

TRIMLEY ST MARTIN PARISH COUNCIL

Minutes of the Annual Meeting of Trimley St Martin Parish Council (AGM) held at the Trimley St Martin Memorial Hall on Tuesday 3 May 2016 at 7.30 p.m.

In Attendance: Councillors Barker, Sills, Pither, Garrett, Parker and Rodwell
G Mussett (Outgoing Clerk)
Minutes: K Coutts (Clerk)

1-16/17 To Elect a Chairman and a Vice-Chairman

I. To elect a Chairman for the Council year 2016/17

Councillor Sills proposed Councillor Barker. There were no other proposals for the role of Chairman and all Members were in favour of Councillor Barker taking the role of Chairman for the forthcoming year. Councillor Barker accepted the role and signed the Declaration of Office form supplied and signed by the Clerk of the Council.

II. To elect a Vice-Chairman for the Council year 2016/17

Councillor Garrett proposed Councillor Sills. There were no other proposals for the role of Vice-Chairman and all Members were in favour of Councillor Sills taking the role of Vice-Chairman for the forthcoming year. Councillor Sills accepted the role and signed the Declaration of Office form supplied and signed by the Clerk of the Council.

2-16/17 To Receive Apologies for Absence

- I. Apologies had been received from Councillors Owen and Bozier, and District Councillors Kerry and Harding

3-16/17 To Receive Declarations of Interests - None

4-16/17 To Receive and Determine Requests for Dispensations - None

5-16/17 To Approve the Minutes of the Meeting Held 5th April 2016

- I. Members approve the minutes of the meeting held 5th April 2016 as a true and accurate record

6-16/17 To Review the Delegation Arrangements to and Terms of Reference for the Planning and Personnel Committees and Delegation Arrangements to the Clerk

Members noted and agreed to retain the existing delegation arrangements and terms of reference:

Planning Committee	To comment on planning applications received which must be determined before the next meeting of Full Council
Personnel Committee	To act as first stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters To recommend the annual staffing budget To oversee and make recommendations in respect of employee terms and conditions and health and safety
Appeals Committee	To act as second stage committee in respect of capability, discipline, grievance and sickness policies, with delegated authority to determine those matters
Parish Clerk	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 £5,000 (extract from Financial Regulations)

7-16/17 To Appoint Members to the Following Committees

Members were agreed to retain the existing arrangements and therefore members were re-appointed to the following Committees as follows:-

Planning Committee	Personnel Committee	Appeals Committee
Garrett	Vice-Chairman	Chairman
Vacancy	Garrett	Owen
Owen	Vacancy	Rodwell
Parker	Pither	Vacancy
Pither		
Sills		

8-16/17 To Review Standing Orders and Financial Regulations

Members were advised there had been a review of Standing Orders and Financial Regulations in the March 2016 and it was therefore agreed that no further review was needed at this time as no further changes were needed.

9-16/17 To Review the Council's Representatives on External Bodies and Arrangements for Reporting Back

Members reviewed the Council's representatives on external bodies and arrangements for reporting back and agreed the following:

Memorial Hall Management – Ann Owen and John Sills

Poors Charity Trustees - John Sills and Berridge Eve (non PC member)

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

Port of Felixstowe Liaison – Chair, Vice Chair and Clerk (Clerk to ask the Port if we can add another member as Councillor Parker would like to be included)

Police SNT Quarterly Meetings – All elected councillors

Footpaths, River Orwell, Tree and Hedgerows Group – Carol Garrett, Bob Parker and vacancy

Freight Quality Partnership – John Barker

SCDC Felixstowe Peninsular AAP Working Group – John Sills

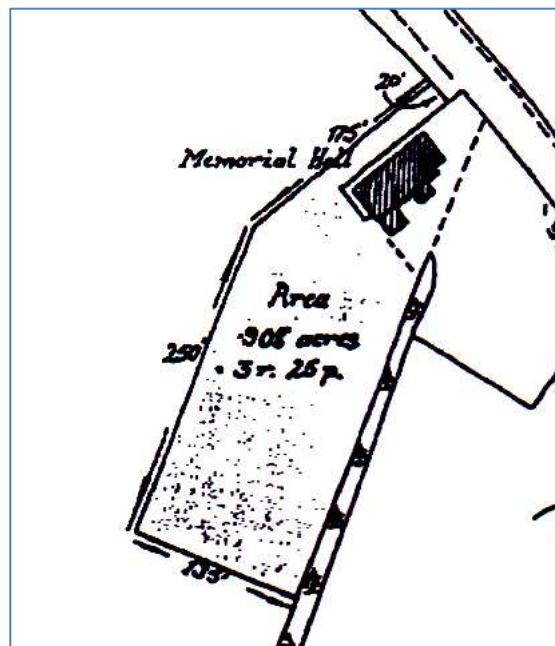
Members agreed that, as a minimum, a report from each Committee be submitted to the Clerk once per annum. Such reports to be circulated to all members by the Clerk.

