

Minutes of the Wilbarston Parish Council Annual Meeting Held on  
**Thursday 9<sup>th</sup> May 2019 at 7.30 pm in the Village Hall**

**Present:**

Councillors: N Richards (Chairman), L Dale, S Dalton, R Willatts, D James  
 County Cllr A Matthews, Borough Cllr D Howes

**Clerk:** Becky Jones

Minute No.		ACTION
19/264 19/264 a	<p><b>To elect the Chairman of Wilbarston Parish Council</b>  <b>Signing of the Declaration of Acceptance of Office Form by Chairman</b></p> <p><b>RESOLVED:</b> To elect <b>Cllr Nick Richards</b> as the Chairman of Wilbarston Parish Council for the year 2019/20</p> <p>The Declaration of Acceptance of Office Form was signed by the Chairman, witnessed by the Proper Officer</p>	
19/265	<p><b>To elect the Vice-Chairman of Wilbarston Parish Council</b></p> <p><b>RESOLVED:</b> To elect <b>Cllr Andrew Smith</b> as the Vice-Chairman of Wilbarston Parish Council for the year 2019/20</p> <p>The Declaration of Acceptance of Office Form to be signed by the Vice-Chairman, witnessed by the Proper Officer</p>	Clerk/AS
19/266	<p><b>Apologies received</b> – Cllr A Smith, Cllr K Walkling  <b>RESOLVED:</b> The apologies were accepted</p>	
19/267	<p><b>Declarations of Interest by Councillors</b> – none</p>	
19/268	<p><b>Resolution to approve and sign minutes of the meeting of the Parish Council held on 11<sup>th</sup> April 2019 –</b>  <b>RESOLVED:</b> The minutes were signed by the Chairman as a correct record of the meeting</p>	
19/269	<p><b>To appoint and agree members of Wilbarston Parish Council’s advisory groups/areas of interest and council members of outside bodies and committees</b></p> <p><b>Finance &amp; Employment Advisory Group</b> – Cllr Richards, Cllr Walkling, Cllr Dale, Cllr Smith &amp; Cllr Dalton  <b>Chronicle Representatives</b> – Cllr Dale, (Janet Mackintosh) Cllr Willatts  <b>Care Scheme</b> – Cllr R Willatts  <b>Bonfire Representative</b> – Cllr James  <b>Highways &amp; Public Transport Representative</b> – Cllr Willatts  <b>Footpaths Officer North</b> – Cllr Smith  <b>Footpaths Officer South</b> – Cllr Walkling  <b>Sport Ground/Playing Field Officer</b> – Cllr Willatts  <b>Snow Officer</b> – Cllr Walkling</p>	

Chairman’s signature: .....

Date: .....

	<p><b>Twining - Vacant</b>  <b>Planning Committee</b> – not a standing committee  <b>Village Hall Committee Representatives</b> – Cllr Dale  <b>Best Village Lead</b> – Cllr R Willatts</p> <p><b>RESOLVED:</b> The appointment of members was agreed</p>	
19/270	<p><b>To confirm the calendar of Council meetings for 2019/20</b>  <b>RESOLVED:</b> The calendar of Council meetings for 2019/20 was agreed and will be displayed on the council notice board</p>	
19/271	<p><b>Representations from Members of the Public –</b>  County Cllr A Matthews gave an update on Local Government Reorganisation  Borough Cllr D Howes gave an update on the illegal traveller encampment</p>	
19/272	<p><b>Matters from previous meeting, to receive updates and determine future actions on the following;</b></p>	
19/272 a	<p><b>19/249 a April 19 – maintenance of the boundary between the school playing field and school lane</b>  Cllr Richards reported that NCC Highways will act if the boundary is unsafe.  Cllr Richards to formally write to the School</p>	NR
19/272 b	<p><b>19/249 b April 19 – residents’ concerns over the managerial running and possible loss of The Fox Public House</b>  Still awaiting response from New River. Cllr Richards to make contact by telephone</p>	NR
19/272 c	<p><b>19/249 c April 19 – Development of a good neighbour scheme and emergency planning</b>  A public meeting will take place Thursday 16<sup>th</sup> May, 7.30pm at the Village Hall</p>	
19/272 d	<p><b>19/249 d April 19 – receive an update on street lighting and current cost of running in Wilbarston</b>  Kettering Borough Council had been asked to provide the current cost of running the street lighting. Cllr D Howes gave an update on street lighting and mentioned the figure might not be available</p>	
19/272 e	<p><b>19/252 April 19 – Maintenance arrangements for the Village Green</b>  Clerk to provide Cllr Dale with list of local maintenance suppliers for quote to be obtained</p>	Clerk/LD
19/272 f	<p><b>19/262 April 19 – Feedback from the Annual Parish Assembly</b>  Cllr Richards gave an update on the Annual Parish Assembly</p>	
19/273	<p><b>To consider applying for a capital community grant from Kettering Borough Council</b>  <b>RESOLVED:</b> Council to apply for a Capital Community Grant for environmental improvements once the maintenance arrangements have been established</p>	
19/274	<p><b>To receive an update and consider action regarding the co-option of a new councillor</b></p>	

