

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 4 May 2016 at 7:00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Graham Harvey, Peter Rose and Stephanie Woodhouse. Also present was Councillor Chris Woodhouse.
- F16/1 **Apologies for absence and declarations of interest**
Apologies had been received from Cllr Frances Marshall. There were no declarations of interest.
- F16/2 **Minutes of Previous Meeting**
Minutes of the meeting on 24 February 2016 were agreed and signed.
- F16/3 **Matters arising**
3.1 Queen's 90th Birthday (Item F15/38) – Members noted that unfortunately it had not been possible to find anyone to organise an evening bonfire event on 21 April. A request had however been received to purchase a beacon for use at similar events in future. It was agreed that the Clerk would obtain costings from Pleshey Forge and Cllr Harvey would speak to Helix Engineering.
3.2 Felsted Events Committee - Contribution towards village projects (Item F15/40) - Members noted that the Prep School were planning to install an external defibrillator on their premises so the suggestion to site another one outside Linsells shop had been put on hold.
3.3 Felsted Neighbourhood Plan Group funding (Item F15/42) – It was noted that the FNPG had requested £5000 further funding in 2016-17 which would be considered at the Council meeting later in the evening.
- F16/4 **Bank Reconciliation and PAYE records**
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliations for November and December 2015 and January, February and March 2016 and the PAYE Records for November and December 2015 and January, February, March and April 2016.
- F16/5 **Consideration of 2015-16 Year End Return and Audit documents**
Members studied the 31 March 2016 Year End figures and the Clerk briefly explained the main areas where the figures differed from the original budget. The Clerk went on to present the Year End Audit Return which included the Annual Governance Statement (Section 1), Accounting Statements (Section 2), Bank Reconciliation as at 31 March 2016 and the Explanation of Variances. Members studied these documents, discussed the figures in detail, and formally agreed to propose acceptance of the Year End Audit Return to the full Council. (Copies of all the documents are attached to these Minutes.)
- F16/6 **Future Agenda items**
Following requests for additional facilities it was agreed that the Clerk would look into the likely costs of additional children's play equipment at Ravens Crescent Play Area and also the cost of outdoor gym equipment for the main playing field. Members discussed the merit of transferring some of their funds into an interest paying account and agreed that the Clerk should look into this and obtain advice from the Internal Auditor.
- F16/7 **Next Meeting**
The meeting closed at 7.25 pm. The next meeting will be held on Wednesday 14 July 2016 at 5 pm.

