

**TWYFORD PARISH COUNCIL**

Minutes of the Annual General Meeting of the Full Parish Council  
held on Thursday 25<sup>th</sup> May 2017 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

<b>Members Present</b>	<b>Members Apologies/Absences</b>	<b>Attendees</b>
Councillor Lawton	Councillor Cornwall	WCC Councillor Izard
Councillor Cook	Councillor Mitchell	T. Bronk (outgoing Clerk)
Councillor Corcoran	HCC Councillor Humby	J. Nicholson (incoming Clerk)
Councillor Forder-Stent		
Councillor Holland		
Councillor Sellars		
Councillor Watson		
Councillor West		
Councillor Wheeler		

<b>Item</b>	<b>Business Transacted</b>
<b>19/17</b>	<b>To receive and accept apologies for absence</b>
	The apologies of Councillors Cornwall and Mitchell were accepted.
<b>20/17</b>	<b>To receive declarations of interest relevant to agenda items</b>
	Councillors Sellars, Watson and Wheeler declared a personal interest as Trustees of the Parish Hall. Councillor Sellars also declared a further personal interest in respect of his role a treasurer of the Twyford Playgroup and Councillor Watson declared a personal interest because she is a Governor of Twyford School. Accordingly the Chair determined that the requirements of Part 9 of the Code would apply appropriately to participation of those councillors during relevant agenda items.  The prejudicial interests of Councillors Cook, Cornwall, Holland and West and ongoing dispensation allowing full participation in all Council meetings in respect of site selection for the Twyford Neighbourhood Plan was noted.
<b>21/17</b>	<b>Council Officer elections and appointments</b>
21.1/17	To receive nominations and elect the Chair of the Parish Council To receive the Chair's declaration of office
	Following a brief discussion, Cllr Lawton was nominated as Chair by Cllr Watson, seconded by Cllr West and elected unanimously.  Action- Cllr Lawton to sign his declaration of acceptance of office.
21.2/17	To receive nominations and elect the Vice-Chair of the Parish Council To receive the Vice-Chair's declaration of office

	<p>Cllr Lawton referred to Cllr Mitchell's willingness to stand for election as Vice Chair and so Cllr Mitchell was nominated as Vice-Chair by Cllr Lawton, seconded by Cllr Watson and elected unanimously.</p> <p>Action - Cllr Mitchell to sign his declaration of office.</p>
21.3/17	To agree members of the Finance Committee and Chair
	It was agreed that the following Councillors would be members of the Finance Committee: Cllr Forder-Stent, Cllr Lawton (ex officio) Cllr Sellars, Cllr Watson, Cllr West and Cllr Wheeler.
21.4/17	To agree members of the Planning Committee and Chair
	It was agreed that the following Councillors would be members of the Planning Committee: Cllr Corcoran, Cllr Cornwall, Cllr Forder-Stent, Cllr Holland, Cllr Lawton (ex officio), Cllr Mitchell (ex officio), Cllr Sellars, Cllr West and Cllr Wheeler.
21.5/17	To agree members of the Recreation Committee and Chair
	It was agreed that the following Councillors would be members of the Recreation Committee: Cllr Cornwall, Cllr Forder-Stent, Cllr Lawton (ex officio) Cllr Sellars, and Cllr Wheeler.
21.6/17	To agree members of the Twyford Neighbourhood Plan Committee and Chair
	<p>Following discussion about the activity of the Twyford Neighbourhood Plan Committee, it was agreed that it should remain only advisory and have no powers to act on behalf of the Parish Council; any proposal to incur expenditure within the budget of the Twyford Neighbourhood Plan is authorised by the Finance Committee.</p> <p>It was agreed that Cllr Corcoran should continue to be the Parish Council's primary representative on the Twyford Neighbourhood Plan Advisory Committee.</p>
21.7/17	To agree members of the Twyford Meads and Berry Meadow Committee and Chair
	<p>Following discussion about the activity of the Twyford Meads and Berry Meadow Committee, it was agreed that it should remain only advisory and have no powers to act on behalf of the Parish Council; any proposal to incur expenditure within the Twyford Meads and Berry Meadow budget is authorised by the Finance Committee. The Clerk confirmed that the budget only provided for the repayment of the Public Works Loan Board and Grazing costs; any other expenditure will need a resolution by the Full Council to increase the budget.</p> <p>It was agreed that Cllrs Cook, Corcoran and Sellars should continue to be the Parish Council's representatives on the Twyford Meads and Berry Meadow Committee.</p> <p><u>Action</u> – Cllr Corcoran to submit a resolution to the Full Council in June to seek an increase to the Finance Committee's budget for Twyford Meads and Berry Meadow for other identified maintenance tasks.</p>
21.8/17	To agree the appointment of Members to serve as Parish Council representatives on the following County, District and other associations and organisations:

	HCC Footpaths & Highways, Nursing, Patient Participation Group, Transport, Twyford Parish Hall, Twyford Waterworks
	The following Councillors were appointed as representatives of the Council, as follows:  HCC Footpaths & Highways – Cllr Sellars, Nursing – Cllr Forder-Stent, Patient Participation Group - Cllr Forder-Stent, Transport – Cllr Wheeler, Twyford Parish Hall – Cllr Cornwall, Cllr Sellars, Cllr Wheeler, Twyford Waterworks – Cllr Cook
<b>22/17</b>	<b>To approve and sign-off, as a true record, the minutes for the meeting on 20<sup>th</sup> April 2017</b>
	The previously circulated minutes of the Full Council Meeting dated 20 <sup>th</sup> April 2017 were considered.  <b>Resolved:</b> “The Minutes of the meeting held on 20 <sup>th</sup> April 2017 are approved as an accurate record of the meeting”.  Proposed by Councillor Wheeler, seconded by Councillor Forder-Stent and carried unanimously.
<b>23/17</b>	<b>To adjourn for public participation</b>
23.1/17	To receive questions from the members of the public.
	No members of the public attended the meeting.
23.2/17	To receive the County Councillor’s report.
	Hampshire County Councillor Rob Humby sent his apologies earlier in the day and was unable to provide a written report in his unexpected absence.
23.3/17	To receive the District Councillor’s reports.
	Winchester City Councillor (WCC) Izard reported that Colden Common had a well-attended Annual Parish Assembly the day before. A topic of particular concern was the spate of recent burglaries in Colden Common, which has resulted in a greater police presence and resurrection of the Neighbourhood Watch Scheme. Cllr Izard reported that he and Cllr Cook had been re-elected to serve on the same WCC Committees (Regeneration Project, Planning, Personnel, Licencing).  Cllr Izard referred to attempts by Twyford Parish Council to meet with WCC Officers from its Planning Department, to better understand the rationale for its decisions and actions. A meeting between Colden Common’s Planning Committee and a WCC Planning Enforcement Officer has been agreed and it was proposed that Twyford Parish Councillors attend the Colden Common meeting, on a Wednesday morning.

