

SHERFIELD PARK PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend **A GENERAL MEETING OF THE PARISH COUNCIL** to be held at the Parish Office 30 Sunwood Drive, RG27 0FP at **7.30pm on Wednesday 8th November 2023** for the purpose of considering and resolving upon the business set out in the following agenda.

To press and members of the public: You are welcome to attend the meeting and address the Parish Council during Public Participation only. Total time allocated for this session is 15 minutes. Questions should be sent in advance to the Clerk by email or phone.

Signed: *Jane Stewart - 1st November 2023*

Jane Stewart – Clerk & RFO

clerk@sherfieldparkparishcouncil.gov.uk

Agenda No	Item
	Public Participation Session – 15 minutes. This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes may not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.
112301	To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972
112302	To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
112303	To sign as a correct record, the minutes of the meeting of the Full Council held on 11th October 2023 LGA 1972 Sch 12 para 41(1)
112304	To receive any Chairman's announcements.
112305	Council is asked to hear reports from: <ul style="list-style-type: none"> • County Councillor • Borough Councillors • SPCA • PPG
112306	Council is asked to co-opt John Skarin and Peter Scott onto the Council
112307	Council is asked to note the current financial situation including mid-year spend verses budget year to date
112308	Council to note recommendations from Internal Audit conducted 25th October 2023
112309	Council is asked to hear recommendations from Finance Committee on Budget and Precept for 2024 – 2025
1123010	Council is asked to approve change of Broadband provider
1123011	Council is asked to authorise requests for November payments
112312	Council is asked to hear an update from Open Spaces Committee to include <ul style="list-style-type: none"> • Recommendations on S106 monies
112313	Council is asked to hear an update on Speed Indicator Devices
112314	Councillors are asked to inform the Clerk which items it wishes her to highlight in the Loddon Valley Link
112315	Council is asked to confirm the date of the next Parish Council meeting – 13th December 2023

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email clerk@sherfieldparkparishcouncil.gov.uk or phone 07770655302. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you might have.

Before the meeting there will be a public session to enable the people of Sherfield Park Parish Council to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted under the openness of local Government Regulations 2014 (England Only). A person may not orally report or comment about a meeting as it takes place if he is present during the meeting of a parish council or its committees but otherwise may:

- Film, photograph or make an audio recording of a meeting.
- Use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy and General Data Protection Regulations 2018 which must be followed. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07770655302) or email address clerk@sherfieldparkparishcouncil.gov.uk at least 24 hours before the meeting so that every effort may be made to provide access.

SHERFIELD PARK PARISH COUNCIL

Sherfield Park Parish Council (SPPC) Minutes of an Ordinary Meeting at The Parish Office

at 7.30pm on Wednesday 11th October 2023

Councillors:	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Cllr. Circuit (Chair)	✓		
Cllr. Gordon	✓		
Cllr. Palmer	✓		
Cllr. Parfrey	✓		
Cllr. Stebbings	✓		

Members present at meeting (LGA 1972, Schedule 12, para. 40)

Apologies Cllr Miller, Cllr Still and Cllr Edwards

In attendance Cllr Vaux and three members of the public

Meeting Chaired by Cllr Circuit and Minuted by Clerk and RFO Jane Stewart

Agenda No	Item	Action
	<p>Public Participation Session – 15 minutes.</p> <p>A member of the public raised concerns regarding two young people on an electric scooter riding around Sherfield Park. They have been involved in a number of alleged anti-social incidents. Cllr Gordon stated the Council were aware through the Community Centre who had been in touch with local PCSO's. The PCSO's had volunteered to talk to the Over 55's Club. Another member of the public volunteered CCTV for the Police to use. Cllr Vaux suggested reporting the incidents to the Borough Safety Patrol Officers, who would assist. Councillors urged anyone who</p>	

