

APPENDIX A

Clerks' Annual Review of Health and Safety Issues For Meeting: Wednesday 20th May 2015

Roads:

The drain adjacent to Mapleleaf appears to have been repaired well and the repair has not broken recently.

The road surface outside Ingram Farm has had repairs made and the road between Pulborough and Hardham has been resurfaced with tar and chippings.

Bus Shelters

Last year Owen Dudman reported on the condition of the bus shelters in Autumn 2014. The repairs required were carried out in January this year.

Noticeboards

The construction of the new noticeboard for Hardham was completed in December and I have the new noticeboard. I need to arrange for the board to be installed. The temporary one is holding up fine.

Alban Head Play Equipment

The Alban Head Committee have arranged for the fence around the Play Areas to be repaired and also the boards around the play surface. The Play Area continues to have the weeds removed to prevent them encroaching in the play surface.

Fields In Trust continue to provide the annual play inspections, I have chased for the 2014 report.

APPENDIX B**Coldwaltham Parish Council – Roles & Responsibilities**Agreed at Meeting 20th May 2015

	Councillor
<u>Alban Head Playing Field:</u>	Cllr Nelson & Cllr Evans
<u>Highways:</u>	Cllr Evans
Transport/Buses	Cllr Evans
Footpaths & Conservation:	Cllr Evans
<u>Parish Magazine</u>	Cllr Evans
<u>Planning:</u>	Cllr Hewer (Cllr Maher)
HDC Local Development Framework (LDF)	Cllr Hewer
SDNP Local Development Framework (LDF)	Cllr Burr
Minerals & Waste	Cllr Hewer
<u>Police</u>	Cllr Evans
<u>Preparing for Emergencies,</u>	Cllr Maher
<u>Village Plan:</u>	Cllr Nelson & Cllr Evans
<u>Website</u>	Cllr Vicarri
<u>Outside Bodies:</u>	
West Sussex Assoc of Local Councils (WSALC)	Cllr Burr
Horsham Association of Local Councils (HALC)	Cllr Burr
Church	Cllr Burr
Sandham Memorial Village Hall	Cllr Dudman
Youth Club	Cllr Dudman
County Local Committee (CLC)	Cllr Hewer
Pulborough Partnership	Cllr Hewer
Lodge Hill Committee	Cllr Lilley
Action in Rural Sussex (AIRS)	Cllr Lilley
South Downs National Park	Cllr Burr
Schools	Cllr Nelson & Cllr Evans
Sussex Wildlife Trust	Cllr Bowler

APPENDIX C

COLDWALTHAM PARISH COUNCIL

RECEIPTS AND PAYMENTS FOR YEAR ENDING 31ST MARCH 2015

RECEIPTS			PAYMENTS		
2013/14		2014/15	2013/14		2014/15
£ 4,196.18	b/f deposit a/c	£ 4,198.27	£ 3,360.00	AHPF Monthly Payment	£ 3,420.00
£ 2,536.38	b/f current a/c	£ 2,469.28	£ 2,273.19	AHPF Invoices paid to reclaim VAT	£ 1,198.27
-£ 118.18	Cheque Presented in 2013/14	£ -	£ 330.18	AHPF Y/E 2012/13 Underspend	£ -
£ -	Cheque Presented in 2014/15	£ -	£ -		£ -
£ 367.16	VAT Recovered	£ 500.92	£ 593.36	AHPF Insurance	£ 611.16
			£ 510.57	PC Insurance	£ 525.89
£ 13,594.00	Precept	£ 13,287.00	£ 137.50	Audit Fees	£ 137.50
	Council Tax Grant	£ 511.00	£ 3,943.14	Clerk's salary	£ 3,997.24
			£ 533.28	Office expenses	£ 404.12
			£ -	Councillor Courses	£ -
£ 2.09	Interest Deposit a/c	£ 2.09		<u>Subscriptions :-</u>	
			£ 15.00	HALC	£ 15.00
£ -	Parish Plan Printing Cost Refund	£ 51.00	£ 281.69	NALC/SALC	£ 261.97
			£ 87.00	SLCC	£ 88.00
£ 3.75	HPF Grounds man's float balanc	£ -		<u>Donations :-</u>	
£ 727.00	AHPF Overspend for Invoices	£ -	£ 500.00	Coldwaltham Youth Club	£ 500.00
			£ 150.00	Pulborough Minibus	£ 150.00
£ 21,308.38	Total	£ 16,821.29	£ 100.00	Path Rent CDBF	£ 100.00
			£ 250.00	Churchyard Coldwaltham	£ 250.00
			£ 150.00	Churchyard Hardham	£ 150.00
			£ 150.00	Village Help Scheme	£ -
				<u>Sundry Items :-</u>	
			£ 165.00	Hire of Meeting Rooms	£ 215.00
			£ 35.00	Data Protection	£ 35.00
			£ 135.00	Cleaning Millennium Sign	£ 120.00
			£ 250.00	Hedge Cutting for footpath	£ 250.00
			£ 150.00	Post Office Rent	£ 150.00
			£ -	Bus Shelter Maintenance	£ 290.00
			£ -	Website Costs	£ 8.38
			£ 17.00	Remembrance Wreath	£ 18.50
			£ 500.92	VAT Paid	£ 262.99
				Brinsbury College(Hardham Notice Board)	£ 200.00
				Parish Plan Printing Costs	£ 547.00
				<u>S137 Payments :-</u>	
			£ 23.00	British Legion	£ 21.50
				Difibrillator Installation costs	£ 80.00
			£ 14,640.83	Total	£ 14,007.52

