

DINEDOR PARISH COUNCIL

Minutes of an Extraordinary Meeting of the Parish Council held on 28th June 2017, at Dinedor Village Hall

Present: Cllr. Duncan Green
Cllr. Nick Austin
Cllr. Suzanne Penny

In attendance: Liz Kelso Clerk/RFO

053/2017 Apologies, declarations of interest and requests for dispensation

Apologies were noted from Councillor Over. Councillor Green declared a disclosable pecuniary interest in agenda item 4.3 which refers to a planning application on land adjacent to his home.

054/2017 Financial Matters

054.1 Internal Audit Report

Members noted the report from the Internal Auditor which highlighted three items of concern and two advisory comments. Items of concern were:

- *Although budget monitoring was evidenced, this was not in line with financial regulations*

The Clerk explained that quarterly budget monitoring was specified in the financial regulations but this had not taken place in the first quarter of 2016/7 due in part to the delay in approving the budget following a period without a clerk and the current clerk's appointment in early April 2016. It was agreed that performance against budget would be reported at every meeting and that this would be reviewed in a few months.

- *Minutes dated 12.5.2016 were not signed*

Comment accepted although the minutes of the next meeting confirmed that those dated 12th May had been signed; the original was not, however on file.

- *Meeting agendas did not have the date of issue*

Members could find no evidence of this omission on file or within the papers supplied to the internal auditor.

054.2 Annual Governance Statement

Members reviewed the annual governance statements individually and agreed responses to each statement as attached to these Minutes.

054.3 Annual Accounting Statements for year ended 31st March 2017

It was agreed that the annual accounting statements for the year ended 31st March 2017 as attached to these Minutes be approved and that the Chairman and Clerk/RFO be authorised to sign these on behalf of the Parish Council.

054.4 Annual Return for the year ended 31st March 2017

It was agreed that the Clerk be hereby authorised to submit the Annual Return for the year ended 31st March 2017 and supporting documents to the external auditors.

055/2017 Insurance

In accordance with the long term agreement entered into in 2014 for insurance, it was agreed that the Parish Council insurance policy be renewed at a cost of £1,821.70. It was noted that this premium did not include any revision required as a result of the revaluation for insurance purposes of the buildings forming Dinedor Outdoor Centre. Members noted that the proportion of premium directly attributable to the provision of insurance in accordance with the landlords obligation to insure as contained in the lease with the Outdoor Trust is payable by the Outdoor Centre as a requirement of the lease. The Clerk is obtaining that cost from the insurers so that this can be presented to the Outdoor Centre trustees.

056/2017 Planning Matters

The following planning applications were considered:

Ref: P171861/FH & P171862/L
 Site: Tars Mill Cottage
 Dev. Single storey lean to extension (plus listed building consent)

Members considered this application and had no objections to the proposed development

Councillor Green, having declared an interest in this agenda item left the room and did not take part in discussions on this application.

Ref. P172067

Site: Land adjacent to Ridgeway, Prospect Farm Lane

Dev. Variation of condition 2 following grant of planning permission (162657).

Further discussion on this planning application could not take place due to lack of a quorum for this agenda item. The Clerk advised that the matter could be dealt with under delegated powers.

Councillor Green returned to the meeting.

057/2017

Date of next meeting

The next scheduled meeting which will be the Annual Parish Council meeting will take place on Tuesday 18th July 2017 at 7.30pm in the Village Hall.

There being no further business, the Chairman declared the meeting closed.

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

D. NEDD 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 2017, 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 on:

28/06/2017

and recorded as minute reference:

055.1/2017

Signed by Chair at meeting where approval is given:

Dunca O'Brien

Clerk:

*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.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

DIVEDOR PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	RESTATE 13,922	16,924	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	11,461	9,000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	953	3,880	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	1,544	3,403	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 smaller authority's borrowings (if any).
6. (-) All other payments	7,868	7,660	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	16,924	18,740	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	16,924	18,740	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	1,817	1818	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
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 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 2017 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

3-6-2017

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

28/06/2017

and recorded as minute reference:

055.2/2017

Signed by Chair at meeting where approval is given:

