

# **STELLING MINNIS PARISH COUNCIL**

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## **MINUTES of MEETING & ANNUAL MEETING OF THE PARISH COUNCIL held on 2nd May 2018, reconvened on 9<sup>th</sup> May 2018**

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Present: 2<sup>nd</sup> May 2018 Cllrs, Hubble (chaired meeting), Dudas, Dimmock, Haffenden, Stephen and Watts. Also present Irene Bowie (Clerk), Cllr Hollingsbee, Lee Jones (Internal Auditor), Nick Smith (Webmaster), 37 members of the public.

9<sup>th</sup> May 2018 Cllrs, Hubble (chaired meeting), Day, Dudas, Dimmock, Haffenden and Stephen. Also present Irene Bowie (Clerk), Lee Jones (Internal Auditor), Nick Smith (Webmaster), 2 members of the public.

Cllr Hubble opened the meeting and read the statement on filming and recording during the meeting. He then stood down and agenda item 1.1 was chaired by Vice Chairman Cllr Haffenden.

### **1. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

#### **1.1 Appointment of chairman**

Cllr Hubble was appointed as Chairman. Proposed Cllr Haffenden and seconded Cllr Watts. All agreed. The declaration was duly signed. Cllr Hubble then took the chair for the rest of the meeting.

#### **1.2 Appointment of vice chairman**

Cllr Haffenden was appointed as Vice Chairman. Proposed Cllr Stephen and seconded Cllr Dudas. All agreed.

### **2. Apologies and absences**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

Apologies received from: Cllr Day (2<sup>nd</sup> May only), Cllr Carey, PCSO Mills, Cllr Watts (9th May only)

### **3. Declaration of Interest.**

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

To consider any Dispensation requests received by the Parish Clerk and not previously considered.

Cllr Watts declared an interest in agenda item 5.1.1

### **4. Public Participation and Comment**

Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman authorises them to do so. Members of the public may not take part in the Parish Council meeting itself.

Cllr Hubble explained that after a brief resume of the planning application, which would be taken out of order with item 5.1 discussed last, he would invite members of the public to make comments.

## 5. PLANNING

- 5.2 To table planning applications dealt with since last meeting
  - 5.2.1 Y18/0427/SH - Newlands Curtis Lane  
SMPC Vote Approve 2: No Objection 4
- 5.3 To table decisions by the Planning Authority since the last meeting.  
NONE
- 5.4 Update re Stonegate Development  
30<sup>th</sup> April Alastair Cracknel Report In terms of an update the following applies: Site demolished. Work continuing on the detail for the highways and public rights of way. Purchase agreed with Pentland Homes for the houses, Quinn Estates to retain the office space Anticipated start date Q3 2018
- 5.1 To table planning applications received for consideration
  - 5.1.1 Y18/0456/SH - Camping and Caravaning Site Rose & Crown

Cllr Hubble read out a statement that outlined the role of the Parish Council as consultee to FHDC on planning matters. He explained that the PC had three options Object, Approve, No objection. He expanded further that no objection was a deferral to the planning department to make the determination. He stated that the PC had been granted an extension until the 18<sup>th</sup> May to submit comments to FHDC re this application. The views of the PC would not be indicated at this meeting, rather Cllrs would listen to members of the public before making a decision.

The Chairman detailed the history of the application. He then invited Graham Franklin, a representative of the residents of Crown Lane to present to the meeting. A plan of the site was displayed on the screen to assist.

