

Minutes of the meeting of Moulton Parish Council held at Moulton Village Hall on Monday 16th April 2018 at 6.15 pm.

Present Cllrs

W Rampling - **CHAIRMAN**

David Clarke

P Collin

R Wallwork

E Chambers

Mark Price

D James

Tim James

APOLOGIES – Cllr Rachel Webb (excused due to a work commitment)

DECLARATION OF INTEREST – None

ALSO PRESENT - the Clerk and 2 members of the public

PLAYING FIELD – to consider quotation from Lawn Hopper.

A quote for £490 to apply a slow release granular feed and blanket spray was approved. The Clerk was instructed to place an order for the treatment to the field, and it was expected that work would commence in mid May. The Council would arrange to put up signs following the application of feed and spray.

The Vice Chairman advised that there was a bolt missing from the portable goals and others needed to be tightened as well as some general maintenance at the end of the season.

Unfortunately, it seemed that those using the facilities were expecting the Council to take on full responsibility for the care and maintenance of the equipment, and it was something that would need to be raised when the new licences were discussed at the July meeting. In the meantime Cllrs James and Collin agreed to check out the equipment and carry out running repairs as necessary at the end of the season.

VILLAGE GREEN – the Chairman reported that due to the very wet spring, a further load of planings were needed to help stabilize the surface of the track for the summer months. The price was approximately £300 for a 20 tonne load, and the Clerk was authorised to place an order, and on receipt settle the invoice. A working party would be required to spread the load and fill pot holes around the tracks.

LAND REGISTRY – an application for the registration of rights, with or without vehicles, over land being the track from the highway between the River Kennett and The Green, under the Parish Council's registered title SK375257 had been received. The Chairman reported that the Parish Council had already established that the 1895 Byelaw gave the necessary authorisation for all 9 owners with properties located around The Green to gain access. All land owners requiring vehicle access across the Council's land had been asked to make an annual contribution towards future maintenance. The sum was currently £25 per annum and may be reviewed at the discretion of the Council.

In order to protect the Council's right to collect future maintenance charges from the applicant, and all other land owners who required access to gain entry to their homes adjoining the Village Green, it was resolved that the Council should reply to the Land Registry objecting to this notice of easement, advising that the requirement to contribute to future maintenance needed to be duly noted on any easement granted by the Land Registry.

PLANNING MATTERS – nothing to report.

FINANCE & ADMINISTRATION

Payment of Accounts - the Council confirmed and authorised the payment of accounts for the end of the financial year, as per the 2017/18 schedule attached to the minute book, Page 1177.

Cheques for the new financial year were presented and approved for payment as detailed in the 2018/19 schedule.

Financial Working Group's report and the accounts for the year ended 31st March 2018

On behalf of the working group the Clerk advised that the year end accounts had been reviewed and it was reported that there was a **cash book balance on 31st March of £47,704.94.**

It was confirmed that the bank accounts had been reconciled at the year end, and the Council's asset register checked by the Clerk and Chairman.

The Clerk and RFO had produced, and circulated, a summary of receipts and payments, income and expenditure account and balance sheet as at 31/3/2018, and a supporting statement for the year under review, all of which were considered and approved by the Council, together with the report, attached to Page 1181.

Approval of Accounts for year ended 31st March 2018

The Clerk and RFO had also completed the Annual Governance & Accountability Return and copies had been circulated in advance of the meeting.

The Council was asked to approve Section 1, the annual governance statement. It was unanimously agreed that this should be signed by the Chairman and Clerk.

The Council was subsequently asked to approve Section 2 – the accounting statement. The RFO was authorised to sign Section 2, and the Chairman countersign, as required.

The RFO confirmed that she had given an explanation of any significant year on year variances.

The Clerk was asked to pass the year end accounts to the internal auditor David Unwin for his review of the Council's finances and completion of the annual Internal Audit report section of the AGAR. There was some confusion regarding whether or not this AIAR (Page 3 of the AGAR) needed to be completed and signed before the Council approved Sections 1 & 2. The Clerk asked SALC for a ruling and their Finance Officer advised that given the procedures that the Council currently followed, and provided that there was written evidence that the Internal Auditor had carried out an audit in Jan 2018, and that he was satisfied that in all respects controls were being achieved throughout the year to meet the needs of the authority, then there was no reason why the Council should change its previous methods. It was unanimously resolved to continue with the current procedure of signing off sections 1 and 2 of the AGAR and then passing the form onto the Internal Auditor for completion of the AIAR on Page 3, being the second and final check of the records for the 2017/18 year.

Following completion of internal audit report the Clerk confirmed that she would be sending off the return to PKF Littlejohn, the newly appointed external auditors.

The accounting records would be available, on reasonable notice, for interested parties and local electors, between 4th June and 13th July, The required notification would be displayed on the Councils notice boards and parish website.

Review of Fidelity Insurance cover – (now known as Employee Dishonesty) – sum insured £50,000, with an excess of £100 on each and every loss. It was resolved that this sum was adequate.

Urgent business – the Chairman advised that the Village Hall Management Committee had upgraded the CCTV system, and that the use of the equipment would need to be covered under Data Protection legislation. It had been suggested that the Parish Council may be prepared to consider taking over responsibility under the regulations, and register as the designated operator of the surveillance equipment. It was resolved that this should be considered at the next meeting, when a further update should have been received from SALC following ongoing discussion over the development of a regime to reflect the nature of the sector.

Cable Way – it had been reported by a villager that the recently installed silencing buffer spring was no longer effective. The Vice Chairman went and inspected the equipment and reported that the modification was working correctly.

It was confirmed that the annual meeting of the Council had been fixed for Monday 14th May at 6.30pm at the School. There being no other business the Chairman closed the meeting at 6.55pm.

Signed *Bill Rampling*

Date *14th May 2018*

Financial Working Group's report and the accounts for the year ended 31/3/2018

On behalf of the Working Group the Chairman of the Council advised that the year end accounts had been reviewed and he reported that there was a **cash book balance on 31st March of £47,704.94 (compared with £41,025.75 last year).**

Income and expenditure had been broadly in line with the budget figures discussed at the January 2018 meeting, although general parish costs were somewhat under budget – the Clerk/RFO is cautious not to under estimate costs to the year end, when producing pre-year end figures for consideration. As a result the cash book balance was around £3000 higher than forecast.

The 2017/2018 budget (produced in January 2017) estimated overall running costs at a level of £39,500. **The actual costs were £9000 above budget.** This was mainly as the provision figure for PAYE/ADMIN (£3,000) was not required, and general underspends against budget on sundry recurring parish costs, outweighed by the upgrade to play equipment and wheels to football nets (£18,268.68) which was not in the forecast produced in Jan 2017 – the budget figure had been for one new piece of equipment at £2000. Due to the successful sourcing of grant aid it was possible to fund 3 new pieces of equipment at a net cost to the parish of £2,072.99. Overall recurring non capital parish expenditure was at a level of £28,000.00

To the cash book balance at 31/3/2018, VAT for 2017/18 due from HMRC, amounting to £4,377.75 (this is up due to VAT on playground capital purchases) is added = **£52,082.69** and the earmarked reserves of £6,555.41, for school car park future maintenance deducted = **£45,527.28**. The unallocated reserves total £45,527.28, an increase of £8,678.67 on the previous year. This is in line with Council's policy to build up reserves to prepare for the uncertainty in running parish administration in the long term (Clerk and parish administrator had now been in post for over 30 years), the loss of parish rate payers in properties at Moulton End following the parish boundary changes and the resultant significant reduction in the parish tax base, and the need to accumulate for unexpected parish costs and projects.

The Working Group confirmed that the bank accounts have been reconciled at the year end, and the Council's asset register checked by the Clerk and Chairman.

The Clerk and RFO had produced a summary of receipts and payments, Income and Expenditure account and Balance Sheet as at 31/3/2018, and a Supporting Statement for the year ended 31/3/2018 which had been considered and approved and it was agreed that these should be presented at the Parish Council meeting on 16th April 2018. In addition she had also completed Sections 1 & 2 of the new Annual Governance & Accountability Return 2017/18, and notes explaining significant variances. This had been reviewed by the Financial Working Group and was presented to the Council for approval on 16th April 2018.