

Agenda Item 4 Dispositions

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 5 Correspondence Circulated

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Agenda Item 6 Clerk's Report

Minute	Action	Complete
18/068	Cllr James Finch in his report mentioned that 94% of Suffolk Children were offered their first choice of primary school. A query was raised about the stats for Secondary schools - The answer is 91.6% (This information was presented by James on March 14, 2018)	✓
18/065d	GDPR Update – Please see table under Appendix 1	
18/065a	Hastoe Progress – Hastoe's revised offer was well received and a decision should be forthcoming towards the end of June 2018	✓
18/065b	Broadband Questionnaire published in the newsletter. So far we have had two responses (both complaining about the poor signal)	✓
18/065c	Note from Suffolk Highways: The drainage problem in Church Road is the responsibility of the individual land owners. Also, they have been in touch with the owners of Abbey House and advised them of their responsibility to repair and maintain the drainage on their property.	
18/068	Quote for repairs to Playground fence and equipment received as agreed. To be approved.	

Agenda 7 Finance

The Internal Auditors report was presented at the last meeting. Accordingly, the Risk Assessment, Internal Controls and Asset Register have been reviewed and updated (where necessary) at the last meeting.

Agenda Item 7b Section 1 of Annual Return

Annual Internal Audit Report 2017/18

ENTER NAME OF AUTHORITY
NEWTON 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.			✓ No Petty Cash held.
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)	Agreed? Please choose one of the following		
	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

04/05/2018

Name of person who carried out the internal audit

H. Heels (on behalf of Heels & Lodge)

Signature of person who carried out the internal audit

[Signature]

Date

04/05/2018

*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).

NPC Councillor Pack for meeting to be held on 13th June 2018

Agenda Item 7b Bank Reconciliation - Receipts and Payments Account

NEWTON PARISH COUNCIL						
Bank Reconciliation for Financial year ending 31st March 2018						
Balances per Bank Statements as at 31st March						
Barclays Community			£100.00			
Barclays Premium Account			£33,770.09			
Barclays Tracker Account			£11,117.65			
					£44,987.74	
Add any Unbanked Cheques / Cash as at 31 March					£0.00	
Less Unpresented Cheques as at 31 March						
		1136	£14.73			
		1138	£705.32			
					£720.05	
			Total Cash		£44,267.69	
CASH BOOK						
Opening Balance					£25,364.51	
Add Receipts in the year					£29,680.69	
					£55,045.20	
Less Payments in the year					£10,777.51	
			Total Cash		£44,267.69	
A. Beckham	RFO, Newton Parish Council				5th April 2018	

Agenda Item 13c Statement of Accounts



NEWTON PARISH COUNCIL

Receipts & Payments Account for the year ending 31st March 2018

Receipts

Precept	£10,000.00	
Grants	£309.83	
Recycling	£293.51	
Bank Interest	£31.94	
CIL/Other	£18,428.89	
VAT Repayment	£616.52	
		£29,680.69

Payments

Clerks Salary	£5,129.42	
Admin	£910.74	
Grants	£600.00	
Annual Subscriptions	£243.84	
Footpath Maintenance	£350.00	
Insurance	£316.35	
Inspection	£236.00	
Maintenance	£1,047.77	
Village Hall	£467.27	
Projects	£880.17	
Other	£41.67	
Youth Council	£0.00	
VAT Paid	£554.28	
		£10,777.51

Excess of Receipts over Payments	£18,903.18
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Add Balance Brought Forward	£25,364.51
Balance Carried Forward	£44,267.69

Represented by

Barclays Community	£100.00	
Barclays Premium	£33,050.04	
Barclays Tracker	£11,117.65	
Petty Cash	£0.00	
		£44,267.69

I have prepared these accounts from the books and records of the Newton Parish Council and certify that they are a true record of the Parish Council's transactions

Signed: _____ Date: _____

A M Beckham
RFO Newton Parish Council

Agenda Item 7c Section 2 of Annual Return

Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	24073	25365	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	9380	10000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4388	19681	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	3761	5130	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	8715	5648	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	25365	44268	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	25365	44268	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	32268	32648	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)	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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Agenda Item 13e Quantified Significant Variances

Explanation to the quantified significant variances for boxes 2 - 6, 9 and 10 in Section 2 of the 2016 / 17 Annual Return

Box 3 Total Other Receipts

2017 - £4,388 2018 - £19,681 Difference £15,293 349% increase

Other Receipts	2017	2018	Difference
Locality, Footpath & Transparency grants	1696.14	309.83	-1386.31
Firework proceeds and donations	1655.08	1055.00	-600.08
VAT Repayment	305.73	616.52	310.79
Recycling	720.60	293.51	-427.09
Bank Interest	10.51	31.94	21.43
CIL Payment	0	17373.89	17373.89

Locality Grant of £1,000 towards defibrillator cabinet in 2017.

Box 4 Staff costs

2017 - £3,761 2018 - £5,130 Difference £1,369 36% increase

Staff Costs	2017	2018	Difference
Clerk's wages	3761	3872	111
Clerk's gratuity	0	1258	1258

Difference due to payment of Clerk's Gratuity Fund and increase in hours

Box 6 Total Other Payments

2017 - £8,715 2017 - £5,648 Difference £3,067 35% decrease

Other Payments	2017	2018	Difference
Admin	870.56	910.74	40.18
Grants	975.00	600.00	-375.00
Subscriptions	286.80	243.84	-42.96
Footpath Maintenance	300.00	350.00	50.00
Insurance	310.57	316.35	5.78
Inspection	236.00	236.00	0
Maintenance	2124.77	1047.77	-1077.00
Projects	1982.79	880.17	-1102.62
Other (Speed Gun 2017)	1012.44	41.67	-970.77
VAT	616.52	554.28	-62.24
Village Hall	0	467.27	467.27

(VAT of £554 to be reclaimed in May 2018)

Agenda Item 7d

Quote from Sid Scammell - £528.00

To replace missing fence rails and palings and stain to preserve. Refit all existing palings with screws. Repair 4 gates and replace self-closers and latches. Decommission fifth gate (furthest from entrance on the left). Replace shelf above child's swing and tighten brackets.