Signed

Chair

	<p>is a victim of anti-social behaviour to report it on 101.</p> <p>A member of the public raised the issue of parked vehicles on Rockbourne Road on the S bends, stating it was potentially dangerous and delivery vans, buses and parents taking children to school were getting very frustrated with the parked cars. The Chair of the Council handed a copy of the latest Parish Council Newsletter containing the 'Do you think this is fine?' initiative the Borough Council is implementing. He re-iterated the current strategy is to inform and remind residents of the relevant areas of the Highway Code associated with parking on the highway, with a view to changing behaviours. If this strategy fails, then other methods and possible restrictions will have to be considered. The Chair committed the Council to also think of other measures to help resolve the problem.</p> <p>Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.</p>	
102301	<p>To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972 Apologies received from Cllr Miller, Still and Edwardas.</p>	
102302	<p>To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) Cllr Gordon and Palmer declared they are Trustees of SPCA</p>	
102303	<p>To sign as a correct record, the minutes of the meeting of the Full Council held on 13th September 2023 LGA 1972 Sch 12 para 41(1) Agreed a correct and signed by Chair</p>	
102304	<p>To receive any Chairman's announcements. All comments will be covered in Agenda items</p>	
102305	<p>Council is asked to hear reports from: County Councillor – Cllr Vaux brought to the attention of the Council the following items.</p> <ol style="list-style-type: none"> 1. The lights on Taylors Farm roundabout were not working. All parties have been aware the lights were not working. A meeting is being held between the Developer, Southern Electric, and HCC to investigate what is wrong and decide who is responsible for fixing it. 2. Hampshire Together are offering Solar Panels and Hampshire Connect are leading on this. 3. There is a BDBC consultation out, regarding dog fouling which closes on 22nd October, and she urged everyone to complete the consultation. 	

Signed

Chair

	<p>4. The Estates Dept at BDBC have announced the final grass cut will be in October, they are spraying weeds now before undertaking hedge trimming for the rest of the year.</p> <p>5. The Borough Council have announced the Pride in Place grants. There are two webinars on 18 and 23 October regarding how to apply. Sheffield Park 20 could qualify.</p> <p>Borough Councillors – Cllr Still sent an e mail regarding community bussing in response to a question from a member of the public asking how it was funded. HCC subsidises Community transport. However, this is not a statutory requirement, but nevertheless a very important one. There is no legal duty for the County Council to support community transport. However, the Council realise that where it exists community transport plays a vital role in combatting social isolation and enabling access to vital services. A full equalities assessment will be made of all of the support we give. We will assess whether, in cutting support for community transport, we are simply ‘robbing Peter to pay Paul’. Would the reduction of support to these services cost the Council significantly more elsewhere, by way of greater social care or school transport costs.</p> <p>SPCA – Holding a bingo Night on Friday at £5 a ticket. Grants have been applied for LED lighting. Sovereign are also supporting the centre with funding for a hearing loop.</p> <p>PPG – Meeting held 18th September. No progress made with a new building. NHS England stipulated that from 23 September all patient records should be accessed online. The Practice needs two new receptionists, and the lack of staff is causing long delays in phone answering times.</p>	
102306	<p>Council is asked to note the current financial situation including year to date spend.</p> <p>Current Account is £34,801.25</p> <p>HSBC Account £77,394.65</p> <p>Spend in September was £9,023.53 which included a Grant to the SPCA for the Youth Club. The Council also received the second instalment of the Precept in September.</p>	
102307	<p>Council is asked to appoint a Budget working group</p> <p>The Finance Sub Committee will arrange a meeting to discuss next year’s budget allocation.</p>	Finance Sub Committee
102308	<p>Council is asked to authorise requests for October payments.</p> <p>Clerk to get delivery costs for lollies as per quotes submitted.</p> <p>Proposed Cllr Gordon Seconded Cllr Parfrey</p>	Clerk

