

The Parish of Knightwick and Doddenham

Annual Report of the Parish Council

2014-15

Contents

Government's requirements for smaller councils

Details required by the Government.

The Local Audit and Accountability Act 2014

The Act sets out a new audit framework for local public authorities which are currently covered by the Audit Commission regime. Under this new framework, smaller authorities with an annual turnover not exceeding £25,000, including parish councils, will be exempt from routine external audit. Instead, these parish councils will be subject to the new transparency requirements laid out in the Code.

This Code will act as an audit substitute, enabling local electors to access the information they need about the authority's accounts and governance in order to hold the authority to account. It is issued to meet the government's desire to place more power into citizens' hands to increase democratic accountability.

Public data that parish councils should publish

All items of expenditure *Annual publication no later than 1 July.*

Publish details of each individual item of expenditure.

Copies of cash books, vouchers and receipts, etc. do not need to be published but should remain available for inspection.

End of year accounts *Annual publication no later than 1 July.*

Publish signed statement of accounts according to the format included in the Annual Return audit form. It should be accompanied by:

- a) a copy of the bank reconciliation for the relevant financial year;*
- b) an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year; and*
- c) an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.*

Annual governance statement *Annual publication no later than 1 July.*

Publish signed annual governance statement according to the format included in the Annual Return audit form. Explain any negative responses to governance statements, including how any weaknesses will be addressed.

Internal audit report *Annual publication no later than 1 July.*

Publish internal audit report according to the format included in the Annual Return audit form. It should be signed by the person who carried out the internal audit.

Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed.

Explain any 'not covered' responses to internal controls objectives.

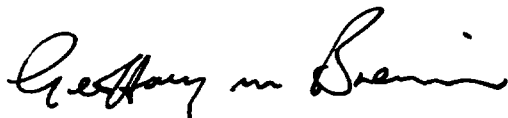
Publish any additional internal audit report, where available.

Location of public land and building assets *Annual publication no later than 1 July.*

Publish details of all public land and building assets – either in the authority's full asset and liabilities register or as an edited version. Information should include:

- a) description (what it is, including size/acreage);*
- b) location (address or description of location);*
- c) owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity;*

This council meets all these obligations.



Clerk to the Council 1/6/2015

The Council's Notices, Agenda and Minutes of Meetings: Are posted on the council's three notice boards at The Flying Horse Shop, Opposite the Talbot Hotel, and Doddenham Junction, in addition to web-pages - www.worcestershire.gov.uk/MyParish - **click on Knightwick**

Accounting statements for 2014-15

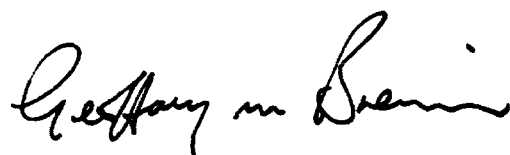
All figures to nearest £1.

	2014-15	2013-14
1 Balances brought forward	2016	4042
2 (+) Annual Precept received	4557	4725
3 (+) Total other income	3436	3377
4 (-) Staff costs	2944	3084
5 (-) Loan interest and capital repayments	0	0
6 (-) All other expenditure	4644	7915
7 (=) Total balances and reserves at the end of the year carried forward	2421	10804
8 Total cash and short-term investments	2421	10804
9 Total fixed assets plus other long term investments and assets	2600	2600
10 Total borrowings	0	0

11 Disclosure note; Trust funds (including charitable) The council does not act as sole trustee for and is not responsible for managing trust funds or assets.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its receipts and payments.

Signed by Responsible Financial Officer



.....
Date..15/4/2015

I confirm that these accounting statements were approved by the council on this

date..18/05/2015 and recorded as minute reference:...Financial Matters 8 (a)

Signed by Chair of the meeting approving these statements.

.....
Date.. 18/05/2015



Annual Governance Statement 2014-15

We acknowledge as the members of Knightwick and Doddenham Parish Council 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 2015, that:

- 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
- 2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 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 the council to conduct its business or on its finances.
- 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.
- 5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
- 7 We took appropriate action on all matters raised in reports from 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 council and, where appropriate have included them in the accounting statements.
- 9 Trust funds: The council does not act as sole trustee for and is not responsible for managing trust funds or assets.