Mr Franklin outline the objections to the application as follows:- (i) The suitability of the entrance to the development from Crown Lane (ii) The original intention was to enter the site via Minnis Lane, which would cause significantly less problems to residents. (iii) Minnis Lane would provide a natural entrance and have better access to the main. (iv) Concerns regarding the increased number of houses from 11 to 14. (v) Concerns that the ancient boundary hedge would be destroyed to widen the access to the development. (vi) Additional traffic along a narrow lane especially at the pinch point. This will be dangerous and cause congestion on Crown Lane. (vii) Disagreement with Highways measurement of a width of 4.8 m. Residents have measured the same location and the measurement is 3.4m max. This is not wide enough to allow easy passing of Lorries etc. (viii) Increased volume of traffic including deliveries to the pub, equine traffic and refuse lorries. (ix) Development seems disproportionate and out of keeping with the Village scene (x) No provision for soakaways and this will further increase the flooding problems for some houses on Crown Lane. (xi) Inconsistencies in the documents provided to FHCD. V1 and V2 seemed to be interchangeable making some parts of the application incomprehensible

The Chairman thanked Mr Franklin for his presentation and invited comments from members of the public.

Several members of the public spoke regarding their concerns regarding the development. One resident enquired if the percentage of affordable homes was sufficient. Others queried where the construction vehicles would park during the development as the area is congested as it is. A general objection

was regarding road safety entering and leaving the site on a difficult corner. Many residents were worried regarding the narrowness of Crown lane and its unsuitability as the access for the development.

The landowner asked how refuse Lorries, buses and other large vehicles manage to use Crown Lane at the moment.

Cllr Haffenden suggested that the original access through Minnis Lane would be a much better and more acceptable solution.

However, there was general support for the concept of a development behind the Rose and Crown but residents felt disappointed that neither the developer nor the landowner had consulted prior to submitting the planning application as this may have allowed for many of these issues to be clarified and possibly remedied.

The Chairman called for a show of hands from those present regarding access, either through Minnis Lane or through Curtis Lane. One member of the public preferred the Crown Lane access with all others present preferring the access to be through Minnis Lane.

Cllr Hollingsbee reminded all present that they should email their views to the Planning department of FHDC. She also suggested that the PC contacted KCC Highways to ask for a re-measure of the width of Curtis Lane and to look again at the Crown Lane proposed entrance.

The Chairman thanked everyone for attending and for their comments and closed the meeting at 8.30pm

### ***The Meeting reconvened on the 9<sup>th</sup> of May at 7.30pm***

#### **6. Minutes of the Parish Council Meeting 7<sup>th</sup> March 2018**

Held on 7<sup>th</sup> March 2018 were approved. Proposed Cllr Day and seconded Cllr Haffenden All agreed. Minutes were duly signed.

#### **7. Matters arising from the minutes (not included in other agenda items)**

There were no matters arising

#### **8. Correspondence**

8.1 To table items of late correspondence

8.2 Items circulated for information

8.2.1 KALC Armed Forces Day

8.2.2 KALC Kent Police and Crime Commissioner Newsletter April

8.2.3 NALC CEO Bulletin 16

8.2.4 KALC Legal Topic Notes 1,2,5,8

All items noted

8.3 Items acted on: None

8.4 Items for discussion

8.4.1 KALC Model Standing Orders

Clerk to update SMPC Standing Orders using the new NALC template for the July meeting.

8.4.2 KCC Highways Pothole Blitz

KCC Highways are planning a much wider pothole blitz campaign and this is due to commence from the beginning of April. Please report any potholes using the improved online fault reporting tool which can be found at [www.kent.gov.uk/highwayfaults](http://www.kent.gov.uk/highwayfaults)

All items noted

#### **9. Parish Council Noticeboard**

The Clerk is awaiting one further quote. Cllr Dudas has a possible contractor and will contact them and obtain a quote.

**10. New Internet Connection in Village Hall**

4G is available but only on Orange Network.

**11. Neighbourhood Watch Update**

The Chairman thanked Robbie Gambrill for his excellent and timely updates.

**12. Phone Box on Minnis Field**

Cllr Stephen reported that the phone box is still unlit. Clerk has reported to BT.

**13. New upgrades to Orange mast at High Chimney Farm.**

Fibre is due to be installed and 4G is not yet available.