Signed

Chair

some	<p>Council is asked to hear updates on local planning applications</p> <ul style="list-style-type: none"> a) Application for NISA shutters discussed. PC did not comment Concerns have been raised about possible noise when deployed and graffiti. b) 34 Otterbourne Walk – No comment from the council as it replaces an existing conservatory and is single storey. c) Possible updated presentation by Miller Homes on 17th October in SPCA. Still no explanation on what the Mobility Hub will contain or any community assets. d) Chair attended a presentation by the Developers of Dixon Road. Reduced number of properties from 101 to 82 and now shared ownership. Access point to be moved to the top of the site. The 101 houses plan is going to appeal and SPPC will attend. 	
102310	<p>Council is asked to hear an update from Open Spaces Committee to include</p> <ul style="list-style-type: none"> • Sherfield Park 20 • Recommendations on S106 monies • Halloween <p>Open Spaces Committee met on 3rd October. Regarding S106 monies Cllr Gordon and Palmer to meet with BDBC budget holders regarding what monies can be spent on.</p> <p>The 3 – 5 year plan is being refreshed in anticipation of some land probably being adopted early next year. This would enable signage in Gaiger Avenue and the Community Orchard to get underway. Contractor selection and quotations to be commenced.</p> <p>Tree works will precede the adoption and Cllr Parfrey will update a Parish Online plan to show areas where work is likely to occur.</p> <p>Jubilee Tree – agreed to let the leaves drop and see if the tree comes back next year. If not, a tree will be planted in the Community Orchard in commemoration.</p> <p>Halloween – Request PCSO’s are notified of event in light of antisocial behaviour on the park in recent weeks.</p> <p>Christmas Lights – the quote received for a HERs qualified electrician to install is high. Cllr Parfrey is contacting Enerveo to find out why the certification is required for such a small project and has spoken to a local company which is HERs certified.</p>	<p>Cllr Gordon and Cllr Palmer</p> <p>Cllr Parfrey</p> <p>Cllr Parfrey</p>
102311	<p>Council is asked to hear an update on Speed Indicator Devices</p> <p>The SIDs will be re-deployed this month in the opposite direction to their current siting to monitor if there has been any changes in</p>	

Signed

Chair

	<p>behaviour regarding speed. Cllr Parfrey and Circuit to look at a potential additional site in Rowner Crescent .</p> <p>Cllr Vaux raised the issue of the Air Products site getting change of use. There will potentially be more traffic on the roads and the larger warehouse will handle HGV's. Cllr Vaux is asking for SID's to be deployed in order to gain data on the possible increase in vehicle numbers. She also raised the possibility of getting signage from HCC Highways regarding no access through the park for HGV's going to Chineham Business Park.</p>	<p>Cllr Parfrey/ Cllr Circuit</p>
102312	<p>Council is asked to consider and agree the recommended updates to the Councils Policies</p> <p>None to approve this month</p>	
102313	<p>Councillors are asked to inform the Clerk which items it wishes her to highlight in the Loddon Valley Link</p> <p>Awarding of Silver Gilt in the SE&SiB and the winner of the September Photography Competition.</p>	
102314	<p>Council is asked to confirm the date of the next Parish Council meeting – 8th November 2023</p> <p>Confirmed</p>	

Meeting ended 2100

Signed

Chair

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC Lloyds	31/10/2023		32,481.55
			<u>32,481.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,481.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,481.55
		Balance per Cash Book is :-	32,481.55
		Difference is :-	0.00

Bank Reconciliation up to 31/10/2023 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/09/2023	DD	60.17		60.17		R <input checked="" type="checkbox"/>	BT
05/10/2023	DDR	20.00		20.00		R <input checked="" type="checkbox"/>	Hobbycraft
10/10/2023	VAT		295.42	295.42		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/10/2023	DD	88.94		88.94		R <input checked="" type="checkbox"/>	Nest
17/10/2023	BACS	192.00		192.00		R <input checked="" type="checkbox"/>	Greenhouse Graphics
17/10/2023	BACS	153.60		153.60		R <input checked="" type="checkbox"/>	Sleeptight Security
17/10/2023	BACS	28.16		28.16		R <input checked="" type="checkbox"/>	Monmore Confectionery
20/10/2023	DD	88.94		88.94		R <input checked="" type="checkbox"/>	Nest
20/10/2023	BACS	17.58		17.58		R <input checked="" type="checkbox"/>	Paul Parfrey
20/10/2023	BACS	36.53		36.53		R <input checked="" type="checkbox"/>	Viking
20/10/2023	BACS	332.28		332.28		R <input checked="" type="checkbox"/>	A-OK Complete Compliance
23/10/2023	BACS	216.72		216.72		R <input checked="" type="checkbox"/>	Richard Oats
23/10/2023	BACS	1,148.68		1,148.68		R <input checked="" type="checkbox"/>	Jane Stewart
23/10/2023	BACS	6.50		6.50		R <input checked="" type="checkbox"/>	Jane Stewart
23/10/2023	BACS	196.25		196.25		R <input checked="" type="checkbox"/>	HMRC
26/10/2023	BACS	28.77		28.77		R <input checked="" type="checkbox"/>	NISA
		<u>2,615.12</u>	<u>295.42</u>				

