

**Members of The Trimley St Martin Parish Council are duly summoned to attend the Trimley St Martin
Annual Meeting of The Parish Council
23rd June 2015 at 7.30pm
The Memorial Hall, Trimley St Martin**



**J R Sills, Vice-Chairman
17th June 2015**

Public Session

Please Note: residents are warmly welcomed and invited to give their views at this stage of the proceedings and to question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may stay to observe, but may not take part in the Parish Council meeting that follows.

- Police Report
- County and District Councillor Reports (items raised for decision at this time will be placed on the agenda for the next meeting)
- Public Question Time
- Members Questions

<p>Combined Annual and Monthly Meeting of the Parish Council Agenda</p>
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1. Election of Chairman

To elect a Chairman for 2015/2016, and for the Chairman to sign their Declaration of Acceptance of Office

2. To Confirm the Appointment of a Temporary Parish Clerk (see attached)

To confirm the appointment of Gordon Mussett as temporary Parish Clerk with immediate effect..

3. To Receive Apologies for Absence

4. To Receive Declarations of Interests

For Councillors to declare pecuniary interests in matters on the agenda.

5. To Receive and Determine Requests for Dispensations

To receive and determine requests from Councillors for dispensations enabling them to speak, or speak and vote, on matters on which they have a pecuniary interest

6. Elect a Vice-Chairman of the Council

To elect a Vice-Chair for 2015/2016

7. To Appoint Representatives to Outside Bodies (attached)

To appoint representatives to outside bodies

8. To Appoint Committees and Sub-committees (attached)

To appoint committees and sub-committees

9. To Approve the Minutes of the Meeting Held 7th April 2015 (attached)

To approve the minutes of the meeting held 7th April 2015

10. To Approve the Accounts for 2014/2015 (attached)

To approve the Council's Accounts for 2014/2015

11. To Approve the Signing of the External Audit Return, Including Confirming the Council's Annual Governance Statement – attached

To approve the signing of the External Audit Return, including confirming the Council's Annual Governance Statement

12. To Approve the Appointment of the Suffolk Association of Local Councils as the Council's Independent Internal Auditor - attached

To approve the appointment of the Suffolk Association of Local Councils as the Council's Independent Internal Auditor

13. To Defer All Other Business to the Next Meeting of the Council, to be held on Tuesday 21st July 2015

14. Closure

ITEM 2

Appointment of Temporary Parish Clerk

Following the resignation of the previous Clerk it is necessary to appoint a "Proper Officer" for the Council. The Suffolk Association of Local Councils have indicated that whilst the process of recruiting a permanent Clerk is taking place, Mr Gordon Mussett, one of their Board Members and Training Team, would be able to assist.

Mr Mussett was Town Clerk at Haverhill Town Council from 2000 until his retirement in 2012, since which time he has provided locum cover to Long Melford Parish, Felixstowe and Saffron Walden Town Councils. Mr Mussett is Clerk to Little Braxted Parish Council, one of the smallest, and earliest, Parishes to achieve Foundation Status under the new Quality Parish Scheme. During his time at Haverhill Mr Mussett gave evidence to a Parliamentary Committee investigating bullying in local Councils.

Members are recommended to appoint Mr Mussett for 12 hours/week on Local Council Scale 1, SCP23 until such time as a permanent appointment can be made.

ITEM 7

To Appoint Representatives to Outside Bodies

Current Members 2014-2015

Memorial Hall Management – John Sills and Ian Cowan

Poors Charity Trustees - Joe Smith, John Sills, Berridge Eve

East Suffolk Travellers Assoc. – None (represented by Bryan Frost; Trimley St Mary PC)

Port of Felixstowe Liaison – Chair, Vice Chair and Clerk

River Orwell Parishes – Keith Slaughter and Ian Cowan

Joint Committee with TSMary PC – Chair, Vice Chair, Dave Pither and Clerk

Police SNT Quarterly Meetings – All elected councillors

Footpaths, River Orwell, Tree and Hedgerows Group – Carol Garrett, Justine Good and Berridge Eve

Countryside Working Party – All elected councillors

Freight Quality Partnership – John Barker

Felixstowe and Trimley Futures Group – John Barker

SCDC Felixstowe Peninsular AAP Working Group – John Sills

Members are recommended to review these appointments for 2015/2016

ITEM 8

To Appoint Committees and Sub-committees

The Council currently has the following Committees:-

General Purpose – All elected councillors

Planning – Carol Garrett, Dave Pither, John Sills, Ian Cowan

Given that the General Purpose Committee comprises all Councillors it would make sense to subsume its activity into normal Council meetings. This would then just leave the Planning Committee to which appointments need to be made. To ensure the quoracy of this Committee it is recommended that the membership be increased to five.

Members are recommended to adopt these changes and review the Planning Committee membership

ITEM 10 To Approve the Accounts for 2014/2015

Trimley St Martin Parish Council Year End - YET 000003 - 31 Mar 2015

Income		
	Bank Interest	£8.99
	Boxing Club Rent	£155.00
	Council Tax Support Funding	£1,150.54
	Grant Funding	£21,700.00
	Insurance Payments	£174,951.49
	Precept	£19,000.00
	RATES (tennis court) - refund	£89.58
	Reimbursement - poppy wreath TSMary	£13.99
	SCDC Loan	£22,094.52
	Share Dividend	£1.80
	Total	£239,165.91

Expenditure		
	Advertising	£50.00
	Audits	£440.00
	Boxing Club Rental Paid to MH Committee	£300.00
	Bus Shelter Cleaning	£783.00
	Business rates	£57.30
	Cemetery Fees	£750.00
	Christmas Tree	£36.04
	Clerk's Expenses	£818.43
	Clerk's Salary	£10,226.32
	Councillors Expenses	£4.60
	Dog Bin	£295.00
	Donations	£180.50
	Gardening - Beds	£242.50
	Gardening-Roundabout	£1,090.00
	Grant Funding	£1,200.00
	Hall Rebuild	£278,454.96
	Insurance Premium	£1,352.91
	Office Supplies	£215.55
	Parish Pump Delivery	£100.00
	Parish Pump Printing	£149.00
	Repayment of loan (for VAT on Hall rebuild)	£22,094.52
	Section 137	£0.00
	Subscriptions	£648.00
	TAXand NI-HMRC	£1,591.41
	Training	£20.00
	Total	£321,100.04

Income & Expenditure Summary	
Balance both bank accounts at 01/04/2014	£122,745.20
Total Income	£239,165.91
Less Expenditure	-£321,100.04
Less Unpresented cheques	
	£40,811.07

Cumulative Funds Represented By:	
Bank Accounts as at 31 March 2015	
Current Account	£32,022.08
Savings Account	£10,020.38
Debtors VAT	£50.99
Creditors	-£1,282.38
BALANCE CF	£40,811.07

The accounts fairly represent the financial position of Trimley St Martin Parish Council as at 31 March 2015 and reflect its income and expenditure during the year.

Signed  Date 09/04/2015
Responsible Finance Officer - K Coutts

I certify that the accounts were formally approved at the Council Meeting on 07 April 2015.

Signed _____ Date _____
Chairman - J Barker

Bank Reconciliation 2014-15		
Balance BF	£122,745	
(+)Precept	£19,000	
(+)Other receipts	£220,166	
	£361,911.11	
Sub-Total		
(-)Salaries	£11,201	
(-)Other Payments	£309,899	
Total	£40,811	(A)
Bank Accounts @ 31.03.2015		
Current	£32,022	
Deposit	£10,020	
Total	£42,042	
Debtors	£51	
Creditors	-£1,282	
Total	£40,811	
Less cheques to be cashed	£0	
Plus cheques to be banked	£0	
Total	£40,811	(B)
NB (A) and (B) must match		
Name: K Coutts		
(Parish Clerk)		
Date: 01/04/2015		
Name: J Barker		
Chairman		
Date:		

Audit Form 2014-2015				
Box			Box	
1	£122,745.00		4	£11,817.00
2	£19,000.00		5	£22,095.00
3	£220,166.00		6	£287,188.00
A	£361,911.00		B	£321,100.00
7	A-B	£40,811.00	Bal CF	

ITEM 11

To Approve the Signing of the External Audit Return, Including Confirming the Council's Annual Governance Statement 1

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

TRIMLEY ST MARTIN PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	13,999	122,745	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 (+) Annual precept	17,612	19,000	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	16,199	20,140	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	11,701	11,818	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	22,095	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	58,364	28,187	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	122,745	42,042	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	122,745	42,042	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 other long term investments and assets	522,698	616,537	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note 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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Signature]

Date 09/04/2015

I confirm that these accounting statements were approved by the council on this date:

[Signature]

and recorded as minute reference:

[Signature]

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date *[Signature]*

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

TRIMLEY ST MARGIN PARISH Council/Meeting 15/03/15

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 the council to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 the council and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

MINUTE REFERENCE ☒
dated 15/03/15 ☒

Signed by:

Chair 15/03/15 ☒

dated 15/03/15 ☒

Signed by:

Clerk 15/03/15 ☒

dated 15/03/15 ☒

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