Associated Papers NPC for meeting on 9th May 2018

Agenda Item 4 Dispensations

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 6 HR & Standards Committees

In May 2017, Cllrs Bower, Crawte and Taylor were appointed to the HR Committee. Cllrs Parker, Poole and Schwenk were appointed to the Standards Committee.

Agenda Item 7 Representatives

In May 2016, the following appointments were made:

a. Newton Green Trust (NGT) Cllrs Taylor and Poole
b. Village Hall Management Committee Cllr Schwenk
c. Alston & Plampin Charity Mr A. Vince, Mrs M Williams and Mr J. Taylor
d. Cllr Presland was appointed as the representative to the Suffolk Association of Local Councils (SALC).

Agenda Item 8 Internal Auditor

Heelis & Lodge have been NPC's Internal Auditor's since 2010 / 2011.

Agenda Item 11 Correspondence Circulated

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Agenda Item 12 Clerk's Report

Minute	**Action**	
18/050	**No phone numbers received regarding poor broadband**	
18/054	**GDPR Update**	
18/055	**Hastoe Progress**	

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Newton Parish Council – 2017/18

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £29,680.69 Expenditure: £10,777.51 Reserves: £44,267.69

AGAR Completion:
Section One: Yes /No
Section Two: Yes/No
Annual Internal Audit Report 2017/18: Yes

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 payments are not applicable as the Council have adopted the General Power of Competence. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 23/8/2017 (Ref: 17/138 c)
Financial Regulations in place: Yes
Reviewed: 28/8/2017 (Ref: 17/138 b)

VAT reclaimed during the year: Yes (2016-2017) Registered: No

General Power of Competence: Yes

Financial Regulations and Standing Orders in place. Financial Regulations have been updated to include the Public Contracts Regulations 2015.

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Risk Assessment Appropriate procedures in place for the activities of the council

Compliance with Data Protection regulations

Risk Assessment document in place: Yes
Data Protection registration: Yes

Data Protection
The General Data Protection Regulations are changing and the new Regulations will come into force on 25 May 2018. It is likely that this will affect the way in which the Town Council handles its data. It is advised that the new Data Protection Regulations should form part of the Town Council's Risk Assessment.

Insurance was in place for the year of audit. The Risk Assessment and Internal Controls were last reviewed on 8/2/2017 (Ref: 17/032 and 17/031).

The annual RoSPA inspection has been undertaken on the play area.

The Council have good internal financial controls in place. Cheque stubbs are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Recommendation: *An annual review of the Risk Assessment and Internal Controls is required during the year of audit. There is no evidence that a review was undertaken during the last financial year.*

Fidelity Cover: £150,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency Code

Compliance for smaller councils with income/expenditure under £25,000. Smaller authorities should publish on their website from 1 April 2015:

Smaller Council: No

The Council is not subject to the requirements of the Transparency Code for smaller Councils for the year of audit.

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £10,372.81 (2018–2019) Date: 13/12/2017 (Ref: 17/192 b)
Precept: £10,000.00 (2017-2018) Date: 11/1/2017 (Ref: 17/007 b)

Satisfactory budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash

Associated books and established system in place

No petty cash held. A satisfactory expenses system is in place with supporting paperwork.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: Yes

The Council continue to operate RTI in accordance with HMRC regulations. Supporting paperwork is in place.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded in Box 9, Section 2 of the AGAR at £32,268, with no change from the previous year. It is noted from the cashbook that a laptop was purchased on 14/2/2018 at a cost of £379.99. The laptop should be added to the asset register and Box 9 increase to take into account the purchase.

Recommendation: *To add the laptop to the asset register and amend Section 2, Box 9 of the AGAR to reflect the updated value of total assets.*

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.
Bank balances were confirmed at 31/3/2018 as:

Barclays Business Premium xxx9936	*£11,117.65*
Barclays Community xxx6092	*£100.00*
Barclays Business Premium xxx6106	*£33,770.09*

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves (£25,838.80). Earmarked reserves should be identified in the year end accounts (eg CIL £18,428.89).

Recommendation: *To identify earmarked reserves in the year end accounts.*

Year-end procedures	Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate. *End of year accounts are prepared on a Receipts & Payments basis. All were found to be in order.*
Sole Trustee	The Council has met its responsibilities as a trustee *The Council is not a sole trustee.*
Internal Audit Procedures	*The Council should undertake a review of the effectiveness of the internal audit at least every 3 years. It is suggested that this is included in the Risk Assessment document.* *The 2017 Internal Audit report was considered by the Council at a meeting held on 10/5/2017 (Ref: 17/091a).* *Heelis & Lodge were appointed Internal Auditor at a meeting held on 10/5/2017 (Ref: 17/086).*
External Audit	*The 2017 External Auditor's report was considered by the Council at a meeting held on 23/8/2017 (Ref: 17/141 a).* *There were no matters raised by the External Auditor in relation to the 2016-2017 External Audit.*

Additional Comments/Recommendations

- The Annual Parish Council meeting was held on 10/5/2017, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work

Heather Heelis
Heelis & Lodge 4 May 2018

Agenda Item 13a – Recommendations

Recommendation: *An annual review of the Risk Assessment and Internal Controls is required during the year of audit. There is no evidence that a review was undertaken during the last financial year.*

	NEWTON PARISH COUNCIL – Risk Management Register as at 8th February 2018								
	Risk	**P**	**S**	**Control Action**	**Frequency**	**CP**	**CS**	**Responsible**	**Actions agreed 09/05/2018**
1	Inadequate forward planning and budgetary controls	1	5	Actual v Budget reviews	PC Meeting	1	3	Councillors	
				Budget Review	Annually				
2	Poor Reporting to Council, Record Keeping and Book Keeping	2	3	Accurate Minutes	PC Meeting	1	3	Councillors	
				Timely and accurate financial reporting	PC Meeting				
				Regular project reports	PC Meeting				
				Internal Audit Review	Annually				
				External Audit Review	Annually				
3	Council operates Ultra Vires or does not comply with current legislation	2	5	Within Clerks Job Description	PC Meetings	1	5	Clerk & Councillors	
				Regular training for Councillors and Clerk					
4	Council lacks relevant skills	2	3	Regular training for Councillors and Clerk	6 monthly	1	3	Councillors	
				Create Committee & second skills required	As required				
5	Failure to respond to electors` right of access	1	2	Within Clerks Job Description	Annually	1	1	Councillors	

6	Lack of maintenance of council owned assets	3	5	Maintenance programme	PC Meeting	2	4	Councillors	
				External Risk Assesments of Playground and War Memorial	Every 5 years				
				Walk of Parish to review condition of assets	Annually				
7	Damage to third party property or individual due to services or amenity provided	3	5	Public Liability Insurance	Annually	2	4	Councillors and Clerk	
				Playground inspections	Fortnightly				
				External Play Equipment Inspection	Annually				
				Walk of Parish to review	6 monthly				
8	Damage or loss to Council owned property by third party or Act of God	3	3	Asset Insurance cover	Annually	3	2	Councillors	
				Assets insured against Asset Register	Annually				
9	Failure to reclaim VAT paid by Council	1	2	VAT can be claimed back up to 3 years	PC Meeting	1	1	Councillors	
10	Clerk Fidelity	2	5	Insurance Cover	Annually	1	3	Councillors	
				Review Bank Statements against reconciliation	PC Meeting				
11	Unexpected Loss of Clerk or Clerk's Office is destroyed	1	5	Up to date Job Description	Annually	1	4	Councillors	
	P = Probability S = Severity CP = Probability after Control Action CS = Severity after Control Action - Rating 1 = Low to 5 = High								

Recommendation: *To add the laptop to the asset register and amend Section 2, Box 9 of the AGAR to reflect the updated value of total assets.*

NEWTON PARISH COUNCIL

Asset Register as at 31st March 2018

Asset No	Date Purchased	Description	Street Furniture Value	Location	Location No	Picture No	Insurance cover as at 1st October	Notes
1		Village Hall			29	11		Asset value removed from register following NPC meeting on 09/01/2008 minute 08/005.
2		War Memorial	£5,000	Green	6	24	£6,454.41	
3		Bus Shelter	£3,150	Green	8	6	£4,103.61	
4		Bus Shelter	£3,150	Near Links View	11	8	£4,103.61	
5		Lamp Standard	£0	Plampin Close	26	1	£0.00	Adopted SCC Dec 2012
6		Lamp Standard	£0	Plampin Close	27	2	£0.00	Adopted SCC Dec 2012
7		Lamp Standard	£0	Plampin Close	28	3	£0.00	Adopted SCC Dec 2012
8	Jul-05	Litter Basket	£100	Plampin Close	25	5	£0.00	*
9	Jul-05	Litter Basket	£100	Green next to Bus Shelter	9	6	£0.00	*
10	Mar-06	Litter Basket	£100	Next to Bus Shelter (Links View)	10	7	£0.00	*
11	Mar-06	Litter Basket	£100	Playingfield	19	20	£0.00	*
12		Park Bench	£300	Plampin Close	1	5	£387.92	
13	Jun-07	Park Bench	£300	Outside Deens	13	10	£387.92	
14		Park Bench	£300	Memorial Gardens	14	12	£387.92	
15		Park Bench	£300	Memorial Gardens	15	13	£387.92	

16		Park Bench	£300	Playingfield	21	14	£387.92	
17		Park Bench	£300	Playingfield	18	19	£387.92	
18		Park Bench	£300	Playingfield	20	21	£387.92	
19		Park Bench	£300	By War Memorial	7	23	£387.92	
20		Park Bench	£300	By War Memorial	5	25	£387.92	
21		Park Bench	£300	Green by Saracens Pond	3	26	£387.92	
22		Round Park Bench	£500	Green by Saracens Pond	4	27	£644.55	
23		Village Sign	£1,500	Outside Deans	12	9	£1,945.58	
24		Weather Vane	£400	Green by Saracens Pond	2	28	£521.10	
25		Single Arch Swing	£750	Playingfield	16	22	£972.78	
26		Fun Frame	£1,800	Playingfield	17	18	£2,327.53	
27		Wobbly Bridge	£1,300	Playingfield	22	17	£1,682.98	
28		Double Swing with Cradle Seat	£900	Playingfield	23	16	£1,163.77	
29		Tunnel	£250	Playingfield	24	15	£0.00	*
30		Church Road Sign	£250	Green opp Church Rd	30	4	£0.00	*
31	Aug-07	Dog Bin	£95	Entrance to Playingfield			£0.00	*
32	Oct-06	Dog Bin	£95	Church Road			£0.00	*
33	Oct-06	Dog Bin	£95	Green Next to Telephone Box			£0.00	*
34	Oct-06	Dog Bin	£95	Green entrance to Links View			£0.00	*
35	Oct-06	Dog Bin	£95	Green outside Juglans			£0.00	*
36	Oct-06	Dog Bin	£95	Green opposite Burchetts			£0.00	*
37		Double Park Bench	£400	Plampin Close		29	£519.21	
38		Park Bench	£300	Alston Close		30	£387.89	