Signed :

Clerk & Responsible Financial Officer

Date :

Chairman

Date :

COLDWALTHAM PARISH COUNCIL			
RECONCILIATION			
1ST APRIL 2014 TO 31ST MARCH 2015			
2013/14		2014/15	
£	21,308.38	Total Receipts	£ 16,821.29
-£	14,640.83	Total Payments	-£ 14,007.52
£	<u>6,667.55</u>		£ <u>2,813.77</u>
Bank balances c/f			
£	4,198.27	Deposit a/c	£ 4,200.36
£	2,469.28	Current a/c	£ 2,950.06
£	6,667.55	Sub Total	£ 7,150.42
		less cheques not presented	-£ 138.38
£	<u>6,667.55</u>	Total	£ <u>7,012.04</u>
Signed :			
Clerk & Responsible Financial Officer			
Chairman			

APPENDIX D

ALBAN HEAD PLAYING FIELD, WATERSFIELD					
RECEIPTS AND PAYMENTS ACCOUNT					
FOR THE YEAR ENDED 31ST MARCH 2015					
1ST APRIL 2013 TO 31ST MARCH 2014			1ST APRIL 2014 TO 31ST MARCH 2015		
2014			2015		
£ 6,085.97		Balance b/f		£ 8,322.94	
	Add		Add		
		Receipts			
£ 3,360.00		From Parish Council	£ 3,420.00		
£ 330.18		Underspend on Precept YE 2013	£ -		
£ -		Deposit to Current Transfer	£ -		
£ 1.44		Interest on Deposit	£ 1.71		
£ 1,169.02		Watersfield Football Club	£ 308.00		
£ 408.09		Watersfield Cricket Club	£ 440.00		
£ 519.69		Pulborough Cricket Club	£ 280.00		
£ 238.00		Storrington Vipers	£ 201.00		
£ 25.00		Amberley Stooball	£ -		
£ 150.63		Contra entry for Groundsman's Float	£ 50.00		
£ 6,202.05				£ 4,700.71	
£ 12,288.02		Sub Total		£ 13,023.65	
	Less		Less		
		Expenditure			
-£ 1,556.69		Groundsman	-£ 2,106.95		
-£ 900.72		Caretaker/Cleaner	-£ 918.60		
-£ 144.00		Electricity	-£ 180.00		
£ -		Meeting Fees	-£ 30.00		
-£ 105.94		Sundry Items	-£ 43.00		
-£ 141.00		Fuel for Mowers	-£ 1,033.11		
-£ 143.76		Ground Maintenance (G'man Float)	-£ 1,126.34		
-£ 154.80		Play Equipment Repairs	£ -		
-£ 76.06		Pavilion Works	-£ 540.00		
-£ 11.36		Fence Repairs	£ -		
-£ 730.75		Over Spend on Precept 2014	£ -		
		Pulborough Cricket Refund	-£ 45.00		
-£ 3,965.08				-£ 6,023.00	
£ 8,322.94		Balance as at 31st March		£ 7,000.65	
BANK RECONCILIATION					
2014			2015		
		Bank Account Balance b/f			
£ 4,734.80		Current Account	£ 4,270.04		
£ 3,601.90		Business Reserve Account	£ 3,603.61		
£ -		Cheques not yet credited	£ -		
-£ 13.76		Cheques not yet presented	-£ 880.00		
£ -		Cash in Hand (Groundsman)	£ 7.00		
£ 8,322.94				£ 7,000.65	
Signed :					
Treasurer			Audited By:		
Date :					
UN - AUDITED					

COLDWALTHAM PARISH COUNCIL

INTERNAL AUDIT REPORT

FOR THE YEAR ENDED 31 MARCH 2015

Rachel Hall (ACA)
20th April 2015

INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2014/2015 has recently been completed. The audit included all financial transactions for the period 1 April 2014 to 31 March 2015 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2011.

Regulation 6 of the Accounts and Audit Regulations states that the Parish Council shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control, and any officer or member of that body shall, if the body requires -

- (a) make available such documents of the body which relate to its accounting and other records as appear to that body to be necessary for the purpose of the audit; and
- (b) supply the body with such information and explanation as that body considers necessary for that purpose.

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

SCOPE

The audit included examination of the income and expenditure account, and annual return for the period, review of bank statements and cheque book stubs, review of supplier invoices and claims for reimbursement, review of receipts, review of agendas and minutes of meetings, review of budgets, review of fixed asset register and insurance policy, and confirmation that bank reconciliations and reports are prepared regularly and reviewed at regular meetings of the Parish Council.