This annual governance statement is approved by the council and recorded as minute reference..Financial Matters 8 (a).....dated...18/05/2015

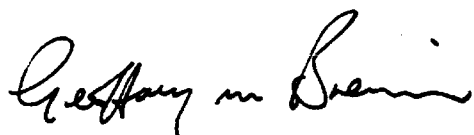
Signed by: Chair dated

18/05/2015



Signed by: Clerk dated

18/05/2015



Section 4 – Annual internal audit report 2014/15 to

KNIGHTWICK & DODDENHAM PARK

Council/Meeting

The council'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 2015.

Internal audit has been carried out in accordance with the council'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 the council.

- | | | |
|---|---|---|
| A | Appropriate accounting records have been kept properly throughout the year. | ✓ |
| B | The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ |
| C | The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ |
| D | The annual precept 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. | ✓ |
| G | Salaries to employees and allowances to members were paid in accordance with council 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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. | ✓ |
| K | Trust funds (including charitable) The council met its responsibilities as a trustee. | ✓ |

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

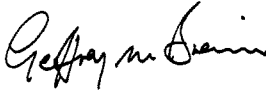
NA

Name of person who carried out the internal audit **LINDA LOTTERILL FCA**

Signature of person who carried out the internal audit *Linda Lotterill* Date **04/05/2015**

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).

Knightwick & Doddenham Parish Council		
Income and Expenditure for the year 1/4/14 – 31/03/15	Yr 2014-15	Yr 2013-14
Income		
Bank Interest	0.00	0.00
MHDC Precept	4557.57	4725.00
MHDC Parish Grant	167.43	
VAT Refund	487.81	372.73
Village Hall Hire	250.00	250.00
WCC Parish Lengthsman	2338.50	2754.50
Sundry Income	192.50	0.00
Total Income	7993.81	8102.23
Expenses		
Audit	150.00	50.00
Clerk - Expenses	56.88	196.08
Clerk - Salary	2887.44	2887.44
Donations	230.75	441.27
Other Expenses	68.00	0.00
Elections	0.00	0.00
Insurance	265.00	298.34
Sundry Payments	270.00	192.50
Parish Lengthsman	2140.00	1942.50
Subscriptions	133.38	130.16
Village Hall Electricity	527.44	612.98
Village Hall Insurance	168.53	166.12
Village Hall Maintenance	171.00	2743.50
VAT paid	519.92	467.81
Total Expenses	7588.34	10128.70
Net Income	405.47	-2026.47
Balance brought forward	2015.69	4042.16
Balance at year-end	2421.16	2015.69
Outstanding unpaid cheques		
100469	29.57	
100470	40.83	
100471	150.00	
100472	69.48	
Outstanding Invoices	0.00	
Total	289.88	
Bank Account – 31/3/2014	2711.04	
	01-Apr-15	
Clerk and RFO.		

K&D Inc & Exp 2014-5
01-Apr-14 Through 31-Mar-15 (in Pound)

03-Jun-15

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Date	Num	Description	Category	Amount
INCOME				
Lengthsman Income				
15-Apr-14		WCC Highways Additional Payment	Lengthsman Income	198.50
23-Feb-15		WCC Highways Invoice	Lengthsman Income	2,140.00
TOTAL Lengthsman Income				2,338.50
Precept				
30-Apr-14		MHDC Precept 1st Half	Precept	2,362.50
30-Sep-14		MHDC Precept 2nd Half	Precept	2,362.50
TOTAL Precept				4,725.00
Sundry Income				
21-Nov-14		MHDC Refund Planning Fee	Sundry Income	192.50
TOTAL Sundry Income				192.50
VAT Refund				
31-Oct-14		HMRC	VAT Refund	487.81
TOTAL VAT Refund				487.81
Village Hall Hire				
28-Jul-14		MHDC Election -V/Hall	Village Hall Hire	250.00
TOTAL Village Hall Hire				250.00
TOTAL INCOME				7,993.81
EXPENSES				
Audit				
11-Aug-14	100455	...LCCA	Audit	-50.00
15-Sep-14	100457	...Grant Thornton	Audit	-100.00
TOTAL Audit				-150.00
Clerk - Expenses				
17-Nov-14	100461	G M Brewin - expenses April - Sept 20...	Clerk - Expenses	-27.31
23-Mar-15	100469	G M Brewin - expenses Oct - March 2...	Clerk - Expenses	-29.57
TOTAL Clerk - Expenses				-56.88
Clerk - Salary				
30-Apr-14		G M Brewin	Clerk - Salary	-240.62
30-Apr-14		G M Brewin	Clerk - Salary	-240.62
30-Jun-14		G M Brewin	Clerk - Salary	-240.62
31-Jul-14		G M Brewin	Clerk - Salary	-240.62
29-Aug-14		G M Brewin	Clerk - Salary	-240.62
30-Sep-14		G M Brewin	Clerk - Salary	-240.62
31-Oct-14		G M Brewin	Clerk - Salary	-240.62
28-Nov-14		G M Brewin	Clerk - Salary	-240.62
31-Dec-14		G M Brewin	Clerk - Salary	-240.62
30-Jan-15		G M Brewin	Clerk - Salary	-240.62
27-Feb-15		G M Brewin	Clerk - Salary	-240.62
31-Mar-15		G M Brewin	Clerk - Salary	-240.62
TOTAL Clerk - Salary				-2,887.44

