



## Aintree Village Parish Council

Minutes of Annual Parish Council meeting

held on

**Monday 16<sup>th</sup> May 2019**

Present	Cllrs. Carter, Wykes, Preston, Toner, Honeyman, Kelly, Moore, Bennett, Gill and Owens	
In attendance	M. Kundi (Council Manager & Parish Clerk), K. Ellis (RFO),	
6941	<p><b>Election of Chairman of Parish Council</b>  Vice-Chairman Cllr. Honeyman took the Chair and Cllr Wykes nominated Cllr. Carter, with Cllr. Preston seconding the motion. <b>Cllr. Carter was unanimously ELECTED</b> as the Chairman of Aintree Village Parish Council for the municipal year 2019/20, following which he signed the Acceptance of Office form, and retook the chair.</p>	
6942	<p><b>Election of Vice-chairman of Parish Council</b>  Cllr Preston nominated Cllr. Honeyman, with Cllr. Kelly seconding the motion. <b>Cllr. Honeyman was unanimously ELECTED</b> as the Vice-chairman of Aintree Village Parish Council for the municipal year 2019/20, following which he signed the Acceptance of Office form.</p>	
6943	Apologies for absence	Cllrs. Colbert and Harris
6944	Declaration of interest	None
6945	Public participation	None
6946	Minutes of Council meeting	Members considered the minutes of the Parish Council meeting held on 15 <sup>th</sup> April 2019 and <b>RESOLVED</b> and authorised the Chairman to sign them as correct records.
6947	<p><b>Finance and General Purposes Committee</b></p> <ul style="list-style-type: none"> <li>Following a request for nomination for the membership of the Finance and General Purposes Committee the said Members were <b>unanimously ELECTED</b>:- Cllrs. Honeyman, Moore, Bennett, Owens, Carter and Gill</li> <li>Cllr. Bennett nominated Cllr. Honeyman, with Cllr. Moore seconding the motion for the Chairman of the Finance and General Purposes Committee. Following the vote <b>Cllr. Honeyman was unanimously ELECTED</b> as the Chairman of the Finance and General Purposes Committee</li> <li>Cllr. Moore put forward her name for the Vice-chairman of the Finance and General Purposes Committee, which was seconded by Cllrs. Gill and Bennett. Following the vote <b>Cllr. Moore was unanimously ELECTED</b> as the Vice-chairman of the Finance and General Purposes Committee</li> <li>Both the Chairman and Vice-chairman of the Finance and General Purposes Committee the signed the Acceptance of Office forms</li> </ul>	

6948	<p><b>Park and Amenities Committee</b></p> <ul style="list-style-type: none"> <li>• Following a request for nomination for the membership of the Park and Amenities Committee the said Members were <b>unanimously ELECTED</b>, Cllrs. Honeyman, Wykes, Moore, Owens, Bennett and Kelly</li> <li>• Cllr. Honeyman nominated Cllr. Wykes, with Cllrs. Bennet and Kelly seconding the motion for the Chair of the Park and Amenities Committee. Following the vote <b>Cllr. Wykes</b> was <b>unanimously ELECTED</b> as the Chairman of Park and Amenities Committee</li> <li>• Cllr. Gill nominated Cllr. Bennett for the Vice-chairman of the Park and Amenities Committee, which was seconded by Cllr .Honeyman , and following the vote <b>Cllr. Bennett</b> was <b>unanimously ELECTED</b> as the Vice-chairman of the Park and Amenities Committee</li> <li>• Both the Chairman and Vice-chairman of the Park and Amenities Committee signed the Acceptance of Office forms</li> </ul>	
6949	<p><b>Appointment to outside bodies</b></p> <p>A). The following Members were <b>APPOINTED</b> to the Merseyside Association of Local Councils (MALC):- Cllrs. Carter, Honeyman and Toner, with Cllr. Moore as a reserve.</p> <p>B). No appointment was made to Sefton Area Committee as this forum no longer exists</p> <p>C). Cllr. Honeyman was <b>APPOINTED</b> to the Campaign for the Protection of Rural England (CPRE)</p>	
6950	<p>Appointment of Members and Officers to:-</p> <p>A) Emergency Committee – The Parish Council <b>AGREED</b> to the formation of a Working Group comprising Cllrs. Carter, Honeyman (as the Chair and Vice-chair respectively), together with Cllrs. Moore and Bennett to work with the Council Manager and Parish Clerk to help develop the draft terms and refernces for the Emerency Committee and to report back to the Parish Council.</p> <p>B) Press Officer – The Parish Council <b>AGREED</b> to the Chairman of the Parish Council as the Press Officer and to work jointly with the Council Manager and Parish Clerk on any press releases.</p>	
6951	Matters arising and Action List	None
6952	Clerk's Reports  General Powers of Competence	<p>1). Member considered the report on General Power of Competence and APPROVED the following:-</p> <p>a). The Parish Council resolved from 16<sup>th</sup> May 2019, until the next relevant Annual meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the 'General Power of Competence',</p> <p>b). Membership for the Society of Local Council Clerks at a cost of £293.00, and</p> <p>c). Council Manager and Parish Clerk to develop a Protocol on Member/Officer relations for consideration at the next meeting of the Parish Council</p>