	<u>Action</u> - Councillor Sellars and Councillor Lawton are to be invited.
24/17	<b>To receive an update on matters arising from the minutes of the Full Council meeting held on 20<sup>th</sup> April 2017 that are not included elsewhere on the agenda and to consider the status of progress to date</b>
	The status of outstanding actions circulated prior to the meeting (Annex 1) was taken as read; as no items were considered urgent no discussed occurred.
25/17	<b>To approve the following governance arrangements or agree a timetable for their amendment</b>
25.1/17	Standing Orders – to approve re-adoption without amendment
	It was noted that the current Standing Orders were revised in 2016 to reflect the current model terms issued by the National Association of Local Councils. <b>Resolved:</b> the existing Standing Orders shall be readopted. Proposed by Councillor Watson, seconded by Councillor Forder-Stent and carried unanimously.
25.2/17	Code of Conduct – to approve re-adoption without amendment
	It was noted that the current Code of Conduct was revised earlier in 2017 to reflect the current model terms issued by Winchester City Council. <b>Resolved:</b> the existing Code of Conduct shall be readopted. Proposed by Councillor Lawton, seconded by Councillor Wheeler and carried unanimously.
25.3/17	Financial Regulations – to agree to temporary re-adoption without amendment and assessment before 2018 of changes recommended by a new model template
	Cllr Watson reported that the National Association of Local Councils had issued new model regulations since the last regulations were reviewed and adopted; and suggested that Councillors and the new Responsible Financial Officer be given more time to consider the new model Regulations. <b>Resolved:</b> the existing Financial Regulations shall be readopted and proposals for change shall be submitted to the Full Council by 2018. Proposed by Councillor Watson, seconded by Councillor Sellars and carried unanimously.
25.4/17	Risk Assessment – to approve re-adoption without amendment
	It was noted that the Risk Assessment was revised earlier in 2017 and agreed the new Responsible Financial Officer should be given time to consider them. <b>Resolved:</b> the existing Risk Assessment shall be readopted. Proposed by Councillor Holland, seconded by Councillor Watson and carried unanimously.
25.5/17	Committee Terms of Reference - to approve re-adoption for Finance, Planning, Recreation and Twyford Meads and Berry Meadow Committee without amendment; and require a Twyford Neighbourhood Plan Committee Terms of Reference.

	<p>It was agreed that the Full Council would leave the Advisory Committees to determine their own Terms of Reference but that they should provide the Full Council with those Terms for information.</p> <p><b>Resolved:</b> the existing Terms of Reference for the Finance, Planning and Recreation Committees shall be readopted.</p> <p>Proposed by Councillor Forder-Stent, seconded by Councillor Sellars and carried unanimously.</p>
25.6/17	<p>Banking arrangements with HSBC - to agree to continue to use HSBC, to approve the addition of Councillor West and Joanne Nicholson (as the RFO) as signatories and persons enabled to perform internet banking activities; to agree to the Clerk's use of a debit card with a cap of £2,000; and to note the outstanding action to open a higher interest deposit account and to agree to the use of another bank to reduce periodic balances to within the FSCS limit.</p>
	<p>Councillor Watson reported that the Finance Committee had to agree to continue to use HSBC and recommended the addition of Councillor West and Joanne Nicholson (as the RFO) as signatories and persons enabled to perform internet banking activities; and the Clerk's use of a debit card (with a cap of £2,000). The outstanding action to open a higher interest deposit account was noted and that use of another bank to reduce periodic balances to within the FSCS limit was prudent.</p> <p><b>Resolved:</b> Councillor Stephanie West and Joanne Nicholson (as the RFO) shall become signatories for the Council's existing HSBC bank accounts and persons enabled to perform internet banking activities; a debit card shall be provided to Joanne Nicholson. Expenditure on the card in any month shall not exceed £2,000 without the express prior authorisation of the Council.</p> <p>Proposed by Councillor Watson, seconded by Councillor Forder-Stent and carried unanimously.</p> <p>HSBC mandate and debit card application forms were duly signed.</p> <p><b>Action</b> – Clerk to submit signed documents to HSBC and add Councillor West and Joanne Nicholson to those able to use the HSBC internet banking system, with the same restrictions as apply to Councillor Watson and the current Clerk.</p>
25.7/17	<p>To consider and agree the Clerk and Cleaner's remuneration arrangements for the financial year 2017/18</p>
	<p>Councillor Watson referred to the Council's use of national pay scales for the post of Clerk (and RFO) and that the scales for 2015/16, 2016/17 and 2017/18 had been circulated. It was confirmed that under the contract of the current Clerk their scale for 2016/17 was based on level 26 and that the scale for 2017/18 (to 31<sup>st</sup> May) for the outgoing Clerk shall be based on level 27.</p> <p>The level for the incoming Clerk will be confirmed in due course.</p> <p>Whilst performing some tasks on behalf of the Council prior to the September commencement of the role of Clerk and RFO it was reported that the incoming Clerk shall be an employee of the Council with effect from 1<sup>st</sup> June and not act under their contract as Administrator for the Twyford Neighbourhood Plan Advisory Group.</p> <p>Councillor Watson explained that the terms applicable to the Cleaner had been reviewed and whilst the Cleaner remained on a wage of £80.00 per month the hours to be worked in 2017/18</p>

	<p>had been confirmed as 2.0 per week; this results in an hourly rate in excess of the Living Wage.</p> <p><b>Resolved:</b> The remuneration of the current Clerk during 2016/17 is confirmed as National Joint Council scale 26; and during 2017/18 as scale 27, as specified for those periods and pro-rata for the 16 contracted hours. The remuneration for the Pottinger Pavilion Cleaner shall remain £80 but the contracted hours for 2017/18 shall be 2.0 per week.</p> <p>Proposed by Councillor Watson, seconded by Councillor Holland and carried unanimously.</p>
25.8/17	<p>To approve for payment throughout the financial year 2017/18 a schedule of variable Direct Debits and other regular fixed contractual payments</p>
	<p>Councillor Watson referred to the schedule in the previously circulated draft minutes of the Finance Committee:</p> <p><u>Standing Orders:</u></p> <p>Cleaner's Wages, £80 per month</p> <p><u>Direct Debits:</u></p> <p>Southern Electricity (for Old Pavilion/Field use)</p> <p>Information Commissioner</p> <p>British Gas (Pottinger Pavilion supply)</p> <p>Public Works Loans Board</p> <p><u>Recommended additional direct debits:</u></p> <p>Water – Allotments, Field, Pavilion</p> <p><u>Regular Payments for Approval</u></p> <ol style="list-style-type: none"> <li>1. Contractual monthly payment to Green Smile</li> <li>2. Contractual monthly payment to Matt Riley (until September 2017)</li> <li>3. Contractual salary payment to the Clerk (based on 16 hours and weekly allowance only)</li> <li>4. Monthly telephone costs (currently a reimbursement of costs charged to the Clerk)</li> </ol> <p><b>Resolved:</b> Settlement of amounts legally due to be paid by the Full Council to the payees specified above is approved for the period until the next AGM in May 2018, the amounts paid in any month shall however, continue to be disclosed in the monthly list of other payments for which approval of the Full Council is sought.</p> <p>Proposed by Councillor Watson, seconded by Councillor Lawton and carried unanimously.</p> <p>Action – Clerk to set up a direct debit authority for settlement of water bills (Pavilion, Allotments and Old Pavilion supply points).</p>
25.9/17	<p>To agree dates for the Full Council's review of the following:</p> <ol style="list-style-type: none"> <li>xiii. Review of inventory of land and assets including buildings and office equipment;</li> <li>xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;</li> <li>xv. Review of the Council's and/or staff subscriptions to other bodies;</li> <li>xvi. Review of the Council's complaints procedure;</li> </ol>

