

Chideock Parish Council Information Required to be Published Under the 2014 Transparency Code.

Councillors and Councillor Responsibilities

Irena Champion	
Roger Carey	Chair
Laurie Elliot	
Kate Geraghty	
Peter Hunt	
Rob Murray	
David Rogers	Vice Chair

All councillors are members of the Finance & General Purposes Committee and the Planning Committee.

Cllr Murray is the Village Hall Representative

Cllr Carey is the Flood Group Representative

Cllr Murray is the Playing Field Management Group representative

Land and Buildings Owned by the Parish Council.

Clapps Mead Playing Field, Mill Lane Chideock. Gifted to the Parish Council on 8 February 1938 in memory of Annie C Grafton by her husband Walter P Grafton and his children Eric A Grafton and Rowena Grafton. The bequest conveys Clapps Mead to the Parish Council to hold in fee simple as public ground under the Recreation Grounds Act 1859 to be used in perpetuity as a Playing Field and Recreation Ground for the benefit of the inhabitants of the parish, subject to a schedule of 23 further trusts and conditions

Foss Orchard Car Park, Foss Orchard, Main Street, Chideock. Passed to the Parish Council for use as a village car park on 1 April 2007, as part of a S106 agreement made when planning permission was granted for the development of the Foss Garage site for housing.

Expenditure over £100 in the year 1 April 2016 – 31 March 2017.

28-Apr-15	Clerk's Salary & Expenses	251.36
31-May-16	Clerk's Salary & Expenses	233.87
28-Jun-16	Clerk's Salary & Expenses	249.46
26-Jul-16	Clerk's Salary & Expenses	253.10
30-Aug-16	Clerk's Salary & Expenses	224.90
27-Sep-16	Clerk's Salary & Expenses	286.76
25-Oct-16	Clerk's Salary & Expenses	250.10
29-Nov-16	Clerk's Salary & Expenses	252.65
27-Dec-16	Clerk's Salary & Expenses	224.50
31-Jan-17	Clerk's Salary & Expenses	239.60
28-Feb-17	Clerk's Salary & Expenses	268.00
28-Mar-17	Clerk's Salary & Expenses	284.58
27-Sep-16	External Audit Fee	120.00
28-Mar-17	Grant to Bridport Citizen's Advice Bureau	100.00
28-Mar-17	Grant to Chideock Village Hall	500.00
27-Sep-16	Grant to St Giles PCC for half the cost of the Cemetery Grass Cutting	475.00
28-Jun-16	Income Tax	164.00
27-Sep-16	Income Tax	163.60
27-Dec-16	Income Tax	164.20
28-Mar-17	Income Tax	164.20
31-May-16	Insurance	461.14
26-Apr-16	New Play Equipment at Clapps Mead Playing Field	4,278.00
28-Jun-16	Subscription to Dorset Association of Parish & Town Councils (DAPTC)	209.06

Statement of Accounts.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

CHIDEOCK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	17245	20487	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	8602	9101	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2290	2940	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	3386	3421	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	4264	7409	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	20487	21698	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	20487	21698	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	Restated 17521	21051	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
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 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 2017 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:

[Signature] 15/5/2017

Date *[Signature]*

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

22/05/2017

and recorded as minute reference:

1989 0

Signed by Chair at meeting where approval is given:

[Signature]

Bank Reconciliation.

Bank Reconciliation at 31 March 2017

Council Name:- **Chideock Parish Council**

Financial Year Ending 31 March 2017

Prepared By:- S A Robinson, Clerk & RFO

Balance per bank statement as at 31 March 2017	£	£
Bank of Ireland Treasurer's Account		6,444.02
TSB Treasurer's Current Account		0
TSB Savings Account		15,374.73
Less any unrepresented cheques at 31 March 2017		
632 PNW Services (BoI)	20.00	
633 Bridport CAB (BoI)	100.00	
		(120.00)
Plus any uncleared deposits at 31 March 2017		0.00
Plus any Petty Cash at 31 March 2017		0.00
Net balance as at 31 March 2017		21,698.75
What is the figure in Box 8 in Section 2 of the Annual Return?		21,699

Explanation of Significant Differences.