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	31/10/2023	77	77,518.06
			<u>77,518.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>77,518.06</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>77,518.06</u>
		Balance per Cash Book is :-	77,518.06
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 31/10/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1000 Litter Warden Grant	0	2,709	2,709			0.0%	
1076 Precept	41,929	39,220	(2,709)			106.9%	
1090 Bank Interest	730	75	(655)			973.7%	
Income :- Receipts	42,659	42,004	(655)			101.6%	0
Net Receipts	42,659	42,004	(655)				
200 Expenditure							
4000 Salaries, Pensions and NI	11,495	21,000	9,505		9,505	54.7%	
4025 Clerks Expenses	0	400	400		400	0.0%	
4060 Stationery	293	700	407		407	41.9%	
4070 Administration	132	500	368		368	26.4%	
4075 Chairman's Allowance	0	100	100		100	0.0%	
4080 Repairs & Maintenance	509	12,000	11,491		11,491	4.2%	
4085 Insurance	592	600	8		8	98.7%	
4090 Grants & Donations	10,726	12,000	1,274		1,274	89.4%	
4100 Training	128	1,500	1,372		1,372	8.5%	
4105 Hall Hire	17	200	183		183	8.5%	
4110 Audit Fees	411	500	89		89	82.3%	
4115 Subscriptions	812	1,000	188		188	81.2%	
4120 Publications	377	700	323		323	53.9%	
4130 Office Equipment	0	200	200		200	0.0%	
4140 Emergency Plan supplies	0	800	800		800	0.0%	
4145 IT-inc Website	716	530	(186)		(186)	135.1%	
4150 Electricity	0	560	560		560	0.0%	
4155 Broadband	344	560	216		216	61.4%	
4160 Office Mobile Phone	46	80	35		35	56.9%	
4170 Sherfield 20	1,312	4,500	3,188		3,188	29.2%	
Expenditure :- Indirect Payments	27,910	58,430	30,520	0	30,520	47.8%	0
Net Payments	(27,910)	(58,430)	(30,520)				
999 VAT Data							
115 VAT on Receipts	738	1,000	262			73.8%	
VAT Data :- Receipts	738	1,000	262			73.8%	0
515 VAT on Payments	395	600	205		205	65.8%	
VAT Data :- Indirect Payments	395	600	205	0	205	65.8%	0
Net Receipts over Payments	343	400	57				

Detailed Receipts & Payments by Budget Heading 31/10/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	43,397	43,004	(393)			100.9%	
Payments	28,304	59,030	30,726	0	30,726	47.9%	
Net Receipts over Payments	<u>15,093</u>	<u>(16,026)</u>	<u>(31,119)</u>				
Movement to/(from) Gen Reserve	<u>15,093</u>						



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Our Ref: MARK/SHE007

Mrs J Stewart
Sherfield Park Parish Council
30 Sunwood Drive
Sherfield on Loddon
Hampshire
RG27 0FP

25th October 2023

Dear Jane

Re: Sherfield Park Parish Council
Internal Audit Year Ended 31 March 2024 – Interim Audit Report.

