

## **MINUTES OF KERSEY PARISH COUNCIL ANNUAL MEETING HELD ON MONDAY 11 MAY 2015 IN KERSEY VILLAGE HALL AT 7.30 PM**

### **PRESENT**

John Hume – Chair, John Maltby, Giles Hollingworth, Yvonne Martin, Veronica Partridge, Iqbal Alam, 4 members of the public and the Clerk – Sarah Partridge

Following the recent Parish Council elections 5 new Parish Councillors for Kersey were elected in a non-contested election, the new Councillors are Giles Hollingworth, John Hume, John Maltby, Yvonne Martin and Veronica Partridge. Councillors all completed and signed a Declaration of Acceptance of Office of Councillor. Councillors were all reminded of the need to complete a new Register of Interests form, these now have to be completed using an on-line form which the Clerk will email to Councillors.

### **55/15 ELECTION OF CHAIRMAN**

The Kersey Parish Council Standing Orders state '*Councillors who are willing to be elected to Chair the Parish Council for more than one year may only be elected as Parish Council Chairman for up to 3 successive years, after which there must be a break of 1 year before they can be considered for election to the chair again.*'

John Hume was proposed, seconded and elected as Chair of the Council, this will be his third year as chair; a Declaration of Acceptance of Office of Chairperson was completed and signed.

### **56/15 ELECTION OF VICE CHAIRMAN**

John Maltby was proposed, seconded and re-elected as Vice Chairman.

**57/15 APOLOGIES** were received from PCSO Amanda Coleman and Jenny Antill.

### **58/15 CO-OPTION TO FILL THE VACANCIES FOR TWO PARISH COUNCILLORS**

Interest in becoming a Parish Councillor had been expressed by Iqbal Alam, Councillors resolved to co-opt Iqbal onto the Parish Council. Iqbal was welcomed onto the Council and completed a Declaration of Acceptance of Office of Councillor. This now leaves just one vacancy to fill.

**59/15 ACCEPT MEMBERS DECLARATION OF INTEREST** - None

**60/15 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS** – None received

### **61/15 OTHER APPOINTMENTS**

The following appointments were made and confirmed

- a) **Footpath Working Group** – John Maltby, Giles Hollingworth & John Hume
- b) **KCPC Working Group** – Giles Hollingworth
- c) **Millennium Book Fund** – all councillors
- d) **SALC** – John Maltby
- e) **Neighbourhood Watch** – Giles Hollingworth
- f) **Village Hall** – John Maltby & Veronica Partridge
- g) **Kersey Playing Field Association** – (Ex-officio, Chair of the PC) John Hume

### **Long Term Appointments**

- a) **Franey & Rand Charities** – Mrs Nora Ryde (4 year term ending May 2016)
- b) **Nightingale Trust** – Jill Harbinson (4 year term ends May 2017)

Norah Orriss has served on the Nightingale Trust for many, many years and since her 4 year term ends this May wished to stand down as the Parish Council appointment to the Trust. Thanks were

expressed to Norah for her long service. Natalie Byth had offered to fill this vacancy. Councillors appointed Natalie Blyth to become one of the Parish Council nominated Nightingale Trustees for a 4 year term (4 year term ends May 2019)

The members of Kersey Parish Council working groups were all confirmed as below:

**Footpath Working Group:**

Councillors: John Maltby (Chairman of Working Group), Giles Hollingworth & John Hume

Volunteers: Rob Wheeler, Jill Line, Natalie Blyth, Ian Hattrick and Ian Fidell

Land Owner representatives: Clive Arthey & Sarah Partridge

**KCPC Working Group:**

Councillor: Giles Hollingworth

Members: Jonathan Marsh (Chairman of Working Group), Adam Potter, Pascoe Gibbons, Ian Fidell and Mark Pertwee. There is a vacancy for Secretary, this is not an onerous role - just to work with the Chairman to co-ordinate meetings, make notes from meetings and follow up any items, arrange the grass cutting rota for the volunteers and help to co-ordinate fund raising events with the other members of the Working Group.

**62/15 REPORTS** -*The meeting was adjourned to receive reports.*

**a) Police** - PCSO Coleman sent the following report. There has been one reported crime since the meeting on 9 March. BURGLARY – Other building. Hall Lane, 11-13 April. Sometime over the mentioned dates unknown persons have forced entry into a garage of a remote residential property, they have then stolen a rotovator and chain saw. Finalised no other lines of enquiries. Councillors raised a query as to the location of Hall Lane; the Clerk will follow this up.

