

FALFIELD PARISH COUNCIL

ANNUAL REPORT 2018 - 2019

Approved at the Annual Parish Council meeting on 21st May 2019
Minute reference 1087/19.2

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List of Councillors and Members Responsibilities

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

Name of Councillor	Responsibilities
Miss Emma Jarvis	Chairman
Mrs Jane Hathway	Councillor – from July 2018
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.
Mrs Veronica Stanley	Parish Council Representative on Falfield Village Hall Management Committee *
Mrs Megan O' Connor	Councillor
Mr Andrew Gregory	Vice Chairman
Mr Ian Salt	Councillor

* 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.

Councillor Attendance

Name of Councillor	Open Meetings attending	% attendance
Mrs Jane Hathway*	5 out of 8	63 %
Miss Emma Jarvis	10 out of 11	91 %
Mr Ken Fryer	10 out of 11	91 %
Mrs Veronica Stanley	9 out of 11	82 %
Mrs Megan O' Connor	9 out of 11	82 %
Mr Andrew Gregory	8 out of 11	73 %
Mr Ian Salt*	9 out of 11	82 %

* Co-opted onto Parish Council on 17th July 2018

There were 10 planned monthly meetings and 1 special meeting held during the financial year

Details of Expenditure over £100

The following gives details of any payments over £100.

Month	Payee	Purpose	Cheque No	Minute ref	Amount	VAT	Cheque
April	J. Carpenter	April salary	829	881/18.2	£ 294.34	£ -	£ 294.34
May	J. Carpenter	May salary, and expenses, salary: £336.50, traveling expenses £ 42.30 & Spring Clean expenses £ 25.15	832	915/18.4	£ 403.94	£ -	£ 403.94
May	Soc of Local Clerks	Annual subscription	834	915/18.4	£ 100.00	£ -	£ 100.00
May	Came & Company	Annual Insurance	836	915/18.2 915/18.4	£ 218.00	£ -	£ 218.00
June	J. Carpenter	June salary, back pay and additional hours for website set-up	838	931/18.2	£ 441.66		£ 441.66
July	South Gloucestershire Council	1st Quarter (April to June 2018) localism charges	842	948/18.2	£ 83.49	£ 16.70	£ 100.19
July	Parish Council Website	Parish Council email addresses - set up and annual hosting charges	843	948/18.2	£ 252.00	£ -	£ 252.00
July	The Gables Hotel	Bedding plants for concrete planters	845	948/18.2	£ 84.71	£ 16.95	£ 101.66
July	J. Carpenter	July salary £306.47 Administration expenses £74.16	846	948/18.2	£ 368.26	£ 12.37	£ 380.63
Sept	J. Carpenter	August & September Salary £612.94 1st & 2nd Quarter Office expenses £60.00 Maintenance materials £ 19.40 Stamps £ 13.92	850	963/18.2	£ 706.26	£ -	£ 706.26
Sept	South Gloucestershire Council	2nd Quarter (July to September 2018) localism charges	852	963/18.2	£ 83.49	£ 16.70	£ 10.19
Oct	Leyhill Prison	2 new Notice Boards	855	980/18.2	£ 287.43	£ 57.48	£ 344.91
Oct	J. Carpenter	October Salary £ 306.83, perspex for new notice boards £ 102.62, bulbs £ 39.96 & refreshments for Brownies at Bulb Planting £ 5.43	857	980/18.2	£ 431.08	£ 23.76	£ 454.84
Oct	M. Elliott	Painting of memorial seats (4) and Village Green gates	860	998/18.1	£ 506.00	£ -	£ 506.00
Nov	J. Carpenter	November Salary	861	998/18.1	£ 306.47	£ -	£ 306.47
Dec	J. Carpenter	December Salaray	865	1009/18.1	£ 306.47	£ -	£ 306.47
Dec	South Gloucestershire Council	3rd Quarter (Oct to Dec 2018) localism charges	866	1009/18.1	£ 83.49	£ 16.70	£ 10.19
Jan	J. Carpenter	January Salary 3rd Quarter Office Expenses	869	1021/19.1	£ 336.11	£ -	£ 336.11
Feb	South Gloucestershire Council	4th Quarter (January to March 2019) localism charges	873	1036/19.1	£ 83.49	£ 16.70	£ 10.19
Feb	J. Carpenter	February Salary	874	1051/19.2	£ 306.47	£ -	£ 306.47
Mar	J. Carpenter	March Salary	876	1051/19.2	£ 306.47	0	£ 306.47

