

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 17th
APRIL 2019**

Councillors: D Light (Chairman), H Williams (ex-officio), Miss V Webb, JK Hall, Mrs C Allen,

1. APOLOGIES FOR ABSENCE

Councillors P Wooddisse (Vice Chairman), BR Edwards and I G Sadler sent their apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 17TH FEBRUARY 2019

The minutes of the meeting held on 17th February were approved and signed as a true record of that meeting.

4. MATTERS ARISING FROM PREVIOUS MINUTES

It was noted that the clock has now been hung in the library, and an official opening ceremony is to be arranged.

5. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS FROM 1ST APRIL TO 31ST MARCH 2019 AS PREPARED BY THE RFO

The accounts as attached as Appendix 1 to these minutes: the figures were reviewed and noted.

It was **Resolved** to **Recommend** to the Parish Council that the Year-end accounts as set as Appendix 1 to these minutes be accepted. On a vote this was unanimous.

6. TO RECEIVE THE INTERNAL AUDITORS REPORT FOR 2017 / 2018

The internal Auditors report as set out as appendix 2 to these minutes was accepted. It was **Resolved** to **Recommend** to the Parish Council that the Year-end accounts as set as Appendix 2 to these minutes be accepted. On a vote this was unanimous.

7. BALANCES REMAINING AS AT 31ST MARCH 2018

Balances remaining as at the 31st March 2019 are detailed below, along with the explanation of balances held in all of the bank accounts:-

The budget summary is below:-

D Light
22/5/2019

<u>TOTAL EXPENDITURE</u>	<u>161439.00</u>	<u>163955.90</u>	<u>2516.90</u>
<u>TOTAL INCOME</u>	<u>161439.00</u>	<u>164354.70</u>	<u>2915.70</u>
<u>TOTAL NET BALANCE</u>	<u>0.00</u>	<u>398.80</u>	<u>-398.80</u>

The bank balances after all of the invoices relating to the financial year 2018/19 are below:-

BARCLAYS BANK	£1,687.67*
.COOPERATIVE BANK C & I	£26.38
Bath Building Society	£37,201.78
Reserves West Bromwich	£30,441.72
Total	£69,357.55

*In summary this is the VAT reclaim figure for the last quarter and the balance remaining from this year's budget

Break down of balances held:-

Barclays and Co-operative bank account are current accounts

West Bromwich Account:-

Play Area	5000.00
Contingency	3500.00
Election Expenses	8445.47
Xmas Lights	5362.83
Balance from year end 31/3/18	8133.42
	<u>30441.72</u>

Bath Building Society:-

£30,000.00 reserves
£7201.78 for future Council Projects

This was noted.

8. TO DISCUSS MOVING SID AS REFERRED FROM THE APRIL PARISH COUNCIL MEETING

Previous minutes on this matter:-

65/19. To discuss the purchase / location of a further SID

Minute from the Finance Committee held on the 20th February:-

The following recommendation was received from the Leisure and Amenities Committee to purchase a new SID, socket and pole at a cost of £2000. The Finance and General Purposes Committee Minutes 17/04/2019

HLG
22/5/2019

Committee agreed that funding is available from the Community budget line 104, but some members of the Committee had reservations if this was actually best value for money, and requested that this is a full agenda item for the next Council meeting, so the proposal can be fully discussed.

Members agreed unanimously that the Clerk should:

- purchase 5 more removable sockets at a cost of circa £500.00.*
- Get a quotation from the Company that supplied the SID signs for moving them from one location to another.*

It was agreed to defer the purchase of an additional SID and post to the next meeting for members to decide whether a third camera should be purchased.

The sockets have been ordered. The cost for the company to come in move the signs approx. 4 times per year, at a cost of £135 per unit per visit. It was agreed to refer this to Finance for funding, if funding can be found then delegated authority was given to the Committee to engage Morelock Signs to move the cameras initially until the staffing issues are resolved.

Members agreed to leave their current locations until there is sufficient staff to deal with moving the signs. It was noted that the sockets had been ordered and a site at Stourton identified with the landowners permission, the Clerk is organising for the company that has supplied the signs, to double check that this location is suitable and the sign will work correctly in the proposed location.