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	Item to be carried over to June																																																	
19/275	<b>To receive an update and take any necessary decision on the pilot scheme for a restricted bus service between Market Harborough and Corby</b> Cllr Richards gave an update on the pilot scheme bus service																																																	
19/276	<b>To note any developments regarding Local Government Reorganisation and consider any appropriate action</b> An update was given under item 19/271																																																	
19/277	<b>To receive a report on the Village Hall Management Committee meeting</b> Report received (see Appendix A)																																																	
19/278	<b>Finance:</b>																																																	
19/278 a	<b>To consider and resolve the annual website invoice for hosting, support, licence and email accounts</b> <b>RESOLVED:</b> To pay for the website hosting, support and annual licence to 12/06/2020 Council were not happy with the increase to the cost email accounts, clerk to contact 2commune and research alternative solutions	Clerk																																																
19/278 b	<b>To receive the Finance Report, Bank Statements &amp; Bank Reconciliation for April: reports received</b>																																																	
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<b>19/278 c</b>	<b>To consider and approve the accounts for payment:</b>			
<b>Cheque No.</b>	<b>Amount</b>	<b>Payee</b>	<b>Reason for Payment</b>	<b>Statutory Power</b>
300425	£276.38	Clerk	Salary April 2019	s.112 LGA 1972
300426	£33.88	Clerk	Expenses April 2019	s.111 LGA 1972
300427	£36.00	Wilbarston Village Hall	Room Hire • Parish Council meeting 11 <sup>th</sup> & 25 <sup>th</sup> April 2019	s.111 LGA 1972
300428	£35.00 (Direct debit) £40.00 cheque	Information Commissioner	Data Protection Registration <b>VOID – Paying by Direct Debit</b>	s.111 LGA 1972
300429	£503.36	Northants CALC	Membership Subscription ending March 20 Internal Audit Service / Data Protection Officer Fee	s.143 LGA 1972 s.111 LGA 1972
300430	£426.89	Came & Company	Annual Insurance Cover 2019-20	s.143 LGA 1972
*300431	*£300.00	*2commune	*Website hosting, support, annual licence to 2020 <b>Email accounts were not resolved</b>	s.111 LGA 1972
<b>Welland Wander Bank Account</b>				
300014	£789.10	Lawson's of Corby April Payment	Welland Wanderer	GPC
<b>19/278 d</b>	<b>To consider and approve the Financial Management Risk Assessment</b>			
	<b>RESOLVED:</b> The Financial Management Risk Assessment was agreed			
<b>19/278 e</b>	<b>To receive the finance group report from its meeting in April noting the quarter 4 summary, acceptance of the accounts including the Welland Wanderer accounts</b>			
	Report received (Appendix B)			
	<b>RESOLVED:</b> The year end 18/19 accounts were agreed			
<b>19/278 f</b>	<b>To consider and agree the proposed reserves policy</b>			
	<b>RESOLVED:</b> The reserves policy was agreed			
<b>19/278 g</b>	<b>To consider and resolve the reserves as at earmarked 2018/19</b>			
	<b>RESOLVED:</b> The follow reserves were agreed: General Reserve £9462.51			

