

LAXTON PARISH COUNCIL

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW
Telephone: 07887 533057 Email: Email: laxtonpc@btinternet.com

20/04/2015

To: All Members of the Council

You are summoned to attend a meeting of **Laxton Parish Council** that will be held at the Village Hall, Station Road, Laxton on **Tuesday, 28 April 2015 at 7:30pm**, to transact the business set out below.

Members of the public are welcome to attend and may address the Council during public participation.

Yours sincerely



Clerk to the Council

A G E N D A

- 1) Apologies for absence
- 2) To receive and sign the Minutes of the Parish Council Meeting, held on Tuesday, 24 March 2015 as a true and correct record
- 3) To record declarations of interest by any member of the council in respect of the agenda items below. Members declaring interests should identify the agenda item and type of interest being declared. If the interest is prejudicial the Member shall leave the room for the discussion and voting on that item. *In accordance with The Localism Act 2011, the Relevant authorities (Disclosable Pecuniary Interest) Regulations 2012*
- 4) To discuss the siting of a brown tourist sign for Saltmarshe Hall
- 5) To receive an update from the Clerk
- 6) To receive an update from Ward Councillors
- 7) Public Participation: to receive questions from the public
- 8) To receive the following correspondence:
 - ERYC Consultation on Modifications to Local Plan
 - ERNLLCA Newsletter

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- ERYC Parish News
 - ERYC, Invitation to attend a Parish Council planning workshop
 - Ouse and Humber IDV, advising of annual maintenance programme and changes to cross compliance rules on hedge trimming.
 - BT, offer to adopt Telephone Box for £1
 - ERNLLCA Members Training
- 9) To consider applications for planning permission upon which the Parish Council has been consulted (including any received by the date of the meeting)
 - 10) To consider any highways issues:
 - Parking on Church Close (Councillor Newton)
 - Vehicles travelling on the wrong side of the road from Scotts (Councillor Bray)
 - 11) To consider the condition of Eastrington Drainage Banks and other dykes (Councillor Bray)
 - 12) To consider actions required following the nominations to stand for the Parish Council
 - 13) To consider adopting a Code of Conduct for Members
 - 14) To consider whether to carry out a community litter pick
 - 15) To receive notices to quit allotment tenancies
 - 16) To consider whether the Parish Council should use Social Media as a communications tool and adopt a Social Media Policy
 - 17) To receive a presentation on the Council's website
 - 18) To consider adopting a complaints procedure
 - 19) To receive a statement of balances and an outturn report for 2014/15, to approve the schedule of accounts for payment and to approve the submission to the external auditor
 - 20) To receive notice for items for inclusion on the next agenda on Tuesday, 19 May 2015 at 7:30pm.

LAXTON PARISH COUNCIL MEMBER CODE OF CONDUCT

(1) Introduction and Interpretation

- (1) This Code applies to you as a Member of this authority when you act in your role as a Member and it is your responsibility to comply with the provisions of this Code.
- (2) You are a representative of this authority and the public will view you as such therefore your actions impact on how the authority as a whole is viewed and your actions can have both a positive and negative impact on the authority.
- (3) The public expect Members to act in an open and transparent manner.
- (4) In this Code -

‘Meeting’ means any meeting of:-

- (a) The authority;
- (b) Any of the authority’s sub-committees

‘Member’ includes all Members and co-opted and appointed Members of the authority.

‘Family’ means Spouse, Civil partner, any person with whom you are living as a Spouse or Civil Partner, parent, grandparent, child, grandchild or sibling.

(2) General Obligations

- (1) You must treat others with respect.
- (2) You must not bully any person.
- (3) You must not conduct yourself in a manner that could reasonably be regarded as bringing your office or authority into disrepute.
- (4) You must not disclose information given to you in confidence by any one or information acquired by you which you believe, or ought to be aware, is of a confidential nature, except where :-
 - (1) You have the consent of the person authorised to give it;
 - (2) You are required by law to do so;
 - (3) Disclosure is to made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

- (4) The disclosure is:-
- (a) Reasonable in the public interest; and
 - (b) Made in good faith and in compliance with the reasonable requirements of the authority; and
 - (c) You have consulted the Monitoring Officer prior to its release.
- (5) You must not prevent another person from gaining access to information to which that person is entitled by law.
- (6) You must not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.
- (7) When using or authorising the use by others of the resources of the authority you must:-
- (1) Act in accordance with the authority's reasonable requirements.
 - (2) Ensure that such resources are not used improperly for political purposes (including party political purposes).
 - (3) Have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