**14. REPORTS**

- |      |   |                              |           |
|------|---|------------------------------|-----------|
| 14.1 | SMPC Website Report<br>(Written report at Appendix A)   | Nick Smith                   |           |
| 14.2 | Kent County Council   | KCC Cllr Carey               |           |
| 14.3 | Folkestone Hythe District Council   | FHDC Cllrs Carey/Hollingsbee |           |
| 14.4 | KALC Shepway Area Committee   | Cllr Dudas                   |           |
| 14.5 | Kent Community Police.  | PCSO                         |           |
| 14.6 | Minnis Managers.  | Cllrs Day & Haffenden        |           |
| 14.7 | Stelling Minnis Village Hall.<br>(Written report at Appendix A)   | Cllr Stephen                 |           |
| 14.8 | Stelling Minnis Windmill.<br>Cllr Hubble spoke regarding the Stelling Minnis Windmill which opened on Easter Sunday and then 2-5 pm every Sunday and Bank Holiday Monday until the end of September. Tea and cream teas are available. He also spoke regarding the publication of a book by David McDyne which will be approx. 60-80 pages and will be a comprehensive history of the Windmill. The book will be sent to local junior schools. It will sell for £5 per copy | Cllr Hubble                  |           |
| 14.9 | Other reports.  |                              |           |
|      | 14.9.1 Footpath Warden  | Martin Hart                  | No report |
|      | 14.9.2 Tree Warden  | Cllr Dimmock                 | No report |

**15. STELLING MINNIS COMMON**

- 15.1 Other Stelling Minnis Common Matters, not covered by 14.5  
Cllr Haffenden reported that the Cattle are now back on the Minnis as of today.

**16. ALLOCATION OF RESPONSIBILITIES**

- 16.1 Councillors:  
The following allocations were agreed:
- |   |                 |
|---|-----------------|
| Minnis Managers representative                | Cllr Day.       |
| Highways –                                    | Cllr Hubble     |
| KALC Shepway area committee                   | Cllr Dudas      |
| Trustees for Stelling Minnis Common trust –   | Cllr Haffenden. |
| Trustee for Stelling Minnis Windmill & Museum | Cllr Hubble.    |
| Trustee for Stelling Minnis Village Hall      | Cllr Stephen.   |
- Allocations proposed by Cllr Day and seconded by Cllr Dudas. All agreed.
- 16.2 Other positions
- |                             |                                 |
|-----------------------------|---------------------------------|
| Internal Auditor            | Lee Jones                       |
| Responsible Finance Officer | Irene Bowie                     |
| Footpath Warden             | Martin Hart                     |
| Tree Warden                 | Cllr Dimmock                    |
| Webmaster                   | Nick Smith/ Deputy Cllr Dimmock |

Appointments proposed by Cllr Day and seconded by Cllr Dudas. All agreed

**17. HIGHWAYS**

- 17.1 Speed limit Bossingham Road and Wheelbarrow Town
- 17.2 Additional signage on the Minnis.  
Clerk has reported to KCC Highways
- 17.3 Street Names and Finger Post damage Clerk has reported
- 17.4 New Kerbing opposite R & C Triangle. Parking is still a problem

**18. FINANCE**

18.1 Update of account for 2017/18 including payments received. (Detail at Appendix B)

18.2 Accounts for payment.

18.2.1 Accounts for approval and payment

Clerk (I Bowie) Salary	£ 284.12
Total Payment to I Bowie	£ 284.12
PAYE (1st Quarter) (HMRC)	£ 70.80
KALC GDPR Encryption Training Course Clerk	£ 60.00
KALC Membership Fee	£ 270.36
ACRK Membership	£ 50.00
Annual donation to Stelling Minnis Stores for electricity supply to the defibrillator cabinet	£ 12.00