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<p>19/278 h</p> <p>19/278 i</p> <p>19/278 j</p> <p>19/278 k</p>	<p>Allotment Earmarked Reserve £155, Website Running Costs Earmarked Reserve £175</p> <p><b>Resolution to certify Wilbarston Parish Council as exempt from a limited assurance review under section 9 of the LA (smaller authorities) regs 2015</b>  <b>RESOLVED:</b> Wilbarston Parish Council certifies itself as exempt from a limited assurance review</p> <p><b>To receive and accept the annual internal audit report for 2018/19 and confirm that the advice contained within the report is being actioned</b>  Report received (Appendix C)  <b>RESOLVED:</b> The annual internal audit report for 2018/19 was accepted</p> <p><b>Resolution to approve &amp; sign the Annual Governance Statement Annual Return for year ended March 2019</b> (Appendix D)  <b>RESOLVED:</b> The Annual Governance Statement Annual Return for year ended March 2019 was agreed</p> <p><b>Resolution to approve &amp; sign the Statement of Accounts Annual Return for year ended March 2019</b> (Appendix E)  <b>RESOLVED:</b> The Statement of Accounts Annual Return for year ended March 2019 was agreed</p>	
<p>19/280</p> <p>19/280 b</p>	<p><b>Planning Applications –</b>  Cllr Richards spoke about the Right of Way regarding the bridleway between Church Street and 14 Church Street  Cllr Richards to write a letter to the current owners to confirm that the attitude of the parish council to restricted vehicle access to the right of way remains as was</p> <p><b>To receive and note the Planning Report for April/May</b>  Nothing to report</p>	NR
<p>19/281</p>	<p><b>Agree to defer reviewing Wilbarston Parish Council's Policies and Procedures in line with the clerk's recommendations to its meeting in June</b>  <b>RESOLVED:</b> To defer the council's policies and procedures to its meeting in June</p>	
<p>19/282</p>	<p><b>To receive the monthly Playing Field inspection report and consider action in response to any proposals</b>  Cllr Walking absent. To be carried over to June</p>	
<p>19/283</p>	<p><b>To receive the weekly Defibrillator/Telephone Kiosk inspection report and to agree action in response to any proposals</b>  Cllr Walking absent. To be carried over to June</p>	
<p>19/284</p>	<p><b>Date of the next Meeting:</b>  The meeting will be held on Thursday 13<sup>th</sup> June 2019 at 7.30pm in the Village Hall</p>	
	<p><b>Meeting Closed: 9.30pm</b></p>	

Chairman's signature: .....

Date: .....

## Appendix A



**Wilbarston Village Hall Management Committee**  
**Minutes of Meeting held on Thursday 4<sup>th</sup> April 2019**

**Present:** Mike Doyle, John Hooper, Georgina Royle, June Pocock, Lawrence Dale, Moira Loake. Tony Huxley

**Apologies:** Barrie Leadbeater

**Minutes of Last Meeting**

The minutes were agreed as a true and correct record.

Proposed: June Pocock,

Seconded: Lawrence Dale

**Matters arising from the March meeting**

- **Kitchen refurbishment.** To be covered in AOB
- **Card Reader.**  
BL may need help in producing a laminated step by step user's guide to the device for bar staff.
- **Replacement China.** Making progress. Sales @catering appliances to send samples of white porcelain designs for committee review. Decided to get a full stock and keep some in storage for weddings etc.
- **Advertising for weddings.** JP suggested a free standing presentation display in the main foyer. TH to ask Ruth about possible designs to include pictures of previous functions and our updated facilities and to turn into artwork that we can develop posters etc from. Not urgent but hopefully by late summer to encourage people to book weddings in 2020.