K&D Inc & Exp 2014-5

01-Apr-14 Through 31-Mar-15 (in Pound)

03-Jun-15

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Date	Num	Description	Category	Amount
Donations				
23-Mar-15	100471	Footprints	Donations	-150.00
SUBTOTAL Donations				-150.00
Section 137 Donation				
19-May-14	100448	MHDC Rates Subsidy V/Shop	Donations:Section 137 Donation	-39.92
23-Mar-15	100470	MHDC Village Shop Support	Donations:Section 137 Donation	-40.83
TOTAL Section 137 Donation				-80.75
TOTAL Donations				-230.75
Insurance				
19-May-14	100450	Came & Co	Insurance	-265.00
TOTAL Insurance				-265.00
Other Expenses				
17-Nov-14	100462	F Budden Bus Shelter Repairs	Other Expenses	-68.00
TOTAL Other Expenses				-68.00
Parish Lengthsman				
23-Feb-15	100467	...Roger Thomas	Parish Lengthsman	-2,140.00
TOTAL Parish Lengthsman				-2,140.00
Subscriptions				
19-May-14	100449	...WCALC	Subscriptions	-133.38
TOTAL Subscriptions				-133.38
Sundry Payments				
15-Sep-14	100458	Ian Guest Associates V/Hall Plans	Sundry Payments	-150.00
19-Jan-15	100465	Ian Guest Associates V/Hall Plans	Sundry Payments	-120.00
TOTAL Sundry Payments				-270.00
Village Hall Electricity				
21-Apr-14	100447	...BrGas	Village Hall Electricity	-126.49
19-May-14	100451	...BrGas	Village Hall Electricity	-42.36
28-Jul-14	100452	...BrGas	Village Hall Electricity	-97.17
11-Aug-14	100456	...BrGas	Village Hall Electricity	-33.07
04-Oct-14	100460	...BrGas	Village Hall Electricity	-23.34
07-Jan-15	100464	...BrGas	Village Hall Electricity	-94.50
02-Feb-15	100466	...E.ON	Village Hall Electricity	-24.73
04-Mar-15	100468	...E.ON	Village Hall Electricity	-19.61
27-Mar-15	100472	...E.ON	Village Hall Electricity	-66.17
TOTAL Village Hall Electricity				-527.44
Village Hall Insurance				
28-Jul-14	100453	Community First (Wilts)	Village Hall Insurance	-168.53
TOTAL Village Hall Insurance				-168.53
Village Hall Maintenance				
28-Jul-14	100454	...Gottfire Protection	Village Hall Maintenance	-61.00
15-Sep-14	100459	Andrew's Gardening Services	Village Hall Maintenance	-110.00
TOTAL Village Hall Maintenance				-171.00

K&D Inc & Exp 2014-5
01-Apr-14 Through 31-Mar-15 (in Pound)