	<p>xvii. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;</p> <p>xviii. Review of the Council's policy for dealing with the press/media</p>
	<p><b>Resolved:</b> Dates for the Full Council's review shall be as follows:</p> <p>xiii. Review of inventory of land and assets including buildings and office equipment – September;</p> <p>xiv. Confirmation of arrangements for insurance cover in respect of all insured risks - September;</p> <p>xv. Review of the Council's and/or staff subscriptions to other bodies - March;</p> <p>xvi. Review of the Council's complaints procedure - March;</p> <p>xvii. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - February;</p> <p>xviii. Review of the Council's policy for dealing with the press/media – October.</p> <p>Proposed by Councillor Lawton, seconded by Councillor Watson and carried unanimously.</p> <p><u>Action</u> –Clerk to submit proposed policies to the Full Council meetings in the months specified.</p>
25.10/17	<p>To confirm the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council as 7.30pm in the Gilbert Room on 22<sup>nd</sup> June, 20<sup>th</sup> July, 21<sup>st</sup> September, 19<sup>th</sup> October, 16<sup>th</sup> November, 14<sup>th</sup> December, 18<sup>th</sup> January, 15<sup>th</sup> February, 15<sup>th</sup> March, dates in April and the AGM in May to be agreed</p>
	<p>Dates for Full Council meetings from 7.30pm in the Gilbert Room were confirmed for 2017/18 as 22<sup>nd</sup> June, 20<sup>th</sup> July, 21<sup>st</sup> September, 19<sup>th</sup> October, 16<sup>th</sup> November, 14<sup>th</sup> December, 18<sup>th</sup> January, 15<sup>th</sup> February, 15<sup>th</sup> March.</p> <p><b>Resolved:</b> The Full Council shall meet on 19<sup>th</sup> April 2018 and its AGM shall be on 24<sup>th</sup> May 2018.</p> <p>Proposed by Councillor Lawton, seconded by Councillor Forder-Stent and carried unanimously.</p>
<b>26/17</b>	<b>To review and approve payments to made in May 2017</b>
	<p>Councillor Watson referred to the listed payments in Annex 2 and to their purpose.</p> <p><b>Resolved:</b> Each of the proposed payments is approved and shall be settled by the Clerk as soon as practicable.</p> <p>Proposed by Councillor Watson, seconded by Councillor West and carried unanimously.</p>
<b>27/17</b>	<b>To receive draft minutes of the 11<sup>th</sup> May meeting of the Finance Committee, receive an update on matters arising from those minutes; and to note or discuss action taken since unless already covered by another agenda item</b>
	<p>The previously circulated minutes of the Finance Committee were noted.</p>
<b>28/17</b>	<b>To receive the report of the Internal Auditor, discuss findings and recommendations; and note action agreed by the Finance Committee</b>
	<p>Councillor Watson referred to the report of the Internal Auditor (Annex 3) which stated that the records of the Council were "found to be in good order" and the statement to the External Auditor had been signed without any caveat.</p>

	<p>Each item in the report of the Internal Auditor was referred to any explained.</p> <p>Accounting Spreadsheet – Noted. Accounting systems to be reconsidered in the future.</p> <p>Hunter Park – Noted. Income is currently insufficient to warrant employment of another person.</p> <p>Grants – Noted and action agreed. The Clerk has adjust s137 and grants entries in the year end accounts.</p> <p>Asset Register – Noted. The Register will be reviewed again by the Full Council in September.</p> <p>Administration expenses – Agreed, (the Debit Card application having been approved and signed under a preceding agenda item).</p> <p>Wages – Noted and that the matter was already an agenda item before the audit.</p> <p>Reserves – Noted. Councillor Watson referred to cash at the year end as approximately £72,000 but after reserves was approximately £60,000; slightly but not excessively above six month’s expenditure. The Full Council should periodically consider the status of capital projects.</p> <p>Budget – Agreed.</p> <p>Transparency Code –The Clerk has added a map to the website to indicate the location of Hunter Park, Northfields play area, Berry Meadow and Twyford Meads.</p>
29/17	<p><b>To receive and discuss the detailed Receipts and Payments accounts (subject to external audit) for the financial year 2016-17 and to RESOLVE that the following have been authorised to complete online year end submissions on behalf of Twyford Parish Council</b></p> <p><b>Tony Bronk – PAYE, VAT, Pensions</b></p> <p><b>Sonia Watson – Pensions, Auto Enrolment declaration of compliance</b></p>
	<p>The previously circulated and discussed year end accounts (Annex 4) were referred to and the recategorisation of two grants from s137 to Other Grants was noted.</p> <p><b>Resolved:</b> The following persons are authorised to complete online year end submissions on behalf of Twyford Parish Council:</p> <p>Tony Bronk – PAYE, VAT Pensions</p> <p>Sonia Watson – Pensions, Auto Enrolment declaration of compliance</p> <p>Proposed by Councillor West, seconded by Councillor Holland and carried unanimously.</p>
30/17	<p><b>To consider and agree responses to Section 1 - Annual Governance Statement 2016/17 for Twyford Parish Council</b></p>
	<p>Councillor Watson referred to the Annual Governance Statement 2016/17 (Annex 5) and to the requirement to consider each statement in turn. As each was read and agreed the Clerk completed the statement accordingly</p> <p><b>Resolved:</b> All Members present confirm, to the best of our knowledge and belief, that with respect to the accounting statements for the financial year to 31st March 2017 that the response to each statement numbered 1 to 8 shall be yes.</p> <p>Proposed by Councillor Watson, seconded by Councillor West and approved unanimously.</p>