Chideock Parish Council		2016-17									
Explanation of significant variances											
Box No.	This Year	Last Year	Diff £	Diff %	Explain?	Explanation	2016-17	2015-16	Differences		
2	9,101	8,602	499	5.80%	Y	Compensation for decrease in Council Tax Support Grant	131	196	65		
						Decrease in predicted Vat Refund	79	78	-1		
						1% increase in Clerk's Salary (Gross)	3,383	3,349	34		
						Increase in budget amount for insurance	490	440	50		
						No budget amount for training as reserves exist	0	100	-100		
						Increase in Hall Hire charges	357	350	7		
						Increased charge for RoSPA play area insectopn as additional equipment	100	90	10		
						Community Fund grant increase	350	250	100		
						Increased grant to Village Hall	500	300	200		
						Budget for salt / grit	135	0	135		
TOTAL DIFFERENCE									500		
3	2,940	2,290	650	28.38%	Y	Decrease in Council Tax Support Grant	131	196	-65		
						No DCC Community grant	0	700	-700		
						Increase in Vat Refund	779	111	668		
						Increase in income from Foss Orchard Car Park	1,008	827	181		
						Decrease in income from Footpath Guides	20	60	-40		
						Increase in grants towards cost of new play equipment	856	250	606		
						TOTAL DIFFERENCE					
4	3,421	3,386	35	1.03%	N						
5	0	0	0	0.00%	N						
6	7572	4400	3,172	72.09%	Y	Increase in travel expenses	137	136	1		
						Increase in amount spent on Stationery	40	12	28		
						Decrease in amount spent on Print cartridges / printing	99	114	-15		
						No budget ofr training as money in reserve.	0	165	-165		
						Increase in Insurance Premium due to asset changes + general premium inc	461	435	26		
						Increase in amount spent on Hall Hire - more usage + 2% increase in charges from 1 Jan 2017	437	315	123		
						Small increase in cost of Subscriptions	245	239	6		
						Small increase in cost of ROSPA Safety Inspection of Playing Field and Equipment due to additional equipment	97	89	8		
						Decrease in amount spent on General Playing Field Maintenance	28	93	-65		
						Revised arrangements for Play Area Grass Cutting have increased expenditu	270	170	100		
						No Bopper Bus Grant made as the service has ceased	0	300	-300		
						Lower grant for cemetery grass cutting as new contractor chagred less	475	650	-175		
						Increased Village Hall Maintenance Grant	500	300	200		
						New play equipment items	4,278	0	4,278		
						Minor expenditure on Foss Orchard Car Park Maintenance	58	0	58		
Foss Orchard Car Park Grass Cutting - invoice not received by 31 March	0	57	-57								
No grit bin purchased	0	179	-179								
No DCC Community grant	0	700	-700								
TOTAL DIFFERENCE									3,172		
9	21,051	18,111	2,940	16.23%	Y	See Note 1					
10	0	0	0	0.00%	N						

Note 1.

Value of assets at end of 2015-6 = £18,111

Double swing and springer toy purchased April 2016, increasing value of assets by £3,530 (amount paid less VAT) to £21,408

Obsolete laptop disposed of May 2016 at no value, decreasing value of assets by £590 to £21,051

Annual Governance Statement.

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

CHIDECK 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 2017, 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 on:

22 May 2017

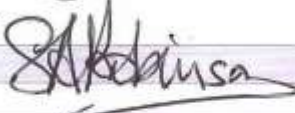
and recorded as minute reference:

1989 d)

Signed by Chair at meeting where approval is given:



Clerk:



*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.

Internal Audit Report.

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

CHIDEOCK 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 2017.

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.	N/A		
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.	Yes	No	Not applicable
			✓

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 IAN WIGGLESWORTH

Signature of person who carried out the internal audit  Date 10/05/2017

*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).