Proposed by Cllr Haffenden and Seconded by Cllr Day. All agreed

18.3 Payments to be discussed for approval:

St Mary's Church PCC for maintenance of Closed Churchyard	£ 200.00
Deserving local charities – which ones? Historically has been, Age UK, Air Ambulance & Community First Responders @ £100 each.	
Total Payment	£ 300.00
CPRE – Donation/membership	£ 40.00

Proposed by Cllr Stephen and Seconded by Cllr Day. All agreed

18.4 Online banking

Clerk to progress for the July meeting

18.5 Internal and external audit 2017/18

18.5.1 Certificate of Exemption

The Certificate of Exemption was reviewed and signed

18.5.2 Internal audit report

Report from Mr L Jones was received, copy at Appendix B.

18.5.3 Accounts to be approved and signed.

Clerk/RFO presented the statement of audited accounts which were accepted. The statement of audited accounts were duly signed by Chairman Cllr Hubble, copy at Appendix B.

18.5.4 Annual governance statement.

The Governance statement was read aloud and all statements agreed. It was duly signed by Chairman Cllr Hubble.

18.5.5 Acceptance of Annual Governance and Accountability Return (AGAR) 2017/18

The statement of accounts, reconciliation and explanation of

variances were read and approved by Council. All agreed. The statement of accounts was duly signed by Chairman Cllr Hubble.

All Proposed by Cllr Dudas and seconded by Cllr Haffenden.  
Agreed by all

- 18.6 Section 137 limits 2017/18. To be discussed at the July meeting
- 18.7 Clerk Salary Review. To be discussed at the July meeting
- 18.8 Asset register  
The asset register was reviewed accepted. Proposed by Cllr Stephen and seconded by Cllr Day. Agreed by all

**19. Fryarne Park Wood – Encampment Update**

It was agreed that the Clerk and Chairman would write to Cllr Carey and ask for her assistance to ensure that there are no further developments in the woods.

Clerk to write to FHDC enforcement and ask for a delay in decision making to enable the PC to gather as much information as possible.

**20. Extra Bus Shelter** To be discussed at the July meeting

**21. Windmill Fete**

Cllr Hubble reminded everyone that the Windmill Fete will be held on Saturday 30<sup>th</sup> June. There will be live music, lots of stalls, classic cars, motorbikes and lots of food.

**22. ANNUAL PARISH MEETING**

Cllr Hubble spoke regarding the agenda and organisational issues for the meeting.

**23. GDPR, STANDING ORDERS AND FINANCIAL REGULATIONS, RISK ASSESSEMENT**

The Clerk had circulated the new GDPR policy and this was accepted. Proposed by Cllr Dudas and seconded by Cllr Haffenden.

It was agreed to review the other policies at the July meeting.

**24. Any other business –**

Items for discussion to be forwarded to the Chairman by 1<sup>st</sup> July 2018

**25. Dates of Future Meetings 2018**

**16 May 2018 ,4th July, 5th September, 7<sup>th</sup> November, 9th January 2019, 6th March, 1st May (AMPC), 15th May (APM), 3rd July**

Signed : Robert Hubble

Date : 4<sup>th</sup> July 2018

## **Appendix A:**

### **14.1 Stelling Minnis web report**

Stelling Minnis web site report for May 2018 PC meeting

- Cllrs attendance record updated following March PC meeting.
- Agenda and both draft and approved minutes of Parish Council meetings added when received from Clerk.
- Highways closure notices added as and when received from Clerk & removed when time expired.
- NHW Parish Mag reports added to web page, older ones now being removed when 12 months old.
- Stelling Church page revised with info received from Churchwardens – the only organisation, other than FOSM, to respond to the request to confirm/revise details.
- District Council name change poster added. District Council name, links and e-mail addresses changed to reflect the changes.
- Link to Village Appraisal document and action plan from the Parish Council web page rectified – visitors are now able to read the appraisal document, the questionnaire and the action plan with review notes.
- 2 planning applications added to Noticeboard page.
- Direct link to Minnis Bye-laws added to home page.
- A note that “The content of this page is not the direct responsibility of Stelling Minnis Parish Council” has been added to all Non Parish Council web pages – the exceptions being Footpath and Tree warden pages.
- Map added to cattle grazing page showing proposed changes to areas being grazed.
- PC meeting dates to July 2019 added to both SMPC and What’s-on pages.

Nick Smith – Webmaster.

23 April 2018

### **14.7 Village Hall Report**

**Cllr Stephen**

The coffee mornings are continuing to be hosted by Lee Jones on the first Friday of each month. The next two are Friday 4th May 2018 and Friday 1st June 20.

For £2.50 you will be welcomed by a committee member and will be able to enjoy a refill of Quality Cafetiere Coffee and/or English Tea served from within the hall. We will also provide a warm seating area and some 60’s background music. If you want to bring cakes or biscuits then please feel free. Everybody is welcome. All proceeds generated will help us run the village hall throughout the year.

At our AGM in July 2018 we will be reviewing all booking rates. It is our view that a very small increase in some of the hall booking rates was long overdue after a conscious effort to keep rates unchanged for as long as possible for local people.

## Appendix B - Finance

### SMPC- Finance information May 2018 meeting

1) Payments to be approved:

Clerk (I Bowie) Salary	(April/May 18)	£	284.12
Total Payment to I Bowie		£	284.12
PAYE (Payable to HMRC) Quarter 1		£	70.80

# STELLING MINNIS PARISH COUNCIL - INTERNAL AUDIT REPORT 2017/18

Date of Report: 29/04/2018

To Stelling Minnis Parish Council,

## Annual Audit of Financial Accounts - 2017/18 and Governance, Risk Management & Internal Control

### Declaration of Interests

During 2017/18 I worked as the Internal Auditor for Folkestone and Hythe District Council which was then called Shepway District Council. The appointment as your internal auditor has been approved by the Head of Internal Audit for the East Kent Audit Partnership as the provider of internal audit services to the District Council. The work carried out on behalf of Shepway District Council will not and does not affect my ability to provide independent and objective assurance on the adequacy of the controls in place on behalf of Stelling Minnis Parish Council.

I am also Vice-Chairman of the Stelling Minnis Village Hall Management Committee.

### Half Yearly Audit Results

The half yearly audit (usually undertaken in the autumn) was not carried out due to the change in internal auditor and also change in RFO. A half yearly audit is not mandatory and so this should not cause any concern to the Council.

### Legislation

The Local Audit and Accountability Act 2014, the Local Audit (Smaller Authorities) Regulations 2015, Accounts and Audit (England) Regulations 2015 and Smaller Authorities (Transparency Requirements) Regulations 2015.

### Annual Audit Results

The annual internal audit was carried out against the internal control objectives suggested in the Annual Governance and Accountability Return 2017/18. As a result the accounts have been checked and I am very pleased to report that these records show a true and fair view.

The ten internal control objectives are: -

- a) Appropriate accounting records have been properly kept throughout the year.
- b) Compliance with approved financial regulations, payments supported by invoices, all expenditure approved and VAT properly accounted for.
- c) Assessment of risks to achieving objectives and adequacy of risk management.
- d) The precept resulted from an adequate budgetary process, budget monitoring was effective and reserves were appropriate.
- e) Expected income was fully received, based on correct prices, properly recorded and promptly banked and the VAT on income was properly accounted for.
- f) Petty cash payments were properly accounted for by receipts, all petty cash expenditure was approved and VAT was appropriately accounted for.
- g) Salaries to employees and allowances to members were paid in accordance with approvals and PAYE and NI requirements were properly applied.
- h) Asset and investment registers were complete and accurate and properly maintained.
- i) Periodic and year-end bank reconciliations were properly carried out.