	<p>The completed statement was signed by the Chair.</p> <p><u>Action</u> – Clerk to sign and add minute reference to the Statement.</p> <ul style="list-style-type: none"> <li>- Clerk to disclose the preparation of the Twyford Neighbourhood Plan to the insurers when the cover from 1<sup>st</sup> October 2017 is arranged.</li> <li>- Clerk to ensure the insured asset value from 1st October 2017 reflects the replacement cost of assets in the Asset Register following the write-off of assets in 2016/17 and any disposals following the award of the grass cutting and grounds maintenance contract.</li> </ul>
<b>31/17</b>	<p><b>To consider and agree Section 2 - Accounting Statements 2016/17 for Twyford Parish Council</b></p>
	<p>Councillor Watson referred to the Annual Accounting Statements 2016/17 (Annex 6) and a detailed analysis for the entries in each box, together with an explanation of significant variances prepared for the External Auditor. It was noted that the Clerk’s handwriting emphasises the horizontal line to differentiate the numeral 5 from 6 and that a transposition of the brought forward number in box 5 had been corrected to £5613.</p> <p><b>Resolution:</b> The Accounting Statements 2016/17 for Twyford Parish Council as certified by the Responsible Financial Officer on 8<sup>th</sup> May are approved.</p> <p>Proposed by Councillor Watson, seconded by Councillor Sellars and approved unanimously.</p> <p>The completed statement was signed by the Chair.</p> <p><b>Action</b> – Clerk to add minute reference to the Statement.</p>
<b>32/17</b>	<p><b>To note the timetable for external audit, to agree to the publication and submission for external audit of the accounting statements and to confirm the name and address of the Council’s representative for persons to make appointments for inspection of accounting records</b></p>
	<p>It was noted that the timetable for public inspection of accounting records was originally documented to commence on 19<sup>th</sup> June and conclude on 28<sup>th</sup> July; because the date of the internal audit was not known when the dates had to be recorded on the draft public notice.</p> <p><b>Resolved:</b> In accordance with instructions from the external auditor that the inspection period must commence as soon as practicable after the date the Accounting Statements is approved, but not before Monday 5<sup>th</sup> June, the following timetable has been adopted:</p> <p>Publication of the approved governance statement and approved accounting statement (subject to external audit) - as soon as practicable;</p> <p>Publication of “Appendix 5” notice of period for the exercise of public rights” – 3<sup>rd</sup> or 4<sup>th</sup> June</p> <p>Commencement of public inspection rights – Monday 5<sup>th</sup> June</p> <p>Submission of accounts for external audit – Tuesday 6<sup>th</sup> June</p> <p>End of public inspection rights – 14<sup>th</sup> July.</p> <p>Proposed by Councillor Watson, seconded by Councillor Wheeler and carried unanimously.</p> <p>It was noted that the outgoing Clerk and Responsible Financial Officer’s last working day for the Council is 31<sup>st</sup> May; and the incoming post-holder will not commence all duties until September. It was therefore confirmed that Mr. T. Bronk would be the “named representative” of the Council</p>

	<p>and that inspection of records would be by appointment at his address.</p> <p>As the Council must have a Responsible Financial Officer during the interval of June, July and August it was confirmed that this role would be carried out by Councillor Watson.</p> <p><u>Action</u> – Councillor Watson to arrange publication of the Appendix 5 Notice over the weekend of 3<sup>rd</sup>/4<sup>th</sup> June and on 6<sup>th</sup> June submit documents for external audit (Governance Statement, Accounting Statements, Explanation of Variances, Bank Reconciliation and Notice of Change of Responsible Financial Officer).</p>
<b>33/17</b>	<b>To approve Twyford Parish Council’s participation in the new HCC Parish Lengthsman scheme</b>
	<p>There was a short discussion about the nature of the Lengthsman service and the specified tasks.</p> <p><b>Resolved:</b> Twyford Parish Council shall continue in the HCC Parish Lengthsman scheme and authorises the Clerk to sign the tabled contract committing the Parish Council to the scheme until 31<sup>st</sup> March 2018.</p> <p>Proposed: Councillor Lawton, seconded Councillor Wheeler and carried unanimously.</p>
<b>34/17</b>	<b>To approve the adoption of a PO Box number as the formal address for post to the Parish Council; and to approve the consequent expenditure in the current financial year and recurring annual costs for the PO Box and post redirection service to the personal address of the Clerk</b>
	<p>It was noted that adoption of a PO box was recommended in the Risk Assessment because the Council had experienced difficulties in the past concerning post sent to but not received by the Council. Councillor Wheeler added that it had become a practice adopted by several other local parish councils. It was confirmed that the cost of the PO box and redirection of mail to the home of the Clerk was £318 for one year.</p> <p><b>Resolved:</b> Twyford Parish Council approves the adoption of a PO Box number as the formal address for post to the Parish Council; and approves the consequent expenditure in the current financial year for the PO Box and post redirection service to the personal address of the Clerk.</p> <p>Proposed: Councillor Wheeler, seconded Councillor Holland and carried unanimously.</p>
<b>35/17</b>	<b>To consider a proposal to repair and refurbish the five Twyford Parish bus shelters and to agree any expenditure for that purpose</b>
	<p>It was noted that the Northfields/Church Lane bus shelter roof repair had been arranged for 1<sup>st</sup> June; concerns having been raised that the loose roof panel was a health and safety risk.</p> <p>Details of the quote were discussed (replace two damaged polycarbonate panels (2 x 1435 x 978 x 4mm) power wash the shelter, Materials: 217.68 and Labour £380.00). Concerns were expressed about the need to incur costs for a power wash and whether renovation works on other shelters were necessary. The quote states: “renovate” is to be understood as carrying out minor repairs, preparation for 2 x coats of quality wood stain and protection and appropriate metal paints. A Councillor asked for confirmation that each shelter is subject to a risk assessment and Councillor Wheeler confirmed that as part of his transport brief he has inspected each and considered works were certainly required to the Hockley shelter. Following further discussion Councillors decided to defer further consideration of the matter to the June Full Council meeting.</p>

	<p><u>Action</u> – Councillors Wheeler and Cook to: 1) assess the quality of the works completed on the Northfields/Church Lane bus shelter and advise the Full Council whether they are satisfactory; and 2) review the quote received to determine whether all of the works and renovations to the other four bus shelters are necessary and if so propose to the Full Council that a further two quotes for the same works are obtained.</p> <p>Councillor Cook reported that she will make enquiries to ascertain whether Humphrey Holdings wishes to assist with works to the Northfields shelter.</p>
<b>36/17</b>	<p><b>To receive draft minutes of the Planning Committee meeting of 4<sup>th</sup> May and an update on matters arising from those minutes; and to note or discuss action taken since unless already covered by another agenda item</b></p>
	<p>The previously circulated minutes of the Planning Committee were noted. Councillor Sellars referred to the opposition of the Council to four of the applications and that correspondence had been received and responded to regarding one application. The applicants had attended the April meeting of the Committee and had not realised when the May meeting was considering their application. The applicants were reminded they were informed the application would be on the agenda of the May meeting which has publicised on 3 notice boards and the Parish website. It was also noted that correspondence about the availability of up to date maps had been exchanged with the architect involved in another of the applications.</p> <p>It was noted that Councillor Sellars may attend a meeting at Colden Common with a Winchester City Council Enforcement officer but agreed that Twyford Parish Council should continue to seek its own meeting with the Winchester planning personnel and its Conservation Officer.</p> <p><u>Action</u> – Clerk to continue to seek a meeting between the Planning Committee and WCC officers.</p> <p>Councillor Corcoran referred to an email he had circulated about ‘self-build’. The essence of the email was that developers were using a ‘self-build’ exemption from the Community Infrastructure Levy (CIL), so demolition and rebuild or infill applications were not generating funds for local infrastructure projects. It was noted that approximately £9,000 of such funds had been received during 2016/17 for Hunter Park equipment, but none was available from recent developments or applications.</p>
<b>37/17</b>	<p><b>To receive an update on matters arising from the Recreation Committee meeting of 13<sup>th</sup> April; and to note or discuss action taken since unless already covered by another agenda item</b></p>
	<p>Councillor Wheeler reported that the base of the ‘Spinner’ removed from the Northfields play area had now also been removed and the hole filled. Consideration of a replacement item had, however, been deferred pending close consideration of the recently received Play inspector’s annual safety inspection report. The report had not identified any serious deficiencies needing immediate attention, but listed a large number of matters for attention.</p> <p>It was noted that an inspection (at the same time) of Ballard Close had been arranged, for which the Ballard Close Management Committee had agreed to pay; and so it had since been asked to settle that cost when it was forwarded the relevant part of the inspector’s report.</p>

	<p>However, as the costs for the two previous years had been met by grants from the Parish Council a Councillor requested that a grant form be sent to the Ballard Close Management Committee to invite it to make a grant application</p> <p>The Clerk reported that several contractors sought clarification about various aspects of the Grass Cutting &amp; Grounds Maintenance tender specifications, the questions and answers have been placed on the Website page to give all potential tenderers access to the same information. The Clerk referred to the close of the tender period at noon on 31<sup>st</sup> May. It was agreed that all envelopes received would be passed to Councillor Wheeler, who with another Councillor will open them and collate information for the Recreation Committee. It was suggested to Councillor Wheeler that he may wish to seek the assistance of Mr. C Macleod who had met the Committee and advised on aspects of the tender specification.</p> <p>Councillor Wheeler reported that Newton Road now had a dual bin and so the Parish Council should save the costs of the emptying of the red bin formally at the Northfields play area entrance. Councillor Wheeler is still seeking a change to dual use of the red bin in Berry Lane, which also being on the highway would result in a further cost saving to the Parish Council.</p> <p><u>Action</u> – When the next dog poo bin emptying invoice is received the Clerk is to ensure that a reduction in the number of bins is recorded.</p>
38/17	<p><b>To reduce the trip hazard for persons walking around the edge of Hunter Park and to safeguard the health of the affected trees, it is proposed to erect a permanent barrier to close off from walkers the current path from the grassed area by the small football pitch to the play area</b></p>
	<p>The previously circulated advice of the Winchester City Council Principal Tree Officer not to cover the tree roots and hence level the walkway was noted; and that any compacting of the surface was considered harmful to the trees. A quote for an elevated walkway and guard rail was also noted; and that due to its amount would necessitate two further quotes if any works are to proceed. Councillors then discussed the complaint made about risks of injury and lack of access for disabled persons. The Clerk reported that the temporary barrier had been moved on multiple occasions.</p> <p><b>Resolved:</b> A permanent barrier shall be installed to close off from walkers the current pathway from the grassed area by the small football pitch across raised tree roots towards the copse and play area.</p> <p>Proposed: Councillor Lawton, seconded Councillor Sellars and carried unanimously.</p> <p><u>Action</u> – Recreation Committee agenda to include an item to agree arrangements for implementation of the Full Council resolution.</p>
39/17	<p><b>To receive an oral report from Councillor Corcoran on Twyford Meads and to agree action and a budget for works to Compton Lock and Twyford Meads</b></p>
	<p>Councillor Corcoran reported that after wooden posts warning of the danger of the hole behind the wooden steps were removed and burned Mr A. Roberts had fixed a heavy-duty grill over the hole. The Councillors all expressed their gratitude and thanks for his action.</p> <p>Councillor Corcoran referred to continued assessment of the works to be undertaken and that they were likely to require specialists. The possibility of grants was then discussed and their</p>

	<p>criteria, in particular, that they are for new enhancements and not for repair or maintenance; and that multiple grants are not sought for the same project. The timing of any applications and the timeline before an award of funds was also discussed, the next opportunity to apply for a grant from the South Downs National Park Authority being August (the panel to award grants will meet in September). It was also noted that during the interval before the incoming Clerk assumes the full role that Councillor Lawton will monitor the situation and take any urgent steps that may become necessary, should, for example, the grill be dislodged.</p> <p><u>Action</u> – Councillor Corcoran to continue overseeing the assessment of works to be undertaken and to bring a resolution to the Full Council as soon as practicable.</p>
<b>40/17</b>	<p><b>To receive an oral report from Councillor Corcoran on the status of the Twyford Neighbourhood Plan and to agree any action required to progress the draft plan to pre- submission consultation</b></p>
	<p>Councillor Corcoran reported that the results of the Strategic Environmental Assessment are expected on 9<sup>th</sup> June. Unfortunately, the report upon the Hampshire County Council Flood Alleviation Scheme will not be available until 19<sup>th</sup> July; and this report is important for the identification of the costs and potential funding gap. Consequently, the timetable for the public consultation on the next draft of the Twyford Neighbourhood Plan must be delayed.</p> <p>Following Councillor Corcoran’s comment that even 40 houses (on both potential sites near the Surgery and at Northfields) might not bring sufficient funding for the flood alleviation scheme discussion occurred to clarify whether the option of 40 dwellings was one submitted for the Strategic Environmental Assessment with the approval of the Full Council (when the submission was agreed in February). It was therefore noted that Councillor Corcoran and other members of the Advisory Group do have ongoing communications with officials from the South Downs National Park Authority; and it is important to ensure that such communications are not held out, or interpreted as ones representing the Full Council.</p> <p><u>Action</u> – The Communication Strategy team are to meet on 7<sup>th</sup> June to discuss and agree any changes required to the communication strategy, all members of the Full Council are welcome to attend. The meeting is in the Main Parish Hall (the Gilbert room being unavailable).</p> <p>Note – the meeting is not a formal Council meeting (and hence the public may not attend), recommendations by the Communication Strategy team will be considered by the Full Council at its meeting in June.</p>
<b>41/17</b>	<p><b>To note the status of Roads, Pavements and Footpaths and to agree any action required</b></p>
	<p>It was noted that there had been many communications with the Hampshire County Council Highways Department. A new quarterly meeting involving the Clerk and a Councillor and officers from HCC is to occur on Tuesday 30<sup>th</sup> May and will involve a ‘tour’ of the Parish to discuss all identified concerns. The following list of items was then referred to and Councillors were invited to inform the Clerk of any further items to be raised.</p> <ol style="list-style-type: none"> <li>1. Bell Bollards on the corner of the High Street and Hazeley Road - now in place. [Issue closed.]</li> </ol>

2. B3335, B3354 & Finches Lane resurfaced. White lines painted on B3335 and B3354, but cats eyes not yet replaced; some kerbside white lines not replaced on B3335 between Park Lane and Manor Farm Green. Finches Lane lines still to be painted.
3. B3335 & B3354 Verges/sight lines cut. However, concerns exist that one cut per year may be insufficient, the height of the cut was not short enough and the cut did not extend to encroaching hedges and trees.
4. Hockley Traffic Lights – poor visibility of traffic signs and visibility of the junction itself.
5. B3335 & B3354 pavement - The pavement from Hare Lane to Woodland Drove has been encroached by vegetation making the path too narrow to accommodate a push chair, there are also defects: potholes at Woodland Drove and Hares Lane, tyre ruts near Highbridge Road and from Northfields to Hockley traffic lights is also uneven.
6. A defective wall near Berry Meadow has been reported to the landowner and repair requested.
7. Cutting back of vegetation to improve visibility of the 30mph sign when entering into Twyford from the north has been requested.
8. Queen Street road defects have been reported. HCC do not consider them a danger to safety but Queen Street has been put into the 2018 programme for road resurfacing. [Status to be monitored].
9. Safety concerns about vehicles mounting the pavement near Manor Road and Highbridge Road junctions and the speed of vehicles in both the 50 mph and 30 mph sections.
10. Park Lane – various road surface and gully defects. Ditch needs to be cleared near the Allotments.
11. B3354 Ditch needs to be cleared to prevent flooding of road and pavement.

#### Footpaths

1. Nurses path (Footpath 13) – a tall fence is leaning across the footpath & various fences and hedges are encroaching on the width of the footpath (which is now considerably narrower than the 6 feet described in the Definitive Statement). Owners of relevant houses are to be informed that Hampshire County Council is being notified of the concerns.
2. Footpath 8 - Tollgate Cottage to Manor Road – surface to be levelled with the assistance of the neighbouring farmer.

Hampshire County Council has issued its list of parish footpaths it will cut during 2017/18:

FP 2 & 4 – (the length of the Itchen Navigation in Twyford Parish) is being cut during 2 weeks into June

FP 8, 24, & BW 27 – will be tended to by our contractors during the month of July

BW 20 – will be cut by our rangers as part of the Pilgrims way during the first week of July

BW 22, having been inspected, was classed as a farm track which would not require surface vegetation clearance.

RB 16 received a hard cut back during the Winter to widen the route to a 3m width. As such, it has been removed from the priority cutting list for now.

The Clerk reported that the fallen tree across footpath 24 (Hunter Park towards Owslebury) was removed by the Lengthsman during their visit on 24<sup>th</sup> May, when vegetation affecting the pavement along the High Street was cleared as well as vegetation on Norris's bridge and Pumfrett

	Bank was cut. Due to the amount of vegetation to be cleared and taken to a disposal site there was insufficient time to cut the hedge from the Avenue to Church path.
<b>42/17</b>	<b>To note that draft minutes of the Annual Parish Assembly on 10th May are published on the Parish website</b>
	It was noted that the draft minutes of the Annual Parish Assembly on 10th May are published on the Parish website.
<b>43/17</b>	<b>To note the arrangements in place until 1<sup>st</sup> September when the Clerk commences their 16 hour per week contracted hours</b>
	<p>It was noted that the incoming Clerk is currently contracted as an Administrator to the Twyford Neighbourhood Plan Advisory Group, if she is not needed for more than 10 hours a week she will perform Parish Council tasks. Councillor Watson will act as the Responsible Financial Officer and be assisted by j. Nicholson when possible with making payments, invoicing and Hunter Park bookings. Chairs of each Committee will be responsible for setting and publishing their agenda the drafting of minutes and implementation of agreed action.</p> <p>Councillor Lawton will take possession of the keys to the notice boards and issue them to the relevant chairs for publishing their agenda at least 3 clear working days before the meeting. He will also hold the mobile telephone to deal with all calls and email in the first instance.</p>
<b>44/17</b>	<b>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</b>
	All significant communications were noted as already referred to.
<b>45/17</b>	<b>To raise any items for the agenda of the next Full Council meeting and to agree its date of 22<sup>nd</sup> June 2017</b>
	<p>The next meeting was confirmed as 22<sup>nd</sup> June.</p> <p>The meeting closed at 10.20pm.</p>

## ACTIONS LIST FROM FULL COUNCIL MEETINGS

Ref	Owner	Action to be taken	Target Date <i>revised</i>	Action Taken <i>Update</i>	Status <i>At 18<sup>th</sup> May</i>
<i>Pre 2016/17</i>	Cllr Corcoran	Take measurements at Pumfrett Bank	<i>30 Sept 17</i>	<i>No action yet</i>	<i>Carry forward</i>
<b>Matters Arising 19 January 2017</b>					
132.1/16	Cllr Corcoran	Determine suitable dates within the next few months for the proposed working parties for Compton Lock & Berry Meadow to be publicised.	23 Feb.  <i>15 May</i>	<i>Cllr Corcoran has contacted other agencies to ascertain an appropriate date. A temporary cover is over the hole. Works are now to be by a Contractor</i>	Closed
136/16	Clerk	Apply for a byelaw to prohibit dogs from the Northfields play area.	30 June  <i>31 Dec</i>	<i>No Action yet taken Note - Registered Assistance Dogs are to be permitted</i>	<i>Carry forward</i>
146/16	Cllr Holland	Working Party of Cllrs. Holland, West and Sellars to list Community Assets.	23 March  <i>25 May 22 June</i>	<i>Draft list circulated between working party but not yet agreed</i>	<i>Carry forward</i>
147/16	Cllr Corcoran  <i>Cllr Forder-Stent</i>	Liaise with the SDNPA to obtain the list of infrastructure projects currently identified for Twyford Parish.	23 Feb.  <i>25 May 22 June</i>	<i>20 April – Cllr Forder-Stent to oversee a Working Group (Cllrs Corcoran, Cornwall, Lawton &amp; West) to obtain and update the list.</i>	<i>Carry forward</i>



<b>Matters Arising 23<sup>rd</sup> February 2017</b>					
162/16	Clerk	Investigate deposit interest opportunities	31 March  25 May  30 Sept	<i>No action yet taken</i>  <i>Awaiting new address for Council, new signatories and RFO</i>	<i>Carry forward</i>
163.4/16	To be determined  <i>Cllr West</i>	A working party under the oversight of one or more Councillors is to be established to identify appropriate sites for road pollution monitoring, and the monthly placement and recovery of the measuring equipment.	23 March  25 May  30 Sept	<i>20 April – Clerk to issue a Twyford Email seeking interested volunteers. Councillors West, Lawton &amp; Sellars will liaise with WCC and others to obtain test tubes and determine test sites etc.</i>	<i>Carry forward</i>
<b>Matters Arising 23<sup>rd</sup> March 2017</b>					
184.2/16	Cllr Lawton	<u>Action</u> - Councillor Lawton to write to HCC Councillor Peter Edgar (Leesland and Town) expressing concern about the potential impact on St Mary's School.	20 April  25 May  ?????		<i>Carry forward</i>  <i>?????</i>
184.2/16	Clerk	Seek to ascertain why one significant cabinet in Twyford has not yet been upgraded for Superfast Broadband and whether there is a formal timetable for this.	20 April  25 May  30 Sept	<i>Minutes of 20 April have update. Timetable for installation of new cabinet still to be obtained Date for works still not set</i>	<i>Carry forward</i>
188.1/16	Cllr Wheeler	Investigate the possibility of making an existing green bin in Newton Road a dual use bin.	18 May	<i>A dual use bin is being progressed. New dual use bin now in place</i>	<i>Closed</i>