03-Jun-15

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Date	Num	Description	Category	Amount
TOTAL EXPENSES				-7,068.42
TRANSFERS				
Knightwick & Doddenham Current				
21-Apr-14		BrGas	[Knightwick & Doddenham Current]	6.32
19-May-14		WCALC	[Knightwick & Doddenham Current]	23.36
19-May-14		BrGas	[Knightwick & Doddenham Current]	2.11
28-Jul-14		BrGas	[Knightwick & Doddenham Current]	4.85
28-Jul-14		Gottfire Protection	[Knightwick & Doddenham Current]	12.20
11-Aug-14		BrGas	[Knightwick & Doddenham Current]	1.65
11-Aug-14		LCCA	[Knightwick & Doddenham Current]	10.00
15-Sep-14		Grant Thornton	[Knightwick & Doddenham Current]	20.00
04-Oct-14		BrGas	[Knightwick & Doddenham Current]	1.17
07-Jan-15		BrGas	[Knightwick & Doddenham Current]	4.73
02-Feb-15		E.ON	[Knightwick & Doddenham Current]	1.24
23-Feb-15		Roger Thomas	[Knightwick & Doddenham Current]	428.00
04-Mar-15		E.ON	[Knightwick & Doddenham Current]	0.98
27-Mar-15		E.ON	[Knightwick & Doddenham Current]	3.31
TOTAL Knightwick & Doddenham Current				519.92
VAT Control				
21-Apr-14	100447	...BrGas	[VAT Control]	-6.32
19-May-14	100449	...WCALC	[VAT Control]	-23.36
19-May-14	100451	...BrGas	[VAT Control]	-2.11
28-Jul-14	100452	...BrGas	[VAT Control]	-4.85
28-Jul-14	100454	...Gottfire Protection	[VAT Control]	-12.20
11-Aug-14	100456	...BrGas	[VAT Control]	-1.65
11-Aug-14	100455	...LCCA	[VAT Control]	-10.00
15-Sep-14	100457	...Grant Thornton	[VAT Control]	-20.00
04-Oct-14	100460	...BrGas	[VAT Control]	-1.17
07-Jan-15	100464	...BrGas	[VAT Control]	-4.73
02-Feb-15	100466	...E.ON	[VAT Control]	-1.24
23-Feb-15	100467	...Roger Thomas	[VAT Control]	-428.00
04-Mar-15	100468	...E.ON	[VAT Control]	-0.98
27-Mar-15	100472	...E.ON	[VAT Control]	-3.31
TOTAL VAT Control				-519.92
TOTAL TRANSFERS				0.00
OVERALL TOTAL				925.39

Knightwick and Doddenham Parish Council

Details of Council Members, appointment to external bodies, and Officers.

The Council was elected on May 6th 2011.

(All tel. Nos. + 01886)

Chair: David Kirkbright	822201	Elected	Doddenham Ward
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Vice Chair: Gill Evans	822132	Elected	Knightwick Ward
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Represents the Council - Knightwick and Doddenham Village Hall Charity

Francis Budden	821566	Elected	Knightwick Ward
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Represents the Council - Knightwick Charities and
Knightwick and Doddenham Village Hall Charity

Mary Horton	821434	Co-Opted 16/01/12	Doddenham Ward
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Stuart Munday	821439	Elected	Doddenham Ward
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Represents the Council - Knightwick and Doddenham Village Hall Charity

Brian Munt	821171	Elected	Doddenham Ward
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Represents the Council - Knightwick and Doddenham Village Hall Charity

Philip Edwards	821568	Elected	Knightwick Ward
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Judy Peters	821504	Co-Opted 15/07/13	Doddenham Ward
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Clerk to the Council

Geoffrey M Brewin, C Eng, CiLCA.
Whistlewood House, Lulsley, Knightwick,
Worcester. WR6 5QT 821386
email, geoffreymbrewin@waitrose.com

Not a member of the council but supported by it:

Parish Footpaths Warden - Bernard Lee, 821673

The Parish of Knightwick and Doddenham

Register of Assets

Village Hall situated on Ankerdine Hill.

Valued & Insured for the sum of £45,589

3 Village Noticeboards.

Cost & Insured for the sum of £1700

Pg Edwards
March 2003

CC Tatchell
March 2003

Bus Shelter at Knightwick Crossroads on A44

Replacement Value and insured for £900

Confirmed 21/11/05

Chairman.....

Pg Edwards

Clerk to the Council & RFO.....

Chris Green