10-16/17 To Review Council Held Land and Assets

A review the Council's land holdings and asset register was undertaken. Members were reminded that since the last Annual Meeting of the Council the status of the Memorial Hall has been confirmed and it now exists as a separate entity, under the corporate trusteeship of the Parish Council. This leaves the Parish Council with the following landholding



None of the Council's land has ever been registered with the Land Registry and Gordon Mussett (outgoing Clerk) reported that he was in the process of doing this, but that The Land Registry has quite a large backlog of work.

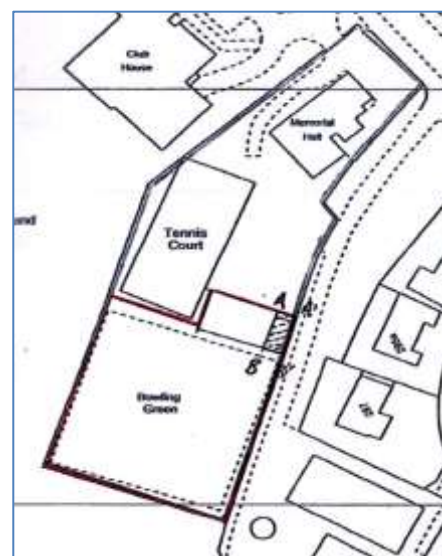


Part of the land is leased to the Trustees of The Trimley (Cranfield) Bowls Club for a period of 80 years.

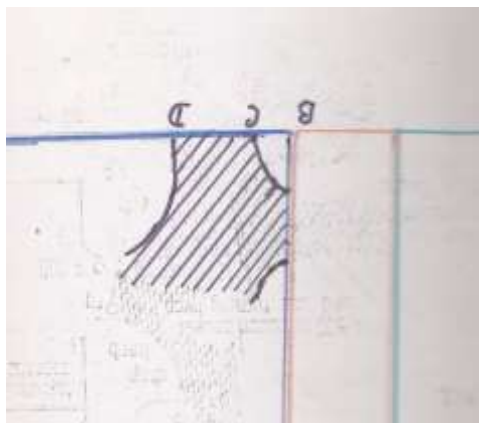


No rent is specified, but the lease contains a condition requiring the rent to be paid if demanded.

It was brought to the attention of Members by GM, that in the course of reviewing the land holdings, he had determined that whilst the Bowls Club lease the area as shown below, they have no legal right of way across the Council's land to enable access to and from The High Road and it was advised that this is a matter which the Council should seek to regularise by way of a wayleave, considering an inclusion of a contribution towards maintenance.



After discussion, Members agreed that this is a matter which should be regularised with the Trimley (Cranfield) Bowls Club, by creating a wayleave, to include a contribution towards maintenance. It was agreed that this be delegated to GM as he was already dealing with land registration matters.



In addition the Council has a right of way over part of the land of the Sports and Social Club, as shown and this would be included when registering the land.



In respect of other assets the Council owns:-

LOCATION	DESCRIPTION	DATE ACQUIRED/PURCHASED	VALUE	Totals
High Road/Link Road	Bus Shelters x 4	Over a period of years, most recent in 2009	£8107.51 (insured value-index linked)	£8,107.51
			£1,000 (no property damage insurance – public liability only)	£1,000.00
High Road	Memorial and other public seats	Over a period of years, most recent in 1982		
	Village Sign	1977	£500 (no property damage insurance – public liability only)	£500.00
Junction High Road and St Martin's Green				
Reeve Lodge, High Road	'Peace' Sign (jointly with Trimley St Mary)	1995	£500 (no property damage insurance – public liability only)	£500.00
Various Locations in the village	Dog and Litter Bins	Over a period of years, most recent in 2014	£1,000 (no property damage insurance – public liability only)	£1,295.00
	Consolidated Stock	1974	Capital value £73.09	£73.09
Just past Goslings Farm	Bench (George Harlow)	2002	£500 (no property damage insurance – public liability only)	£500.00
High Road	Perspex Bus Shelters x 2	Feb-03	Insured by SCDC	
Outside The Memorial Hall	Noticeboard	Mar-04	£1326.47 (insured value-index linked)	£1,326.47
Clerk's Home	HP Laptop Computer plus external HD	Dec-11	£759.50 (insured value-index linked)	£759.50
			£500 (no property damage insurance – public liability only)	£500.00
Trimley Foreshore	Bench (Nigel Smith)	May-07		
				£14,561.57

After discussion it was agreed that the Clerk would undertake a review of these assets; in particular bus shelters, to ensure that none were still included in the register that were no longer the responsibility of the council. In addition, 'consolidated stock' to be removed as HM Treasury had redeemed this and paid the proceeds in July 2015.

11-16/17 To Confirm the Council's Insurance Arrangements

Members were reminded that The Council is insured with HISCOX and at the time of taking out the policy the council signed a new Long Term Agreement (LTA) until the 30th September 2017.

The Insurance is due to be reviewed in June to separate out those items which should be the responsibility of the Corporate Trustees of the Memorial Hall, the Management Committee of the Memorial Hall, and the Parish Council. A full report will be submitted once these reviews have occurred.

12-16/17 To Review the Council's Subscriptions (including its staff subscriptions) to Other Bodies

Members reviewed the Council's subscriptions (including its staff subscriptions) to other bodies.

