

Minutes
Burton-in-Lonsdale Parish Council Finance Committee
7.30pm Thursday 17th May 2018
Sports Pavilion, Bentham Moor Road, Burton

Present: Councillors Handley, Shaw, and Thompson.

In attendance: The Clerk

Apologies: None

- 1 **Code of Conduct and Disclosable Pecuniary Interests**
To record any Councillor's Disclosable Pecuniary Interest relating to this Agenda's items
There were none.

- 2 **Annual Accounts for the year ended 31st March 2018**
 - a) **Review of accounts for the year to 31.3.18; any amendments: audit and Annual Governance and Accountability Return (AGAR) procedures.**
The Clerk circulated all documents relating to the yearend accounts to the Finance Committee prior to the meeting. Internal auditor, YIAS, has also audited the accounts, completing the Annual Internal Audit Report 2017/18, agreeing all internal control objectives have been met; separate comments were made for councillors to note. The Clerk explained the procedures for completing the Annual Governance and Accountability Return and important dates by which matters have to be completed. The committee found the accounts to be satisfactory and
Resolved
To recommend to full council no amendments to be made to the accounts as submitted to the internal auditor and themselves (appendix 1).
Resolved
To recommend to full council to sign the Certificate of Exemption, whereby neither the gross income nor the gross expenditure exceeded £25,000 in the year ended 31st March 2018.
Resolved
To recommend to full council to complete the Annual Accountability and Governance Return 2017/18 (AGAR) Part 2.

 - b) **Annual Governance and Accountability Return Part 2 for consideration and approval:**
 - Section 1: Annual Governance Statement
All statements were reviewed in detail.
Resolved
To recommend to full council Statements 1 to 8 be answered in the affirmative; Statement 9 does not apply to this council; to approve and sign the Statements at the next full council meeting.

 - Section 2: Accounting Statements year ended 31st March 2018
The Accounting Statements were reviewed, taking into account the external auditor's comments regarding the 2016-17 year end accounts.
Resolved
To recommend to full council to complete the Accounting Statements for year ended 31st March 2018 as per appendix 2; the variance (difference) of 30% between last year and this year's All Other Expenditure to be explained as follows:
Village projects +£8808; lower Recreation Field expenditure -£3276 = £5532.

- Annual Governance and Accountability Return: signing of Accounting Statements
See above resolutions.
- Public Rights: suggested inspection dates Monday 11th June to Friday 20th July 2018 (30 working days); web publication 10th June 2018
Resolved
To recommend to full council the period for the exercise of public rights be from Monday 11th June to Friday 20th July (30 working days).

- c) Risk Assessments Review (physical and financial); insurance cover and recommendations for 2018-19
Resolved
To include the new play equipment (Spider Climber) and Outdoor Gym in the both the risk assessment and the insurance schedule with immediate effect.

It was noted each item of equipment in the outdoor gym has instructions for use attached to its main post; it was further

Resolved
To erect a Notice for Users, highlighting each item's instructions, taking advice from various parties regarding wording.

3 Recommendations to full Council

- a) To recommend the 2017-18 annual accounts with/out amendment(s) be agreed.
See item 2a above.
- b) To propose to full council the items in 2b above.
See item 2b above.
- c) To submit completed & approved AGAR Exemption Certificate to External Auditor by 11th June 2018
See item 2a above.
- d) To recommend the risk assessment findings with/out amendments, and any subsequent amendments to insurance cover
See item 2c above.
- e) To immediately review insurance provision for the period 1st June 2018 to 31st May 2019.
Resolved
To recommend to full council to take up the offer of a three year policy, at the rate of £1200.65 per annum (vs £1261.22 for one year only), subject to additional Recreation Field equipment detailed in item 2c above.

5 Date, time and venue next monthly Parish Council meeting

It was noted the next full council meeting will be held at 7.30pm, Thursday 24th May, Village Hall, Burton in Lonsdale; it will be chaired by vice Chairman Cllr Handley.

The meeting closed at 8.35pm.

Signed

Dated

Receipts and Payments Year Ended 31st March 2018

year end <u>31.03.17</u>		year end <u>31.03.18</u>
	<u>Receipts</u>	
14,488.00	Precept	15,509.00
262.00	CDC Grant	491.00
8.85	Bank Interest	7.45
300.00	Sundry Income	300.00
4,561.29	Grants/Donations	3,353.00
1,431.00	Hire Fees	1,431.00
0.00	Miscellaneous	274.40
<u>1,087.72</u>	VAT Received	<u>2,177.99</u>
<u>22,138.86</u>	Total Income	<u>23,543.84</u>
	<u>Payments</u>	
1,034.79	Administration	1,280.11
2,323.22	Staff Costs	2,323.32
	Section 137 Payments	0.00
	Village Projects 2017-18	8,807.60
794.02	Utilities excl Rec Field	0.00
2,393.73	Street Lights Maintenance	2,039.25
2,572.13	Maintenance	1,361.49
6,011.09	Rec Field committee	2,735.09
1,818.64	Sports Pavilion project	862.62
532.18	Sports Pavilion: maintenance	763.37
276.00	Subscriptions	152.00
892.01	Insurances	1,087.05
101.50	Room Hire	112.00
675.00	Audit Fees	375.00
0.00	Donations	0.00
61.92	Sundries	89.85
0.00	Elections	0.00
0.00	Miscellaneous	0.00
50.00	Petty Cash	0.00
<u>2,174.94</u>	VAT Paid	<u>2,611.09</u>
<u>21,711.17</u>	Total Expenditure	<u>24,599.84</u>
	<u>Cumulative Fund Balance</u>	
21,298.40	Balance brought forward	21,726.09
<u>22,138.86</u>	Add total receipts	<u>23,543.84</u>
43,437.26		45,269.93
<u>21,711.17</u>	Less total payments	<u>24,599.84</u>
<u>21,726.09</u>	Balance carried forward	<u>20,670.09</u>

Bank Accounts Reconciliation for period 1st April 2017 to 31st March 2018

Balance brought forward:

Current Account	1.4.17	300.00	
Business Reserve A/c	1.4.17	24,173.21	
O/S cheques	1.4.17	<u>-2,747.12</u>	21,726.09
Add: Receipts		<u>23,543.84</u>	23,543.84
			<u>45,269.93</u>
Payments			
	April-June	4,745.53	
	July - Sept	3,815.33	
	Oct - Dec	4,195.67	
	Jan - Mar	<u>11,843.31</u>	24,599.84
			<u>20,670.09</u>
	balance c/f		<u><u>20,670.09</u></u>

Bank Reconciliation at

Current Account	300.00
Business Reserve A/c @ 31.03.18	28,899.51
	<u>29,199.51</u>
O/S cheques at 31.03.18 and inc Mar payment	<u>-8,529.42</u>
	<u><u>20,670.09</u></u>

Accounting Statements 2017-18

	Last Year 2016-17	This Year 2017-18	Variance £	%age Change
1 Balances Brought Forward	21,298	21,726	428	2.01%
2 Annual Precept Received	14,488	15,509	1,021	7.05%
3 Total Other Receipts	7,651	8,035	384	5.02%
4 Staff Costs	2,323	2,323	0	0.00%
5 Loan Interest/Capital Payments	2,043	2,004	-39	-1.91%
6 Total Other Payments	17,345	22,596	5,251	30.27%
7 Balances Carried Forward	21,726	20,670	-1,056	-4.86%
8 Total Cash and Investments	21,726	20,670	-1,056	-4.86%
9 Total Fixed Assets	194,770	198,145	3,375	1.73%
10 Total Borrowings	9,900	9,000	-900	-9.09%