

Agenda Item 4 Councillor Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 6 HR and Standards committees

Last year, Cllrs Betts, Stacey and Symons were appointed as members of the HR Committee with Cllrs King, Wallace and Symonds being appointed as members of the Standards Committee.

Agenda Item 7 Representatives

Last year, Cllr Symons was appointed as APC's representative to Assington Village Charity and Cllr Wallace APC's representative to the Suffolk Association of Local Councils (SALC).

Agenda Item 8 Planning Applications

Last year Cllrs Symonds and King were appointed to review planning applications.

Agenda Item 9 Internal Auditor

Simon White is happy to be appointed internal auditor for 2016 / 2017.

Agenda Item 13 Routine Correspondence

Apart from correspondence included in agenda item no correspondence has been received since the last meeting.

Agenda Item 14 Clerk's Report

Minute	Action	Complete ✓
16/006	Wrote to James Finch re A134	
16/010	Meeting held with Nick Ward and Ian Tippet.	✓
16/026	Minutes placed on website and notes sent to magazine.	✓
16/029	Issue escalated with Babergh Enforcement.	✓
16/030 a	Cheques sent to suppliers.	✓
16/030 b	Donations sent.	✓
16/031	Planning Application response sent to BDC.	✓
16/036	CHT meeting arranged.	✓
16/040	Minutes placed on website and notes sent to magazine.	✓
16/042	Planning Application response sent to BDC.	✓
16/043	Issues raised with Babergh Enforcement.	✓
	Clerk Hours	
	As at 27th March 2016 - 234.75 hours worked /208 + 20 hours paid.	

Agenda Item 15a Internal Auditor's Report

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

ASSINGTON 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 2016.

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.	✗		
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.			✓

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)

* THERE WERE NO PETTY CASH PAYMENTS

Name of person who carried out the internal audit SIMON JOHN WHITE

Signature of person who carried out the internal audit [Signature] Date 10/5/16

*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).

**Annual Report by the
Internal Auditor for Assington Parish Council
for the 2015/16 Financial Year**

Carried out by: Simon White - 20 The Street, Assington, Sudbury, Suffolk

Report to Assington Parish Council (APC)

Acting independently and on the basis of an assessment of risk, I carried out a selective assessment of the compliance with the relevant procedures and controls expected to be in operation during the financial year ended 31st March 2016.

In following the process outlined within the Annual Return, I submit the following report with observations:

- Appropriate books of accounts were kept throughout the period under review with all receipts and payments, including VAT, being correctly approved and accounted for in the cashbook.
- Remittances and invoices supported all receipts and payments.
- The bank reconciliation and budget were regularly monitored throughout the year as well as the bank statement being checked against the reconciliation at each Council meeting.
- There were no petty cash items in the period reviewed.
- The annual precept requirement was based on a sound budgetary process and agreed at the APC meeting on 23rd November 2015.
- The Asset Register has been properly maintained and insurance risk assessed against the total value.
- Salary and allowances paid to the Clerk are in accordance with PAYE regulations.
- The year-end accounts have been prepared on a correct accounting basis, agreed with the cashbook and supported by an adequate audit trail. The year-end bank statement has also been prepared correctly.
- APC does not act as a sole trustee and therefore has no responsibilities as a trustee.
- All APC meetings were carried out correctly and members declared their interests where appropriate.
- The risk assessment is appropriate for the activities of the Council.

On the basis of my examination, it is my opinion that the system of internal controls is adequate and effective for Assington Parish Council's needs and planned coverage.

