

DINEDOR PARISH COUNCIL

Minutes of an extraordinary meeting of the Parish Council held on 5th June 2018, at Dinedor Village Hall

Present: Cllr. Suzanne Penny In the Chair
 Cllr. Julia Over
 Cllr. Chris Smart

In attendance: Liz Kelso Clerk/RFO
 1 member of the public

041/2018 Apologies, declarations of interest and requests for dispensation

Apologies were noted from Cllr. Duncan Green and Cllr. Nick Austin. There were no declarations of interest and no requests for dispensation.

042/2018 Financial Matters

042.1 Internal Audit Report

Members noted the internal audit report which did not identify any matters to be brought to the attention of Members by the internal auditor.

042.2 Annual Governance Statement

Members considered the Annual Governance Statement as attached to these Minutes, reviewing each of the statements in turn and indicating whether they felt the criteria had been met in each case. A copy of the relevant responses is attached in the form of the Annual Governance Statement.

During discussions it was noted that a potential Data Protection breach had been reported to the Information Commissioners Office after a member of the public claimed that a response

sent to him following a Freedom of information Act request constituted a breach of the Data Protection Act despite being redacted. A full report will be provided to Members once a response from the Information Commissioners Office had been received.

042.3 Annual Accounting statements

After due consideration it was agreed that the Annual Accounting Statements for the year ended 31st March 2018, as attached to these Minutes, be approved.

042.4 Annual Governance and Accountability return

It was agreed that submission of the Annual Governance and Accountability Return for the year ended 31st March 2018, plus supporting papers under part 3, be hereby authorised.

043/2018 Insurance

The Clerk explained that there had been some considerable difficulty in obtaining quotations for the renewal of the Parish Council insurances this year as insurers were reluctant to provide a quotation to cover the Outdoor Centre buildings in part due to the isolated location and periods when the buildings are unoccupied, the non-standard construction of most of the buildings on the site and due to the recent claim following storm damage. As a result only one quotation had been obtained for the sum of £3,111.63 including Insurance Premium Tax. Insurers have indicated that this figure includes the sum of £2,621.61 relating to the buildings at Dinedor Outdoor Centre and a further £440.03 relating to all other insurances for the Parish Council.

Noting:

- That negotiations on the Deed of Variation which would transfer responsibility to provide insurance on the Outdoor Centre buildings had commenced but would not be in place by the imminent renewal date, and
- That the existing policy expires on 8th June leaving no time to obtain any further quotes independently of the brokers

It was agreed that authority to renew the policy be delegated to the Clerk at a maximum cost not to exceed £3,111.63 provided that brokers be asked to:

- Extend the existing insurances by three months to allow the Deed of Variation to be put in place, or
- Confirm that if the policy is renewed as quoted that a return of premium would be made in the event that responsibility for the insurance of the Outdoor Centre buildings is transferred to the Outdoor Trust, and
- An attempt is made to obtain a comparable quote prior to renewal.

Finally, members noted advice from the member of the public in attendance regarding a possible alternative insurance company.

044/2018

Neighbourhood Development Plan

Councillor Penny reported that she is currently seeking advice from consultants Kirkwells on procedures to be followed with regard to an amendment to the current draft plan as a result of further consideration on the amendment to the identified development area. Once that advice is received, a meeting of the Steering Group will be convened and a report made to the next meeting of the Parish Council.

045/2018

Planning Matters – Application ref. 181647

Members considered planning application ref. 181647 which is for a two storey dwelling on land adjacent to Sunset, Dinedor Cross. Whilst there were not objections to the proposed development, it was noted that the development is outside of the development area in the draft Neighbourhood Development Plan. It was further noted that neighbours appear unaware of the proposals as no planning notice appears to have been put up by the planning authority. The Clerk was instructed to notify Herefordshire Council accordingly.

046/2018

Next meeting

The next meeting will take place on Tuesday 17th July at 7.30pm at Dinedor Village Hall.

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

Annual Internal Audit Report 2017/18

DINEDOR 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 2018.

The internal audit for 2017/18 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. (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

22/5/18

Name of person who carried out the internal audit

R. A Ford

Signature of person who carried out the internal audit

R.A Ford

Date

25/5/18

*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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

DINEDOR PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.	☒	☐	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	☒	☐	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.	☒	☐	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
	☐	☐	☒

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

042.2 / 2018

dated 5th June 2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Auzanne Punny

Clerk

[Signature]

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.dinedorparishcouncil.org

Section 2 – Accounting Statements 2017/18 for

DINEDOR PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	16,924	18,740	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. 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	9,000	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	3,880	6,459	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	3,404	3,707	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	7,660	7,314	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	18,740	23,177	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	18,740	23,177	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	1,818	1,818	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

30.04.2018

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

5th June 2018

and recorded as minute reference:

042.3/2018

Signed by Chairman of the meeting where approval of the Accounting Statements is given