188.1/16	Clerk	Ask the Groundsman to remove the pictured rubbish bags in a complaint email and decking planks from the Park.	30 March 30 April 30 Sept	20 April - Clerk to notify Groundsman  Decking planks not yet removed	Carry Forward
188.2/16 and 4.1/17	Cllr Cook	Contact the Winchester City Council's Principal Tree Officer about tree roots in Hunter Park.	20 April 30 April	A site visit has been arranged for w/c 17 April 20 April - Visit rescheduled Councillors emailed on 15 <sup>th</sup> May with conclusions and recommendation	Closed
190.2/16	Cllr Cook	Liaise with Winchester City Council to ensure the telephone kiosks can be acquired and moved subsequently (possibly one to Twyford Waterworks)	20 July	Ongoing	Carry forward
192/16	Clerk	Obtain quotes as required by Financial Regulations and arrange the repair of the Northfields Church Lane Bus Shelter as soon as practicable.	20 April 25 May 22 June	Quote requested Quotes for further works sought	Agenda Item
<b>Matters Arising from 20<sup>th</sup> April 2017</b>					
4.1/17	Councillor Cook /the Clerk	Photograph and report road and pavement defects in Queen Street and Park Lane	25 May  22 <sup>nd</sup> June	Highways has now confirmed Queen Street is on a works programme for Spring/Summer 2018. Park Lane road defects to be drawn to the attention of Highways	

4.1/17	Councillors	The Clerk is to be provided with suggested wording and designs for new signs at Twyford Meads.  Laminated paper signs are then to be renewed.	25 May	Clerk put up signs without Councillors providing suggested text	Closed
4.1/17	Clerk	Issue a Twyford Email about litter, unaccompanied minors and irresponsible behaviour at Twyford Meads adding that the police have been asked to make more regular visits.	25 May	Email issued	Closed
4.3/17	Clerk	Clerk to place a laminated sign on the locked gate to Hunter Park	21 April	Authorisation given to unlock gate, the risk of occupation by travellers having decreased	Closed
8.2/17	Clerk	Inform John Paine (of Twyford Cricket Club) that the tender has the same specifications as the existing one, (but now prescribes when certain activities must occur) and no longer provides equipment for use by the contractor.	30 April	John Paine informed.	Closed
12/17	Cllr Corcoran & Cllr Sellars	Liaise with relevant persons to ascertain whether a working party of volunteers can perform a temporary infill task at Twyford Meads.	15 May	Cover placed over hole instead	Closed
13/17	Clerk	Obtain AADD's bank details for internet banking transfer. Note Finance Committee on 11 May requested that AADD complete a grant application form	22 June	Bank details requested	<i>Carry forward</i>
18/17	Councillor Corcoran	Inform the Clerk as soon as possible, if the scheduled extra-ordinary meeting on 18th May can be cancelled.	30 April	Meeting cancelled	Closed

18/17	Clerk	Notify Councillors Izard and Humby of the revised date for the AGM and amend the website.	30 April	Notifications sent and website updated	Closed
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Payments List for May 2017

ANNEX 2

T Bronk - Reimbursement	re Sydenhams Sandpit invoice (2 bags of sand)	174.00
T Bronk - Reimbursement	March & April phone bills (23.00 & 23.59)	46.59
Green Smile Ltd	May invoice - Northfields grass cutting	253.40
Matt Riley	May invoice - Hunter Park and other grounds maint.	1,479.87
S Lauder	Pavilion Cleaner - May wage	80.00
T Bronk	Clerk May Salary - 16 Hours	635.69
HMRC	May Tax and NIC deductions	213.92
HMRC	Prior year payment	9.73
HCC Pensions	May pension contributions (Employee & Employer)	170.74
HRM	TNP Administrator hrs	565.56
PWLB	Loan repayments	2,703.92
Do the Numbers	Annual Internal Audit	475.00
T Pain	Northfields spinner removal follow-up	62.88
T Bronk - Reimbursement	APA refreshments	65.20
SSE	Hunter Park Field	20.43
N.W. Adams	Annual play area inspections (inc B. Close)	405.72
T Bronk - Reimbursement	Staples - printer ink	82.49
Matt Riley	Repair to steps to Pavilion - 4 hours & materials	92.00
		7,537.14

## Internal Audit report

8<sup>th</sup> May 2017

Tony Bronk, Clerk  
 Twyford Parish Council  
 Staddlestones, 9 Main Road

Twyford Moors  
 Winchester, SO21 1RN

Dear Tony,

**Subject: Review of matters arising from Internal Audit for 31 March 2017**

Please find below the list of matters arising following my visit today. Overall I found the records of the council to be in good order and I felt that the visit went very well.

Control area	Issue	Recommended Action
Accounting spreadsheet	The transfer from the old software to the spreadsheet has gone well and all of the information required was to hand.	At some stage in the future it may be worth upgrading to sector specific software such as Scribe, Alpha or Edge.
Hunter Park pavilion.	The clerk has successfully completed the review of VAT on pavilion lettings, but there still appears to be an issue with late payment of charges and with users accessing the building for more than their booked hours.	The time expended on this very specific task has impacted on the hours actually worked by the clerk. It may be worth hiring a member of staff whose responsibility would be to ensure complete and timely payment for all bookings and to ensure that the building's use is maximised.
Grants	During the year several grants were agreed which could have been made under other posers, freeing up resource.	Grants to the Church are not s137. Grants to all external clubs and facilities should be based on grant forms.
Asset register	The fixed asset register has been extensively reviewed in the year for completeness and ownership. The figure now listed should be the correct basis going forward.	The asset register should be reviewed every time assets are purchased or disposed of and definitely on an annual basis.
Admin expenses	The level of expenses being incurred by the clerk on their personal bank account is significantly higher than is reasonable (nearly £800 one month)	The council should get a debit card on the current account with a spending limit equal to the clerk's delegated authority, so that purchases can be made directly by the council.

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Director: Eleanor S Greene

Wages	It is good practice to clearly minute on an annual basis the rate, hours and terms of pay of all employees. This should include a review of hours actually works to see whether overtime should be agreed or hours altered.	With the change in clerk in 2016/17 and another change looming in 2017/18 the council must ensure that it knows the cost and terms of all staff.
Reserves	The council has again increased its precept while the reserves are higher than best practice (3-6 months of revenue expenditure)	Capital projects should be brought forward to benefit residents.
Budget	The budget document, once approved, should comprise part of the signed minutes.	The budget should be uploaded to the website and included in the minutes from now on.
Transparency Code	The council is not bound by the transparency code (it is in the "gap") however best practice would suggest complying where possible.	Much of the website is already compliant – more detail of the location of land may be beneficial to residents.

