

ALPRAHAM PARISH COUNCIL

TRANSPARENCY CODE FOR SMALLER AUTHORITIES

MATERIAL AS SUPPLIED FOR 2015 / 2016

About Council Meetings

The Parish Council meets the last Tuesday in the month at 7.15pm currently in Calveley Chapel.

There is usually no meeting in August and December. Additional Meetings are called from time to time for urgent matters to be discussed.

Members of the public are able to attend but cannot speak in the meeting. However the first 15 minutes is an Open Forum where the public can speak up to three minutes per person if they have notified the Clerk in advance of the subject matter.

The notice of a meeting, including the agenda, is also posted on the wooden Parish Council Notice Board at the bottom of Hilbre Bank a minimum of three working days before the meeting.

The Agenda usually includes such matters as:-

- Improving The Environment – Including playing fields and public rights of way
- Resident Safety and Security – including Highways, Health and Policing
- Parish Planning Matters
- The Future (including The Village Plan)
- Special Issues
- Parish Council Finance
- Correspondence received and reports on meetings attended.

Transparency Code Material – LIST OF ITEMS

Note

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7	Location of public land and building assets	Play Area, Recreation Ground, Telephone Box on A51 (Hilbre Jn).
8	Minutes, Agendas and papers of formal meetings.	Inserted monthly as separate items

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Items of Expenditure above £100 (excluding VAT)

2015-2016 Date of Expenditure	Purpose	Amount	VAT
28 04 15	Insurance	309.37	-
28 04 15	Cheshire Association of Local Councils Subs	114.56	-
19 05 15	Clerk's Salary	316.66	-
30 06 15	Clerk's Salary	158.33	-
28 07 15	Clerk's Salary ⁷	158.33	-
29 09 15	Clerk's Salary	316.66	-
29 09 15	Donation to Alpraham Social Committee	500.00	-
20 10 15	Clerk's Salary	158.33	-
24 11 15	Clerk's Salary	158.33	-
23 02 16	Clerk's Salary	333.32	-
29 03 16	Clerk's Salary	166.66	-
31 03 15	Andrew Woodcock, Hedge cutting	110.00	-

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

ALPRAHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	3148	4214	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	4200	4600	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2469	2425	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	1829	2041	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 smaller authority's borrowings (if any).
6. (-) All other payments	3774	1620	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	4214	7578	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	4214	7578	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	3350	3350	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	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including FWLB).
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



Date 28/06/2016

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

28/06/2016

and recorded as minute reference:

95/16

Signed by Chair of the meeting approving these accounting statements

Date 28/6/16

End of Year Accounts

ALPRAHAM PARISH COUNCIL

Reconciliation : 1 April 2015 to 31 March 2016

Bank Account - Royal Bank of Scotland Account No 11115419

Balance @ 31 Mar 2015 b/f

£4,213.99

Plus : Receipts

7,025.49
11,239.48

Less: Expenditure

3660.91
7,578.57

Bank

Unpaid Cheques

Cheque No	Amount
750	186.17
751	33.20
752	40.00
753	<u>110.00</u>

378.37

£7,956.94

Total
Amount
£

Signed:  Clerk

Dated: 28/6/16 Chairman

ALPRAHAM PARISH COUNCIL

ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2016

SIGNIFICANT VARIATIONS

(10% or More or £100 on Previous Year)

Line 2 : increase of £400 due to.....

Anticipated employment of Lengthsman and construction of a website

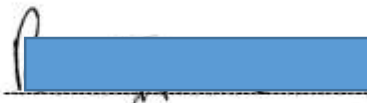
Line 4 : Increase of £212 due to.....

Clerk paid on an 'irregular' basis (the payment of the cheques are approved at the Parish Council Meetings which does not allow for regular payment of salary, PAYE and expenses) which sometimes means that the Clerk's salary runs into the next year

Line 6 : Decrease of £2,154 owing to.....

Solicitors Fees of £1,620 paid in 2014/15
New Notice Board £500 and Erection of Notice Board £89
New Football Nets £90
Website £243 Fee

Signed: _____



Chairman



Clerk/Financial Officer

Dated: _____

28-06-16

31 March 2016

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

ALPRAHAM 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:

94/16
dated 28/06/2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

28/6/16

28/06/16

*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.

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

ALPRAHAM PARISH COUNCIL

This smaller 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 expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

[Redacted]

Signature of person who carried out the internal audit

[Redacted]

Date

13/6/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Parish Council Members

Cllr. Peter Howson (Chairperson)	Cllr Simon Crank
Cllr Jeff Crook	Cllr Fred Huxley
Cllr Liz McElroy	Cllr Alan McLennan
Cllr Tim Webster	Cllr Ruth Wilson (Vice Chairperson)

- Cllr Michael Jones (Ward Councillor) representing Cheshire East Council
- **Parish Clerk** - Susan Stockton - Email – alprahampc@hotmail.co.uk