**Treasurer's Report.**

Lettings good – £1,139. Includes wedding deposits. Bar receipts £1,827.97 from our April events.

Private party made well over £1000 on the bar.

Some confusion over the share of ticket sales between WVH and Wild Willy event which meant we allocated more than intended to Wild Willy. However, we did make £300 on the bar and because of bar manager's efforts, again we didn't have to pay bar wages. Maintenance £347.42.

£846 Debtors total at the time of the meeting. Messy craft club still outstanding payment.

£2,714 in Market Harborough account and £12,908 in current account. Total of £17,030 in grant account

**Bar Report**

No Bar report due to absence of BL. Request for him to send a report to secretary in future if he is unable to attend the meeting. Two successful functions since the last meeting. Dee has resigned from bar staff due to other commitments and health reasons. Barry has a team of staff, from the Fox, would be able to take up the position. No events booked in May so need to keep an eye on stock sell by dates.

Chairman's signature: .....

Date: .....

### **Social Committee Report**

Wild Willy was a success and enjoyed by those who attended. Thank you to committee members who supported the event. Wild Willy has requested a live internet streaming of a concert with Wild Willy and John Otway on 8<sup>th</sup> February 2020. TH to inform Keith to get the date in our diary. Harborough FM have charity slots on a Friday to promote local events. TH offered to go live on air to promote our events.

### **Correspondence**

JH has contacted Flore Village Hall about the introduction of our card reader and supplied information. Acre newsletter to be emailed to committee. MD and KL to review our hall hiring terms and conditions to include the ban of watching programmes from a device that is plugged into our mains electricity.

### **Hall Maintenance / bookings**

Now received report from Folgate about emergency lighting system. Rolling programme to replace defective light fittings and batteries will be implemented.

### **AOB**

**Kitchen refurbishment.** MD gave update briefing. Target c.£28,000. We now have £17,030 in our account already. Pending applications of possible £5,000 from KBC (decision July) and £5,000 from Garfield Weston (decision end May/June) and Mick George's for £12,000 (decision June).

MD prepared a sheet showing the kitchen design companies that have visited and provided quotes. There are 3 companies in the running. All have offered to arrange visits to see work they have carried out. MD suggested if possible, visits take place during the week beginning 20<sup>th</sup> May. JH, JP, ML and GR expressed an interest. Once confirmed, MD to email places and dates and will provide transport to site.

If possible, we would like the kitchen refurbishment to take place in August. This is possible if we get one of our £5,000 pledges soon and VH could contribute outstanding £3,000 for their funds. If not, work would be delayed until later in the year.

**Parish Assembly.** JH represented the Village Hall and presented summary of progress. JH added an additional thank you to MD for his fundraising applications which have resulted in considerable sums of money being allocated to improve village hall in recent years.

**Replacement bar till.** JH to look into possible till replacement. Look for basic model to meet our needs Liaise with JP and BL and present findings to next meeting.

**Request to open the bar at Village hall.** With the closure of the Fox, now seemingly imminent, committee have been asked if possible to open the bar / lounge for one night a week -possibly to cater for Wilbo wobblers? Brief discussion took place. General consensus was that there were a number of issues to consider and more information was needed from proposers. TH agreed to seek clarification from them and advise committee what is being proposed.

**Next Meeting will be Thursday 6<sup>th</sup> June 2019 at 7:30pm**

Signed:

Date:

Chairman's signature: .....

Date: .....