	<p>Training and Development Policy</p> <p>Sefton Council Nomination Request</p> <p>Waste Collection Contract</p> <p>Community Right to Bid Aintree Youth and Community Centre</p> <p>Review of policies</p> <p>Exercise of public rights</p>	<p>2). Members considered the Training and Development Policy, which set out the Council's commitment to providing on-going relevant training and AGREED to adopt it.</p> <p>3). Members considered a request from Sefton Council for a Member to be nominated to serve as a co-opted voting member of Sefton's Audit and Governance Standards Sub-Committees and APPROVED Cllr. Gill as the Parish Council's representative.</p> <p>4). Members considered the quote of £1098.00 from Sefton Council for continuing the annual waste collection contract for 2019/20 and AGREED to accept it.</p> <p>5). Member considered a report highlighting the result of a 'Right to Bid' application for the Aintree Youth and Community Centre submitted to Sefton Council in November 2018. Members:-</p> <p>A). NOTED Sefton Council's decision to list Aintree Youth and Community Centre as an Asset of Community Value, and</p> <p>B). REQUESTED the Council Manager and Parish Clerk to present a report as soon as possible setting out briefly the financial, legal and management implications.</p> <p>6). Members reviewed and AGREED the following policies without any changes:-</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Scheme of Delegation</li> <li>• Financial Regulations</li> <li>• Code of Conduct</li> </ul> <p>7). Members NOTED the set dates of 3<sup>rd</sup> June 2019 to 12<sup>th</sup> July 2019 for the exercise of public rights.</p>
6953	Chairman's reports	None
6954	Financial Matters	<p>Members considered the various financial reports and resolved to APPROVE the following:-</p> <ol style="list-style-type: none"> <li>1. Budget monitoring (attached as Annex 6954(A))</li> <li>2. Payments for authorisation (attached as Annex 6954(B))</li> <li>3. Bank reconciliation for April 2019 (attached as Annex 6954(C)),</li> <li>4. No funds to be transferred between the Parish Council's Bank accounts</li> <li>5. Five bank signatories in total with Cllrs Owens, Moore and Gill, this being in addition to the two already approved</li> <li>6. Internal Audit report (attached as Annex 6954 (D))</li> <li>7. Annual Governance Statement (attached as Annex 6954(E))</li> <li>8. Accounting Statement (attached as Annex 6954(F))</li> <li>9. Explanation of Variances (attached as Annex 6954(G))</li> <li>10. To NOTE the following:- <ul style="list-style-type: none"> <li>• Bank Reconciliation (attached as Annex 6954(H)a)</li> <li>• Balance Sheet 31<sup>st</sup> March 2019 (attached as Annex 6954 (H)b)</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>• Current and Business Account Statements (attached as 6954 (H)c)</li> </ul> <p>11. Enduring Payments schedule (attached as Annex 6954 (I))</p> <p>12. Appointment of the existing Internal Auditor for 2019/20</p>
6955	Correspondence	Members considered a request from the head of Aintree Davenhill Primary School, Deena Kelley for the donation of two further shields, which are for pupils who are considered to be courteous, considerate and conscientious, and AGREED to approve it, with the Council Manager and Parish Clerk authorised to approve the total cost of up to £200.00. Members also AGREED that in future the trophies should be presented by the Chairman or in his absence the Vice-chairman of the Parish Council.
6956	<p>Planning Matters</p> <p>Planning applications</p> <p>Wango Lane, Housing development</p>	<p>Members considered the various matters and:-</p> <ol style="list-style-type: none"> <li>1. NOTED the content of the two spreadsheets showing the current and recently approved planning applications,</li> <li>2. NOTED that on request from Cllr. Preston the Aintree Rate Payers Association is writing directly to Sefton Council's Planning Department regarding the parking of construction vehicles in residential areas. The Chairman STATED that following the previous meeting with Wango Lane Action Group the Parish Council is still waiting for questions from the Group before arranging any meeting with Planning Officers.</li> </ol>
6957	Dog Fouling	Members AGREED to defer this item to the Park and Amenities Committee
6958	Tennis Courts	<p>Cllr. Wykes highlighted the following points:-</p> <ul style="list-style-type: none"> <li>• Currently at stage 3 of stage 5 in progressing this matter</li> <li>• On 22<sup>nd</sup> May 2019 Aintree Davenhill Primary School will be using the Tennis Courts as part of their sports curriculum</li> <li>• Staff at Aintree Davenhill Primary School not aware of the fact that there were any Tennis Courts in the Park</li> <li>• Lawn Tennis Association is looking at coaches to provide free coaching.</li> </ul> <p>Members AGREED to:-</p> <ul style="list-style-type: none"> <li>• Equipment provided as part of the coaching activity to be stored on Park premises</li> <li>• Explore the options to provide all sport facilities free to all users</li> <li>• Defer this item to the Park and Amenities Committee</li> </ul>
6959	Bench	Members AGREED to defer this item to the Park and Amenities Committee
6960	Community Event 2020	Members AGREED that Cllrs. Honeyman, Toner and Owens have been authorised to facilitate and attend any meetings related to Community Event 2020 and to provide any update to the next meeting of the Park and Amenities Committee
6961	CCTV	Members AGREED to defer this item to the Park and Amenities Committee

6962	Dates of next meetings	<b>Parish Council</b>	<b>F &amp; GP Committee</b>	<b>P &amp; A Committee</b>
		<ul style="list-style-type: none"> <li>• 15<sup>th</sup> July 2019</li> <li>• 16<sup>th</sup> September 2019</li> <li>• 18<sup>th</sup> November 2019</li> <li>• 20<sup>th</sup> January 2020 (Budget/Precept)</li> <li>• 16<sup>th</sup> March 2020</li> <li>• 18<sup>th</sup> May 2020 (Annual Parish Council)</li> </ul>	<ul style="list-style-type: none"> <li>• 17<sup>th</sup> June 2019</li> <li>• 19<sup>th</sup> August 2019</li> <li>• 21<sup>st</sup> October 2019</li> <li>• 16<sup>th</sup> December 2019</li> <li>• 17<sup>th</sup> February 2020</li> <li>• 20<sup>th</sup> April 2020</li> </ul>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> June 2019</li> <li>• 5<sup>th</sup> August 2019</li> <li>• 7<sup>th</sup> October 2019</li> <li>• 16<sup>th</sup> December 2019</li> <li>• 3<sup>rd</sup> February 2020</li> <li>• 6<sup>th</sup> April 2020</li> </ul>

The meeting closed at 10.00pm Standing Orders having been suspended in order to complete Parish Council Business

Minutes 6941 to 6962 received as a correct record on 15<sup>th</sup> July 2019

.....  
 Chairman  
 Cllr. Carter



	I T Commission (Data Protection/Website){SUN-04 and SUN-17 to SUN-18}	£2,200.00	£0.00	£0.00	£0.00	£2,200.00
	Audit fees {SUN-05 to SUN-06}	£925.00	£0.00	£0.00	£0.00	£925.00
	Subscriptions {SUN-07 to SUN-12}	£1,224.00	£36.00	£36.00	£36.00	£1,188.00
	Training/others {SUN-13 and SUN-19}	£1,150.00	£129.00	£129.00	£129.00	£1,021.00
	Advance on Chairman's Expenses {SUN-14}	£300.00	£0.00	£0.00	£0.00	£300.00
	Others staff costs {SUN-15}	£1,000.00	£0.00	£0.00	£0.00	£1,000.00
	Advertising/Newsletter/SUNDRY (Christmas Decorations) {SUN-16} +{COM-01 to COM-03}	£2,700.00	£0.00	£0.00	£0.00	£2,700.00
	<b>Total + COM-04</b>	£12,424.00	£355.52	£355.52	£355.52	£12,068.48
5	<b>LOAN REPAYMENTS</b>	£14,200.00	£7,099.26	£0.00	£0.00	£7,100.74
6	<b>UTILITIES</b>					
	Gas {UTI-01}	£540.00	£0.00	£0.00	£0.00	£540.00
	Electric {UTI-02}	£1,500.00	£162.51	£162.51	£162.51	£1,337.49
	Water {UTI-03}	£1,900.00	£0.00	£0.00	£0.00	£1,900.00
	Telephone {UTO-04}	£680.00	£217.93	£217.93	£217.93	£462.07
	Others s {UTO-05}	£250.00	£0.00	£0.00	£0.00	
	<b>Total</b>	£4,870.00	£380.44	£380.44	£380.44	£4,489.56
7	<b>INSURANCE</b>	£4,000.00	£0.00	£0.00	£0.00	£4,000.00
8	<b>SECTION 137 GRANTS</b>	£2,500.00	£0.00	£0.00	£0.00	£2,500.00
9	<b>ELECTION COSTS</b>	£3,000.00	£0.00	£0.00	£0.00	£3,000.00
10	<b>BANK CHARGES</b>	£250.00	£29.52	£29.52	£29.52	£220.48
11	<b>MILEAGE</b>	£1,500.00	£157.60	£157.60	£157.60	£1,342.40
12	<b>PROFESSIONAL FEES</b>	£1,000.00	£0.00	£0.00	£0.00	£1,000.00

13	CONTINGENCY	£17,000.00	£0.00	£0.00	£0.00	£17,000.00
14	VAT PAID	£10,000.00	£1,023.95	£1,023.95	£1,023.95	£8,976.05
	<b>TOTAL</b>	<b>£183,849.00</b>	<b>£17,535.95</b>	<b>£17,535.95</b>	<b>£17,535.95</b>	<b>£136,419.16</b>

	Receipts	Budget	April	Total	Balance	Balance to date
15	PRECEPT	£114,100.00	£57,050.00	£57,050.00	£57,050.00	£57,050.00
16	BOWLS	£420.00	£0.00	£0.00	£420.00	£420.00
17	FOOTBALL	£400.00	£0.00	£0.00	£400.00	£400.00
18	BANK INTEREST (Deposit acc)	£30.00	£0.00	£0.00	£30.00	£30.00
19	SUNDRY	£250.00	£0.00	£0.00	£250.00	£250.00
19	VAT COLLECTED	£35.00	£0.00	£0.00	£35.00	£35.00
20	VAT - HMRC	£10,000.00	£0.00	£0.00	£10,000.00	£10,000.00
		<b>£125,235.00</b>	<b>£0.00</b>	<b>£57,050.00</b>	<b>£68,185.00</b>	<b>£68,185.00</b>

**NET VAT** **-£7,221.28**



**PAYMENTS FOR AUTHORISATION**

Period Covered 16 April-16 May 2019

<b>Accounts payable – 16 May 2019</b>					
<b>For information only - Contractual/Statutory payments (FIXED)</b>					
<b>Method of payment</b>	<b>Payee</b>	<b>Details relating to payment</b>	<b>Amount £</b>	<b>Statutory Provision</b>	<b>Cost Code/Comments</b>
1.BACS	W C S Group	Monthly Hygiene Visit as part of a contract – April 2019	72.00	LGA 1972s111	PEX-07
2.Direct Debit	Epica Ltd	Monthly Health and Safety Support as part of a contract – April 2019	60.00	LGA 1972s111	PEX-07
3.Standing Order	Sefton Council	Contract to Open and Close the Park	613.20	LGA 1972s111	PEX-05
		<b>Total</b>	<b>£745.20</b>		
<b>For information only - Contractual/Statutory payments (VARIABLE)</b>					
4.BACS	Natwest Autopay	Monthly payroll paid 06 May 2019	2,883.58	LGA 1972s111	PRL-00
5.BACS	HMRC	Tax/Ni April 2019	980.45	LGA 1972s111	PRL-00
6.Direct Debit	B & C E Pensions	April 2019 Pension charge	148.37	LGA 1972s111	PRL-06
		<b>Total</b>	<b>£4,012.40</b>		

**For approval - Invoice payments**

<b>7.BACS</b>	British Gas	Usage actual reading April 2019	39.45	LGA 1972s111	UTI-01
<b>8.BACS</b>	D Hinton	Mileage April 2019	2.70	LGA 1972s111	MIL-01
<b>9.BACS</b>	M Kundi	Postage £16.50/Mobile £8.29/Mileage Apr 19 £52.00	76.79	LGA 1972s111	MIL-01 & SUN-01
<b>10.BACS</b>	K Ellis	Postage£16.40/Stationery £64.16/Refreshments £2.39/Photocopies £10.00	93.35	LGA 1972s111	SUN-01
<b>11.Chq 6357</b>	Gemini Blinds	50% Deposit for Bowling Green Awning	876.00	LGA 1972s111	Paid between meetings
<b>12.BACS</b>	World of Power	Engine for Mower	949.48	LGA 1972s111	Paid between meetings
<b>13.BACS</b>	Jenkinsons	Ink Cartridges/Subject Dividers	58.60	LGA 1972s111	SUN-01
<b>14.Direct Debit</b>	Natwest	Autopay Charges – April 2019	24.98	LGA 1972s111	PRL-00
<b>15.Direct Debit</b>	Natwest	Bank charges – Current Account – 30 March to 03 May 2019	9.38	LGA 1972s111	PRL-00
<b>16. Bacs</b>	Jenkinsons Ltd	Two boxes of copier paper	24.60	LGA 1972s111	SUN-01
<b>17.Direct Debit</b>	EDF Energy	Monthly payment plan-Bowls Pavilion	171.00	LGA 1972s111	UTI-02
<b>18.Direct Debit</b>	EDF Energy	Monthly payment plan-Playing Field	8.00	LGA 1972s111	UTI-02
<b>19.Direct Debit</b>	EDF Energy	Monthly payment plan-Changing Rooms	16.00	LGA 1972s111	UTI-02

<b>Total</b>	<b>2,350.33</b>		
<b><u>SUMMARY</u></b>			
<b>For information only - Contractual/Statutory payments (FIXED)</b>	745.20		
<b>For information only -Contractual/Statutory payments (VARIABLE)</b>	4,012.40		
<b>Invoices for payment (Variable)</b>	2,350.33		
<b>Total for 16 May 2019</b>	<b>£7,107.93</b>		

**Bank Reconciliation****Period Covered 01 to 30 April 2019**

<b>CURRENT ACCOUNT - Bank reconciliation – as at 30 April 2019</b>				
	<b>Cheque No.</b>	<b>£ (-)</b>	<b>£ (+)</b>	<b>£</b>
<b>Balance brought Forward 31 March 2019</b>				<b>27,681.21</b>
Add receipts			<b>28,815.00</b>	56,496.21
Transfer To Reserve Account		0		
Transfer From Reserve Account			0	36,728.30
Payments		<b>-17,435.97</b>		
<b>Balance Carried Forward</b>				<b>39,060.24</b>
Add Unpresented Cheques and Direct Debits not collected			0	
<b>Total</b>				<b>39,060.24</b>
<b>Balance Agreed to Statement (821) 30 April 2019</b>				<b>39,060.24</b>
<b>RESERVE ACCOUNT - Bank reconciliation – as at 30 April 2019</b>				

					<b>Page 3759</b>
<b>Balance brought Forward</b>					<b>122,647.19</b>
Add Interest received			<b>0.00</b>		
Transfer To Current Account		0.00			
Transfer From Current Account			0.00		
<b>Balance Carried Forward</b>					<b>122,647.19</b>
<b>SUMMARY OF BALANCES AS AT 30 April 2019</b>					
<b>Current Account</b> (after deducting unrepresented cheques)					<b>39,060.24</b>
<b>Reserve Account</b>					<b>122,647.19</b>
<b>Total cash available (30 April 2019)</b>					<b>161,707.43</b>

### Annual Internal Auditor's Report

Annual Internal Audit Report 2018/19

The authority's internal audit, 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 2019.

The internal audit for 2018/19 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 acceptable 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	Assessed? (Please indicate level of risk remaining)	
	Yes	No (Control?)
A. Appropriate accounting records have been properly kept throughout the financial year	✓	
B. The authority complied with its financial obligations, payments were supported by invoices, all expenditure was approved and all bills were properly accounted for	✓	
C. The authority obtained the significant services, contracts, by objective and defined the adequacy of arrangements to manage these	✓	
D. The appropriate risk assessment resulted from an appropriate regulatory process, complete, regular, and regular and regular reviewed, and records were appropriate	✓	
E. Expenditure was approved, based on contracts, properly recorded and properly billed and VAT was appropriately accounted for	✓	
F. Public sector payments were properly supported by receipts, all early cash expenditure was approved and all appropriately accounted for	✓	
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. Assets and liabilities registers were complete and accurate and properly maintained	✓	
I. The audit and year-end financial account reconciliations were properly carried out	✓	
J. Incoming statements prepared during the year were prepared on the correct accounting basis (credit and debit) or income and expenditure, agreed to the books, supporting an internal audit that from underlying records and where appropriate actions and controls were properly reported	✓	
K. If the authority certified itself as exempt from external audit in 2017/18, it met the exemption criteria and correctly declared itself exempt (the 'Control' should only be taken where the authority has a limited assurance period of 31.03.2019 onwards)		✓
L. During summer 2018 the authority has provided the proper opportunity for the inclusion of public opinion if access to the requirements of the Accounts and Audit Regulations		✓
M. (For local authority only) Tax (including charitable) – The correct return is submitted as required		✓

For any other risk areas identified by the authority adequate controls existed during the risk areas on separate sheets if needed.

Chief Internal Audit Controller: *[Signature]* Date: 02/06/19  
Name of person who carried out the internal audit: COLLETTIE PRICE

\*If the response is 'not provided' consider a risk to safety for the institution and what being being identified any weaknesses control identified and separate sheets if needed.  
\*Note: If the response is 'not provided' please apply when the last internal audit was done to this area and when it is next planned, or if coverage is not required, the annual internal audit approval application will not be applicable should it be needed.

ANNUAL GOVERNANCE STATEMENT

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

WYFED VILLAGE 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 2019, that:

	Yes	No	Comments/Explanations
1. We have put in place arrangements for effective financial management covering the year, and for the preparation of the Accounting Statements.			prepared by reviewing statements of accounts with the Accounts and Audit Committee.
2. We maintain an adequate system of internal control including measures designed to prevent and detect fraud, and safeguard our resources to efficiency.			Multi stage arrangements and considered responsibility for safeguarding our position and resources in all stages.
3. We have an adequate system of internal control including measures designed to prevent and detect fraud, and safeguard our resources to efficiency.			not only done what it had the right system in place but complied with Proper/Produce it along on.
4. We provide a clear opportunity during the year for the participation of eligible electors in accordance with the requirements of the Housing and Local Government Act 1986.			during the year prior to election increased the opportunity to report and we provide what the authority requires.
5. We conduct an assessment of the risks facing the authority and such assessment takes into account the financial, operational and other risks which are likely to affect the authority's ability to deliver its services and manage its finances.			conducted and documented the financial assessment risks of finance and dealt with them properly.
6. We maintain throughout the year an adequate and effective system of internal control in the operating, financial and other systems.			arranged for a consultant company, independent of the financial activities and procedures, to give an objective view on whether internal controls meet the best practice standards.
7. We have appropriate policies in all material areas to support the authority's objectives and to ensure that the authority's resources are used efficiently and effectively.			documented in respect of all activities to support and control work.
8. We understand whether any financial, operational or other risks which are likely to affect the authority's ability to deliver its services and manage its finances have been identified in the Accounting Statements.			also found everything in place to ensure the authority is doing the job including everything prior to the year end report.
9. If a local member who has been elected, qualified, or is eligible to be elected, is a local member of a local authority, we have taken all necessary steps to ensure that the local member is a local member of a local authority.			not one of its responsibilities, as a local authority, it is a local authority member of a local authority.

Please provide explanations to the internal auditor on a separate sheet for each 'No' response and discuss how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on: \_\_\_\_\_

and received its minute reference: \_\_\_\_\_

Signed by the Chairman and Clerk of the meeting whose approval was given:

Chairman: \_\_\_\_\_

Clerk: \_\_\_\_\_

Other information required by the Transparency Code (not part of Annual Governance Statement) Authority web address: \_\_\_\_\_

ACCOUNTING STATEMENT 2018/19

Section 2 – Accounting Statements 2018/19 for

WARRICK LOCAL COUNCIL

	Year ending		Notes and explain
	31 March 2019 (£)	31 March 2018 (£)	
1. Statement brought forward	140,400	163,217	The balances and reserves at the beginning of the year are recorded in the financial records. Balances must agree to Item 7 of previous year.
2. (+) Receipts or Credits and Loans	20,000	144,326	Total amount of receipts (or for CFBs only) and loans received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,726	2,746	Total income or receipts as recorded in the financial records the period or receivable received (line 2). Include any grants received.
4. (-) Staff costs	(83,437)	(84,081)	Total expenditure or payments made in and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employer), pension contributions and employment expenses.
5. (+/-) Loan interest/capital repayments	(1,000)	(16,526)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(48,288)	(47,236)	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (-) Balances carried forward	(100,227)	(102,856)	Total balances and reserves at the end of the year. Must equal (7+2+3)-(4+5+6).
8. Total value of cash and short-term investments	89,143	148,226	The sum of all current and deposit bank accounts, cash holdings and short-term investments held as at 31 March. <b>The figure will be reconciled.</b>
9. Total fixed assets plus long-term investments and assets	19,337	16,457	The value of all the property the authority owns – it is made up of all the fixed assets and long-term investments as at 31 March.
10. Total borrowings	99,897	100,856	The outstanding capital balance as at 31 March of all loans short-term borrowings (including PAYE).
11. (For Local Councils Only) Directors' note or Trust funds (including start/able)	141	141	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or trusts. N/A. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in the Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Government and Accountability for Greater Authorities – a Practitioners' Guide to Proper Practice and present fairly the financial position of this authority.

Signature: Responsible Financial Officer before being presented to the authority for approval

Date: \_\_\_\_\_

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

as recorded in minute reference: \_\_\_\_\_

Signed by Chairman of the meeting where the Accounting Statements were approved

Date: \_\_\_\_\_



EXPLANATION OF VARIANCE

**Explanation of variances – pro forma**  
**ANTREE VILLAGE PARISH COUNCIL**

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between costs for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2017/18 £	2018/19 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<b>Box 2</b> Local taxation and Levies	10,800	14,525	3,725	100%	The precept was increased to cover planned capital expenditure and park improvements.
<b>Box 3</b> Total other receipts	1,720	1,740	20	0%	Charity receipts reduced by £20.
<b>Box 4</b> Self-cash	23,427	24,201	774	2.46%	Under 15%
<b>Box 5</b> Local authority capital payments	7,069	7,100	31	0%	Two loan payments were taken this year against one payment in 2018. No payments are collected by direct debit the date can vary.
<b>Box 6</b> All other payments	18,268	17,250	-1,018	-5%	No park refurbishments made this year against £5,150 the previous year.
<b>Box 9</b> Total fixed assets & depreciation payments & grants	16,027	16,337	310	2%	Under 15%
<b>Box 10</b> Total borrowings	184,927	188,828	3,901	2.1%	Under 15%
<b>Explanation for High reserves</b>	Box 7 is more than Boxes 2 and 3 because: An addition of £21,525 was made against the 2018-20 precept as explained above and that this payments were made this year and the Precept was increased by £21,525 and the balance brought forward had decreased by £20,000.				

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BALANCE SHEET

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MUNICIPAL GOVERNMENT OF BOSTON  
 FINANCIAL STATEMENTS  
 YEAR ENDED 2019

	ASSETS	LIABILITIES	FUND BALANCES	
CASH	1,200,000		1,200,000	
RECEIVABLES	100,000		100,000	
INVENTORY	50,000		50,000	
PREPAID EXPENSES	100,000		100,000	
PROPERTY TAX RECEIVABLE	1,000,000		1,000,000	
OTHER RECEIVABLES	100,000		100,000	
INVESTMENTS	1,000,000		1,000,000	
FIXED ASSETS	10,000,000		10,000,000	
DEFERRED MAINTENANCE	1,000,000		1,000,000	
OTHER ASSETS	100,000		100,000	
<b>TOTAL ASSETS</b>	<b>13,500,000</b>		<b>13,500,000</b>	
ACCOUNTS PAYABLE		100,000		
DEFERRED MAINTENANCE		1,000,000		
OTHER LIABILITIES		100,000		
<b>TOTAL LIABILITIES</b>		<b>1,200,000</b>		
RESERVED FOR CONTINGENCIES			1,200,000	
RESERVED FOR CAPITAL PROJECTS			1,000,000	
RESERVED FOR OTHER PURPOSES			1,300,000	
<b>TOTAL FUND BALANCES</b>			<b>13,500,000</b>	
<b>TOTAL</b>	<b>13,500,000</b>	<b>1,200,000</b>	<b>13,500,000</b>	



**ENDURING PAYMENTS LIST**

PAYEE	DESCRIPTION	PAYMENT METHOD	FREQUENCY
HMRC	TAX/NI	BACS	MONTHLY
NATWEST AUTOPAY	PAYROLL	BACS	MONTHLY
EPICA SEFTON COUNCIL	HEALTH/SAFETY SUPPORT OPEN/CLOSE PARK	STANDING ORDER STANDING ORDER	MONTHLY MONTHLY
HIVE TELECOM BRITISH TELECOM	TELEPHONE CALLS LINE RENTAL	DIRECT DEBIT DIRECT DEBIT	MONTHLY MONTHLY
NATWEST	BANK CHARGES	DIRECT DEBIT	MONTHLY
UNITED UTILITIES INFORMATION COMMISSION	WATER RATES/USAGE DATA PROTECTION	DIRECT DEBIT DIRECT DEBIT	QUARTERLY- USAGE/HALF YEARLY RATES ANNUALLY
PLAYSAFETY CAME & COMPANY	ANNUAL PARK INSPECTION INSURANCE	BACS BACS	ANNUALLY ANNUALLY
SEFTON AREA PARTNERSHIP	ANNUAL SUBSCRIPTION	BACS	ANNUALLY
COMMUNICORP	MAGAZINE	BACS	ANNUALLY
ROBERTS	FIRE EQUIPMENT SERVICE	BACS	ANNUALLY
LALC SEFTON COUNCIL	LALC/NALC SUBSCRIPTION WASTE COLLECTION	BACS BACS	ANNUALLY MONTHLY
BRITISH GAS	FIXED PRICE PLAN	DIRECT DEBIT	2020
EDF ENERGY- ELECTRICITY	FIXED PRICE PLAN-BOWLS	DIRECT DEBIT	MONTHLY TO MARCH 2018
EDF ENERGY- ELECTRICITY	FIXED PRICE PLAN- ASSEMBLY ROOM	DIRECT DEBIT	MONTHLY TO MARCH 2018
EDF ENERGY- ELECTRICITY SEFTON COUNCIL	FIXED PRICE PLAN-PLAYING FIELDS ALARM MONITORING MONTHLY HYGIENE INSPECTION	DIRECT DEBIT BACS BACS	MONTHLY TO MARCH 2018 ANNUALLY MONTHLY
WCS			
B & CE	PENSION SCHEME	BACS	MONTHLY
TALK TALK PUBLICWORKS	INTERNET PROVIDOR	BACS	MONTHLY
LOAN BOARD	LOAN REPAYMENT	DIRECT DEBIT	HALF YEARLY