(3) Registration of Interests

- (1) You must before the end of 28 days beginning on the day on which you become a Member of the authority or within 28 days of any change in an interest or becoming aware of any new interest notify the Monitoring Officer of:
- (i) The following **Pecuniary Interests** of yourself, your spouse or civil partner, any person with whom you are living as husband or wife or any person with whom you are living as if they were a civil partner:
 - (a) Any employment, office, trade, profession or vocation carried on for profit or gain.
 - (b) Any payment or provision of any other financial benefit (other than from the authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
 - (c) Any contract which is made between any of the above named persons (or a body in which any of the above named persons have a beneficial interest) and the authority under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.
 - (d) Any beneficial interest in land which is within the area of the authority.

- (e) Any licence (alone or jointly with others) to occupy land in the area of the authority for a month or longer.
 - (f) Any tenancy where (to your knowledge) the landlord is the authority and the tenant is a body in which any of the above named persons have a beneficial interest.
 - (g) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of the authority; and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which any of the above named persons has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
- (ii) The following **Non-Pecuniary** interests of yourself:
- (a) Bodies to which you are appointed or nominated by the authority (ie outside body appointments).
 - (b) Bodies exercising functions of a public nature of which you are a Member (including regional and local development agencies, other (parish) councils, public health bodies, school governing bodies).
 - (c) Bodies directed to charitable purposes of which you are a Member (including the Lions, the Masons, a Parochial Church Council; not just bodies registered with the Charity Commission).
 - (d) Bodies whose principal purposes include influence of public opinion of policy (including any political party or trade union) of which you are a Member.
 - (e) Any voluntary work undertaken by you.
 - (f) Any person from whom you received in your capacity as a Member a gift or hospitality that amounts to the value of at least £25.
 - (g) Any person employed by the authority who is a member of your family.
- (2) You need only notify the Monitoring Officer of any interests of which you are aware pursuant to paragraph (3) (1) above.
- (3) Where you become a Member of the authority as a result of a re-election or re-appointment you only need to disclose interests not already entered on the register.
- (4) Where the nature of the interest is such that you consider that the disclosure of the interest could lead to you or a person connected with you being subject to violence or intimidation, (and the Monitoring Officer agrees) details of the interests will not be included in any published version of the register of interests save that the register will state you have an interest the details of which are withheld under section 32(2) of the Localism Act 2011.

(4) Non - Pecuniary Interests

- (1) You have a non pecuniary interest in any business of the authority where either it is likely to affect any of the bodies listed in paragraph 3(1)(ii) of the Code or, the decision in relation to that business might reasonably be regarded as affecting your well being, or financial position, or the well being or financial position of a relevant person to a greater extent than the majority of other Council tax payers, rate payers or inhabitants of the Ward affected by the decision.
- (2) A relevant person is:-
 - (a) A member of your family or any person with whom you have a close association, or
 - (b) A person or body who employs or has appointed such persons any firm of which they are a partner or any company of which they are Directors.
- (3) Where you have a non-pecuniary interest in any business of the authority and you attend a meeting of the authority at which that business is considered you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.
- (4) Sub paragraph (3) only applies where you are aware or ought reasonably to be aware of the existence of the interest.
- (5) Where you have an interest but by virtue of paragraph 3(4) it is not registered in the authority's register of interests you must indicate you have a non-pecuniary interest but need not disclose the sensitive information to the meeting.

(5) Pecuniary Interests

- (1) You have a pecuniary interest in any business of the authority where you, your spouse or civil partner, any person with whom you are living as husband or wife or any person with whom you are living as if they were a civil partner have an interest that falls within sub paragraph (3)(1)(i) above.

(6) Effect of Pecuniary Interest on participation

- (1) Where you have a pecuniary interest in any business of the authority and you attend a meeting at which the business is considered you must then:-
 - (a) Disclose the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent, subject to sub-paragraph (c) below.
 - (b) Retire to the public gallery of the room or Chamber where the meeting considering the business is being held.
 - (c) If the pecuniary interest is a sensitive interest as set out in sub-paragraph (3)(4) above you need only disclose the fact that you have a pecuniary interest.

LAXTON PARISH COUNCIL

Report to: Laxton Parish Council

Use of Social Media

A Purpose of the Report

To consider whether the Parish Council should use Social Media as a communication channel.

