

TRANSPARENCY CODE REQUIREMENTS 2017 - 2018

Great Horwood Parish Council

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Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

GREAT HORWOOD 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 2018, 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 it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE
6A

11/06/2018

dated

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

Chairman

Mary Alice Samson

Clerk

Mandy Cliffe

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.bucksvoice.net/greathorwoodpc/ AUTHORITY WEBSITE ADDRESS

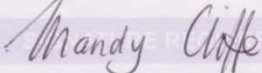
Section 2 – Accounting Statements 2017/18 for

GREAT HORWOOD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	36,592	40,027	<i>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.</i> 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	25,790	28,590	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,725	4,118	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	3,672	5,197	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	972	972	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22,436	25,252	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	40,027	41,314	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	40,027	41,314	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	141,524	142,071	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	4,234	3,465	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 11/06/2018

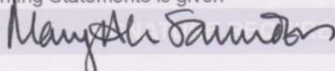
I confirm that these Accounting Statements were approved by this authority on this date:

11/06/2018

and recorded as minute reference:

MINUTE REFERENCE
6B

Signed by Chairman of the meeting where approval of the Accounting Statements is given



GREAT HORWOOD PARISH COUNCIL – Expenditure over £100, 2017 - 2018

Invoices are available for inspection. Please apply to the clerk.

Date	Clerk's reference	Summary	Amount
18 Apr	GH 17.001	Garden Services trimming the Green hedges	100.00
18 Apr	GH 17.003	Clerk's salary	421.58
18 May	GH 17.006	Clerk's salary	421.58
22 May	GH 17.007	Legal services (Cricket Club lease)	1711.80
22 May	GH 17.009	Zurich public liability and Horwode Pece equipment insurance	1150.96
22 May	GH 17.010	Bucks & Milton Keynes Association of Local Councils subscription	152.29
22 May	GH 17.011	Devolution mowing	400.00
22 May	GH 17.012	Eon street lighting maintenance (retrospective invoices)	332.10
14 Jun	GH 17.014	BT wifi internet connection charges village hall	211.46
14 Jun	GH 17.015	Rambler's Association new footpath gate	250.00
19 Jun	GH 17.016	Clerk's salary	421.58
13 Jul	GH 17.020	Eon street lighting maintenance	110.70
13 Jul	GH 17.022	Legal services (Cricket Club lease)	694.44
13 Jul	GH 17.023	Devolution mowing	800.00
13 Jul	GH 17.024	New socket for internet connection, village hall	174.00
17 Jul	GH 17.025	Clerk's salary	421.58
18 Aug	GH 17.028	Clerk's salary	421.58
21 Aug	GH 17.029	Public Works Board Loan (street lighting loan)	485.77
13 Sep	GH 17.031	Devolution mowing	800.00
13 Sep	GH 17.032	External Audit fees	270.00
13 Sep	GH 17.033	Legal services (Cricket Club lease)	528.70
13 Sep	GH 17.034	Society of Local Council Clerks subscription	108.00
18 Sep	GH 17.036	Clerk's salary	421.58
02 Oct	GH 17.040	Defibrillator service	189.00
17 Oct	GH 17.041	Devolution mowing	400.00
18 Oct	GH 17.043	Clerk's salary	421.58
13 Nov	GH 17.045	Clerk's salary	421.58
13 Nov	GH 17.047	E.ON street lighting maintenance	110.70
13 Nov	GH 17.049	Devolution mowing	400.00
13 Nov	GH 17.050	St James PCC grass cutting	250.00
13 Nov	GH 17.051	Focus donation	500.00
13 Nov	GH 17.052a	Village sign repair	155.00
13 Nov	GH 17.052b	Village sign sanding and re sealing	325.00
13 Nov	GH 17.056	Legal services (Cricket Club lease)	345.60
11 Dec	GH 17.057	Clerk's salary	421.58
11 Dec	GH 17.058	E.ON street lighting power	85.82
11 Dec	GH 17.059	AVDC dog waste service	687.17
11 Dec	GH 17.061	Donation Cubs & Scouts	500.00
11 Dec	GH 17.062	Donation Football Club	500.00
11 Dec	GH 17.063	Donation School	1000.00
11 Dec	GH 17.064	Donation Silver Band	500.00
11 Dec	GH 17.065	Winslow & District Community Bus	500.00
11 Dec	GH 17.066	Village Hall rent invoice	132.00

27 Dec	GH 17.068	Clerk's salary January	421.58
27 Dec	GH 17.069	Clerk's salary February	421.58
27 Dec	GH 17.074	MVAS maintenance	252.00
27 Dec	GH 17.076	Eon maintenance	110.70
12 Mar	GH 17.080	Clerk's salary	421.58
12 Mar	GH 17.083	Public Works Board Loan (street lighting)	485.77
12 Mar	GH 17.084	Sentinel speed watch equipment payment	4034.40
12 Mar	GH 17.086	Legal services (Cricket Club lease)	130.62
12 Mar	GH 17.089	Summer & winter planting of village boundary troughs	435.00
12 Mar	GH 17.090	Landscaping of the village green	704.40