S. J. White

10th May 2016

Agenda Item 15b Bank Reconciliation and the Receipts and Payments Account

ASSINGTON PARISH COUNCIL			
Bank Reconciliation for Financial year ending 31st March 2016			
Balances per Bank Statements as at 31st March			
Barclays Community		£100.00	
Barclays Premium Account		<u>£11,889.97</u>	
			£11,989.97
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	726	£284.80	
	727	£143.80	
	728	£589.07	
	729	£137.60	
	730	£50.00	
	731	£50.00	
	732	£50.00	
	733	£50.00	
	734	£50.00	
	735	£50.00	
			<u>£1,455.27</u>
		Total Cash	<u>£10,534.70</u>
CASH BOOK			
Opening Balance			£8,718.84
Add Receipts in the year			<u>£12,918.10</u>
			£21,636.94
Less Payments in the year			£11,102.24
		Total Cash	<u>£10,534.70</u>

ASSINGTON PARISH COUNCIL			
Receipts & Payments Account for the year ending 31st March 2016			
<u>Receipts</u>			
Precept		£7,646.64	
Grants		£4,939.53	
Bank Interest		£6.02	
Loan		£0.00	
Other		£181.83	
VAT Repayment		£144.08	
			£12,918.10
<u>Payments</u>			
Clerks Salary		£2,177.62	
Admin		£814.11	
Donations		£650.00	
Street Lighting		£308.63	
Street Lighting Upgrade		£0.00	
Insurance		£301.17	
Inspection		£0.00	
P3 Scheme		£360.00	
Licensed Footpaths		£0.00	
Contingency		£0.00	
Maintenance		£237.33	
Loan Repayment		£1,473.82	
Loan Interest		£99.50	
Allotments / Conservation		£3,805.73	
VAT Paid		£874.33	
			£11,102.24
Excess of Receipts over Payments			£1,815.86
Add Balance Brought Forward			£8,718.84
Balance Carried Forward			£10,534.70
<u>Represented by</u>			
Barclays Community		£100.00	
Barclays Premium		£10,434.70	
Cash		£0.00	
			£10,534.70

Agenda Item 15c Section 1 of the Annual Return

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

ASSINGTON 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 2016, 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 and recorded as minute reference:

dated _____

Signed by:

Chair _____

dated _____

Signed by:

Clerk _____

dated _____

*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.

Agenda Item 15d Section 2 of the Annual Return

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

ASSINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	6,912	8,719	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	7,363	7,647	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,044	5,271	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	1,992	2,178	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	1,573	1,573	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	3,035	7,351	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	8,719	10,535	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	8,719	10,535	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	17,403	19,478	The 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	6,052	4,579	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 2016 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

Date _____

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date _____

Agenda Item 15e Significant Variances

Explanation to the quantified significant variances for boxes 2 - 6, 9 and 10 in Section 2 of the 2015 / 16 Annual Return

Box 3 Total Other Receipts

2015 - £1,044 2016 £5,271 Difference £4,227 405%

Other Receipts	2015	2016	Difference
Grants	331	4,940	4,609
Other	523	182	-341
VAT Repayment	185	144	-41
			4,227

During the year APC received £4,550 in grants for its new allotments. APC only received a reduced Precept Tax Grant (PTG) of £182 from the District Council in 2016 compared to the higher PTG of £273 in 2015 plus 2 further contributions totaling £250.

Box 6 Total Other Payments

2015 - £3,035 2016 £7,351 Difference £4,316 142%

Other Payments	2015	2016	Difference
Allotments	5	3,806	3,801
VAT Paid	144	874	730
Footpaths & Contingency	265	0	-265
			4,266

The cost of the works to the allotments came to £4,560.

Box 9 Total Fixed Assets

2015 - £17,403 2016 £19,478 Difference £2,075 12%

The allotment Fencing and Shed were added to the Asset Register at a total of £2,075.

Box 10 Total Borrowings

2015 - £6,052 2016 - £4,579 Difference -£1,473 -24%

Reflects the Capital Repayment of £1,473 during 2015 / 2016.