**b) Suffolk County Councillor** – Jenny Antill had given her apologies and said that there was nothing to report since the Annual Parish Meeting in April, partly due to the elections.

**c) Babergh District Councillor** – no report. Following the recent elections Mr Alan Ferguson is the new Babergh District Councillor for the South Cosford Ward. Councillors wished to thank Robert Lindsay, the previous Babergh District Councillor, for his hard work on behalf of Parish Councillors and residents in his ward during his term of office; his commitment was much appreciated by Parish Councillors.

*The meeting was reconvened.*

**63/15 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 13 April 2015 were signed and dated as being correct.

**64/15 CLERK'S REPORT**

The Transparency Code for Smaller Authorities came into force from 1 April 2015. The Parish Council now has to publish more information on line; information will be published on the Kersey website [www.kersey.suffolk.gov.uk](http://www.kersey.suffolk.gov.uk). The required information includes the annual publication of year end accounts, all items of expenditure over £100, list of councillors and their responsibilities, governance and internal audit statements. Minutes, agendas and meeting papers as well as draft minutes will also have to be published. There may be some funding made available to support smaller councils comply with these new requirements. The school are investigating the option of erecting a directional sign somewhere near the entrance to Church Walk for the Church and School to help visitors find them. Clive Arthey was thanked for filling the potholes along Church Walk and for cutting back the hedge at the entrance to Church Walk which has improved visibility at a busy junction. A Councillor had raised a query about the need for 2 poles near The Splash, with the idea that one could be removed. The Clerk had contacted the street lighting officer at SCC who advised that it may be possible to have one pole removed but it would take a lot of phone calls and patience and would involve a considerable charge. There is one pole for the telephone wires which belongs to

BT (Pole DP35). The other pole has a power supply and the street light, at some point BT has erected the second pole and moved their wires across. If the Parish Council could get permission from BT to move the street light onto the pole with the telephone wires the Parish Council would need to have the power supply moved which would cost approx £500 and then SCC would move the street light, however since this would also involve a charge and taking into consideration the age of the existing lantern it would probably make sense to fit a new one, the cost inc installation would be between £150 and £550 depending on the quality and style of lantern chosen. This would just leave the removal of the redundant pole; no estimate was given for this work.

Councillors discussed the extra pole near The Splash, they agreed it was a bit of an eyesore but nearly £1,000 was a considerable cost in the Parish Council's small budget and there are probably more important things for the Council to spend money on. This item will be put on the agenda of the meeting in July to discuss in more detail.

### **65/15 CORRESPONDENCE**

All correspondence for the Parish Council had been circulated to Councillors. There were two items for Councillors to discuss.

a) The Suffolk Local History Council is looking for a new Local Recorder for Kersey. Anne Maltby has been the Kersey Local Recorder for many years but has recently resigned due to ill health. The principle aim is to collect, observe and record what is happening today in the parish as that will become tomorrow's history. It is not an onerous job with back-up and advice supplied, if required. Yvonne Martin volunteered to take on this role, for which she was thanked.

b) BT had written to the Parish Council to promote the Adopt a Kiosk scheme. The telephone equipment is removed and the Parish Council take on ownership of the telephone kiosk to use for another purpose, such as book swap or public information point. Information about the scheme will be circulated to Councillors and it will be added to the agenda of the July meeting to discuss. The Clerk will find out the recent usage of the payphone.

### **66/15 FINANCE**

a) It was confirmed that the Clerk, Sarah Partridge, would continue as the Responsible Financial Officer, Natalie Blyth was reappointed as Internal Auditor. The Councillor as the Council's Financial Controller was agreed as Giles Hollingworth.

b) The Terms of Reference for Internal Audit and Annual Internal Audit Plan were approved and adopted by Councillors, copy appended to these minutes.

c) Financial Regulations – New Financial Regulations had been adopted in July 2014, there have been no changes in the Parish Council's circumstances since July affecting these regulations. Councillors discussed a few points including risk and how the Financial Regulations can help in the management of risk and the need for an investment strategy and policy, it was agreed the wording in the regulations was appropriate and no specific policy was needed at this time. Councillors resolved to re-adopt the Financial Regulations without any changes.

d) The Council reviewed the bank mandate arrangements and agreed they are appropriate and should remain the same. Any two of John Hume, Yvonne Martin or John Maltby are to sign cheques.

e) Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2015, these were considered and it was resolved to approve and sign these; a copy of the accounts are appended to these minutes. Councillors reviewed the sheet showing the significant variances between the year ending 2014 and the year ending 2015 and agreed this gave a clear explanation for the variances. The levels of reserves were discussed and it was agreed these were appropriate.

f) Section 1 and 2 on the Annual Return for the Year Ending 31 March 2014 were reviewed and it was resolved to approve this document, it was duly signed by the Chair and the Clerk. The Chair wrote the wrong date on section 2 in error, this was amended and initialled by the Chair and approved by Councillors. The notice to advise electors of their rights to see the Parish Council accounts will be displayed on the notice board shortly. The new transparency code was also discussed, this will ensure electors have even more easy access to financial information. Natalie Blyth will complete her internal audit of the accounts on 20 May and complete section 4 of the external audit papers.

g) A financial statement was tabled by the Clerk, which is appended to these minutes. Payments were all agreed. The first instalment of the precept of £3,350 had been received from Babergh in April along with the Council Tax Support Grant of £86.17.

### **67/15 PLANNING APPLICATIONS**

B/15/00201/FUL 2 Row Cottages, Priory Hill – conversion of existing two storey outbuilding to form a single dwelling (following demolition of single storey lean to structure). Babergh has written to say that this application has been withdrawn and will not be determined.

B/15/00039/FHA The Keep, Priory Hill – Erection of rear gable extension along with conversion and extension of existing garage, new swimming pool and carport and store. As amended by agent's email dated 3 April 2015 and revised plans 1051/04A, 05A and 08A. Babergh had stated in their letter that this re-consultation was for information only and the Parish Council was not required to respond. However Councillors felt that it was important to still give a response to these amended plans otherwise the re-consultation was worthless. *Yvonne Martin and Iqbal Alam both declared a Disclosable Pecuniary Interest as a neighbour.*

Councillors looked at the amended plans and discussed this application. Councillors agreed that their view remained the same – the Parish Council objects to the proposed development as agreed at their meeting of 9 March 2015. (The reasons being: The proposed additions to the property are substantial, creating a much higher building with a larger footprint than the current property. The property will be out of proportion to the existing building and surrounding houses, many of which are listed. There would be a loss of privacy due to the high balconies and windows overlooking neighbouring properties. The proposal would lead to a loss of visual amenity in a Conservation Area. The proposal is out of proportion to the site, is a big, high development and would have a relatively large effect. The design and appearance does not fit in with the surroundings of the medieval village of Kersey and the Conservation Area the property stands in. The property can be clearly seen from several view points across the Conservation Area of the village and even in its current form stands out as not being in keeping, with the proposed extensions this would only increase the detrimental impact it has on the scene.)

No new planning applications had been received to consider.

### **68/15 KCPC WORKING GROUP**

All volunteers on the Working Group have agreed to continue and they have a meeting on 20 May. The Working Group still intend to sort out the bark area and are investigating suitable contractors to carry out the work. It is estimated that there will be approx 10 cubic meters of material to remove before fitting new gravel boards and weed barrier then bark to finish off. The cricket net is up and running, though the wicket could do with another treatment and brush but using it would help as usage will help clean the surface. Grass cutting by the volunteers is going well. Giles Hollingworth suggested that he may be able to get a group of volunteers together to dig out the bark; he will contact Jonathan to discuss this further.

### **69/15 FOOTPATH WORKING GROUP**

John Maltby reported that there were no known problems on the footpath network. The first cut of paths was in progress now that the grass had started to grow. John will check the stock of footpath maps as a reprint may be required shortly. It was suggested that to help pay for maps sponsorship could be sought. The Clerk will find out from SCC whether this is possible since they pay 50% of the printing costs.

### **70/15 REVIEW THE DELEGATED POWER GRANTED TO THE PROPER OFFICER TO GRANT A DISPENSATION TO COUNCILLORS WHERE THE COUNCIL WOULD BE INQUORATE**

Following the introduction of the new Code of Conduct in 2012 Councillors can apply for a dispensation to enable them to take part in discussions when they have a Disclosable Pecuniary Interest (DPI). In 2012 Kersey Parish Council resolved to give the Proper Officer, who for Kersey is the Clerk, the delegated power (under LGA 1972 s101(1)(a)) to grant a dispensation to Councillors in

the circumstances whereby the Council is inquorate. Councillors discussed this arrangement and resolved that this power should continue to be delegated to the Proper Officer.

