

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

## Annual Governance and Accountability Return 2017/18 Part 3

---

### To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

### Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18, page 4**
- **Section 2 – Accounting Statements 2017/18, page 5**
- **Section 3 – The External Auditor Report and Certificate 2017/18, page 6**
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.		

\*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2017/18

Babraham Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date(s) internal audit undertaken: 23/4/2018

Name of person who carried out the internal audit: SJ Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit: [Signature] NATURE REQUIRED

Date: 23/4/2018

\*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, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 2 – Accounting Statements 2017/18 for

Babraham Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	76,410	77,999	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	10,255	10,255	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	653	1,553	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	1,319	3,833	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	8,000	9,725	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	77,999	76,249	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	77,999	76,249	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	37,180 <i>RESTATED</i>	37,692	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*Bromley* SIGNATURE REQUIRED

Date 22.04.2018

I confirm that these Accounting Statements were approved by this authority on this date:

14/06/18

and recorded as minute reference:

M10618/22 REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

*[Signature]* SIGNATURE REQUIRED

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

**Babraham Parish Council**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed		'Yes' means that this 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
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 authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
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 authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>
			✓	

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

0618/22 REFERENCE

dated

14/06/18

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

*[Signature]*

Clerk

*[Signature]*

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

In respect of

Babraham Parish Council

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Explanation of variances – pro forma

Name of smaller authority: **Babraham Parish Council**

County area (local councils and parish meetings only): **South Cambridgeshire**

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)																		
<b>Box 2</b> <i>Precept or Rates and Levies</i>	10255	10255	0	0																			
<b>Box 3</b> <i>Total other receipts</i>	653	1553	900	138	£701.65 was received from the Transparency Code Fund. £50 gesture of goodwill from Barclays. VAT reclaim: £746.26 Interest: £54.78																		
<b>Box 4</b> <i>Staff costs</i>	1319	3833	2514	191	Clerk hours were increased from 2.5 hours per week to, on average, 8 hours per week from mid May. 5.5 x £9.39= 51.65 51.65 x 46 = £2375.90																		
<b>Box 5</b> <i>Loan interest/ capital repayments</i>	0	0	0	0																			
<b>Box 6</b> <i>All other payments</i>	8000	9725	1725	22	Unexpected tree surgery cost £2800. Other categories came in under budget which offset the tree surgery.																		
<b>Box 9</b> <i>Total fixed assets &amp; long term investments &amp; assets</i>	37180 Restated	37692	512	1																			
<b>Box 10</b> <i>Total borrowings</i>	0	0	0	0																			
<b>Explanation for 'high' reserves</b>	<p>Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: Earmarked reserves: £41,116.69</p> <table border="1"> <tbody> <tr> <td>Neighbourhood Plan fees 18/19</td> <td>3000.00</td> </tr> <tr> <td>Local Highways Initiative previous</td> <td>10000.00</td> </tr> <tr> <td>Local Highways Initiative new</td> <td>10000.00</td> </tr> <tr> <td>Community Gathering</td> <td>500.00</td> </tr> <tr> <td>Allotments</td> <td>10000.00</td> </tr> <tr> <td>Playground</td> <td>5000.00</td> </tr> <tr> <td>Future Neighbourhood Plan</td> <td>1500.00</td> </tr> <tr> <td>Transparency money</td> <td>116.69</td> </tr> <tr> <td>Election costs</td> <td>1000.00</td> </tr> </tbody> </table>					Neighbourhood Plan fees 18/19	3000.00	Local Highways Initiative previous	10000.00	Local Highways Initiative new	10000.00	Community Gathering	500.00	Allotments	10000.00	Playground	5000.00	Future Neighbourhood Plan	1500.00	Transparency money	116.69	Election costs	1000.00
Neighbourhood Plan fees 18/19	3000.00																						
Local Highways Initiative previous	10000.00																						
Local Highways Initiative new	10000.00																						
Community Gathering	500.00																						
Allotments	10000.00																						
Playground	5000.00																						
Future Neighbourhood Plan	1500.00																						
Transparency money	116.69																						
Election costs	1000.00																						


	General reserves: £8,666.72 Section 106 money: £26,465.85
--	--

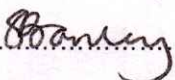


**Summary of receipts and payments for year ended 31st March 2018.**

Last year	<b>Receipts</b>	This year
10,255	Precept	10,255
29.13	Bank Interest	54.78
0	SCDC S106 payment	0
624.17	VAT	746.26
0	Misc	751.65
10,908.30	<b>Total receipts</b>	11,807.69
	<b>Payments</b>	
	<b>General Admin</b>	
1,192.30	Clerks salary	3,684.77
127.11	HMRC	148.20
230	Audit Fees	320.00
0	Election Fees	0
792.99	Insurance	811.09
120	Professional/Legal fees	120.00
232.83	Subscriptions	289.59
	Computer equip/website/email*	1,315.15
156.75	Hall Hire	156.75
50	Training and books	1,112.60
	Mileage*	326.97
	Office consumerables*	128.87
0	Bank Charges	36.00
23.06	Misc	238.88
2,925.04	<b>Total</b>	8,688.87
	<b>Capital</b>	
687.5	Equipment replacement	0
1450.21	Grass cutting/bins	1,504.95
	Tree and garden maintenance*	2,806.66
141.32	Petrol/mower	0.00
2470.3	Structures	0.00
0	Playground	0
359.58	Street Lighting	0
0	S137	0
430.57	Misc	0
843.96	VAT	557.08
6383.44	<b>Total</b>	4,868.69
9308.48	<b>Total payments</b>	13,557.56

\*denotes new categories

Signed and dated Chairman.....  12/4/18

Signed and dated Clerk.....  12/4/18

RESTATED asset register amount in line 9 31<sup>st</sup> March 2017.

0318/25	Asset Register Review 2018/2019.	A thorough review has been made which resulted in a number of changes made to reflect items which have disposed of and those which have been inadvertently missed off.
---------	----------------------------------	--

Amount stated previously: £37,465

Actual amount: £37,180

Need to write RESTATED in box 9.

	Value	Replacement Value	Checked by	Risk	Decision made by PC	Date of Decision	Next Assessment Due
Bus shelter at Linton Lodge (wooden)	1,500.00	£5,700	Cleaned once monthly	Low			Mar-18
Bus shelter opposite (Haverhill shelter)	2,500.00	£5,700		Low			Mar-18
<b>Grit Bin.</b> Junction ChalkHill & A1307	180.00			Low			Mar-18
<b>Gates</b> 1 x 5 barred field gate Pocket Park	300.00	£800		Low			Mar-18
2 x pedestrian gates Pocket Park				Low			
1 x pedestrian gate Cricket Field				Low			
<b>War Memorial</b> High St	7,000.00			Low	No work needed		Mar-18
Jonas Webb Statue High St	20,000.00	£55,000		Low	No work needed		Mar-18
<b>Playground Equipment</b>	0.00	0			Future Project		Mar-18
<b>Mower</b>	0.00						
<b>New Mower</b>	825.00	£1,143			Stored in Shed at Almhouses		Mar-18
The Old School, High St				Low			
<b>Hedge Cutter</b> The Old School	0.00			Low	Stored in Shed at Almhouses		Mar-18
<b>Strimmer</b>	250.00			Low			Mar-18
<b>Filing Cabinet</b>	120.00			Low	Clerk's house		Mar-18
<b>Dipping Platform</b>	0.00			Med			Mar-18
<b>New Dipping Platform</b> Pocket Park	1.00			Med			
<b>Notice Board</b>	600.00			Med			Mar-18
<b>Dog Waste Bin Church Lane</b>	115.00			Low	SCDC empty		Mar-18
<b>Dog bin &amp; waste bin cycleway (Sawston Road)</b>	580.00						
<b>Dog bin Oak Lane</b>	244.75						
<b>Speed Sign</b>	2,964.00			Med	Located on High Street		Mar-18
		37,179.75					

Values exclude VAT.

37,179.75

After a thorough review of assets we found some items had been disposed of and some had been inadvertently been missed off.

2017/2018

## Babraham Parish Council Assets

Replacement	Cost value	Value	Checked by	Risk	Decision made by PC	Date of Decision	Next Assessment Due
Bus shelter at Linton Lodge (wooden)	1,500.00	£5,700	Cleaned once monthly	Low			Mar-19
Bus shelter opposite (Haverhill shelter)	2,500.00	£5,700		Low			Mar-19
<b>Grit Bin.</b> Junction ChalkHill & A1307	180.00			Low			Mar-19
<b>Gates</b>							
1 x 5 barred field gate Pocket Park	300.00	£800		Low			Mar-19
2 x pedestrian gates Pocket Park				Low			
1 x pedestrian gate Cricket Field				Low			
<b>War Memorial</b>							
High St	7,000.00			Low	No work needed		Mar-19
<b>Jonas Webb Statue</b>							
High St	20,000.00	£55,000		Low	No work needed		Mar-19
<b>Playground Equipment</b>							
Mower	0.00	0			Future Project		Mar-19
New Mower	825.00	£1,143					
The Old School, High St				Low	Stored in Shed at Almhouses		Mar-19
Hedge Cutter	0.00			Low	Stored in Shed at Almhouses		Mar-19
The Old School				Low			
Strimmer	250.00			Low			Mar-19
Filing Cabinet	120.00			Low	Stored at 83 Fulbourn Road		Mar-19
Original Dipping Platform	0.00			Med			Mar-19
New Dipping Platform	1.00						
Pocket Park							
<b>Notice Board</b>							
Dog Waste Bin Church Lane	600.00	1700		Med			Mar-19
Dog bin & waste bin cycleway (Sawston Road)	115.00			Low	SCDC empty		Mar-19
Oak Lane	580.00						
	244.75						
<b>Speed Sign</b>							
	2,964.00			Med	Located on High Street		Mar-19
<b>Scanner</b>							
	80.00			Med	Stored at 83 Fulbourn Road		Mar-19
<b>Laptop</b>							
	264.00			Med	Stored at 83 Fulbourn Road		Mar-19
<b>Office software</b>							
	168.00			Med	On Laptop		Mar-19

37,691.75

Values exclude VAT.

**Babraham Parish Council**

**Prepared by S.Bramley RFO**

**10.04.2018**

**Bank Reconciliation for year end 31st March 2018**

Bank statements as at 31.03.2018	£		£
Unity Trust Current account		15732.24	
Unity Trust Savings account		60517.02	
			76249.26
Less any un-presented cheques at 31.03.2018		0	
Unbanked cash		0	
<b>Net bank balances as at 31.03.2018</b>			<b>76249.26</b>

**Cash book**

Opening balance	77999.13
Add: receipts in the year	11807.69
Less: payments in year	13557.56
<b>Closing balance per cash book at 31.03.2018</b>	<b>76249.26</b>

## Contact details

Name of smaller authority: Babraham Parish Council  
County Area (local councils and parish meetings only): South Cambridgeshire.

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
<b>Name</b>	DON POWELL	Malcolm Stuart Laurie
<b>Address</b>	68 WOODLAND ROAD SAWSTON CAMBRIDGE CB22 3DU	Shepherd's Cottage, Home Farm, High Street, Babraham, Cambs, CB22 3AG.
<b>Daytime telephone number</b>	01223 515436	07718535289
<b>Mobile telephone number</b>	0778 6858 220	07718535289
<b>Email address</b>	clerk@babraham-village.net	stuart.laurie@babraham-village.net

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE  
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: **Babraham Parish Council**  
County Area (local councils and parish meetings only): **South Cambridgeshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on ~~Monday 4<sup>th</sup> June 2018~~ *Wednesday 11 July*

and ending on ~~Friday 13<sup>th</sup> July 2018~~ *Wednesday 22 August*

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.  
We have suggested the following dates: Monday 4 June – Friday 13 July 2018.  
The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)

Signed: *[Signature]*

Role: *Clerk to the Parish Council*

**PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH  
THE AGAR AND OTHER REQUESTED DOCUMENTATION**