

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 18th April 2019 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Lawton (Chair)	Councillor West (Maternity Leave)	Jo Nicholson (Clerk)
Councillor Mitchell	Councillor Forder-Stent	Councillor Iazard
Councillor Pullen		2 members of public
Councillor Wheeler		
Councillor Sellars		
Councillor Corcoran		
Councillor Pain		
Councillor Cook		

Item	Business Transacted
1/19	To receive and accept apologies for absence
	Apologies were received from Cllr Forder-Stent who was ill. Cllr West is on maternity leave.
2/19	To receive declarations of interest relevant to agenda items
	The registered declarations were applied. In addition Cllr Sellars declared an interest for item 8/19, if Brookfield is discussed.
3/19	To approve and sign-off, as a true record, the minutes for the meeting on 28th March 2019
	The minutes from 28 th March were approved as a true record of events proposed by Cllr Wheeler and seconded by Cllr Pain
4/19	To adjourn for public participation
4.1/19	To receive questions from the members of the public.
	Andy Lai introduced himself as the Conservative candidate in the district elections. Andy gave some background to himself and his focus if he was to be elected.
4.2/19	To receive the County Councillor's report.
	Cllr Humby was absent.
4.3/19	To receive the District Councillors' reports.
	Cllr Iazard updated on ELP, that Environment Agency met with ADD, and the EA are not satisfied with the Plan.

	<p>Cllr Izard steps down as District Councillor on 2nd May, and Cllr Lawton thanked Cllr Izard for all of his work on behalf of Twyford. Cllr Lawton invited Cllr Izard to attend any FPC meetings in the future, as he would always be welcome.</p> <p>Cllr Cook also thanked Cllr Izard for all for all of the assistance he has given her since she became a District Councillor, and stated she will miss working with him.</p> <p>Cllr Cook also asked about a planning notice outside No 2. Army Cottage regarding a dropped kerb. This will be dealt with at the next Planning committee meeting 9th May.</p>
5/19	To receive an update on matters arising from the minutes of the Full Council meeting held on 28th March 2019 that are not included elsewhere on the agenda and to consider the status of progress to date
	No additional items raised.
6/19	Councillor Corcoran to provide an update on progress of the Neighbourhood Plan
	The Neighbourhood Plan is currently being reviewed by SDNPA to conclude the SEA. 3 members of public have requested a copy of the NP, which has been sent out via the Clerk.
7/19	Review and agree to accept the Flood survey from Mayer Brown and decide next steps
	A report has been produced by Mayer Brown, it highlights the results of the survey, what can and can't be done, and a recommendation and cost. There are some gaps in the report, which Cllr Corcoran has requested Mayer Brown to address. The next step is to discuss the report with the County Council, as a partner with TPC. The key contact at HCC is away until 23 rd April.
8/19	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
	<p>Cllr Sellars left the meeting for this agenda item.</p> <p>Cllr Mitchell updated on progress of the last meeting, as per Planning Minutes 4th April 2019.</p>
9/19	To receive an update from the Finance Committee on matters arising; and to note or discuss action taken since unless already covered by another agenda item
	<p>Cllr Sellars returned to the meeting.</p> <p>Covered by other items.</p>
10/19	Resolve to back date the clerk salary in line with an issue on NJC salary scale in October 2018, with effect from 1st April 2018. Resolve to increase Clerk salary from 1st April 2019, to move up one point scale, and move over to the new NJC pay scale equivalent point 23. Resolve to increase Clerk pension contributions to 16.1%. Resolve to amend the pavilion cleaner wages in line with new minimum wage.

	<p>It was resolved to approve the minimum wage of £8.21 an hour for the pavilion cleaner from 1st April 2019. The hours to be done by the cleaner are 9.75 per month. There was a brief discussion whether 9.75 hours were sufficient to do the job required.</p> <p>Action: Clerk to write to the cleaner to confirm the wage changes.</p> <p>Action: Clerk to ask cleaner to start a time sheet to monitor hours required to do the job.</p> <p>It was resolved to increase the Clerk salary from 1st April 2019, to move up one point scale, and move over to the new NJC pay scale equivalent point 23, £26,999. It was resolved to increase Clerk pension contributions to 16.1%. It was resolved to back date the increase in salary issued October 2018, from April 2018.</p>
11/19	Resolve to approve the financial risk assessment as at 11th April 2019
	<p>It was resolved to approve the financial risk assessment. Appendix 1.</p> <p>Proposed by Cllr Lawton and seconded by Cllr Mitchell.</p>
12/19	Resolve to sign off Q4 financials and VAT return
	<p>The Q4 financials were discussed fully at the finance committee 11th April and checked against the bank statements, and it was resolved to approve the Q4 financials. The VAT return including the adjustment for the tennis court refurbishment was also approved.</p> <p>Proposed by Cllr Pain and seconded by Cllr Cook.</p>
13/19	Resolve to approve full year financials
	<p>The full year financials were reviewed and presented at the finance committee on 11th April, and presented to the FPC. See Appendix 3. It was resolved to approve the year end financials. Proposed by Cllr Sellars and seconded by Cllr Cook.</p>
14/19	Resolve to complete and sign end of year audit form, AGAR section 1 and 2. Review any actions in preparation for internal audit.
	<p>Cllr Sellars talked through the AGAR form section 1 and 2. It was resolved to sign the audit form, which was signed by Cllr Lawton and Clerk. Proposed by Cllr Corcoran and seconded by Cllr Mitchell.</p>
15/19	Resolve to approve payments to be made in April 2019
	<p>It was resolved to approve the April payments:</p>

April 2019 payments for approval		
Payee	Details	Amount Paid
Amazon	document folders x 50	6.98
Poundstretcher	dustpan and brush for pavilion	3.99
Foard Maintenance Se	caretaking at pavilion and hunter park	60.95
HCC	street lighting october 2018 to March 2019	1660.22
Mike Coxhead	replace thermostat in disabled toilet water heater at pavilion	471.60
HALC	membership fees	464.00
O2	clerk mobile phone for april	21.52
Edge IT	finance software set up and 4 hours training	444.00
Edge IT	Edge IT annual fee for finance package	784.80
Hilary Frearson	TNP admin support 52 hours	780.00
Green Smile Ltd	Groundsman for April	1,663.65
Green Smile Ltd	rolling outfield 3x and soiling and seeding 2 drain covers	240.00
Amazon	diary for 2019 / 2020	3.99
Shoreland Network Sol	cricket square green keeping for March	840.67
Amazon	lever arch folders x5	14.99
Amazon	clear punch pockets	2.42
Amazon	hole punch and magazine files and bull dog clips	22.55
amazon	dividers x5	6.19
Mayer Brown	consultancy fees February 2019	8080.37
HCC	clerk pension for April	217.82
HMRC	clerk PAYE and NI for April	208.30
J Nicholson	clerk net salary for April	766.64
S Lauder	pavilion cleaner salary for April	80.00
1&1 internet	website hosting for 21.03 to 21.04	16.82
Microsoft	Cllrs outlook 25.02 to 24.03	33.00
EDF Energy	pavilion electricity for june 2018 to march 2019 (297 days) additional to £50 dd	233.62
Business Stream	allotment water supply october 2018 to march 2019	489.35
DCK accounting soluti	accounting advice on VAT relating to Water Meadows	96.00
J Nicholson	expenses for Clerk in March	40.12
EDF Energy	monthly direct debit standard charge	50.00

Proposed by Cllr Wheeler and seconded by Cllr Sellars.

16/19

To receive an update on matters arising from the Recreation Committee; to note or discuss action taken since unless already covered by another agenda item

Cllr Wheeler provided an update of the Recreation committee meeting from 21st March. A group are organising a summer ball at Hunter Park in aid of charity, Cllr Wheeler has been liaising with the group. The Council is in support of the group using Hunter Park, and state a generator must be used to power the marquee.