### **71/15 TO DISCUSS THE ERECTION OF A CONCAVE MIRROR OPPOSITE THE END OF CHURCH WALK**

The mirror would need to be convex. A Councillor had investigated the costs associated with installing a convex mirror at the end of Church Walk to help drivers have a clearer view when exiting onto Mill Lane. Two mirrors and a post would be needed costing approx. £700 in total. The landowner would be happy for these to be sited opposite the junction. The Clerk had spoken to a highways officer about this who had raised a concern that the mirrors would be for use by the public so there may be an issue regarding liability should an accident occur as a result of using the mirrors. After some discussion Councillors decided not to go forward with the idea of erecting mirrors due to the risk of legal action and the fact that the mirrors may invite some drivers to think they can see hazards clearly and do not need to stop at the end of the lane before exiting. There were no knowledge of any accidents at this spot but there had been near misses. The Clerk was asked to discuss with the highways officer what could be done to make this junction safer particularly with the increase in school traffic and the problems this is causing.

### **72/15 TRAINING**

It was agreed that training for Parish Councillors is important so they understand the roles, duties and powers of the Parish Council and Councillors. The Clerk will investigate options for whole Councillor training as well as training for individual Councillors. As well as SALC offering training there is a new service, The Local Council Public Advisory Service, run by a former SALC employee and trainer which may be a slightly cheaper alternative.

### **73/15 REPORTS FROM MEETINGS - None**

### **74/15 FORTHCOMING MEETINGS**

8 June SALC/Babergh Area meeting, John Maltby will attend.

11 June Babergh Parish Liaison meeting John Hume and Sarah Partridge will attend

16 June Kersey Footpath Working Group meeting 7.30pm The Bell

### **75/15 ANY OTHER BUSINESS**

A Councillor raised a query about planning applications as he had heard gossip that a development was proposed for Kersey and wished that all residents had the opportunity to hear about any developments and give their opinions. It was confirmed that all planning applications received by the Parish Council will be publicised on an agenda before being discussed at a Parish Council meeting. These meetings are always advertised on several notice boards around the parish and on the Kersey website giving all residents the opportunity to see what will be discussed so they can attend a meeting should they wish. Members of the public are encouraged to attend Parish Council meetings and the Chair always gives members of the public the opportunity to make comments.

*The meeting was adjourned for 'Parish Time'*

It was commented that the street light on Cherry Hill was not working, the Clerk will report this. Suckers and self-seeded plants have grown up obscuring the view from the bench outside the Church Lych Gate on Cherry Hill. The landowner will be contacted.

*The meeting was reconvened.*

There being no further business the meeting closed at 9.34 pm.

Appended to these minutes are 7 sheets:

- Terms of Reference for Internal Audit and Annual Internal Audit Plan (2 sheets)
- Kersey Parish Council Accounts for the Year Ending 31 March 2015 (4 sheets)
- Kersey Parish Council Finance Sheet for 11 May 2015

# **Kersey Parish Council Internal Audit Terms of Reference and Internal Audit Plan**

*It is the council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. - Governance and Accountability for Local Councils: A Practitioners' Guide 2014*

To safeguard Kersey Parish Council finances there are 3 systems of control:

- **Internal control**
- **Internal Audit**
- **External Audit**

Internal audit is a key component of the system of internal control. Its purpose is to review whether the systems of financial control and other controls over the activities of the council are adequate, effective, and in line with current regulations. Internal audit does not actively seek evidence of fraud, corruption, error or mistakes, but can assist the council in its responsibility for the prevention and detection of such occurrences.

The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of simple accounting and basic PAYE and VAT requirements. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following tasks:

- To review twice during the year the accounting and internal control systems noting that their establishment and alteration is the responsibility of the Council. One interim review midway through the year and one after the year end accounts have been completed.
- To report in writing to Council twice each year on the results of such tests of the system that are carried out;
- To report to Council in the format required in the Annual Return as published by the Audit Commission each year;
- To carry out test checking of the books accounts and vouchers as required.