Associated Papers APC Meeting on 23rd May 2016

Agenda Item 15f Responsible Finance Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
25/04/16	BDC Precept & Grant			3,874.92	0.00
01/05/16	HMRC Repayment			874.33	0.00
23/05/16	BDC - Conservation rent	736	LA 2011 ss 1 to 8	0.00	5.00
23/05/16	SALC - Annual Subscription	737	LA 2011 ss 1 to 8	0.00	181.12
23/05/16	R Symons - Dementia Awareness expenses	738	LA 2001 ss 1 to 8	0.00	11.58
30/06/16	DF Crimmin - Salary Apr to June	739	LA 2001 ss 1 to 8	0.00	397.45
30/06/16	DF Crimmin - WFHA Apr to June	739	LA 2001 ss 1 to 8	0.00	39.00
30/06/16	HMRC - Clerk Tax	740	LA 2001 ss 1 to 8	0.00	99.20

Reconciliation

	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	29/04/16	£100.00				
Premium Accounts	29/04/16	£14,309.62	£14,550.60	£733.35	£874.33	£0.00
Cash	16/05/16	£0.00	£0.00			£0.00
		£14,409.62	£14,550.60	£733.35	£874.33	

Statement of Accounts vs Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/Forward		£10,534.70				
Income			Expenditure			
Precept	£7,568.00	£3,784.00	Clerks Salary	£2,200.00	£496.65	
Grants	£331.40	£0.00	Admin	£1,300.00	£231.70	
Bank Interest	£5.00	£0.00	Donations	£600.00	£0.00	
Loan	£0.00	£0.00	Street Lighting	£350.00	£0.00	
Other	£300.00	£90.92	Street Lighting Upgrade	£0.00	£0.00	
VAT Repayment	£0.00	£874.33	Insurance	£330.00	£0.00	
			Inspection	£100.00	£0.00	
			P3 Scheme	£360.00	£0.00	
			Licensed Footpaths	£175.00	£0.00	
			Contingency	£500.00	£0.00	
			Maintenance	£600.00	£0.00	
			Loan Repayment	£1,417.14	£0.00	
			Loan Interest	£156.18	£0.00	
			Allotments / Conservation	£655.00	£5.00	
			VAT Paid	£0.00	£0.00	
Total	£8,204.40	£4,749.25	Total	£0.00	£8,743.32	£733.35
			Assets C/Forward			£14,550.60
Total		£15,283.95	Total			£15,283.95

Agenda Item 15g Churchyard Maintenance donation

For the past 5 years APC has donated £350 towards the Churchyard maintenance.

Agenda Item 16e Status of planning applications

BDC Ref	Application	APC Ref	APC Response	BDC Response
B/08/00316	Enforcement Reference following APC's question re vehicular access at 8 The Gurdons		Raised	
B/15/01348	The Barn at Assington, The Street - Change of use to caravan and camping site including provision for static, seasonal and touring caravans, tented camping and winter storage of caravans.	15/094a	Object	Approved 19/04/2016
B/15/01382	Adjoining Parish - Gedding Hall, Nayland Road - Alterations and conversion of two barns to residential use.	15/106a	No comment	
B/15/01348	Amendments / additional information received re The Barn at Assington, The Street - Change of use to caravan and camping site including provision for static, seasonal and touring caravans, tented camping and winter storage of caravans.	16/021a	Objected	Approved 19/04/2016
B/15/01718	Chilton Woods	16/031b	Objected	
B/16/00242	Adjoining Parish - Greens Farm, High Road, Leavenheath - Erection of detached double garage.	16/031a	No comment	Approved 21/04/2016
B/16/00327	Willow Tree Farm, The Street - Erection of detached single garage.	16/042a	Supported	Approved 06/05/2016

Agenda Item 17 Maintenance of Permissive Paths, Allotments and Conservation area

A new contractor is required in order to maintain certain aspects of the allotments, the permissive footpaths and the conservation area.

Agenda Item 19 BDC Meeting

The next Town and Parish Liaison Meetings will take place on Tuesday 7th June for Babergh. As usual start times are 10.00am (at Tattinstone) for the morning meeting and 6.30pm (at Cockfield) for the evening session.