Executive summary

Following completion of our interim internal audit on 25th October we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

The interim audit was conducted on site with the clerk, who also acts as the council's Responsible Financial Officer (RFO). The clerk had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the clerk and a review of the council website www.sherfieldparkparishcouncil.gov.uk

Our sample testing did not uncover any errors or misstatements that are required to be reported to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

The councillors and clerk appear to be informed, there is evidence of training taking place and council taking measured decisions using the reports and financial information provided by the clerk. It is therefore clear the council takes governance, policies and procedures seriously and I am therefore pleased to report that overall, the systems and procedures you have in place are fit for purpose and for a council of this size a model of good practice.

Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is our opinion that the systems and internal procedures at Sherfield Park Parish Council are fit for purpose and more importantly followed by councillors.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years’ experience in the financial sector with the last 20 years specialising in local government finance and internal audit.

Engagement Letter

An engagement letter was previously issued to the council covering the internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past.
- The client uses an industry approved financial reporting package.
- The client regularly carries out reconciliations and documents these.
- There is regular reporting to council.
- The management team are experienced and informed.
- Records are neatly maintained and referenced.
- The client is aware of current regulations and practices.
- No High staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

Table of contents –

		TEST AT INTERIM	TEST AT FINAL	PAGE
A	BOOKS OF ACCOUNT	✓		4
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	✓		4
C	RISK MANAGEMENT AND INSURANCE	✓		7
D	BUDGET, PRECEPT AND RESERVES	✓	✓	7
E	INCOME	✓	✓	8
F	PETTY CASH	✓	✓	8
G	PAYROLL	✓	✓	8
H	ASSETS AND INVESTMENTS	✓	✓	8
I	BANK AND CASH	✓	✓	9
J	YEAR END ACCOUNTS	✓	✓	10
K	LIMITED ASSURANCE REVIEW	✓		11
L	PUBLICATION OF INFORMATION	✓		12
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	13
N	PUBLICATION REQUIREMENTS	✓		13
O	TRUSTEESHIP	n/a	n/a	13
	ACHIEVEMENT OF CONTROL ASSERTIONS AT INTERIM AUDIT DATE			14
	INTERIM AUDIT POINTS CARRIED FORWARD			15

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The council continues to use the Rialtas Business Solutions (RBS) software package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council and committee meetings. There is one user,

- Clerk/RFO – access all areas

The PCs are currently backed to an external hard drive. Passwords are not automatically prompted to change. The back up has been tested recently.

The financial records are stored in lever arch files along with supplier invoices and bank statements. Supplier invoices are also scanned to a folder on the PC system as a back-up. The limited number of transactions lends itself to this type of simple filing.

I reviewed the cashbook and performed a walk-through test on a supplier invoice drawn at random. Invoices are filed in date paid order together with a summary payments list. The system is populated with sufficient narrative, such that a casual reader can garner an understating of the nature and scope of the transaction.

I tested the opening balances as at 1/4/23 by reviewing the balance brought forward on the cashbooks and the audited accounts for 2022/23. There were no errors.

The Council is not VAT registered and the last VAT reclaim was for the period ended 30th September 2023, which showed a refund position of £295.42. The refund was received on the 10th of October 2023 as evidenced to the bank statements.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change. I believe the council keeps appropriate records and uses the systems for the purpose for which they are intended.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.

External auditors report was not qualified in 2022/23. This is published on the council website along with the notice of conclusion.

This was taken to full council on 17th September 2023. Minute Ref 092309. Evidence was also noted in the minutes of the internal auditor's reports being reviewed and accepted on the 8th of February 2023. Minute ref 022308 and 14th June 2023. Minute ref 062308.

Confirm by sample testing that councillors sign statutory office forms.

I confirmed in previous audits by sample testing that Councillors sign "Acceptance of Office" forms, declaration of interest and notice to receive information by electronic means, all in accordance with current regulations.

Confirm that the Council is compliant with the GDPR.

The council is fully aware of GDPR and accessibility regulations. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.

5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.208. For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

Confirm that the Council meets regularly throughout the year.

Full council meets eleven times per annum, together with an annual meeting. The council has no committees, only working groups. The clerk confirms all decision making is undertaken by full council.

Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £9.93 (2023: £8.82) per elector.

The council does not have the power of general competence yet. The council has minimal S.137 expenditure within thresholds.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance.

Check the draft minutes of the last meeting(s) are on the council's website.

Minutes are uploaded to the council website. **It was noted that the web site copies are not fully accessible, because they are scanned "blind" copies rather than a generated word or pdf that can be accessed by the visually impaired using readers. I recommend a review of the accessibility regulations.** <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the NALC model. These were reviewed and readopted in the full council meeting in March 2023.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the NALC model. These were reviewed and readopted in the full council in March 2023.

The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

Financial regulation 2.2 deals with bank reconciliations, the council is performing a monthly bank reconciliation for all accounts, and this is signed & minuted in accordance with regulations.

Financial regulation 3 deals with Annual estimates (Budget) and Forward planning. Budget reports are presented to council on a regular basis, and this is minuted.

4.1. Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is determined by:

- the Council for items over £500

- the Clerk, in conjunction with the Chair or Finance Chair, for any items below £500
- in the absence of the Clerk, the Chair and the Finance Chair

Such authority is to be evidenced by a minute or by an authorisation slip signed by two, of the Clerk, Chair or Finance Chair, as appropriate. Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

Financial Regulation 11.1h sets out the de-minimis limit for the competitive purchase of goods and services is as listed below.

- £25,000 + Tender Process
- £3,000 - £25,000 3 quotations are required.
- £100 - £3,000 – estimates
- £0- £100 – power to spend

FR 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

FR 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

I reviewed the cashbook for the period 1st April to 30th September and noted there were no expenditure items above £500 that were not grants or salary items, nor were there any fixed asset purchases. I tested items below the £500 threshold and noted that council is following its own regulations and is seeking prior approval before ordering goods and services.

I recommend that financial regulation 4.1 is reviewed to enable a threshold below which the clerk can purchase items, without the need for prior approval. Such a threshold could be say £200.

Financial Regulation 5 deals with banking arrangements and authorisation of payments.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices received for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council Meeting.

The council prepares a payments list and this is signed off monthly in accordance with regulations.

Financial regulation 6 deals with making payments. The council makes payments by cheque, direct debit, SO and bacs. There is no doubt payments are properly reported to council, approved and the physical payment authorised. The bank system has a dual access requirement.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and councillor, committee, and council level. I am under no doubt that council properly approves expenditure.

I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and not indicative of errors in the system. I am therefore of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for", has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk management policy which was most recently reviewed and approved by council in March 2023. I reviewed the policy and the risk assessment record, which details the types of risk identified, who might be harmed and how, assigns a perceived risk level, records action taken and how the risk is managed. This type of approach is suitable for a council of this size and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Zurich with the annual renewal date of September 2024. The council has public liability of £12,000,000 and fidelity guarantee of £250,000. The asset and money cover appear adequate for a council of this size.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £39,220 for 2023/24. Minute ref 122213 on the 14th of December 2022.

The RFO presents the budget performance information for the FCC meeting for review. The current year budget shows a deficit for the 2023/24 council year, some of this will be covered by the earmarked reserves, but the majority will come from general reserves.

The council holds £66,600 in earmarked reserves (EMR), spread across a range of clearly identifiable projects. I checked the purpose of these EMRs with the RFO and am satisfied they are all for legitimate future planned projects of the council.

The council holds c. £30k in the general reserve, the Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states 'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure' (para 5.33).

The general reserve balance is within the recommended range.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

The council has two or three streams of income, Precept, VAT refund, Grant, interest. The precept has been received in full and can be verified to the cashbooks and physical bank statements. I have noted that the grass cutting grant has been posted to the precept nominal ledger, please note that for reporting on the AGAR grants shown in box 3.

I also reviewed the cashbook for evidence of netting off and to ensure, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

The council is not VAT registered and there is no indication that it should be. The VAT refund has been properly received.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council does not have any petty cash.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The payroll is processed by external firm using third party software. Salary approvals are part of the general payments approval process.