9. TO DISCUSS CHANGING BANK ACCOUNT

The Clerk has contacted Handel's bank in Stourbridge via email and called them for further details on opening an account but has not received any response. Cllr Mrs C Allen agreed to pop into the bank and speak with them when she is in Stourbridge.

Members agreed to defer this item until the next meeting.

10. TO DISCUSS FINANCIAL IMPLICATIONS ON STAFFING ISSUES

The Clerk reported to the meeting the final costs on this matter, these were noted.


11. DATE OF NEXT MEETING

Date of the next meeting is Wednesday 22nd May 2019.

12. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 15th May 2019

National Trust Grant £500
Toilet costs for Kinver Edge toilets


22/5/2019

Insurance quotations

13. RECOMMENDATIONS TO THE PARISH COUNCIL

It was **Resolved** to Recommend to the Parish Council that:-

- the year-end accounts as set as Appendix 1 and the Internal Auditors report as set out as Appendix 2 to these minutes be accepted.

J. L. G. Hi 22/5/2019.

Appendix 1 to the minutes of the Finance Committee held on the 17TH April 2019

Item 5

KINVER PARISH COUNCIL

Monthly Balance Sheet as at: 31/03/2019

Barclays Bank

Unpresented Cheques

206.76

Unpresented Receipts

TOTAL

206.76

0.00

Computer Figures Barclays Bank acc.
less unpresented

4061.36
206.76

Total

4268.12

Bank Statement Figure

4268.12

Other bank account balances

Bath Building Society
West Bromwich Building Society
Co-Operative Bank

37201.78
30441.72
26.38
71938.00

Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£1,000.00	£350.09	-£649.91
14	BURIAL FEES	£9,928.00	£12,650.00	£2,722.00
15	TOILET INCOME	£1,500.00	£850.00	-£650.00
16	DONATIONS	£300.00	£0.00	-£300.00
17	PRECEPT	£144,709.00	£144,709.00	£0.00
19	SUNDRIES	£0.00	£784.06	£784.06
20	TOILET GRANT SSDC	£0.00	£0.00	£0.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£2.00	£11.55	£9.55
24	SANTANDER BOND	£0.00	£0.00	£0.00
26	RENT FROM DOWN STAIRS OFFICE	£4,000.00	£5,000.00	£1,000.00
Total Council		£161,439.00	£164,354.70	£2,915.70
Total Income		£161,439.00	£164,354.70	£2,915.70
EXPENDITURE				
Council				
51	GENERAL ADMINISTRATION			
51/1	TELEPHONE	£1,900.00	£1,698.31	£201.69
51/2	STATIONARY	£2,850.00	£2,728.30	£121.70
51/3	GENERAL INSURANCE	£3,500.00	£3,285.26	£214.74
51/4	RATES	£700.00	£619.54	£80.46
51/5	OFFICE ELECTRICITY AND GAS	£1,500.00	£1,970.06	-£470.06
51/6	AUDIT	£1,050.00	£850.00	£200.00
51/7	CHAIRMAN'S ALLOWANCE	£500.00	£500.00	£0.00
51/8	STAFF TRAINING EXPENSES	£100.00	£0.00	£100.00
51/9	MISCELLANEOUS	£0.00	£36.23	-£36.23
51/10	MEMBERS EXPENSES	£300.00	£184.05	£115.95
51/11	COMPUTER SUPPORT SERVICES	£2,300.00	£1,970.36	£329.64
51/12	PHOTOCOPIER	£240.00	£240.00	£0.00
51/13	ADVERTISING	£50.00	£0.00	£50.00
51/14	CIVIC EXPENSES	£0.00	£345.91	-£345.91
51/15	POSTAGE	£1,100.00	£1,115.70	-£15.70
51/16	MISC PETTY CASH	£0.00	£0.00	£0.00
51	Total	£16,090.00	£15,543.72	£546.28
53	MAINTENANCE			
53/2	MAINTENANCE TOILETS	£2,500.00	£2,344.11	£155.89
53/4	MAINTENANCE MISC	£6,500.00	£5,106.04	£1,393.96

04/04/19 10:22 AM Vs:

Kinver Parish Council

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Financial Budget Comparison

Comparison between 01/04/18 and 31/03/19 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
53/41	MAINTENANCE GRASS CUTTING	£13,000.00	£10,779.50	£2,220.50
53/42	MAINTENANCE PLAY AREA	£2,000.00	£682.00	£1,318.00
53	Total	£24,000.00	£18,911.65	£5,088.35
55	CAR PARK RENT	£550.00	£575.00	-£25.00
57	CHRISTMAS ILLUMINATIONS	£4,500.00	£3,128.69	£1,371.31
59	INTERNAL GRANTS NO LONGER USED	£0.00	£0.00	£0.00
60	CONTINGENCIES	£0.00	£766.70	-£766.70
61	VEHICLES - BARCLAYS BANK			
61/1	LEASING	£3,500.00	£4,565.46	-£1,065.46
61/2	FUEL	£1,100.00	£804.42	£295.58
61/4	INSURANCE FOR VEHICLE	£1,050.00	£868.92	£181.08
61	Total	£5,650.00	£6,238.80	-£588.80
62	HEALTH AND SAFETY	£200.00	£345.00	-£145.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT			
63/1	PARISH COUNCIL SUBS	£500.00	£402.00	£98.00
63/2	SPCA AND LCR	£700.00	£694.00	£6.00
63/3	GRANTS	£13,030.00	£11,971.92	£1,058.08
63	Total	£14,230.00	£13,067.92	£1,162.08
64	GARAGE PROJECT	£0.00	£0.00	£0.00
101	ELECTION EXPENSES	£0.00	£0.00	£0.00
103	WAGES / SALARIES BARCLAYS BANK			
103/1	SALARIES	£70,805.00	£78,254.17	-£7,449.17
103/2	TAX AND NI FOR EMPLOYEES	£0.00	£0.00	£0.00
103/3	EMPLOYERS NATIONAL INSURANCE	£3,484.00	£5,622.50	-£2,138.50
103/4	EMPLOYEES PENSION	£0.00	£0.00	£0.00
103/5	EMPLOYERS PENSION	£14,869.00	£18,911.75	-£4,042.75
103/6	OPENING PUBLIC TOILETS	£1,061.00	£1,250.00	-£189.00
103	Total	£90,219.00	£104,038.42	-£13,819.42
104	COMMUNITY PROJECTS	£4,000.00	£0.00	£4,000.00
105	LEGAL FEES	£2,000.00	£1,340.00	£660.00
Total Council		£161,439.00	£163,955.90	-£2,516.90
Total Expenditure		£161,439.00	£163,955.90	-£2,516.90
Total Income		£161,439.00	£164,354.70	£2,915.70
Total Expenditure		£161,439.00	£163,955.90	-£2,516.90
Total Net Balance		£0.00	£398.80	

Summary Trial Balance

Year ending 31/03/19

	Credit	Debit
Income		
Income	5,000.00	
Precept	144,709.00	
Agency Services reimbursements	0.00	
Loan/Capital Receipts	0.00	
Interest on Investments	361.64	
Sale of Assets	0.00	
Burial fees	12,650.00	
Rights of Way	0.00	
Toilet Income	850.00	
Rents received	0.00	
Donations and Sundries	784.06	
Expenditure		
Expenditure		5,580.39
General Administration		21,857.87
Agency Services		0.00
S. 137 Payments		0.00
Capital Schemes		0.00
Provision for Doubtful Debts		0.00
Interest on Long Term Debts		0.00
General Administration - Petty cash/High St Toilet cleaning		0.00
Maintenance		0.00
Burial Ground		18,911.65
Grants and Subscriptions		13,067.92
Car park rentals		575.00
Millennium Fund		0.00
Loan repayment		0.00
Employment Advice Centre		0.00
Wages / Salaries		104,038.42
Church - Methodist rent		0.00
Expenditure		
Balance Sheet Assets		
VAT Recoverable		1,206.25
Debtors		2,000.00
Payment in Advance		0.00
Cash in Hand && at Bank		71,731.24
Investments		0.00
Loans Made		0.00
Balance Sheet Liabilities		
Loans Received	0.00	
VAT Payable	0.00	
Creditors	5,573.78	
Receipts in Advance	0.00	
Reserves (at start of year)	69,040.26	
Trial Balance Total	238,968.74	238,968.74

Total of credits and debits match.