The renewal of the following subscriptions was approved by all Members:

- Suffolk Association of Local Councils
- Suffolk Preservation Society

In addition, membership of the Suffolk Association of Local Councils had been identified in the Council's Corporate Risk Assessment as being essential to ensure compliance with legislation and for procedural advice.

Current membership fee (based on Clerk's current salary) - £8 joining fee and £103 Full Year Subscription.

Members approved the subscription and reimbursement to the Clerk for the same.

13-16/17 To Review the Council's Complaints procedure

Members reviewed and formally adopted the Council's Complaints procedure

14-16/17 To Review the Council's Procedures for Handling Requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Members reviewed and formally adopted the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

15-16/17 To Review the Council's Policy for Dealing with the Press/media

Members reviewed and formally adopted the Council's policy for dealing with the press/media

16-16/17 To Determine the Time and Place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of Full Council

It was agreed that the normal time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council to remain as the first Tuesday of the month at 7.30pm, with no meeting in August. It was accepted that there may be occasional necessary deviations to this schedule, but these would be well publicised.

17-16/17 To Note the Receipt of the Minutes of the Planning Committee meeting held 31st March 2016 and 14th April 2016 – previously circulated

Members noted the receipt of the Minutes of the Planning Committee meeting held on 31st March 2016 and 14th April 2016

18-16/17 To Note Receipt of and Consider response to The Local Plan Proposed Submission Document (FAAP)

<http://www.suffolkcoastal.gov.uk/yourdistrict/planning/policy/local-plan/felixstowe-area-action-plan/>

After discussion, Members agreed to delegate a response to the Clerk in conjunction with the Chairman of the PC and the Chairman of the Planning Committee and its members. The response to be confined to any items previously requested at the draft stage that had not been included in the new submission document.

19-16/17 To Consider the Delegation to the Planning Committee of the investigation of the village envelope and, if felt appropriate, the preparation of a Neighbourhood Plan

Members agreed to delegate the investigation of village envelope and the preparation of a Neighbourhood Plan, if deemed appropriate, to The Planning Committee.

20-16/17 To Consider a request from The Disability Advice Service (East Suffolk) for a donation

Members considered making a donation to the Disability Advice Service (East Suffolk)
There was a show of hands – 1 in favour, 5 against. Clerk to respond to the request letter.

21-16/17 To Consider a formal request from Twinkletoes Pre-School that they be allowed to look at ways to raise money to purpose build educational provision for children aged 0-8 years and that over the next few months/years to seek to fund a building project on council land – disused tennis court

Members considered the Twinkletoes Pre-School formal request for them to be allowed investigate raising funding to allow for the possibility of building a purpose built educational provision on the disused tennis court. After discussion, it was agreed to defer this item to the next meeting. Clerk to advise Twinkletoes accordingly.

22-16/17 To Consider paying Clerks Home Working Allowance a right affirmed by s.5 Local Government (Financial Provisions) Act, 1963

Members considered and approved the monthly payment to the Clerk of the current HMRC approved rate (tax free) of £4 per week (£18 per month).

23-16/17 To Consider reimbursing a monthly expense of a proportion of the Clerk's phone/broadband (LGA 1972 Schedule 12 para 41(1))

Suggested

- Plusnet Unlimited Fibre PM = £14.99 reimburse 50% per month = £7.50
 - Plusnet Anytime Call Plan PM = £16.99 reimburse 100% per month = £16.99
- Total = £24.49 per month

24-16/17 To Consider varying the terms of Clerk's appointment, with respect to the time span for the Clerk obtaining the CiLCA qualification and to approve the reimbursement to the Clerk of the £250 registration fee

Members considered and approved varying the terms of the Clerk's appointment to allow the time frame for the Clerk to obtain the Certificate in Local Council Administration from 6 months from date of appointment, to the 12 months permitted from the date of registration to take the qualification. Members considered and approved the direct reimbursement to the Clerk of the registration fee of £250.

25-16/17 To Note the Completion of the Internal Audit, Consider Matters Raised, Agree Accounts for 2015-2016 and to receive, Agree and Sign the Annual return for 2015-2016

I. To Note the Completion of the Internal Audit and Consider the Matters raised in the Report

- Members noted the completion of the Internal Audit and consider the matters raised in the report

II. To Agree the Accounts for 2015-16 and Agree the transfer to earmarked reserves as previously agreed during the budget setting

- Members approved the Accounts for 2015-16 and Agree the transfer to earmarked reserves as previously agreed during the budget setting

III. To Receive, Agree and Sign the Annual Return

- Members received the Annual return, and the governance statement and sections 1 and 2 were read and explained by GM who had prepared the year end accounts; all questions were agreed and approval was given to sign the Annual Return for 2015-2016. This was done by the Chairman, Councillor Barker and the Clerk/Responsible Finance Office

26-16/17 Financial Statement – To review and accept the monthly financial statement 1 to 25 April 2016

The Clerk presented a full current financial statement to 25 April, including the bank statements. She explained that there was one uncashed/unpresented cheque - 9, which was the payment into the new Corporate Trustees Account; this was due to the fact that the account had not yet been opened as this had to be done in a face to face meeting with a bank business manager. This had been arranged for Thursday 5th May at the Ipswich branch of Barclays (there being no business manager at Felixstowe) and that the Chair, Vice-Chair and herself would be in attendance. The financial statement and bank statements were accepted and approved by Members.