The council has fulfilled its obligations in respect of auto-enrolment and uses NEST.

I tested the tax deduction and pay scales there were no errors. I am of the opinion salaries are correctly calculated and paid.

I tested the month 5 PAYE and NI Liability and agreed this to a physical payment made. There were no errors.

I would recommend the council set up a government gateway account for the PAYE.

All council employees are paid through the payroll for all council work undertaken. No employees are paid separately for any other council work undertaken.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a simple fixed asset register in place, broken down into sections containing land and buildings, street furniture, equipment, etc.

This simple form of recording is entirely appropriate for a council of this size.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 states *“On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.”*

Bank reconciliations are completed on a monthly basis, independently checked and presented to council meetings for review. I reviewed the reconciliations presented for the interim audit. I was able to confirm the balances to the bank statements and found no errors. I am also able to confirm that the reconciliations are signed. **I remind council to sign the face of the bank statements in accordance with regulation.**

As the council's budget does not exceed €500,000, it benefits from protection from the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

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.

Audit findings

Section 1 – Annual Governance Statement

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
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>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
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>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
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>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
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>	YES – the requirements and timescales for 2022/23 year-end were followed.
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>	YES – the council has a risk management scheme and appropriate external insurance.
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>	YES – the council has appointed an independent and competent internal auditor has completed two audits during the year.
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>	YES – where matters are raised, action taken by council is recorded
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>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability	<i>has met all of its responsibilities where, as a body corporate, it is a sole</i>	N/A

	responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>managing trustee of a local trust or trusts.</i>	
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Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Auditor notes
1	Balances brought forward	88,361	95,846	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	39,220	39,220	Figure confirmed to central records
3	Total other receipts	3,701	6,527	Agrees to underlying records
4	Staff costs	13,898	20,854	Agrees to underlying records
5	Loan interest/capital repayments	0	0	Verified against PWLB records
6	All other payments	21,538	25,832	Agrees to underlying records
7	Balances carried forward	95,846	94,907	Cast correctly and agrees to balance sheet

8	Total value of cash and short-term investments	95,846	94,907	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	69,069	73,780	Matches asset register - 2022 restated To remove insurance values and replace with £1
10	Total borrowings	0	0	Verified against PWLB records

For Local Councils Only	Yes	No	N/A		
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

The year-end accounts have been correctly prepared on a receipts and payments basis with no requirement for the box 7 and 8 reconciliation.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

The council does not have income and expenditure in excess of £200,000 and as such is not required to follow the “Local Government Transparency Code 2015” which is recommended practice not a statutory requirement. In addition to this, because the council’s income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

The Code requires local authorities in England to publish the following information quarterly:

Expenditure exceeding £500	On the web site
Government Procurement Card transactions	On the web site
Procurement information	On the web site

Additionally, local authorities are required to publish the following information annually:

Local Authority Land	On the web site
Social Housing Assets	On the web site
Grants to voluntary, community and social enterprise organisations	On the web site
Organisational Chart	On the web site
Trade union facility time	On the web site
Parking account	On the web site
Parking spaces	On the web site
Senior salaries	On the web site
Constitution	On the web site
Pay multiple	On the web site
Fraud	On the web site

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority’s website)
 - (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)

- 13(2)** Where documents are published under paragraph (1), the authority must
 - (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGAR are available for review on the council website for the last five years.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	14 June 2023
Date inspection notice issued	15 June 2023
Inspection period begins	16 June 2023
Inspection period ends	27 July 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

Not later than 30 September 2023 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the publication requirements for 2022/23 have been met and the Notice of Public Rights is published on the council website.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts. This test does not apply.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses 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			✓
G	Salaries to employees and allowances to members were paid in accordance with this 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 bank account reconciliations were properly carried out during the year.	✓		
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	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Mark Mulberry
For Mulberry & Co

Year End 2023 – Audit points cfwd

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner’s Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf	completed