Income and Expenditure Account

Unaudited

31/03/18 £		31/03/19 £
	INCOME	
9,910.00	Burial fees	12,650.00
0.00	Exchequer Bond	0.00
0.00	Rights of Way	0.00
1,110.00	Toilet Income	850.00
0.00	Rents received	0.00
3,000.00	Income	5,000.00
3,576.50	Donations and Sundries	784.06
144,709.00	Precept	144,709.00
0.00	Agency Services reimbursements	0.00
0.00	Loan/Capital Receipts	0.00
275.28	Interest on Investments	361.64
0.00	Sale of Assets	0.00
162,580.78	TOTAL INCOME	164,354.70
	EXPENDITURE	
24,732.78	General Administration	21,857.87
0.00	Agency Services	0.00
0.00	S. 137 Payments	0.00
0.00	Capital Schemes	0.00
0.00	Provision for Doubtful Debts	0.00
0.00	Interest on Long Term Debts	0.00
0.00	General Administration - Petty cash/High St toilet cleaning	0.00
0.00	Maintenance	0.00
23,589.84	Burial Ground	18,911.65
5,485.17	Grants and Subscriptions	13,067.92
0.00	Car park rentals	575.00
0.00	Millennium Fund	0.00
0.00	Loan repayment	0.00
0.00	Employment Advice Centre	0.00
10,406.38	Expenditure	5,580.39
94,733.07	Wages / Salaries	104,038.42
0.00	Church - Methodist rent	0.00
158,947.24	TOTAL EXPENDITURE	164,031.25
65,406.72	Balance as at 01/04/18	69,040.26
162,580.78	Add Total Income	164,354.70
227,987.50		233,394.96
158,947.24	Deduct Total Expenditure	164,031.25
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	0.00
69,040.26	Balance as at 31/03/19	69,363.71

Signed

Chair

Clerk / Responsible Financial

Consolidated Balance Sheet

31/03/18
£

Unaudited
31/03/19
£

	Long Term assets		
0.00	Investments		0.00
0.00	Long Term Debts		0.00
0.00	TOTAL LONG TERM ASSETS		0.00
	Current assets		
0.00	Investments	0.00	
0.00	Loans Made	0.00	
0.00	Investments	0.00	
0.00	Stocks	0.00	
1,155.17	VAT Recoverable	1,206.25	
0.00	Debtors	2,000.00	
0.00	Payment in Advance	0.00	
73,996.94	Cash in Hand & at Bank	71,731.24	
75,152.11	TOTAL CURRENT ASSETS		74,937.49
75,152.11	TOTAL ASSETS		74,937.49
	Current liabilities		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
6,111.85	Creditors	5,573.78	
0.00	Receipts in Advance	0.00	
6,111.85	TOTAL CURRENT LIABILITIES		5,573.78
69,040.26	TOTAL ASSETS LESS CURRENT		69,363.71
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
69,040.26	NET ASSETS		69,363.71
	Represented by		
69,040.26	General Reserve		69,363.71
	RESERVES		
0.00	Asset Replacement Reserve		0.00
69,040.26			69,363.71

Signed
Chairman
Date
AUDIT OPINION

Responsible Financial Officer

Financial Summary - Cashbook

Summary between 01/04/18 and 31/03/19 inclusive. **Includes due and unpaid transactions.**

Balances at the start of the year

Ordinary Accounts

.BARCLAYS BANK	£14,822.12
.COOPERATIVE BANK C & I	£26.38
Bath Building Society	£36,851.69
Reserves West Bromwich	£22,296.75
Total	£73,996.94

RECEIPTS	Net	Vat	Gross
Council	£171,776.69	£0.00	£171,776.69
Total Receipts	£171,776.69	£0.00	£171,776.69
PAYMENTS	Net	Vat	Gross
Council	£170,143.10	£6,272.98	£176,416.08
Total Payments	£170,143.10	£6,272.98	£176,416.08

Closing

Ordinary Accounts

.BARCLAYS BANK	£1,687.67
.COOPERATIVE BANK C & I	£26.38
Bath Building Society	£37,201.78
Reserves West Bromwich	£30,441.72
Total	£69,357.55

