

## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

UPPER HARROB 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'<br>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  | NA  |
|   |        |     | ✓   |

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

10.5.16-GB

dated 10/05/2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

10/05/2016

10/05/2016

\*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.

## Section 2 – Accounting statements 2015/16 for

Enter name of  
smaller authority here:

UPPER HARDRES PARISH COUNCIL

|   | Year ending           |                       | Notes and guidance  |
|---|-----------------------|-----------------------|---|
|   | 31 March<br>2015<br>£ | 31 March<br>2016<br>£ |   |
| 1. Balances brought forward   | 14,980                | 15,512                | 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  | 4,587                 | 4,590                 | Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 4,868                 | 5,548                 | 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  | 2,424                 | 2,893                 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.   |
| 5. (-) Loan interest/capital repayments   | 0                     | 0                     | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).  |
| 6. (-) All other payments   | 6,499                 | 7,260                 | 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   | 15,512                | 15,497                | 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                                   | 15,512                | 15,497                | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                |
| 9. Total fixed assets plus long term investments and assets                         | 0                     | 589,155               | 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  | 0                     | 0                     | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                   | No                    | The Council acts as sole trustee for and is responsible for managing Trust funds or assets.<br>N.B. The figures in the accounting statements above do not include any Trust transactions. |

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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

*Chenille*

Date

10/05/2016

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

10/05/2016

and recorded as minute reference:

10.5.16-7a

Signed by Chair of the meeting approving these accounting statements.

*[Signature]*

Date

10/05/2016



## Section 3 – External auditor certificate and report

### 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

UPPER HARGREES PARISH COUNCIL

### Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (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 (KE0295)

~~(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 smaller authority:

(continue on a separate sheet if required)

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

19-7-16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Explanation of Variances Upper Hardres Parish Council (UHPC) Year ended 31 March 2016

| Section 1                                | 2014/15<br>£ | 2015/16<br>£ | Variance<br>£ | Variance<br>% | Detailed explanation of variance over 15%<br>(with amounts shown in £)  |
|--|--------------|--------------|---------------|---------------|---|
| <b>Box 2</b>                             |              |              |               |               |   |
| <i>Precept</i>                           | 4,587        | 4,590        | 3             | 0.06%         | -   |
| <b>Box 3</b>                             |              |              |               |               |   |
| <i>Total other receipts</i>              | 4,868        | 5,548        | 680           | 13.9%         | Increase due to:<br>Village Hall contribution to new fencing 299.00<br>PCC contribution to War Memorial restoration 211.00<br>Compensation payments from Barclays 125.00<br>Other 45.00<br><u>680.00</u>  |
| <b>Box 4</b>                             |              |              |               |               |   |
| <i>Staff costs</i>                       | 2,424        | 2,893        | 469           | 19.3%         | Increase due to:<br>Clerk's back-pay to Jan 15 54.72<br><i>In Jan 2015, National Associations of Local Councils part-time clerks hourly rate increased to £8.61 ph. Therefore, based on 6 hrs per week, clerk was paid back-pay for Jan-Dec 2015: 0.19p x 6 hrs pw x 48 weeks = £54.72</i><br>Compensation payments from Barclays 125.00<br><i>Due to errors by Barclays, clerk spent extra hours arranging change of signatories to Deposit Acc and new authorisation for on-line banking. Compensation payments were received from Barclays, and Councillors agreed to pay these to clerk as overtime (minutes ref: Mins 19.5.15_6e; Mins 10.11.15_7d)</i><br>Clerk's expenses 276.00<br>Other 14.00<br><u>469.00</u> |
| <b>Box 5</b>                             |              |              |               |               |   |
| <i>Loan interest/ capital repayments</i> | 0            | 0            | 0             | -             | -   |

# Upper Hardres Parish Council ASSET REGISTER - 31 March 2016

BVH - Bossingham Village Hall, PF - Playing Field, CP - Car Park, BVH MC - Bossingham Village Hall Manangement Committee

| ASSET DETAILS                            |                    |                |                               |                     |  |                     |                |       |   |                    |                 |
|--|--------------------|----------------|-------------------------------|---------------------|--|---------------------|----------------|-------|---|--------------------|-----------------|
| Ref                                      | Description        | Date aquis.    | Supplier                      | Cost/Value          | Useful life est.                           | Location            | Use            | Cust. | Usage & Condition                                   | Disposal/Discharge | Insurance Value |
| 1  | Village Hall (BVH) | Land Reg. 2013 | BVH Mge Comm is Cust. Trustee | valuation '13 £550K | Indeterminate                              | The Street, CT4 6DX |                | BVHMC | Daily - groups and lettings<br>Cond: Good           |                    | £550K           |
| 2  | Playing field (PF) | 1995           | BS&LT Cust. Trustee           | equip. ins for £34K | Indet. (covenant: sport & rec. only)       | Rear of BVH         |                | BS&LT | Daily - Recreation for all parishioners. Cond: Good |                    | £34K            |
| 3  | Fencing            | c.1995         | unknown                       | c.£2K               | Indeterminate                              | CP & PF boundaries  |                | UHPC  | Cond: Good  |                    | £2K             |
| 4  | Car park (CP)      | c.2000         | Moons of Selling              | £34,051.50          | Indeterminate                              | Side of BVH         |                | UHPC  | Daily - Parishioners, hall users. Cond: Good        |                    | £25K            |
| 5  | Noticeboard 1      | Repaired 2011  | Gerald Wilton Designs         | £450                | 10 years                                   | Hop Pocket          | Clerk & public | UHPC  | Fortnightly<br>Cond: Fair                           |                    | £400            |
| 6  | Noticeboard 2      | 2009           |                               | £1,000              | 10 years                                   | UH Church           | Clerk & public | UHPC  | Fortnightly<br>Cond: Fair                           |                    | £1K             |
| 7  | Bench 1            | 2012           | English Oak Designs           | £275                | 20 years                                   | BVH                 | P'shioners     | UHPC  | Cond: Good  |                    | £275            |
| 8  | Bench 2            | c.2000         | unknown                       | c.£200 P            | 4 years                                    | Manns Hill          | P'shioners     | UHPC  | Cond: Poor, to be repaired                          |                    | £200            |
| 9  | Gate 1             | c.2000         | Jacksons                      | c.£800              | 15 years                                   | Entrance to PF      | Gardener       | UHPC  | Fortnightly in mowing season<br>Cond: Good          |                    | £800            |
| 10                                       | Gate 2             | 2013           | T. Metcalfe                   | £430.44             | 23 years                                   | Entrance to PF      | P'shioners     | UHPC  | Daily<br>Cond: Good                                 |                    | £400            |
| Original cost/Audit Value of assets held |                    |                |                               | £589,155            | Insurance/Replacement value of Assets held |                     |                |       |   | £580,075           |                 |

Not in 2014 finan. year

# Upper Hardres Parish Council

Location of public land and building assets:

## 1. Bossingham Village Hall

The Street, Bossingham CT4 6DX

Bossingham Village Hall Management Committee maintain and manage the village hall and its grounds on behalf of Upper Hardres Parish Council.

The hall is used for local events and meetings and private hire.

Bossingham Village Hall Management Committee has insured the hall for £550K.

Bossingham Village Hall is a registered charity no. 1143498.

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## 2. Bossingham Village Hall Car Park

*side of* Bossingham Village Hall, The Street, Bossingham CT4 6DX

Approx. 54' x 20'.

Car park installed c.2000 by Upper Hardres Parish Council for use by hall users and parishioners.

Upper Hardres Parish Council maintain and insure car park.

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## 3. Bossingham Playing Field

*rear of* Bossingham Village Hall, The Street, Bossingham CT4 6DX

Approx. 54' x 54'.

In 1995, land adjoining Bossingham Village Hall was purchased by Upper Hardres Parish Council from Mrs Bertha Dale with the restrictive covenant "for sporting purposes and associated car parking". Parish clerk holds covenant document.

Since 2011, Bossingham Sports & Leisure Trust has raised funds to provide free to use outdoor sports and leisure facilities on Bossingham Playing Field, on behalf of Upper Hardres Parish Council. The facilities are free to use by all, and are regularly used by residents of Bossingham, Upper Hardres and Stelling Minnis.

Bossingham Sports & Leisure Trust manage upkeep of equipment and carry out regular safety inspections.

Grounds maintenance is organised by Bossingham Village Hall Management Committee in conjunction with, and on behalf of, UHPC.

Bossingham Sports & Leisure Trust is a registered charity no. 1146559.

From 1st April 2016, Upper Hardres Parish Council will begin the process of formally taking on ownership and responsibility for the equipment and remaining funds, and Bossingham Sports & Leisure Trust will be disbanded.

*Clare Hamilton, Parish Clerk, 31 March 2016*

# **CONFIRMATION OF THE DATES FOR THE PERIOD OF EXERCISE OF PUBLIC RIGHTS**

Name of smaller body: **UPPER HARDRES PARISH COUNCIL**

**Either:**

On behalf of **UPPER HARDRES PARISH COUNCIL**, I confirm that the dates set for the period of exercise of public rights are as follows:

Commencing on \_\_\_\_\_ **Monday 6 June 2016**\_\_\_\_\_

and ending on \_\_\_\_\_ **Friday 15 July 2016**\_\_\_\_\_

**Signed:** Clare Hamilton

**Role:** Responsible Financial Officer  
For **UPPER HARDRES PARISH COUNCIL**