

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 21 May 2015.

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
 - a. Finance and general purposes
 - b. Highways and footpaths
 - c. Proposed children's play area
 - d. Planning
 - e. Cricket club liaison
 - f. School liaison
 - g. Michael Hardinge Trust liaison
 - h. Ironstone and scout camp liaison
 - i. Communications, notice board and neighbourhood watch
 - j. Any other roles?
- 6) Dates for Future meetings
 - 13 August 2015
 - 12 November 2015
 - 11 February 2016
 - 14 April 2016
 - 19 May 2016
- 7) Minutes of the meetings held on 16 April and 29 April 2015 (attached)
- 8) Matters Arising
- 9) Audit
 - a. To approve the Annual Accounting and Annual Governance Statements for 2014/2015, prior to their submission for both internal and external audit. Copies of the proposed Statements are attached at annex 1 to this report. Under the new

Transparency Code the Council is required to publish copies of these Statements on the website, and in addition, details of expenditure and a bank reconciliation. The document prepared for this purpose is attached at Annex 2 to this report.

- b. To approve a risk assessment and an asset register which have been prepared for audit purposes, and copies of which are attached at annex 3 to this report.

10) Planning

To consider and agree the Council's response to application number 15/00673/OUT at Horley Mill Garage, Wroxton Lane, Horley. A copy of the application will be presented at the meeting, but Members wishing to inspect the application in advance of the meeting may do so, either by contacting the Clerk, or online at www.publicaccess.cherwell.gov.uk/online-applications .

11) Speedwatch Exercise

As previously discussed, a speedwatch exercise was carried out on 24 April 2015 between approximately 8.00am and 9.00am. The equipment was provided by the Police Community Support Officer, PCSO Bailey, who was assisted by Cllr Hamer and the Clerk. Not all the equipment provided by the Police functioned correctly, but a radar device was available which allowed the speed of vehicles to be checked. The check was carried out in Hornton Lane in the vicinity of the Church Lane junction, and 40 to 50 vehicles passed while the exercise was taking place. Only one was recorded as speeding (35 mph) although several others were observed to slow down when they saw the check taking place and before it was possible to record their speed. As this was not an official speed trap, the motorist recorded as speeding will receive a warning letter only from the Police Authority.

12) Kerbing works in Wroxton Lane

Members will be aware that the Council has placed an order with Titchmarsh Construction to undertake some kerbing works in Wroxton Lane. Very recently Titchmarsh Construction have contacted the Council advising that they have been unable to obtain authority from Oxfordshire County Council to carry out the proposed works on the highway. It appears that OCC have indicated that they consider the work should be carried out by their term contractor who previously had provided a somewhat higher quotation for the work.

It is not clear what has caused this apparent change of heart by OCC, as they recommended the Council to contact Titchmarsh Construction some time ago. The Clerk is pursuing the matter with OCC and will update Members at the meeting.

13) Date of next meeting

To be agreed at item 6 above.

14) Any other urgent business

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **HORLEY PARISH** Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	12238	16183	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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 (+) Annual precept	6275	7055	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	535	541	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	(825)	(283)	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 council's borrowings (if any).
6 (-) All other payments	(2040)	(1943)	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	16183	21553	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	16183	21553	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 other 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 council 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 Disclosure note 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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

I confirm that these accounting statements were approved by the council on this date:

21/05/2015

and recorded as minute reference:

09/21/5/15

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

HORLEY PARISH Council/Meeting

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 2015, that:

	Agreed –		‘Yes’ means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
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 the council 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 has given all persons interested the opportunity to inspect and ask questions about the council’s accounts.
5 We carried out an assessment of the risks facing the council 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 council 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 the council.
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 the council 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 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability 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 the council and recorded as minute reference

dated **09/21/5/15**

Signed by:

Chair **SIGNATURE REQUIRED**

dated **DATE REQUIRED**

Signed by:

Clerk **SIGNATURE REQUIRED**

dated **DATE REQUIRED**

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the council will address the weaknesses identified.

Annex 2

Horley Parish Council 2014/15 Bank reconciliation

Opening balance - current account	100.00
Business saver account	16425.84
Total funds at 31.3.14	16525.84

Outstanding uncleared cheques as at 1.4.14

date	cleared	cheque number	Payee	net invoice	VAT	gross invoice	
			A M				
25.2.14	6.5.14	100364	Best	180.00	35.00	210.00	
24.3.14	15.4.14	100366	OALC	110.89	22.18	133.07	
				290.89	57.18	343.07	
Total							343.07
Opening balance for 2014/15							16182.77

Payments 14/15

issued	cleared	cheque number	Payee	net invoice	VAT	gross invoice	
10.4.14	1.5.14	100369	CDC dog bins oct13-mar14	145.29	29.06	174.35	
19.4.14	28.4.14	100370	AON insurance	404.99		404.99	
27.4.14	9.5.14	100371	ORCC subs	30.00		30.00	
7.8.14	21.8.14	100372	CDC election expenses	39.00		39.00	
12.8.14	21.8.14	100373	B Moss website	47.88		47.88	
22.9.14	2.10.14	100374	CDC dog bins apr14 - sept 14	145.29	29.06	174.35	
26.9.14	14.10.14	100375	B Barnwell clerk salary	283.33		283.33	
15.10.14	28.10.14	100376	PCC churchyard maintenance SLCC Clerk's	400.00		400.00	
15.10.14	13.11.14	100377	Manual	50.50		50.50	
13.11.14	20.11.14	100378	D F Marriott clerk expenses	47.48		47.48	
27.11.14	11.12.14	100379	SLCC annual subscription	48.00		48.00	
31.1.15	10.4.15	100380	AM Best hedge cutting Michael hardinge trust -	120.00	24	144.00	
6.3.15	25.3.15	100381	room hire	75.00		75.00	
6.3.15	27.3.15	100382	CDC dog bins oct14-mar15	145.29	29.06	174.35	
18.3.15	9.4.15	100383	OALC annual subscription	110.89	22.18	133.07	
Total net expenditure				2092.94			
Total							
VAT					133.36		
Total Payments						2226.30	2226.30

Income

Date received	Payor	Amount
1.4.14	CDC	-263.00
11.4.14	CDC precept	-3532.37

2.6.14	Interest	-2.30	
8.9.14	Interest	-2.58	
12.9.14	CDC precept	-3527.50	
8.12.14	Interest	-2.75	
2.3.15	Interest	-2.50	
27.3.15	CDC grant payment	-263.00	
Total receipts		-7596.00	-7596.00
Total funds			21552.47
Bank Reconciliation			
Closing balance current account			100
Closing balance business saver account			21729.54
Total funds at the bank			21829.54
31.3.15			21829.54
less cheques outstanding	100380		144
	100383		133.07
Total funds uncommitted			21552.47

Annex 3

RISK ASSESSMENT 2014/15

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 attempts to identify the risks involved 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 (£10m)
	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 85 years of age with sliding scale of compensation applying.	Continue with existing cover
	Officials Indemnity.	Insurance cover in place	Continue with existing cover (£250K)
	Libel & Slander	Insurance cover in place	Continue with existing cover (£250K)
	Legal expenses	Insurance cover in place	Continue with existing cover
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.

Horley Parish Council
Asset Register 2014/15

Assets are defined as land, buildings, vehicles, plant and equipment with a value in excess of £1,000. As at 31.3.15 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:-

1. Litter bin - £66.82
2. Public seat - £405.68
3. 3 road signs - £1,140.68
4. Parish notice board - £539.42
5. 4 dog bins - £444.52
6. Gates - £3,324.20

D F Marriott
Clerk to the Council