Interim audit 2024 – audit points

Audit Point	Audit Findings	Council comments
Accessibility	It was noted that the web site copies are not fully accessible, because they are scanned “blind” copies rather than a generated word or pdf that can be accessed by the visually impaired using readers. I recommend a review of the accessibility regulations. https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps	
Financial Regulation 4.1	I recommend that financial regulation 4.1 is reviewed to enable a threshold below which the clerk can purchase items, without the need for prior approval. Such a threshold could be say £200.	
Payroll	I would recommend the council set up a government gateway account for the PAYE.	
Bank & Cash	Bank reconciliations are completed on a monthly basis, independently checked and presented to council meetings for review. I reviewed the reconciliations presented for the interim audit. I was able to confirm the balances to the bank statements and found no errors. I am also able to confirm that the reconciliations are signed. I remind council to sign the face of the bank statements in accordance with regulation.	

Sherfield Park Parish Council
2024/25 Budget

	2023-24		2024-25	
	Budget	Forecast	Budget	Forecast
RECEIPTS				
1076 Precept	39,220	39,220	41,181	
1090 Interest	75	968	900	
1000 Litter Warden Grant	2,709	3,709	3,709	
S 106 grant	-	-	-	
CC Grant	-	-	-	
1091 One off bank compensation payment	-	-	-	
Total income	42,004	43,897	45,790	
				£1961.00 5% increase
PAYMENTS				
4000 Salaries, Pensions & NI	21,000		22,000	
4025 Clerks Expenses	400		200	
4070 Administration	500		300	
4060 Stationery	700		500	
4075 Chairman's Allowance	100		100	
4080 Repairs & Maintenance	12,000		8,000	
4085 Insurance	600		900	
4090 Grants & Donations	12,000		15,000	
Section 137 payments	-		-	
4100 Training	1,500		1,500	
4105 Hall Hire	200		200	
4110 Audit Fees	500		750	
4115 Subscriptions	1,000		1,000	
4120 Publications	700		1,000	
4125 Traffic control equipment	-		-	
4130 Office Equipment	200		200	
4135 Miscellaneous				
4145 IT inc Website	530		1,000	
4140 Emergency Plan supplies	800		400	
4170 Sherfield 20	4,500		3,000	
4150 Electricity	560		560	
4155 Broadband	560		800	
4160 Telephone	80		80	
Total out going	£58,430	£0.00	£57,490	£0.00
				Code removed do not use
Balance	-£16,426	£43,897	-£11,700	£0

Reserves

Provision for Election Costs
 Provision for Playground refurbishment
 Office rebuild costs
 Provision for open spaces projects
 Provision for other Capital projects
 Provision for community orchard
 Community other projects
 6 mth running cost reserve

TOTAL

4,000	
600	
6,000	
12,000	
2,000	
10,000	
10,000	
25,000	
£69,600	£0

322	10,000	Community Orchard
323	5,000	OpenSpaces wild meadow
324	5,000	Notice board/office replacement
325	0	6 months running costs gone to general reserves
326	0	Election costs
327	10,000	Community other projects
328	0	Petty's Copse Path
329	6,000	Entrance sign
330	4,000	SID
	£40,000	£0


SHERFIELD PARK PARISH COUNCIL

October 2023 Request for Payments		Agenda item 112311				
Company	Detail	Inv/Quote No	Method	Amount	Code	Notes
BT	Office Broadband	MO54GA	DD	£ 60.17	4155	
HMRC	NI and Pension contribution month 7		BACS	£ 196.25	4000	
Clerk	Mobile Phone Allowance		BACS	£ 6.50	4160	
Nest	Pensions 24 September to 24 October 2023		DD	£ -	4000	Due 13th October. 2 payments made Oct
Staff salaries	Salary and pension Clerk and litter warden		BACS	£ 1,365.20	4000	
GDPR Course	SLCC online course on GDPR		BACS	£ 36.00	4100	
Engaging with Community Training	SLCC on line course 22 November		BACS	£ 72.00	4100	
Mulberry	Interim Audit Invoice		BACS	£ 196.02	4110	
Total				£ 1,932.14		