

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 19 May 2016, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

1. Election of Council Chairman
To nominate and elect a Chairman. To receive the Chair's Declaration of Acceptance of office or, if not received, decide when it shall be received.
2. Election of Vice Chairman
3. Representatives on Committees and Outside Bodies
Agree memberships of Committees; Councillors to represent the Council on outside bodies; elect members to the Personnel Committee from nominations.
4. Apologies
5. Declarations of Interest and Dispensation Considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
6. Minutes of Council Meetings
Council Minutes of the last meeting, approve their signing as a correct record (Item 6)
7. Statutory Business
Planning - consider applications, report from Lead Member for Planning (Item 7)
8. Public Participation
Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.
9. Financial Items
 - 9.1 Approve Expenditure for May (Item 9.1)
 - 9.2 a) Receive reports 1, 2, 3 & 4 for April (Item 9.2a)
b) Receive reports 1, 3 & 4 May (Item 9.2b)
 - 9.3 Receive Internal Auditors' report on the figures for year ending 31 March 2016 and action any recommendations (Item 9.3)
 - 9.4 Consider reviewing budgets to move funds to cover agreed expenditures (Item 9.4)
 - 9.5 Consider the financial balances, what bank/society/institution we could transfer funds to such as the CCLA, recommend that the Financial Regulations reflect the different types banking/savings facilities used when they are updated
10. Committee/Working Group Reports and Recommendations
 - 10.1 All Purposes Committee – verbal feedback from meeting
 - 10.2 Personnel Committee – verbal feedback from meeting
11. Matters for information
Notify the Chair prior to the meeting start of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

D. Platt

CLERK

Published: 09/05/16

MINUTES of the Full Council Meeting held 21 April 2016 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

<u>Present</u>	Cllr J Bamber (Vice Chair)	Cllr C Jones	Cllr A Reed
	Cllr M Bamber	Cllr M Parr	Cllr A Riggott
	Cllr P Fellows	Cllr A Platt	Cllr V Thornhill
	Cllr M Jarnell	Cllr K Reed (Chairman)	Cllr S Wellerd

Members of the public 6

1. Apologies Cllrs A Caughey, J Caughey, Cook, E Jones, Matson, Prayle.

2. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 6.1, 6.5 as a relative of an employee.

3. Minutes of Council Meetings

Resolved: Minutes of the Council Meeting on 17 March 2016 were agreed to be an accurate record, and signed by the Chairman with sentence addition at 5.

4. Statutory Business

Planning - considered applications in report from Lead Member for Planning.

It was reported that 16/00148/MNMA Aldi Store BV was within the minimum car parking standard.

The adjustment to split the two units in to three, at the Aldi store was discussed following a letter from a resident.

Gladman proposal was discussed at length.

5. Public Participation - Residents and Police Matters

Resolved: Council resolved to suspend standing orders.

Residents discussed with members the Gladman proposals.

Resolved: Council resolved to restore standing orders.

4. Statutory Business

Planning – Gladman proposal.

Resolved: Council agreed to write to Gladman, as per a draft letter which was considered, it is also to be copied to local councillors, press, MP, CBC leaders/planning.

Resolved: Council agreed to take item 8 next.

8. Flooding updates

Councillors had attended a meeting with Network Rail representatives regarding their plans to solve the flooding problem at the Bay Horse bridge and the compound planning application. The plans for the remedial works were discussed at length.

Resolved: Council agreed to:

Withdraw the objection to the planning application for the access to the compound

Inform Network Rail Council was pleased pedestrian access can be retained through the road closures on School Lane and Euxton Lane

Request the diversion routes could be clearer, inform there are no through routes, not to use Whinney and Pear Tree Lanes as routes

An article, with a map will be included in the next newsletter to explain the work to residents

6. Financial Items

6.1 Approve Expenditure for April

Resolved: Council approved Expenditure report 2, which had been checked by a Councillor prior.

Creditor	Description	Total £
Easy Web-Sites	SO for website	24.00
LALC	Subscription	903.89
LPFA	Subscription	20.00
ICO	Subscription	35.00
C & W Berry Ltd	Hardware purchases	34.01
United Utilities	Rainwater	523.27
United Utilities	Water and wastewater	15.95
County Training Ptnshp	Training courses x 7	175.00
Euxton PC Comm Cnt	Room charges Jan/Mar16	213.75
Employee 1	Salary/expenses April 2016	1494.45
Employee 2	Salary/expenses April 2016	915.84
Employee 3	Salary/expenses April 2016	803.69
Employee 4	Salary/expenses April 2016	810.58
HMRC	Tax & NI April 2016	615.62
		<hr/> 6585.05

6.2 Approve the year ending 31 March 2016 reports 1, 3 and 4

Resolved: Council noted that the Euxton War Memorial Group returned £6,878.23 of the £7,000, and it was please to accept this amount as full and final settlement.

Council requested that the April and May reports are presented separately at the next meeting.

Resolved: Council approved the figures for the year ending 31 March 2016, reports 1, 3 and 4.

The bank balances were discussed and the imminent arrival of the precept and CIL payment which would inflate the balances in next months' reports.

6.3 Approve the Annual Governance statement 2015/16 from the Annual Return

It was noted that the mileage is included in the staff cost and the carry forward figures in the previous years' list needed correcting.

Resolved: Council approved for signing the Annual Governance statement 2015/16 from the Annual Return.

6.4 Approve the Accounting statements 2015/16 from the Annual Return

Resolved: Council approved for signing the Accounting Statements 2015/16 from the Annual Return.

6.5 Authorise to sign the contract with Studholme Bell for the salary process

Resolved: Council approved for signing the contract from Studholme Bell.

7. Committee/Working Group Reports and Recommendations

7.1 Finance Committee

Resolved: Council noted that the changes from the last referral to the Finance Committee had not been done yet and agreed that these Financial Orders required the corrections by the Finance Committee before being presented again.

7.2 Bowling & Boules Committee

Resolved: Council agreed to order the parking signs for Greenside and they would be funded from the Bowling budget.

9. Civic Society Awards

Resolved: Council agreed to submit the new war memorial and the Runshaw College site with its new extension, and discussed an entry by another organisation of the heritage boards for the ROF in the Community Centre.

10. Agendas and Papers

Resolved: Council agreed that the current system is adequate and no changes to the standing orders were required.

11. Matters

A request for the Time Credits initiative to go on the May agenda and for the Council to join the scheme.

It was reported to Council that a Borough Councillor had written to the Chair about his disappointment that the Parish Council were progressing with a seat proposal in Buckshaw Village. Chair had gathered the information to make a response to the letter.

The Chairman declared the public part of the meeting closed.

Representatives on Committees and Outside Bodies

Nominations for the Personnel Committee received:

Cllr Katrina Reed
Cllr John Bamber
Cllr Marilyn Bamber
Cllr John Caughey
Cllr Patricia Fellows
Cllr Terry Cook

If the Council positions of Chairman and/or Vice Chairman were to become anyone other than any of the Councillors above, who have nominated themselves for this Committee, then there will be an election to choose from these six nominations for the remaining positions.

MONTH **May**

YEAR 2016/2017

Item 9.1**EXPENDITURE**

Date	Creditor	Description	Invoice Ref	Cheq No	Total	Vat	Net	Budget	S137	Cheque Cleared		VAT Claim
19-May	Easy Web-Sites	SO for website	16	SO	24.00	4.00	20.00	2-10				
19-May	Tell Tale Signs	Residents parking signs	17	4272	141.60	23.60	118.00	07-3				
19-May	J R Lawson	Internal audit fee	18	4273	180.00		180.00	02-6				
19-May	Employee 1	Salary/expenses May 2016	19	4274	1494.70		1494.70	01				
19-May	Employee 2	Salary/expenses May 2016	20	4275	893.51		893.51	01				
19-May	Employee 3	Salary/expenses May 2016	21	4276	792.81		792.81	01				
19-May	Employee 4	Salary/expenses May 2016	22	4277	819.32		819.32	01				
19-May	HMRC	Tax & NI May 2016	23	4278	577.54		577.54	01				
19-May	C & W Berrys	Hardware purchases	24	4279	31.19	5.20	25.99	06-8				
19-May	Play Inspection Co	Annual inspections	25	4280	300.00	50.00	250.00	06-8				
19-May	Furnitubes	Two recycled seats	26	4281	1252.80	208.80	1044.00	06-5				
			TOTALS		6507.47	291.60	6215.87		0			

CUM TOTAL

13092.52	301.27	12791.25
----------	--------	----------

EUXTON PARISH COUNCIL**Item 9.2a**

Bank Reconciliation

Financial year ending 31 March 2017

Balance per bank statement as at

29 April 2016

	£	£
Current account balance	518.87	
High Interest Account	195,549.47	
TSB	50,000.00	
Co-op	50,000.00	
Santander	0.00	
		<u>296,068.34</u>

Less: any unrepresented cheques as at the statement date

Cheque No

Amount

4233 195.00 -

-

Apr-16 3,099.31 -

0.00

-

3,294.31

Add: any unbanked cash

0.00

0.00

Net bank balances as at:

29 April 2016

292,774.03Cash Book as at:

21 April 2016

Opening Balance

196,522.16

Add: Receipts in the year

102,836.92

Less: Payments in the year

-6,585.05292,774.03

EUXTON PARISH COUNCIL**Item 9.2b**

Bank Reconciliation

Financial year ending 31 March 2017

Balance per bank statement as at

29 April 2016

	£	£
Current account balance	518.87	
High Interest Account	195,549.47	
TSB	50,000.00	
Co-op	50,000.00	
Santander	0.00	
		<u>296,068.34</u>

Less: any unpresented cheques as at the statement date

Month	Cheque No	Amount	
Feb 2016	4233	195.00	-
April 2016	4258to4260		
	4262o4271	3,099.31	-
			-
			-
			<u>3,294.31</u>

Add: any unbanked cash

0.00

0.00

Net bank balances as at:

29 April 2016

292,774.03Cash Book as at:

29 April 2016

Opening Balance	196,522.16
Add: Receipts in the year	102,836.92
Less: Payments in the year	<u>-6,585.05</u>
	<u>292,774.03</u>

Cash Book as at:

19 May 2016

Opening Balance	196,522.16
Add: Receipts in the year	102,836.92
Less: Payments in the year	<u>-13,092.52</u>
	<u>286,266.56</u>

To the Chair and Councillors of Euxton Parish Council

Internal Audit Report Year Ended 31st March 2016

I have audited the books of account and associated reports for Euxton Parish Council for the twelve months ended 31st March 2016 and detail below my observations;

Records are maintained to a very high standard and constructed from primary documents, this provides an excellent audit trail from source through to the Annual Return as required by the Audit Commission, and is supported by full reconciliations.

Detailed checks were carried out on the books of account including the following

- 1 Annual Precept
- 2 Bank reconciliations
- 3 Spend vs. Budget
- 4 Expenditure documentation (invoices).
- 5 Income analyses and supporting documentation.
- 6 Project Management Practices (where relevant).
- 7 Certificate of Internal Financial Control.

There is ample evidence of the council being kept up to date with financial reports being issued at each council meeting. These included a detailed report of cumulative spend and income against budget heading, also a payment and receipts summary which incorporates a bank reconciliation.

With these two schedules the financial situation of the council is fully shown.

Annual Precept Budget

The budget is a result of a process applied to the preparation of the annual precept and accepted by council on 15th January 2014.

This identified a net spend of £107.8k (net of Chorley BC top up grant of £1.7k) which was +£3.0k in absolute terms (+2.9%). This equated to £27 for a Band D property.

This was subsequently reported to council each month along with actual spend.

Statutory Risk Assessment

A full and detailed risk assessment was carried out in 2015 and accepted by council at a meeting held on 17th September 2015.

Standing Orders & Financial Regulations

Standing Orders and Financial Regulations are both current and are available for scrutiny on the council's web site.

Review of the System of Internal Financial Control

At the meeting held on 19th February 2015 council agreed a document reviewing the "Effectiveness of the System of Internal Financial Control".

Certificate of Internal Financial Controls.

During the year two audits were carried out by different councillors when a nominated month was audited in detail, this covered all major activities. The councillor carrying out the audit signed this document.

Project Management

In the absence of any major projects FY16 there has been no requirement to implement Project Management procedures.

Bank Reconciliation

Bank reconciliations show an audit trail through to bank statements. These form part of monthly financial reporting to the council.

The cash & bank at the financial year end was £196.5k, cash & bank balances at the previous year end were £172.5k an increase of £24.0k (+13.9%)

Included in with the year-end information to go to the auditors there should be an analysis of major projects not yet undertaken but provided for within cash reserves.

The Audit Commission have in the past gone on record saying that Reserves (bank balances) should be between 25% and 100% of expenditure excluding exceptional spend.

Euxton bank balance is 171% of spend, therefore out with the Audit Commission guidelines (see preceding note on major projects).

Documentation (Invoices, Salary Payments & Petty Cash)

Expenditure Invoices

Invoices show evidence of having being checked and authorised by different councillors each month with the exception of May, November whilst not evidencing an initial on the invoices included an initialled summary sheet as prove of checking.

It is a fundamental control that expense documents are authorised before payment by council.

Petty Cash Disbursements

Petty cash disbursements are fully authorised and given the same level of approval as invoices.

Income

All income is supported by an audit trail of remittance advices or invoices.

Fixed Assets

The statutory schedule for 2015/16 details assets with a total value of £767.5k, a change on the prior year of £1 (transfer of War Memorial)

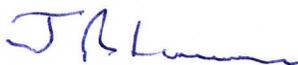
Observation

Extensive use was made of the Euxton Parish Council web site. All documents and minutes are readily available and it is a valuable source of information

Summary

The following categories in the Annual Return show significant movement;

Other Receipts	-£7.5k	-19.5%
Staff Costs	+£3.2k	+6.3%
Other Payments	-£24.9k	-29.0%
Bank & Cash	+£24.0k	+13.9%



John R Lawson
21st April 2016

Item 9.4

9.4 Consider reviewing budgets to move funds to cover expenditures

Suggested from which budget	Request	Budget Ref	To budget name /Ref	£
General Reserve	All Purposes Committee request for additional items	05-1	Gala	200
General Reserve	All Purposes Committee request for a defibrillator project	05-10	Defibrillator Project	15000
General Reserve	Personnel Committee decision increasing the mileage rate	01	Salaries/Mileage	200
General Reserve	Personnel Committee – HMRC liabilities fund	01	Salaries/Mileage	2500
General Reserve	All Purposes Committee request (agreed by Full Council Feb16) to supply email addresses for all Councillors	02-10	Website maintenance	540
General Reserve	Full Council decision (Nov15) – to pay for room hire when used for Council meetings		Room hire	900
General Reserve	Full Council decision (Mar16) – Queens 90 th Birthday Tree project	5-11	Queens 90 th	1200
Merge budgets	Propose to merge the salary, mileage and HMRC liabilities budget (if allocated above) in to one 'Employees' or 'Staffing Cost'	01 and 02-1	Staffing Costs 01	