03-May-16

01 April - 25 April 2016

Current Account 20362883			
		Payments	
01/04/2016		Account Fee	£5.00
05/04/2016	5	G Mussett	£416.13
05/04/2016	6	K Coutts	£469.51
05/04/2016	7	HMRC	£104.00
05/04/2016	8	B Dunningham	£67.50
05/04/2016	10	G Mussett	£85.50
05/04/2016	11	National Pen Co. Ltd	£733.08
05/04/2016	12	JAS Landscapes	£635.00
		Total Out	£2,515.72
		Receipts	
		None	
		Curent Account Balance as at 25 April 2016	
		£6,944.91	

Uncashed Cheque on this account

05/04/2016	9	Corporate Trustees-Trimley St Martin Memorial Hall	£1,000.00
------------	---	--	-----------

Deposit Account 20362896			
		Payments	
		None	
		Receipts	
		None	
		Deposit Account Balance as at 25 April 2016	
		£12,000.72	

27-16/17 Payments for authorisation

The following cheques were presented for payment, and were approved by members:

03/05/2016	13	G Mussett	Salary-April	£ 120.00	LGA 1972 s112 (2)
03/05/2016	14	K Coutts	Salary-April	£ 469.51	LGA 1972 s112 (2)
03/05/2016	15	HMRC	Month 1 16/17	£ 30.00	LGA 1972 s112 (2)
03/05/2016	16	B Dunningham	Bus Shelter Cleaning	£ 54.00	LG (Miscellaneous Provisions) Act 1954 s4
03/05/2016	17	Trimley Memorial Hall	Hire of hall Jan - March	£ 152.00	LGA 1972 s134 (4)
03/05/2016	18	SALC	SALC - Bespoke Councillor Training	£ 720.00	LGA 1972 s137
03/05/2016	19	K Coutts	Clerk's expenses - Stamps £6.48, Stationery £28.45	£ 34.93	LGA 1972 Schedule 12 para 41(1)
03/05/2016	20	Payable to the newly elected chairman (as ITEM 1 above)	Chairman's Allowance	£ 350.00	LGA 1972 s15(5) and 34(5)

28-16/17 Close 9.30pm

Date and Time of Next Meeting – Tuesday 7 June 2016 at 7.30pm

ITEM 25

To Note the Completion of the Internal Audit, Consider Matters Raised, Agree Accounts for 2015-2016 and to receive, Agree and Sign the Annual return for 2015-2016

A. To Note the Completion of the Internal Audit and Consider the Matters raised in the Report – attached

To note the completion of the Internal Audit and consider the matters raised in the report

B. To Agree the Accounts for 2015/16 – attached

To Agree the Accounts for 2015/16

C. To Receive, Agree and Sign the Annual Return - attached

To receive, agree and sign the Annual Return for 2015/2016.

ITEM A - To Note the Completion of the Internal Audit and Consider the Matters raised in the Report



**Internal Audit Report
Year ending: 31st March 2016**

Name of Council:	Trimley St Martin
Income:	£31,031.91
Expenditure:	£51,613.02
Precept figure:	£24,500.00
General Reserve:	£21,461.35
Earmarked Reserves:	None identified

Subject	Requirements	Comments/Recommendations
1. Proper Book-keeping	Type of cash book or ledger used.	Spreadsheets for receipts and payments were seen and cross checked
	Cash book kept up to date and regularly verified against bank statement.	Reconciliations are undertaken although these are not reported to Council. Recommendation: that all bank account balances are reported and minuted at each council meeting this will ensure that Council complies with its own Financial Regulation 2.2 " On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman 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 (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council."
	Correct arithmetic and balancing.	Selected invoices were checked to verify totals were correct. Items checked were found to be correct.
2 Payment controls	Supporting paperwork for payments, and appropriate authorisation.	12 payments were selected and were cross checked against cheque book, cash book, bank statement, invoice and minutes. All were found to be correctly recorded, paid and approved by the council.
	VAT is identified and reclaimed.	VAT claim submitted for year ending 31.03.16 submitted April 2016. Amount of £6464.04 agrees with financial records of 31.03.16


	S137 separately recorded and minuted.	<p>2 payments were made and headed as Misc. £25.00 to Salvation Army - Christmas Donation & £50.00 to Trimley St Martin - Christmas Donation.</p> <p>No S137 column in cash book. Items were shown as donations in cash book and year end accounts.</p> <p>Recommendation: that Council review the powers under which such donations are made and if appropriate ensure they are noted as payments under S137 of the 1972 Act in the cash book and minuted as such.</p>
	Payments of interest and principal sums in respect of loans, are paid in accordance with agreements.	There were none for the year under review
	Legal Powers identified in minutes and/or cashbook?	<p>No reference is made to the legal powers under which payments are made.</p> <p>Recommendation: to ensure that all payments made are within its powers and that it is not acting outside of its legal power, a reference as to the power being used should be identified in either the minutes or the cashbook.</p>
3. Financial Regulations, Standing Orders	Evidence that standing orders have been adopted and reviewed regularly.	Standing Orders were revised and adopted 01.03.2016 due to changes in legislation
	Evidence that Financial Regulations have been adopted and reviewed regularly.	Financial Regulations were revised and adopted 01.03.2016 due to changes in legislation
4. Petty cash/expenses procedure	Established system in place, and associated supporting documents	<p>No petty cash is held.</p> <p>Expenses are paid through the council's normal payment process</p>

