

# HORLEY PARISH COUNCIL

## AGENDA

Dear Councillor,

You are summoned to attend a meeting of the Parish Council which will be held in the Old School Room at 7.30 pm on Thursday 14 April 2016.

Clerk to Horley Parish Council

- 1) Apologies
- 2) Declaration of Interests
- 3) Minutes of the meeting held on 11 February 2016

Minutes attached.

- 4) Matters arising
- 5) Finance

**a. 2015/16 budget monitoring report (report attached)**

Members are invited to review the reserves indicated and allocate the unallocated balance as they consider appropriate.

**b. Annual audit**

The draft Annual Governance Statement and Annual Accounting Statements for 2015/16 are attached for approval at Appendix 1. Also attached for approval at Appendix 2 are the Clerk's Risk Assessment and the Asset Register. Once these documents are approved, all the necessary documents will be submitted to the Council's internal auditor, Mr Clive Rosier, for his consideration. Following the completion of his internal audit report, all the necessary information will be submitted for external audit, the deadline for submission being 13 June.

Whilst the Council publishes all relevant information on the Horley Views website, there is a formal period during which the public are entitled to inspect the accounts and other documents, and that period will run from 13 June until 22 July 2016.

**6) Planning Report**

Three applications have been received since the last meeting, as set out below.

<b>Application Number</b>	<b>Applicant</b>	<b>Description</b>	<b>Horley PC response</b>
16/00228/F	Mr and Mrs P Harrison	Demolitions of existing extensions and creation of a new two storey extension, revision to approval number 14/00654/F	No objection

16/00049/TCA	Mr T Allitt	Works to various trees	No Comment
16/00070/TCA	Mrs J Williams	Crown reduction to Holly Tree	No Comment

## **7) Reports from external organisations**

Any Member reports from external organisations.

## **8) Land adjoining the Old Council Houses, Wroxton Lane**

It was agreed at the February meeting that the Council further investigate the possibility of entering into an agreement with Oxfordshire County Council to take over the management and maintenance of this land. It would appear that there are two options. The first would be to enter into a formal agreement with OCC under their Oxfordshire Together initiative. Previously the Council agreed not to enter into such an agreement relating to all the grass verges in the village, in part due the County's draft agreement appearing unduly onerous. It appears that the County Council are in the process of re-drafting their form of agreement, following feedback from other Councils, but the revised draft is not yet available for consideration.

The second option would be to take over the maintenance of the land on an informal basis, without any formal agreement from OCC. The land is not currently covered by the OCC grass cutting contract, so there would be no conflict with any existing arrangements. This might well be the pragmatic way forward if the Council simply wishes to keep the land in a tidy condition, but it would not be wise to incur significant expenditure on any alterations or improvements without formal consent.

## **9) Cherwell District Council Housing Policy**

At the last meeting the Council agreed to seek further information from Cherwell DC regarding their housing needs information for Horley. It would appear that there has not been a recent housing needs survey covering Horley, but there are currently no applicants on the Register who are recorded as being from, or having a connection to, Horley. Consequently there is nothing to suggest this is a topic which this Council should pursue further.

## **10) HM the Queen 90<sup>th</sup> Birthday Celebrations**

As reported at the last meeting, a letter has been received from the Lord-Lieutenant of Oxfordshire regarding the Queen's 90<sup>th</sup> birthday celebrations on the weekend of 11 and 12 June. Parishes are encouraged to organise their own celebrations. The Council agreed to investigate whether any such celebrations are being planned. I understand that Jenny Reynolds may be planning to organise such an event.

Cherwell District Council has advised that it is willing to provide grant assistance of up to £250 towards the cost of such celebrations, although the total sum available will be allocated on a first come first served basis.

## **11) Date of next meeting**

Annual General Meeting Thursday 19 May 2016 – 7.00 pm.

Annual Parish Meeting Thursday 19 May 2016 7.30 pm.

## **12) Any other urgent business**

## REPORTS

### Item 5(a) - 2015/16 budget monitoring report

#### HORLEY PARISH COUNCIL - MEETING 14 APRIL 2016 BUDGET MONITORING REPORT TO 31 MARCH 2016

				Budget 2015/2016	Spent to 31/3/16	under/ overspend	Budget 2016/17
	<u>Category Description.</u>						
1	Clerk's Salary			£0.00	£0.00	£0.00	£0.00
2	Clerk's Expenses			£150.00	£132.54	-£17.46	£150.00
3	Churchyard Maintenance			£400.00	£400.00	£0.00	£400.00
4	Insurance			£420.00	£280.38	-£139.62	£300.00
5	Election Expenses			£0.00	£0.00	£0.00	£0.00
6	School Room Hire			£150.00	£150.00	£0.00	£150.00
7	Subscriptions						
	OALC			£135.00	£133.07	-£1.93	£140.00
	SLCC			£45.00	£48.00	£3.00	£50.00
	ORCC			£30.00	£35.00	£5.00	£30.00
8	Petty Cash			£0.00	£0.00	£0.00	£0.00
9	Audit Fee			£0.00	£0.00	£0.00	£0.00
10	S137. Grants						
	Horley Views			£0.00	£0.00	£0.00	£0.00
	Horley Views website			£50.00	£27.00	-£23.00	£50.00
	Horley Footlights			£0.00	£0.00	£0.00	£0.00
	C.A.B.			£25.00	£0.00	-£25.00	£0.00
	Others			£150.00	£100.00	-£50.00	£150.00
11	Dog Bins						
	Servicing			£370.00	£384.38	£14.38	£385.00
12	Hedges			£300.00	£0.00	-£300	£300.00
13	Village Signs/gates			£0.00	£0.00	£0.00	£0.00
	Land Registry			£0.00	£4.00	£4.00	£0.00
	Parish Plan			£0.00	£0.00	£0.00	£0.00