39		Notice Board	£200	Church Road		31	£0.00	*
40	Nov-07	Playground Sign	£30	Entrance to Playingfield			£0.00	*
41	Jan-08	By-Law sign	£30	Saracens Pond			£0.00	*
42	Jan-08	By-Law sign	£30	Village Hall			£0.00	*
43	Sep-08	Notice Board	£120	Village Hall			£0.00	*
44	Nov-09	Grit Bin	£135	Airey Close			£0.00	*
45	Nov-09	Grit Bin	£135	Links View			£0.00	*
46	Nov-09	Grit Bin	£135	Plampin Close			£0.00	*
47	Jan-10	Speed Radar Camera	£1,025	Cragston, Sudbury Road			£0.00	Moved to GWPC 01/04/2017
48	Jul-10	Dog Bin	£95	Footpath by Jordans			£0.00	*
49	Jul-10	Dog Bin	£95	Footpath by 1 Assington Road			£0.00	*
50	Nov-10	Slide	£3,625	Playingfield			£4,326.79	
51	Nov-10	Playground Fence	£1,100	Playingfield			£1,312.96	
52	Aug-11	Picnic Table	£128	Playingfield			£0.00	*
53	Aug-11	Picnic Table	£128	Playingfield			£0.00	*
54	Jan-12	Litter Bin	£110	Village Hall Car Park			£0.00	*
55								*
56	Jul-14	QDJ Bench	£328	Field			£341.22	
		Land forming Newton Green					£0.00	Land registered to Newton Green Trust. NPC use Byelaws to phohibit anti-social behaviour on Newton Green
57	Oct-14	Pent hut	£90	Playingfield			£0.00	*
58	May-16	Line Marker	£289	Cllr Poole's house			£0.00	*
59	Mar-17	Defibrillator & Cabinet	£820	Newton Green Golf Club			£0.00	Policy covers up to £5000 worth of Defib

								equipment .
60	Feb-18	Lap-top computer	£380	Clerk's House			£380.00	
61								
62								
63								
				Office Contents			£1,290.89	
		Total	**£32,648**				**£36,358.11**	

* Value less than £250 excess of Aviva insurance so NPC resolved on 9th September 2009 (Minute 09/085 b) not to be covered.

Review the effectiveness of Internal Audit and Internal Controls process.

Under the Finance and Audit Regulations NPC must carry out a review of its Internal Controls on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and to consider the findings of this review. In 2011 the need for a council to review its systems of internal audit was removed. However, as it appears to be a good process to undertaken annually, the current process is included for your review.

Internal Auditors
Heelis and Lodge were appointed as Internal Auditor at the NPC meeting held on 11th May 2016 minute 16/072. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent from this Council.

The Internal Auditors produced a professional and helpful report for the 2015 / 2016 accounts which you accepted at the Parish Council meeting held on 11th May 2016 minute 16/077a. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.

Internal Control processes
The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are backed up using BT's Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. At the foot of each minuet page it states that NPC adopted the General Power of Competence at its meeting on the 13th May 2015. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The Council holds money at Barclays Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the Council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Three councillors, Parker, Schwenk and Taylor are the signatories for the Bank accounts and a minimum of 2 must authorise cheque payments.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget proposal for 2017 / 2018 was reviewed at the NPC meeting on 9th November 2016 and the process and financial statements are included in the minutes.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon a practicable after receipt.

Agenda Item 13b Section 1 of Annual Return

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

	Yes	No	N/A	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✓	*has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

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

Chairman

dated

Clerk

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

Agenda Item 13c Statement of Accounts

NEWTON PARISH COUNCIL

Receipts & Payments Account for the year ending 31st March 2018

Receipts		
Precept	£10,000.00	
Grants	£309.83	
Recycling	£293.51	
Bank Interest	£31.94	
CIL/Other	£18,428.89	
VAT Repayment	£616.52	
		£29,680.69
Payments		
Clerks Salary	£5,129.42	
Admin	£910.74	
Grants	£600.00	
Annual Subscriptions	£243.84	
Footpath Maintenance	£350.00	
Insurance	£316.35	
Inspection	£236.00	
Maintenance	£1,047.77	
Village Hall	£467.27	
Projects	£880.17	
Other	£41.67	
Youth Council	£0.00	
VAT Paid	£554.28	
		£10,777.51
Excess of Receipts over Payments		**£18,903.18**
Add Balance Brought Forward		£25,364.51
Balance Carried Forward		**£44,267.69**
Represented by		
Barclays Community	£100.00	
Barclays Premium	£33,050.04	
Barclays Tracker	£11,117.65	
Petty Cash	£0.00	
		£44,267.69

I have prepared these accounts from the books and records of the Newton Parish Council and certify that they are a true record of the Parish Council's transactions

Signed:_____ Date: _____

A M Beckham
RFO Newton Parish Council

Agenda Item 13d Section 2 of Annual Return

Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	24073	25365	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	9380	10000	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	4388	19681	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	3761	5130	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	NIL	NIL	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	8715	5648	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	25365	25365	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	25365	25365	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	32268	32648	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	NIL	NIL	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date DD/MM/YY

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Agenda Item 13e Quantified Significant Variances

Explanation to the quantified significant variances for boxes 2 - 6, 9 and 10 in Section 2 of the 2016 / 17 Annual Return

Box 3 Total Other Receipts

2017 - £4,388 2018 - £19,681 Difference £15,293 449% increase

Other Receipts	2017	2018	Difference
Locality, Footpath & Transparency grants	1696.14	309.83	-1386.31
Firework proceeds and donations	1655.08	1055.00	-600.08
VAT Repayment	305.73	616.52	310.79
Recycling	720.60	293.51	-427.09
Bank Interest	10.51	31.94	21.43
CIL Payment	0	17373.89	17373.89

Locality Grant of £1,000 towards defibrillator cabinet in 2017.

Box 6 Total Other Payments

2017 - £8,715 2017 - £5,648 Difference £3,067 65% decrease

Other Payments	2017	2018	Difference
Admin	870.56	910.74	40.18
Grants	975.00	600.00	-375.00
Subscriptions	286.80	243.84	-42.96
Footpath Maintenance	300.00	350.00	50.00
Insurance	310.57	316.35	5.78
Inspection	236.00	236.00	0
Maintenance	2124.77	1047.77	-1077.00
Projects	1982.79	880.17	-1102.62
Other (Speed Gun 2017)	1012.44	41.67	-970.77
VAT	616.52	554.28	-62.24
Village Hall	0	467.27	467.27

VAT of £554 to be reclaimed in May 2018

Agenda Item 13f Responsible Financial Officer (RFO) Report

Receipts & Payments

No receipts

Cheques to be authorised**:**

- SLCC - £92.00
- SALC - TBA
- One Suffolk - £60.00
- Hellis & Lodge - £80.00

Bank Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community	31/03/18	£100.00				
Premium Accounts	31/03/18	£33,770.09	£33,150.04	£720.05	£0.00	£0.00
Tracker Account	31/03/18	£11,117.65	£11,117.65	£0.00	£0.00	£0.00
Petty Cash	31/03/18	£0.00	£0.00			£0.00
		£44,987.74	£44,267.69	£720.05	£0.00	

Actual v Budget

	Budget	Actual		Reserves	Budget	Actual
Assets B/F		£25,364.51				
Income			**Expenditure**			
Precept	£10,000.00	£10,000.00	Clerks Salary	£1,258.36	£3,816.00	£5,129.42
Grants	£207.00	£309.83	Admin		£1,900.00	£910.74
Recycling	£500.00	£293.51	Grants		£800.00	£600.00
CIL/Other	£0.00	£18,428.89	Annual Subscriptions		£425.00	£243.84
Bank Interest	£25.00	£31.94	Footpath Maintenance		£300.00	£350.00
VAT Repayment	£0.00	£616.52	Insurance		£320.00	£316.35
			Inspection		£245.00	£236.00
			Maintenance		£2,000.00	£1,047.77
			Projects		£1,400.00	£880.17
			Other		£0.00	£41.67
			Village Hall		£0.00	£467.27
			VAT Paid		£0.00	£554.28
			Contingency		£500.00	£0.00
			Youth Council		£0.00	£0.00
Total	**£10,732.00**	**£29,680.69**	**Total**	**£1,258.36**	**£11,706.00**	**£10,777.51**
			Assets Carried Forward			£44,267.69
Total		£55,045.20	Total			£55,045.20

Agenda Item 13g Payscales for 2018-2019

Following the recent National Joint Council for Local Government Services agreement on pay for local government employees, NALC have today published Employment Bulletin E01-18 which sets out the new pay scales for clerks and other employees employed under the terms of the model contract including spinal column point 50 and above. Click here to view the bulletin

Agenda Item 14c Planning Status

Babergh website down – Details to be reviwed at the meeting