

TWYFORD PARISH COUNCIL

Minutes of the Full Parish Council meeting on 16th June 2016, at the Gilbert Room of the Parish Hall, Twyford

Present

Cllr Lawton (Chair)

Cllr Cook

Cllr Corcoran

Cllr Cornwall

Cllr Forder- Stent

Cllr Mitchell

Cllr Watson

Cllr Wheeler

Cllr Holland from item 32/16

Cllr West from item 32/16

In attendance

WCC & HCC Cllr Humby

Clerk – Tony Bronk

Apologies/Absences

Cllr Sellars

Cllr Woodward

WCC Cllr Izard

Item	
28/16	To accept apologies for absence and receive declarations of interest
	<p>The Chair announced that Cllr Bob Woodward had resigned from his position as Councillor and that it would take immediate effect.</p> <p>The apology of Councillor Sellars and reason for his absence was accepted; and the apology of WCC Councillor Izard was accepted.</p> <p><u>Declarations of interest</u></p> <p>Cllr Watson declared an interest, as defined in Part 6 of the Code of Conduct, concerning Items 46 and 47; because of her nomination by the Council as a Trustee of the Parish Hall and her role as Secretary to and member of the Twyford Parish Hall Committee. Cllr Cornwall and Cllr Wheeler also declared an interest because of their role as Trustees of the Parish Hall and consequent membership of the Parish Hall Committee.</p> <p>Accordingly the Chair determined that the requirements of Part 9 of the Code would apply appropriately to participation of the relevant councillors during those items specified above.</p>
29/16	To approve and sign-off, as a true record, the minutes of the meeting held on 15th May 2016
	<p>The previously circulated minutes of the Full Council Meeting (AGM) dated 15th May 2016 were considered.</p> <p>Resolved</p> <p>“The Minutes of the meeting held on 15th May 2016 are approved as an accurate record of the meeting”.</p> <p>Proposed by Cllr Forder-Stent, seconded by Cllr Cornwall and carried unanimously.</p>
30/16	To receive an update on matters arising from the minutes of the meeting held on 15th May 2016 that are not included elsewhere on the agenda and to consider the status of progress to date

	The recent deaths of former Councilors Sam Sowton and Mike Andrews a former Chairman was noted and Cllr Corcoran briefly described their contribution to the Council and Twyford generally.
30.1/16	The Chair noted that the Clerk had not yet progressed action arising under Items 6.1/16 and 12.2/16 (details are in the Annexed Actions Log) and that Cllr Corcoran continues to progress action related to Item 9.1/16. However, 10/16 had been closed and Item 24.3/16 is on the agenda for the Recreation Committee meeting on 23rd June. Other actions were confirmed as closed or would be dealt with under the current agenda.
31/16	To adjourn for public participation
31.1/16	To receive questions from the members of the public.
	No questions were received from members of the public in attendance.
31.2/16	To receive the County Councillor's report.
	<p>Cllr Humby referred to a recent meeting with Cllrs Cook and Iazard at which a range of matters of local concern had been raised. The following are recent developments.</p> <p><u>Waste Recycling:</u> The recent consultation had resulted in approximately 11,500 responses. A formal response is planned to be made at the end of July. Cllr Humby was fairly confident that closure of existing facilities was unlikely but the need to reduce costs was therefore likely to result in some reductions to opening times. Charging for visits remains a longer term possibility.</p> <p><u>Traffic Survey:</u> Colden Common and Twyford will have a traffic survey carried out in the Autumn. This is part of a wider initiative to gain area wide data but the early focus on this area will assist with consideration of the impact of the Eastleigh Development Plan. The survey looks at the type and volume of vehicles, will assess where relevant whether large vehicles have a lawful reason for their journey; and is not expected to impact road users.</p> <p><u>Highways Issues Reporting:</u> Digital reporting – for example of potholes, is in place. However, whilst the system gathers all reports there is not a feedback mechanism. It is planned to invite officers of local authorities to a session where they can receive more information about the reporting system.</p> <p><u>Devolution:</u> A countywide consultation is expected to take place to seek views on the range of options currently under consideration.</p> <p>In response to questions Cllr Humby undertook to make enquiries about replacement of the weight restriction sign applicable to Hazeley Road and into whether the existing number and location of the signs is sufficient to enable drivers to be aware of the restriction. Concerns about sightlines for drivers at the triangle junction of Highbridge Road and Main Road were also raised. Some grass cutting had occurred but was insufficient to enable drivers to be confident of their safe progress. Cllr Humby commented that the grass cutting programme had suffered from delays but he would raise the concerns raised about the sufficiency of the cutting that had occurred.</p>
31.3/16	To receive the District Councillor's report.

	<p>Cllr Cook referred to the work done to fill the pothole on the Main Road to the south of Park Lane, which had resulted in the covering up of the adjacent drain cover and that the need to revisit the site had been raised with Winchester City Council (WCC). Accident damage resulting in the angled traffic light at the bottom of the motorway exit and need to cut back tree/hedge growth to ensure the traffic lights are visible had also been raised with WCC. Fly tipping near the Waterworks had also been mentioned to her and been reported on to the relevant officer at WCC.</p> <p>Cllr Cook advised that concerns about land use near Manor Farm Green had also been raised with her and relayed to WCC which was investigating.</p> <p>The Boomtown application for a licence enable a significant increase to the number of attendees at the event had been approved by WCC. It is estimated that if the signposted diversions are adhered to there could be a further 2,000 vehicles routed through Twyford and down Hazeley Road, although it was noted that the impact last year was less than anticipated. Concerns had been raised with WCC about the absence of any formal consultation with the Parish Council over the Boomtown event. It had been conceded that consultation ought to have taken place and an assurance was obtained that it would occur in the future because of the impact of the event on Twyford and in particular the diversion of vehicles through it.</p>
32/16	To consider and approve the co-option of Stephanie West and Andrew Holland to the Parish Council
	<p>Stephanie West and Andrew Holland were attendees of the previous and the current Full Council Meetings and a discussion took place about the nature of their potential contribution to the Council and the knowledge and level of commitment that they could bring to it. Stephanie West referred to a period during a house renovation project that she would not remain resident in the village but that it would not affect her ability to contribute to Council matters and not affect her ability to attend its evening meetings. Both expressed an interest in planning matters and ability to attend monthly meetings in addition to those of the full council.</p> <p>Resolved: The Council approves Stephanie West and Andrew Holland as Co-Opted Members of Twyford Parish Council and that they become members of the Standing Planning Committee.</p> <p>Proposed by Cllr Watson and seconded by Cllr Cook and carried unanimously.</p>
	At this point the Chair advised that the Agenda would be revised and Item 48/16 would be brought forward.
48/16	Twyford Open Spaces
48.1/16	To consider amalgamation of the Berry Meadow and Twyford Meads Advisory Committees

	<p>Mr J. McGill Chair of the Twyford Meads Advisory Committee was welcomed to the meeting and asked for his thoughts on the possible amalgamation of the Berry Meadow and Twyford Meads Advisory Committees. Mr McGill acknowledged that amalgamation was logical but commented that the Twyford Meads Advisory Committee members had performed a range of tasks as and when necessary, without formal meetings and considered that the Committee's efforts had been successful. It was agreed that amalgamation was not a reaction to any shortcomings and that the Committee had done a good job in their management of the area. Amalgamation, however, would enable the current management arrangements for the area to continue but within the framework of a larger committee through which formal periodic reporting and ongoing liaison with the Council would occur. It was agreed that for financial control and budgeting a meeting before the financial year end should be scheduled.</p> <p>Resolved: "The Berry Meadow and Twyford Meads Advisory Committees shall be amalgamated with immediate effect."</p> <p>Proposed by Cllr Mitchell, seconded by Cllr Watson and carried unanimously.</p> <p><u>Action:</u> By the Clerk - A formal meeting is to be added to the schedule of Council meetings.</p> <p>An approach by the Hampshire and Isle of Wight Wildlife Trust had been made regarding the possibility of participation in a new project. It was agreed that this should be explored further before any binding decision to participate is made</p> <p><u>Action:</u> Cllr Corcoran to report back to the Full Council in July and to make any recommendations for action in the form of a formal motion.</p>
33/16	<p>To confirm the adoption of the Code of Conduct of Winchester City Council (WCC) and to consider whether Declarations of Interest submitted to the Clerk for disclosure by WCC are up to date and accessible to residents</p>
	<p>The Chair noted that the Code of Conduct remained unchanged save for the correction of two cross references and was based on the model code for Parishes issued by Winchester City Council(WCC).</p> <p>Resolved: "The Code of Conduct as amended shall be adopted."</p> <p>Proposed by Cllr Lawton, seconded by Cllr Wheeler and carried unanimously.</p> <p><u>Declarations of Interest</u></p> <p>It was noted that WCC had requested an annual update of declarations of interest, that those currently available on the WCC website needed to be replaced and that the Clerk had circulated blank forms for completion. It was confirmed that all but two Councillors had already completed the forms.</p> <p>Action: Cllr Cook, Cllr Watson and also Cllrs Holland and West to complete and return Declaration of interest forms to the Clerk as soon as practicable.</p>
34/16	<p>To consider the adequacy of the training programme for Councillors and to agree specific training to be undertaken during the current financial year.</p>

	<p>It was noted that no formal training of Councillors had taken place in the past year and that it was important that existing as well as newly appointed Councillors should undertake periodic training of a formal nature. Cllr Watson confirmed that the existing budget does make provision for training. Following a discussion of the courses offered by the Hampshire Association of Local Councils (HALC) and the difficulty of all Councillors attending a daytime course scheduled by HALC, a bespoke evening course, offered to neighbouring parish councils was considered to be a potentially cost effective solution.</p> <p>To be of most benefit to all Councillors the course should build on a base level of knowledge focusing on new developments and good practice; and include a Q&A session to encourage questions of common concern and promote the sharing of ideas.</p> <p><u>Action:</u> By the Clerk – Liaise with HALC to identify the cost of a bespoke course and potential dates in September and early October.</p>
35/16	To approve and adopt Standing Orders, Financial Regulations and Committee Terms of Reference
	<p>Cllr Lawton referred to the papers circulated with the agenda. He advised that the Finance Committee had reviewed the draft Standing Orders, Financial Regulations and Committee Terms of Reference submitted to the AGM and considered suggestions and comments received. Some further revisions had been made, the key changes being referred to in the draft minutes of the Finance Committee meeting, which had also been distributed with the agenda. There were no matters that Councillors wished to comment upon.</p> <p>Resolved: “The amended Standing Orders, Financial Regulations and Committee Terms of Reference of Twyford Parish Council, dated as versions of June 2016 as circulated with the Agenda shall be adopted and have immediate effect”.</p> <p>Proposed by Cllr Corcoran, seconded by Cllr Wheeler and carried unanimously.</p>
36/16	To approve changes to banking arrangements with HSBC: including naming the Councillors approved to act as signatories and confirming the Clerk is the Internet Banking ‘Primary User’
	<p>It was noted that the existing Bank Mandate with HSBC includes some former Councillors and needed to be updated. The Clerk reported that almost all banking payments are now made using Internet banking and that the impact on signatories for cheque signing or other formal instructions to the bank (for example change of mandate) would be rare. Accordingly, only four signatories were proposed, the Chair and Vice-Chair of the Finance Committee namely Cllr Watson and Cllr Sellars respectively, the Chair of the Full Council: Cllr Lawton; and one other member of the Finance Committee: Cllr Forder-Stent.</p> <p>The Clerk is the Internet Banking Primary User and so it was agreed that the revised mandate should confirm T Bronk as the Primary User.</p> <p>Resolved: “The current banking mandate with HSBC shall be replaced and the following Councillors shall become the Council’s authorised signatories under a new mandate: Sonia Watson, Richard Sellars, Waiane Lawton and Angela Forder-Stent. The Council’s Internet Banking ‘Primary User’ shall continue to be T Bronk.”</p> <p>Proposed by Cllr Corcoran, seconded by Cllr Cornwall and carried unanimously.</p>
37/16	To receive for noting the draft minutes of the Annual Parish Assembly held on 1st June 2016

	The minutes and annexed reports were noted. Cllr Humby was thanked for his detailed written report annexed to the minutes.
38/16	To receive draft minutes of the June Planning Committee and an update on matters arising from those minutes; and to note or discuss action taken unless already covered by another agenda item
	Cllr Mitchell referred to the draft minutes circulated with the agenda and that there was nothing further to add. Cllr Cook asked whether a development application opposed by the Council had been approved, and it was agreed that in the absence of any immediate knowledge of the case, the South Downs National Park website should be consulted.
39/16	To receive an update on matters arising from the May Recreation Committee and to note or discuss action taken unless already covered by another agenda item
	Cllr Cornwall referred to a meeting of the Recreation Committee on 23 rd June, the draft agenda for which had been circulated for input by all Councillors. Items included the need to replace the goalposts in Northfields, the need to consider what type of signage should be used for the Outdoor Gym; and the terms and conditions for use of the pitches and pavilion at Hunter Park. The successful commencement of football coaching for juniors was referred to and the need for those running it to confirm the existence of appropriate insurance and other safeguards referred to by the Football Association website was agreed.
40/16	To receive draft minutes of the June Finance Committee and an update on matters arising from those minutes; and to note or discuss action taken unless already covered by another agenda item
	Cllr Watson referred to the draft minutes circulated with the agenda, and that the meeting had been focussed on governance and year end reporting papers now on the agenda. Cllr Watson referred to the role of the Internal Auditor and explained that whilst a formal report had not raised any concerns a report of matters arising had been received. Annex 1 sets out the matters raised by the Internal Auditor and the actions agreed by the Finance Committee, which Cllr Watson described and explained.
41/16	To review and approve the payments scheduled for June 2016
	<p>Cllr Watson referred to the schedule of proposed payments at Annex 2 circulated during the meeting and explained the reasons for the main items of expenditure. It was noted that the list included a proposed payment for emergency work, for which a formal invoice had not yet been received.</p> <p>Resolved: "The payments scheduled for June 2016 are approved; and may all be paid by Internet Banking by the Clerk (unless already covered by direct debit or standing order); with the exception that the proposed payment of £280.00 to We Can Specialists may not be paid before completion of the works is confirmed and a satisfactory invoice for the works has been received."</p> <p>Proposed by Cllr Watson, seconded by Cllr Forder-Stent and approved unanimously</p>
42/16	To confirm the timetable for external audit and publication of accounts for 2015/16
	Cllr Watson explained the basis on which BDO as the Council's external auditor had prepared the timetable for the audit and publication of the financial statements for 2015/16.

43/16	<p>To consider and agree responses to Section 1 - Annual Governance Statement 2015/16 for Twyford Parish Council</p> <p>The Finance Committee having considered statements 1 to 8 inclusive recommends to the full council that its response to each statement is “Yes”.</p>
	<p>Cllr Watson suggested that Cllrs Holland and West having not been Councillors during the financial year 2015/16 should not be asked to express any opinion; and be invited to act as attendees and not participate in the meeting during Item 43/16 and Item 44/16. The Chair and Cllrs Holland and West agreed and became attendees only.</p>
	<p>Cllr Watson read each of the Governance Statements 1 to 8 applicable to the financial year 2015/16 (listed in Annex 3) and each was considered in the best knowledge and belief of all Councillors participating in the meeting.</p> <p>Resolved: “The response to each Governance Statement numbered 1 to 8 shall be yes; the Council approves the response of yes to each statement and the Chair and Clerk are authorised to sign the statement to confirm such approval.”</p> <p>Proposed by Cllr Watson, seconded by Cllr Lawton and approved by all Councillors participating in this part of the meeting.</p> <p><u>Action</u> – Chair and Clerk to sign the Annual Governance Statement 2015/16.</p>
44/16	<p>To consider and approve Section 2 - Accounting Statements 2015/16 for Twyford Parish Council</p> <p>The Finance Committee having considered the Accounting Statements 2015/16 recommends to the full council that it approves them.</p>
	<p>Cllr Watson referred to the process for preparation of the accounting statements at Annex 3 by the former clerk and its internal auditor and the recommendation of the Finance Committee.</p> <p>Resolved: “ The Council approves the Accounting Statements 2015/16”</p> <p><u>Action:</u> Chair to sign the Accounting Statements 2015/16 to confirm their approval by the Council</p> <p>At this stage of the meeting Cllrs Holland and West ceased being attendees and became participants.</p>
45/16	<p>To receive an oral report and recommendations from the Website working party; and to consider and approve a course of action.</p>
	<p>Cllr Mitchell referred to the Working Party and to costings received from e-mango; known to provide services to Colden Common. The existence of several ‘templates’ for the format of a site was noted. The existing site is maintained by a volunteer and whilst the Clerk can populate existing page formats readily (e.g. uploading agenda and minutes) adding new pages for new requirements is more challenging. It was agreed that the working party should continue to liaise with e-mango in order to better respond to the questions raised during the meeting about the costs and level of service offered by e-mango. It was agreed that an appropriate timetable was for the working party to report its conclusions and recommendations to the Full Council meeting in September.</p> <p><u>Action:</u> Cllr Mitchell, on behalf of the Website Working Party, shall make recommendations to the Full Council meeting in September.</p>

46/16	<p>To consider the following applications for Grants:</p> <p>The Twyford Parish Hall Trustees seek £16,000 in respect of the external refurbishment of the Parish Hall</p> <p>Twyford Methodist Church seeks £500 to repair part of a leaded window</p> <p>To approve as a Grant to the Ballard's Close Management Committee the cost of £83.50 (net of VAT) for the cost of the play area inspection reported in May 2016</p>
	<p>At this stage contracting arrangements and timescales for the works and for settlement of invoices was discussed. The Trustees had used an expert adviser to identify what needs to be done, to prepare a specification and to assess the tender responses. The Trustees are therefore confident that the work to be undertaken is necessary and will be sufficient to ensure that the hall remains available to the parish for many years going forwards. Works during the summer will minimise disruption to hall users and income. Item 47/16 is to achieve a tax efficient approach, existing VAT guidance expressly covers circumstances where the Council is the contracting party and hence uses its ability to recover VAT, which the Parish Hall Trustees cannot do.</p> <p>Cllr Watson confirmed the Trustees have obtained satisfactory references on RM Trigg, who is also already known to their tender adviser Rund Partnership. Cllr Watson further confirmed that 'CDM' has been discussed and is understood but agreed to a further discussion on the topic with Cllr Mitchell.</p> <p>At this stage there being no further questions for Cllr Watson, Cllr Cornwall and Cllr Wheeler they left the room.</p> <p>It was commented that the request for a sum of £16,000 had already been on the Council's radar and been a factor when the increased precept was set. The hall is a key asset to the village and needs to be put into a good state to encourage its use going forwards. It was observed that if a reserve had not been built up then rather than use the Council's own reserves perhaps a loan from the Public Works Loan Board should be sought, enabling repayment over the next 10 years. This was not considered feasible in the immediate circumstances because work needed to commence imminently, but it was something that might be considered in due course.</p> <p>It was requested that the Trustees be asked to commit to organising some meaningful fundraising events.</p>
	<p>Due to Item 47/16, if the Council becomes the contracting party, the concern was raised that the Parish Hall Trustees should be asked to pay the Council (the proportion of the costs that they would have committed to the settlement of invoices) before the Council signs any contract committing it to the total expense of the refurbishment.</p> <p>Another Councillor commented that the Trustees should be asked to establish a reserve fund to build up a fund for future capital projects.</p> <p>Resolved: "The application for a grant of £16,000 towards the external refurbishment of the parish hall is approved"</p> <p>Proposed by Cllr Mitchell, seconded by Cllr Cook and carried unanimously (by those present at that part of the meeting).</p>

47/16	<p>To decide on the contracting arrangements for the External Refurbishment of the Parish Hall</p> <p>The Finance Committee recommends that the Full Council enter into a contract with RM Trigg for the tendered sum of £41,460 + VAT; and with Rund Partnership for £3,000 + VAT; for the external renovation of Twyford Parish Hall and that it authorises named Councillors to sign such contracts.</p>
	<p>Note – discussion on this item is also recorded under Item 46/16.</p> <p>Resolved: The Council approves and authorises Cllr Lawton and Cllr Mitchell (as Chair and Vice Chair) to sign all contracts relating to the external refurbishment of the parish hall. Contracts shall not be signed unless both Councillors are satisfied with the terms of the contracts, are satisfied that the Parish Hall Trustees have paid to the Council £28,460 (£41,460+3,000 less the grant of £16,000), commit to a programme of meaningful fundraising and to the establishment of arrangements to provide for funding of capital projects in the future.</p> <p><u>Action:</u> Cllr Lawton to liaise with the Parish Hall Trustees to secure the required undertakings and progress with review and signature of the contract.</p> <p>At this stage Cllr Watson, Cllr Cornwall and Cllr Wheeler re-joined the meeting.</p>
46/16 cont'd	<p>The application by the Methodist Chapel was discussed and the importance of the window to the appearance of the conservation area.</p> <p>Resolved: The grant of £500.00 to the Methodist Chapel (from funds available for expenditure under the Council's s137 powers) is approved.</p> <p>Proposed by Cllr Mitchell, seconded by Cllr Forder-Stent and carried unanimously.</p> <p>It was noted that the annual play area inspection report included an assessment of the Ballard's Close equipment and that the report had been forwarded to the Ballard's Close Management Committee. The invoice (under agenda item 41/16) shows the cost of that element of the report was £83.50.</p> <p>Resolved: "The grant of £83.50 to the Ballard's Close Management Committee for the purposes of obtaining a play area inspection report in May 2016 is approved."</p> <p>Proposed by Cllr Mitchell, seconded by Cllr Forder-Stent and carried unanimously.</p>
48/16	Twyford Open Spaces
48.1/16	To consider amalgamation of the Berry Meadow and Twyford Meads Advisory Committees
	This matter was taken earlier in the meeting – please see above.
49/16	Highways and Footpaths
49.1/16	Footpath maintenance – Update and to note the works carried out by the Lengthsman in June

	<p>The maintenance of 4 footpaths by Green Smile was noted and the work assigned to the Lengthsman during his recent visit. Concerns were, however, expressed over a number of footpaths affected by growth of grass and hedges and also the condition of the surface due to ruts. Cllr Cook asked for details of the locations to enable contact to be made at Winchester City Council to establish what if any assistance can be obtained.</p> <p>Cllr Humby (Hants CC) in response to a question advised that steps are being taken to try to increase the scope of work that the Lengthsman can undertake, but added that Councils need to take care before requesting highways works because of the potential liability if any accidents occur.</p>
50/16	Neighbourhood Plan update
50.1/16	Update on the working party by Cllr Corcoran
	Cllr Corcoran reported that a draft policy is being prepared and will be open to a consultation meeting to be held on 23 rd July at the Twyford Social Club.
51/16	To note, for information only, significant communications on matters that are not included elsewhere on the agenda
	<p>Cllr Corcoran referred to an invitation by Hurrah which offered a free training event of potential interest.</p> <p>Cllr Lawton referred to an email received from A. Hiney about the impact of Twyford School on the traffic flow at 8.00am. Cllr Lawton undertook to make enquiries of the school to determine whether an incident had caused unusual problems.</p> <p>Cllr Watson referred to a complaint about access to the Parish Hall and its impact on electors wishing to participate in the referendum on Europe. A meeting is scheduled for 17 May with Matt Riley to see what steps can be taken to address the concerns.</p> <p>Cllr Lawton referred to an email about posters in front of the war memorial (at the traffic lighted crossroads of Finches Lane and Hazeley Road with the High Street). The land is owned by HCC and any posters need planning permission, but the Parish Council is trying informally to oversee use of the site is appropriate and only by local non-commercial entities.</p>
52/16	To raise any items for the next agenda and confirm the date of next Full Council meeting as 14th July 2016
	<p>Cllr Watson noted that the next agenda must have a quarterly financial update.</p> <p>The next meeting of the Full Council was confirmed as 14th July.</p> <p>The being no other business the meeting closed at 10.30pm.</p>

The matters arising from the internal audit, recommendations and agreed action

1. The council's systems are run on the Sage ledger system which is not sector specific and does not provide comparative and budget reports or link to the Annual return, as per the requirements of a parish council.