Parish Council Budget for 2018/19

Estimated Receipts					
		2017/2018	2017/2018	2017/2018	2018/2019
		Budget	Actual to Date	Revised	Budget
Precept		6,460.00	6,478.00	6,478.00	6,553.00
Account Interest		40.00	0.00	27.00	27.00
Grants / Donations/ Bursaries		0.00	0.00	0.00	0.00
Rental		10.00	0.00	10.00	10.00
Refunds inc VAT Refund		85.00	100.00	100.00	100.00
Community Infrastructure Levy		0.00	334.50	334.50	0.00
		6,595.00	6,578.00	6,949.50	6,690.00
Estimated Payments (Excluding VAT)					
		2017/2018	2017/2018	2017/2018	2018/2019
		Budget	Actual to Date	Revised	Budget
Salary	Clerk	4,300.00	2767.49	4,151.00	4,250.00
Expenses	Administration	75.00	97.88	120.00	120.00
	Office Cost	120.00	60.00	120.00	120.00
	Travel	50.00	29.70	50.00	50.00
Rental	Village Hall	126.00	45.00	90.00	126.00
	PCC	10.00	0.00	10.00	10.00
Insurance & Fees inc Audit and Solicitors	Insurance	175.00	150.00	150.00	175.00
	Internal Audit	0.00	0.00	0.00	60.00
Subscriptions/ Training/ Meetings	ALCA	120.00	97.68	98.00	110.00
	SLCC	90.00	93.00	93.00	100.00
	Training/Meetings	50.00	129.56	200.00	150.00
Election Costs	Election Costs	50.00	0.00	0.00	0.00
Recreation / Arts	Asset Replacement e.g. projector	250.00	72.96	150.00	250.00
	Maintenance	500.00	124.07	144.07	400.00
	SGC VG Grass Cutting	150.00	0.00	150.00	150.00
	SGC Grass Verge Cutting	333.92	166.65	333.92	334.00
Sub Total		6,399.92	3,833.99	5,859.99	6,405.00
Section 137 Payments How does the donation benefit the Parish?	Poppy Wreath	60.00	60.00	60.00	60.00
	5 Alive Annual Donation	75.00	75.00	75.00	75.00
	Donations	100.00	50.00	50.00	150.00
Sub Total		235.00	185.00	185.00	285.00
Total		6,634.92	4,018.99	6,044.99	6,690.00

Annual Internal Audit

The following gives details of the Internal Audit and explanations for any negative comments, if necessary – refer to Page 4 of the Annual Governance and Accountability Return 2017/18 Part 2.

Annual Internal Audit Report 2018/19

FALFIELD 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 2019.

The internal audit for 2018/19 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			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

09/05/2019

Name of person who carried out the internal audit

ERIAN VAUGHAN LEWIS
ROCKHAMPTON PARISH COUNCIL

Signature of person who carried out the internal audit

Erian Vaughan Lewis

Date

09/05/2019

*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 2018/2019

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

FALFIELD 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 2019, that:

	Agreed		Yes' means that this 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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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	N/A
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
			✓

*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

21/05/2019

and recorded as minute reference:

1087/19.2

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

Chairman

Clerk

Section 2 – Accounting Statements 2018/2019

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.