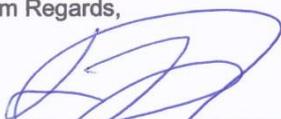
- j) Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, were supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

The audit conclusion is that the system of internal control was robust during 2017/18. During the review, policies, procedures, records and processes were examined and there are a small number of recommendations / suggestions listed below which should be considered by the Council in order to help improve transparency, control and efficiency: -

- 1) The wording in the 'Stelling Minnis Parish Council - Accounts 2017/18' (Landscape Document) suggests that 'Total income' was £14,426.12. This could be misleading as this figure actually includes the balance brought forward figure £6,892.91 from 2016/17 which is not strictly 'income'. It is suggested that the wording is amended to 'total income plus balance brought forward' or to something similar.
- 2) The Asset Register used in the final accounts was last updated in January 2017. It is unlikely that the value of each of the assets has changed much but it is good practice to review this at least once a year.
- 3) The Council does not currently have a Risk Management Policy Statement in place. It has been confirmed that the Clerk has been working on one in preparation for adoption by the Council. This has been reviewed as part of this annual audit and it looks like a good starting point. The Council should adopt this or something similar to ensure compliance with control objective c) above. The Council should also add Data Protection as a medium risk with the new GDPR requirements which comes into force on 25/05/2018.
- 4) In accordance with best practice the Council should consider drawing up an engagement letter with the Internal Auditor which sets out the scope of internal audit for the coming year. Something similar to the one suggested appended to this report would satisfy requirements.
- 5) According to guidance any change in RFO or Internal Auditor should trigger a review of the effectiveness of Internal Audit. Over the past year the Council has appointed both a new RFO and Internal Auditor. On this basis the Council should review the effectiveness of the arrangements in place over the course of the next financial year. It is the view of your internal auditor that the arrangements are sound and will be improved further as soon as these recommendations have been implemented.
- 6) The Council should consider the merits of introducing where possible paperless accounting records. This could help make the annual audit process and the day to day management of Council finances much more efficient.

Should any councillor or officer have any queries or questions about the annual audit process then please do not hesitate to contact me [leedonaldjones@gmail.com](mailto:leedonaldjones@gmail.com).

Warm Regards,



Mr Lee Donald Jones MAAT PIIA CIA  
Internal Auditor to Stelling Minnis Parish Council

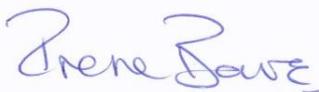
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STELLING MINNIS PARISH COUNCIL - STATEMENT OF ACCOUNTS 2017/2018

<u>Income</u>	<u>£</u>	<u>Expenditure</u>	<u>Budget £</u>	<u>£</u>	<u>Spend £</u>
Balance Brought forward	6892.91	03/05/17 Insurance	375.00		351.51
04/04/17 Precept part 1	2650.00	03/05/17 SMVH Hall Hire	80.00		85.00
Precept part 2	2650.00	03/05/17 Clerk's Salary (Net) - April & May 2017 NAS)		300.68	
Bossingham Youth Club	233.21	03/05/17 Clerk's Salary (Net) - April & May 2017 (IB)		284.12	
Shepway Community Chest	2000.00	05/07/17 Clerk's Salary (Net) - June& July 2017 (IB)		284.12	
VAT refund	0.00	06/09/17 Clerk's Salary (Net) - August & Sept 2017 (IB)		284.12	
		01/11/17 Clerk's Salary (Net) - Oct & Nov 2017 (IB)		284.12	
		10/01/18 Clerk's Salary (Net) - Dec & Jan 2018 (IB)		284.12	
		07/03/18 Clerk's Salary (Net) - Feb & Mar 2018 (IB)		284.12	
<b>Total income &amp; Bal b/fwd</b>	<b>14426.12</b>				

Notes:

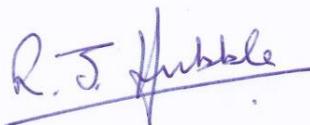
		Total Clerks Salary (Net)	2254.00	2005.40	2005.40
		03/05/17 HMRC PAYE 1st quarter		181.29	
		HMRC PAYE 2nd quarter		141.60	
		HMRC PAYE 3rd quarter		141.60	
		HMRC PAYE 4th quarter		70.80	
Purchase cost of assets at 31/3/18	1705.40	Total HMRC PAYE	564.00	535.29	535.29
Insured value of assets at 31/3/18	6310.00	Clerk's Expenses & admin costs	400.00		161.92
		Councillors' Expenses	75.00		0.00
<b>All funds held in Coop Bank a/c 6549345800</b>		Training and development	600.00		233.00
No cash held		KALC Membership	280.00		270.36
		03/05/17 ACRK Membership	50.00		50.00
<b>Accounts agreed as a true record:</b>		03/05/17 CPRE Membership	40.00		40.00
		03/05/17 Donation Stelling Church (upkeep closed C/Yard)	200.00		200.00
		Audit Fee	120.00		0.00
		Planning drawing costs	50.00		0.00
		KALC Publications	50.00		0.00
		Election costs	0.00		0.00
			0.00		0.00



Irene Bowie Clerk & RFO



Lee Jones - Internal Auditor



Robert Hubble - Chairman

		Donations to worthy causes:			
		03/05/17 Age UK Hythe & Lymnge		100.00	
		03/05/17 Kent Surrey & Sussex air ambulance		100.00	
		03/05/17 Canterbury & Cast First responders		100.00	
		Total donations to worthy causes	300.00	300.00	300.00
		07/03/18 Honarium for Webmaster (Paid Goss) (S137)	350.00		350.00

Contingency:

		APM Printing costs		32.80	
		Total contingency	200.00	32.80	32.80
		Chairman Allowance:			
		17/04/17 APM Refreshments		45.45	
		Total Chairmans' allowance	100.00	45.45	45.45
		Transparency new burdens funding;	0.00		
		03/05/17 Electricity supply for De-fibrillator cabinet (S137)	12.00		12.00
		Software	50.00		0.00
		Kerbing Rose and Crown			2000.00
		<b>Total budget/expenditure</b>	<b>6150.00</b>		<b>6672.73</b>

VAT Summary

Vat paid b/fwd from 2016/17	4.85
Vat paid this account period	67.84
Vat refund paid by HMRC	0.00
Vat c/fwd to 2018/19	72.49

<b>Income</b>	<b>7533.21</b>
<b>Balance Brought forward</b>	<b>6892.91</b>
<b>Total income &amp; Balance brought forward</b>	<b>14426.12</b>
<b>Balance Carried Forward to 2017/18</b>	<b>7753.39</b>

Total S137 Payments made Max = 484 electorate x £7.57	3663.88
Total included in accounts figures	362.00

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

STELLING MINNIS OF 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.	<input checked="" type="checkbox"/>		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.	<input checked="" type="checkbox"/>		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 authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>		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.	<input checked="" type="checkbox"/>		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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>		considered and documented the financial and other risks it faces and 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.	<input checked="" type="checkbox"/>		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.	<input checked="" type="checkbox"/>		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 authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>		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	N/A
			<input checked="" type="checkbox"/>
			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 authority and recorded as minute reference:

18.5.3 REFERENCE  
dated 09/05/2018.

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

Chairman *R. J. Hubble*  
Clerk *J.ene Baie*

## Section 2 – Accounting Statements 2017/18 for

### STELLING MINNIS PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	8541	6893	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	2582	5300	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	914	2233	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	2479	2541	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	2665	4132	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	6893	7753	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	6893	7753	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	2191	2191	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.
		<input checked="" type="checkbox"/>	

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 property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*J. Bone*

Date

19/04/2018

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

09/05/2018

and recorded as minute reference:

180504

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

*R. J. Hubble*