These Tasks will be carried out using the guidance taken from *Governance and Accountability for Local Councils: A Practitioners Guide 2014*:

*The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of internal controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the council to complete assertion 6 in its annual governance statement. In completing the annual report at Section 4 of the annual return, internal audit will have planned and carried out the work necessary to give the assurances called for. The key control tests in the annual report represent the minimum level of internal audit coverage required. Additional testing and reporting should be tailored to local circumstances. Internal audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the council. The following schedule suggests an approach to the testing of key controls and provides assurance that the minimum level of coverage has been met.*

## Kersey Parish Council Internal Audit Terms of Reference and Internal Audit Plan

Internal Control	Scope of Internal Audit	Internal Auditor Comments
Proper bookkeeping	<ul style="list-style-type: none"> <li>• Is the cashbook maintained and up to date?</li> <li>• Is the cashbook arithmetic correct?</li> <li>• Is the cashbook regularly balanced?</li> </ul>	
a) Standing Orders and Financial Regulations adopted and applied; and  b) payments controls	<ul style="list-style-type: none"> <li>• Has the council formally adopted Standing Orders and Financial Regulations? And when were these last reviewed?</li> <li>• Has a Responsible Financial Officer been appointed with specific duties?</li> <li>• Have items or services above the de minimus amount been competitively purchased?</li> <li>• Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>• Has VAT on payments been identified, recorded and reclaimed?</li> <li>• Is S 137 expenditure minuted, separately recorded in the accounts and within statutory limits?</li> </ul>	
Risk management arrangements	<ul style="list-style-type: none"> <li>• Does a review of the minutes identify any unusual financial activity?</li> <li>• Do minutes record the council carrying out an annual risk assessment?</li> <li>• Is insurance cover appropriate and adequate?</li> <li>• Is the fidelity guarantee appropriate and has it been reviewed?</li> <li>• Are internal control systems documented and regularly reviewed?</li> <li>• Has the council carried out a Review of the Effectiveness of Internal Audit during the year?</li> <li>• Has appropriate action been taken regarding matters raised in reports from Internal Audit?</li> </ul>	
Budgetary Controls	<ul style="list-style-type: none"> <li>• Has the council prepared an annual budget in support of the precept?</li> <li>• Is actual expenditure against the budget regularly reported to the council?</li> <li>• Are there any significant unexplained variances from budget?</li> </ul>	
Income Controls	<ul style="list-style-type: none"> <li>• Is income properly recorded and promptly banked?</li> <li>• Does the precept recorded agree to the Council Tax authority's notification?</li> <li>• Are security controls over cash &amp; near-cash adequate &amp; effective?</li> </ul>	
Payroll Controls	<ul style="list-style-type: none"> <li>• Do all employees have contracts of employment with clear terms and conditions?</li> <li>• Do salaries paid agree with those approved by the council?</li> <li>• Are other payments to employees reasonable and approved by the council</li> <li>• Have PAYE/NIC been properly operated by the council as an employer?</li> </ul>	
Assets controls	<ul style="list-style-type: none"> <li>• Does the council maintain a register of all material assets owned or in its care?</li> <li>• Are the assets and investments registers up to date?</li> <li>• Do asset insurance valuations agree with those in the asset register?</li> </ul>	
Bank Reconciliation	<ul style="list-style-type: none"> <li>• Is there a bank reconciliation for each account?</li> <li>• Is bank reconciliation carried out regularly and in a timely fashion?</li> <li>• Are there any unexplained balancing entries in any reconciliation?</li> </ul>	
Year-end procedures	<ul style="list-style-type: none"> <li>• Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)</li> <li>• Do accounts agree with the cashbook?</li> <li>• Is there an audit trail from underlying financial records to the accounts?</li> <li>• Where appropriate, have debtors &amp; creditors been properly recorded?</li> <li>• Have the external audit papers been completed and has appropriate action been taken regarding matters raised in reports from external audit?</li> </ul>	

**KERSEY PARISH COUNCIL RECEIPTS AND PAYMENTS END OF YEAR ACCOUNT**

<b>31-Mar-14</b>		<b>31-Mar-15</b>
£ 6,375.00	Precept	£ 6,604.00
£ 681.00	KCPC	£ 3,042.00
£ 386.40	Footpath	£ 415.40
£ -	Jubilee Steps	£ 560.00
£ 2.84	Millennium Book Fund	£ 2.84
£ 7.06	Bank Interest	£ 6.25
£ 471.00	Council Tax Support Grant	£ 129.25
£ -	Other income	£ 100.00
£ 355.97	VAT Repayment	£ 298.56
<b>£ 8,279.27</b>	<b>TOTAL RECEIPTS</b>	<b>£11,158.30</b>