17/19

Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee

The next step in the project is to formally accept the grant from Leaders and meet with them. Acquascience have been appointed at total quote of 29,023 (exc VAT), grant contribution from Leaders is £24,669.55. Trowelcraft have been appointed to repair the Culvert at total quote of £5,994 (excl VAT), grant contribution from Leaders is £5,094.90. Cllr Corcoran is applying for grants with HCC to fill the gap between Leaders grant and total quoted.

	There is a Parish Farm Committee meeting on 25 th April, and signage will be discussed. The Clerk has written a brief for the “responsible behaviour” aspect of the Lock, and the Council are mindful of too many signs at the Lock. The location and number will be discussed at the Parish Farm Committee meeting.
18/19	Consider status of footpaths, byways and pavements, and report any required maintenance required. <i>Cllr Pullen to update on progress with footpath at New Barn Farm</i>
	Cllr Pullen has received lots of interest from Facebook to support the public footpath at New Barn Farm. The forms completed in 2017 will still be valid. Cllr Wheeler mentioned members of public have asked about the progress with footpath 12, which we are waiting on Hampshire Highways to address.
19/19	Update on progress on speed camera purchase and installation
Clerk	The Clerk will imminently receive the speed camera. The next steps were agreed to be: <ol style="list-style-type: none"> 1. Clerk to check with Hampshire Highways the approved locations of the speed camera 2. Rota to be set up of moving camera around the locations and downloading the data 3. Clerk to write procedure for installing and moving the speed camera Action: Clerk to action the above, and set up a meeting with Cllr Cook and Cllr Lawton to get the speed camera up and running.
20/19	Resolve way forward on pollution testing
Cllr Lawton	It was decided not to proceed with purchasing pollution testing equipment, instead the Council will ensure the existing data is used. Action: Cllr Lawton to check the existing pollution testing kit is in place, and if not, chase up with WCC
21/19	Update on Parish Council Elections
	The Parish Council Elections are non contested, so all Councillors who put themselves forward stand from May 2 nd . Cllr West is no longer standing, and Tony Bronk will join from 2 nd May.
22/19	Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler
Cllr Cook	Clint is obtaining more quotes to fix Hockley Cottages bus stop. Cllr Cook has a contact she will pass to the Clerk. Action: Cllr Cook to pass bus shelter Perspex contact to Clerk
23/19	Cllr Lawton to consider proposals made by the owner to settle the Pumfrett’s Bank’s dispute and to decide the Council’s response

	The dispute is still not resolved between TPC and the owner of Pumfrett Bank. TPC agreed to not spend any money seeking any valuation or legal advice. The Council agreed that Cllr Lawton and Cllr Corcoran continue negotiating with the owner through the HCC solicitor.
24/19	Review progress to date on previous FPC meeting outstanding actions
	Clerk to send out TIS email on APA dates, and Lock public meeting Cllr Cook to chase Cox Hill pavement clearing.
25/19	To note, for information only, significant communications on matters that are not included elsewhere on the agenda
	Cllr Mitchell sent an email to Cllr Humby regarding the risk to pedestrian safety on Norris Bridge. Cllr Humby has replied that as there has not been a fatality, it is not a priority. Cllr Mitchell requested the Parish Council consider creating our own risk assessment of the bridge, which HCC would then have to take note of. Cllr Cook has also been pursuing this, and Cllr Mitchell will send Cllr Cook the email chain. TPC do have a project identified in the 5 year plan to address Norris Bridge, the TPC will consider bringing this forward.
26/19	To raise any items for the agenda for the Annual Full Parish Council meeting 16th May 2019
	As a final note, Cllr Lawton thanked Cllr Iazard again for all of his work, patience and support he has done for Twyford as a district Councillor. No additional items noted for next meeting.

Jo Nicholson - Clerk to the Parish Council – 12th April 2019. Contact: clerk@twyfordhants.org.uk

Twyford Parish Council - Financial Risk Assessment

Version control

Version	Date reviewed	Amend	Date approved
V3	11.04.2019	<ul style="list-style-type: none"> • VAT: Review whether external advice is required when commencing new project / initiative which requires donations and grants and / or generates income • Electronic records: Drive is stored on Cloud, so always accessible. April 2019 commence digital financial recording, which will all be kept on a server with Edge IT. • Electronic data storage: All Councillors have Cllr specific email addresses, and link to shared drive to be utilized rather than email attachments 	

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that seeks to enable the Parish Council to identify and mitigate its potential inherent risks. The Parish Council, based on this recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Twyford Parish Council to assess the risks that it faces and satisfy

itself that it has taken adequate steps to mitigate them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Reserves & Precept	Inadequacy of existing funds and precept levy, preventing the Council from carrying out its statutory duties	L / H	<p>Expenditure is monitored against the approved budget for the year; any unbudgeted commitments are approved after an assessment of their impact on existing reserves.</p> <p>To determine the precept amount required for the next year, the Council receives previous year receipts and payments data, a forecast for the current year and a draft budget for the next year that reflects ongoing costs and any proposed changes of expenditure including that for any ad hoc projects.</p> <p>With this information, the Council considers the required monies for ongoing costs and any special projects for the following year and allocates specific amounts to budget headings. Consideration is also given to any other income sources and the level of the Council's existing reserves. The level of precept needed is then agreed and resolved to be the precept amount to be requested from Winchester City Council (WCC). The figure is submitted to WCC by the Clerk in writing before the specified deadline.</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p> <p>Restrictions: The Council must balance the public's desire for services with the ability to pay for them.</p>
Grants	Proper transparency and accounting of grants.	L / L	Grants made and received are separately accounted for with clear ring fencing where necessary.	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p>
Financial Records	Inadequate records. Records that provide insufficient transparency and information to enable users to form an adequate opinion of the financial position of the Council.	L / H	<p>The Council has Financial Regulations that set out its requirements.</p> <p>The Council has adopted the National Association of Local Councils (NALC) model Standing Orders and Financial Regulations that specify authorisation and approval thresholds for expenditure within budget. Full Council must approve expenditure outside the budget.</p> <p>The Council has adopted a Receipts and Payments accounting record based on a NALC template. The Council's Finance Committee and subsequently Full Council receive quarterly accounts (including bank reconciliation) and the Full Council considers and approves all payments monthly.</p> <p>The Full Council annually considers the adequacy of the Council's financial systems and controls and considers reports from its Internal and External Auditors. All recommendations are assessed and agreed recommendations are monitored to ensure they are implemented.</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p>

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Fraud - General	Inadequate checks	L / M	The Council has Financial Regulations that set out its banking requirements. There is no petty cash. Internet banking performed by the Clerk is subject to system based controls and all activity can be monitored by the Chair of the Finance Committee. The Clerk's expenses are reviewed by the Chair of the Finance Committee. Regular bank reconciliation is carried out by the Clerk with monthly checks by the Chair of the Finance Committee. Payments using account information supplied only by email will be verified over the telephone. Debit card details are not stored on any online purchasing websites. Any online accounts are to be	Review and assess annually. Existing procedure adequate. Look into setting up second tier authorisation on internet payments
Fraud - payroll	Inadequate checks	L / L	Clerk maintains payroll records including RTI for PAYE/NI. Clerk's salary is based on SLCC scales and reviewed/approved annually in budget process Monthly salary payments (together with deductions for HMRC and pension) are reviewed and approved by Full Council. The Chair of the Finance Committee periodically	Review and assess annually. Existing procedure adequate.
Best value accountability	Work awarded inappropriately. Overspend on services.	L / L M / L	Normal Parish Council practice would be to seek, if possible, 3 quotes for any orders over £750. For major work, competitive tenders would be sought. If problems are encountered with a contract the Clerk would investigate the situation and report to the Council.	Review and assess annually. Existing procedure adequate.
VAT	Failure to levy and pay on VAT when required, incorrect treatment of VAT incurred, loss of income to parishioners by failure to claim recoverable VAT	L / L	Included in Financial Regulations. Cash Accounting basis adopted in 2016. External advice taken and review of prior 4 years undertaken; adjustments recorded and effected in quarter to 30 September 2016. VAT claim submitted quarterly; reconciled to cash book. Review whether external advice is required when commencing new project / initiative which requires	Review and assess annually. Existing procedure adequate.
Legal powers	Ultra vires activities or payments	M / M	All activity and payments are assessed to confirm they are within the powers of the Parish Council, they are resolved at Full Council meetings and reviewed by Internal Auditor. Where necessary advice sought from HALC or another external independent source. Clerk receives HALC newsletters and invitations to seminars on new requirements. Clerk and Councilor training budget exists.	Continued monitoring by Clerk and Chairs of Finance Committee and Full Council. Existing procedure

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Inadequate insurance cover	Loss of capital or income to parishioners (due to costs paid to 3 rd parties or loss to Council not recovered)	L / H	Annual review undertaken by Clerk and reviewed by Finance Committee. Public liability insurance (£10m) Libel & Slander (£250k) assets covered at replacement value. Presented to and confirmed by Full Council. Periodic and specific risk assessments carried out e.g. play equipment inspections	Review and assess annually. Existing procedure adequate.
Electronic records	Loss of vital information including failure to meet statutory retention requirements	L / L	Drive is stored on Cloud, so always accessible. April 2019 commence digital financial recording, which will all be kept on a server with Edge IT.	Review and assess annually.
Legal records	Inadequate application of, or loss, of rights arising from contracts and title to property due to inability to locate legal documents	H / L	Clerk maintains recent files of contracts and title at home.	Review and assess annually. <u>Consider:</u> identification and collation of key historic documents
Website and Information service	Inadequate or outdated information and lack of public engagement with use of website and email and Facebook information services.	H/L	Website (WordPress) and Information Service (Mail Chimp) maintained by Clerk and updated as necessary. Ensure the website software is updated regularly, with software provider security updates.	Review and assess quarterly. <u>Consider 1)</u> review of security including passwords; and 2) training (or contracting out) to improve website format.
Elections costs.	By-elections or full elections may be both necessary and costly.	L / M	Funds are maintained at a level sufficient to meet election costs.	Review and assess annually. Existing procedure adequate
Annual Returns.	Return submitted late.	L / L	Annual Returns completed by the end of April. Annual Return approved by whole Council before submission. Employers PAYE & P60 returns submitted to HMRC.	Review and assess annually. Existing procedure adequate.
Non availability of Clerk/RFO	Ineffective administration of Council	M / L	Temporary cover possible via use of locum. Potential to use HALC to assist.	Review and assess annually. <u>Consider adequacy of reserves on quarterly basis to cover locum costs</u>

Subject	Risk(s) identified	H/M/L Likelihood Impact	Management/Control of Risk	Review/Assess Frequency
Council Minutes	Lack of transparency, no proper, timely and accurate reporting of council business	L / L	Draft meeting minutes promptly circulated by e-mail and Clerk notified of any proposed amendments; draft adopted at next meeting of the FPC or committee then signed and dated by the Chair.	Review and assess annually. Existing procedure adequate.
Conflicts and gifts	Inadequate identification and control of conflicts of interest.	L / M	Conflicts declarations (Code of Conduct and Acceptance form) reviewed and revised at the Annual Parish Council meeting. Copied and sent to be filed at WCC. Chair seeks declaration of any conflicts at each meeting and enforces participation restrictions appropriately	Review and assess annually. Existing procedure adequate
Access to Funds	Inability of Council to promptly access banked funds due to failure to update authorised signatories or for those persons to provide satisfactory ID verification documents to the	M / M	Four authorised Councilor signatories plus the Clerk to be maintained to ensure sufficient cover for the requirement for 2 signatories. Authorised signatories list reviewed annually by Finance Committee to ensure it remains up to date. Bank statements checked monthly to ensure Council address details are up to date.	Review and assess annually. Existing procedure adequate.
Notices	Failure to receive communications for the attention of the Council	L / M	clerk@twyfordhants.org.uk is a generic address that enables immediate transfer to any new clerk, locum or other cover. It can also be monitored by a second person. The website and WCC records show the postal address for communications. Financial records with invoices enable identification of suppliers who can be contacted and requested to change the address for further communications. The PO Box 741 is a generic address that enables immediate transfer to any new clerk, locum or other	Review and assess annually.
Business disruption	Loss of income due to inability to provide access to the Pavilion or sports pitches. Failure of a third party to provide services.	L / M	Non Precept income is not material to the Council's financial standing. Alternative suppliers of services can be contracted (e.g. for grass and hedge cutting). Essential services suppliers (e.g. electricity, water, telephone/internet) have robust business recovery for disaster scenarios.	Review and assess annually. Existing procedure adequate.

Subject	Risk(s) identified	H/M/L Likelihood <i>Impact</i>	Management/Control of Risk	Review/Assess Frequency
Electronic Data Storage	Risk of storing personal details on file is non-compliant with new legislation, GDPR in effect May 2018	M	Clerk to attend courses required to stay up to date with the new legislation, and to make recommendations to the FPC to implement in accordance with requirements. All Councillors have Cllr specific email addresses, and link to shared drive to be utilized rather than email attachments	Review annually

PHYSICAL ASSETS

Loss or damage to physical assets	Loss of use or capital loss to parishioners	H / L	Annual review of Asset Register ensures all assets are identified for insurance purposes; and for budgeting for repair or replacement. Hunter Park equipment is in locked metal containers. Pavilion key code is changed periodically	Review and assess annually. Existing procedure adequate
Maintenance of assets	Loss of use of, or injury to, parishioners	M / H	Annual review of assets apart from play areas (grounds maintenance contractors review play and other areas regularly; and Meads (reviewed more regularly). PAT testing of pavilion electrics & fire extinguishers. Play areas reviewed by independent assessor annually. Clerk reviews play area on a periodic basis. Tennis Court maintenance is responsibility of Tennis Association under user agreement.	Review and assess annually. Existing procedure adequate.

Appendix 2

Twyford Parish Council										
Receipts and payments										
Fourth quarter finances - 2018 / 2019										
Prior Year	2018/19	Q4 Actual-v-		Figures shown exclusive of VAT			Yr		ytd actual	
Actual	Budget	Budget	RECEIPTS	£	£	£	£	Variance to budget	vs ytd budget	
£	£	%								
			Finance							
86,238.00	90,509.00	0%	Precept	-			90,509.00	-	100%	
45.55	15.00	478%	Bank Interest	71.66			187.98	172.98	1253%	
11,845.07	7,881.00	123%	Grants & Donations	9,684.00			43,250.00	35,369.00	549%	
98,128.62	98,405.00		Sub total			9,755.66	133,946.98	35,541.98	136%	
			Recreation							
5,425.97	3,000.00	10%	Hunter Park Pitches	308.00			2,843.00	157.00	95%	
2,375.00	800.00	0%	Deposits to be paid back in time	-			350.00	350.00		
863.27	650.00	4%	Hunter Park Pavilion	24.84			211.00	589.00	26%	
8,464.24	4,450.00		Allotments				700.03	50.03	108%	
			Sub total			332.84	4,104.03	345.97	92%	
			Other							
5,525.80	5,100.00		Twyford Neighbourhood Plan	-						
			Water Meadows	-			4,175.51	924.49	82%	
1,151.33	-		misc transfers	-			254.39			
6,677.13	5,100.00		Open Space Funding	-						
			Sub total			-	4,429.90	670.10	87%	
113,269.99	107,955.00		TOTAL RECEIPTS EXCLUSIVE OF VAT			10,088.50	142,480.91	34,525.91	132%	
			VAT reclaimed	1,498.76			15,202.66			
3,825.50			VAT charged	-	1498.76		251.00			
621.36			TOTAL RECEIPTS with VAT			11,587.26	157,934.57			
117,716.85	107,955.00									
			Allocated Reserves							
5,000.00			HCC grant water meadows				0.00			
12,900.00			Savings				0.00			
17,900.00							0.00			
			Money movement							
			deposits received	-			0.00			
			Total Credit				81,503.56			
125,855.00										
Prior Year	2018/19	Q4 Actual-v-	PAYMENTS							
Actual	Budget	Budget								
			Finance							
12,447.51	14,615.95	22%	Clerk's employment costs inc. allowances	3,271.92			13,917.41	698.54	95%	
463.96	540.00	14%	Clerk's Expenses	76.30			339.97	200.03	63%	
679.16	1,570.00	11%	Administration	171.34			2,421.45	-851.45	154%	
-	500.00	120%	External Advice	50.00			50.00	450.00	10%	
415.00	750.00	21%	Training	155.00			270.00	480.00	36%	
2,500.25	2,750.00	0%	Insurance Premium	-			2,372.63	377.37	86%	
1,036.48	-		Grants & Donations:				4,833.00	-4,833.00		
2,232.30	5,000.00	0%	Section 137	-			2,991.03	2,008.97	60%	
701.00	1,200.00	0%	Room Hire	-			500.00	700.00	42%	
-	250.00	0%	Legal Fees	-			-	250.00	0%	
875.00	875.00	0%	Audit Fees	-			875.00	0.00	100%	
483.90	617.00	0%	Subscriptions & Publications	-			469.00	148.00	76%	
2,557.09	3,000.00	0%	Street Lighting	-			2,599.81	400.19	87%	
400.00	480.00	17%	SLR	80.00			560.00	-80.00	117%	
1,814.25	1,751.25	0%	PWLB (Gilbert Room)	-			1,751.25	0.00	100%	
26,605.90	33,899.20		Sub total			3,804.56	33,950.55	-51.35	1.00	
			Recreation							
24,060.86	9,909.00	5%	Hunter Park Grounds	461.93			5,380.82	4,528.18	54%	
			Hunter park and northfields groundsman	4,159.14			16,636.56	0.00	100%	
1,967.00	2,130.00	19%	Hunter Park Pavilion	403.20			2,071.21	58.79	97%	
			Deposits returned	-			200.00	-200.00		
3,445.39	2,200.00	47%	Repairs & Maintenance	1,034.55			2,458.95	-258.95	112%	
10,614.68	12,000.00	0%	New assets	-			1,350.00	10,650.00	11%	
3,245.15	2,000.00	33%	Other Open Spaces	664.11			2,143.61	-143.61	107%	
68.84	200.00	65%	Allotments	130.19			229.80	-29.80	115%	
43,401.92	45,075.56		Sub total			6,853.12	30,470.95	14,604.61	66%	
			Other							
2,963.90	13,250.00	8%	Neighbourhood Plan	1,102.50			2,478.00	10,772.00	19%	
			Neighbourhood Projects	5,791.40			12,354.00	3,646.00		
			Water Meadows loan	-			3,509.92	0.00		
6,625.99	2,000.00	0%	Water Meadows maintenance	-			991.36	1,008.64		
			Water meadows lock project	-			12,616.96	-616.96		
100.00	100.00	0%	Miscellaneous	-			20,165.00	-20,065.00	20165%	
9,689.89	46,859.92		Sub total			6,893.90	52,115.24	-5,255.32	111%	
							17,551.58	116,536.74		
			VAT on payments	2,307.57		2,307.57	14,755.23			
6255.36	-						19,859.15		104%	
79,697.71	125,834.68									
							- 7,463.08	25,944.17		
			deposits returned	0.00			200.00			
			BALANCE BROUGHT FORWARD on 01/01/18				138,933.76			
			ADD Total Receipts (as above)				11,587.26			
			LESS Total payments (as above)				19,859.15			
			Balance Carried forward 31/03/18				130,661.87			
							3,556.88			
							127,104.99			
							-			
							130,661.87			
NOTES										
			Date:							

Appendix 3

TWYFORD PARISH COUNCIL			
ANNUAL RETURN: Year ending 31st MARCH 2019			
(Figures shown net of VAT)			
Prev Yr	Box No.	RECEIPTS	
£			
86,238	2	Precept	90,509
		Bank Interest	188
		Other receipts	43,250
		Hunter Park Pitches	2,843
		Hunter Park Pavilion	211
		Hunter Park Deposits	350
		Allotments	700
		Twyford Neighbourhood Plan	-
		Water Meadow	4,176
		Open Space Funding	-
		VAT reclaimed	15,203
		VAT charged	251
		misc transfers	254
31,479	3	Total other receipts	67,426
			157,935
		Net Salaries & Allowances	13,917
		Clerk's Expenses	340
		Hunter Park Pavilion Cleaner	960
13,871	4	Staff costs	15,217.38
		PWLB [Gilbert Room only]	1,751
		PWLB [Berry Meadow]	3509.92
5,379	5	Total Loans	5,261
		Administration	2,421
		External Advice	50
		Training	270
		Grants & Donations	4,833
		Section 137 Payments	2,991
		Hall Hire	500
		Legal fees	-
		Audit Fees	875
		Insurance	2,373
		Subscriptions	469
		Streelights	2,600
		SLR	560
		Hunter Park grounds	22,017
		Hunter Park Pav (excluding cleaner)	1,111
		Repairs & Maintenance	2,459
		Deposits returned	200
		New Assets	1,350
		Other Open Spaces	2,144
		Allotments	230
		Neighbourhood Plan	2,478
		Neighbourhood Plan Projects	12,354
		Water Meadows Maintenance	991
		Water Meadows Project	12,617
		Misc	20,165
		VAT on payments	14,755
66,703	6	Total Other Payments	110,813.42
			131,291.97
		RECEIPTS & PAYMENTS SUMMARY	
		Balance brought forward 1/4/2018	104,019
		Add Total Receipts (as above)	157,935
		Less Total Payments (as above)	131,292
104,019	8	Balance carried forward 31/3/2019	130,662
Significant Variances (differences of over 15%)			
Total other receipts			
HCC gave grant for £10,000 for flooding mitigation works			
SDNPA gave CIL of £1,020			
HCC gave grant for signage at Compton Lock £1,351			
Compton and Shawford donated £500 to Water Meadow project			
Hunter Park Tennis Association gave £22,498 towards resurfacing of courts.			
Total other payments			
£20,000 on tennis court resurface			
£12,000 on water meadow restoration project			
£12,000 on flood mitigation survey work			
£1,700 on administration to set up Outlook systems for GDPR			
£2,300 on S137 grants held in reserves from previous year			
Reserves			
2018/2019		2019/2020	
-		Play ground equipment from 2016 / 2017	10,000
-		Play ground equipment from 2017 / 2018	9,500
		Play ground equipment from 2018/2019	10,650
		NP flooding project towards MB final invoice	3,646 (invoice £8080)
5,000		HCC grant for water meadows	-
3,250		Water Meadows unspent project allocation	-
		Section 137 approved in 2017/2018, not yet paid	-
500		Social Club car park	-
-		Appeal for a Peal	1,000
1,645		March 2018 apps	1,755 (tennis court re
300		Citizens advice	-
		TIW funds held	1,111
		Election costs (FPC Minute 205/18)	1,600
		Total Reserves	39,262
		Cash to be held in account	20,000
		Total not to be spent	59,262
		Cash available to be spent towards projects	71,400