..... Committee Chairman 14 July 2016

Felsted Parish Council - Budget Comparison to 31 March 2016

	Actual 2014-15		Proposed Budget 2015-16		Actual 2015-16	
	£	£	£	£	£	£
Opening Balance		£130,334.81		113,734		£113,734.27
RECEIPTS						
Precept	66052.00		66,443		66,443.00	
UDC LCTS Grant	3948.00		3,557		3,557.00	
Allotments Rents	1729.00		1,800		1,683.50	
Playing field rent	2400.00		1,200		1,200.00	
Bank Interest Barclays	0.00		-		0.00	
Grants	24314.00		700		3,700.00	
Sundry other receipts	881.96		154		528.79	
MUGA Income (Lettings)	105.00		100		40.00	
V A T refund	12900.14		+		3,902.72	
Total Receipts		£112,330.10		73,954		£81,055.01
PAYMENTS						
Salary and Expenses						
Salary - Clerk	7623.18		7,800		7,722.00	
- Assistant Clerk	2713.62		3,070		2,786.40	
Income Tax & National Insurance	275.66		360		315.40	
Payroll Administration	295.00		240		275.00	
Clerk/Asst Clerks Expenses	1038.99		800		928.38	
Councillors' Expenses	0.00		-		38.40	
		£11,946.45		12,270		12065.58
Street Lighting						
Public Lighting Maintenance	2981.15		3,300		2,266.50	
Public Lighting Electricity	1663.49		2,050		2,032.86	
		£ 4,644.64		5,350		4299.36
Administration						
Rent URC Hall/Office	1500.00		1,500		1,500.00	
Rent – lockup storage	600.00		300		300.00	
Ravens Crescent Field Rent	102.00		150		102.00	
Memberships and Subscriptions	805.19		800		784.11	
Printing (Newsletter)	366.00		1,000		250.00	
Telephone/Fax/Broadband	449.12		650		568.31	*
Professional Fees	0.00		-		0.00	
Website/Planning System Support	1145.00		800		319.00	
Stationery and Equipment	684.02		800		877.50	
Audit Fee	612.50		750		712.50	
Training	234.00		600		650.00	
Election expenses	0.00		-		103.37	
Hire of halls	12.00		50		12.00	
		£ 6,509.83		7,400		6178.79
Maintenance, repairs and upkeep						
CCTV camera's	0.00		1,500		1,010.00	
Hedgecutting/Tree maintenance	1415.00		1,550		900.00	
Grass Cutting	5025.00		6,000		4,710.00	
Playing Field pitches	128.00		1,000		950.00	
Play equipment repairs/inspection	75.00		1,000		2,529.77	
Pavilion repairs	9181.00		1,200		1,200.00	
Playing Field toilets	1047.87		1,000		1,476.26	
Pavilion electricity	347.04		170		244.16	
MUGA electricity	256.70		200		300.18	
Green Waste collections	1937.88		2,300		1,991.71	
Allotment maintenance/rodent control	250.00		300		720.00	
Allotments water supply	359.98		600		512.44	
Village Attendant	5407.50		5,000		5,912.50	
Small equipment (bins, signs, seats, shelters)	542.90		1,500		1,837.90	
Village Car Park	0.00		-		0.00	
Planting	746.58		1,000		793.78	
Gritting	0.00		500		0.00	
War Memorial	5955.00		-		0.00	
Other	72.45		315		315.00	
		£ 32,747.90		25,135		25403.70
Projects						
Neighbourhood Plan	4480.00		5,000		8,153.79	
Playbark and matting	0.00		2,000		0.00	
Playing Field Car Park	42789.20		-		0.00	
Footpath Map	0.00		1,500		0.00	
New Street Lights	0.00		2,070		2,149.61	
Information Tables	0.00		-		0.00	
Notice boards	3959.44		3,500		0.00	
Parking enforcement	1020.00		500		750.00	
TdF Screen	3527.20		-		0.00	
Book Boxes	0.00		50		0.00	
		£ 55,775.84		14,620		11053.40
Sundry						
Donations	946.00		750		550.00	
Bank charges	0.00		0		0.00	
Risk Assessment	0.00		0		0.00	
Insurance	2226.92		2,500		1,905.77	
		£ 3,172.92		3,250		2455.77
VAT paid		£ 14,133.06		+		4535.89**
Total Payments		£128,930.64		£68,025		£65,992.49
Closing Balance		£113,734.27		£ 119,663.00		£128,796.79
Includes Reserves carried forward:						
Capital Projects Reserve (Public Toilets, Playing		£ 50,000.00		£ 50,000.00		£50,000.00
Repairs & Maintenance Reserve		£ 6,900.00		£ 6,900.00		£6,900.00
Risk Assessment Reserve		£ -		£ -		0.00
General Reserve		£ 56,834.27		£ 62,763.00		£71,896.79
NOTE: *	Includes BT invoice £97.69 (net) moved to 2015-16 year					
NOTE: **	Includes BT invoice £19.54 VAT to be claimed in 2016-17 year					

FELSTED PARISH COUNCIL - BANK RECONCILIATION

Financial year ending 31 March 2016

Prepared by Diane Smith (Clerk and RFO) on 13 April 2016

Balance per bank statements as at 31 March 2016

	£	£
Barclays Community Account	128,796.79	
Barclays Premium Account	<u>0.00</u>	
		128,796.79
Petty cash float		0.00
Less any unrepresented cheques at 31 March 2016		0.00
Add any unbanked cash at 31 March 2016		<u>0.00</u>
Net balances as at 31 March 2016 (Box 8)		<u>128,796.79</u>

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

CASH BOOK:

Opening balance 1 April 2015 (Prior year Box 8)	113,734.27
Add: Receipts in the year	81,055.01
Less: Payments in the year	(65,992.49)
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Closing balance per cash book as at 31 March 2016	128,796.79



Approved by G M Harvey (Chairman)

4 May 2016

**Explanation of Variances 2015-16
Felsted Parish Council**

Section 1	2014/15 £	2015/16 £	Variance £	Variance %	Detailed explanation of variance	£
Box 1 <i>Balances brought forward</i>	130,334	113,734	- 16,600	- 13%		
Box 2 <i>Precept</i>	66,052	66,443	+ 391	+ 1%		
Box 3 <i>Other receipts</i>	46,278	14,612	- 31,666	- 68%	ECC CIFGrant (new car park in playing field) - Uttlesford District Council Grants - Locality Grant (Neighbourhood Plan) - Allotment and playing field rents - VAT refunds -	15,000 4,525 1,480 1,664 8,997
						TOTAL - 31,666
Box 4 <i>Staff costs</i>	10,612	10,824	+ 212	+ 2%		
Box 5 <i>Loan interest/capital repayments</i>			-	-		
Box 6 <i>Other payments</i>	118,318	55,168	- 63,150	- 53%	Neighbourhood Plan Pitches and play equipment New street light Litter bins/benches/signs/shelters CCTV Rodent control/maintenance at allotments Playing field car park VAT paid Pavilion repairs War memorial refurbishment Notice Boards Tour de France screen Hedge and grass cutting Street light maintenance Admin/maintenance and upkeep	+ 3,674 + 3,277 + 2,149 + 1,295 + 1,010 + 470 - 42,789 - 9,617 - 7,981 - 5,955 - 3,960 - 3,527 - 830 - 345 - 21
						TOTAL - 63,150
Box 7 <i>Balances carried forward</i>	113,734	128,797	+ 15,063	+ 13%		
Box 8 <i>Cash and short term investments</i>	113,734	128,797	+ 15,063	+ 13%		
Box 9 <i>Fixed assets & long term assets</i>	701,829	701,829	-	-		
Box 10 <i>Borrowings</i>			-			
Explanation for high reserves						

