

FALFIELD PARISH COUNCIL

ANNUAL REPORT 2016 - 2017

To Comply with the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 –
Transparency Obligations for Parish Councils with an Annual Turnover not exceeding £25,000 (England Only)

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1. List of Councillors & Member Responsibilities

The following gives details of the councillors and any responsibilities they may have.

Name of Councillor	Responsibilities
Mrs Jane Hathway	Chairman
Miss Emma Jarvis	Vice – Chairman
Mr Ken Fryer	Parish Councillor Representative on the Community Engagement Forum covering Charfield, Cromhall, Tortworth, Falfield, Rangeworthy, Cotswold Edge (North & West of A46) Parish Councillor Representative on the William Stephens Charity.
Mr Andrew Isaac	Councillor – Up to January 2017
Mrs Veronica Stanley	Councillor – From 19 th July 2017
Mrs Megan O' Connor	Parish Council Representative on Falfield Village Hall Management Committee *
Mr Andrew Gregory	Councillor – From 20 th September 2017

* Falfield Parish Council are the Lessees of the Village Hall under the current leasing arrangement between St George's Church Council as Management Trustees and Gloucester Diocesan Trust as Custodian Trustees. This lease came in existence on 21st April 1986 for a period of 52 years.

2. Councillors Attendance

Name of Councillor	Open Meetings attending	% attendance
Mrs Jane Hathway	8 out of 9	88.8 %
Miss Emma Jarvis	9 out of 9	100 %
Mr Ken Fryer	9 out of 9	100 %
Mr Andrew Isaac	2 out of 6 (Resigned Jan 2017)	33.3 %
Mrs Veronica Stanley *	6 out of 7 from July 2016	85.7 %
Mrs Megan O' Connor	5 out of 9	55.5 %
Mr Andrew Gregory **	5 out of 6 from September 2016	83.3 %

* Co-opted onto Council in July 2016

** Co-opted onto Council in September 2016

3. Details of Expenditure

The following gives details of any payments over £100.

Date	Description / Purpose	Amount ex VAT	VAT Non recoverable
25/4/16	Mrs Dawn Bramley – Clerks Salary for April 2016	289.72	n/a
17/5/16	Came & Company – Insurance Premium	164.25	n/a
17/5/16	Mrs Dawn Bramley – Additional Hours	171.92	n/a
25/5/16	Mrs Dawn Bramley – Clerks Salary for May 2016	289.72	n/a
25/6/16	Mrs Dawn Bramley – Clerks Salary for June 2016	289.72	n/a
25/7/16	Mrs Dawn Bramley – Clerks Salary for July 2016	289.72	n/a
25/8/16	Mrs Dawn Bramley – Clerks Salary for August 2016	292.63	n/a
25/9/16	Mrs Dawn Bramley – Clerks Salary for September	292.63	n/a
15/11/16	Mr James Carpenter – Clerks Salary for Oct & Nov 2016	338.54	n/a
15/11/16	HMRC – PAYE for October & November 2016	225.60	n/a
17/1/17	Mr James Carpenter – Clerks Salary for Dec 2016 & Jan 2017	314.54	n/a
17/1/17	HMRC – PAYE for Dec 16 & Jan 2017	249.60	n/a
20/2/17	Mr James Carpenter – Clerks Salary for February 2017	205.32	n/a
20/2/17	HMRC – PAYE for February 2017	137.20	n/a
21/3/17	Mr James Carpenter – Clerks Salary for March 2017	205.72	n/a
21/3/17	HMRC – PAYE for March 2017	136.80	n/a

4. Parish Council Budget

The following gives the budget agreed for the year.

