

HORLEY PARISH COUNCIL
ANNUAL GENERAL MEETING

AGENDA

Dear Councillor,

You are summoned to attend the annual general meeting of the Parish Council which will be held in the Old School Room at 7.00 pm on Thursday 17 May 2018.

Clerk to Horley Parish Council

- 1) Apologies
- 2) Declaration of Interests
- 3) Nomination and election of the Chairman for the year
- 4) Nomination and election of the Vice-Chairman for the year
- 5) Allocation of responsibilities (last year's allocations shown)
 - a. Finance and general purposes (Cllr Raper)
 - b. Highways and footpaths (Cllrs Cross and Curd)
 - c. Proposed children's play area (Cllr Attfield)
 - d. Planning (Cllr Barnwell)
 - e. Cricket club liaison (Cllr Attfield)
 - f. School liaison (Cllr Raper)
 - g. Michael Hardinge Trust liaison (Cllr Tite)
 - h. Ironstone and scout camp liaison (Cllr Barnwell)
 - i. Communications and notice board (Cllrs Barnwell and Curd)
 - j. Any other roles?
- 6) Dates for Future meetings
 - 19 July 2018
 - 18 October 2017
 - 17 January 2019
 - 11 April 2019
 - 16 May 2019

7) Annual Audit

The Council's Internal Auditor's report is annexed to this report. Also annexed are the Annual Governance Statement and Annual Accounting Statement. It is **RECOMMENDED** that the Council approve these documents in order that they may be published on the Horley Views website.

8) General Data Protection Regulations

New General Data Protection Regulations take effect on 25 May 2018. Under these regulations, Parish Councils are required to nominate a Data Protection Officer, whose duty it is to ensure that the Council complies with the Regulations, and handles information in accordance with the Regulations.

The Regulations relate to personal information, that is to say information concerning individuals. It is important to know what personal information the Council holds, and how it is processed, if at all. Individuals have a right to know what information is held about themselves, and may have the right to have data deleted. Any personal data should be stored securely.

Currently the Council does not hold any personal data, other than the names, addresses and telephone numbers of Members of the Council, or any information on invoices sent to the Council, which the Council is required to retain for a period of 6 years. The name, email address and telephone numbers of Members and the Clerk are published on the Horley views website. It is assumed that Members have no objection to this data being held and published in this way.

It is recommended that the best way of complying with the Regulations is to nominate the Clerk as Data Protection Officer, and agreeing as a matter of policy that the Council should not hold personal information other than that relating to current Members, or any information contained on invoices which the Council is required to retain.

9) Date of next meeting

To be agreed at item 6 above.

10) Any other urgent business

CLIVE ROSIER *BAYLISS ORCHARD, HORLEY, BANBURY, OXON, OX15 6BL*

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Our Ref: CJR/eld

2 May 2018

Horley Parish Council
Park House
Horley
Banbury
OX15 6BJ

Sirs

Re: Audit 2017/18

I confirm that I have reviewed the documentation relating to the above and have found the accounts, records and accompanying documentation to be a full and thorough representation of the Council's business/undertaking for the year and have therefore been happy to sign the annual Accountability and Government's Return as required, which I have done and dated 30/04/18.

I have no particular advice, comments nor recommendations having, as herein, found the documentation to be complete and thorough.

With regards

A handwritten signature in black ink, appearing to be 'CJR', with a long horizontal flourish extending to the right.

Clive J. Rosier

Annual Internal Audit Report 2017/18

Horley 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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

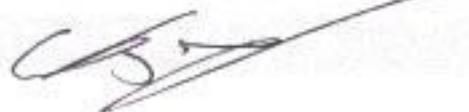
Date(s) internal audit undertaken

30/04/18

Name of person who carried out the internal audit

CLIVE J. ROYER

Signature of person who carried out the internal audit



Date

30/04/18.

*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).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Horley 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' 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.	<input checked="" type="radio"/>	<input type="radio"/>	<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.	<input checked="" type="radio"/>	<input type="radio"/>	<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.	<input checked="" type="radio"/>	<input type="radio"/>	<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.	<input checked="" type="radio"/>	<input type="radio"/>	<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.	<input checked="" type="radio"/>	<input type="radio"/>	<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.	<input checked="" type="radio"/>	<input type="radio"/>	<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.	<input checked="" type="radio"/>	<input type="radio"/>	<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.	<input checked="" type="radio"/>	<input type="radio"/>	<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
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

dated

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

Chairman

Clerk

Section 2 – Accounting Statements 2017/18 for

Horley Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	15781	19937	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	6225	6750	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	611	166	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	nil	nil	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	nil	nil	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(2680)	2193	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	19937	24660	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	19937	24660	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	nil	nil	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	nil	nil	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)	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<p>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</p> <p>N.B. The figures in the accounting statements above do not include any Trust transactions.</p>

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 property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

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