

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 3 June 2015 at 7:00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Graham Harvey and Peter Rose.
Also present were Councillors Andy Bennett, Richard Freeman, Nicholas Hinde and Alan Thawley who had been attending the interviews for the vacant seat on the Council.
- F15/1 **Apologies for absence and declarations of interest**
There were no apologies for absence or declarations of interest.
- F15/2 **Minutes of Previous Meeting**
Minutes of the meeting on 11 March 2015 were agreed and signed.
- F15/3 **Matters arising**
3.1 Account with Chandlers – The Clerk confirmed that this had been set up.
3.2 District Councillor grant – The Chairman queried whether monies had been received at the end of the last financial year from D Cllr Marie Felton, as previously discussed. The Clerk confirmed that no additional funds had yet been received and she agreed to query this with District Councillor Felton.
3.3 Felsted Events Committee Audited Accounts – Members noted that Cllr Harvey had spoken to the Events Committee Treasurer and was satisfied that the organisation was correctly accounting for their funds. It was agreed that the Clerk would ask for a copy of their Audited Accounts.
3.4 VAT Repayment – Members noted that the Clerk had submitted a VAT Repayment Claim totalling £1715.62 for the period ending 31 March 2015 and that this payment had been received on 27 May 2015.
- F15/4 **Bank Reconciliation and PAYE records**
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliations and the PAYE Records for March, April and May 2015.
- F15/5 **Consideration of 2014-15 Year End Return**
Members noted that the Clerk would not receive the Internal Auditors Final Report until later in the month so this would be considered at the July Finance meeting.
2014-15 Year End Return
Members studied the 31 March 2015 Year End figures and the Clerk briefly explained the main areas where the figures differed from the original budget. Members were pleased to note that the final figures were within £1000 of the original budget for the year.
The Clerk went on to present the Year End Return which included the Accounting Statements (Section 1) [Members noted that there was a manual amendment to the figure in Box 3 of the form due to an administrative error], Annual Governance Statement (Section 2), Bank Reconciliation as at 31 March 2015 and the Explanation of Variances. Members studied these documents, discussed the figures in detail and formally agreed to propose acceptance of the Year End Return to the full Council. (Copies of all these documents are attached to these Minutes.)
- F15/6 **Expenditure/Income in the current year**
Members noted that no major projects were planned for the current financial year and that it would be up to the new Council to consider this in due course. Members

also noted that, with the closure of FKS Schools, the Council would lose £2400 a year in rent for the playing field. It was agreed to consider waiving the rent for Felsted Rovers at the Council's September meeting.

Members discussed the merit of transferring some of their funds into an interest paying account but in view of the very low interest rates available decided that there was little advantage in doing so at this time.

F15/7

Next Meeting

The meeting closed at 7.25 pm.

The next meeting will be held on Wednesday 8 July 2015 at 6 pm.

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Committee Chairman
8 July 2015

FELSTED PARISH COUNCIL - BANK RECONCILIATION

Financial year ending 31 March 2015

Prepared by Diane Smith (Clerk and RFO) on 8 April 2015

Balance per bank statements as at 31 March 2015

	£	£
Barclays Community Account	113,734.27	
Barclays Premium Account	<u>0.00</u>	
		113,734.27
Petty cash float		0.00
Less any unpresented cheques at 31 March 2015		0.00
Add any unbanked cash at 31 March 2015		<u>0.00</u>
Net balances as at 31 March 2015 (Box 8)		<u>113,734.27</u>

The net balances reconcile to the Cash Book (Receipts and Payments Account) for the year, as follows:

CASH BOOK:

Opening balance 1 April 2014 (Prior year Box 8)	130,334.81
Add: Receipts in the year	112,330.10
Less: Payments in the year	(128,930.64)
	<hr/>
Closing balance per cash book as at 31 March 2015	<u>113,734.27</u>



Approved by G M Harvey (Chairman)

3 June 2015

2014-15 Year End Return Documents

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: FELSTED PARISH Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	24,529	130,334	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 (+) Annual precept	55,835	66,052	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	31,345 465	45,278	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	10,579	10,611	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	79,796	118,318	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	130,334	113,734	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
8 Total cash and short term investments	130,334	113,734	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 other long term investments and assets	487,687	701,829	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March.
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note 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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Dave Smith

Date 02/06/2015

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

03/06/2015

and recorded as minute reference:

15/35.3

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 03/06/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

PELSTED PARISH

Council Meeting

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:

	Agreed –		Yes means that the council
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>		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 the council to conduct its business or on its finances.	<input checked="" type="checkbox"/>		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.	<input checked="" type="checkbox"/>		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
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.	<input checked="" type="checkbox"/>		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 council accounting records and control systems.	<input checked="" type="checkbox"/>		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 the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund's/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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 the council and recorded as minute reference

15/35.4

dated 03/06/2015

Signed by:

Chair 

dated 03/06/2015

Signed by:

Clerk 

dated 03/06/2015

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

**Explanation of Variances 2014-15
Felsted Parish Council**

Section 1	2013/14 £	2014/15 £	Variance £	Variance %	Detailed explanation of variance	£
Box 1 <i>Balances brought forward</i>	124,529	130,334	+ 5,805	+ 5%		
Box 2 <i>Precept</i>	55,835	66,052	+ 10,217	+ 18%	Precept increased to cover future expenditure on new projects	
Box 3 <i>Other receipts</i>	31,345	45,278	+ 13,933	+ 44%	ECC CIF Grant of £15,000 received towards cost of new car park in playing field Locality Grant of £4480 received towards cost of producing Neighbourhood Plan	
Box 4 <i>Staff costs</i>	10,579	10,611	+ 32	+ 0%		
Box 5 <i>Loan interest/ capital repayments</i>	-	-	-	-		
Box 6 <i>Other payments</i>	70,796	118,318	+ 47,522	+ 67%	Playing Field Car Park Pavilion maintenance/drains VAT paid War Memorial refurbishment Notice Boards Parish/Neighbourhood Plan Street lights Grass/hedge cutting and planting Tour de France screen Professional Fees Allotment track/water supply Playbark 1000th Meeting Green waste skips Other admin, maintenance and upkeep Insurance/Risk Assessment Book boxes Footpath Map	+ 42,789 + 7,856 + 5,885 + 5,955 + 3,922 + 3,145 + 281 + 1,829 + 3,527 - 5,500 - 12,186 - 3,763 - 1,377 - 609 - 1,541 - 971 - 500 - 1,220 + 47,522
Box 7 <i>Balances carried forward</i>	130,334	113,734	- 16,600	- 13%	Higher balance carried forward last year (2013-14) because of delay in commencing playing field car park project. Project now completed.	
Box 8 <i>Cash and short term investments</i>	130,344	113,734	- 16,610	- 13%	See Box 7 above	
Box 9 <i>Fixed assets & long term assets</i>	487,687	701,829	+ 214,142	+ 44%	The Council acquired 2 CCTV camera's in 2014-15 valued at £13,000. The Council reviewed its land holdings in 2014-15 and have added 2 areas	
Box 10 <i>Borrowings</i>	-	-	-	-		
Explanation for high reserves						