

SIBFORD FERRIS PARISH COUNCIL

Draft Minutes of Parish Council Meeting held Monday, 16th July 2018 at 7.45pm in the Sports Hall Classroom, Sibford School.

Present at the meeting were: Councillors Adrian Lamb (Chairman), Ginny Bennett, Simon Rayner and Graham Beacham (Clerk). No members of the public were present.

Apologies: Mr. John Wass.

Declarations of Interest: None were declared against the items on the agenda.

Minutes of the previous meeting:

48/18 - the minutes of the meeting of 14th May were agreed, as an accurate record.

49/18 - the minutes of the meeting of 4th June were agreed, as an accurate record.

50/18 - the minutes of the Annual Parish Meeting on 10th May were noted.

51/18 Matters arising from the previous meeting not covered in agenda:

Siting of grit bin for Cotswold Close.

The Clerk has received an e-mail response from Oxfordshire County Council stating that the Parish Council should contact Banbury Town Council. The Clerk will telephone OCC Highways to speak to an officer, as this is incorrect. **GrB – report back by next meeting.**

Boundary information request.

OCC Highways told the Clerk to e-mail the Highway Records for boundary details of Sunnyside. **GrB – report back by next meeting.**

Standing agenda items.

The Council discussed which items should always be on the agenda, and it was felt that the playground should be a standing item. It was also agreed that, going forward, any actions should be recorded in the minutes with the initials of the person responsible for completing them and a date for completion.

52/18 Correspondence.

The annual inspection of the playground equipment was noted.

53/18 Planning.

Application 18/00164/TCA Tree Works Holmby House: The Parish Council has no further comments or observations.

Application 18/00165/TCA Tree Works 10 Walford Road: No objection. The Parish Council comments that the Planning Authority should check it still meets the original screening condition for the property.

The Council noted the planning decision for The Long House.

The Council reviewed the terms of reference for the Planning Committee and removed the following sentence: The Parish Clerk will notify applicants of the place and time of the meeting at which their application will be considered.

The contact details on the terms of reference will now also just list the e-mail addresses of the Chairman and Clerk.

Finances:

54/18 The Council approved the cheques that had been paid out of meetings – see appendix 1.

55/18 The Council approved the Accounts 2017/18 and received the internal audit report. There were no issues to report.

The Council also agreed and signed the End of Year document for the external auditor, as in appendix 2.

56/18 The cheques to be signed at this meeting were approved – see appendix 3.

Any Other Parish Matters:

- It was agreed that the Clerk would contact Cherwell District Council and report the fly tipping that had occurred at The Elm. **GrB – report back by next meeting.**
- It was agreed that the Clerk would contact Oxfordshire County Council regarding street light number two on Hook Norton Road being on all the time. **GrB – report back by next meeting.**

57/18 Staffing:

Both the Council and the Clerk agreed to a further six month probation period for the Clerk.

Date of Next Meeting

Tuesday 11th September 2018 at 7.45pm.

There being no further business, the meeting closed at 9.17 pm.

Appendix 1

Cheques paid out of meetings 2017/18 – to be agreed at July meeting.

15.1	Cheque 100737	Mr. G. Beacham	Wages January 2018	£169.05
15.1	Cheque 100738	HMRC	PAYE January 2018	£42.20
15.1	Cheque 100748	Mr. T. Huckvale	Repayment of gift voucher and card purchased for Clerk A. Spencer	£31.79
19.3	Cheque 100750	Mr. G. Beacham	Wages February 2018	£169.05
19.3	Cheque 100749	ZEN Internet	Domain name payment	£8.39
19.3	Cheque 100751	HMRC	PAYE February 2018	£42.20

Cheques paid out of meetings 2018/19 – to be agreed at July meeting.

18.4	Cheque 100752	Mr. G. Beacham	Wages March 2018	£169.05
18.4	Cheque 100753	HMRC	PAYE March 2018	£42.20
18.4	Cheque 100754	Cherwell District Council	Play area lease	£30.00
18.4	Cheque 100755	Thomas Fox	Invoice 24019	£45.60
19.4	Cheque 100757	Mr. G. Beacham	Clerk's expenses	£14.39

Appendix 2

Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

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certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed £25,000

Annual gross income for the authority 2017/18:

£ 7,409

Annual gross expenditure for the authority 2017/18:

£ 6,360

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it must submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this Certificate of Exemption you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

J. Beadman

Date

16 07 18

Signed by Chairman

A. Long

Date

16 07 18

Email

sfpc@the.sibfords.org.uk

Telephone number

01608 810047

*Published web address (not applicable to Parish Meetings)

the.sibfords.org.uk

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

Annual Internal Audit Report 2017/18

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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	Objective - Process checked SIC 2018/19 Summary		
	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.			✓ N/A
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)	Yes	No	Not covered
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

Name of person who carried out the internal audit

SUE POWELL

Signature of person who carried out the internal audit

SUE POWELL

Date 13/7/18

*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:

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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		This 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="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to ensure 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="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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 authority and recorded as minute reference:

55/18
16 07 18

dated

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

Chairman

Clerk




Section 2 – Accounting Statements 2017/18 for

SIBFORD FERRELS PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	10379	12426	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	6858	6858	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1683	551	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	2989	2872	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employee 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	3505	3489	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	12426	13475	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	12426	13333	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	24079	23728	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 PNLB).
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/A	N/A	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

J. Beadear
16.07.18

Date

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

16.07.18

and recorded as minute reference:

55/18

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

A. Lewis

Appendix 3

Cheques signed at meeting.

Cheque 100758	OALC	Membership	£135.06
Cheque 100759	John Hick	Inspection	£112.32
Cheque 100760	Mr. G. Beacham	Wages April, May, June 2018	£507.15
Cheque 100761	HMRC	PAYE April, May, June 2018	£126.60
Cheque 100762	Came and Company	Insurance	£505.21
Cheque 100763	Thomas Fox	Invoice 24291	£45.60
Cheque 100764	Thomas Fox	Invoice 24545	£45.60
Cheque 100765	Thomas Fox	Invoice 24805	£45.60