## Appendix B



## Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Wilbarston Parish Council		
Name of Internal Auditor:	Julia Tufnail	Date of report:	7.5.2019
Year ending:	31 March 2019	Date audit carried out:	7.5.2019

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit.*

*The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.*

### To the Chairman of the Council:

<b><u>Proper Book Keeping</u></b>	<p>Cash Book, regular reconciliation of books to bank statements Supporting vouchers invoices &amp; receipts <i>All were found to be in order</i> <i>GPC used and VAT payments are tracked and identified as necessary</i> <i>The cash book is referenced providing a clear audit trail</i> <i>Supporting paperwork is in place and well referenced</i></p>
<b><u>Financial Regulations</u></b>	<p><b><u>Standing Orders &amp; Financial Regulations</u></b> Standing Orders are in place Reviewed 14.6.18 Financial Regulations are in place Reviewed 10.5.18 Tenders – There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold Appropriate payment controls including acting within the legal framework &amp; with reference to Council Minutes Identifying VAT payments and reclamations VAT received £216.16 11.5.18 Not Registered for VAT General Power of Competence is in place. Clerk to check if still valid. The Council does not appear to have done anything that is outside of the scope of powers vested in the council by statute if GPC is not valid Cheque books, other relevant documents and policies reviewed 10.5.18</p>
<b><u>Risk Assessment</u></b>	<p>Appropriate procedures in place for the activities of the Council Reviewed on 10.5.18 Data Protection registration in place</p>

Chairman's signature: .....

Date: .....



	<p>Data Protection Officer appointed 13.12.18          Insurance is in place          Reviewed on 10.5.18          Internal Controls are in place and minuted quarterly          Reviewed on 10.5.18          Fidelity Cover in place as standard on policy but Clerk to check levels          It is recommended that this should be at least year end reserves plus 50% precept</p>
<b>Transparency Code</b>	<p>Compliance required for smaller Councils with income/expenditure under £25,000          Wilbarsto is a smaller Council and complies</p>
<b>Budgetary Controls</b>	<p>I have verified the budgetary process with reference to council Minutes and supporting documents          Precept 2019-20      Date 13.12.18          Precept 2018-19      Date 9.11.17          Budgetary procedures are in place, agreed by full Council. The need for forward planning and adequate reserves are considered and budget papers are prepared to ensure councillors have sufficient information to make informed decisions.          Budget is monitored quarterly as part of the Internal Control and reported to council during the year</p>
<b>Income Controls</b>	<p>Precept and other income controls are in place          Income is cross referenced with the cash book and bank statements          Allotment terms and fees are considered periodically.</p>
<b>Petty Cash Payroll Controls</b>	<p>None held          PAYE &amp; NI are in place          Council is in compliance with Inland Revenue procedures          Compliant with Pensions Regulations? Yes</p>
<b>Asset Control</b>	<p>Asset Register is in place          Review 12.4.18          Total Value £24,319</p>
<b>Internal Audit Procedure</b>	<p>The 2018 Internal Audit report was considered by the council on 10.5.18          The Internal Auditors were appointed in 10.5.18.</p>

**Additional Comments or Recommendations**

I would like to thank both Nick and Becky for their time and assistance today in completing the Internal Audit for the year.  
 The new bus to Corby and Market Harborough managed by the Parish Council is to be applauded and the time that the Chairman has put into it has resulted in a very well thought out and documented project. A community project benefiting residents across the Welland Valley.  
 This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently, the report is limited to those matters set out above.

Julia Tufnail  
 NCALC Internal Auditor  
 juliatufnail@gmail.com

Chairman’s signature: .....

Date: .....

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2018	Year ending 31 March 2019
1. Balances brought forward	9638	13868
2. Annual precept	8440	10940
3. Total other receipts	5416	11016
4. Staff costs	3128	3305
5. Loan interest/capital repayments	0	0
6. Total other payments	6498	18459
7. Balances carried forward	13868	14060
8. Total cash and investments	13868	14060
9. Total fixed assets and long-term assets	23322	24319
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2019)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2019.pdf>

Chairman's signature: .....

Date: .....

Appendix C

**Wilbarston Parish Council**

Notes of a Finance Group Meeting held on Wednesday 24th April at 3 Weinahr Close, Wilbarston.