NPC Councillor Pack for meeting to be held on 13th June 2018

Agenda Item 7e Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	File Ref	Ref	Minute	Power	Receipts	Payments
Community & Premium Accounts							
01/04/18	Balance Brought Forward					33,150.04	0.00
04/04/18	Babergh - Recycling Grant					370.20	0.00
09/04/18	Babergh - Precept					5,186.41	0.00
09/05/18	One Suffolk Web Hosting		1143	18/067	LA 2011 ss 1 to 8	0.00	60.00
09/05/18	Heelis & Lodge - Internal Auditor		1144	18/066	LA 2011 ss 1 to 8	0.00	80.00
09/05/18	SLCC - Annual Subscription		1142	18/067	LA 2011 ss 1 to 8	0.00	92.00
11/04/18	SALC - Annual Subscription		1141	18/067	LA 2011 ss 1 to 8	0.00	250.16
11/04/18	SALC - Training		1140		LA 2011 ss 1 to 8	0.00	55.20
11/04/18	P. Scammell		1139	18/035c	LA 2011 ss 1 to 8	0.00	145.00

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/03/18	£100.00				
Premium Accounts	31/03/18	£38,621.38	£38,024.29	£682.36	£0.00	£14.73
Tracker Account	31/03/18	£11,117.65	£11,117.65	£0.00	£0.00	£0.00
Petty Cash	31/03/18	£0.00	£0.00			£0.00
		£49,839.03	£49,141.94	£682.36	£0.00	

Actual v Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£44,267.69				
Income			Expenditure			
Precept	£10,000.00	£5,186.41	Clerks Salary		£4,080.00	£0.00
Grants	£207.00	£0.00	Admin		£1,900.00	£126.00
Recycling	£500.00	£370.20	Grants		£800.00	£0.00
CIL/Other	£0.00	£0.00	Annual Subscriptions		£425.00	£392.16
Bank Interest	£25.00	£0.00	Footpath Maintenance		£300.00	£0.00
VAT Repayment	£554.28	£0.00	Insurance		£320.00	£0.00
			Inspection		£245.00	£0.00
			Maintenance		£2,000.00	£145.00
			Projects		£1,400.00	£0.00
			Other		£0.00	£0.00
			Village Hall		£0.00	£0.00
			VAT Paid		£0.00	£19.20
			Contingency		£500.00	£0.00
			Youth Council		£0.00	£0.00
Total	£11,286.28	£5,556.61	Total	£0.00	£11,970.00	£682.36
			Assets Carried Forward			£49,141.94
Total		£49,824.30	Total			£49,824.30

Agenda Item 8e Planning Status

Application Reference	Address	Planning Details	NPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/01789	Rogue House, Sudbury Road, Newton	Listed Building Consent - Internal alterations, enlarge window and insertion of new windows to rear elevation	18/067a	Supported	Awaiting decision
DC/18/00887	Valleyfields Valley Road Newton	Outline Planning Application (Access and Layout to be considered) Erection of 1no. single-storey	18/037a	Supported	Refused

NPC Councillor Pack for meeting to be held on 13th June 2018

		dwelling and ancillary outbuilding, utilising existing access.			
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Appendix 1

General Data Protection Regulation (GDPR)

Attached is the inventory of the data that is captured, stored and processed by NPC. This should be reviewed against the Retention Policy below to see if you agree with analysis and the suggested actions.

Document	Paper / Electronic	Location	Minimum Retention Period
Administration			
Agendas	E	Computer	3 years
Clerk's Personnel records	P	Chairman	15 months after ceasing employment
Contracts	P	File	Indefinitely
Declaration of Office Chairman	P	Admin File	Term of office plus 1 year
Declaration of Office Councillor	P	Admin File	Term of office plus 1 year
Election Documents	P	Admin File	6 months after Election
Inspection Reports	P	Admin File	Indefinitely
Planning Applications & Responses	E	BDC website	
Register of Interests	E	BDC website	
Routine Correspondence	P	Correspondence file	Retain as long as useful
Routine Correspondence Replies	E	Computer	Retain as long as useful
Routine emails	E	Email account	Retain as long as useful
Signed Minutes of Annual Parish Meeting	P	Minutes File	Indefinitely
Signed Minutes of Council Meetings	P	Minutes File	Indefinitely
Finance			
Annual Return	P	Accounts File by Year	Indefinitely
Annual Return	E	Computer	Indefinitely
Bank paying-in-books and Cheque book stubs	P	Finance File	2 years
Bank Statements	P	Accounts File by year	12 years
Clerk expenses	P	Accounts File by year	12 years
Insurance Policies	P	Insurance File	Indefinitely
Paid invoices	P	Accounts File by year	12 years
PAYE returns including hours paid	P	Accounts File by year	12 years
Quotations and tenders	P	Accounts File by year	12 years
Receipt & Payment Accounts	P	Accounts File by year	Indefinitely
VAT Records	P	Accounts File by year	12 years

NPC Councillor Pack for meeting to be held on 13th June 2018
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