B. Recommendation

- i) That the Parish Council considers trailing the use of Facebook and Twitter as a means of communicating with residents, businesses and visitors to the Parish.
- ii) That the Clerk should manage the social media sites in accordance with the attached policy.
- iii) That the attached should policy be approved if required.

1. Background

- 1.1 'Social media' is the term commonly given to websites and online tools which allow users to generate their own media and interact with each other in some way – by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement. Facebook and Twitter and the two most popular social media sites.
- 1.2 Facebook is a free social networking site that allows people to connect with their selected network of 'friends'. There are multiple ways to interact - chat, email, photo, video, file-sharing, blogging, common interest groups and more. Pages can be searched for by anyone, but to have full access you may have to 'like' the page, request to join or request to be a friend. You can also be asked to join or be sent a 'friend' request.
- 1.3 Twitter instantly connects people everywhere to what's most meaningful to them. Any registered user can send a tweet, which is a message of 140 characters or less that is public by default and can include other content like photos, videos, and links to other websites.

- 1.4 Recent Ofcom statistics show that 83% of adults now go online using any type of device in any location. Nearly all 16-24s and 25-34s are now online and there has been a nine percentage point increase in those aged 65+ ever going online (42% vs. 33% in 2012).
- 1.5 66% of online adults say they have a current social networking site profile. Nearly all with a current profile have one on Facebook. Three in ten social networkers say they have a Twitter profile. Social networking overall remains a popular pastime, with 60% of users visiting sites more than once a day.

2. Potential Uses of Social Media

- 2.1 The popularity of social media over recent years opens up new opportunities for contact and communication. Social media is used by many Parish Councils in addition to existing communication channels for:
- Advertising meetings
 - Providing and exchanging information about services
 - Advertising events and activities
 - Sharing newsletters
 - Posting good news stories linked to the Council's website
 - Advertise Vacancies
 - Retweeting or 'share' information from partners i.e. Police, Library and Health etc.
 - Announcing new information.
 - Posting or Sharing information from other Parish related community groups/clubs/associations/bodies e.g. Schools, sports clubs and community groups
 - Referring resident's queries to the clerk and all other councillors

3 Potential Pitfalls of Social Media

- 3.1 With the opportunities there are however pitfalls which give rise for the need to ensure robust procedures and governance are in place to minimise the risk to the council and its employees.
- 3.2 There is a risk that staff or Councillors make statements on Facebook that do not reflect the views / policies of the Council, or that are inappropriate or libellous. It is recommended that access to social media should be restricted initially to the Clerk to control this risk and that any inappropriate use of social media is dealt with under the Council's disciplinary policy.
- 3.3 Members of the public can use a social media platform to "vent off" about Council services or issues that are nothing to do with the Council. Comments may not be lawful. However, it is not necessary to respond to all posts on social media, and people that send inappropriate comments can be blocked from the site.

- 3.4 A key issue is that users of social media expect an almost instant response to any posts made. With the resources available to the Parish Council it is difficult to address this issue other than by accepting that responses will be made days and possible weeks rather than hours.
- 3.5 It is likely that it will take quite some time to build up a following of people on social media and there is a risk that the Council's social media presence will not take off.

Alan Bravey
Clerk to Laxton Parish Council

Laxton Parish Council

Social Media Policy

1. Policy Statement

- 1.1 The popularity of social media over recent years opens up new opportunities for contact and communication. Laxton Parish Council will use social media sites as an additional communication channel to communicate with residents and businesses in the Parish.
- 1.2 The Council will use Facebook and Twitter as its main social media channels of communication but other social media sites may also be used.

2. Maintaining and Monitoring the Council's Social Media Presence

- 2.1 The Clerk is the Council's appointed officer to manage and moderate its social media accounts. No other employee or Councillor is authorised to make posts on any social media site on behalf of the Parish Council, except where an exception has been agreed by the Council.
- 2.2 Any Councillor may make their own posts in their capacity as Councillor using their own social media accounts. These should be in keeping with the Member's Code of Conduct.
- 2.3 The Clerk will monitor the Council's social media sites from time to time and will respond to posts as appropriate and usually within 15 days. Not all posts on social media will require a response and the Clerk will use his / her judgement to determine where this is necessary.
- 2.4 If a matter is raised that requires a decision by the Council, or further consideration, then it will be raised as an agenda item at the next available Parish Council meeting. The poster shall be informed via the page or direct message that this is the case.
- 2.5 The Clerk will not enter into discussions online with posters who are aggressive or abusive. The Clerk has the authority to remove any inappropriate posts. The Clerk will notify the Facebook / Twitter and block the sender as appropriate.
- 2.6 The Clerk is authorised to make posts to social media that are concerned with the following:
- Advertising meetings
 - Providing and exchanging information about services
 - Advertising Parish Council events and activities
 - Sharing Parish Council newsletters
 - Posting good news stories linked to the Council's website