5. Risk management	Evidence that risks are being identified and managed. Internal financial controls documented and minuted.	Risk assessments were reported to Council on 03.11.15 - implementation agreed on actions raised
	Appropriate Insurance cover for employment, public liability and fidelity guarantee.	Unable to verify as insurance document no seen at time of audit. Assume to be in place as per 2014/15 audit.
4. Budgetary controls	Verifying that the budget has been properly prepared, and agreed.	The budget and precept were agreed at a meeting of 06.01.2015
	Regular reporting of expenditure and variances from budget.	<p>Whilst a financial report was submitted at each meeting there is no minute to record variances from budget.</p> <p>Recommendation that such a report be submitted on a quarterly basis in accordance with the Council's Standing Order 17.3</p> <p>" The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise: i. the council's receipts and payments for each quarter; ii. the council's aggregate receipts and payments for the year to date; iii. the balances held at the end of the quarter being reported"</p>
6. Income controls	Monitoring of precept and any other income.	<p>The Council received precept in the sum of £24,500 and £827.95 council tax support grant.</p> <p>6 income records were selected and cross checked against paying books, bank statements, cash book and minutes. Whilst the underlying audit trail was in existence there was no reporting of any income received in the minutes.</p> <p>As part of its financial risk assessment regular reporting of income would show robust monitoring procedures are in place and would highlight any variations in expected income.</p>

		Recommendation: council should consider the full reporting of all income to enable it to understand fully the patterns of income flows during the year and to help inform its decision making process.
	Reserves:	General: £21,461.35 Earmarked: None identified
7. Payroll controls	Salary payments include deductions for PAYE/ NIC. PAYE/NIC paid promptly to HMRC. Evidence that Council is aware of it's pension responsibilities.	Evidence seen to support approval of salary payments and payment of PAYE. Council is aware of its pension responsibilities and agree to appoint NEST as its pension provider - 05.01.16
8. Asset control	Inspection of Asset register.	Asset Register seen for period 31.03.16 Noted that the Council had complied with the advice given by BDO LLP to remove the Memorial Hall from its asset register as it was not an asset of the Parish Council.
	Asset register reviewed annually.	Yes - there were no additions or disposals for the year in question.
	Cross checking of Insurance cover.	Insurance Document not seen. Assume assets to be covered as per Audit 2014/15
9. Bank reconciliation	Regularly completed, reconciled with cash book. Regular reporting of bank balances at council meetings? Confirm bank balances agree with bank statements.	Bank statements were seen and a financial report was minuted as having been received but there is no reference in the minutes to the actual bank balances Recommendation: see comment under Item 2 Bank balances at 31.03.16: Unity Trust Deposit Acct: £12000.72 Unity Trust Current Acct: £9460.63 Agree with year end position in cash book

10. Year-end procedures	Appropriate accounting procedures used. Income/Expenditure or Receipts/Payments.	Receipts and Payments used.
	Financial trail from records to presented accounts.	There is a clear underlying audit trail from records to presented accounts
11. Annual return	Completion of sections of Annual return.	Section 1 to be completed Section 2 be completed at time of audit
		Section 4 was completed by the internal auditor at time of internal audit
12. Review internal controls	Date review completed.	Council's Governance Risks received and agreed at meeting of 01.09.15. Reported no additional measures necessary
	Previous internal and external reports minuted and considered by Council	Internal Audit Report considered and recommendations made 21.07.15 External Audit Report considered and recommendations made 01.03.16
13. Recommendations from previous internal audit – 31 March 2015.	Date reviewed and action plan agreed. 1. Pension position be investigated 2. Council register with ICO 3. Cheque signing procedures be enforced more rigorously	Closed 05.01.16 Closed 10.08.15 Closed
14. Additional comments	Annual meeting:	Held 23.06.16 In accordance with the 1972 Act and the Council's own Standing Orders the Annual Meeting in an election year must be held within 14 days after that election.
	Appointment of internal auditor:	01.03.06 Minute reference 9 page 28 - 2015/16
	Any trustee responsibilities:	Council understood its requirements regarding Electors Rights and agreed a strategy for the

		inspection of its records - 01.03.16 Minute reference 9 page 28 - 2015/16
	Transparency code for smaller authorities:	Noted impact of Transparency Code 21.07.15. Agreement to publish information on a new website hosted by onesuffolk
	Arrangements in place for the public inspection of council's records	Council understood its requirements regarding Electors Rights and agreed a strategy for the inspection of its records - 01.03.16 Minute reference 9 page 28 - 2015/16
	Is the council registered with the ICO:	Yes - effective 10.08.15