From the start of 2016/17 the council should look at either one of the free spreadsheet templates available from HALC or at relevant software such as RBS Alpha.

- “Accounting Software – The spreadsheet template available from HALC shall be adopted and back filled to 1st April 2016 – by 30 June

2. Twyford is a council that is unlikely to go over the £200k income limit again and thus can run its accounts on an R&P basis for increased transparency.

When the 2016/17 ledgers are started, all of the historic control account balances should be written off to make the ledger agree to the Annual return.

- The 2016/17 spreadsheet will not include any historic control account balances - immediate.

3. The council should take all sensible steps to ensure that all vacancies are filled.

TPC should also check the quorum levels for meetings as they are linked to council size, not number of members in post (HALC can advise).

- The quorum will be clarified - by 16 June

4. The fixed asset register has been updated to include Berry Meadow at cost. If possible it would be good practice to ascertain the ages and original costs of the other assets. *(also raised last year)*

This should be done over the coming months by the clerk and members, and the asset register published online.

- The asset register will be reviewed and the amended register published online – by 31 March 2017.

5. There is a difference between the March return and the Nominal, which relates to late received invoices.

At the next VAT return, care should be taken to include all older transactions and that the return agrees to the nominal.

- The change from Sage and adoption of receipts and payments accounting will help ensure VAT returns are correct – by 30 June”

TWYFORD PARISH COUNCIL**ACCOUNTS PRESENTED FOR PAYMENT: 16th June 2016**

			Net	VAT	Gross
	Payee's Account for payment (certified by the Clerk as correct for payment)	Purpose of the expense	£	£	£
27/05/2016	Southern Electric (Direct Debit)	Field - Hunter Park	18.14	0.90	19.04
01/06/2016	PWLB (Direct Debit)	Loans 486376 & 501401	2762.59	0.00	2762.59
24/06/2016	S Lauder (Standing Order)	June Salary	80.00	0.00	80.00
24/06/2016	Tony Bronk	June Salary (after deductions)	642.80	0.00	642.80
24/06/2016	HMRC	(Tax and NIC employee dedn's & employer NIC - June)	204.52	0.00	204.52
24/06/2016	HMRC	NIC employer contribution (May)	20.77	0.00	20.77
24/06/2016	Green Smile Limited	Northfields grass cutting (June)	211.17	42.23	253.40
24/06/2016	We Can Specialists	Hunter Park maintenance (June)	1479.87	0.00	1479.87
24/06/2016	We Can Specialists	Emergency work to Northfields and Hunter Park play equipment following inspection report	260.00	0.00	260.00
24/06/2016	N.W.Adams	Annual play area inspections	226.75	45.35	272.10
24/06/2016	G.H.A.V. Limited	Emergency PAT testing in the Pavilion	25.00	5.00	30.00
24/06/2016	HRM	Neighbourhood Plan –April activity	638.70	127.74	766.44
24/06/2016	Twyford Social Club	Neighbourhood Plan	20.00	0.00	20.00
24/06/2016	Do the Numbers Ltd	Internal Audit fees	320.00	0.00	320.00
24/06/2016	Rund Partnership	Pre contract advice re parish hall renovation tender	1950.00	390.00	2340.00
24/06/2016	Hursley PC	Contribution to SLR Battery replacement	20.00	0.00	20.00
24/06/2016	Jane Bronk (reimbursement)	Annual Parish Assembly refreshments	44.69	6.25	50.94
24/06/2016	T Bronk (reimbursement)	Purchase of 6 soap dispensers and soap for the Pavilion	81.20	16.24	97.44
24/06/2016	T Bronk (reimbursement)	Cutting of 2 cupboard keys for Pavilion	9.00	0.00	9.00
TOTALS			9015.20	633.71	9648.91

	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.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

TWYFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	56 047	67 552	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	58 250	59 080	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20 839	25 315	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	12 474	13 768	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	5 731	5 613	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	49 379	56 129	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	67 552	76 436	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	66 712	74 976	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	643 923	643 923	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	36 067	31 533	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.