FALFIELD PARISH COUNCIL						
Estimated Receipts for 2016/2017						
Receipts		2015/2016	2015/2016	2015/2016	2016/2017	Comments
		Budget	Actual to Date	Revised	Budget	
Precept		6,150.00	6150.00	6,150.00	6,300.00	Set - Increased by £150 ~ 2.4%
Account Interest		40.00	0.00	40.00	40.00	
Grants / Donations/ Bursaries		55.00	368.21	368.21	0.00	
Rental		10.00	0.00	10.00	10.00	
Refunds inc VAT Refund		90.00	137.06	137.06	100.00	
		6,345.00	6,655.27	6,705.27	6,450.00	Estimated Receipts
Estimated Payments for 2016/2017 (Excluding VAT)						
Payments		2015/2016	2015/2016	2015/2016	2016/2017	Comments
		Budget	Actual to Date	Revised	Budget	
Salary	Clerk	3,600.00	2,028.04	3,600.00	3,600.00	
Expenses	Administration	75.00	30.14	75.00	75.00	Inc. Printer Cartridge. Paper, Stamps
	Office Cost	120.00	60.00	120.00	120.00	Contribution to Clerk's Office Expenses
	Travel	100.00	0.00	100.00	50.00	2015/2016 Allocation moved to Earmarked Funds
Rental	Village Hall	90.00	9.00	72.00	90.00	Regular Council Meetings (Full Rate) + another 4 meetings
	PCC	10.00	0.00	10.00	10.00	Village Hall Trust Deed Rent
Insurance & Fees inc Audit and Solicitors	Insurance	200.00	159.00	159.00	200.00	
	External Audit	0.00	0.00	0.00	0.00	NIL as Payments and Receipts under £10,000
Subscriptions/Training/ Meetings	ALCA	120.00	91.91	91.91	120.00	Avon Local Council Association
	SLCC	140.00	118.00	118.00	120.00	Society of Local Council Clerks
	Training/Meetings	100.00	0.00	0.00	50.00	2015/2016 Allocation moved to Earmarked Funds
Election Costs	Election Costs	275.00	175.00	175.00	225.00	Still needs to increased
Recreation / Arts	Asset Replacement e.g. projector	500.00	0.00	500.00	500.00	2015/2016 Allocation moved to Earmarked Funds
	Maintenance	250.00	359.99	359.99	500.00	inc Bus Shelters
	SGC VG Grass Cutting	175.00	139.09	139.09	175.00	South Gloucestershire Council
	SGC Grass Verge Cutting	375.00	165.87	375.00	400.00	South Gloucestershire Council
Sub Total		6,130.00	3,336.04	5,894.99	6,235.00	Estimated Total Ex. Grant Payments
Section 137 Payments How does the donation benefit the Parish?	Poppy Wreath	50.00	50.00	50.00	60.00	Increased by £10
	5 Alive Annual Donation	75.00	75.00	75.00	75.00	Annual Contribution
	Donations	100.00	0.00	100.00	100.00	Brownies, Scouts, Village Hall
Sub Total		225.00	125.00	225.00	235.00	Total Grant Payments
Total		6,355.00	3,461.04	6,119.99	6,470.00	Estimated Total Inc. Grant payments
					6,470.00	Estimated Expenditure

5. Annual Governance Statement

The following gives details of the Annual Governance Statement and explanations for any negative comments, if necessary - Section 1 of the External Audit Annual Return.

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

FALFIELD 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 elections' 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 these 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.	☐	☐	☒ 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:

16th May 2017 16/05/17

and recorded as minute reference:

74/17.2.

Signed by Chair at meeting where approval is given:

[Signature]

Clerk:

[Signature]

*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.

6. Annual Statement of Accounts

The following gives details of the Statement of Accounts along with any supporting documentation - Section 2 of the External Audit Annual Return including bank reconciliation, explanations of any significant variances and ear marked funds allocation.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

FALFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	10,985	12,632	Total balances and reserves at the beginning of the year as recorded in the financial records. Values must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	6,150	6,300	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	816	1,165	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	3,597	3,918	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	1,722	1,202	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	12,632	14,977	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	12,632	14,977	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	4,881	4,941	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			The outstanding capital balance as at 31 March of all loans from third parties (including PVLB).
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.
	✓	N/A	

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 16/05/17

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

16.05.2017
and recorded as minute reference:
741/17.3

Signed by Chair at meeting where approval is given:



FALFIELD PARISH COUNCIL

Balance Sheet - Year Ending 31st March 2017

SUMMARY OF RECEIPTS AND PAYMENTS

2015/2016 £	Balance Sheet	2016/2017 £
	Receipts	
6,150.00	Precept	6,300.00
44.42	Account Interest	35.85
624.32	Grants / Donations/ Bursaries	48.00
10.00	Rental	10.00
137.06	Refunds inc VAT Refund	1,071.47
<u>6,965.80</u>	Total Receipts	<u>7,465.32</u>
	Payments	
3,596.64	Clerk Salary & Office Cost	3,921.47
40.70	Expenses	189.51
82.00	Rental	63.00
159.00	Insurance & Fees inc Audit and Solicitors	174.25
209.91	Subscriptions/Training /Books	184.05
175.00	Election Costs	0.00
830.79	Recreation and Arts	332.64
125.00	Section 137 Payments	155.00
100.54	VAT	100.17
<u>5,319.58</u>	Total Payments	<u>5,120.09</u>

BANK RECONCILIATION

Balances of Accounts as at 31st March 2017	
NatWest Current Account	9,073.66
National Saving Investment Account	6,003.00
Unpresented Payments at 31st March 2017	-99.79
Unpresented Receipts at 31st March 2017	0.00
	<u>14,976.87</u>
Balance Bought Forward at 1st April 2016	12,631.64
ADD Total Receipts	7,465.32
DEDUCT Total Payments	5,120.09
Balance Carried Forward at 31st March 2017	<u>14,976.87</u>