£ 564.61	Administration	£ 475.43
£ 3,446.88	Clerk's Salary	£ 3,616.33
£ 215.00	Training and external meetings	£ 33.22
£ 193.17	Street Lighting	£ 169.44
£ 1,605.12	KCPC	£ 3,700.38
£ 171.27	Footpath	£ 134.44
£ -	Jubilee Steps	£ -
	Millennium Book Fund	£ -
£ -	Footpath Map Printing	£ -
£ -	Section 137	£ -
£ 608.61	Insurance	£ 503.00
£ 75.00	Glebe Hedgecut	£ 70.00
£ 83.00	RoSPA Inspection	£ 80.00
£ 380.00	St Mary's Church	£ 380.00
£ 40.33	Dog bin emptying charge	£ 41.29
£ 12.93	Construction of grit box	£ -
£ 96.76	Fixed Asset repairs	£ -
£ -	Parish Council Election costs	£ -
£ 298.56	VAT on Payments	£ 1,003.61
<b>£ 7,791.24</b>	<b>TOTAL PAYMENTS</b>	<b>£10,207.14</b>

**RECEIPTS & PAYMENT SUMMARY**

£ 15,041.67	Balance as at 1st April	£ 15,529.70
£ 8,279.27	Total Receipts	£ 11,158.30
£ 7,791.24	Less Payments	£ 10,207.14
<b>£15,529.70</b>		<b>£16,480.86</b>

**CUMULATIVE FUNDS IN THE BANK AT 31 MARCH**

£ 11,870.44	Barclays Business Saver a/c	£ 12,408.50
£ 823.03	Barclays Current a/c	£ 1,233.29
£ 2,836.23	Ipswich Building Society	£ 2,839.07
£ 15,529.70		£ 16,480.86
£ -	Less Unpresented Cheque	£ -
<b>£15,529.70</b>	<b>Balance c/f</b>	<b>£16,480.86</b>

The Accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2015 and reflect its receipts and payments during the year.

Date	Signed	Date
	<i>Responsible Finance Officer</i>	

I certify that the accounts were formally approved at the Council Meeting on 11 May 2015

Date	Signed	Date
	<i>Chair of Kersey Parish Council</i>	

**KERSEY PARISH COUNCIL  
YEAR END ACCOUNTS  
1 April 2014 - 31 March 2015**

**Kersey Parish Council Consolidated Accounts  
Year End Bank Reconciliation as at 31 March 2015**

**Funds at the Bank**

Barclays

Business Saver Account	£12,408.50
Current Account	£1,233.29
	£13,641.79

Ipswich Building Society

Millennium Book Fund Account	£2,839.07
	£16,480.86

**Balances as per Cashbooks**

Kersey Parish Council balance b/f 1 April 2014	£12,693.47
Millennium Book Fund balance b/f 1 April 2014	£2,836.23
Total Receipts	£11,158.30
	£26,688.00

Total payments	£10,207.14
	£10,207.14

Total Receipts plus balances at 1 April	£26,688.00
Less Total Payments	£10,207.14
	£16,480.86

**Allocated reserves held in bank**

Millennium Book Fund (Ring Fenced)	£2,839.07
KCPC Working Group (Ring Fenced)	£4,025.71
Footpath Working Group	£1,250.43
Jubilee Steps	£771.56
Election Provision	£850.00
Church Walk Future Maintenance	£1,170.00
Admin photocopier reserve	£0.00
Footpath Map printing reserve	£100.00
Fixed Asset reserve	£300.00
Council Tax Support Grant	£600.25
Parish Council General Reserves	£4,573.84
	£16,480.86