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
wider authority here

FELSTED 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:

No	Assessment		Yes (checked if not applicable)
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		Reviewed all 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 relevant to effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to ensure ourselves that there are no matters of fraud or potential non-compliance with laws, regulations and proper practices that could have a significant adverse effect on the ability of the wider authority to conduct its business or its activities.	✓		See only items where I have the legal power to do and has complied with proper practice if doing so.
4. We provided proper opportunity during the year to the holders of financial rights to communicate with the representatives of the Accounts and Audit Regulations.	✓		During the year gave all persons interested the opportunity to meet and ask questions about the authority's accounts.
5. We carried out an assessment of the risks facing the wider authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or other measures where relevant.	✓		Conducted the financial and other risk 3 times and has dealt with them properly.
6. We introduced 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 records and processes, to give an objective view on whether internal controls meet the needs of the wider authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		Responded to matters brought to the attention by internal and external audit.
8. We considered whether any litigation, arbitration or arbitrations, claims or objections, including where arising or after the year-end, have a financial impact on the wider authority and, where appropriate, included them in the accounting statements.	✓		Discussed everything I should have done in business activity during the year, including events taking place after the year-end if relevant.
9. The wider authority and I have taken reasonable measures to act equitably to the wider managing trustees we discharged our accountability responsibilities for the financial statements, including financial reporting and, if required, independent examination or audit.	✓	✓	See that all of us responsible where it is a wider managing trustee of a local trust or trusts.

The annual governance statement is approved by the wider authority and executed as minute reference:

W/16/3
29/05/16

Signed by:

Chair

[Signature]

Date

29/05/16

Signed by:

Chair

[Signature]

Date

29/05/16

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

Section 2 – Accounting statements 2015/16 for

Enter name of
wider authority here

FELSTED PARISH COUNCIL

No	Year ending		Notes and journals
	31 Mar 15	31 Mar 16	
1. Balance brought forward	180,334	11,824	Total balance and reserves at the beginning of the year as recorded in the financial records. Initial must agree to Part 7 of provision year.
2. (1) Receipt of Rates and Grants	44,842	44,447	Total amount of provision of the 2015 rates and grants received or receivable in the year. Exclude any grants received.
3. (1) Total other receipts	44,478	14,412	Total income or receipts as recorded in the accounts less the amount of rate/grants received (line 2). Include any grants received.
4. (1) Staff costs	10,442	14,524	Total expenditure on payments made to and on behalf of all employees. Includes salaries and wages, PAYE and NI (employee and employer), pension contributions and occupational schemes.
5. (1) Loan interest payable	114	612	Total expenditure or payments of capital and interest made during the year on the wider authority's borrowing (if any).
6. (1) All other payments	14,518	57,148	Total expenditure or payments as recorded in the accounts less staff costs (line 4) and loan interest payable (line 5).
7. (1) Balance carried forward	11,430	108,392	Total balance and reserves at the end of the year. Must equal (1+2)-(3)-(4)-(5)-(6).
8. Total value of land and short term investments	11,430	108,392	The sum of all current and long term investments, land holdings and short term investments held as at 31 March – To agree with bank statements.
9. Total fund assets and long term investments and assets	701,820	701,820	The original fund and Investment Register value of all fund assets, plus other long term assets owned by the wider authority as at 31 March.
10. Total liabilities	114	114	The outstanding capital borrowings as at 31 March or all loans from other parties (see also PNCB).
11. Financial Records (any) Discrepancies due to Trust Assets (including charitable)		Nil	The Council acts as trustee for and is responsible for managing Trust funds or assets. If 0 - This figure in the accounting statements does not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return presented fairly the financial position of this wider authority and its income and expenditure, or properly present receipts and payments, at the date they fall.

Signed by Responsible Financial Officer

[Signature]

Date 29/05/2016

I certify that these accounting statements were approved by the wider authority on the date:

29/05/2016

and executed as minute reference:

W/16/3

Signed by Chair of the meeting approving these accounting statements:

[Signature]

Date 29/05/2016