- Advertising staff or Councillor Vacancies
- Retweeting or 'sharing' information from partners i.e. Police, Library and Health etc.
- Announcing new information agreed by the Parish Council.
- Posting or Sharing information from other Parish related community groups/clubs/associations/bodies e.g. Schools, sports clubs and community groups
- Responding to resident's queries

2.7 The Clerk will abide with the following protocol when administering the social media sites:

- All social media sites in use should be checked and updated on a regular basis and ensure that the security settings are in place.
- Be professional; remember that you are an ambassador for the council.
- Be responsible, be honest at all times and when you gain insight; share it with others where appropriate.
- Be credible, be accurate, fair and thorough and make sure you are doing the right thing.
- Be safe, never give out personal details like home address and phone numbers, or any financial details or bank account numbers.
- Try to add value and provide worthwhile information and perspective.
- Do not open a channel of communication you cannot maintain.
- Understand when a conversation should be taken offline.
- Do not engage with users who are aggressive/abusive
- Abbreviations are acceptable but not 'text speak', the response may be useful to all followers so it needs to be comprehensible to all. Capital letters should be used for proper nouns. Check spelling and grammar before any posting. All rules of accessibility and plain English should apply.
- Avoid speculation, keep to facts
- Check with that any information you want to post/tweet is accurate. Social media should be a reliable source of information.
- Remain impartial and politically neutral.
- Community groups, non-profit organisations and partners may have events and information that can be promoted, be mindful of pushing out too much information, look to the schedule and check we are not inundating people.

Approved Date:

Review Date:

Laxton Parish Council

Complaints Procedure

1. Policy Statement

- 1.1 Laxton Parish Council will consider all comments, compliments and complaints made about its actions or lack of actions and will take action where appropriate.
- 1.2 The Clerk will record and monitor all complaints received and will investigate further as required. The Clerk will inform the Parish Council of complaints received and action taken as a result and /or will make recommendations for action as appropriate.

2. Receiving complaints

- 2.1 Wherever possible complaints should be resolved by discussion with the complainant. Where this is not possible a formal complaint can be made under the Council's complaint procedure.
- 2.2 Complaints can be received orally or in writing (including electronically). The details of the complaint should be passed to the Clerk as soon as possible to be recorded and monitored. Councillors and Officers should capture the name of the complainant, the nature of the complaint and an address and telephone number.
- 2.3 Anonymous complaints will be dealt with using this process.
- 2.4 Complaints made during the public session of a Parish Council meeting will be resolved where possible but must be deferred to the next meeting if a resolution is required to address the complaint.

3. Acting on Complaints

- 3.1 The Clerk will write to the complainant acknowledging receipt of their complaint. The Clerk will investigate the complaint and try to settle directly with the complainant. If the complaint is regarding a Councillor then that person shall be given the opportunity to comment in a way in which it is intended to attempt to settle the complaint.
- 3.3 The Clerk shall bring any written complaint which has not been settled to the next meeting of the Council. The Clerk shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally.
- 3.4 The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public. As soon as may be after the decision has been made, it and the nature of any action to be taken shall be communicated in writing to the complainant.

- 3.5 The Council should defer dealing with any complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.
- 3.6 Consideration by the Council is the final stage in the complaint process. The Local Government Ombudsman will not consider complaints made against a Parish Council.
- 3.7 Any complaints regarding the Clerk shall be dealt with by the Chairman, who will follow the process for receiving and acting on complaints set out in this Policy. Complaints regarding the conduct of the Clerk shall be dealt with following the Council's Disciplinary or Capability Procedure as appropriate. Complaints relating to a breach of the Council's Code of Conduct by a Councillor will be referred to the Monitoring Officer at East Riding of Yorkshire Council as appropriate.

Approved Date: 28 April 2015

Review Date: April 2018

Laxton Parish Council Bank Reconcilliation Year Ending 31 March 2014

Prepared by Alan Bravey, Clerk to Laxton Parish Council, 5 April 2015

Balance per Bank Statements as at 31 March 2015:	£	£
Current Account 050439	11210.21	
Premium Account 227884	<u>1437.63</u>	
		12647.84
Petty Cash Float		40
Less:Unpresented Cheques 31 March 2015:		
1) Cheque Number 000442 PAYE	179.16	
2) Cheque Number 000444 HWRCC	25	
3) Cheque Number 000445 ERNLCCA	261.62	
4) Cheque Number 000446 Laxton Village Hall	200	
5) Cheque Number 000447) Wold Skip Hire	192	
6) Cheque Number 000448 Wold Skip Hire	<u>192</u>	
		1,049.78
Add		
Undeposited Cash 31 March 2015:		
Petty Cash Overpayment	<u>0.01</u>	<u>0.01</u>

NET BALANCES AS AT 31 MARCH 2015	<u>11,638.07</u>
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CASH BOOK:

Opening Balance 1 April 2014	11514
Add Reciepts in the Year	7685.65
Less Payments in the Year	7561.58
CLOSING BALANCE PER CASH BOOK as at 31 March 2015	<u>11638.07</u>

Laxton Parish Council
2014/15 Outturn Report

Expenditure	£	£
Personnel (salary, tax, expenses, training)	2144.63	
Insurance, Fees and Subscriptions	1081.16	
Discretionary payments and grants	200	
Loans, Street Lighting and Works	3723.6	
Rent, Petty Cash and Administration	253.42	
VAT	158.77	
		7561.58
 Income		
Precept	6967.5	
Grants and Reimbursements	406.9	
Interest	2.63	
Allotment Rents	157.5	
		7534.53
 Net Total		-27.05

Local Councils in England

Annual return for the financial year ended 31 March 2015

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2014/15 for

Enter name of
reporting body here:

EN LAXTON PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	9009	11514	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 (+) Annual precept	6600	6968	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	655	718	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	1006	2045	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	3141	3141	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	1006	2376	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	11514	11638	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	11514	11638	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 other long term investments and assets	0	3939	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	31,698	30,068	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note 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.
		X	

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council 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 the council on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

ENTER LOCAL COUNCIL NAME HERE	Council/Meeting
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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 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	X		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	X		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 the council to conduct its business or on its finances.	X		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.	X		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X		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 council accounting records and control systems.	X		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 the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	X		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 the council and, where appropriate have included them in the accounting statements.	X		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability 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.
		NA	
		X	

This annual governance statement is approved by the council and recorded as minute reference

MINUTE REFERENCE

dated DD/MM/YYYY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YYYY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YYYY

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

Section 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

ENTER LOCAL COUNCIL NAME HERE

Council/Meeting

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

Section 4 – Annual internal audit report 2014/15 to

ENTER LOCAL COUNCIL NAME HERE

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.			
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.			
H Asset and investments registers were complete and accurate and properly maintained.			
I Periodic and year-end bank account reconciliations were properly carried out.			
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.			
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit

Signature of person who carried out the internal audit Date

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

Laxton Parish Council Asset Register

Asset	Cost	Date acquired	Location
Street furniture:			
4 Benches	2000	Various	Chapel Lane, Station Road Junction, Jubilee Avenue
Office:			
Computer	400	2006	Clerk
Filing Cabinet	60	2007	Victory Hall
Community Assets:			
Allotment Gardens	1		
Parish Beacon	1	2002	Rear of Church Close, Laxton Station Road Junction
Emergency Equipment			
Honda 2200 Generator	365	2008	St Peters Church
WB20XT Water Pump	266	2008	St Peters Church
Input Hose	309	2008	St Peters Church
Output Hose	412	2008	St Peters Church
4 Explorer Torches	99	2008	St Peters Church
Sack Barrow	18	2008	St Peters Church
First Aid Box	8	2008	St Peters Church
Total	3939		

April 2015

Schedule of Accounts for Payment

Item	Total (£)	NET (£)	VAT (£)
Clerk Salary and Expenses	100.54	100.54	-
• <i>Clerk's Salary January, February, March</i>	<i>89.69</i>	<i>89.69</i>	-
• <i>Printing (217 prints)</i>	<i>10.85</i>	<i>10.85</i>	-
HMRC (Clerk PAYE)	<i>59.60</i>	<i>59.60</i>	-
Ouse and Humber IDB Drainage Rates	2.39	2.39	
Sweeting Brothers	451.20	376.00	75.20
TOTAL	714.27	639.07	75.20