Meeting commenced at 7.00pm

Present: Cllrs Dale, Richards, Walking

Apologies: Cllrs Dalton, Smith

The purpose of the meeting was to review the 2018/19 Quarter Four Financial Statement and the draft accounts for the year ended 31st March for recommendation to the May Parish Council Meeting. The council's reserves policy was also to be considered.

It was decided to take items in the following order-

- Reserves Policy
- Quarter Four Statement
- Draft Accounts
- Bus Service Accounts

**Reserves Policy**

It was felt that the suggestion in the practitioners guide, previously circulated, formed a sound basis and should be recommended. Only funds carried through the year end for a defined purpose would be earmarked reserves and the balance would form a general reserve which should represent between three and twelve months' of the following year's budgeted revenue expenditure. In financial terms we are a smaller council therefore according to guidelines we should be closer to twelve months than three.

If we apply this to the position at 31 March 2019 the only earmarked reserves would be Allotments £155 and Website Running Costs £175, leaving a general reserve of £9462.51 which equates to 87% of budgeted revenue expenditure in 2019/20. Very much in line with the guidelines.

**Quarter Four Statement**

Technical errors were identified in this which had not carried through to affect the draft accounts. Based on the version of the form examined-

Heading should state 12 months ended 31 March 2019

'Actual' column heading should be to end Dec. — *March*

Forecast column should be n/a at this date as all the year has been completed.

Chairman's signature: .....

Date: .....

Bank interest £15.67 is not showing in the income. - savings only.

Grants received should be £1300 only. ✓

Allotment Running Costs should not have a forecast expenditure of £60. ✓

Other, similar, £140. ✓

Contribution to the Bus Project should be £366.66 ✓

The addition of the Predicted Outcome column is incorrect - it looks possible that the bottom line has been excluded. ?

After adjusting all the above the income and expenditure figures can be agreed with the draft accounts.

Note 3 needs to be amended to remove the reference to funds from Corby. ? ✓

**Draft Accounts**

Agreed, although it was felt that the one off expenditure on the seat should have its own heading outside 'Other'. ?

**Bus Service Accounts**

These have been drafted and are attached.

Although operated by Wilbarston Parish Council this is a separate bank account and in no way forms a part of the council's broader activities. It could, technically, be operated by any other of the parishes involved. It was felt that, as with agreements and payments, the accounts should be reported to Wilbarston PC for full accountability but they should be separate. Whether the figures need to be combined for the purposes of the return needs to be clarified with the auditor. Neither combined income nor combined expenditure exceeds £25,000.

The other parishes will have only their contribution in their accounts, as does Wilbarston.

The total of £4770 which passed in and out of Wilbarston PC's account at the time of set up is accounted for in these figures.

The above to be referred to the clerk before recommendations are made to the meeting.

Meeting ended 7.40pm

NR 25/04/19

Chairman's signature: .....

Date: .....

Appendix D

**Section 1 – Annual Governance Statement 2018/19**

We acknowledge as the members of:

*Wilbarston 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:

	Agreed		Yes' 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
		✓	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

\*For any statement to which the response is 'no', an explanation should be published

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

*9/5/2019*

and recorded as minute reference:

*19/278 J*

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

Chairman *[Signature]*  
SIGNATURE REQUIRED

Clerk *[Signature]*  
SIGNATURE REQUIRED

Chairman's signature: .....

Date: .....

## Appendix E

## Section 2 – Accounting Statements 2018/19 for

Wilbarston Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	9,638	13,868	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	8,440	10,940	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,416	11,016	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	3,128	3,305	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	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	6,498	18,459	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	13,868	14,060	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	13,868	14,060	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	23,322	24,319	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 PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.  
Signed by Responsible Financial Officer before being presented to the authority for approval

*R. J. ...*  
Date 7/5/2019

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

9/5/2019

as recorded in minute reference:

19/278 L

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

*[Signature]*  
SIGNATURE REQUIRED