GREAT HORWOOD PARISH COUNCIL: – Annual Return **2017 - 2018**

Financial Year End 31st March 2018

Prepared by Amanda Cliffe, Parish Clerk Great Horwood,

11th June 2017

Balance as per Bank Statements at 31st March 2018

		£	£
Treasurers Account	TSB Account 00048669	8,396	
Horwode Pece (formally Parish Plan) Account	TSB Account 00602887	3,627	
Business Instant Access Account	TSB Account 20138260	29,795	
Total Bank Balance at 31st March 2017			<u>41,819</u>
Less unrepresented cheques at 31 st March 2017			
Cheque No.000742	Cheque 000755 cashed 11/04/2018	500	
Total uncashed cheques	Cheque 000759 cashed 17/04/2018	5	505
Unbanked cash		0	
Total unbanked cash		0	

Net Balance at 31st March 2018

41,314

The net balances reconciles to the ledger as follows

Opening Balance 1 Apr 2017	TSB Account 00048669	10,005	
Opening Balance 1 Apr 2017	TSB Account 00602887	8,379	
Opening Balance 1 Apr 2017	TSB Account 20138260 (opened 6th Jun 2017)	21,643	
Add receipts	TSB Account 00048669	32,565	
Add receipts	TSB Account 00602887	130	
Add receipts	TSB Account 20138260	12	
Less payments	TSB Account 00048669	-28,363	
Less payments	TSB Account 00602887	-3,058	
Less payments	TSB Account 20138260	0	
Closing balance at 31st March 2018			<u>41,314</u>

GREAT HORWOOD PARISH COUNCIL Analysis of Variances 2017/2018

		2016/17	2017/18	Variance	% change		2017/18
		£	£	£			
Box 2	Precept	25,790	28,590	2,800	11%	Includes: funding for Reserve for replacement woodchip on Horwode Pece Recreation Ground Reserve for increase in clerk's pay	1250.00 1530.00
Box 3	Other Income	4,725	4,118	-607	-2%	Figures for both years are distorted by Devolution T2 payments. If Devo payments had been made in their correct years, income would have been 2016/2017 - £3760 2017/2018 - £6111 Variance in income (£2350) is then explained by a net increase in VAT reclaimed in 2017/2018	2390.00
Box 4	Staff Costs	3,672	5,197	1,525	42%	Increase in Clerk's hours and pay rise	1530.00
Box 5	Loan Repayments	972	972	0	0.00%	Interest/Capital No Change	
Box 6	Other Payments	22,436	25,252	2,816	13%	Variance shown by comparing unique expenditure 2016/2017 with 2017/2018 FY 2016/2017 (9120) Legal fees Cricket Club land survey FY 2017/2018 (11880) Cricket Club Legal fees Village Hall wifi installation & rental Increase in electricity power and maintenance & retrospective invoice for maintenance Sentinel purchase (refunded by LAF in 2018/2019) Extra parish maintenance Increase in grants for worthy causes footpath gate defib service Miscellaneous increases (e.g. Mazars £120)	8400.00 720.00 9120.00 3410.00 810.00 430.00 4100.00 1420.00 1030.00 250.00 230.00 200.00
Box 7	Balances Carried Forward	40,027	41,314	1,287	3%	School crossing patrol funding unused due to lack of applicants for the post Village Green maintenance carried out by volunteers saving Councillors expenses unused	3000.00 270.00 200.00
Box 9	Fixed Assets	141,524	142,071	547	0.39%	Purchase of new picnic tables for Horwode Pece	547.00
Box 10	Total Borrowings	4,234	3,465	-769	-18%		

**Great Horwood Parish Council
Councillors and their Responsibilities**

Name of Councillor	Responsibilities	Projects	Committees Attending
Mary Saunders Chairman	Ex-officio Planning Committee & review of applications North Bucks Parishes Planning Consortium (NBPPC) Ex-officio PC rep on Great Horwood and Singleborough Recreational Trust Committee (GHSRT) Ex-officio PC rep on Village Hall Committee GHPC Recreation Committee		North Bucks Parishes Planning Consortium
John Gilbey Vice Chairman	Ex-officio Planning Committee & review of applications Devolution Tranche 2 Contact Annual Audit of Grass Cutting Contractor. BCC Winslow & District Local Area Forum North Bucks Parishes Planning Consortium Aylesbury Vale Association of Local Councils (AVALC)		BCC Winslow & District Local Area Forum North Bucks Parishes Planning Consortium Aylesbury Vale Association of Local Councils (AVALC)
Nigel Heywood	PC Trustee Great Horwood & Singleborough Recreational Trust (GHSRT) GHPC Recreation Committee		
John Huskinson	Planning Committee & review of applications Audit Review Bucks Playing Fields Association representative	Parish Plan 2016	
Jane Holland	PC Trustee Great Horwood & Singleborough Recreational Trust (GHSRT) PC rep on Village Hall Committee Poor's Allotments Trustee GHPC Recreation Committee	Community Impact Bucks Speed Watch	
Gavin Laird	Ex-officio PC rep on Horwode Pece Management Committee		
Angela Mayne	Planning Committee & review of applications BCC Winslow & District Local Area Forum PC rep on Village Hall Committee Poor's Allotments Trustee	Defibrillator Village Green Planting Revitalisation	BCC Winslow & District Local Area Forum