Signed

Chair

Clerk / Responsible Financial

05/04/19 08:24 AM Vs:

Kinver Parish Council Page 1 of 1

Section 2 – Accounting Statements 2018/19 for

KINVER PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	59805	69040	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	144709	144709	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	17872	19665.75	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	91619	104038	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	61725	59993	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	69040	69364	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	73997	71731	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	750871	750871	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, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		X	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Bank reconciliation – Example

This reconciliation must include **all** bank and building society accounts and other short-term investments*. It **must** agree to Box 8 in the column headed "Year ending 31 March 2019" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

Local Council Name KINGSGE PARISH COUNCIL

Financial year ending 31 March 2019

Prepared by J CREE (Name and Position) Date 5/4/19

Balance per bank statements as at 31 March 2019:

e.g. Current account
High interest account
Building society premium a/c

4268.12 £
26.38
37201.78
30644.72

Petty cash float (if applicable)

Less: any un-presented cheques at 31 March 2019 (normally only current account)

Cheque number

71938
206.76

Add: any un-banked cash at 31 March 2019

e.g. Allotment rents banked 31 March 2019 (but not credited until 1 April)

0

Net balances as at 31 March 2019

71731.24

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

CASH BOOK

Opening Balance 1 April 2018

Add: Receipts in the year

Less: Payments in the year

Closing balance per cash book [receipts and payments book] as at 31 March 2019 (**must equal net balances above**)

* **Note:** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.

Explanation of significant variances in the accounting statements - Section 2Local council name: KINVER PARISH COUNCIL

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2017/18 £	2018/19 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10))
Box 2 Precept	£144709	£146709	£0 0%	
Box 3 Other income	£17872	£19646	£1774 + 9.93%	
Box 4 Staff costs	£91619	£104038	£12419 + 13.56%	
Box 5 Loan interest/ capital	£0	£0	£0	
Box 6 Other payments	£61725	£59993	£1732 3%	
Box 7 Balances carried forward	£69040	£69364	£324 0.47%	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown.
Box 9 Fixed assets & long term assets	£750871	£750871	£0 0%	Explain all movements in this category and not just those above 15%
Box 10 Total borrowing	0	0	0	

Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2019). Note – this form is only required for authorities preparing their accounts on an income and expenditure basis

Local council name: KINVER PARISH COUNCIL

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
Total of Box 7: Balances carried forward (31/3/2019)			69364
Deduct:	Debtors		
	•	2000.00	
	•	1206.25	
	•		
			3206
Deduct:	Payments made in advance (prepayments)		
	•		
	•		
			Ø
Total deductions			3206
Add:	Creditors		
	•	5573.78	
	•		
	•		
			5573
Add:	Receipts in advance		
	•		
	•		
			Ø
Total additions			5573
Total of Box 8: Total cash and short term investments (31/3/2019)			71731
(must agree to the net balances on bank reconciliation)			

Local Council name: KINVER PARISH COUNCIL

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: <u>J. CREE</u>	RFO's name (if not clerk) <u>N/A</u>	Chair's name <u>H WILLIAMS</u>
Clerk contact address: <u>95 HIGH STREET</u> <u>KINVER</u> <u>DY7 6HD</u>	RFO contact address:	Chair contact address: <u>95 HIGH</u> <u>STREET</u> <u>KINVER</u> <u>DY7 6HD</u>
Telephone: Primary contact number: <u>01384 873878</u>	Telephone: Primary contact number:	Telephone: Primary contact number: <u>01384 873878</u>
Mobile/Alternative number:	Mobile/Alternative number:	Mobile/Alternative number:
Clerk e-mail: <u>kinverparish@btconnect.com</u>	RFO e-mail:	Chair e-mail: <u>h.williams@staffs.gov.uk</u>

**Please return this form together with the
Annual Governance & Accountability Return and other information requested.**

Confirmation regarding the exercise of public rights

Local Council name: KINVER PARISH COUNCIL

The Council must inform the electorate of a 30 working day period during which public rights may be exercised.