**KERSEY PARISH COUNCIL SIGNIFICANT VARIANCES FOR YEAR ENDING 31 MARCH 2015**

<b>31-Mar-14</b>		<b>31-Mar-15</b>	<b>Variance</b>	<b>% Variance</b>	<b>Reason for variance</b>
£ 6,375.00	Precept	£ 6,604.00	£ 229.00	3.6%	Increased to cover budgeted expenses
£ 681.00	KCPC	£ 3,042.00	£ 2,361.00	346.7%	Increased as slide replaced and received insurance money £3014 plus metal recycling for old damaged slide £28. No fundraising event held so income down £661
£ 386.40	Footpath	£ 415.40	£ 29.00	7.5%	Increase in paths mown so increased payment received ye 2015
£ -	Jubilee Steps	£ 560.00	£ 560.00	100.0%	Fund raising dance held, income £560 ye 2015
£ 2.84	Millennium Book Fund	£ 2.84	£ -	0.0%	
£ 7.06	Bank Interest	£ 6.25	-£ 0.81	-11.5%	
£ 471.00	Council Tax Support Grant	£ 129.25	-£ 341.75	-72.6%	Grant £129.25 received from District Council due to tax base changes (reduced from £471 ye 2014)
£ -	Other income	£ 100.00	£ 100.00	100.0%	Donation from film company £50 and bank apology £50
£ 355.97	VAT Repayment	£ 298.56	-£ 57.41	-16.1%	Less VAT to reclaim due to lower VAT paid ye 2014.
<b>£ 8,279.27</b>	<b>TOTAL RECEIPTS</b>	<b>£ 11,158.30</b>			
£ 564.61	Administration	£ 475.43	-£ 89.18	-15.8%	Reduced, no external audit fee (in ye 2014 was £100) no bank charges (ye 2014 was £30) photocopier toner cartridge required ye 2015(£51)
£ 3,446.88	Clerk's Salary	£ 3,616.33	£ 169.45	4.9%	Hours increased during the year
£ 215.00	Training	£ 33.22	-£ 181.78	-84.5%	Decrease less training ye 2015 (ye 2014 whole council training £200)
£ 193.17	Street Lighting	£ 169.44	-£ 23.73	-12.3%	
£ 1,605.12	KCPC	£ 3,700.38	£ 2,095.26	130.5%	Increased due increase in spending on equipment of £2851 (replacement slide, swings and fitting mats under equipment), No fund raising events held so no expenses (ye 2014 was £340) and new mower purchased ye 2014 £425
£ 171.27	Footpath	£ 134.44	-£ 36.83	-21.5%	Decreased due to lower fuel costs and less spent of parts for mower
£ -	Jubilee Steps	£ -	£ -	0.0%	
	Millennium Book Fund				
£ -	Footpath Map Printing	£ -	£ -	0.0%	
£ -	Section 137	£ -	£ -		
			-£ 105.61	-17.4%	Decreased due to reduction in insurance costs due to amended policy ye 2015
£ 608.61	Insurance	£ 503.00			£465 (ye 2014 was £570)
£ 75.00	Glebe Hedgecut	£ 70.00	-£ 5.00	-6.7%	Decreased due to decreased contractor costs
£ 83.00	RoSPA Inspection	£ 80.00	-£ 3.00	-3.6%	
£ 380.00	St Mary's Church	£ 380.00	£ -	0.0%	
£ 40.33	Dog bin emptying charge	£ 41.29	£ 0.96	2.4%	
£ 12.93	Construction of grit box	£ -	-£ 12.93	100.0%	grit box constructed ye 2014
£ 96.76	Fixed Asset repairs	£ -	-£ 96.76	-100.0%	No fixed asset repairs ye 2015
£ -	Parish Council Election costs	£ -	£ -		
			£ 705.05	236.2%	Increased due to KCPC spending on equipment £865 VAT (ye 2014 VAT paid on new mower £85, audit fee £20 and training £40)
£ 298.56	VAT on Payments	£ 1,003.61			
<b>£ 7,791.24</b>	<b>TOTAL PAYMENTS</b>	<b>£ 10,207.14</b>			
<b>£ 30,751.00</b>	<b>Fixed Assets</b>	<b>£ 30,161.00</b>	-£ 590.00	-1.9%	Spring Rooster at playground disposed of as it was broken and not replaced