Prepared by Mr James Carpenter - Clerk / RFO

Approved by Falfield Parish Council on _____

Signed

Date

 Mrs J. Hathway/Chair

 Mr J. Carpenter
 Responsible Financial Officer

16/5/17
 16/5/17

Minute Ref. 741/17.1

Falfield Parish Council

Explanation of Variances - Year Ending 31st March 2017

Section 1	2015/2016	2016/2017	Variance		Explanation Required?
	£	£	Difference (£)	%	
Box 2 <i>Annual Precept</i>	6,150	6,300	150	2.4%	No
Box 3 <i>Other Income</i>	816	1,165	350	42.8%	Yes
Box 4 <i>Staff Costs</i>	3,597	3,790	193	5.4%	No
Box 5 <i>Loan Interest / Capital</i>	NIL	NIL	-	-	No
Box 6 <i>Other Payments</i>	1,722	1,330	-392	-22.7%	Yes
Box 9 <i>Fixed Assets & Long Term Assets</i>	4,881	4,941	60	1.2%	No

Falfield Parish Council

Explanation of Variances - Year Ending 31st March 2017

Box Number: 3 - Other Income	
	£
Figure in 2016 Column	816
Figure in 2017 Column	1,165
Variance	349
Reason	Amount (£)
New Homes Bonus Grant for Asset Preservation Work received in 2015/2016 but not in 2016/2017	-134
Transparency Code Grant in 2015/2016 but not in 2016/2017	-256
Refund of £970.93 from South Glos Council due the grass cutting on the Village Green which is charged separately but had also been taken into account in the Localism charges for the grass cutting of verges etc	971
Vat claimed in 2016/17 was less than in 2015/2016	-37
Interest earned of National Saving & Investment account was less due to a reduction in the interest rate	-8
Local Council Tax Reduction Support Grant was £188 in 2015/2016 and £48 in 2016/2017	-128
Unexplained (Variance - Reason Amounts)	-59
Confirm unexplained amount is less than 15% of 2015 figure	The Variance % is:
	-7.2%

Falfield Parish Council

Explanation of Variances - Year Ending 31st March 2017

Box Number: 6 - Other Payments	
	£
Figure in 2016 Column	1,722
Figure in 2017 Column	1,330
Variance	-392
Reason	Amount (£)
Election Cost in 2015/2016 but not in 2016/2017	-175
Maintenance on the War Memorial in 2015/2016 but not in 2016/2017	-350
Rental for hire of hall for meetings was less in 2016/2017 than 2015/2016	-19
Unexplained (Variance - Reason Amounts)	152
Confirm unexplained amount is less than 15% of 2015 figure	The Variance is:
	8.8%

Falfield Parish Council

Earmarked/Restricted Reserves - Year Ending 31st March 2017

	£
End of Year Balance	14,977
Purpose of Reserve	Amount (£)
Earmarked Reserve - Village Hall Contingency Fund	1,500
Earmarked Reserve - Election Fund	2,925
Donations towards Trees, Shrubs, Bulbs, Seeds	110
Travel	180
Training / Meetings	200
Replacement Assets	500
Total Earmarked or Restricted Funds	5,415
Total Unearmarked Funds	9,562

7. Annual Internal Audit

The following gives details of the Internal Audit and explanations for any negative comments, if necessary – Section 4 of the External Audit Annual Return.

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

FALFIELD PARISH Council

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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.	NO PETTY CASH USED		✓
G. Salaries to employees and allowances to members were paid in accordance with this smaller 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.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

N/A

Name of person who carried out the internal audit

CHRIS BONDEN

Signature of person who carried out the internal audit

[Signature]

Date 03/05/2017

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

8. Details of Public Land and Building Assets

The following gives details of any buildings and public land the Parish Council maintains.

Date of Acquisition	Description & Size	Location / Address	Cost at Acquisition	Owner
1964	Land by War Memorial & Jubilee Bench ~ 120 m ² 51°38'14.0"N 2°27'33.4"W	Corner of Sundayshill Lane & Gloucester Road (A38), Falfield	Unknown	Falfield Parish Council
29/06/1966	Bus Shelter ~ 9.5 m ² 51°38'14.5"N 2°27'32.8"W	Near The Huntsman, Gloucester Road (A38), Falfield (North Bound)	436-15s-8d	Falfield Parish Council
29/06/1966	Bus Shelter ~ 9.5 m ² 51°38'14.1"N 2°27'31.5"W	Near The Huntsman, Gloucester Road (A38), Falfield (South Bound)		Falfield Parish Council
21/04/1971	Bus Shelter ~ 9.5 m ² 51°37'30.8"N 2°27'58.0"W	Near Whitfield gate Farm, A38, Falfield (South Bound)	£215	Falfield Parish Council
02/06/1976	Bus Shelter ~ 4.5 m ² 51°37'16.8"N 2°28'17.7"W	South of Brinkmarsh Lane, A38, Whitfield (South Bound)	£605	Falfield Parish Council
02/06/1976	Bus Shelter ~ 4.5 m ² 51°37'25.8"N 2°28'03.7"W	Near Whitfield gate Farm, A38, Falfield (North Bound)		Falfield Parish Council
2000	Village Green ~ 0.2 acres 51°38'12.9"N 2°27'35.5"W	Land Opposite St George Church, Sundayshill Lane, Falfield	£1,000	Falfield Parish Council