The inspection period must include the first **10 working days** of July 2019. It must start the day after the annual return has been published on your website (or noticeboard for parish meetings) and publication must be as soon as practical after the unaudited annual return has been approved by the Authority.

Working days are defined as Monday – Friday. They **do not** include Saturdays, Sundays and Bank holidays.

(See calendar guide overleaf)

The inspection period commences on: 03/06/2019

And ends on: 12/7/19

Signed: J. S. Gee Date: 16/5/19

Position held: CLERK / RFO

Local council name: KINVER PARISH COUNCIL

Notice of appointment of date for the exercise of public rights
Accounts for the year ended 31st March 2019

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: <u>16/5/19</u> (a)</p> <p>2. Each year the Council's/Meeting's (b) Annual Return is audited by an auditor appointed by Public Sector Audit Appointments Limited. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2019 these documents will be available on reasonable notice on application to:</p> <p>(c) <u>J CREE</u> <u>CLERK TO THE COUNCIL</u> <u>95 HIGH STREET, KINVER</u> <u>DY7 6HD</u></p> <p>commencing on (d) <u>3/6/19</u></p> <p>and ending on (e) <u>12/6/19</u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> the opportunity to question the auditor about the accounts; and the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council/Meeting (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The audit is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your audit is being carried out by:</p> <p>Mazars LLP, Salvus Aykley Heads, Durham, DH1 5TS</p> <p>5. This announcement is made by (g) <u>J.S. Cree Clerk</u></p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Delete as appropriate.</p> <p>(c) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(d) And (e) The inspection period must include 1 July 2019 to 12 July 2019 inclusive and be 30 working days in total.</p> <p>(f) Delete as appropriate</p> <p>(g) Insert name and position of person placing the notice</p>
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14/16

BUDGET COMPARISON 2018-19

Up to 31/03/2019

	PARISH COUNCIL INCOME	BUDGET	ACTUAL INC.	BALANCE	%
		2018-19	RECEIVED		RECEIVED
10	PRECEPT	144709.00	144709.00	0.00	100.00
12	INTEREST INSTANT / CURRENT ACC	0.00	0.00	0.00	0.00
14	BURIAL FEES	9928.00	12650.00	2722.00	127.42
15	TOILETS HIGH STREET	1500.00	850.00	-650.00	56.67
16	DONATIONS	300.00	0.00	-300.00	0.00
19	SUNDRIES	0.00	784.06	784.06	765.05
22	INTEREST ON NEW RESERVES ACC AT WBROM	2.00	11.55	9.55	577.50
23	INTEREST BATH BUILDING SOCIETY	1000.00	350.09	-649.91	35.01
24	POLICE OFFICE RENT	4000.00	5000.00	1000.00	125.00
		161439.00	164354.70	2915.70	101.81

	EXPENDITURE FOR PARISH	BUDGET	ACTUAL EXP	BALANCE	%
					SPENT
50	GENERAL ADMIN				
50/1	GA TELEPHONE	1900.00	1698.31	201.69	89.38
50/2	GA STATIONARY	2850.00	2728.30	121.70	95.73
50/3	GA GENERAL INSURANCE	3500.00	3285.26	214.74	93.86
50/4	GA RATES BURIAL GROUND AND WATER RATES	700.00	619.54	80.46	88.51
50/5	GA OFFICE ELECTRICITY & GAS	1500.00	1970.06	-470.06	131.34
50/6	GA AUDIT	1050.00	850.00	200.00	80.95
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00	0.00	100.00
50/9	GA STAFF TRAINING EXPENSES	100.00	0.00	100.00	0.00
50/11	GA MISCELLANEOUS	0.00	36.23	-36.23	0.00
50/25	GA MEMBERS EXPENSES	300.00	184.05	115.95	61.35
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	1970.36	329.64	85.67
50/48	GA PHOTOCOPIER	240.00	240.00	0.00	100.00
50/51	GA ADVERTISING	50.00	0.00	50.00	0.00
50/14	GA CIVIC EXPENSES	0.00	345.91	-345.91	345.00
50/110/1	GA POSTAGE	1100.00	1115.70	-15.70	101.43
50/110/2	GA PETTY CASH OTHER	0.00	0.00	0.00	0.00
		16090.00	15543.72	546.28	96.60

