

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

Councillors and Councillor Responsibilities

Irena Campion
Roger Carey Chair
Laurie Elliot
Kate Geraghty
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
Foss Orchard Car Park

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

1	Clerk's Salary including Income Tax	£3,250.44
2	Subscription to Dorset Association of Parish & Town Councils	£203.47
3	Insurance	£434.72
4	Maintanance Grant to Chideock Village Hall	£300.00
5	Clapps Mead Play Area Grass Cutting	£170.00
6	Hire of Chideock Village Hall for meetings	£314.50
7	Grant to St Giles PCC for Cemetery Grass Cutting	£650.00
8	Grant to Bridport Citizen's Advice Bureau	£100.00
9	Grant to The Bopper Bus Organisation	£300.00
10	Grit Bin for Sea Hill Lane / Cumbrey Lane (net of reclaimed VAT)	£149.00
11	Clerk's Travel	£135.65
12	Stationary	£113.92
13	Training (Councillors and Clerk)	£165.00
14	External Audit (net of reclaimed VAT)	£100.00

Section 1 – Annual governance statement 2015/16

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 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:

1820 d.
dated 31/05/2016

Signed by:

Chair

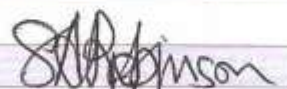


dated

31/5/2016

Signed by:

Clerk



dated

31/5/2016

*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.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

CHIDEOCK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	18665	17245	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	8396	8602	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2789	2290	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	3320	3386	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	9285	4264	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	17245	20487	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	17245	20487	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	18476	21461	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	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 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

S. Robinson

Date

24/5/2016

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

31/05/2016

and recorded as minute reference:

1820 d

Signed by Chair of the meeting approving these accounting statements.

Date

31/5/2016

Bank Reconciliation at 31 March 2016		
Council Name:- Chideock Parish Council		
Financial Year Ending 31 March 2016		
Prepared By:- S A Robinson, Clerk & RFO		
Balance per bank statement as at 31 March 2016	£	£
NALC Treasurer's Deposit Account		20,660.15
Less any unpresented cheques at 31 March 2016		
571 Chideock Village Hall	25.50	
578 HM Revenue & Customs	162.40	
580 PNW Services	20.00	
		(207.90)
Less any uncleared deposits at 31 March 2016		
Footpath Guides	15.00	
Car Park Season Ticket	20.00	
		35.00
Plus any Petty Cash at 31 March 2016		0.00
Net balance as at 31 March 2016		20,487.25
What is the figure in Box 8 in Section 2 of the Annual Return?		20,487.00

Chideock Parish Council 2015-2016

Explanation of significant variances

Box No.	This Year	Last Year	Diff £	Diff %	Explain?	Explanation	2015-16	2014-15	Differences
2	8,602	8,396	206	2.45%	Y	Compensation for decrease in Council Tax Support Grant	196	262	66
						1% increase in Clerk's Salary (Gross)	3,349	3,316	33
						Decrease in budget for Clerk's Travel	150	255	-105
						Decrease in budget for Councillor's Travel	50	75	-25
						External Audit (V) for 2016-7	120	0	120
						Increase in budget for Subscriptions	250	240	10
						New budget item for Playing Field Mowing	200	0	200
						No budgetted amount for Salt/Grit for Winter 2015/6	0	100	-100
						Compensation of £18 for the 2014/5 difference of £18 between amount taken from reserves for the 3 Year Clock Service Contract Grant (£600) and the budgeted cost of the contract (£582)			18
						Decrease in predicted Interest	4	5	1
						Decrease in predicted Vat Refund	78	66	-12
						TOTAL DIFFERENCE			206
3	2,290	2,789	-499	-17.89%	Y	Decrease in Council Tax Support Grant	196	262	-66
						Increase in Interest	21	20	2
						Decrease in Vat Refund	111	822	-712
						Decrease in income from Foss Orchard Car Park	827	841	-14
						Increase in income from Footpath Guides	60	19	41
						Grant from the Chideock Society towards play equipment	250	0	250
						TOTAL DIFFERENCE			-499
4	3,386	3,320	66	1.99%	N				
5	0	0	0	0.00%	N				
6	4263.66	9,285	-5,021	-54.08%	Y	Increase in amount spent on Postage / Phone	21	2	18
						Decrease in amount spent on Stationery	12	24	-12
						Small increase in amount spent on Print cartridges / printing	114	113	1
						Increase in amount spent on Training as it was an Election year and there were 3 new councillors.	165	45	120
						Increase in amount spent on Audit (Internal & External) - the previous year there was no external audit fee as income and expenditure were both less than £10,000	180	60	120
						Increase in Insurance Premium	435	407	28
						Increase in amount spent on Hall Hire - more usage + 2% increase in	315	288	27
						Small increase in cost of Subscriptions	239	235	4
						Small increase in cost of ROSPA Safety Inspection of Playing Field and Equipment	89	85	4
						Increase in amount spent on General Playing Field Maintenance	93	17	75
						New arrangements for Play Area Grass Cutting have reduced expenditure	170	250	-80
						No Village Clock Servicing Contract Grant 2014/7 this year	0	582	-582
						Increased Bopper Bus Grant made	300	200	100
						Decreased Village Hall Maintenance Grant	300	600	-300
						No payment made for new play equipment items. Play equipment was installed but the invoice was not received by 31 March 2016 - see Note 1	0	4,610	-4,610
						No expenditure on Foss Orchard Car Park Maintenance	0	62	-62
						Foss Orchard Car Park Grass Cutting - 4 cuts instead of 3	57	43	14
						Grit Bin	179	0	179
						Misc	0	66	-66
						TOTAL DIFFERENCE			-5,021
9	21,641	18,476	3,165	17.13%	Y	See Notes 1 and 2.			
10	0	0	0	0.00%	N				

Note 1.

The invoice for the double swing and springer toy was not received by 31 March 2016.

Note 2.

Value of assets at end of 2014-5 = £18,476

New litter bin purchased during 2014-5, but not delivered and installed until Apr 2015, increasing value of assets by £253 to £18,792

Double swing removed from play area during 2015-6, reducing asset value by £851 to £17,878

Double swing and springer toy purchased during 2015-6, increasing value of assets by £3,530 (amount paid less VAT) to £21,408

Gate purchased in 2015-6, increasing value of assets by £53 to £20,461

Grit bin purchased in 2015-6, increasing value of assets by £180, to £21,641

Annual internal audit report 2015/16 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 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.	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.			✓

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

03/05/2016

*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).