Signed 

Date 18/04/2016

On behalf of Suffolk Association of Local Councils

The Internal Auditor has raised the following matters:-

- a) Although supplied as part of the agenda, the verification of bank balances have not been specifically minuted. **It is recommended that the future minutes reflect this.**
- b) The two donations re the Christmas event were not specifically recorded as expenditure against S137 of the Local Government Act 1972. This is because the donations were for “entertainment”, which is covered by S145 of the Local Government Act 1972. **It is recommended that no action be taken.**
- c) The Council is not recording the specific powers under which payments are being made. It is recommended that these be recorded in future minutes.
- d) Although supplied as part of the agenda, the variances from budget have not been specifically minuted. **It is recommended that the future minutes reflect this.**
- e) Although supplied as part of the agenda, the individual items of receipts have not been specifically minuted. **It is recommended that the future minutes reflect this.**

The Council is recommended to note and adopt the recommendations outlined above.

ITEM B

To Agree the Accounts for 2015/16

TRIMLEY ST MARTIN PARISH COUNCIL

2015/2016 ACCOUNTS

Income

Income										
				Precept	Grants	VAT Refund	Bank Interest	Other Interest	Other	TOTAL
Date	Reference	From	In Respect of							
01/04/2015	DD	SCDC	Precept	£ 12,250.00	£ 413.98					£ 12,663.98
07/04/2015	DD	HM Treasury 2.5 stocks	interest					£ 0.45		£ 0.45
23/04/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
24/04/2015	DD	HMRC	VAT Refund			£ 4,273.76				£ 4,273.76
23/05/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
23/06/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
06/07/2015	DD	HM Treasury 2.5 stocks	interest					£ 0.45		£ 0.45
23/07/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
10/08/2015	DD	HM Treasury 2.5 stocks	Disposal of Stock						£ 73.09	£ 73.09
10/08/2015	DD	Suffolk Provincial Grand Che	Grant towards Memorial Hall Rebuild		£ 250.00					£ 250.00
23/08/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
23/09/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
30/09/2015	DD	SCDC	Precept	£ 12,250.00	£ 413.97					£ 12,663.97
23/10/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
23/11/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
23/12/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.47			£ 0.47
23/01/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
23/02/2015	DD	HSBC	Bank Interest Deposit Account				£ 0.48			£ 0.48
23/02/2015	DD	Trimley St Martin Parish Co	Start Up Bank Account						£ 500.00	£ 500.00
01/03/2016		HSBC	Bank Interest Deposit Account				£ 0.25			£ 0.25
23/03/2016	DD	Felixstowe Town Council	Councillor Training						£ 240.00	£ 240.00
23/03/2016	DD	Trimley St Mary PC	Councillor Training						£ 200.00	£ 200.00
30/03/2016	DD	Kirton Parish Council	Councillor Training						£ 160.00	£ 160.00
31/03/2016	DD	Unity Trust Bank	Bank Interest Deposit Account				£ 0.72			£ 0.72
				£ 24,500.00	£ 1,077.95	£ 4,273.76	£ 6.21	£ 0.90	£ 1,173.09	£ 31,031.91

Expenditure

Expenditure																
				Clerk's Salary	General Administration	Subscription	Audit Fees	Grass Cutting	Bus Shelters	Flower Beds	Parish Pump	Memorial Hall Rebuild	Miscellaneous	Total Exc VAT	VAT	Total Inc VAT
Date	Reference	Paid To	In Respect of													
01/04/2015	245	A C Harding	Final Settlement - Memorial Hall Rebuild									£ 6,299.87		£ 6,299.87	£ 1,259.97	£ 7,559.84
01/04/2015	246	Concerus	Memorial Hall Fees									£ 14,840.05		£ 14,840.05	£ 2,968.01	£ 17,808.06
07/04/2015	247	K Coutts	Clerk's Salary	£ 890.66										£ 890.66	£ -	£ 890.66
07/04/2015	248	HM Customs & Revenue	Tax/Ni	£ 156.49										£ 156.49	£ -	£ 156.49
07/04/2015	249	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50	£ -	£ 67.50
07/04/2015	250	JAS	Roundabout Maintenance					£ 275.00						£ 275.00	£ -	£ 275.00
07/04/2015	251	JAS	Flower Beds							£ 270.00				£ 270.00	£ -	£ 270.00
07/04/2015	252	Community Action Suffolk	Subscription			£ 25.00								£ 25.00	£ 5.00	£ 30.00
07/04/2015	253	K Coutts	Expenses		£ 162.73									£ 162.73	£ 5.00	£ 167.73
07/04/2015	254	Computing Needs	Toner Catridges		£ 47.90									£ 47.90	£ 9.58	£ 57.48
07/04/2015	255	SALC	Subscription			£ 664.00								£ 664.00	£ -	£ 664.00
01/05/2015	256	K Coutts	Clerk's Salary	£ 968.90										£ 968.90	£ -	£ 968.90
01/05/2015	257	HM Customs & Revenue	Tax/Ni	£ 128.39										£ 128.39	£ -	£ 128.39
01/05/2015	258	K Coutts	Expenses		£ 101.41									£ 101.41	£ 5.28	£ 106.69
01/05/2015	259	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
02/06/2015	260	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50		£ 67.50
23/06/2015	261	Felixstowe District Council for Sport & Recreation	Subscription			£ 5.00								£ 5.00	£ -	£ 5.00
23/06/2015	262	123-Reg	Web Hosting		£ 35.88									£ 35.88	£ 7.18	£ 43.06
23/06/2015	263	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50		£ 67.50
23/06/2015	264	SALC	Internal Audit Fee				£ 330.00							£ 330.00	£ 66.00	£ 396.00
18/08/2015	265	SALC	Photocopying		£ 57.00									£ 57.00	£ 11.40	£ 68.40
18/08/2015	266	ICO	Registration		£ 35.00									£ 35.00		£ 35.00
18/08/2015	267	G N Mussett	Expenses		£ 52.92									£ 52.92	£ 10.58	£ 63.50
18/08/2015	268	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
18/08/2015	269	HM Customs & Revenue	Tax/Ni	£ 104.00										£ 104.00		£ 104.00
18/08/2015	270	JAS	Roundabout Maintenance					£ 275.00						£ 275.00		£ 275.00
01/09/2015	271	Inprint	Photocopying		£ 73.50									£ 73.50	£ 14.70	£ 88.20
01/09/2015	272	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
01/09/2015	273	HM Customs & Revenue	Tax/Ni	£ 104.00										£ 104.00		£ 104.00
01/09/2015	274	CPRE	Subscription			£ 36.00								£ 36.00		£ 36.00
01/09/2015	275	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
01/09/2015	276	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
01/09/2015	277	Trimley Memorial Hall Management Committee	Grant towards hedgecutting		£ 75.00									£ 75.00		£ 75.00
06/10/2015	278	Cane & Co	Insurance Premium		£ 1,393.50									£ 1,393.50		£ 1,393.50
06/10/2015	279	SALC	Training		£ 620.00									£ 620.00	£ 124.00	£ 744.00
06/10/2015	280	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50		£ 67.50
06/10/2015	281	DMH Solutions	Risk Software		£ 100.34									£ 100.34	£ 20.07	£ 120.41
06/10/2015	282	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
06/10/2015	283	HM Customs & Revenue	Tax/Ni	£ 104.00										£ 104.00		£ 104.00
06/10/2015	284	Trimley Memorial Hall Management Committee	Hall Hire		£ 140.00									£ 140.00		£ 140.00
06/10/2015	285	JAS	Roundabout Maintenance					£ 275.00						£ 275.00		£ 275.00

Date	Reference	Paid To	In Respect of	Clerk's Salary	General Administration	Subscriptions	Audit Fees	Grass Cutting	Bus Shelters	Flower Beds	Parish Pump	Memorial Hall Rebuild	Miscellaneous	Total Exc VAT	VAT	Total Inc VAT
03/11/2015		286 G N Mussett	Wreath		£ 17.00									£ 17.00		£ 17.00
03/11/2015		287 G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
03/11/2015		288 HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
03/11/2015		289 A C Harding	Retention Memorial Hall Rebuild									£ 7,236.35		£ 7,236.35	£ 1,447.27	£ 8,683.62
03/11/2015		290 B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00	£ -	£ 54.00
15/12/2015		291 G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
15/12/2015		292 HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
15/12/2015		293 B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
15/12/2015		294 Goslings Farm Shop	Christmas Tree										£ 45.95	£ 45.95		£ 45.95
15/12/2015		295 Homebase	Christmas Tree Lights										£ 24.99	£ 24.99	£ 5.00	£ 29.99
15/12/2015		296 CANCELLED												£ -		£ -
15/12/2015		297 East of England Co-op	Refreshments for Carol Service										£ 31.50	£ 31.50	£ 6.30	£ 37.80
15/12/2015		298 SCDC	Election Fees		£ 786.12									£ 786.12		£ 786.12
15/12/2015		299 G N Mussett	Printer Cartridges		£ 74.17									£ 74.17	£ 14.83	£ 89.00
		300 CANCELLED												£ -	£ -	£ -
05/01/2016		301 HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00	£ -	£ 104.00
05/01/2016		302 Mr B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50	£ -	£ 67.50
		JAS	Roundabout													
05/01/2016		303	Maintenance					£ 275.00						£ 275.00	£ -	£ 275.00
05/01/2016		304 CANCELLED												£ -	£ -	£ -
05/01/2016		305 Trimley Memorial Hall Management Committee	Hall Hire		£ 60.00									£ 60.00	£ -	£ 60.00
05/01/2016		306 Trimley St Martin Parish Council	Start Up New Bank Account		£ 500.00									£ 500.00	£ -	£ 500.00
05/01/2016		307 Salvation Army	Donation re Christmas										£ 25.00	£ 25.00	£ -	£ 25.00
05/01/2016		308 G N Mussett	Clerk's Salary	£ 416.13										£ 416.13	£ -	£ 416.13
02/02/2016		309 G N Mussett	Clerk's Salary	£ 416.13										£ 416.13	£ -	£ 416.13
02/02/2016		310 HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00	£ -	£ 104.00
02/02/2016		311 G N Mussett	Printer Cartridges		£ 64.17									£ 64.17	£ 12.83	£ 77.00
02/02/2016		312 G N Mussett	Kaspersky Software		£ 29.16									£ 29.16	£ 5.83	£ 34.99
02/02/2016		313 J Barker	Parish Pump delivery								£ 75.00			£ 75.00	£ -	£ 75.00
02/02/2016		314 Pierrot Stationers	Parish Pump Printing								£ 299.00			£ 299.00	£ -	£ 299.00
02/02/2016		315 Mr B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50	£ -	£ 67.50
02/02/2016		316 Trimley Saints Players	Donation re Christmas										£ 50.00	£ 50.00	£ -	£ 50.00
02/02/2016		317 Bayfields Electrical	Fixed Wiring Testing									£ 560.00		£ 560.00	£ 112.00	£ 672.00
01/03/2016	DD	Unity Trust Bank	Service Charge		£ 5.00									£ 5.00	£ -	£ 5.00
01/03/2016		1 BDO	External Audit Fee				£ 1,766.00							£ 1,766.00	£ 353.20	£ 2,119.20
01/03/2016		2 Mr B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
01/03/2016		3 G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
01/03/2016		4 HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
				£ 6,305.48	£ 4,430.80	£ 730.00	£ 2,096.00	£ 1,100.00	£ 729.00	£ 270.00	£ 374.00	£ 28,936.27	£ 177.44	£ 45,148.99	£ 6,464.04	£ 51,613.02

Spend Against Budget

ITEM	BUDGET 2015/16	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 12,225.00	£ 6,305.48	51.6%
General Expenses	£ 1,200.00	£ 2,342.30	195.2%
Audit Fees	£ 440.00	£ 2,096.00	476.4%
Insurance	£ 1,352.91	£ 1,393.50	103.0%
Election Fees	£ 2,000.00		0.0%
Clerk Training	£ 500.00		0.0%
Councillor Training	£ 500.00	£ 620.00	124.0%
Recruitment Fees	£ 500.00		0.0%
Subscriptions	£ 648.00	£ 730.00	112.7%
Grants/Donations	£ 525.00		0.0%
Bus Shelter Cleaining	£ 800.00	£ 729.00	91.1%
Flower Beds & Roundabout	£ 1,500.00	£ 1,370.00	91.3%
Hall Hedge Cutting	£ 300.00	£ 75.00	25.0%
Christmas Tree	£ 100.00	£ 177.44	177.4%
Parish Pump	£ 700.00	£ 374.00	53.4%
School Vouchers	£ 100.00		0.0%
New Dog Bin	£ 295.00		0.0%
Memorial Hall Rebuild	£ -	£ 28,936.27	N/A
TOTALS	£ 23,685.91	£ 45,148.99	

Bank Reconciliation

As at 31/3/15	
Deposit Account	£ 10,020.38
Current Account	<u>£ 32,022.08</u>
	<u>£ 42,042.46</u>
Add Receipts to 31/3/16	£ 31,031.91
Less Expenditure to 31/3/16	<u>-£ 51,613.02</u>
As at 31/3/16	<u>£ 21,461.35</u>
As at 31/3/16	
Deposit Account	£ 12,000.72
Current Account	<u>£ 9,460.63</u>
	<u>£ 21,461.35</u>

Notes to the Accounts

1. These accounts have been prepared on a "receipts and payments" basis (i.e. they reflect monies received and payments made within the period 1st April 2015 to 31st March 2016). However our External Auditors have asked that we identify any "significant" income or payments which may have been due in this year but which have not yet been received or made. There are no such receipts, but the following payments, which will be approved at the Council's meeting in April, may be deemed significant:-

G N Mussett	Clerk's Salary	£416.13
K Coutts	Clerk's Salary	£469.51
HM Revenue & Customs	PAYE/TAX	£104.00
G N Mussett	Clerk's Expenses	£ 85.50
JAS Landscapes	Various Landscaping Maintenance	£635.00

These would have the effect of reducing the end of year balances to £19,751.21.

ITEM C

To Receive, Agree and Sign the Annual Return

The Council is required confirm that it has complied with the statements in Section 1 to denote that the Council has ensured there is an effective system of internal control, and then agree the figures in Section 2.

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- **Sections 1 and 2** are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- **Section 3** is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

TRIMLEY ST MARTIN PARISH COUNCIL

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 2016, that:

	Agreed		‘Yes’ means that this smaller authority:
	Yes	No*	
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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			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 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 smaller 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.
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.	Yes	No	NA
			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 this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

TRIMBY ST MARTIN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	122745	42042	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	19000	24500	Total amount of precept or (for IOBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	276010	6532	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	11486	6305	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and Nil (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	22095	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	342132	45308	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	42042	21461	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	42042	21461	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	616537	14562	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority 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. (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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

TRIMIST ST MARTIN PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed 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 smaller 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 and year-end bank account reconciliations were properly carried out.			
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. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

1) None used

Name of person who carried out the internal audit

Viccaro, S. (on behalf of SAC)

Signature of person who carried out the internal audit

Date 18/04/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).