**KERSEY PARISH COUNCIL**  
**Budget to 31 Mar 2015 and Precept for 2015/2016**

Printed on 29/06/2015

	2014/15	2014/15	2015/16	
	Budget/ Precept 2014/2015	Actual to 31 March 2015	Budget/ Precept 2015/2016	Notes:
Post/Tel/Stationery	£100.00	£42.69	£100.00	
Allow £100 for copier cartridge	£35.00	£51.74	£35.00	Biannual replacement usually sufficient, put 50% in each year <b>14/15 spent reserve</b>
Clerk's computer/working from home	£120.00	£153.00	£156.00	£3/week agreed in May 2014 & confirmed at appraisal & review in Nov 14
Hall Hire:Parish Council 10 @ £5	£50.00	£35.00	£50.00	
Annual Parish Meeting @ £10	£10.00	£5.00	£10.00	
Footpath Group 3 @ £5	£15.00	£0.00	£0.00	
SALC subscription	£158.00	£158.00	£162.00	
Community Action Suffolk subs	£30.00	£30.00	£30.00	
Suffolk Preservation Society subs	£0.00	£0.00	£0.00	Nov 12 agreed not to renew
Local Council Review Magazine	£0.00	£0.00	£0.00	Nov 13 agreed not to renew
Audit	£100.00	£0.00	£0.00	14/15 to 16/17 no fee if income/exp below £10,000 <b>14/15 transfer budget to Clerk's salary &amp; training</b>
ICO Data Protection registration	£0.00	£0.00	£35.00	15/16 investigate and clarify need to register
<b>Sub total for Admin</b>	<b>£618.00</b>	<b>£475.43</b>	<b>£578.00</b>	
Clerks Salary	£3,551.00	£3,616.33	£3,845.00	15/16 SCP27 £12.317/hour
Training/Meetings	£200.00	£33.22	£250.00	Cllr £108 Chair £100 Clerk netwk x2 £20+mileage, others£25? <b>14/15 transfer £200 to next yr budget</b>
Street Lighting	£265.00	£169.44	£210.00	Joined intelligent st light 2012 will take 3-4 years to recover £270 conversion costs so keep total street light budget at £340 + inflation/energy price increases to recover £
Street Light ILS conversion repayment	£75.00	£3.43	£0.00	3 year long term undertaking from Oct 2014
CAS Suffolk Insurance	£590.00	£465.24	£480.00	
Glebe Insurance	£50.00	£37.76	£50.00	
Hedge Cut - The Glebe	£80.00	£70.00	£83.00	
Playground Safety Inspection	£85.00	£80.00	£85.00	
Dog Litter Bin emptying charge	£43.00	£41.29	£43.00	
Kersey Guide booklet printing	£10.00	£0.00	£0.00	
St Mary's Church	£380.00	£380.00	£400.00	15/16 split £245 Churchyd £110 Nletter £45 Clock (last increased Nov 2014)
Chairman's Allowance	£0.00	£0.00	£0.00	If there is a surplus at year end charitable donations could be considered
Election costs	£25.00	£25.00	£25.00	Routine elections every 4 years, next due May 2015
Church Walk future maintenance	£130.00	£130.00	£130.00	
Footpath Map printing reserve	£50.00	£50.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Contingencies:	£300.00	£300.00	£300.00	<b>2014/15 transferred underspend to fixed asset reserve</b>
Tax base fluctuation allowance	£152.00	£152.00	£146.00	Introduced to protect the PC from having to increase council tax due to tax base changes.
	£6,604.00	£6,029.14	£6,700.00	In recent years changes to the way tax bases are calculated has impacted council tax with the potential of precept capping it was felt best to keep council tax at the same level
Agreed spending from reserves:				
	<b>£6,604.00</b>	<b>£6,029.14</b>	<b>£6,700.00</b>	<b>Precept for 2015/16 £6,700 plus a Council Tax Support Grant from Babergh £86.17</b>
				<b>Tax Base 180.31 = £37.16 for a band D property</b>
<b>Reserves (Cash at Bank)</b>	<b>As at 1.4.14</b>	<b>at 31.3.15</b>		
Footpath Working Group	£969.47	£1,250.43		Precept for 2014/15 £6604 plus a Council Tax support grant from Babergh £129.25
KCPC Working Group (Ring fenced)	£4,684.09	£4,025.71		Tax Base 177.72 = £37.16 for a Band D property
Jubilee Steps Working Group	£211.56	£771.56		
Election provision	£825.00	£850.00		Precept for 2013/14 £6375.00 plus CTax support grant £471
Church Walk Maintenance Fund	£1,040.00	£1,170.00		Tax Base 171.55 = £37.16 for a Band D property
Admin photocopier reserve	£35.00	£0.00		Precept £6604.00 rec'd
Footpath Map printing reserve	£50.00	£100.00		Babergh Tax grant £129.25 rec'd
Fixed Asset reserve	£0.00	£300.00		VAT repayment £298.56 rec'd
Council Tax Support grant money	£471.00	£600.25		Bank Interest £5
General Parish Council Reserve	£4,407.35	£4,573.84		
	<b>£12,693.47</b>	<b>£13,641.79</b>		<b>Total £7036.81</b>
				Precept agreed for 2011/12 £5930
				Tax Base 183.96 = £32.23 for a Band D property

Reserves should be between 3-12 months gross expenditure (£1,600 to £6,400)

**KERSEY PARISH COUNCIL  
FINANCE**

**Details for Parish Council Meeting, 11 May 2015**

**Bank Balances At 30 April 2015**

Business Saver Account	£15,844.67
Current Account	£1,233.29
	<u>£17,077.96</u>

**Payments made since the last meeting**

Chq no.  
None

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**Payments Due**

<u>Chq no.</u>		
101050	SALC - Annual subscription	£162.00
101051	Community Action Suffolk - Annual subscription	£30.00
		<u>£192.00</u>

Expenditure Agreed .....

Prepared by the Clerk for Kersey Parish Council