14	Contingency			£4,000.00	£0.00	-£4,000.00	£3,470.00
	Defibrillator (s137 expenditure)				£1,500.00	£1,500.00	£650.00
	Kerbing works				£11,163.02	£11,163.02	£0.00
	<b>TOTAL</b>			£6,225.00	£14,357.39	£8,132.39	£6,225.00

Business saver account balance 31.3.15		£21,729.54
Community account balance 31.3.15		£100.00
		<u>£21,829.54</u>
less expenditure relating to 2014/15		£277.07
Opening balance		<u>£21,552.47</u>
Income	Precept including any additional grant	-£6,429.87
	Interest	-£9.97
	VAT recovery	-£2,083.07
		<u>£30,138.38</u>
Less budgeted expenditure		£6,225.00
over/ <b>underspend</b>		£8,132.39
Balance 31.3.16		<b><u>£15,780.99</u></b>

#### Reserves

Money for Roadworks	£5,697.48
Play Area	<u>£5,000.00</u>
Unallocated balance	£5,083.51

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

HORLEY 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 2016, 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 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 smaller authority and took appropriate steps to manage those 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.	Yes	No	NA
			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 and recorded as minute reference:

14/4/16/5b  
dated 14/04/16

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*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.

## Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

HORLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	16183	21553	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	7055	6225	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	541	2360	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	(283)	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 smaller authority's borrowings (if any).
6. (-) All other payments	(1943)	(14357)	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	21553	15781	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	21553 ;	15781	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	NIL	NIL	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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 2016 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

*Di [Signature]*

Date 31/03/2016

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

14/04/2016

and recorded as minute reference:

14/4/16/5b

Signed by Chair of the meeting approving these accounting statements.

Date

## RISK ASSESSMENT 2015/16

### 1. Introduction

- 1.1 The Council is expected to carry out an annual assessment of the financial and other risks it is exposed to and identify any actions it considers necessary to minimise those risks.
- 1.2 The following table identifies the risks principal risks associated with the Council's activities, and recommends the necessary actions.
- 1.3 Individual risk assessments may be appropriate before commencing new activities.

Activity	Risk	Comment	Recommendation
Financial loss	Public Liability (statutory)	Insurance cover in place	Continue existing cover (£12m)
	Employers Liability (statutory)	Insurance cover in place	Continue existing cover (£10m)
	Money	Insurance cover in place. All funds are held by the Council's bank, and cheques can only be drawn if signed by two authorised signatories.	Continue existing cover (£250K)
	Fidelity Guarantee	Insurance cover in place	Continue existing cover (£250k)
	Property	Insurance cover in place for all risks relating to various items of street furniture owned by the Council.	Continue with existing cover based on historic cost.
	Personal accident	Insurance cover in place for Councillors and Officers up 90 years of age.	Continue with existing cover (£500k per person or £2m per incident)
	Libel & Slander	Insurance cover in place	Continue with existing cover (£250K)
	Legal expenses	Insurance cover in place	Continue with existing cover (£100k)
Administrative	Budget overspent	Budget monitored at each Council meeting.	Continue budget monitoring

	Annual accounts challenged	End of year accounts agreed by Council and subject to independent internal and external audit	Ensure audit timetable is observed.
	Ombudsman referral or legal challenge to the Council's activities	Up to date Constitution and Financial Regulations are in place which reflect constitutional powers and best practice	Clerk to ensure all activities are in accordance with the Council's Constitution and legal powers.
	Service breakdown	If for any reason the Clerk/Responsible Financial Officer were not available to undertake his duties, the day to day running of the Council could be at risk.	There are few activities which are genuinely urgent, but it is important that deadlines for approving the annual accounts and setting the annual precept are met. If necessary any Member could act as Clerk on a temporary basis.
Defibrillator	Reputational risk to the Council and risk to the health of potential users if the defibrillator which the Council has procured is not available when required	Access to the defibrillator is strictly controlled by the ambulance service, and it is maintained by Community Heartbeat. Weekly checks are undertaken by the Clerk to ensure the defibrillator is in place and ready for use.	Continue annual maintenance contract with Community Heartbeat, and weekly checks by the Clerk.

### Asset Register 2015/16

Assets are defined as land, buildings, vehicles, plant and equipment with a value in excess of £1,000. As at 31.3.16 The Council owned no land or buildings.

The Council owns a number of items of street furniture which are listed below with their insured value:-

Quantity	Item	Value
1	Litter bin	£66.82
1	Public seat	£405.68
3	Road signs	£1,140.68
1	Parish notice board	£539.42
4	Dog Bins	£444.52



3	Gates	£3,324.20
Total		£5,921.32

NB It should be noted that the defibrillator, which the Council has procured remains, at this time, the property of Community Heartbeat, although the Council has the right to acquire it at no cost should it wish to do so, at the end of the three year management agreement in 2018.

D F Marriott  
Clerk to the Council