FINDINGS

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) VAT had been correctly recorded and reclaimed from HMRC, except for four minor errors whereby VAT was not claimed on petty cash expenses (total under-claimed £10.40)
- 3) Fixed assets should be shown on the annual return at original cost, or insurance value if original cost is not known. The value reported on the annual return should not be increased for the annual insurance uplift. The total to record on the annual return is therefore the same as last year - £142,726

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

APPENDIX F

COLDWALTHAM PARISH COUNCIL		
FINANCIAL STATEMENT - 20th May 2015		
Balances at last meeting 31st March 2015		
Current Account	£2,950.06	
Business Reserve	£4,200.36	
		£7,150.42
Monies received since last meeting & incl in balance below		
Bank Interest (Apr & May)	£0.36	
HDC Precept	£6,823.50	
Council Tax Grant	£179.00	
		£7,002.86
Payment made since last meeting & incl in balance below		
Clerk Salary (Apr)	-£257.87	
Clerk Office Allowance (Apr)	-£20.00	
Alban Head Playing Field S/O (Apr)	-£285.00	
Sandham Village Hall	-£80.00	
Mr P Hubbard	-£8.38	
Lodge Hill Centre	-£25.00	
Lodge Hill Centre	-£25.00	
Louise Hughes	-£400.00	
Graham Phillips T/A Ice Media	-£400.00	
Burgess & Randall	-£34.99	
West Sussex ALC	-£266.71	
SSALC Limited	-£17.00	
Office First	-£16.99	
		-£1,836.94
Authority required for the following:		
St James School	-£40.00	
HALC	-£15.00	
R S Hall	-£180.00	
Professional Weed Solutions	-£480.00	
Office First	-£3.91	
		-£718.91
Unpresented Cheques Included in Balance below		
		£0.00
Balances at Bank as at 20th May 2015		£11,597.43

FINANCIAL STATEMENT - 20th May 2015		
RECONCILIATION TO BANK - PAGE 1		
BAL PER CURRENT A/C AS AT 20th May 2015		£8,115.62
BAL PER SPECIAL RESERVE A/C AS AT 20th May 2015		£4,200.72
		£12,316.34
LESS CHEQUES NOT YET PRESENTED		-£718.91
BALANCE PER CASH BOOK AS AT 20th May 2015		£11,597.43
BALANCE PER CASH BOOK AS AT 1st April 2015		£7,012.04
RECEIPTS		£7,002.86
PAYMENTS		£2,417.47
BALANCE PER CASH BOOK AS AT 20th May 2015		£11,597.43
Signed:		
Clerk & Financial Officer	Date:	
Chairman	Date:	

APPENDIX G

ALBAN HEAD PLAYING FIELDS			
FINANCIAL STATEMENT - 20th May 2015			
Current A/c Balance as at 31st March 2015	£4,270.04		
Deposit A/c Balance as at 31st March 2015	£3,603.61		
		£	7,873.65
Monies received since last summary & incl in balance below			
Coldwaltham Parish Council (Apr)	£285.00		
Bank Interest (Apr)	£0.15		
		£	285.15
Payment made since last summary & incl in balance below			
Salaries (Apr & May)	-£537.24		
EDF (Apr & May)	-£22.00		
Southdowns Pest Control	-£50.00		
Sandham Hall	-£10.00		
Mr G Nelson (Purchase of the Mowers)	-£820.00		
Mr G Nelson (Fuel)	-£44.68		
		-£	1,483.92
Authority required for the following:			
		£	-
Unpresented cheques inc in balance below			
Stan Poland	-£138.38		
		-£	138.38
Balance at bank as at 20th May 2015		£	<u>6,536.50</u>
Outstanding Invoices:			
Amberley Football Club 2014/15 Season	full season	£	440.00
Watersfield Football Club 2014/15 Season:	07/03/2015	£	45.00
	21/03/2015	£	45.00
	28/03/2015	£	45.00
Watersfield Football Club 2015/16 Season:			

ALBAN HEAD PLAYING FIELDS		
RECONCILIATION TO BANK - PAGE 1		
BAL PER CURRENT A/C AS AT 20th May 2015		£3,071.12
BAL PER SAVINGS A/C AS AT 20th May 2015		£3,603.76
		£6,674.88
plus unpresented cheques		-£138.38
Sub Total		£6,536.50
PLUS CASH IN HAND (GROUNDSMANS FLOAT)		£7.00
BALANCE PER CASH BOOK AS AT 20th May 2015		£6,543.50
BALANCE PER RECONCILIATION AS AT 1st April 2015		£7,000.65
RECEIPTS		£285.15
PAYMENTS		£742.30
BALANCE PER CASH BOOK AS AT 20th May 2015		£6,543.50
Signed:		
	Clerk & Financial Officer	Date:
	Chairman	Date: