

Whittington Parish Council



Clerk to the Council: Carol Chambers, 1 Crookbarrow Cottage, Whittington, Worcester, WR5 2RL
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**Minutes of the Annual Meeting of Whittington Parish Council held on Tuesday 9 May 2017
at 19.30 at Whittington Village Hall**

Democratic Period/ Question Time - None

Those Present:

Chairman: Cllr S Macleod
Councillors: Cllr A Guy, Cllr S Clark, Cllr R Pearce,
Officers: Mrs C Chambers (Parish Clerk)
Attendees: Cllr R Adams, 4 Parishioners

1) Election of Chairman for the year 2017 – 2018

Cllr S Macleod stood down as Chairman.

It was moved by Cllr Guy, seconded by Cllr Clark and **RESOLVED** that Cllr S Macleod be the elected Chairman of Whittington Parish Council for the year 2017-2018.

Cllr S Macleod took the Chair

2) Attendance and Apologies. Apologies were received from Cllr F Richards

3) Declarations of Interest and Ethical Matters.

- a. To receive declarations of Personal (non prejudicial) Interests in items on this Agenda. None.
- b. To receive declarations of Prejudicial Interests in items on this Agenda and their nature. None.
- c. Ethical Matters. None.

4) Minutes of Previous Meetings of the Council.

To consider the adoption of the minutes of the Council meeting held on 14 March 2017. It was **RESOLVED** to approve the minutes of the meeting held on 14 March 2017 at the next Council Meeting.

5) Appointment/Election of Council Representative(s) to Committees

Vice Chairman: It was moved, seconded and **RESOLVED** that Cllr Richards be Vice Chairman

WPC staffing Committee: It was moved, seconded and **RESOLVED** that the Chairman Cllr Macleod and Cllr Guy be on the Staffing Committee.

Worcestershire CALC: *To Be Filled*

Whittington School: It was moved, seconded and **RESOLVED** that Cllr Pearce be Whittington School Representative.

Whittington Village Hall: It was moved, seconded and **RESOLVED** that Cllr Richards be Whittington Village hall Representative.

PACT/Neighbourhood Watch: *To be Filled*

Whittington Church: It was moved, seconded and **RESOLVED** that the Clerk be liaison for Whittington Church

Brethren Church: Adrian Roberts be liaison for the Plymouth Brethren Church.

6) District and County Councillors' Report . *This agenda item was discussed after agenda item 9.*

The Chairman welcomed Cllr Adams to the meeting. New homes bonus, he reported that WDC would like to see the NHB money invested in bigger projects, Norton sports facility was allocated a large sum of money for sport in this area, a parishioner said that the money had been allocated not been spent, the Chairman highlighted that Whittington Village Hall was used for different sports and asked Cllr Adams to look into whether any 'sports' money could be transferred/filtered towards Whittington Village Hall. Cllr Adams said he would contact Sally Griffiths at Wychavon DC regarding TPO's on the new development. There was no further information on the boundary changes, he added that he had visited the Wildmore estate the Chairman added that two parishioner from Wildmore were interested in the parish and would form a closer relationship. Cllr Pearce added he had concerns about pedestrians walking on the foot path down the length of Crookbarrow way which barriers were needed to protect pedestrians, Cllr Adams said that he had raised our concerns with Highways.

7) Finance.

- a. **Receipts:** The Clerk had circulated with the agenda a report which listed the receipts for whole year from 1 April 2016 to 31 March 2017, it was moved, seconded and **RESOLVED** that all receipts listed be approved.
- b. **Payments:** The Clerk had circulated with the agenda a report which listed the payments for whole year from 1 April 2016 to 31 March 2017, it was moved, seconded and **RESOLVED** that all payments listed be approved.
- c. **Bank Reconciliation:** The Clerk had circulated with the agenda the bank reconciliation up to 31 March 2017. The 2 accounts showed the overall balance as at 31 March 2017 was £30,947.29. It was moved, seconded and **RESOLVED** that the bank reconciliation as at 31 March 2017 be approved.
- d. **HSBC Deposit Account/Money Market Account:** The Clerk reminded Members that the £18,000 that was invested in the Money Market account had been transferred to the current account to make the funds available for the village hall refurbishment. She advised that the money would be more secure if it was transferred to the Deposit Account. It was moved, seconded and **RESOLVED** to transfer the £18,000 from the Current Account to the Deposit Account.
- e. **Payments made in April/May 2017.**
The Clerk advised at the meeting the payments which had been made to date were the Lengthsmans Fees for works completed and the Clerks wages, it was moved, seconded and **RESOLVED** that the payments be approved.
- f. **Receipts received in April/May 2017.** The Clerk advised that the first half of the Precept and support grant had been received.
- g. **Proposals for Expenditure.** The Clerk tabled at the meeting an invoice for the Membership fee for CALC, she also tabled at the meeting an invoice from the internal auditor Geoff Bradley, also the receipts for the expenditure incurred for the Easter troughs and expenditure for the refreshments for the Annual Parish Meeting, it was moved seconded and **RESOLVED** to reimburse the Clerk £81.66 and to pay the CALC Membership fee of £473.59. It was also **RESOLVED** to pay Geoff Bradley invoice of £95.00.
- h. **Asset Register.** The Clerk had circulated with the agenda the list of the assets owned by WPC the assets totalled £7,200.44 she advised that the allotments would be added to the register once they had been transferred to Whittington Parish Council.

8) **Whittington Parish Council 2016/2017 Budget Analysis -Year End Report**

The Clerk had circulated with the agenda the 2016/2017 Budget Analysis report which showed the Actual - v - Budget Analysis as at the year end, the report explained the following variances.

a. **Receipts**

- 1) **Interest** - WPC has received an additional £35 over the budgeted income
- 2) **Lengthsman Scheme** grant £1,815- a receipt for March 2016 (previous year 2015/2016) invoice was received in April in the current year 2016/17.
- 3) **NHB** - WPC had budgeted for £744. This had not been drawn down.

b. **Payments**

- 1) **Churchyard** - show that it is over budget this was because payment for 15/16 (£150) was taken out in the current year.
- 2) **Village Hall** - this budget heading was underspent last year 2015/16 and a budget for £450 had been placed for this year the overspend was used from reserves that had been previously earmarked for solicitors fees.

OVERVIEW - the closing balances as at the end of March 2017 totalled £30,947.29 compared with the year end balance of £30,698.92 as at 31 March 2016.

9) **Year End 2016/2017**

a. **Internal Audit Report - Year End 2016/2017**

The Clerk had circulated with the agenda the Internal auditors report for the year ending 2017. She reported that all the original documents had been returned and were available to be inspected. The report is annexed to these minutes.

b. **Annual Return Year End 2016/2017**

The Clerk had tabled at the meeting a copy of Whittington Parish Councils Annual Return. A copy of which is annexed to these minutes. The Clerk advised that Section 1 must be approved before Section 2 could be considered.

c. **Annual Governance Statement**

The Clerk tabled at the meeting the completed Annual Governance Statement Section 1 of the Annual Return. It was moved by Cllr Macleod, seconded by Cllr Guy and **RESOLVED** that the Annual Governance Statement be approved.

d. **Statement of Accounts**

The Clerk tabled at the meeting the completed Statement of Accounts Section 2 of the Annual Return. It was moved by Cllr Macleod, seconded by Cllr Guy and **RESOLVED** that the Statement of Accounts be approved.

8) Planning Applications & decisions - To consider new planning applications

a) The Clerk had circulated with the agenda an invitation from Duncan Rudge MHDC Planning Services Manager with regards to the planning application 13/01617/OUT - 255 dwellings, Broomhall Way. MHDC had invited WPC to speak at the meeting at MHDC to be held on the 31st May. Concerns were expressed about the additional traffic and how it would affect Whittington Parish, it was suggested that WPC invite Duncan Rudge to address the Council, following discussion it was decided that the Council would direct their concerns to Jon Fraser of Worcestershire Highways who would be at the next Council meeting to be held on 11 July 2017.

b) Cllr Guy reminded Members that he had been in touch with Sally Griffiths the Tree and Landscape Officer at Wychavon District Council. He had requested information on the trees that were on the Swinesherd site that was to be developed, he had emailed Sally Griffiths a map with the location of the trees that the Council felt needed to be protected with a TPO, on behalf of the Council he expressed his disappointment in Sally Griffiths as she had not responded direct to his queries, she had not reassured the Council that she had been to visit the site and she had not confirmed that the trees had been granted a TPO. It was noted that the Council would formally write to Sally Griffiths for answers.

Wildmore Estate:

It was agreed that the Clerk email Chris Shaw of Bloor homes to express parishioners concerns on the following issues.

Allotments; Following parishioners comments the Clerk and the Chairman visited the allotments. The size of the allotments seemed very small when compared to other allotment sites

Street Signs; the street names appeared to be placed at the wrong angle, on approach to the estate the signs cannot be read until you have driven past them.

Cycle Path; it was suggested that the cycle path that leads into Staplow road should be staggered to slow down cyclists.

Brook/Stream; that flows through the estate had flooded in the past, confirmation by Bloor Homes that the stream/brook would be cleared before they leave the site and that adequate drainage had been installed.

9) **Highways & Byways.** A Parishioner reported that he had seen a large articulate HGV lorry driving round Church Lane, the lorry had difficulty negotiating the tight bend this happened during the School run, he was concerned about the low overhead cables by Whittington Church. Another Parishioner reported that another HGV had approached from Swinesherd and she had to reverse down most of the lane to give way to the lorry. The Chairman reminded parishioners that Jon Fraser of Worcestershire Highways would be in attendance at the Council meeting in to be held on 11 July, and encouraged them to attend. Cllr Guy said he would request 'not suitable for HGV's' signage, he also added that a 'Whittington Walk' sign board had been erected on the Persimmon development in Swinesherd, he added that there had been a settlement in Swinesherd since Anglo Saxon era for over 1,000 years and the name should be retained, he requested that Highways should place a 'Welcome to Swinesherd' signage. It was reported that the entrance to the bus stop was overgrown, the Clerk would request the Lengthsman to cut back the hedge, also the fencing by the bus stop needed to be repaired/replaced, also he added that a Speed Camera be placed in the village.

10) Training, meetings and seminars To receive reports of relevant training, meetings and seminars attended or offered to the Council and to consider attendance by Members and or the Clerk.

The Chairman had been invited to a Pathway Station meeting but was unable to attend, she added her concerns on the additional traffic which created more air pollution, she asked Cllr Adams to contact highways.

11) Police Report - For Information.

The Police emailed the Council and had no crime to report in the parish. A parishioner reported that she had rang the police to report a vehicle in the village with no number plates.

12) Reports by Councillors, and Items for Future Agendas.

To receive the reports of Committees and Working Groups and of Councillors representing the Council on outside bodies

WPC staffing Committee: A staff review would be arranged.

Worcestershire CALC: All emails had been forwarded.

Whittington School: None.

Whittington Village Hall: Mrs Wood gave an update on the bookings of the village hall, she added that the Pre School would like to use the village hall car park and that the brown refuse bin had gone missing, the Chairman referred this issue to the WWHMC.

PACT/Neighbourhood Watch: None.

Whittington Church: None.

Brethren Church: Adrian Roberts gave an update on the development of the meeting house.

Cllr Clark announced that he would be retiring from the Council, the Chairman thanked him for all his hard work.

13) Allotments.

The Clerk had circulated with the agenda a report which asked for clarification on the Terms and Conditions of allotment tenancies.

- 1 Allocation of Allotment Plots would be on a first come first served on the allotments.
- 2 The cost per annum was set at £60.
- 3 No trees would be permitted on the allotment plots.
- 4 Hens & Rabbits only no other animals would be permitted.
- 5 Name of the allotment site would be called 'Uffnells Allotments' named after the farm that was on that site.

14) Correspondence & Council Consultation. None.

15) IT - Facebook & Communication. None.

16) Enhancement. Parish notice board it was moved, seconded and **RESOLVED** to add a WPC notice board on the Wildmore Estate, the location of the board would be discussed at the next meeting.

17) Review of WPC Standing Orders. It was agreed that this agenda item be deferred until the meeting to be held on 11th July.

18) Date of Next Meeting.

The date of the next Ordinary Meeting of the Council will be Tuesday 11th July 2017 at Whittington Village Hall.

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the internal audit report is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

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

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

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

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

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 2017, that:

	Agreed		'Yes' means that this smaller 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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 smaller 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	NA
			✓
			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 this smaller authority on:

09/05/2017

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

Carol Hughes

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	294447	30698	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	6445	6968	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2798	2864	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	2817	2827	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 smaller authority's borrowings (if any).
6. (-) All other payments	5174	6759	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	30699	30947	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	30699	30947	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	7200	7200	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings			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.
		<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Local Chambers

Date

09/05/2017

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

09/05/2017

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

WHITTINGTON PARISH COUNCIL

This smaller authority'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 2017.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

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

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

Geoffrey Bradley CWIA

Signature of person who carried out the internal audit

Geoffrey Bradley

Date

05.05.2017

*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 internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

INSERT NAME OF SMALLER AUTHORITY

DECLARATION OF STATUS OF PUBLISHED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

1. The statement of accounts for Whittington Parish Council published today is unaudited and may be subject to change. *

* insert name of Smaller Authority

2. Signed by:

Signature: Carol Mardas

Date: 14th June 2017

RESPONSIBLE FINANCIAL OFFICER

A&A 2015 Regulation 15(2)(a)(i)(aa)

**NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE
EXERCISE OF PUBLIC RIGHTS**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

**The Accounts and Audit Regulations 2015 (SI 2015 No.234)
The Local Audit and Accountability Act 2014**

NOTICE	NOTES
<p>1. Date of announcement <u>4 June 2017</u> (a)</p> <p>2. Sections 26 and 27 of the Local Audit and Accountability Act 2014 provide for:</p> <ul style="list-style-type: none"> • Inspection: Any persons interested may inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2017 these documents will be available during the period specified in paragraph 4 on reasonable notice on application to the person in paragraph 3 below. • Questions and objections to the external auditor: Local Government electors and their representatives have rights to: <ul style="list-style-type: none"> • question the auditor about the accounting records; and • object to the accounts or any item in them. Written notice of an objection must be given to the external auditor and a copy sent to the Authority. Objections must concern a matter of which the external auditor could make a public interest report or apply for a declaration that an item of account is unlawful. <p>The auditor can be contacted at the address in paragraph 5 below for this purpose.</p> <p>3. Person to which you can apply to inspect the accounts (b)</p> <p>Name: <u>CAROL CHAMBERS</u></p> <p>Position: <u>Parish Clerk</u></p> <p>Address: <u>1 Crookbarrow Cottage, Whittington</u></p> <p>Tel no: <u>01905 358470</u></p> <p>Email: <u>whittingtonpc@live.co.uk</u></p> <p>4. Any rights of inspection, objection, and questioning of the auditor may only be exercised within a single period of 30 working days: (Accounts and Audit Regulations 2015, Regulation 15(1))</p> <p>commencing on (c) <u>5 June</u> 2017</p> <p>and ending on (d) <u>14 July</u> 2017</p> <p>5. Your appointed auditor is:</p> <p>Grant Thornton UK LLP (for the attention of Barrie Morris) Hartwell House, 55 – 61 Victoria Street, Bristol BS1 6FT Tel: 0117 305 7600</p> <p><i>For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website.</i></p>	<p>(a) Insert date of publishing of this Notice</p> <p>Sections 26 and 27 of the Local Audit and Accountability Act 2014 must be published with this Notice.</p> <p>Other documents must also be published with this Notice:</p> <ul style="list-style-type: none"> o approved Annual Governance Statement o approved Accounting Statements o Declaration of status of accounts <p>(b) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the accounts, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents</p> <p>Publics rights are set out in the Accounts and Audit Regulations 2015</p> <p>(c) The commencement date is treated as being the day following the publication of this notice and other documents as noted at (a) above. (Regulation 15(3))</p> <p>(d) The period for exercise of public rights between (c) and (d) must be a single period of 30 working days (Regulation 14(1)) and must include the first 10 working days of July. Exclude weekends and public holidays. (Reg. 15(1)(b))</p>

Local Audit and Accountability Act 2014 (c. 2) – to be displayed with Notice of date of commencement

26 Inspection of documents etc

- (1) At each audit of accounts under this Act, other than an audit of accounts of a health service body, any persons interested may—
- inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records, and
 - make copies of all or any part of those records or documents.
- (2) At the request of a local government elector for any area to which the accounts relate, the local auditor must give the elector, or any representative of the elector, an opportunity to question the auditor about the accounting records.
- (3) The local auditor's reasonable costs of complying with subsection (2) are recoverable from the relevant authority to which the accounts relate.
- (4) This section does not entitle a person—
- to inspect or copy any part of any record or document containing information which is protected on the grounds of commercial confidentiality, or
 - to require any such information to be disclosed in answer to any question.
- (5) Information is protected on the grounds of commercial confidentiality if—
- its disclosure would prejudice commercial confidentiality, and
 - there is no overriding public interest in favour of its disclosure.
- (6) This section does not entitle a person—
- to inspect or copy any part of any record or document containing personal information, or
 - to require any personal information to be disclosed in answer to any question.
- (7) Information is personal information if it identifies a particular individual or enables a particular individual to be identified (but see subsection (8)).
- (8) Information is not personal information merely because it relates to a business carried on by an individual as a sole trader.
- (9) Information is personal information if it is information about an officer of the relevant authority which relates specifically to a particular individual and is available to the authority because—
- the individual holds or has held an office or employment with that authority, or
 - payments or other benefits in respect of an office or employment under any other person are or have been made or provided to that individual by that authority.
- (10) For the purposes of subsection (9)—
- "the relevant authority" means the relevant authority whose accounts are being audited, and
 - payments made or benefits provided to an individual in respect of an office or employment include any payment made or benefit provided in respect of the individual ceasing to hold the office or employment.

27 Right to make objections at audit

- (1) This section applies if, at an audit of accounts under this Act other than an audit of accounts of a health service body, a local government elector for an area to which the accounts relate makes an objection to the local auditor which meets the requirements in subsection (2) and which—
- concerns a matter in respect of which the auditor could make a public interest report, or
 - concerns a matter in respect of which the auditor could apply for a declaration under section 28.
- (2) The requirements are that—
- the objection is made in writing, and
 - a copy of the objection is sent to the relevant authority whose accounts are being audited.
- (3) The local auditor must decide—
- whether to consider the objection, and
 - if the auditor does so, whether to take action within paragraph (a) or (b) of subsection (1) in response.
- (4) The local auditor may decide not to consider the objection if, in particular, the auditor thinks that—
- the objection is frivolous or vexatious,
 - the cost of the auditor considering the objection would be disproportionate to the sums to which the objection relates, or
 - the objection repeats an objection already considered—
 - under this section by a local auditor of the authority's accounts, or
 - under section 16 of the Audit Commission Act 1998 by an auditor appointed under that Act in relation to those accounts.
- (5) Subsection (4)(b) does not entitle the local auditor to refuse to consider an objection which the auditor thinks might disclose serious concerns about how the relevant authority is managed or led.
- (6) If the local auditor decides not to take action within paragraph (a) or (b) of subsection (1), the auditor may recommend that the relevant authority should instead take action in response to the objection.
- (7) The local auditor's reasonable costs of exercising functions under this section are recoverable from the relevant authority.

Whittington Parish Council

Assest Register as at 31 March 2017

Assets - Whittington Parish Council holds the following assets:-

	Freehold of Whittington Village Hall as Trustees, notional value only	1.00
	Copy of Parish entry in the Domesday Book valued at approx cost	300.00
	Dog mess bins	500.00
	Notice Boards	761
	Disposed 2015/2016	0.00
	Litter bins	550.00
Purchased 2008/09	Aqua sacs	770.00
2008/09	Storage facility	160.00
	DFS	2650.00
	External Hard Drive	60.00
2013/14	Filing Cabinet	50.78
2015/15	Laptop computer	299.17
2014/15	Street Sign	129.50
2014/15	Dictaphone	41.66
2014/15	Printer	83.33
2015/16	Notice Board	1055.00
2015/16	DFS Batteries	240.00
20165/16	Flower Troughs	310.00
	Total Value of Assets	<u>7,200.44</u>

Whittington Parish Council
Bank Reconciliation
as at 31 March 2017

Balance as per Statement	31.03.16		Current a/c	£9,065.47
Balance as per Statement	31.03.16		Deposit a/c	£3,633.45
Balance as per Statement	31.03.16		Money Market	£18,000.00
Total				£30,698.92
Plus Receipts				
	April 2016-March 2017	£9,776.86		
Deposit a/c	Interest	£54.05		
Money Manager a/c	Interest	£1.99		£9,832.90
Total Receipts				£40,531.82
Less Payments				
	April 2016-March 2017	£9,584.53		
				£9,584.53
			Balance	£30,947.29
Balance as per Statement	31.03.17		Current a/c	£27,311.85
Balance as per Statement	31.03.17		Deposit a/c	£3,635.44
Balance as per Statement	31.03.17	Balance Trf to Current A/c	Money Market A/c	
				£30,947.29

Internal Audit Report

Whittington Parish Council

Final Internal Audit 2016/17

Introduction

An interim audit has been carried out to provide an assurance that the Council maintains:

- Proper accounting records
- Sound systems of internal control

In providing this assurance I have referred to the Guidance on Internal Audit as detailed in the Governance & Accountability for Local Councils (practitioner's guide 2010) & used a detailed model test schedule which has been reviewed against the list of suggested controls supplied with my original letter of appointment.

Opinion

I have carried an interim internal audit and examined some of the financial and other records and carried out compliance testing to confirm that:

- Financial records have been correctly maintained
- The overall system of internal control is adequate

Recommendations included in the Action Plan, if implemented, will improve the overall system of control. From testing carried out and, with the opinion reached, I have been able to complete Section 4 of the Annual Return for the year ended 31 March 2017.

I would like to thank Carol Chambers for her assistance during the audit.

G Bradley CMIIA
Appointed Internal Auditor
6th May 2017

Test Schedule

Control	Compliance	Areas for improvement	Recommendation
Financial Regulations are: <ul style="list-style-type: none"> • Adopted • Observed • Reviewed 	Yes	None	
Financial records are: <ul style="list-style-type: none"> • Correctly maintained • Regularly balanced • Independently reviewed 	Yes	None	
Bank reconciliations are: <ul style="list-style-type: none"> • Regularly carried out • Subject to independent review 	Yes	None	
Payments are: <ul style="list-style-type: none"> • Independently reviewed and authorised 	Partial	<p>Currently electronic payments are not independently authorised. Whilst accepting that system controls have been strengthened (i.e. receipts/invoices are independently reviewed prior to payment being made) to improve the review process actual authorisation could be improved.</p> <p>Whilst payment schedules are reported to members for approval at each meeting these do not formally appear in the minutes.</p>	<p>R1</p> <p>R2</p>

The accounts are: <ul style="list-style-type: none"> • Correctly prepared • Consistent with the cash book 	Yes	None	
VAT is: <ul style="list-style-type: none"> • Correctly recorded • Promptly reclaimed 	Yes	None	
S137 expenditure is correctly identified and within statutory limits	Yes	None	
Risks are: <ul style="list-style-type: none"> • Identified • Recorded • Reviewed • Adequately insured 	Partial	None	
Budget preparation & monitoring is effective	Yes	None	
The precept is approved and payment received	Partial	Whilst there is evidence in the minutes to confirm the process for agreeing the precept for 2016/17 the actual amount is not recorded.	R3

Expected income is received and fees and charges are reviewed	Partial	A reimbursement of Lengthsman's expenditure (£730.04) received in June 2016 and, believed to relate to expenditure incurred in April May & June 2016, could not be reconciled against invoices. A potential overpayment of £192.94 was evident.	R4
Salaries are correctly paid & PAYE deductions made	Yes	None	
Assets are: <ul style="list-style-type: none"> • Identified • Recorded • Reviewed & revalued • 	Yes	None	
Council minutes are: <ul style="list-style-type: none"> • Sequentially numbered • Formally signed 	Yes	It was noted that during the year the formal process of signing off minutes has not been followed during the year.	R5
Health & Safety procedures are in place and subject to review	Not reviewed	None	

Action Plan

	Weakness	Recommendation	Responsible Officer	Implementation date
R1	Payments are not independently authorised.	The risks associated with current process of authorising electronic payment should be considered and revised arrangements considered.	Members of the Council & Responsible Finance Officer (RFO)	By 30 June 2017
R2	Payment schedules are not included in the minutes & made available to parishioners	Members should consider the inclusion of this information being made available in the minutes for transparency purposes.	Members of the Council	By 30 June 2017
R3	Whilst there is adequate evidence (January 2016 minutes) to confirm that the 2016/17 precept was discussed, the actual amount of the 2016/17 precept was not formally recorded.	The amount of the precept approved should be formally recorded in the minutes.	Members of the Council & RFO	By 31 January 2018
R4	Reimbursement of lengthsmans income could not be reconciled to actual expenditure.	As reimbursements are received these should be marked off against invoices raised to both confirm receipt and to identify any anomalies.	RFO	By 30 June 2017
R5	Minutes are not formally signed off.	All minutes should be formally signed off by the Chairman	Chair of the Council	By 30 June 2017

24.10.16		HMRC	48.20											48.20
01.11.16	24	S Gwilliam Oct Work		176.00										176.00
15.11.16	25	Calc							10.00					10.00
15.11.16	26	C Chambers Admin			12.45		30.00							42.45
27.11.15	27	Evesham Town Council Allotment Course							125.00			25.00		150.00
27.11.15		Wages	193.14											193.14
27.11.16		HMRC	48.40											48.40
07.12.16	28	S Gwilliam Nov Work		176.00										176.00
07.12.16	29	Nicolas Hancox								446.00		84.00		530.00
26.12.16	30	S Gwilliam spraying course							80.00					80.00
27.12.16		Wages	193.14											193.14
27.12.16		HMRC	48.40											48.40
11.01.17	31	S Gwilliam Dec Work		132.00										132.00
11.01.17	32	C Chambers					38.44					9.61		48.05
28.01.17		Wages	193.34											193.34
28.01.17		HMRC	48.20											48.20
06.02.17	33	S Gwilliam		132.00										132.00
26.02.17		Wages	193.14											193.14
26.02.07		HMRC	48.40											48.40
05.03.17	34	S Gwilliam		132.00										132.00
24.03.17		Wages	193.34											193.34
24.03.17	35	C Chambers Enhancement					33.59					8.40		41.99
24.03.17	36	C Chambers Home allowance		134.00										134.00
24.03.17		HMRC	48.20											48.20
														0.00
														0.00

Date	Details	Lengthsman			Insurance	Enhancement	Grants	Training Cilca	Churchyard	Contingency/		Reserves	Reserves	VAT	Gross
		Wages	Payments	Admin						Other	Village Hall	Other			
Budget	8620	2880.00	1800.00	1250.00	290.00	200.00	500.00	200.00	150.00	500.00	450.00	400.00			
Total Payments Made to Date		2824.71	1802.08	569	292.37	173.59	291.85	215	300	151.25	2388	0	577.58	9585.43	
Balance Left		55.29	-2.08	681.00	-2.37	26.41	208.15	-15.00	-150.00	348.75	-1938.00	400.00	-577.58	-9585.43	

Whittington Parish Council Receipts
2016-2017

Date	Chq No	Details	Precept	Support Grant	N'bourhood Dev Plan	Lengthsman Scheme Grant	Interest Bond AC	Money Manager A/c	New Homes Bonus	Misc	VAT	Gross	Vat	Net
30.04.16		Precept	3484.00									3484.00		
30.04.16		Support Grant		192.00								192.00		
05.04.16		Worcestershire CC Lengthsman				184.80						184.80		
28.04.16		Worcestershire CC Lengthsman				147.00						147.00		
April		Interest						0.21				0.21		
May		Interest						0.22				0.22		
June		Interest						0.21				0.21		
18.07.16		HMRC VAT REFUND									279.06	279.06		
22.07.16		Worcestershire CC Lengthsman				730.04						730.04		
25.07.16		Interest Bond A/c					35.90					35.90		
July		Interest Money Manager A/c						0.22				0.22		
August		Interest Money Manager A/c						0.22				0.22		
16.08.16		Worcestershire CC Lengthsman				146.10						146.10		
20.09.16		Worcestershire CC Lengthsman				138.60						138.60		
30.09.16		Precept	3484.00									3484.00		
		Support Grant		191.00								191.00		
Sept		Interest Money Manager A/c						0.20				0.20		
04.10.16		Worcestershire CC Lengthsman				138.60						138.60		
Oct		Interest Money Manager A/c						0.12				0.12		
Nov		Worcestershire CC Lengthsman				184.80						184.80		
Nov		Interest Money Manager A/c						0.12				0.12		
Dec		Worcestershire CC Lengthsman				184.80						184.80		
Dec		Interest Money Manager A/c						0.12				0.12		
25.01.17		Money Market A/c								18000.00		18000.00		
25.01.17		Interest Bond A/c					18.15					18.15		
Jan		Interest Money Manager A/c						0.12				0.12		
Feb		Interest Money Manager A/c						0.11				0.11		
07.02.17		Worcestershire CC Lengthsman				138.60						138.60		
24.02.17		Worcestershire CC Lengthsman				138.60						138.60		
28.03.17		Worcestershire CC Lengthsman				14.86						14.86		
March		Interest Money Manager A/c						0.12				0.12		

Date	Chq No	Details	Precept	Support Grant	N'bourhood Dev Plan	Lengthsman Scheme	Interest	Money Manager	New Homes	Misc	VAT	Gross	Vat	Net
Budget	9970		6968	383		1815	60		744					
Totals Received to Date			6968	383.00	0	2146.80	0	0.00	0	0	279.06	27832.90		9776.86
Balance Left			0	0.00	0	-331.80	60.00		744.00					
		Bank Rec Figures					54.05	1.99		18000.00				9832.90