	EXPENDITURE FOR PARISH	BUDGET	ACTUAL EXP	BALANCE	%
					SPENT
52	MAINTENANCE				

52/1	MAINTENANCE TOILETS	2500.00	2344.11	155.89	93.76
52/6	MAINTENANCE MISC.	6500.00	5106.04	1393.96	78.55
52/7	MAINTENANCE GRASS CUTTING	13000.00	10779.50	2220.50	82.92
52/26	MAINTENANCE PLAY AREA	2000.00	682.00	1318.00	34.10
	MAINTENANCE TOTAL	24000.00	18911.65	5088.35	78.80
54	GRANTS & SUBS EXTERNAL				
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	402.00	98.00	80.40
54/2	SPCA & LCR	700.00	694.00	6.00	99.14
54/3	GRANTS	13030.00	11971.92	1058.08	91.88
	GRANTS & SUBS TOTAL	14230.00	13067.92	1162.08	91.83
55	CAR PARK RENTAL	550.00	575.00	-25.00	104.55
57	CHRISTMAS LIGHTS	4500.00	3128.69	1371.31	69.53
58	VEHICLES				
58/1	LEASING	3500.00	4565.46	-1065.46	130.44
58/2	FUEL	1100.00	804.42	295.58	73.13
58/4	INSURANCE FOR VEHICLE	1050.00	868.92	181.08	82.75
	TOTAL FOR VEHICLES	5650.00	6238.80	-588.80	110.42
60	CONTINGENCIES	0.00	766.70	-766.70	766.70
62	HEALTH AND SAFETY AUDIT	200.00	345.00	-145.00	172.50
63'	PROJECTS FOR COMMUNITY FUNDED BY RENT	4000.00	0.00	4000.00	0.00
100	WAGES / SALARIES				
103/1	SALARIES NET inc pen/Tax/Nl/	70805.00	78254.17	-7449.17	110.52
103/3	EMPLOYERS NATIONAL INS.	3484.00	5622.50	-2138.50	161.38
103/5	EMPLOYERS PENSION	14869.00	18911.75	-4042.75	127.19
103/6	OPENING TOILETS	1061.00	1250.00	-189.00	117.81
	TOTAL WAGES	90219.00	104038.42	-13819.42	115.32
101/9	ELECTION EXPENSES	0.00	0.00	0.00	0.00
105	SOLICITORS FEES	2000.00	1340.00	660.00	67.00
	TOTAL EXPENDITURE	161439.00	163955.90	-2516.90	101.56
	-				
	TOTAL INCOME	161439.00	164354.70	-2915.70	101.81
	-				
	TOTAL NET BALANCE	0.00	398.80	-398.80	

Fixed assets as at 31st March 2019

	2019
CONTENTS 95 HIGH STREET	£12,629
CLOCK SHELTER	£43,709
DOG BINS / 14 BINS	£2,270
BENCHES / SEATS	£12,145
BUS SHELTERS	£5,549
NOTICE BOARDS	£2,913
WAR MEMORIAL	£42,293
MAINTENANCE MACHINERY	£3,920
CHAIRMAN'S BADGE AND CHAIN	£3,376
S HARRIS CUP AND BOARD	£1,575
VILLAGE SIGNS	£4,527
CHRISTMAS LIGHTS	£7,792
GATES AND FENCES	£11,368
PLAY EQUIPMENT	£194,496
95 HIGH STREET	£217,764
TOILET BLOCK HIGH STREET	£108,879
TOILET BLOCK KINVER EDGE	£48,895
GARAGE AND STORE COMBER RIDGE	£16,665
STONE TROUGHS	£1,619
SPEED SIGNS	£6,036
CCTV CAMERA KSCA CAR PARK	£2,450
	£750,870.77

Annual Internal Audit Report 2018/19

KINVER PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/04/19

DD/MM/YY

DD/MM/YY

Name of person who carried out the internal audit

Rutana Piddock INTERNAL AUDITOR

Signature of person who carried out the internal audit

Rutana Piddock REQUIRED

Date

08/04/19

*If the response is 'no' you must include a note to 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, the annual internal audit report must explain why not (add separate sheets if needed).