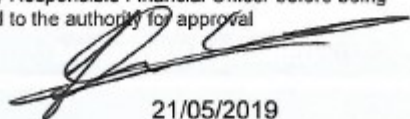
Section 2 – Accounting Statements 2018/19 for

FALFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	14,977	16,144	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	6,450	6,576	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,135	965	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	4,151	4,497	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	2,267	3,019	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	16,144	16,169	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	16,144	16,169	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	5,056	5,406	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 as a body corporate 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

Date


21/05/2019

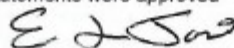
I confirm that these Accounting Statements were approved by this authority on this date:

21/05/2019

as recorded in minute reference:

1087/19.2

Signed by Chairman of the meeting where the Accounting Statements were approved



Explanation of Variances between 2017/2018 and 2018/2019

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

Explanation of variances – pro forma

Name of smaller authority: FALFIELD PARISH COUNCIL
County area (local councils and parish meetings only) SOUTH GLOUCESTERSHIRE

Insert figures from Section 1 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	14,977	16,144				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	6,450	6,576	126	1.95%	NO		
3 Total Other Receipts	1,135	965	-170	14.98%	NO		
4 Staff Costs	4,151	4,497	346	8.34%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,267	3,019	752	33.17%	YES		Setting up and ongoing costs for eight council email addresses (£252)
7 Balances Carried Forward	16,144	16,169			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	0	0				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	5,056	5,406	350	6.92%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Explanation for high reserves

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Election costs contingency	3200		
Village Hall Contingency	1500		
Community Infrastructure Levy	1095		
Asset Replacement	993		
Maintenance	688		
Flowers/seed for Orchard View	110		
Travel/Meetings	299		
Training	440		
		8325	
General reserve	7844		
		7844	
Total reserves (must agree to Box 7)			16169

Bank Reconciliation

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 1 "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: FALFIELD PARISH COUNCIL

County area (local councils and parish meetings only): SOUTH GLOUCESTERSHIRE

Financial year ending 31 March 2019

Prepared by (Name and Role): JAMES CARPENTER CLERK & RFO

Date: 21/05/2019

	£	£
Balance per bank statements as at 31/3/19:		
NatWest Current Account (03205665)	3,123.59	
National Savings & Investment	13,100.29	
		16,223.88
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)		
Cheque No 875	(54.80)	
		(54.80)
Add: any un-banked cash as at 31/3/19		-
		-
Net balances as at 31/3/19 (Box 8)		16,169.08

Community Infrastructure Levy 2018/2019

Details of Receipts and Payments during 2018/19

COMMUNITY INFRASTRUCTURE LEVY

FALFIELD PARISH COUNCIL

Reporting Year:

1st April 2018 to 31st March 2019

A	Total CIL income carried over from previous years	£	334.50
B	Total CIL income received (receipts)	£	760.50
C	Total CIL spend (expenditure)	£	-
D	Total CIL repaid following a repayment notice	£	-
E	Total CIL retained at year end (A+B-C-D)	£	1,095.00

CIL Expenditure

Item /Purpose	Amt Spent
Nil	

Signed



Position

Clerk & RFO

Verified

Position

Chairman



Date

21st May 2019

Minute Reference

1087/19.2.

Record of levys received

Ref	Year	Amount
PT15/4525/F	2017/2018	£ 335.50
PT16/5140/F	2018/2019	£ 760.50

Section 137 Payments made in 2018/2019.

Date	Minute Ref	Paid To	Amount
21/09/2018	963/18.5	CRoFT Benefice Newsletter	£75.00
21/09/2018	963/18.6	Royal British Legion	£60.00

Section 137 of the Local Government Act 1972 gives the Council the power to “incur expenditure which in their opinion is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants.....”

For 2018/19 the maximum amount allowed was £ 7.86 for every registered elector. On 1st April 2018 the total number of electors on the electoral register was 436

Details of any public buildings that 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