

# **TRANSPARENCY CODE REQUIREMENTS 2018 - 2019**

## **Great Horwood Parish Council**

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## Section 1 – Annual Governance Statement 2018/19

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 2019, that:

	Agreed		Yes	No*	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.	✓				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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and 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 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	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓		

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe 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:

10/06/2019

and recorded as minute reference:

26H

MINUTE REFERENCE

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

Chairman

*JW Hilbery*

Clerk

*[Signature]*

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

Authority web address

www.bucksvoice.net/greathorwoodpc/ORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2018/19 for

### GREAT HORWOOD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	40,027	41,314	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	28,590	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	4,118	32,260	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	5,197	5,605	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	25,252	46,033	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	41,314	49,554	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	41,314	49,554	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	142,071	142,790	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	3,465	2,665	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

SIGNATURE REQUIRED

Date

10/06/2019

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

10/06/2019

as recorded in minute reference:

26H

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## GREAT HORWOOD PARISH COUNCIL – Expenditure over £100, 2018- 2019

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

<b>Date</b>	<b>Clerk's reference</b>	<b>Summary</b>	<b>Amount</b>
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

Smaller authority name: **Great Horwood Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF  
UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**Local Audit and Accountability Act 2014 Sections 26 and 27**

**The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement 20<sup>th</sup> June 2019 (a)</b></p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2019, these documents will be available on reasonable notice by application to:</b></p> <p>(b) Name: - Mrs Mandy Cliffe Position:- Responsible Financial Officer and Parish Clerk Great Horwood Address: - 3 Spring Close, Great Horwood, Milton Keynes, Bucks, MK17 0QU Contact details: - 01296 715829/clerk@greathorwoodpc.org.uk</p> <p>commencing on (c) <u>Monday 24 June 2019</u></p> <p>and ending on (d) <u>Friday 2 August 2019</u></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> <b>1 Westferry Circus</b> <b>Canary Wharf</b> <b>London E14 4HD</b> <a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a></p> <p><b>5. This announcement is made by (e) Mrs Mandy Cliffe, Responsible Financial Officer and Parish Clerk</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



**United Kingdom  
Debt Management  
Office**

**OFFICIAL**

Eastcheap Court  
11 Philpot Lane  
London  
EC3M 8UD

T 020 7862 6610  
E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

**Public Works Loan Board**

The Clerk  
Great Horwood Parish Council  
2 Spring Close  
Great Horwood  
MILTON KEYNES  
MK17 0QU

Our Ref : 07469

Date : 06 April 2019

Dear

GREAT HORWOOD PARISH COUNCIL (BUCKS) - PWLB BALANCE OUTSTANDING AS AT 31 March 2019

The schedule below details the balances outstanding on the loans to your authority from the Public Works Loan Commissioners.

Loan Type	Repayment Due	Balance £ p	No. of Accounts
Fixed	21 February 21 August	2,664.70	1
Total Balance Outstanding		2,664.70	1

Yours sincerely,

Natasha John-Phillip  
for Secretary

**GREAT HORWOOD PARISH COUNCIL: – Annual Return**

Financial Year End 31<sup>st</sup> March 2019

Prepared by Amanda Cliffe, Parish Clerk Great  
Horwood,

6th April 2019

**Balance as per Bank Statements at 31<sup>st</sup> March 2019**

		£	£
Treasurers Account	TSB Account 00048669	4778	
Horwode Pece Account	TSB Account 00602887	14862	
Business Instant Access Account	TSB Account 20138260	29914	
<b>Total Bank Balance at 31<sup>st</sup> March 2019</b>			<b><u>49554</u></b>