Please find attached my invoice for the agreed fee of £475.  
If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

TWYFORD PARISH COUNCIL						
SUMMARY RECEIPTS & PAYMENTS ACCOUNT						
Financial Year ended 31st March 2017 - <b>SUBJECT TO EXTERNAL AUDIT</b>						
Prior Year Actual	2016/17 Budget	Q4 Actual-v-Budget			Yr	Budget ex VAT 2017/18
	£	%	RECEIPTS		£	£
			Finance			
55,658.00	73,250.00	0%	Precept		71,101.69	86,238.00
0.00	250.00	22%	Bank Interest		74.53	5.00
5,672.00	500.00	0%	Grants & Donations*		33,003.94	3,762.00
61,330.00	74,000.00			Sub total	104,180.16	90,005.00
			Recreation			
2,976.00	3,500.00	11%	Hunter Park Pitches		4,304.33	4,000.00
3,005.00	2,700.00	36%	Hunter Park Pavilion		2,420.00	450.00
522.50	522.50	0%	Allotments		464.00	550.00
6,503.50	6,722.50			Sub total	7,188.33	5,000.00
			Other			
10,250.00	0.00		Twyford Neighbourhood Plan		4,240.00	-
6,602.25	5,100.00		Water Meadows		4,964.99	5,100.00
0.00	0.00		Open Space Funding		9,244.57	-
16,852.25	5,100.00			Sub total	18,449.56	5,100.00
84,685.75	85,822.50		<b>TOTAL RECEIPTS EXCLUSIVE OF VAT</b>		<b>129,818.05</b>	<b>100,105.00</b>
			VAT reclaimed		9,652.83	
			VAT charged		398.67	
84,685.75	85,822.50		<b>TOTAL RECEIPTS with VAT</b>		<b>139,869.55</b>	<b>100,105.00</b>



Prior Year Actual	2016/17 Budget	Q4 Actual-v- Budget	PAYMENTS					
			<b>Finance</b>					
12,736.05	12,360.00	27%	Clerk's employment costs inc. allowances			13,136.51	13,000.00	
1,439.74	600.00	0%	Clerk's Expenses			53.69	100.00	
361.08	375.00	129%	Administration			1,585.50	1,000.00	
0.00	0.00	120%	External Advice			120.00	250.00	
0.00	800.00	2%	Training			342.85	750.00	
2,296.94	2,500.00	0%	Insurance Premium			2,407.45	2,750.00	
4,493.25	14,000.00	7%	Grants & Donations:			5,163.36	4,000.00	
1,200.00	3,000.00	66%	Section 137			2,035.90	3,000.00	
816.00	420.00	120%	Room Hire			871.00	750.00	
1,000.00	500.00	0%	Legal Fees			-	250.00	
620.00	650.00	0%	Audit Fees			650.96	750.00	
387.00	400.00	0%	Subscriptions & Publications			439.00	500.00	
5,106.83	3,500.00	0%	Street Lighting			2,524.94	2,800.00	
800.00	700.00	23%	SLR			580.00	500.00	
1,908.75	2,066.00	0%	PWLB (Gilbert Room)			1,877.25	1,800.00	
33,165.64	41,871.00					Sub total	31,788.41	32,200.00
			<b>Recreation</b>					
20,259.58	23,250.00	22%	Hunter Park Grounds			18,769.39	21,150.00	
2,459.11	3,150.00	28%	Hunter Park Pavilion			2,178.45	1,500.00	
1,426.59	2,500.00	0%	Repairs & Maintenance			2,923.60	3,750.00	
53.25	5,000.00	0%	New assets			9,547.07	15,000.00	
3,721.70	5,484.00	28%	Other Open Spaces			4,343.04	6,900.00	
137.87	1,000.00	7%	Allotments			466.14	300.00	
28,058.10	40,384.00					Sub total	38,227.69	48,600.00
			<b>Other</b>					
8,773.05	8,000.00	51%	Neighbourhood Plan			11,237.53	8,000.00	
5,513.43	5,700.00	20%	Water Meadows (Inc PWLB BM)			5,204.34	5,700.00	
-	0.00		Miscellaneous (mainly P Hall)			41,835.70	-	
14,286.48	13,700.00					Sub total	58,277.57	13,700.00
			<b>TOTAL PAYMENTS EXCLUSIVE OF VAT</b>			<b>128,293.67</b>	<b>94,500.00</b>	
			<i>VAT on payments</i>			<i>14,587.34</i>		
<b>75,510.22</b>	<b>95,955.00</b>		<b>TOTAL PAYMENTS including VAT</b>			<b>142,881.01</b>		

9,175.53	<b>Surplus / - Deficit exc VAT</b>	1,524.38	5,605.00
	BALANCE BROUGHT FORWARD on 01/01/17	75,266.95	
	<b>ADD</b> Total Receipts (as above)	139,869.55	
	<b>LESS</b> Total payments (as above)	142,881.01	
	<b>Balance Carried forward 31/03/17</b>	<b>72,255.49</b>	
These cumulative funds are represented by:			
	Current Account Balance - sheet 142	31,579.03	
	Less: Cheques drawn but not debited as at 31.03.17 nos.	-	
	Deposit Account Balance - sheet 31	40,676.46	
	Other Account (Co-op Bank - account closed - sheet 9)	-	
		<b>72,255.49</b>	
Signed:			
Responsible Finance Officer to Twyford Parish Council			
<b>Notes</b>			
<b>2015/16 numbers use an 'Income &amp; Expenditure' accounting basis, 2016/17 uses a 'Receipts &amp; Payments' basis. Actuals are therefore not comparable.</b>			
2015/16 numbers include values for services received but not yet paid, whereas 2016/17 numbers show payments made for some 2015/16 services.			
2015/16 numbers include values for income still to be received but 2016/17 numbers record receipt of that income.			
2016/17 numbers are materially affected by expenditure incurred for the refurbishment contract for the Parish Hall for which a significant contribution was received from the Parish Hall Management Committee.			
Expenditure on play and sports equipment was funded by receipts from Winchester City Council (derived from Community Infrastructure Levies).			
Expenditure on the Twyford Neighbourhood Plan was mainly funded by grants received in 2015/16 and 2016/17.			
Of the receipts recorded for 2016/17 £62 is held for services to be provided in 2017/18.			
Of the bank balance shown for carry forward into 2017/18 the Council has also earmarked as Reserves for specific purposes the following amounts:			
£1,500 as a grant to be paid to St Mary's School for the purpose of an outdoor classroom			
£966.63 is payable in September 2017 for completion of the contract for the external repairs and redecoration of the Parish Hall;			
£10,000 for the replacement of play and sports items (including safety surfaces) in Hunter Park and Northfields			

## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

TWYFORD 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 2017, 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 on:

25/05/2017

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

\*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 2016/17 for

Enter name of  
smaller authority here:

TWYFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	67552	76 728	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	55658	71 102	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	29 028	67 260	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	13 768	14 150	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 <i>TNB</i>	5 6 <sup>13</sup> <del>34</del>	5 496	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	56 129	123 188	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	76 728	72 256	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	75 267	72 255	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	643 923	557 183	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	31 533	27 000	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.
			<input checked="" type="checkbox"/>

I certify that for the year ended 31 March 2017 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:

*T. M. Bronk*

Date

08/05/2017

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

25/05/2017

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

## Annual internal audit report 2016/17 to

Enter name of  
smaller authority here:

TWYFORD 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 2017.

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.			NOT USED
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.			ROP
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)

Name of person who carried out the internal audit ELEANOR S. GROANE

Signature of person who carried out the internal audit [Signature] Date 8/5/17

\*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).