

ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 4 May 2016 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

A G E N D A

268.01 Election of Chair

To elect a Chair and receive the Chairman's Declaration of Acceptance of Office or, if not received, to decide when it shall be received.

268.02 Election of Vice Chair

268.03 Appoint Representatives to Outside Bodies

To appoint Councillors to the other bodies (see report 262.04)

268.04 Apologies for Absence

Receive members' apologies.

268.05 Declarations of Interest

Members can declare interests in this agenda item, or when arise during a meeting.

268.06 Public Participation - Residents Matters

In accordance with Standing Order 70 - the Chairman may adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Councillors will refrain from speaking in the public participation section.

268.07 Minutes of Council Meeting

Approve and sign the circulated minutes of the meeting as a correct record.

268.08 Clerk Report

Reports on ongoing projects and work, and updates on reports and requests from prior meetings.

268.09 Statutory Business

Consider any planning applications relevant to the village and formulate a response.

268.10 Financial Matters

- i) Consider applications for payment made to the Council (see report)
- ii) Approve financial monitoring statements (see reports)
- iii) Approve the year ending 31 March 2016
- iv) Approve the Annual Governance statement 2015/16 from the Annual Return
- v) Approve the Accounting statements 2015/16 from the Annual Return
- vi) Banking arrangements, discuss new information and how to proceed with accounts and arrangements
- vii) CIL update
- viii) Website contract and standing order for monthly payments – agree to sign

268.11 Website update

Verbal update on website launch and progress and what is outstanding

268.12 Parking Issues

Reports of different issues around the village

268.13 Development Plan, revisit budgeting in light of the changes in the bus services

Revisit the plan, review the points

268.14 Woodland Trust

Consider joining the Woodland Trust

268.15 Environment Reports

Receive progress report (attached).

268.16 Reports from Parish Council representatives on Other Bodies

Chorley Three Tier Liaison Forum - LL

Astley Park Advisory Committee - KR

Neighbourhood Working Forum - LL

Friends of Astley Park - KR

PACT - ML

Places For People Green Team - ML

268.17 Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

D. Platt

Clerk

Date: 28/04/16

**2016 meeting dates: 7pm Wednesdays:
6 July, 7 September, 4 November**

Representatives of outside bodies

Chorley Three Tier Liaison Forum (Cllr L Lennox)

Astley Park Advisory Committee (Cllr Robinson)

Neighbourhood Working Group (Cllr L Lennox)

Friends of Astley Park (Cllr Robinson)

PACT (Cllr Lynch)

Places For People Green Team (Cllr Lynch)

Personnel Committee

Cllrs C Lennox, M Lynch, K Robinson

MINUTES of Astley Village Parish Council meeting held Wednesday, 2 March 2016 at Astley Village Community Centre, Hallgate, Astley Village.

Present Cllrs A Bridge, R Fraser, I Handley, D Hope, C Lennox, L Lennox (Chairman), J McAndrew, K Robinson. Cllr M Lynch from 7.20pm.
Clerk Mrs D Platt.

267.01 Apologies - Cllr T Almond

267.02 Declarations of Interest - none

267.03 Public Participation

RESOLVED: Council resolved to suspend standing orders.

Two residents attended to hear what Stagecoach had to say about the bus service changes. It was believed that the 109/109A routes would change again in April. Cllr Lynch informed on 3rd April a services will be re-introduced on both sides of road go up Southport Road, and further changes from 22nd April to keep the evening service on the 109A, so it appears at the moment the Sunday service is the main loss.

Queries raised over the tree works on Westway, the state of the verges, the falling trees, unfinished look, plans to finish the works. Write to Woodland Trust to ask for plans of how they will be finishing the work.

Parking problems on Hallgate corner was raised, it causes obstructions and congestion. The Council has asked for parking restrictions for many years. Council will write to Lancashire County Council to ask again for restrictions on this junction. Chair will ask school if they could try their A-board signs on Hallgate corner.

RESOLVED: Council resolved to restore standing orders.

267.04 Minutes of Meeting

RESOLVED: Minutes of the Council meeting of 6 January 2016 were accepted as a correct record and signed by the Chair.

With changes to items 266.07i), 266.14, 266.17a.

267.05 Clerks Report

Members received the report.

267.06 Statutory Business

ML reported the Dutch Barn Close was withdrawn from the planning process, but, it may well return adjusted.

267.07 Financial Matters

i) Consider applications for payment made to the Council

RESOLVED: The following requests for payment/standing orders were approved.

£	457.00	D Platt (PC World)	Lap top computer
£	21.46	Chorley Council	Room hires
£	46.20	SLCC	Subscription
£	264.00	East Lancs Fabrications	Signs
£	95.78	Employee 1	Reimbursements
£	338.38	Employee 1	Salary March 2016
£	78.00	Employee 2	Salary March 2016
£	595.29	Employee 3	Salary March 2016

£ 84.80 HMRC

Tax&NI March 2016

ii) Approve financial monitoring statements

RESOLVED: Council approved the financial monitoring statements.

Agenda item to revisit the Development Plan and its budgeting in light of the changes in the bus services.

267.08 Transparency Funding

It was reported the new IT equipment (lap-top) has been bought and now in use.

Website – the headings were reviewed and discussed and expanded.

RESOLVED: Council agreed to layout of the headings.

267.09 Best Kept Village Competition

Council felt it should not enter this year.

267.10 Complaints Policy

Some minor amendments were made to the draft.

RESOLVED: Council agreed to the revised policy, with the minor amendments made.

267.11 Health & Safety Policy

Some minor amendments were made to the draft.

RESOLVED: Council agreed to the revised policy, with the minor amendments made.

267.12 Annual Report

Councillors wished to add in to the report the names of the retiring Councillors, but also to two former Councillors who had died.

267.13 Newsletter

Clerk: Annual meeting, Annual report, precept budget and report.

CL website.

JMcA Report on Friends of Astley Park covering all the work they have been doing.

ML Dutch Barn Close and Buses.

LL Neighbourhood Working projects progressing and new.

RF Post Office reports and positive changes made.

LL School report about alterations and extensions.

Scouts about their expanding group, changes, new groups etc

LL Derian House parking problems, grass verge damage and parking in cycle lane.
Need photo of a bad parking day.

RESOLVED: Council agreed to ask Cllr Bridge if he would do some photographs in and around the village throughout the year of new items, work in progress, scenic shots etc for the website and newsletters.

267.14 Environment Reports

Tree inspection has been done and some trees have spray dots on them.

Subway lights repaired.

LL reported two items this week and they have both been completed.

LL Judeland path which was cleared of soil but the indent remains and is filled with water and needs levelling.

Dog bin at Charnocks Dog Trap Woods needs replacing with a bin and resiting near to the path and park entrance.

Concrete paving dumped in bushes behind bungalow at top of Judeland path near to Wymundsley entrance.

Buckets and fencing dumped behind fence of a Merefield house at the entrance to the path between Merefield and Long Copse close Chancery Road footpath.

Rubbish including a for sale sign in the long grass around edge of the green, near school gates.

Rubbish including a car wheel in bushes on path between The Farthings and Southport Road at the top of the park.

Restoration of grass verge along Chancery Road from Derian House to the Rugby Club.

Report derelict house at 11A Long Copse and seek assurance that Council Tax is being paid.

ML My Account training from Chorley Council can be available and the system can be used to report problems in the village – this is an instant system and you get feedback.

RF submitted some information regarding the Christmas Tree and the Oak Tree heights and estimates of replacement values. Clerk to adjust the asset value.

ML community clean up day removed four skips of the waste from the village.

267.15 Reports from Councillors who represent the Parish Council on Other Bodies

Chorley Liaison meeting – KR reported the meeting discussed superfast broadband and buses.

Neighbourhood Working – LL reported the gateways at the junctions of Hallgate are going ahead and the cleaning has already been done. Handrail from path leading from Ravensthorpe to the subway. Defibrillators project extended to the whole Neighbourhood area. The items we asked for are normal working projects, ie the sloping and fencing adjacent to the Community Centre, re-seeding of the wildflower meadows at The Farthings (Clerk to remind CBC).

Friends of Astley Park – KR reported the new glass house within the walled garden has been passed, Magnolia tree has gone missing to make way for the glass house (ask CBC where it is), Reed bed will have wattling fencing and this looks good, feature turret at the side of Café Ambio is moving to inside Park gates. Friends will have a gazebo at the Flower Show.

Can the Council join the Woodland Trust as an organisation member? Clerk will put on the next agenda with the information and costs.

PACT – ML reported low crime, over a 12 week period.

Green Team – ML reported work has been undertaken and ongoing on Great Meadow and Buckshaw Hall Close. Items are being picked up on walkabouts and inspections and acted upon. They are to place a new noticeboard on Great Meadow. Redundant playground was asked about, between Great Meadow and Broadfields? ML priority is the loose bricked area in the first instance.

267.16 Matters for information

The Chairman declared the public part of the meeting closed.

2016 meeting dates: 7pm Wednesdays: 2 March, 4 May, 6 July, 7 September, 2 November

9.05

CLERK'S REPORT (FOR INFORMATION ONLY)

QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS

Website went live, and is on the agenda to highlight the missing sections
Newsletter was distributed

PLANNING APPLICATIONS / DECISIONS

15/04/16 list - Application no: [16/00286/COU](#)
Case Officer: Mr Iain Crossland - 01257 515903
Valid: Thu 24/03/2016
Proposal: Change of use from office to residential apartment
Location: Malcolm Owen Consultants 10A Hallgate Astley Village Chorley PR7 1XA

11/03/16 list - Application no: [16/00187/MNMA](#)
Case Officer: Mr Iain Crossland - 01257 515903
Valid: Tue 08/03/2016
Proposal: Application for minor non-material amendment to planning approval 14/00879/FUL to replace the rendered elevations with vertical cedar cladding
Location: 18A The Farthings Astley Village Chorley PR7 1TP

CONSULTATIONS / INVITATIONS

Invitation for 6pm on Thursday 12th May 2016 at The Arts Partnership for Chorley Youth Zone
– circulated to all Councillors via email

TRAINING

LALC Spring Conference 14th May 2016
SLCC branch meetings 9th June 2016
Clerk's meeting at Chorley 5th July 2016

ASTLEY VILLAGE PARISH COUNCIL

Year: 1 April 2016 to 31 March 2017

CHEQUE LIST

May meeting

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
	Transfer	From Barclays to Unity		14000.00		14000.00		
	Employee 1	Salary April 16	SO	338.58		338.58		
	Employee 2	Salary April 16	SO	79.63		79.63		
	Employee 3	Salary April 16	SO	606.67		606.67		
	HMRC	April Tax & NI	UT'056	84.60		84.60		
04/05/16	J Lawson	Internal Audit	1455	50.00		50.00		
04/05/16	Zurich Insurance	Renewal for insurance	1456	371.36		371.36		
04/05/16	1st Euxton ROF Scouts	Newsletter Delivery	1457	73.75		73.75		
04/05/16	Paper Rabbit	Newsletter printing	1458	353.00		353.00		
04/05/16	ICO	Data Protection registration	1459	35.00		35.00		
04/05/16	Chorley Council	Room hires	1460	24.76	4.13	20.63		
04/05/16	Easy Websites	Website Build	1461	500.00	100.00	600.00		
04/05/16	Easy Websites	Monthly rental Apr/May	1462	40.00	8.00	48.00		
19/05/16	Employee 1	Salary May 16	SO	338.58		338.58		
19/05/16	Employee 2	Salary May 16	SO	79.63		79.63		
19/05/16	Employee 3	Salary May 16	SO	606.57		606.57		
19/05/16	HMRC	Tax & NI May 2016	UT'057	84.60		84.60		
19/06/16	Employee 1	Salary June 16	SO	338.58		338.58		
19/06/16	Employee 2	Salary June 16	SO	79.63		79.63		
19/06/16	Employee 3	Salary June 16	SO	606.57		606.57		
19/06/16	HMRC	Tax & NI June 2016	UT'058	84.60		84.60		
	TOTALS			4776.11	112.13	4879.98		0

S137

SO Standing Order
ET Electronic Transfer
1234 Cheque (prefix UT is Unity Trust)

ASTLEY VILLAGE PARISH COUNCIL

1 April 2015 to 31 March 2016

INCOME

Date	Invoice No	Received from	Bank	Donations	Other	Precept	Adverts	Interest	A in Bloom	VAT
21/4/15		Chorley Council	23540.00	3877.00		19663.00				
08/06/15		Barclays interest	1.67					1.67		
30/06/15		Unity Trust Interest	3.47					3.47		
07/09/15		Barclays interest	2.41					2.41		
11/09/15		Unity transfer	2914.20		2914.20					
		Unity transfer	-2914.20		-2914.20					
30/09/15		Unity Trust Interest	2.93					2.93		
26/10/15	4,5	Numark (adverts)	50.00				50.00			
06/11/15		Right at Home	90.00				90.00			
23/11/15		Transparency Fund LALC	913.00	913.00						
31/12/15		Barclays interest	2.64					2.64		
31/12/15		Unity Trust Interest	1.48					1.48		
18/02/16		UNIFY Credit Union	45.67					45.67		
07/03/16		Barclays interest	2.53					2.53		
31/03/16		Unity Trust Interest	0.61					0.61		
			24656.41	4790.00	0.00	19663.00	140.00	63.41	-	-

1 April 2015 to 31 March 2016

BUDGETS

75	600	650	150	4100	14000	2250	775	1000	150	500	10321	250	3590	913
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Astley Village Parish Council

Budget Spends		1 April 2015 to 31 March 2016							
			Ear-marked Reserve or C/F	Precept 2015/2016	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain
01 - ADMINISTRATION	01-1	Room Hire		75		75	34		41
	01-2	Office/Sundry		600		600	557		43
	01-3	Insurance		650		650	356		294
	01-4	Auditors/Accounts		150		150	150		0
	01-5	Election/by-election/polls	2,300	1,800		4,100	269		3,831
	01-6	Employees		14,000		14,000	13,157		843
	01-7	Employee Gratuity Fund/Pension Payments	2,250			2,250	0		2,250
02 - COUNCIL	02-1	Newsletter/Publications		775		775	838	140	78
	02-2	Village Caretaker		1,000		1,000	630		370
	02-3	Training		150		150	0		150
	02-4	Grant fund/local projects & groups		500		500	0		500
	02-6	General Reserve	9,978	343		10,321	646	63	9,739
03 - PLAN	03-1	Christmas		250		250	232		18
	03-2	Village Improvements		2000	1590	3,590	1,328		2,262
04- TRANSPARENCY	04						381	913	532
		Precept in						19,663	
		Other in						3,877	
All expenditure figures exclude vat			14,528	22,293		38,411	18,578	24,656	20,950
VAT spent			£421.01						

#1 Transfer Mar15 in to 03-2 surplus c/f

Astley Village Parish Council

Summary

1 April 2015 to 31 March 2016

£

Receipts and Expenditure Account

Receipts

Precepts	19663.00
Grant (with precept)	4790.00
Transfers	0.00
Bank Interest	63.41
Advertisements	140.00
VAT on Receipts/Recovered	0.00
Total Receipts	<u>24656.41</u>

Expenditure Total

18998.83

Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2015		18471.41
Add: total receipts to date	+	24656.41
Less: total expenditure to date	-	18998.83
Balance		<u>24128.99</u>

Bank Reconciliation

Community Account (chequeing account)	31/03/16	+	500.00
Bus. Premium Account 1 (higher interest)	31/03/16	+	18152.74
Unity Trust Bank account	31/03/16		851.66
Unify Credit Union deposit	31/03/16		4624.59
Less unrepresented cheques/ET/SO		-	0.00
Plus uncleared credits		+	<u>24128.99</u>

none
unrepresented cheques
0.00

Item
268-10 (iii)

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

ASTLEY VILLAGE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE
dated DD/MM/YY

Signed by:

Chair

SIGNATURE REQUIRED

dated

DD/MM/YY

Signed by:

Clerk

SIGNATURE REQUIRED

dated

DD/MM/YY

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

Item
268.10 iv)

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

ASTLEY VILLAGE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	11908	18471	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	18816	19663	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5589	4993	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	12546	13157	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	—	—	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	5296	5841	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	18471	24129	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	18471	24129	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	12584	13896	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	—		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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Item
268.10 v)

Internal Audit Report to the Chair and Council

I have audited the accounts of Astley Village Parish Council for the year ended March 2016.

The books of account and subsequent schedules are maintained to a very high standard and provide a clear audit trail from original entry through to the Annual Return submitted to the Audit Commission.

The audit concentrated on the adequacy of internal controls but did not exclude conducting detailed checks of the books of account and this included the following;

- 1 Annual Precept Budget
- 2 Bank reconciliations
- 3 Expenditure documentation (invoices).
- 4 Income analyses and supporting documentation.
5. Risk Assessment, Internal Audit Plan, Standing Orders & Financial Regulations.

My Observations, and Recommendations, are:

1. **Annual Precept** was presented to council at its meeting on 7th January 2015, the precept documentation showed evidence of having been well prepared and was supported by workings. The gross precept before Chorley Council grant adjustment was set at £23.5k, equivalent to £21.16 average band D property, the same as prior year.
It was subsequently reported against as part of the Monthly Monitoring Statement presented to the council at each meeting.
2. **Meetings** - The council meets 6 times per year and at council meetings the clerk presents invoices for payment accompanied by a summary, a report showing cumulative spends vs. precept and a cash flow, these are clearly presented and readily understood, The minutes include an analysis of payments and the council chair signs these retrospectively.
3. **Risk Assessment** (6th January 2016) minute ref 266.08 was submitted to Council and accepted.
4. **Standing Orders** (13th May 20015) minute ref 262.13 were submitted to Council and accepted.
5. **Financial Regulations** (6th November 2013) are current and authorised by council.
6. **Effectiveness of The System of Internal Audit.**
The council minutes of 6th January 2016 minute ref 266.09, recognised that the council had reviewed and accepted the document.
7. **Observation - Cash Reserves at Bank**
Cash reserves are £24.1k split between Barclays Bank (£18.7k gross), Unify Credit Union (£0.9k) and Unify Credit Union Deposit £4.6k are up on 2014/15 by £5.6k
The precept was held at the prior years level of £23.5k and spend £19.0k.

The Audit Commission has in the past expressed the opinion that it would not be excessive to hold reserves of 3-12 months of gross expenditure, in the case of Astley Village this would be in the range of £5k to £19k therefore reserves of £24.1k would considered to be more than adequate.

With the annual return the Clerk should include a note of any future liabilities that have provisions made against the Reserves.

Summary

In summary, the accounts are professionally maintained and provide an excellent audit trail through to final accounts.

At each council meeting the clerk presents a schedule detailing cumulative spend and budget variance along with a current cash position and a bank reconciliation.

Financial activity during 2014/15 showed some movements when compared to the prior year. Those in excess of 10% require explanation in the clerk's notes to accompany the Annual Return when submitted to the Audit Commission.

Net Precept	+£0.8k	(+4.5%)
Staff Costs	+£0.6k	(+4.9%)
Other Payments	+£0.5k	(+10.3%)
Cash at Bank	+£5.6k	(+30.6%)
Fixed Assets	+£1.3k	(+10.4%)

During the audit I made frequent use of the Astley Village Parish Council revised web site, this is a valuable source of information.



Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> Is the cashbook maintained and up to date? Is the cashbook arithmetic correct? Is the cashbook regularly balanced? 	Yes Yes Yes
a) Standing Orders and Financial Regulations	<ul style="list-style-type: none"> Has the Council formally adopted standing orders and financial regulations? 	Yes
b) Payment controls	<ul style="list-style-type: none"> Has a Responsible Financial Officer been appointed with specified duties? Have items or services above a de minimis amount been competitively purchased? Are payments in the cashbook supported by invoices, authorised and minuted? Has VAT on payments been identified, recorded and reclaimed? Is s137 expenditure separately recorded and within statutory limits? 	Yes Yes Yes Yes Yes
Risk management arrangements	<ul style="list-style-type: none"> Does a scan of minutes identify any unusual financial activity? Do the minutes record the council carrying out an annual risk assessment? Is insurance cover appropriate and adequate? Are internal financial controls documented and regularly reviewed? 	No Yes Yes Yes
Budgetary controls	<ul style="list-style-type: none"> Has the Council prepared an annual budget in support of its precept? Is actual expenditure against the budget regularly reported to the Council? Are there any significant unexplained variances from budget? 	Yes Yes No
Income controls	<ul style="list-style-type: none"> Is income properly recorded and promptly banked? Does the precept recorded in the cashbook agree to the District Council's notification? Are security controls over cash adequate and effective? 	Yes Yes Yes
Petty cash procedures	<ul style="list-style-type: none"> Is all petty cash spent recorded and supported by VAT invoices/receipts? Is petty cash expenditure reported to each Council meeting? Is petty cash reimbursement carried out regularly? 	N/A N/A N/A
Payroll controls	<ul style="list-style-type: none"> Do salaries paid agree with those approved by the Council? Are other payments to the Clerk reasonable and approved by the Council? Has PAYE/NIC been properly operated by the Council as an employer? 	Yes Yes Yes
Asset controls	<ul style="list-style-type: none"> Does the Council keep an asset register of all material assets owned? Are the Asset/Investments registers up to date? Do asset insurance valuations agree with those in the asset register? 	Yes Yes Yes
Bank reconciliation	<ul style="list-style-type: none"> Is there bank reconciliation for each amount? Is bank reconciliation carried out regularly on the receipt of statements? Are there any unexplained balancing entries in any reconciliation? 	Yes Yes No
Year end procedures	<ul style="list-style-type: none"> Are year-end accounts prepared on the correct accounting basis (R&P)? Do accounts agree with the cash book? Is there any audit trail from underlying financial records to the accounts? 	Yes Yes Yes-Comprehensive

See attached report.



268.10 Financial Matters

- vi) Banking arrangements, discuss new information and how to proceed with accounts and arrangements

Everyday banking:

Currently we have the main Barclays Current account with a reserve account attached.

We moved to open an account which could easily supply us with simple electronic banking with the Unity Trust plc.

We were to be migrating payments over to the Unity Trust after trialling the salaries, which has been successful.

We have received a letter from Unity Trust recently which has informed us from 4th June 2016 it will be charging an account fee of £6 and now will not pay interest on the account (two of the reasons for choosing Unity Trust).

Decision: what would you like to do about this account, continue, continue until other arrangements can be made, close asap before fees are incurred.

Savings:

We have savings in the Unify Credit Union, Chorley. We were informed that if there are no transactions on an account within a full year, an account charge of £5 will be incurred per annum.

Decision: would you like to make a withdrawal or deposit so there has been activity (to prevent the £5 charge) and if so how much should be withdrawn/deposited.

Report to Astley Village Parish Council for 2015/16 Year

CIL and S106

Community Infrastructure Levy

Overview of how to allocate CIL receipts to Local Communities / Parishes / Town Councils

Local authorities must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed. The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development.

The table below is a quick guide on how the CIL is allocated to Parish / Town Councils, or how it is allocated in the event of no Parish / Town Council.

Parish Council ✓ Neighbourhood Plan ✓ = 25% uncapped, paid to Parish	Parish Council ✓ Neighbourhood Plan ✗ = 15% capped at £100/dwelling, paid to Parish
Parish Council ✗ Neighbourhood Plan ✓ = 25% uncapped, local authority consults with community	Parish Council ✗ Neighbourhood Plan ✗ = 15% capped at £100/dwelling, local authority consults with community

Follow the link below for details on CIL allocations:

[Spending the Levy](#)

CIL Overview

Civil Parishes:	28 Oct Total Payment	28 April Total Payment
Astley Village	£0.00	£0.00

CIL Breakdown

CP Area	Planning App Ref	Amount Received 1 Apr - 30 Sept Paid 28 Oct	Amount Rec'd 1 Oct - 31 Mar
Astley Village		£0.00	£0.00

LPI = Late payment Interest. Late payment Interest against a development is only calculated once payment for CIL is actually cleared.

Please note: A Manual Payment Voucher for the total amount of CIL (if any) due will be raised by no later than 20 April 2016.

S106

The Following schemes are to be delivered or started in 2016/17.

Site Name & Detail	S106	Capital Investment Agreed	Total
None Identified	£0.00	£0.00	£0.00

Suggested projects	Explanation behind suggestion	Plan	Timescale		Agenda aim	Updates/Actions
			2015/16	2016/17		
Invest in Litter Bins to replace doggy bins	Doggy bins have an ongoing cost to the Council when the waste can be put in litter bins.	Gather comments. Monitor. Review when CBC finished bin renewal programme.				Keep monitoring.
Work with CBC/PfP on Neighbourhood Working plans and projects	To improve the village centre	Ask for ideas. Ensure areas are on the maintenance list/plan. Meet with PfP/CBC to map out maintenance responsibilities.	✓	✓		Newsletter article on this plan and asking for input.
Tree Planting – as a Neighbourhood project with CBC	To improve flooded grass verge areas – copper beech trees suggested		✓			Await planting period
Activities for young people	Encourage activities and group in the village	Encourage groups to use the community noticeboard, submit articles for the newsletter, support with grants (if asked)				02/07/14 assistance give to new Scout group.
Wildflower area at The Farthings entrance verge	Planting of a wildflower area in the grass verge at the entrance to The Farthings junction	Working with CBC Neighbourhood team to re-plan/ re-seed this area at the right time	✓			Await season for planting
Christmas Events	With the arrival of a new living Christmas Tree a new lighting scheme could be created and was suggested around the base of the tree could be a bed where the lighting would be located	Allow Living Christmas Tree to grow. Investigate the electric supply column with a view to improving.	✓		Sep15	Costing to be considered at Council
Planters and seats around the village Seat replacements	Flowers planters to improve the village, seats for people to sit on whilst walking around the village or at bus waiting areas. Replacing existing wooden seating with the new style recycled ones.	Review any resident suggestions for sites or improvements or Replacement wood seat sites	✓	✓		Newsletter article on this plan and asking for input.
Plaques	For the seats and planters (which don't have one)	Cost up plaques, designs, costs	✓		Nov15	

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