanimously, with reference to relevant Bank Statements to confirm relevant balances. Cheques 100263 for Community Heartbeat trust and 1002262 for Village Hall Hire issued but not yet cashed. These are on the cash book but do not yet appear on the bank-statement, but have been deducted from the relevant balance.

Closing balance for end of year confirmed as £5,335.
(Document set out at Annex D)

2018.35.04 Explanation of Variances

Two significant changes identified and commented upon. The first in box 2 is the 14% increase in the Precept for the reasons given, and the second, in box 3, relates to the receipt of £1,726 from the Locality Fund Grant and a refund of VAT for prior expenditures.

Explanation for increase in reserves considered and approved, reflecting the money received and held for anticipated expenditure on SID signs.

Explanation of Variances approved and agreed unanimously.
(Document set out at Annex E)

2018.35.05 Confirmation of Dates for Period of Exercise of Public Rights

Document considered, approved and agreed unanimously (Annex F)

2018.35.06 Amended Financial Control Processes

Amended Financial Control Processes approved and agreed unanimously
(Annex G)

2018.35.07 Risk Management Assessment

Risk Management Assessment approved and agreed unanimously.
Document to be updated to include reference to GDPR Exemption.

DA to forward relevant documents to appointed Auditors.

The meeting closed at 8.45pm

Signed.....

Date.....23/7/2018

Next Meeting: Scheduled for the 23rd July 2018 at 7.45 pm in the Village Hall

Appendices follow:

- A Audit Section 1: Annual Governance Statement
- B Audit Section 2: Accounting Statements
- C: Certificate of Exemption
- D: Bank Reconciliation
- E: Explanation of Variances
- F: Confirmation of Dates of period for Exercise of Public Rights
- G: Financial Control Procedures

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Letheringham 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 2018, that:

	Agreed		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 the 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
			✓

This Annual Governance Statement is approved by this authority and recorded as minute reference:

2018-35-01

dated

07/06/2018

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

Chairman



Clerk



Section 2 – Accounting Statements 2017/18 for

Letheringham Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	2,709	3,118	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	1,050	1,200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	0	1,726	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	0	0	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	641	709	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	3,118	5,335	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	3,118	5,335	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	4,652	4,652	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 07/06/2018

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

07/06/2018

and recorded as minute reference:

2018.35.02

Signed by Chairman of the meeting where approval of the Accounting Statements is given



Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

Letheringham Parish Council

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18: **£2,926**
Annual gross expenditure for the authority 2017/18: **£709**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Date
07.06.2018

Signed by Chairman

Date
07.06.2018

Email

Letheringham@btinternet.com

Telephone number
01728 746 680

*Published web address (not applicable to Parish Meetings)

letheringham.onesuffolk.net

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

Bank reconciliation

Name of smaller authority Letheringham Parish Council

Financial year ending 31 March 2018

Prepared by Terence Carlin RFO / Chair

Date 04/06/2018

Balance per bank statements as at 31 March 2018	£	£
Community account # 50571423	5255.09	
Bus premium # 50571431	<u>267.28</u>	
		5522.37
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018 *		
Community Heart beat trust cheque # 100263	<u>(91.20)</u>	
Village Hall hire cheque # 100262	<u>(96.00)</u>	
Add: any un-banked cash at 31 March 2018		<u>0.00</u>
		(187.20)
Net balances as at 31 March 2018 (Box 8)		<u>5335.17</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)	3118
Add: Receipts in the year	2926
Less: Payments in the year	(709)
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>5335</u>

Minute reference 2018.35.04.
date

Explanation of variances Audit 2017 2018

Letheringham Parish council

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	1050	1200	150	14%	Increase in precept in line with budget and anticipates future potential employment of a clerk if required
Box 3 <i>Total other receipts</i>	0	1726	1726		Increase due to grant from locality fund grant contribution of £1225.43 to purchase of SID sign for B1078 and Claimed Vat rebate £500.02 (primarily defibrillator and village sign purchases) note sign not purchased in this financial year
Box 4 <i>Staff costs</i>	0	0	0	0	N/A
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	0	N/A
Box 6 <i>All other payments</i>	641	709	68	10.6%	N/A
Box 9 <i>Total fixed assets & long term investments & assets</i>	4652	4652			No change
Box 10 <i>Total borrowings</i>	0	0			N/A
Explanation for 'high' reserves	<p>Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:</p> <p>Reserves are greater than precept as it is planned to purchase a SID sign in 2018/2019 at a cost of approximately £3000 our reserves have been built in anticipation of this expenditure.</p>				

Minute reference 2018-35-05 date 07.06.2018

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS


Name of smaller authority: Letheringham Parish Council

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **11 June 2018**

and ending on **21 July 2018**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.

Signed: 

Role: Chair / RFO

Contact 01728-746480

Financial control processes for Letheringham Parish Council 2018 revision

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 twenty 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.
11. Following the change in regulations covering "smaller authorities the council will issue an exemption certificate to the external auditors
12. It is a mandatory that the accounts, variance narrative and bank reconciliation documents are published on the councils' website before the Public notice is displayed on the council notice board and an e mail circulated to all residents advising them of the accounts availability.

Minute reference 2018 35 07