No unrepresented cheques at 31<sup>st</sup> March 2019 0.00

**Total uncashed cheques**

0.00

Unbanked cash 0.00

**Total unbanked cash 0.00**

**Net Balance at 31<sup>st</sup> March 2018**

**49554.**

The net balances reconciles to the ledger as follows

Opening Balance 1 Apr 2018	TSB Account 00048669	7891	
Opening Balance 1 Apr 2018	TSB Account 00602887	3627	
Opening Balance 1 Apr 2018	TSB Account 20138260	29795	
Add receipts	TSB Account 00048669	60731	
Add receipts	TSB Account 00602887	0.00	
Add receipts	TSB Account 20138260	119	
Less payments	TSB Account 00048669	-51376	
Less payments	TSB Account 00602887	-1233	
Less payments	TSB Account 20138260	0.00	

**Closing balance at 31<sup>st</sup> March 2018**

**49554**



		2017/18	2018/19	Variance	% change		2018/19
		£		£			
Box 2	Precept	28,590	28,590	0	0%	No Change	
Box 3	Other Income	4,118	32,260	28,142	683%	New Homes Bonus grants for village hall refurbishment	22194.00
						Refund of sentinel costs from LAF	3445.00
						Vat refund	1709.00
						LAF grant for traffic survey	609.00
						Donation for new bench	343.00
Box 4	Staff Costs	5,197	5,605	408	8%	Second Clerk's pay during handover	430.00
Box 5	Loan Interest/Capital Repayments	972	972	0	0%	No Change	
Box 6	Other Payments	25,252	46,033	20,781	82%	Village hall refurbishment	22194.00
Box 7	Balances Carried Forward	41,314	49,554	8,240	20%	Sentinel refund (sentinel paid for in 2017/2018)	3445.00
						Devolution underspend	1200.00
						Footpath gates to be paid for	625.00
						Cricket Club rental in Treasurer's account until new TSB allow new business accounts to be opened for charities	625.00
						LAF grant	609.00
						Audit, MVAS & Defibrillator underspend	496.00
						Councillors & Clerk expenses/consumables underspend	400.00
						Insurance underspend	270.00
						Clerk's holiday cover unused	200.00
						Contingency underspend	200.00
						Antivirus unused due to 2 year deal in 2017/18	100.00
Box 9	Fixed Assets	142,071	142,790	719	1%	Purchase of new noticeboard NB new bench donated and old one destroyed (like for like)	719.00
Box 10	Total Borrowings	3,465	2,665	-800	-23%		

## ROLES AND RESPONSIBILITIES

### Great Horwood Parish Council 2019-2020 Councillors and their Responsibilities

Name of Councillor	Responsibilities	Projects	Committees Attending
<b>John Gilbey</b> 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) Ex-officio PC rep on Village Hall Committee GHPC Recreation Committee		BCC Winslow & District Local Area Forum (WADLAF) North Bucks Parishes Planning Consortium Aylesbury Vale Association of Local Councils (AVALC)
<b>Caroline Cousin</b> Vice Chairman	Ex-officio Planning Committee & review of applications & Chairman of the Planning Committee North Bucks Parishes Planning Consortium (NBPPC) Rep on Village Hall Committee GHPC Recreation Committee	Chairman of the Neighbourhood Plan Review committee	North Bucks Parishes Planning Consortium
<b>Jackie Goss</b>	Planning Committee & review of applications Poor's Allotments Trustee		
<b>Nigel Heywood</b>	PC Trustee Great Horwood & Singleborough Recreational Trust (GHSRT) GHPC Recreation Committee		GHSRT
<b>Angela Mayne</b>	Planning Committee & review of applications BCC Winslow & District Local Area Forum PC rep on Village Hall Committee Poor's Allotments Trustee	Defibrillator Village Green Maintenance	BCC Winslow & District Local Area Forum
<b>Dave Taylor</b>	Bucks Playing Fields Association representative PC Trustee Great Horwood & Singleborough Recreational Trust (GHSRT) GHPC Recreation Committee		GHSRT

## **Great Horwood Parish Council Property List**

Willow Road Allotments (0.7 acres)

Church Lane Allotments (0.82 acres)

The Green

### **Land held under the Inclosure Award 1842**

Land referred to as The Cricket Club (5 acres)

Land referred to as the Football Club (8.86 acres)

Land rented to local farmer for farming purposes (19.53 acres)